Alameda County Health Care Services Agency (HCSA) – Housing Assistance Fund

Information for Property Owners & Managers

Thank you for your interest in the Housing Assistance Fund! The Fund provides one time or short-term financial assistance for housing costs for qualified applicants who are receiving services from specific Alameda County Health Care Service providers. All payments are made directly to third parties: landlords, property managers or hotel/motel operators.

Funds may be used for:
- Back rent/arrears that a tenant owes and must be paid in order to avoid an eviction;
- Security deposit on a new place to live and/or first month’s rent;
- Short-term/temporary housing payments while permanent housing or income is being secured.

Applications are submitted by service providers in partnership with applicants and include information about the applicant’s housing situation. Information is also needed directly from the Property Owner (Landlord) or Property manager for payments to be made on behalf of the applicant.

Required Documentation from Property Owner/Property Manager

In order to make payment, our finance department requires a signed, original invoice and signed, original W-9 form. These three (3) documents cannot be faxed; the originals need to be mailed. Once the paperwork is complete, payment is typically made within 5 business days.

Please submit the following documents by mail or via hand delivery via the applicant’s service provider:
- Fully completed, signed, original invoice
- Original W-9 form with signature
- HCSA Vendor Update Form (110-13)

The name on the forms must remain consistent. For example, if the check is made payable to “ABC Property Management,” the W-9 form should include this name and the Vendor Form should include this name.

In addition, in some cases the property owner or property manager may also be asked to provide a copy of the lease, if the applicant does not have a current copy. We must establish tenancy in order to pay the requested housing costs.

Mailing address: HCSA Housing Assistance Fund, Housing Services Office,
Attn: Martin Pacheco
1900 Embarcadero, Ste. 206
Oakland, CA 94606

For more information, please call Martin Pacheco at the BHCS Housing Services Office:
Tel. (510) 567-8016; Fax 1 (877) 341-5867

Forms Attached: Invoice Form
HCSA Business Vendor Update Form (110-13)
W-9