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**City of Newton**  
**Emergency Support Program**  
**Program Guidelines, updated 8/29/22**



### **Program Overview**

In response to the continuing negative economic impacts caused by the coronavirus (COVID-19), the City of Newton is announcing a new COVID-19 Emergency Support Program utilizing its federal American Rescue Plan Act (ARPA) funds. This program is designed to provide assistance in an efficient and responsive manner. The program is temporary in nature and funding is limited.

The City of Newton Emergency Support Program is intended to provide eligible households impacted by the ongoing COVID-19 Pandemic with a one-time financial assistance payment to help pay common household expenses.

The City of Newton Emergency Support Program is a collaboration between Mayor Ruthanne Fuller's Office, the Department of Planning & Development, the Health and Human Services Department, and Metro West Collaborative Development. The Program is administered by Metro West Collaborative Development, on behalf of the City of Newton. Metro West is a non-profit community development corporation based in Newton. More information on Metro West can be found here:  
<https://metrowestcd.org/>

### **Applicants are eligible for:**

- One-time "cash" payment, amount dependent on household size
  - Individuals \$1,000
  - 2-person household \$2,000
  - 3+ person household \$3,000

\*This ARPA-funded payment is **not** included in gross income for tax purposes.

## **Household Eligibility**

### **“Eligible” Household**

A “household” shall mean an individual or two or more persons who are related by blood, marriage, law, or who have otherwise evidenced a stable inter-dependent relationship. An eligible household is one whose primary residence is within the City of Newton.

Applicants who are currently homeless, but whose last permanent residence was in the City of Newton within the past two years may be eligible provided they submit proof of their last permanent Newton residence (i.e., last Newton residence listed on past utility bill, bank statement, State-issued ID card, etc.) and proof of their current living arrangement in a housing shelter.

Applicants (Head of Household) unable to submit a Social Security Number are required to submit an alternative form of identification, such as a valid Driver’s License, current passport, Massachusetts Identification Card (Mass ID), or Massachusetts Liquor ID Card, **and** proof of residency (current utility bill).

### **Income Eligibility**

The total income of the applicant and all other members of the applicant’s household over the age of eighteen (18) **may not exceed 65% of the Area Median Income** for the greater Boston area, adjusted for family size. An applicant’s total household income **at the time of application** cannot exceed the following limits:

| <b>Household size</b>           | <b>1 person</b> | <b>2 person</b> | <b>3 person</b> | <b>4 person</b> | <b>5 person</b> |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Income Limit 65% of area median | \$63,791        | \$72,904        | \$82,017        | \$91,130        | \$98,420        |

### **Eligible Expenses**

Eligible expenses include, but are not limited to, the following:

1. Rent
2. Utilities
3. Gas
4. Cable & Internet
5. Cell Phone
6. Public Transportation Expenses
7. Car Payment
8. Car Insurance Premium
9. Parking
10. Medical Expenses/Health Care & Co-Pays
11. Child Care
12. Groceries
13. Non-Grocery Items (toilet paper, diapers, cleaning supplies etc.)

- 14. Pet Food & Care
- 15. Credit card or other debt payments

**Additional Support Assistance**

Members of the City of Newton’s Social Services Division are available to speak with residents in person and over the phone to help with applications for this program, as well as other programs and resources across the community, including food pantry referrals and mental health and substance use referrals. These case managers work closely with residents to assess critical concerns and develop a plan to address challenges and areas of need.

**For assistance, please contact the City of Newton Social Services Division at 617-796-1420.**

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| Meghan Kennedy, LICSW<br>Director of Social Services<br><a href="mailto:mkennedy@newtonma.gov">mkennedy@newtonma.gov</a>             |   |
| Jenna Bancroft, LICSW<br>Assistant Director of Social Services<br><a href="mailto:jbancroft@newtonma.gov">jbancroft@newtonma.gov</a> | Corrie Houser<br>Bilingual Case Manager *se habla espanol<br><a href="mailto:chouser@newtonma.gov">chouser@newtonma.gov</a>       |
| Meghan Murtagh, M.Ed<br>Assistant Director of Youth Services<br><a href="mailto:mmurtagh@newtonma.gov">mmurtagh@newtonma.gov</a>     | Helayne Jobson, BSW<br>Bilingual Case Manager *se habla espanol<br><a href="mailto:hjobson@newtonma.gov">hjobson@newtonma.gov</a> |

**Application Process**

All potential program participants must complete an online application with required documentation.

The online application can be found here: <https://bit.ly/NewtonESP>

The City of Newton’s Social Services Division is available to assist individuals in the completion of their application and can accommodate households with limited English proficiency, as well as disabilities that may impede their ability to complete the application.

**Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program.**

**Affirmative Marketing Methods**

The City of Newton does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership.

**Outreach & Implementation Plan:**

Outreach will consist of the following:

- 1) City of Newton Social Services Division will inform the Newton Public Schools and local human service agencies / community partners who work with Newton's more vulnerable and underserved residents
- 2) City of Newton social services (HHS and Senior Services) will field inquiries regarding the program, work to identify eligible residents, and assist new applicants
- 3) Program to be listed on City of Newton COVID-19-Response website pages and Metro West CD website

### **Right to Appeal**

An applicant has the right to appeal the decisions of Metro West CD within 5 (five) business days from the date of the written notification. An applicant may appeal in writing, in person, or via a designee to the Appeals Committee. The Committee is chaired by a member of the Board of Directors of Metro West CD, who is not involved in the day-to-day operations of the Program. At least one member of the Appeals Committee will be a neutral party. At the hearing, the applicant or his/her designee may present supporting information relevant to the reason for rejection. A final decision will be rendered by the Appeals Committee, in writing, within five business days from the date of the hearing.

An applicant concerned with discrimination against them may also contact the Mass Commission Against Discrimination at 617-727-3990 or the US Department of Housing and Urban Development at 617-994-8300.