



Town of Colmar Manor Mortgage, Rental, and Utility Assistance Program (MRUAP) Instructions

Deadline: January 31, 2023

Only households may apply for assistance under the Town of Colmar Manor's Mortgage, Rental, and Utility Assistance Program (MRUAP).

Household Eligibility

To be eligible for the Town's MRUAP, a household must meet the following requirements:

- Household must reside within the boundaries of the Town of Colmar Manor.
- Mortgage, rental, and/or utility address must be for an address within the boundaries of the Town of Colmar Manor.
- Rental unit must have a valid rental license issued by the Town of Colmar Manor.
- Household's income or assets must have been directly or indirectly impacted by the COVID-19 pandemic, including unemployment, reduction in income, sick and unable to work, incurred a significant increase in household expenses, or experienced other financial hardship related to COVID-19.
- Have annual gross household income **below** the following amounts based upon household size:

1 Person HH	2 Person HH	3 Person HH	4 Person HH	5 Person HH	6 Person HH	7 Person HH	8 Person HH
\$58,695	\$67,080	\$75,465	\$83,850	\$93,120	\$106,740	\$120,360	\$133,980

*Moderate income levels by household size for Prince George's County as provided by US Treasury, *Tool for Determining Low and Moderate (LMI) Households*.

Eligible Uses of MRUAP Funds

Town of Colmar Manor MRUAP funds will only be used to assist with outstanding mortgage, rental, and/or utility obligations owed by the household and **incurred prior to November 1, 2022**. Eligible utilities are water, sewer, gas, and electric.

Amount of Assistance Available

The Town of Colmar Manor has allocated **\$60,000** in American Rescue Plan Act (ARPA) funds to MRUAP. While funding is available, the Town will provide **up to \$1,000** per eligible household to assist with outstanding mortgage, rental, and/or utility obligations.

A household may not submit multiple applications.

Required Documentation

The applicant must complete the application (including the MRUAP Household Self-Certification Form) and provide the following supporting documents to the application to ensure a timely processing and to be considered complete:

- **Proof of Outstanding Mortgage, Rent, and/or Utility Obligation**
 - A copy of the latest past due notice from your mortgage company, landlord, and/or utility company; or
 - Other documentation that verifies the outstanding mortgage, rent, and/or utility obligation.

The Town has provided an **MRUAP Checklist** to assist each applicant in ensuring that all forms and documents are completed prior to submission to the Town.

How to Apply

Applications, including required documents and certifications, shall be submitted **by January 31, 2023** to:

Attention: Mortgage, Rental, and Utility Assistance Program (MRUAP)
Town Administrator's Office
Town of Colmar Manor
3701 Lawrence Street
Colmar Manor, Maryland 20722

Applications and required documents may also be submitted electronically to Ylynee Brown at ybrown@colmarmanor.org.

Applications will be reviewed on a first-come, first-served basis while funding is available. Submission of an application does not guarantee funding under the Town's MRUAP.

MRUAP Payments

Payments will only be made directly to mortgage companies, landlords, and/or utility companies. Payments will not be made to individuals or households.



Town of Colmar Manor Mortgage, Rental, and Utility Assistance Program (MRUAP) Application

Deadline: January 31, 2023

SECTION 1: Household Information

Head of Household Name:	
Street Address:	
Apartment #:	
Town, State, Zip:	
Phone #:	Alternate Phone #:
Email:	
Number of Individuals in Household:	

SECTION 2: Impact of COVID-19 on Household Income or Assets

<p>Has your household's income or assets been directly or indirectly impacted by COVID-19? If so, please check all that apply.</p>	<p><input type="checkbox"/> Currently unemployed or experienced unemployment</p> <p><input type="checkbox"/> Reduction in income</p> <p><input type="checkbox"/> Sick and unable to work</p> <p><input type="checkbox"/> Incurred a significant increase in household expenses</p> <p><input type="checkbox"/> Experienced other financial hardships</p> <p><input type="checkbox"/> No impact</p> <p style="color: red;"><u>If you select "no impact", please STOP since you are not eligible for the program.</u></p>
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SECTION 3: Household Income

"Gross Household Income" includes salary, wage, tips, commissions, business income, interest, dividends, social security benefits, annuities, insurance, retirement and pension benefits, disability or death benefits, unemployment and disability compensation, and workers' compensation. **Gross Income is before taxes and other deductions are subtracted from your pay.**

Please provide the name(s) and monthly gross income of all household members. If no income, please write "\$0".

Full Name	Gross Income (Monthly)
Total Gross Income (Monthly) – All	\$

SECTION 4: Residence and Mortgage, Rental, and Utility Obligation Information

Housing Type: <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Other	
Past Due Type: <input type="checkbox"/> Mortgage <input type="checkbox"/> Rental <input type="checkbox"/> Utility (Check all that apply)	
Total Past Due Amount Incurring Prior to November 1, 2022:	<input type="checkbox"/> Mortgage \$ _____ <input type="checkbox"/> Rental \$ _____ <input type="checkbox"/> Utility \$ _____
Have you received assistance in paying your mortgage, rent, or utilities since March 2020 from other governmental or charitable programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the date(s), amount(s), payor(s), and purpose (mortgage, rent, utility).	
<p>Have you received a past due mortgage or rent notice from your mortgage company or landlord?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please attached a copy of the latest notice from your mortgage company or landlord.	
If no, please provide other documentation that verifies the past due outstanding mortgage or rental obligation.	
<p>Have you received a past due utility notice from your utility company? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
If yes, please attached a copy of the latest utility bill which indicates your outstanding obligation.	
If no, please provide other documentation that verifies the past due outstanding utility obligation.	

SECTION 5: Mortgage Company/Landlord Information – *For Mortgage or Rental Assistance Only*

Note: The Town will use this information to make payments and when necessary, communicate with your mortgage company or landlord.	
Mortgage Company/Landlord Name:	
Contact Person:	
Mailing Address:	
Town, State, Zip:	
Phone #:	Alternate Phone #:
Email:	
Tax ID Number, Unique Entity Identifier (UEI), or Social Security Number:	

Town of Colmar Manor MRUAP Household Self-Certification Form

The information provided in the application and this self-certification form is collected to determine if my household is eligible to receive assistance provided through the Federally funded Mortgage, Rental, and Utility Assistance Program (MRUAP). **Head of Household, please initial next to each of the following statements:**

ACCURACY

I certify that all the information provided in this application is correct and complete to the best of my knowledge, including information regarding household information, impact from COVID-19, household gross income, residence, mortgage/rental/utility obligation, and landlord information, if applicable.

I understand that providing false statements constitutes an act of fraud and is grounds for termination of assistance and is punishable under federal and state law.

DUPLICATION OF BENEFITS

I certify that my household has not received assistance from another program for the same costs that will be paid from the Town of Colmar Manor MRUAP.

INFORMATION SHARING

I understand the information provided in my application may be shared with Prince George's County, the State of Maryland, and the U.S. Treasury.

I consent to the program sharing my information and obtaining information with/from my mortgage company, landlord, and/or utility company to confirm amounts owed and process payment of assistance.

Household Certification

Name _____ Date _____

Signature _____

Note: Digital or typed signatures are acceptable.

**Town of Colmar Manor Mortgage, Rental, and Utility Assistance
Program (MRUAP) Application
Checklist**

Name of Applicant: _____ Date: _____

- Application – All sections completed**

- Proof of Outstanding Mortgage, Rental, or Utility Obligation Document(s)**
 - A copy of the latest past due notice from your mortgage company, landlord, and/or utility company; or
 - Other documentation that verifies the outstanding mortgage, rent, and/or utility obligation.

- MRUAP Household Self-Certification Form – Completed, signed, and dated**