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 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 Program will be administered by the City Office of Community Services (OCS). 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 the Applicant's application and a 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 demonstrates 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 or retired.
6. The Applicant and its Household must be living at a property located in the City, and that property must have a current and valid 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

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.

Household Size	Income Limit
1	$62,600
2	$71,551
3	$80,501
4	$89,401
5	$96,601
6	$103,751
7	$110,901
8	$118,051

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 judgement, 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

Exhibit A – Application
Exhibit B – Certification Form

City of Annapolis
Office of Community Services

Eligibility Form

City of Annapolis Rental Assistance Program
Affordable Housing Trust Fund

APPLICANT_____

HOUSEHOLD ADDRESS_____

Household income is eighty percent (80%) or less than the family median income for the Baltimore Metropolitan Statistical Area (MSA), with adjustments for household size, as reported by the U.S. Department of Housing and Urban Development (HUD), is employed or retired, and meets all other requirements of the City of Annapolis Rental Assistance Program.

I certify that the Applicant named above is _____ eligible _____ineligible for the City of Annapolis Rental Assistance Program.

Amount $_____.

Reviewed by: _____   Date _____

Approved by: _____   Date_____

        Program Manager