

CITY OF VIRGINIA BEACH
DEPARTMENT OF HOUSING & NEIGHBORHOOD PRESERVATION
(757) 385-5750
RENTAL SECURITY DEPOSIT PROGRAM – EFFECTIVE JULY 1, 2010

PURPOSE

To assist low income households to secure decent, safe and affordable housing by providing funding for the security and/or utility deposits for a rental housing unit approved by the Department of Housing and Neighborhood Preservation (DHNP). For the purpose of this program, an individual is considered a household. **Assistance is provided based on the availability of funding , and is provided one time only to any individual or household.**

ELIGIBLE HOUSEHOLDS

Funds are available to residents of Virginia Beach whose household’s total gross annual income **does not exceed sixty percent (60%)** of the area median income, adjusted for family size, as established by the U.S. Department of Housing & Urban Development (HUD).

HUD INCOME GUIDELINES

Number Household	in	1	2	3	4	5	6	7	8
60% Median Income		28,680	32,760	36,840	40,920	44,220	47,520	50,760	54,060

Income guidelines effective as of May 14, 2010

In addition to the income requirements, an individual or households must meet all of the following requirements:

1. **Non-Section 8 Households:** Must have a **written referral and certification of homelessness or a determination that the family is in imminent danger of homelessness** from an appropriate City agency or Virginia Beach non-profit organization that works with or provides homeless services or housing to homeless persons. (See attached addendum for definition of homelessness and of imminent danger of homelessness). DHNP can also make such a referral.

2. **Section 8 Households:** must be either elderly (age 62 or older), permanently disabled (physical or mental), or have minor dependants. A hardship condition must exist. Each Section 8 household will be evaluated on a case-by-case basis and must be referred by their Section 8 Housing Specialist. The Section 8 Housing Specialist must provide written documentation as to the nature of the hardship and need for assistance. **Section 8 households transferring residency voluntarily within the city will not be eligible for security deposit assistance.** Each referral will be evaluated on a case-by-case basis and the determination for assistance will be solely made by DHNP. **Section 8 Portability Voucher holders are not eligible for assistance.**

3. **Residency:** Must be a current resident of Virginia Beach and must be able to show acceptable documentation of residency. Documentation must have a date that precedes the application date, and may be in the form of a Virginia driver's license, bank statement, utility bill, lease, child's school registration or documentation of registration with a homeless shelter or transitional housing program, with the name of the applicant listed as a household member. Note: City Agencies and Virginia Beach Non Profit Organizations making referrals for this program will be required to submit documentation of services and/or residency.

PROGRAM CONDITIONS

1. Individuals or households receiving assistance must demonstrate the ability to afford the monthly rent and estimated utility expenses for the unit along with other household expenses prior to assistance being provided.
2. Households receiving assistance through the Rental Security/Utility Deposit Program are ineligible to simultaneously receive assistance under DHNP's Optional Relocation Program (household cannot receive financial assistance under the Rental Security/Utility Deposit Program and Optional Relocation Program for the same circumstance/situation). Households may be eligible to receive housing subsidies from other DHNP programs or programs administered by the Department of Human Services but this will be evaluated on a case by case basis.
3. Households must be willing to sign a release of information and agree to have a criminal records check for all household members age 18 or older at the time of application.

INELIGIBLE HOUSEHOLDS

Households above 60% of the median income. Households who have been terminated from any federally assisted housing program. Households with any member who has a criminal record for violent behavior, welfare fraud, crimes of a sexual nature or with any member who is subject to a lifetime registration requirement under a State sex offender registration program.

TYPE OF ASSISTANCE PROVIDED

A grant not to exceed the actual cost of the required security deposit and/or eligible utility deposits. The amount of the rental security deposit can not exceed the cost of two (2) months rent. Assistance will only be provided in the amount to be determined by DHNP as needed to remove the barrier to securing housing. Rental security deposit shall be paid directly to the landlord or property manager.

ELIGIBLE UTILITY DEPOSITS

Utility deposits may be provided for water, sewer (HRSD), gas and/or electric services based on financial need. Only required deposits for new service may be paid. No payment of back funds, or overdue funds for utility services may be paid as part of a utility deposit. Utility deposits will be paid directly to the utility company. Telephone and Cable TV deposits are not eligible. Utilities must be in the name of the head of the household listed on the lease.

ELIGIBLE PROPERTIES

Monthly rent for the unit must not exceed the HUD Fair Market Rent (FMR), excluding cost of utilities. Rental security deposit will be paid directly to the property owner or manager. DHNP will not approve a lease if the rent is not reasonable, based on rents that are charged for comparable unassisted rental units. Property must be inspected by Code Enforcement and pass the Existing Property Code Standards of the Uniform Statewide Building Code (USBC) prior to assistance being provided. Properties must be located in Virginia Beach, Norfolk, Portsmouth, Suffolk or Chesapeake.

INELIGIBLE PROPERTIES

Properties that do not meet Existing Property Code Standards of the USBC, temporary housing (i.e. motels or homeless shelters), and properties in a Clear Zone as designated on the current Air Installations Compatible Use Zones (AICUZ) map.

OCCUPANCY STANDARDS

The number of bedrooms needed by the households will be determined based on the chart below.

# Bedrooms	# of Persons Minimum	# of Persons Maximum
1	1	2
2	3	4
3	4	6
4	7	8
5	9	10
6	11	12

NOTE: The Housing Specialist has the discretion to recommend exceptions to the occupancy standards if extenuating circumstances exist that would create a hardship (example- no one bedroom units available to rent that are within the FMR limits). Exceptions will be evaluated on a case by case basis, with final approval being granted by the Housing Program Administrator.

The DHNP may grant such an exception to the established subsidy standards if the DHNP determines the exception is justified by the age sex, sex, health, handicap, relationship of family members or other personal circumstances. Such exceptions shall be applied uniformly.

LEASE PROVISIONS

The term of the lease must be for at least 12 months, unless another term is mutually agreed upon by the tenant and owner, **AND** approved by DHNP. All persons residing in the household, regardless of age must be listed on the lease. Co-signers who are not listed as household members in the determination of household eligibility are not allowed. Leases must not contain any of the prohibited terms listed in **24 CFR 92.253(b) (See Attached)**. **A copy of the unsigned lease must be provided to DHNP for review and approval before assistance can be provided.** Assistance will be denied to a household that enters into a lease without DHNP’s prior review and approval of the lease.

NOTE: The Program Administrator reserves the right to waive any non-statutory requirement stated above based on a case-by-case review.

I have read the above program description for assistance, and my signature below indicates that I understand and agree to comply with all program requirements. **I understand that I and/or members of my household are eligible for this assistance one time only. I also understand that my/our application is only good for six months.**

Signature of Applicant

Date

Signature of Applicant

Date

DHNP DOES BUSINESS WITH THE FEDERAL
FAIR HOUSING LAW AND THE SECTION 504
PROGRAM ACCESSIBILITY REQUIREMENTS



IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON
BECAUSE OF RACE, COLOR, RELIGION, SEX,
HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN

Definition of Homeless Households And Those Households That Are In Imminent Danger of Becoming Homeless

A household will be considered homeless if it meets at least one of the criteria listed below:

1. Sleeping in a place not meant for human habitation such as cars, parks, sidewalks, abandoned buildings or housing that has been condemned.
2. Sleeping in an emergency shelter.
3. Being released from a hospital or other institution where the stay was not more than 180 days and they met either #1 or #2 above before they entered the institution.
4. Graduating from transitional housing and they met either #1 or #2 before entering transitional housing.
5. Escaping domestic violence.

A household will be considered in imminent danger of becoming homeless if it meets one of the following criteria:

1. Sharing the home of others due to loss of housing, economic hardship or a similar reason and facing eviction within two weeks from such a dwelling unit and no subsequent residence has been identified and the family lacks the resources and support networks to obtain housing. This includes housing that has been provided by families or friends.
2. Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (prisons, MH facilities, hospitals).
3. Pending loss of rental housing due to foreclosure of property.
4. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations and the family lacks the resources to secure permanent housing.
5. Expected housing instability (risk of eviction) due to unpaid rent, partial rent payments, or unpaid utility bills as a result of sudden loss of income, recent medical bills, or other financial crisis – with no other source to resolve.
6. Meeting two or more of the other risk factors for homelessness delineated on pages 24 and 25 in the HUD Notice of Allocations, Application Procedures and Requirements for the HPRP Program (issued March 19, 2009).