

Subsidy Contract

Vermont Coalition of Runaway and Homeless Youth Programs

2.18.20

This form is used to authorize a household to look for an eligible unit and specifies the size of the unit. The information also sets forth the household's obligations under the Rental Assistance Subsidy Program.

Privacy Act Statement. VCRHYP is authorized to collect the information required on this form by the rental assistance subsidy program. Collection of household members' names is mandatory. The information also set forth the household obligations under the rental assistance subsidy program. VCRHYP contracts with Vermont State Housing Authority (VSHA) for administration of rental assistance vouchers and information in this contract will be made available to VSHA. VCRHYP may disclose this information to other Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of VCRHYP and VSHA, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of household voucher issuance.

Please read entire document before completing form. Fill in all blanks below. Type or print clearly.		Subsidy Number
1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Household qualifies, and is used in determining the amount of assistance to be paid on behalf of the Household to the owner.)		1. Unit Size
2. Date Subsidy Issued (mm/dd/yyyy) Insert actual date the Subsidy is issued to the Household.		2. Issue Date (mm/dd/yyyy)
3. Date Subsidy Expires (mm/dd/yyyy) Insert date 120 days after date Subsidy Contract is signed. (See section 6 of this form.)		3. Expiration Date (mm/dd/yyyy)
4. Date Extension Expires (if applicable)(mm/dd/yyyy) (See Section 6. Of this form)		4. Date Extension Expires (mm/dd/yyyy)
5. Name of Household representative	6. Signature of Household Representative	Date Signed (mm/dd/yyyy)
7. Name of Sponsor Agency		
8. Name of Subsidy Issuer Vermont Coalition of Runaway and Homeless Youth Programs		
9. Name and Title of Sponsor Agency Representative signing on behalf of VCRHYP:	9. Signature of Sponsor Agency Representative	Date Signed (mm/dd/yyyy)

1. Rental Assistance Subsidy Program

- A. VCRHYP has determined that the above-named household (item 5) is eligible to participate in the rental assistance subsidy program. Under this program, the household chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the household under the rental assistance subsidy program, and if the VSHA approves the unit, VSHA will enter into a housing assistance payment (HAP) contract with the owner to make monthly payments to the owner to help the household pay the rent.
- B. VCRHYP, through VSHA, determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment is the difference between the applicable payment standard and 30 percent of the monthly adjusted household income. In determining the maximum initial housing assistance payment for the household, VCRHYP will use the payment standard in effect on the date the tenancy is approved by VCRHYP. The household may choose to rent a unit for more than the payment standard, but this choice does not change the amount of VCRHYP's assistance payment. The actual amount of VCRHYP's assistance payment will be determined using the gross rent for the unit selected by the household.

2. Subsidy

- A. When issuing this subsidy VCRHYP expects that if the household finds an approvable unit, VCRHYP will have the money available to enter into a HAP contract with the owner. However, VCRHYP is under no obligation to the household, to any owner, or to any other person, to approve a tenancy. VSHA and VCRHYP do not have any liability to any party by the issuance of this subsidy.
- C. During the initial or any extended term of this subsidy, VCRHYP may require the household to report progress in leasing a unit at such intervals and times as determined by VCRHYP.

3. VSHA Approval or Disapproval of Unit or Lease

- A. When the household finds a suitable unit where the owner is willing to participate in the program, the household must work with their Sponsor Agency Representative and owner to complete the request for tenancy approval (on the form supplied by VCRHYP), signed by the owner and the household, and a copy of the lease, including the subsidy tenancy addendum. **Note: Both documents must be given to VCRHYP no later than the expiration date stated in item 3 or 4 on top of page one of this voucher.**

- B. The household must submit these documents in the manner that is required by VCRHYP.
- C. The lease must include, word-for-word, all provision of the tenancy required by VCRHYP. This is done by adding the tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the tenancy addendum and any provisions of the owner's lease, the provisions of the tenancy addendum shall control.
- D. After receiving the request for tenancy approval and a copy of the lease, VCRHYP will direct VSHA will inspect the unit. VCRHYP may not give approval for the household to lease the unit or execute the HAP contract with VSHA until VCRHYP has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by VSHA and passes the housing quality standards (HQS); the rent is reasonable; and the landlord and tenant have executed the lease including the tenancy addendum.
- E. If VSHA approves the unit, VSHA will notify the household, the owner, and VCRHYP and will furnish two copies of the HAP contract to the owner.
 - 1. The owner and the household must execute the lease.
 - 2. The owner must sign both copies of the HAP contract and must furnish to VSHA a copy of the executed lease and both copies of the executed HAP contract.
 - 3. VSHA will execute the HAP contract and return an executed copy to the owner.
- F. If VSHA determines that the unit or lease cannot be approved for any reason, VSHA will notify the owner, the household and VCRHYP that:
 - 1. The proposed unit or lease is disapproved for specified reasons, and
 - 2. If the conditions requiring disapproval are remedied to the satisfaction of VSHA on or before the date specified by VSHA, the unit or lease will be approved.

4. Obligations of the Household

- A. When the household's unit is approved and the HAP contract is executed, the household must follow the rules listed below in order to continue participating in the rental assistance subsidy program.
- B. The household must:
 - 1. Supply any information that VCRHYP or VSHA determines to be necessary including information for use in a regularly scheduled reexamination or interim reexamination of household income and composition.
 - 2. Sign and submit consent forms for obtaining information.
 - 3. Supply any information requested by VCRHYP to verify that the household is living in the unit or information related to household absence from the unit.
 - 4. Promptly notify VCRHYP in writing when the household is away from the unit for an extended period of time in accordance with VCRHYP policies.
 - 5. Allow VSHA or VCRHYP to inspect the unit at reasonable times and after reasonable notice.
 - 6. Notify VCRHYP and the owner in writing before moving out of the unit or terminating the lease.

- 7. Use the assisted unit for residence by the household. The unit must be the household's only residence.
- 8. Promptly notify VCRHYP in writing of the birth, adoption, or court-awarded custody of a child.
- 9. Request VCRHYP's written approval to add any other household member as an occupant of the unit.
- 10. Promptly notify VCRHYP in writing if any household member no longer lives in the unit. Give VCRHYP a copy of any owner eviction notice.
- 11. Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- C. Any information the household supplies must be true and complete.
- D. The household (including each household member) must not:
 - 1. Own or have any interest in the unit (other than in a cooperative, or the owner of the manufactured home leasing a manufactured home space).
 - 2. Commit any serious or repeated violation of the lease.
 - 3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
 - 5. Sublease or let the unit or assign the lease or transfer the unit.
 - 6. Receive rental assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.
 - 7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
 - 8. Receive rental assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the household, unless VCRHYP has determined (and has notified the owner and the household of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a household member who is a person with disabilities.
 - 9. Engage in threatening, violent or abusive behavior towards Sponsor Agency, VCRHYP or VSHA personnel or landlords.

5. Illegal Discrimination

If the household has reason to believe that, in its search of suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex, disability, national origin, or familial status, the household may file a housing discrimination complaint with VCRHYP in person, by mail, or by telephone. VCRHYP will give the household information on how to fill out and file a complaint.

6. Expiration and Extension of Subsidy

The subsidy will expire on the date stated in item 3 on the top of page one of this subsidy unless the household requests an extension in writing and VCRHYP grants a written extension of the subsidy in which case the subsidy will expire on the date stated in item 4. At its discretion, VCRHYP may grant a household's request for one or more extensions of the initial term.