



2022-2023 Rental Assistance Program Guidelines
Society of St. Vincent de Paul
Boston Archdiocese

The Boston Archdiocesan Council has voted to continue the rental program to help the conferences deal with rising rental costs. The program will begin on October 1, 2022 and continue until available funds are depleted or the program ends on September 30, 2023.

The Boston Council will reimburse one-half of the rent payments paid by the Conferences to help those in need until program funds are depleted.

A conference must pay a minimum of \$800 in rental assistance for a household, in order to be reimbursed by the Council for one-half of that rental assistance. The maximum amount of reimbursement will be \$1200.

The amount for reimbursement may be for one or more months as determined by the conference, but households may use the program only **once in a twelve month period**.

Conferences must practice due diligence in verifying the identity of the landlord. Conferences should check with city/town records to make sure they have the correct information. If an eviction action is pending, conferences must ensure that it will be stopped by the rent payment.

The conference must inform the district president of the application for assistance and obtain his/her agreement.

To ensure an equitable distribution of available funds, no Council District shall be allowed to appropriate more than twenty percent of the total budgeted funds. As an added safeguard, no Conference should be allowed to appropriate more than twenty percent of the funds provided to its District without the approval of their district president.

Reimbursement forms must be filled out completely. No reimbursement will be processed without proper documentation. Requests must have a copy of the check to the landlord, and a letter, rent bill or eviction notice if possible.

All requests for reimbursement must be submitted within 30 days of the conference payment.

Any Conference that fails to submit an Annual Report or fails to pay their Solidarity Dues will not be eligible to participate in the program.

The Boston Council will accumulate all data and distribute a monthly report to the Rental Assistance Committee and to all District Presidents.

The Boston Council will include a line item in the Annual Conference Report to signify how much was spent on rental assistance by each Conference during the fiscal year.

Karen O'Brien

Karen M. O'Brien
Program Chairperson

Questions or concerns? Please contact Karen O'Brien at karenmobrien@comcast.net.