

TENANT PAYMENT PLAN for RESIDENTS IMPACTED by COVID-19

A FACT SHEET FROM THE DC DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

On March 11, 2020, Mayor Bowser declared a public emergency and public health emergency due to the COVID-19 pandemic. In response to the declared emergencies, the D.C. Council passed several legislative amendments, including the Coronavirus Support Temporary Amendment Act of 2020 (Act) which establishes a tenant rent payment plan.

Tenant Payment Plan Requirements

- Residential landlords and property managers (housing provider) shall develop and provide a tenant payment plan program for eligible tenants. To be eligible, a tenant must have a current residential lease agreement and notify the landlord or property manager of an inability to pay all or a portion of the rent due to the public health emergency.
- A housing provider shall:
 1. Provide a rent payment plan for the payment of gross rent and any other amounts coming due under the lease agreement during the public health emergency and for 1 year after the emergency ends;
 2. Not report any negative information about a tenant under a payment plan to a credit bureau;
 3. Notify all tenants of plan availability and process;
 4. Provide that an eligible tenant does not lose any rights under the payment plan;
 5. Approve each payment plan application if the tenant can demonstrate financial hardship resulting directly or indirectly from the public health emergency, regardless of an existing delinquency or a future inability to make rental payments established before the public health emergency began;
 6. Establish applicant procedures which may include requiring a tenant to provide supporting documentation;
 7. Provide for an application process online or by telephone;
 8. Keep copies of all approved or rejected plan applications for 3 years; and
 9. At the request of the tenant, provide a copy of a payment plan to the Rent Administrator at the D.C. Department of Housing and Community Development, Rental Accommodations Division.



Behind on rent due to COVID-19?

The District of Columbia Government has rental assistance programs available to DC residents. Visit: coronavirus.dc.gov/rent.

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Tenant Payment Plan Required Terms and Duration

Housing providers and tenants must create their own tenant payment plan agreement. The terms of payment plans must:

1. Be in writing;
2. Be for the payment of gross rent and any other amounts coming due under the lease agreement;
3. Be for a minimum term of 1 year unless the tenant requests a shorter term;
4. Provide for equal monthly installments for the duration of the payment plan unless the tenant agrees to a different payment schedule;
5. Waive any fee or penalty accruing under a payment plan;
6. Permit a tenant to pay an amount greater than the monthly amount provided for in the payment plan; and
7. Not require any lump sum payment.

Complaint Process

A tenant whose payment plan application is denied may file a written complaint with the Rent Administrator who will review the complaint for completeness and then transfer the complaint to the D.C. Office of Administrative Hearings (OAH) for adjudication.

A tenant complaint form is available at <https://dhcd.dc.gov/service/rent-control>. A complaint form must be filled out, signed and dated, and include copies of relevant and supporting documentation. A tenant may submit a complaint to:

D.C. Department of Housing and Community Development
Housing Regulation Administration
Rental Accommodations Division
1800 Martin Luther King, Jr. Avenue, S.E.
Washington, D.C. 20020

Tenant complaints may be submitted by mail, hand delivered to the drop box available in the agency's lobby (Monday-Friday, 8:30 a.m.–3:30 p.m.), or emailing the complaint form and supporting documentation to dhcd.rad@dc.gov.

Additional Information

Tenants may obtain assistance with completing a complaint by contacting these organizations:

- Office of the Tenant Advocate (202) 719-6560
- Housing Counseling Services (202) 667-7006
- Latino Economic Development Center (202) 588-5102.

Need additional information?

The Rental Accommodations Division may be reached on (202) 442-9505.

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GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

RENTAL ASSISTANCE FOR DISTRICT RESIDENTS IMPACTED BY COVID-19

Are you a District resident looking for rental payment assistance? The Department of Human Services (DHS) in partnership with the Department of Housing and Community Development (DHCD) are providing rent payment programs that assist low-income District residents impacted by the coronavirus (COVID-19) public health emergency.

The following chart provides detailed information about the COVID-19 Housing Assistance Program (CHAP) and Emergency Rental Assistance Program (ERAP). Additional information about the District's rental assistance and housing stability programs are available on the Housing Resources page at coronavirus.dc.gov and the DC Department of Human Services website at dhs.dc.gov.

CHAP		ERAP	
Governing District Agency	DC Department of Housing and Community Development (DHCD)	Governing District Agency	DC Department of Human Services (DHS)
Eligibility	<ul style="list-style-type: none"> • Must be a District resident • Must demonstrate rent payment delinquency • Must have leased unit since February 29, 2020 • May not earn more than 80% of Median Family Income (MFI) • Must demonstrate COVID-19 related impact including a reduction of income due to the loss of employment as a result of COVID-19 public health emergency. 	Eligibility	<ul style="list-style-type: none"> • Must be a District resident • Income must be below 125% of the monthly Federal poverty level according to household size For rental arrears, you must be 30 days delinquent
Documents Required	<ul style="list-style-type: none"> • Income Verification (pay stub, W2) • Documented income loss or proof of increased expenses (unexpected medical bills or expenses) 	Documents Required	<ul style="list-style-type: none"> • Valid Photo ID • Income verification • Birth certificates of all minors • Bank Statements • Documentation of the emergency • Lease • Social Security number (Required unless you are a refugee, asylee, undocumented) • Copies of paid and/or unpaid bills • Rental ledger • Statement and proof of payment going forward • Court documents (if applicable) • Threat of homelessness or proof of homelessness (if applying for security deposit and/or first month's rent)
Financial Assistance	<ul style="list-style-type: none"> • Up to three months of past due rent or \$4,250 (whichever is lower) beginning April 2020. 	Financial Assistance	<ul style="list-style-type: none"> • Up to five months of past due rent or \$4,250 (whichever is lower) • Up to \$6,000 for households with a disability or more than seven children • Up to \$900 for security deposits and first month's rent
How to Apply	<ul style="list-style-type: none"> • Visit the web address: https://bit.ly/RPPHelp 	How to Apply	<ul style="list-style-type: none"> • Visit the web address: https://bit.ly/RPPHelp
Additional Information and Assistance	<ul style="list-style-type: none"> • For additional information contact: Greater Washington Urban League (202) 552-2898. Housing Counseling Services (202) 667-7713 or United Planning Organization (202) 231-7910. 	Additional Information and Assistance	<ul style="list-style-type: none"> • Contact erap.program@dc.gov for additional information about the Emergency Rental Assistance Program.

RENTAL ASSISTANCE FOR DISTRICT RESIDENTS IMPACTED BY COVID-19

Household Size	Emergency Rental Assistance Program (ERAP) Monthly Income Limits		COVID-19 Housing Assistance Program (CHAP) Monthly Income Limits			
	Governing District Agency	125% Federal Poverty Level (FPL)	30% MFI	50% MFI	60% MFI	80% MFI
1		\$1,329.17	\$2,208.33	\$3,675.00	\$4,410.00	\$4,645.83
2		\$1,795.83	\$2,520.83	\$4,200.00	\$5,040.00	\$5,308.33
3		\$2,262.50	\$2,837.50	\$4,725.00	\$5,670.00	\$5,970.83
4		\$2,729.17	\$3,150.00	\$5,250.00	\$6,300.00	\$6,633.33
5		\$3,195.83	\$3,404.17	\$5,670.83	\$6,805.00	\$7,166.67
6		\$3,662.50	\$3,654.17	\$6,091.67	\$7,310.00	\$7,695.83
7		\$4,129.17	\$3,908.33	\$6,512.50	\$7,815.00	\$8,229.17
8		\$4,595.83	\$4,158.33	\$6,933.33	\$8,320.00	\$8,758.33
9		\$5,062.50	\$4,410.33	\$7,353.33	\$8,824.00	\$9,289.00
10		\$5,529.17	\$4,682.67	\$7,807.00	\$9,368.40	\$9,862.33
11		\$5,995.83	\$4,975.00	\$8,294.33	\$9,953.20	\$10,478.00
12		\$6,462.50	\$5,287.67	\$8,815.33	\$10,578.40	\$11,136.33
13		\$6,929.17	\$5,620.33	\$9,370.00	\$11,244.00	\$11,837.00
14		\$7,395.83	\$5,973.16	\$9,958.27	\$11,949.92	\$12,580.12
15		\$7,862.50	\$6,347.77	\$10,582.83	\$12,699.39	\$13,369.11
16		\$8,329.17	\$6,745.77	\$11,246.37	\$13,495.65	\$14,207.35
17		\$8,795.83	\$7,168.79	\$11,951.60	\$14,341.92	\$15,098.25
18		\$9,262.50	\$7,618.41	\$12,701.20	\$15,241.44	\$16,045.21
19		\$9,729.17	\$8,096.27	\$13,497.86	\$16,197.43	\$17,051.62
20		\$10,195.83	\$8,604.09	\$14,344.49	\$17,213.38	\$18,121.15

RENTAL ASSISTANCE PROGRAMS FOR RESIDENTS IMPACTED BY COVID-19

In need of rental assistance? The Department of Housing and Community Development (DHCD) has rental assistance programs that can help low-income District residents impacted by the coronavirus (COVID-19) public health emergency.

The chart below provides detailed information about the COVID-19 Housing Assistance Program (CHAP) and Tenant Based Rental Assistance (TBRA) Program. Additional information about the District's rental assistance and housing stability programs are available at coronavirus.dc.gov/rent.

COVID-19 Housing Assistance Program		Tenant Based Rental Assistance Program	
Eligibility	<ul style="list-style-type: none"> • Must be a District resident • Must demonstrate rent payment delinquency • Must have leased unit since February 29, 2020 • May not earn more than 80% of Median Family Income (MFI) according to household size • Must demonstrate a reduction of income due to the loss of employment as a result of COVID-19 public health emergency 	Eligibility	<ul style="list-style-type: none"> • Must be a District resident in building with 50 units or less • Must demonstrate rent payment delinquency • Must have leased unit since February 29, 2020 • May not earn more than 60% of Median Family Income (MFI) according to household size • Must demonstrate a reduction of income due to the loss of employment as a result of COVID-19 public health emergency
Documents Required	<ul style="list-style-type: none"> • Bank statements for past two months • All earned wage income documents for two months prior • Documented income loss or proof of increased expenses (unexpected medical bills or expenses) 	Documents Required	<ul style="list-style-type: none"> • Bank statements for two months prior to March 13, 2020 • All earned wage income documents for two months prior to March 13, 2020 • If a resident is 18 years or older and a full-time student, proof of current enrollment will be needed • In the absence of wage documents, please provide a statement that includes all income, including any unemployment or emergency benefits received as a result of the COVID-19 pandemic
Financial Assistance	<ul style="list-style-type: none"> • Up to three months of past due rent or \$4,250 (whichever is lower) beginning April 2020. 	Financial Assistance	<ul style="list-style-type: none"> • Assistance will be based on tenant income and number of bedrooms for the unit for up to 6 months.
How to Apply	Visit the web address: https://bit.ly/RPPHelp	How to Apply	Contact one of the CBOs listed below for assistance.
Additional Information and Assistance	For additional information contact: <ul style="list-style-type: none"> • Greater Washington Urban League (202) 552-2898 • Housing Counseling Services (202) 667-7713 • United Planning Organization (202) 231-7910 	Additional Information and Assistance	For additional information contact: <ul style="list-style-type: none"> • Housing Counseling Services (202) 667-7713 • Latino Economic Development Center (202) 588-5102 or (202) 540-7401

CHAP/TBRA MONTHLY INCOME LIMITS

Income Limit	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% of MFI*	\$2,208.33	\$2,520.83	\$2,837.50	\$3,150.00	\$3,404.17	\$3,654.17	\$3,908.33	\$4,158.33
50% of MFI*	\$3,675.00	\$4,200.00	\$4,725.00	\$5,250.00	\$5,670.83	\$6,091.67	\$6,512.50	\$6,933.33
60% of MFI*	\$4,410.00	\$5,040.00	\$5,670.00	\$6,300.00	\$6,805.00	\$7,310.00	\$7,815.00	\$8,320.00
80% of MFI*	\$4,645.83	\$5,308.33	\$5,970.83	\$6,633.33	\$7,166.67	\$7,695.83	\$8,229.17	\$8,758.33

*Also referred to as Area Median Income (AMI).

The program limits provided here are for illustration purposes. Program limits may vary over time and according to funding source and application-specific factors.