

# Landlord Housing Assistance Program (LHAP)

## Program Guidance and Rules

Updated 10.15.20

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 3.
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 (prior balances before March 1, 2020 are not eligible).

1. Monthly Rent including any amounts owed under the lease (i.e. taxes, insurance, utilities) as stated on the lease.
2. Late fees, all other fees MUST be waived (i.e. service and eviction of notice fees, NSF fees).
3. Arrears (payments made for housing assistance over 30 days past due) is allowable for those that did not 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)
4. Ledger Required (If the claim amount is more than the rent amount stated on the lease and if claiming arrears).

## 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://webgrants.utah.gov/index.do> and select Register Here
2. When registering please make sure to select "YES" under Organization Information and add your management company or apartment complex name. If you do not know which Organization Type you fall under please select Other. Only the red asterisk fields are required.
3. Once registration is complete, you will receive a login and password.
4. Log into Housing Assistance Program and select Funding Opportunities
5. Select Landlord HAP
6. Start a New Application.
7. Project Title: Property Name
8. Select Go to Application Forms
9. Under Application Forms, select Landlord HAP Application
10. EDIT, enter in application information, SAVE
11. Select ADD to enter each tenant's claim information
12. Select Go to Application Forms
13. Select Landlord Attachments and attach the W-9 (landlord only) <https://www.irs.gov/forms-pubs/about-form-w-9>
14. 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.
  4. Ledger Required (If the claim amount is more than the rent amount stated on the lease).
15. 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

(1) Apply for and manage benefits link: <https://jobs.utah.gov/eligibility/index.html>

(2) Apply for weatherization and/or utility benefits: <https://jobs.utah.gov/housing/scso/wap/index.html>