



City of Annapolis

DEPARTMENT OF PLANNING AND ZONING

145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401

Chartered 1708 Annapolis 410-263-7961 • FAX 410-263-1129 • MD Relay (711)

Michael La Place AICP, PP
DIRECTOR

February 21, 2023

MEMORANDUM

TO: Mayor and City Council

FROM: Theresa C. Wellman, Community Development Administrator *W*

THRU: Michael La Place, Director *MLP*

RE: Rental Assistance Program Policies and Procedures

As per 2.04.090 - Regulations—Promulgation and posting on City's website, the Department of Planning and Zoning published the notice of the proposed regulation in the Capital Newspaper and posted it to the city's website. No comments were received from the public. In addition, the regulations were referred to the Housing and Human Welfare and Rules Committees, which provided comments. All comments from the Committees were incorporated in the attached final regulations for the program.



CITY OF ANNAPOLIS RENTAL ASSISTANCE PROGRAM POLICIES AND PROCEDURES

I. INTRODUCTION

This document outlines the policies and procedures (Policy) of the City of Annapolis Rental Assistance Program (Program). The State of Maryland passed legislation for the purpose of requiring a certain percentage of the hotel tax revenue generated in the City of Annapolis (City) to be distributed to a special City fund to be used only for certain types of housing assistance payments. These funds, which were added to the City's Affordable Housing Trust Fund in accordance with Chapter 20.30 of the Code of the City of Annapolis (Code), shall be used for the purposes specified herein and in Chapter 20.30 of the Code, as may be amended.

II. PROGRAM PURPOSE

The purpose of the Program is to help low and moderate income households to pay rent, security deposits, and/or utility bills; in order to (1) to stabilize the family's housing situation; (2) to prevent eviction; (3) to prevent utility turn offs; and/or (4) to provide security deposit assistance if the family needs housing.

III. GENERAL PROGRAM REQUIREMENTS

A. Program Administration

The City Office of Community Services (OCS) will administer the Program. As part of the Program, OCS will supply, receive, and review applications for the Program from an applicant (Applicant) on behalf of its household (Household), and determine the Applicant's and its Household's eligibility to participate in the Program.

Once the Applicant and its Household are determined eligible for assistance through the Program, OCS staff will coordinate with the City Finance Department to process payments in the form of a check request. Any check request for the Program will include certification by the OCS staff that the Applicant and its Household are eligible to receive the Program assistance. As applicable, OCS will cause the check to be sent to the Applicant's applicable landlord, utility company, or future landlord if the assistance is for a security deposit. OCS shall also provide notice to the Applicant of such payment.

B. Eligible Applicants and Households for the Program

An Applicant must demonstrate that its Household meets the following Program requirements:

1. The Applicant and the members of its Household are City residents.
2. Income of the Household is at or below eighty percent (80%) AMI as defined under the income limits specified in this Policy.

3. One or more members of the Household can demonstrate a risk of homelessness or housing instability in the form of a past due utility or rent notice, an eviction notice, or other evidence of such risk.
4. The Applicant must hold a lease in his/her name for the Household, or otherwise demonstrate that he/she will hold a lease in his/her name in the case of assistance for a security deposit.
5. The Applicant must be employed, – retired or unemployed for the maximum of ninety days from the date of the application.
6. The Applicant and its Household must be living at a property located in the City, and that property must have an active City Rental License issued pursuant to Chapter 17.44 of the Code, as may be amended.

C. Eligible Uses of Program Funds

1. Rent
2. Unpaid Utility Bills
3. Security Deposits
4. Risk of Homelessness

D. Household Income Limits for Purposes of Program Eligibility

The Applicant's Household must collectively have an annual income at or below eighty percent (80%) of AMI, as defined by the U.S. Department of Housing and Urban Development (HUD) and as indicated below, adjusted for household size.

E. Maximum Program Grant Amount

Each Household shall only be permitted to receive a maximum grant of Three Thousand Dollars (\$3,000.00) per twelve (12) month period from Program Funds, regardless of the same or different Applicants requesting assistance.

F. Program Application Process

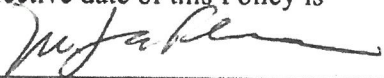
An Applicant must complete a Program application, as supplied by OCS, which includes information regarding its Household size and collective Household income. An Applicant must also submit documentation of rental assistance need with its application, which documentation must include the following, as applicable to the type of assistance being requested:

1. Verification of collective Household income (i.e. pay-stubs, current bank statement, Social Security Benefits or other retirement/pension benefits);
2. Copy of a rental/lease agreement (at minimum front page and signature page) between the Applicant and a landlord for the applicable leased property;

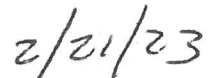
- 3. Photo identification for all adult members of the Household, including the Applicant; and
- 4. At least one of the following:
 - a. Eviction notice, court filing or judgment, or correspondence from Applicant's landlord indicating the Household is in arrears and what amount is owed;
 - b. Unpaid utility bill or utility shut-off notice for the Household's current leased property; and/or
 - c. Documentation of required security deposit amount for the applicable leased property.

Once the OCS case manager receives the application and all required documentation, the application will be reviewed by OCS staff to determine eligibility for rental assistance through the Program in accordance with this Policy.

The effective date of this Policy is



Michael La Place, Director of Planning and Zoning



Date

PUBLIC NOTICE
November 30, 2022

NOTICE OF THE CITY OF ANNAPOLIS
RENTAL ASSISTANCE PROGRAM
POLICIES AND PROCEDURES

In accordance with Section 2.04.090 of the City Code (Regulations—Promulgation and posting on City's website). Copies of the proposed Policies and Procedures are available for inspection on the City website at: <https://www.annapolis.gov/> and <https://www.annapolis.gov/1866/Office-of-Community-Services>.

Oral and written comments can be submitted by calling 410-263-7997, emailing jgutierrez@annapolis.gov, or mailing to Office of Community Services, 160 Duke of Gloucester St., Annapolis MD 21401. Comments received by or before December 30, 2022 will be considered and changes made, if such changes are deemed appropriate, prior to submitting the final policy to the City Council.

CAP 49/066 Dec. 1 thru Dec. 30

7333936



PO Box 8020
 Willoughby, OH 44096
 adbilling@tribpub.com
 844-348-2438

Invoice Details

Billed Account Name: City Of Annapolis Department Of Planning & Zoning
 Billed Account Number: CU80034106
 Invoice Number: 065631404000
 Invoice Amount: \$2,004.60
 Billing Period: 12/01/22 - 12/31/22
 Due Date: 01/30/23



INVOICE

Page 1 of 2

Invoice Details

Date	Invoice Reference #	Description	Ad Size/ Units	Rate	Gross Amount	Total
12/01/22	TBS65631404	PO# ATTN: Theresa Wellman				2,004.60
12/30/22		Classified Listings, Online Rental Assistance 7333936				

Invoice Total: \$2,004.60

Account Summary

Current	1-30	31-60	61-90	91+	Unapplied Amount
2,004.60	0.00	0.00	0.00	0.00	0.00

Please detach and return this portion with your payment.



PO Box 8020
 Willoughby, OH 44096

Remittance Section

Billed Period: 12/01/22 - 12/31/22
 Billed Account Name: City Of Annapolis Department Of Planning & Zoning
 Billed Account Number: CU80034106
 Invoice Number: 065631404000

Return Service Requested

8474000139 PRESORT 139 1 SP 0.570 P3C1

CITY OF ANNAPOLIS DEPARTMENT OF PLANNING
 C/O MARIA BROWN, ASSISTANT TO THE DIRECTOR
 145 GORMAN ST STE 200
 ANNAPOLIS MD 21401-2529

For questions regarding this billing, or change of address notification, please contact Customer Care:

Baltimore Sun
 PO Box 8020
 Willoughby, OH 44096

