

COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND

2016 Legislative Session

Legislative Day No. 21

Resolution No. 134-2016

Introduced by: The President of the Council at the request of the County Executive

A RESOLUTION CONCURRING WITH AND APPROVING THE FY 2017 RENTAL ALLOWANCE PROGRAM APPLICATION AND GRANT AGREEMENT WITH THE COMMUNITY DEVELOPMENT ADMINISTRATION IN THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT OF THE STATE OF MARYLAND.

WHEREAS, the Community Development Administration in the Department of Housing and Community Development of the State of Maryland administers the Rental Allowance Program (the "Program") pursuant to the provisions of Sections 4-1401 through 4-1406 of the Housing and Community Development Article of the Annotated Code of Maryland, as amended (the "Act"); and

WHEREAS, pursuant to the provisions of the Act and regulations codified in COMAR 05.05.03.01 et seq. (the "Regulations"), the Community Development Administration is empowered to make grants to political subdivisions for use in making short term fixed monthly rental assistance payments to eligible recipients occupying eligible housing units; and

WHEREAS, Wicomico County has designated the Wicomico County Department of Social Services as the agency to administer the program for the County; and

WHEREAS, the program provides funds to make Rental Allowance Payments to eligible Recipients occupying Eligible Housing Units, and to pay a security deposit for such units.

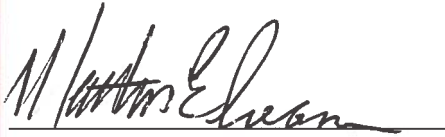
NOW, THEREFORE, BE IT RESOLVED, by the County Council of Wicomico County, Maryland that:

- A. The County Executive of Wicomico County, Maryland is authorized to enter into a Grant Agreement with the Community Development Administration in the Department of Housing and Community Development of the State of Maryland.
- B. The Grant Agreement shall be in substantially the form attached hereto as Exhibit A.

Done at Salisbury, Maryland, this 18th day of October, 2016.

ATTEST:

COUNTY COUNCIL OF
WICOMICO COUNTY, MARYLAND



Matthew E. Creamer,
Council Administrator



John T. Cannon,
Council President

CERTIFICATION

This Resolution was Adopted , Adopted with Amendments ____, Failed ____, Withdrawn ____ by the
County Council on October 18, 2016.

Certified by 
Matthew E. Creamer, Council Administrator

**RENTAL ALLOWANCE PROGRAM
LOCAL PROGRAM APPLICATION**



(State Fiscal Year 2017)

Return to: Department of Housing & Community Development Division of Neighborhood Revitalization 7800 Harkins Road Lanham, MD 20706 Attention: Karen E. Ashby (301) 429-7251	This Space for NR Use Application No. _____ Date Received _____ _____
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I. APPLICANT

Name of Jurisdiction Wicomico County

Address of Jurisdiction 201 Baptist Street Suite 27

(Street)

Salisbury Maryland 21801
(City) (Maryland) (Zip Code)

Jurisdiction's Federal Identification Number 56-6001054
(Do not use the FID of the administering agency)

Name of Contact Person for the Jurisdiction Lisa Hartman

Telephone Number: 410-713-3925 Email Address: lisa.hartman@maryland.gov

Name of Agency Administering for the Jurisdiction Wicomico County Department of Social Services

Address of Administering Agency 201 Baptist Street, Suite 27

(Street)

Salisbury Maryland 21801
(City) (Maryland) (Zip Code)

II. RENTAL ALLOWANCE PRIORITIES

List the percentage of funding expected to be dedicated to each program:

- 40% Rapid Re-Housing (serving clients who are currently homeless)
- 40% Homelessness Prevention (serving clients who are at risk of homelessness)
- 20% Administration (including housing location and case management)

III. LEVEL OF RAP PARTICIPATION

A. Detail Level of activity with State Fiscal Year 2016 funding:

Total amount of State Fiscal Year 2016 Grant:	\$40,000.00
Total amount expended to date:	\$22,530.00
Total number of recipients served to date:	36 individuals 13 households
Total number of applicants on RAP waiting list:	5
Number of recipients who reached 12 month limit of services:	17
Number that received a six month extension after the subsidy period:	4

B. Briefly describe the responsibilities of each stakeholder that will be participating in the Rental Allowance Program. (Include outreach, intake, certification, inspection, support services, payments, and requests for extension of payment terms.

Activity/Responsibility
The Rental Allowance Program (RAP) is administered by the Wicomico County Department of Social Services, Services Division. The Housing Coordinator accepts preliminary applications via mail and/or walk-in applicants. The preliminary application is reviewed and assessed for program eligibility, utilizing policies and procedures established by RAP guidelines.

Agency/Department
If funding is available interested applicants are given a scheduled appointment for full application

and interview process. Once the applicant has been determined eligible, the Housing Coordinator issues a 30 day RAP Certificate. The applicant is made aware that the local department will facilitate the required inspection of their dwelling once the Notification of the Unit availability form is signed by the unit owner (landlord), applicant and the local department. Once the unit is inspected and approved; the applicant and the landlord are notified the RAP subsidy has been approved and shall commence the month following the approval.

Social Service Agency

Supportive and case management services will be provided through the Housing Coordinator(s). The Housing Coordinator(s) is responsible for maintaining monthly contact with the applicant's landlord regarding any issues with the applicant paying their portion of the rent and the Wicomico County Department of Social Services fiscal unit to ensure timely expenditure of RAP Payments. The Housing Coordinator(s) may also provide the customer with additional case management services to assist in alleviating their current housing crisis. In addition, the Housing Coordinator(s) receives and reviews request for extension. The Housing Coordinator(s) Supervisor receives and reviews all cases, fiscal invoices and extensions for approval. All request for extensions are forwarded to the Department of Housing and Community Development for final approval.

Organization: Public/Private

Housing qualifications under the rental housing standards is maintained through contact with the county and city inspectors as well as, landlords participating in the program.

- C. Grantees may use up to 20% of the total RAP allocation for administrative costs associated with the Program, including housing location and case management services.

Do you wish to claim administrative funding for State Fiscal Year 2017?

Yes X No _____

20% (\$8,000)

(Note, the total amount allowed for administrative costs cannot exceed 20% of award)

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name on the

_____ day of _____, 2017.

Signature _____
(Chief Elected Official or Designee)

Typed/Printed Name

Typed/Printed Title

Date