

## **Multifamily Housing Notice 21-14**

**July 23, 2021**

**To:** Developers, Sponsors and Local Housing Contacts  
**From:** Gregory Hare, Director, Multifamily Housing  
**Re:** *Assisted Housing Relief Program Update and FAQs*

Please see the latest update regarding the Maryland Department of Housing & Community Development's (DHCD) Assisted Housing Relief Program (AHRP):

DHCD wants to ensure our housing partners can utilize our system with the highest level of efficiency. However, the Department has experienced a delay implementing the "copy tenant" feature, which allows property managers to quickly copy resident data to populate a new request for subsequent months. Though this feature is currently unavailable, properties may still submit requests.

The availability of this feature will be communicated in a subsequent notice.

### **Assisted Housing Relief Program (AHRP) FAQs**

#### **1. How can I check my application status?**

**Answer:** You can see all requests and request statuses in the Property Manager Dashboard. Once a request is approved it will move under Approved Rent Requests. Once a request has been submitted for payment processing and issuing the status will change to Payment Sent.

#### **2. What do the different application statuses mean?**

**Answer:** The following statuses are found in the Property Manager Dashboard:

**Draft** – Request has been created but not submitted.

**In Progress** – Request has been submitted but not approved.

**Action Needed** – There is an error or missing information that needs to be corrected. An email will be sent to the contact on the request.

**Approved** – Request has been reviewed and approved.

**Payment Sent** – Payment has been submitted for processing and issuance. It may take a week or so before the check is mailed.

**Denied** – Tenant does not meet the program requirements. An email will be sent to the contact on the request.

**Invalid** – The property is not eligible for the Assisted Housing Relief Program. An email will be

sent to the contact on the request.

### 3. How long will it take to receive my check?

**Answer:** Moving forward, applications will be reviewed within two weeks of submission. Payments should be mailed within 6 business days of being submitted for processing and issuance. Checks will be mailed to the Payee Address listed in the portal for each request.

### 4. My application has been approved; can I apply for July assistance?

**Answer:** Yes, if your application has been approved, you are able to submit a new request for additional assistance for the tenants on your approved request as well as any other eligible tenants in need of rental assistance. Since the copy tenant feature is not working yet, you would need to manually enter in all the tenant information. You will also need to upload new rent ledgers. You can repeat this process each month once the tenants are considered delinquent on their rent for the current month.

### 5. I received my contract. Why are there no amounts listed?

**Answer:** You will only need to sign one agreement per property. Once the agreement is executed, we will move from approval to payment processing without additional agreements as long as we are funding 100% of the approved tenant requests. You will just need to update the tenant worksheet on file and complete a new Exhibit E for each request.

### 6. Are you going to pro-rate assistance again?

**Answer:** The Department is projected to have sufficient funds at current utilization rate; however, with any program, we can't guarantee program uses in the future, that's why we encourage properties to submit applications timely to ensure appropriate resources are allocated.

### 7. My tenants are delinquent on their rent. Can I still file against them in the court system?

**Answer:** The Department strongly discourages filing against household that have applied or in the process of applying for AHRP. The ability to remedy problems in a responsible manner is a key consideration for the Department and will be closely monitored in connection with the AHRP. The only tenants denied assistance are those that do not meet the eligibility requirements. If the tenants are not interested in applying, we strongly encourage properties to document their outreach (calls, emails, letters, door knocks, etc.)

**Questions?** Please submit questions to [dhcd.rentrelief@maryland.gov](mailto:dhcd.rentrelief@maryland.gov).

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*IMPORTANT NOTICE REGARDING EMAILING OF MULTIFAMILY NOTICES*



## MULTIFAMILY HOUSING UPDATES

*Multifamily Housing issues periodic notices (such as the one above) to announce new initiatives, provide important news, announce funding round deadlines, significant application changes, bond program amendments, and other key dates and facts on our website and by email only. You can subscribe to receive Multifamily Housing Notices at the following link:*

[https://public.govdelivery.com/accounts/MDDHCD/subscriber/new?topic\\_id=DHCDMF](https://public.govdelivery.com/accounts/MDDHCD/subscriber/new?topic_id=DHCDMF)

*Notices are posted to the DHCD website at the following location:*

<http://dhcd.maryland.gov/HousingDevelopment/Pages/MFLibrary.aspx>