



# Regional Housing Services Office

Serving Acton, Bedford, Concord, Lexington, Lincoln, Sudbury, Wayland, and Weston

Office Address: 37 Knox Trail, Acton, MA 01720  
Phone: (978) 287-1091

Website: WWW.RHSOhousing.org  
Email: JenP@RHSOhousing.org

## MAYNARD RENTAL ASSISTANCE PROGRAM (MRAP) PROGRAM GUIDELINES

The Maynard Rental Assistance Program (MRAP), sponsored by the Maynard Affordable Housing Trust, provides **\$500 monthly rental assistance payments**, in the form of a grant, to four (4) selected eligible households residing in Maynard, Massachusetts.

Initial assistance for the **2nd round** of selected households is anticipated to begin **June 1, 2024** and will continue for up to thirty-six months (3 years) *subject to recertification of income and rent every 12 months*. Payments are made directly to the property landlord/owner, and landlords must agree to participate in the program for issuance of assistance payments.

### Eligibility requirements:

- Current Maynard, MA resident with a current lease or tenant agreement (lease must start by assistance start date).
- Households who own any real estate property, or who are receiving any tenant-based rental assistance from a local, state or federal program (Section 8, MRVP, Housing Authority) do **NOT** qualify
- Households total gross income is below the following limits:

Effective: 5/2023	60% AMI Income Limits					
Household size	1 person	2 person	3 person	4 person	5 person	6 person
Income Limit	\$62,340	\$71,280	\$80,160	\$89,040	\$96,180	\$103,320

*The program will follow Section 8 guidelines for determining annual income. Income for all adult household members (age 18 or older) and unearned income of minors must be included.*

- Current rent limits are as follows:

Maximum Rents			
1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
\$2,377	\$2,827	\$3,418	\$3,765

### Other Program Requirements:

- **Unit Requirements:** Landlord and applicant must certify the property is in satisfactory condition and free of any health and safety hazards. A current lease, or similar documentation must be in place for the duration of the grant.
- **Participation Agreement:** Participation agreements will be executed between the Maynard Affordable Housing Trust, the applicant/tenant and the landlord. All payments will be made directly to the landlord.

**\* The Program will not pay for rent arrears or utility payments. \***



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## APPLICATION PROCESS

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### PROGRAM TIMELINE:

Applications accepted starting:	Friday, February 23, 2024
Application Period Closes 5:00 PM	Tuesday, April 30, 2024
Lottery Held by Zoom:	Wednesday, May 8, 2024
Final program documents due from Applicant and Landlord:	Wednesday, May 15, 2024
Assistance may Begin:	June 1, 2024

- Applications will be available electronically and can be mailed upon request.
- Applicants have the right to request a reasonable accommodation(s), which may include a change to a rule, policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the program.
- Applicants must submit a completed application with sufficient documentation to be considered for this program and for eligibility to be determined. (See Application for a full list of required documentation).
- All submissions should be made electronically in PDF format, or a hard copy may be mailed to or dropped off at the RHSO's address or with the Town of Maynard (Office of Municipal Services). Assistance with the submission is available to those with limited computer access.
- Applicant household eligibility, based on the Program requirements, will be reviewed based on information provided. If the application is incomplete, or if additional information is required, the applicant will be notified by email, and will have the opportunity to provide correct or updated information. If an application remains incomplete, it will not be considered.
- Funding is not guaranteed until final eligibility is determined.

### LOTTERY PROCESS

- If the requests exceed available funding, a lottery will be held to select program participants using a random selection.
  - Lottery will be held via a Zoom meeting and applicants will be given access to the Zoom meeting.
  - Each applicant will be assigned a numbered lottery ticket. Lottery tickets will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on the Lottery Drawing Lists.
- If the requests do not exceed program funding availability, the program will remain open and accept applications on a first-come, first-served basis. ("first-come" means date complete application was submitted)



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## GRANT AWARD PROCESS

- Eligible applicants and landlords will be emailed notices of award with a Participant Agreement and request for the landlord's W-9. Applicants are solely responsible for Landlord participation. If the landlord refuses to participate for any reason, the Town will not be able to issue any rental assistance payments.
- The Applicant must execute the Participation Agreement with their landlord and obtain the W-9 from landlord to submit both to the RHSO consistent with the schedule above.
- Funds will be set aside for the applicant for 14 days from issuance of award notice and Participation Agreement to the applicant and landlord. If the fully executed Agreement and W-9 are not received by May 15, 2024, the funds will be released to the program, and the applicant will need to reapply, without priority. *\*The program administrator may be able to grant short extensions to the 14 days, upon a reasonable request from either applicant or landlord.*
- RHSO will process and submit the fully executed Participation Agreement and landlord's W-9 to the Town for payment, which may take up to 3 weeks to issue the initial payment.

## AFFIRMATIVE MARKETING

Outreach will be conducted for a two-week period and in coordination with the Town to reach as many households as possible. This will include, but not limited to outreach to local boards, committees and community organizations.

Applications will be available electronically on the Maynard Town website and RHSO website. Applications will also be available by mail or email, by request.

RHSO can also arrange for assistance for households who have limited English proficiency and/or no computer access.

If you would like an application mailed or emailed to you, or if assistance is needed, you may contact: Jenicia Pontes via email at [JenP@RHSOhousing.org](mailto:JenP@RHSOhousing.org) or telephone at: (978) 287-1091

RHSO and the Town of Maynard do not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identity, ancestry, or veteran/military status or membership.