

COUNTY COUNCIL OF WICOMICO COUNTY, MARYLAND

2017 Legislative Session

Legislative Day No. 19

Resolution No. 99-2017

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

A RESOLUTION CONCURRING WITH AND APPROVING THE FY 2018 RENTAL ALLOWANCE PROGRAM APPLICATION 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.

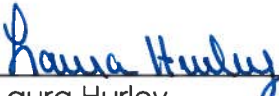
NOW, THEREFORE, BE IT RESOLVED, by the County Council of Wicomico County, Maryland that:

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

Done at Salisbury, Maryland, this 1st day of August, 2017.

ATTEST:

COUNTY COUNCIL OF
WICOMICO COUNTY, MARYLAND



Laura Hurley,
Council Administrator



John T. Cannon,
Council President

CERTIFICATION

This Resolution was Adopted , Adopted with Amendments ____, Failed ____, Withdrawn ____ by the
County Council on August 1, 2017.

Certified by 

Laura Hurley, Council Administrator

**Maryland Department of
Housing and Community Development**

**Rental Allowance Program
Grant Application**

State Fiscal Year 2018

Due Date: June 23, 2017

**Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, Maryland 20706
301-429-7521**



LARRY HOGAN
GOVERNOR

BOYD K. RUTHERFORD
LT. GOVERNOR



KENNETH HOLT
SECRETARY

TONY REED
DEPUTY SECRETARY



The Maryland Department of Housing and Community Development pledges to foster the letter and spirit of the law for achieving equal housing opportunity in Maryland

Introduction

The Department of Housing and Community Development administers the Rental Allowance Program under Sections 4-1402 and 4-1403 of the Housing and Community Development Article of the Annotated Code of Maryland.

- A. The Department shall administer the Rental Allowance Program to assist low-income households that are homeless or at risk of being homeless by providing housing assistance payments to or on behalf of eligible households.
- B. With respect to income limits and standards for dwelling units , the Secretary of the Department shall establish:
 - 1. income limits for eligibility of low-income households not exceeding 30% of the State or area median income, whichever is higher; and
 - 2. minimum standards for eligible dwelling units.
- C. The Secretary shall establish the amount of payments made through the Rental Allowance Program taking into account factors identified in Section 4-1405(d) below.
- D. Eligible use of payments may include rent, security deposits, utilities, and other house-related expenses.
- E. The Department may administer the Rental Allowance Program by providing monthly housing assistance payments to or on behalf of eligible households directly or through political subdivisions, their local housing agencies or departments, or nonprofit organizations.

The Section 4-1405(d) factors include:

- 1. household size and expected average income;
- 2. regional variations throughout the State;
- 3. typical housing costs and expenses;
- 4. relevant standards and definitions established for State and federal housing programs;
- 5. housing needs of eligible households and the expected duration of the housing needs;
and
- 6. equitable distribution of funds statewide.

Application Submission Procedures:

To be considered for a grant, one (1) original copy of an **unbound** and **typed** application must be submitted by 3:00 p.m., Friday, June 23, 2017 to:

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
ATTN: Karen Ashby
7800 Harkins Road
Lanham, Maryland 20706
301-429-7521

Section 1. General Information

Part 1 – Applicant Information		
Name of Jurisdiction: Wicomico County Department of Social Services		
Address: 201 Baptist Street, Suite 27		
City: Salisbury	State: Maryland	ZIP Code: 21801
Contact Person for the Jurisdiction/Grantee: Jason Sammons, LCSW-C	Title: Acting Assisting Director of Wicomico County DSS	
Phone: 410-713-3756	Fax: 410-713-3930	Email: Jason.sammons@maryland.gov
Jurisdiction/Grantee Federal Tax Identification Number: (Do not use the administering agency number)		

Part 2 – Administering Agency Information	
Name of Agency Administering for the Jurisdiction Wicomico County Department of Social Services	
Address of Administering Agency: 201 Baptist Street, Suite 27 Salisbury, Maryland 21801	
Phone: 410-713-3756	Email: Jason.sammons@maryland.gov
Name of Reporting Contact: Jason Sammons, LCSW-C	
Phone: 410-713-3911	Email: Jason.sammons@maryland.gov

Section 2. Program Information

Part 1 – Rental Allowance Priorities	
List the Percentage of funding expected to be dedicated to each program	
Rapid Rehousing (serving clients who are currently homeless)	40%
Homelessness Prevention (serving clients who are at risk of homelessness)	40%
Administration (including housing location and case management. Note, the total amount for administrative costs cannot exceed 20% of the award.)	20%

Part 2 – Level of RAP Participation	
Detail level of activity with State Fiscal Year 2017 funding	
Total amount of State Fiscal Year 2017 Grant	\$40,000.00
Total amount expended to date	26,580.00
Total number of recipients served to date	17 Individuals 8 Households

Part 3 – Primary and Partner Stakeholder Responsibilities	
Briefly describe the responsibilities of the local administering agency and each partner 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.) Text box will expand to accommodate additional text.	
Local Administering Agency/Department	If funding is available interested applicants are given a scheduled appointment for full application and interview process. Once the applicant had 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.
Public/Private Organizations	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.

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)

Bob Colver

Typed/Printed Name

COUNTY EXECUTIVE

Typed/Printed Title

Date

Attachment A

Name: Wicomico County Department of Social Services
("Applicant/Grantee")

RENTAL ALLOWANCE PROGRAM ASSURANCE OF COMPLIANCE WITH EEO, CIVIL RIGHTS, DRUG AND ALCOHOL FREE WORKPLACE AND OTHER REQUIREMENTS

THE APPLICANT/GRANTEE IDENTIFIED ABOVE HEREBY AFFIRMS THAT IT IS IN COMPLIANCE WITH AND WILL CONTINUE TO COMPLY WITH:

A. Title VI of the Civil Rights Act of 1964 (the "Act"), as amended, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/Grantee receives financial or technical assistance from the Department of Housing and Community Development of the State of Maryland.

B. Title VII of the Act, as amended, to the end that, in accordance with Title VII of the Act, it shall be an unlawful employment practice for an employer:

1. to fail or refuse to hire or to discharge any individual, or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex or national origin;

2. to limit, segregate, or classify its employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, or national origin.

C. Title VIII of the Civil Rights Act of 1968, as amended, to the end that, it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States.

D. The Federal Fair Housing Amendments Act of 1988, 42 U.S.C. §3601 *et. seq.*, as amended (the "Fair Housing Amendments Act"), to the end that it shall be unlawful to discriminate based on race, color, religion, sex, handicap, familial status, or national origin, in connection with rental, sales or financing of residential real property (as those terms are defined in the Fair Housing Amendments Act).

E. Title 20 of the State Government Article of the Annotated Code of Maryland, as amended, which establishes the Commission on Human Relations and prohibits discrimination in employment and residential housing practices.

F. State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces for non-State entities, promulgated November 28, 1989.

G. The Secretary of the Department of Housing and Community Development of the State of Maryland's (the "Secretary") Policy Statement on Equal Opportunity, to the end that, the Department of Housing and Community Development of the State of Maryland shall not knowingly approve grants of financial or technical assistance to recipients who are engaged in discriminatory employment practices.

H. The Department of Housing and Community Development's Relocation Policy, where applicable.

I. The Americans with Disabilities Act of 1990, as amended.

J. All other related applicable Federal and State laws, regulations and rules.

THE APPLICANT/GRANTEE HEREBY GIVE ASSURANCE THAT it will immediately take any measures to effectuate this agreement.

THIS ASSURANCE is given on the date below, in consideration of and for the purpose of obtaining and shall continue for the period of any State financial or technical assistance extended after the date hereof to or on behalf of the Applicant/Grantee by the Department of Housing and Community Development of the State of Maryland. The Applicant/Grantee recognizes and agrees that such State financial or technical assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant/Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant/Grantee.

WITNESS/ATTEST:

APPLICANT/GRANTEE:

_____ By: _____
(Chief Elected Official or Designee)

Name: Bob Culver

Title: COUNTY EXECUTIVE

Date: _____