**Landlord Housing Assistance Program (LHAP)**

**Program Guidance and Rules**

Updated 9.8.20

The Housing Assistance Program has been funded by CARES Act Funds awarded to the Utah Legislature and distributed to the Utah Housing and Community Development Division. This program is designed to assist landlords in applying on behalf of their tenants in obtaining or retaining rental housing who have been negatively impacted by the COVID-19 pandemic.

# **General Program Rules**

**Landlord Assistance**

1. Rental Assistance will be $2,000 or less per month. Landlord must apply on behalf of tenant(s) monthly. There is no limit to how many times an applicant can be approved within the window of time the program operates.
2. Rent payments will go directly to landlords.
3. No rental assistance will be issued after December 30, 2020.
4. Landlords can apply for this funding through WebGrants.
5. Property owner or tenant may not receive a duplication of benefit from local, state or federal resources. Tenants must disclose whether they have received other local (including churches, Red Cross, etc.), state and federal rental assistance. Property owners who receive rent from tenant or another assistance provider for the same unit and month will be required to repay funds to the State of Utah.

## **Applicant Eligibility**

1. Applicants must have a combined gross income at or below 100% AMI, and
2. Applicants must have been negatively impacted by the COVID-19 pandemic.

## **Property Eligibility**

1. Property must be located in the State of Utah

## **Eligible Uses of Funds**

Expenses from March 1, 2020 - December 30, 2020

1. Monthly Rent including any amounts owed under the lease (i.e. taxes, insurance, utilities) as stated on the lease.
2. Arrears (payments made for housing assistance over 30 days past due) is allowable for those that didn’t receive a UI benefit for the month(s) seeking arrearages. Covers monthly rent in arrears as stated on the lease.

## **Documentation**

**Landlord Documentation**

1. W-9 (landlord only)
2. LHAP application (for each tenant)
3. Self-Declaration of Income Form (for each tenant)

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**Income Determination**

Income will be determined by the Self-Declaration Form.

## **Waivers**

Waivers to policy guidelines and rules can be staffed and granted by HCD Program Specialists for extenuating circumstances.

## **How to Apply**

To apply for the Landlord Housing Assistance Program do the following:

1. Click <https://jobs.utah.gov/covid19/covidother.html> and select Register Here
2. Once registration is complete, you will receive a login and password.
3. Log into Housing Assistance Program and select Funding Opportunities
4. Select 20 HAP
5. Start a New Application.
6. Project Title: Property Name
7. Select Go to Application Forms
8. Under Application Forms, select Landlord HAP Application
9. Edit, enter in application information, SAVE
10. Select Add to enter each tenant’s claim information
11. Select Go to Application Forms
12. Select Landlord Attachments and attach the W-9 (landlord only) <https://www.irs.gov/forms-pubs/about-form-w-9>
13. Select Tenant Attachments and for each tenant attach the following:
    1. Tenant Application for Rental Assistance.
    2. Self-Declaration of Income.
    3. Lease or other written agreement for tenant(s) at the property.
14. Go to Application Forms and click Submit.

## **State Contact**

Sanobi Johnson: [sanobijohnson@utah.gov](mailto:sanobijohnson@utah.gov) or (385)-377-3338.

## **FAQs**

1. How do I assist a person who wants to apply for Unemployment benefits?

Regarding Unemployment Insurance (UI) and Pandemic Unemployment Assistance (PUA). Applicants should:

1. Use the "Am I eligible link <https://jobs.utah.gov/ui/home/Home/UiEligible> to assess whether or not they will be able to receive UI benefits. If that link indicates they will not receive UI they should apply for PUA.
2. Eligibility Benefits
3. Apply for and manage benefits link: <https://jobs.utah.gov/eligibility/index.html>
4. Apply for weatherization and/or utility benefits: <https://jobs.utah.gov/housing/scso/wap/index.html>

**Utah Housing and Community Development Division**

**Landlord Housing Assistance Program**

**Tenant Application for Assistance**

**TENANT NAME:**

**Current Address:**

**City, State, Zip Code:**

**Home Phone: Alternate Phone: Email:**

**Number of Bedrooms: Monthly Rent:**

**Arrears Amount Owed:**

**Arrears for the Month(s) of:**

* **This is my Primary Residence**
* **I am requesting my landlord apply for rental assistance on my behalf.**
* **I am NOT receiving any additional rental assistance from other sources (i.e., Red Cross, churches)**
* **I did NOT receive an Unemployment Insurance benefit for the month(s) seeking arrearages.**

**Demographic information**

**(List the Head of Household and all other members who will be living in the unit. Give the relationship of each family member to the head.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **TENANT’S Full Name** | **Relationship** | **Age** | **Sex** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

RACE (Check One) HISPANIC/LATINO ETHNICITY(Check one)

**☐ White** **☐ Yes ☐ No**

**☐ Black/ or African American**

**☐ Asian**

**☐ American Indian or Alaska Native**

☐ **Native Hawaiian or Other Pacific Islander**

☐ **Multi Racial**

☐ **Other \_\_\_\_\_\_\_\_\_\_**

APPLICATION CERTIFICATION: I/we understand that the above information is being collected to determine if I/we are eligible to receive rental assistance. I/we authorize the State of Utah to verify all information provided on this application.

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_**  **Head of Household Signature Date** | **Spouse Signature Date** |

**Housing and Community Development Division**

**Landlord Housing Assistance Program**

**Tenant Declaration of Income**

**INSTRUCTIONS:** To complete this statement, each adult household member must calculate annual income. Adult beneficiary members must then sign this statement to certify that the information is complete and accurate, and that source documentation will be provided upon request. The statement indicating impact of Covid-19 on income is required.

**Tenant Income Information**

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the Program Administrator.

|  |  |  |  |
| --- | --- | --- | --- |
| **Tenant Names (Print)** | **Current Income (Annualized)** | **Tenant Signature** | **Date** |
|  | $ |  |  |
|  | $ |  |  |
|  | $ |  |  |
|  | $ |  |  |
|  | $ |  |  |

Annual gross income (total of all members) = $

County 100% AMI per HUD income limits = $

How has COVID-19 negatively impacted your household? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 100% AMI by County | | | | | | | |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Beaver County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Box Elder County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Cache County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Carbon County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Daggett County | 60200 | 68800 | 77400 | 86000 | 92900 | 99800 | 106700 | 113600 |
| Davis County | 60500 | 69100 | 77700 | 86300 | 93300 | 100200 | 107100 | 114000 |
| Duchesne County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Emery County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Garfield County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Grand County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Iron County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Juab County | 56300 | 64400 | 72400 | 80400 | 86900 | 93300 | 99700 | 106200 |
| Kane County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Millard County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Morgan County | 60500 | 69100 | 77700 | 86300 | 93300 | 100200 | 107100 | 114000 |
| Piute County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Rich County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Salt Lake County | 61600 | 70400 | 79200 | 87900 | 95000 | 102000 | 109000 | 116100 |
| San Juan County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Sanpete County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Sevier County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Summit County | 79800 | 91200 | 102600 | 113900 | 123100 | 132200 | 141300 | 150400 |
| Tooele County | 56000 | 64000 | 72000 | 80000 | 86400 | 92800 | 99200 | 105600 |
| Uintah County | 55000 | 62800 | 70700 | 78500 | 84800 | 91100 | 97400 | 103700 |
| Utah County | 56300 | 64400 | 72400 | 80400 | 86900 | 93300 | 99700 | 106200 |
| Wasatch County | 61900 | 70800 | 79600 | 88400 | 95500 | 102600 | 109700 | 116700 |
| Washington County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Wayne County | 51900 | 59300 | 66700 | 74100 | 80100 | 86000 | 91900 | 97900 |
| Weber County | 60500 | 69100 | 77700 | 86300 | 93300 | 100200 | 107100 | 114000 |