



COVID-19 Short Term Rental and Mortgage Assistance Fund

Adams County Housing Stability Response and Recovery Team

Overview

As part of its [COVID-19 emergency response and recovery strategy](#), Adams County Government, through the [County Manager's Office](#), has launched a [Housing Stability Response and Recovery Team](#) to keep people in their homes and ensure residents' housing needs are met during the COVID-19 crisis. The [Adams County Foundation](#), through a request from the [Adams County Board of County Commissioners](#), has allocated \$300,000 for rental and mortgage assistance for low-income Adams County residents experiencing economic stress due to the COVID-19 crisis.

These funds, administered by [Maiker Housing Partners](#), are meant to provide emergency, short term rental and mortgage assistance to households that are most vulnerable to eviction or foreclosure due to the likelihood that they have little savings, have suffered loss or reduction of employment, could experience housing instability or incur insurmountable debt due to unpaid rent or mortgage.

Eligibility

Annual household income prior to March 11, 2020 must be below 100% of the area median income in Adams County and for the size of the applicant household. The primary residence of recipients must be in Adams County. Methods for determining household income are described below. Households currently supported with a housing voucher are not eligible.

Prohibition on duplication of benefits

Applicants must disclose other local, state and federal benefits they have received or have applied to receive specific to the impacts of COVID-19, including Unemployment Insurance benefits or other rental/mortgage assistance or forbearance. These benefits plus any other federal benefit expected will be taken into consideration when determining the amount that will be provided to the applicant for rental or mortgage assistance.

Applicants are encouraged to apply for other available assistance, including but not limited Unemployment Insurance and/or mortgage forbearance to ensure their housing stability into the future.

Evidence of financial hardship due to COVID-19

The Executive Order states that the assistance is for low-income households facing financial hardship due to economic disruption associated with COVID-19.

1. Applicant must complete the application for assistance, including the section on financial hardship.

2. Applicant must provide documentation of a change in earnings before and after March 11, 2020. This may include one or more of the following:
- Termination of employment letter or email
 - Bank statement/deposit record for electronically received UI benefits, or other document indicating the UI benefits are forthcoming.
 - Pay stubs, bank statement record or other payment ledger showing employment in a directly impacted business (e.g. ski resort, bar, restaurant, retail, salon, airline)
 - Income ledgers from gig-business showing change in hours worked and/or pay received before and after March 11, 2020 (e.g. Lyft, Uber, etc)
 - Income ledger from personal services showing change in hours worked/pay received before and after March 11, 2020 (e.g. hair stylist, house cleaner, etc).
 - Written statement from employers (e.g. baby-sitter, odd-jobs)

Evidence of Tenancy/Ownership and Primary Residency

For Rent Requests	For Mortgage Requests
<p>Applicant must provide evidence that they reside at the property for which they are requesting rental assistance.</p> <ol style="list-style-type: none"> 1. All applicants must attest that the property is primary residence (question is on the application). 2. Applicants must provide at least one of the following: <ul style="list-style-type: none"> ● Executed (signed by tenant and landlord/agent) lease that names applicant as tenant of property ● Other type of written document that names applicant as tenant of property ● Applicant drivers license or other government issued ID shows address of property Income information (e.g. check stubs, reports) show applicant name and address of property ● Current utility bill or other such official business mail addressed to applicant at 	<p>Applicant must provide evidence that they are the owner of the home and that the home is their primary residence.</p> <ol style="list-style-type: none"> 1. All applicants must attest that property is primary residence (question is on the application). 2. Applicants must provide one or more of the following: <ul style="list-style-type: none"> ● Current mortgage statement that matches the name of the applicant. ● Most recent month's bill for utilities and other services in the name of applicant, property tax statement indicating that the mailing address is the same address as the property for which assistance is requested, and/or documentation of income (e.g. check stubs, W-2, tax filings) which shows address. ● Agency review of property records indicating ownership.

<p>property.</p> <ul style="list-style-type: none"> ● If none of the above is available, agency may accept a statement from the property-owner that the person lives at that property and pays rent. 	
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Evidence of Rent or Mortgage Due

For Rent Requests	For Mortgage Requests
<p>The applicant must provide information to prove the amount of their rent payment. This may include:</p> <ol style="list-style-type: none"> 1. If available, applicant provides a copy of a lease or other written agreement with the applicant named, rent amount and due date 2. If the applicant is not named in the lease, they must provide proof of at least one payment for the month immediately prior to March 11, 2020 to the property owner, property management company, or leaseholder. Proof may include: <ul style="list-style-type: none"> ● Copy of a check ● Ledger from Venmo, Paypal, or financial institution. ● Receipt of money order/cashier's check ● If paid in cash, receipt or affidavit from property owner or contracted property manager. In roommate situations, receipt or affidavit from the person who is named in the lease plus proof of deposit of that cash. 3. To protect against fraud, additional attention must be paid if the property owner is related to the applicant. Maiker will seek written agreements or additional evidence of tenancy. 	<p>The applicant must provide information to prove the amount of their mortgage payment due.</p> <ol style="list-style-type: none"> 1. Copy of current month's mortgage statement. 2. Documentation indicating that homeowner is ineligible for or has been denied forbearance or will not be eligible for relief from lender (further guidance will be provided by MAIKER HOUSING PARTNERS). 3. Documentation that applicant has been paying mortgage (e.g. bank statement, electronic transfer statement (e.g. Venmo/Paypal), cleared checks, etc.)

Late fees are not an eligible expense for these funds.

Making Payment

For Rent Requests	For Mortgage Requests
<p>The rental assistance will be paid directly to the property owner or contracted property management company. In roommate situations where payment is typically made to the person named in the lease, the property owner information must be provided for direct remittance.</p> <ol style="list-style-type: none">1. Applicant will provide this remittance information on their application.2. Verify who shall receive the funds using evidence of rent payments, as per section above.3. Verify property ownership by reviewing property records.4. Upon payment of funds, agency should provide applicant with a document indicating the amount paid, date paid and to whom it was paid as proof of payment.	<p>Mortgage payments will be made directly to the lender as per the current month mortgage statement.</p>

Proof of income for qualification

To be eligible for this benefit, the household must provide documentation that their annual income prior to March 11, 2020 was below 100% of the area median income. Households currently supported with a housing voucher are not eligible.

1. AMI Guidelines: Colorado Housing and Finance Authority (CHFA) [guidelines](#) will be used to determine 100% AMI and below rent and income levels for the size of the applicant's household.
2. Maiker allows the following methods to determine whether a household qualifies for the benefit. Only one method is required:
 - Household income was determined using third party source documents to be below 100% AMI by a Public Housing Authority (such as Maiker Housing Partners) or Tax Credit Property Manager between March 11, 2019 and March 10, 2020. PHA or Tax Credit Property provides certification of this income determination.

- IRS Form 1040 submission and W-2s for 2019 taxes (and proof of acceptance by IRS) are provided and, in total for the household, the total income (line 7b) falls below the 100% AMI guideline.

Determination of amount that the applicant can pay

The amount of assistance provided by the emergency fund will depend on the amount owed and the amount that the applicant is able to pay. The calculation of the amount that the applicant can pay will include consideration of:

- Monthly household income at the time of application (with COVID-19 impacts)
- Unemployment benefits received or expected to be received within 14 days of the rent due date

Determination of Eligible Assistance

In no case will the rental/mortgage assistance be more than the cost of rent for one month (monthly rental agreement or mortgage), 5 weeks (weekly rental agreement), or 30 days (daily agreement).

Unless a waiver is provided by Maiker Housing Partners, the rental/mortgage assistance provided may not be more than 1.5 times the Fair Market Rent for Adams County. Fair Market Rent can be found [here](#).

In no case will more assistance be paid on behalf of the applicant than their demonstrated economic loss.

Calculation method:

1. Maximum rental or mortgage assistance is the lesser of:
 - a. Monthly amount of the applicant's economic loss
 - b. $1.5 \times$ Fair Market Rent
 - c. 100% of the rental/mortgage payment due minus the amount the applicant can pay (see below). Mortgage payment due is as presented on the mortgage statement and may include principal, interest, taxes and insurance (PITI). Rent due does not include late fees or other amenity fees that can be elected month to month.
2. Determine the amount the applicant can pay
 - a. Determine current household monthly income, including any UI benefit.
 - b. Multiply by 30%.
3. Determine the potential assistance amount
 - a. Start with the lesser of the actual rental/mortgage payment due and $1.5 \times$ FMR.
 - b. Subtract the amount that the applicant can pay.

Number of Months of Rental or Mortgage Assistance Available per Applicant

The \$300,00 allocated by the Adams County Foundation was intended to be emergency assistance. The need may be greater than this fund, but we also know that federal assistance is expected soon. Maiker Housing Partners will operate under the assumptions these emergency funds must provide support for 6 months.

- Applicants are applying for the cost of one month (or 5 weeks for weekly rental, or 30 days for daily rental) of housing only.
- If funds are available, applicants can submit a re-application up to 3 times in the 6 month period (3 times total).
 - Reapplications in the 6 month period may use the income qualification of the first application.
 - Documentation showing that the applicant is still housed at the same location must be provided.
 - If the applicant has moved, full documentation of tenancy and rent must be provided.
 - Applicant ability to pay must be re-calculated with new benefit information.

Communications with Property Owner or Lender

For Rent Requests	For Mortgage Requests
<p>Agency must communicate with property owner and contracted property management company for the following purposes:</p> <ul style="list-style-type: none">● Verify the rent amount and date due● Verify information about household occupants if known● Ask property owner or contracted property manager to stop eviction proceedings if they are underway, rescind late fees, and remove filings from credit bureaus <p>These communications should be documented (e.g. maintain emails, text screenshots, written letter and/or document conversations with date/time and what was said).</p>	<ul style="list-style-type: none">● Verify the mortgage amount and due date from mortgage statement● Payment is made to the lender directly through the mortgage statement

Fair Housing

Program assistance must be provided according to Fair Housing requirements that protect citizens from discrimination on the basis race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender expression, marital or familial status, military status or physical or mental disability.

Collection of Documents

Documents can be provided by the applicant by mail, email, fax, text (e.g. photos) or other technological means. In-person collection of documents will be rare and will follow strict social-distancing guidelines and follow all state and local orders. Maiker Housing Partners will minimize the number of forms that require a signature by the applicant. Sample forms and instructions will be provided.

Fraud Protection

Maiker Housing Partners may impose additional requirements for documentation as deemed appropriate to protect against fraud.

Waiver of Requirements

Maiker Housing Partners reserves the right to waive elements of these guidelines, which are within our legal authority, on a case-by-case basis.