Quarterly Meeting of Landlords
in the Homeless Services System

October 1, 2020
I. Government operations and resources for landlords

II. Launch of the universal landlord leasing packet

III. Question & answer, wrap up
DHS Operational Status

- The District remains in Phase II of Re-Opening

- DHS continues to deliver essential services and work with partner agencies to continue the housing process:
  - Matching clients to housing vouchers
  - Housing inspections
  - Lease ups
  - Rental payments
  - Case management
Resources for Landlords and Tenants

- Eviction moratorium is currently in place through December 9, 2020

- In response to the public health emergency, the District has dedicated $40M+ in rental assistance, and developed other supports for tenants and landlords:
  - Emergency Rental Assistance Program (ERAP)
  - COVID-19 Housing Assistance Program (CHAP)
  - Tenant-Based Rental Assistance (TBRA)
  - Required rental payment plans
  - Housing counseling
  - Landlord Partnership Fund (LPF)
# Resources: CHAP/TBRA Eligibility

## COVID-19 Housing Assistance Program

### Eligibility
- 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

### Documents Required
- 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)

### Financial Assistance
- Up to three months of past due rent or $4,250 (whichever is lower) beginning April 2020.

### How to Apply

### Additional Information and Assistance
- For additional information contact:
  - Greater Washington Urban League (202) 552-2898
  - Housing Counseling Services (202) 667-7713
  - United Planning Organization (202) 231-7910

## Tenant Based Rental Assistance Program

### Eligibility
- 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
- 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
- Assistance will be based on tenant income and number of bedrooms for the unit for up to 6 months.

### How to Apply
Contact one of the CBOs listed below for assistance.

### Additional Information and Assistance
- For additional information contact:
  - Housing Counseling Services (202) 667-7713
  - Latino Economic Development Center (202) 555-5102 or (202) 540-7401
Resources: Other Rental Assistance

- Emergency Rental Assistance Program
- 202 Assist
- Visit coronavirus.dc.gov/rent
Resources: Tenant Payment Plans

There is no government template or form for a payment plan. 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 one year unless the tenant requests a shorter-term length;
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.
Resources: Small Building Program (SBP)

SBP will provide funds for limited systems replacement and other key repairs to eligible property owners of affordable housing of 5 to 20 units. Repairs are expected to improve sub-standard housing conditions, including safety and environmental hazards in the District.

PROGRAM ELIGIBILITY

❖ Property owners of up to three rental housing properties whose income does not exceed 120% MFI; or
❖ Board of a Limited Equity Cooperative.
❖ Housing Accommodation has between 5 and 20 housing units;
❖ Housing Accommodation is at least 75 percent occupied;
❖ At least 50 percent of housing units must be affordable to low- to moderate-income households who earn at or below 80 percent of the Median Family Income (MFI); and
❖ Housing Accommodation has health hazards or unsafe living conditions that need to be addressed to improve the quality of life of residents that does not exceed $25,000 per dwelling unit or $200,000 per project.
Why do we need a new packet?

- **Universal** across homeless services system
- **Streamlined** and easier to complete
- **Accessible** and fully electronic

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### District of Columbia Homeless Services System Landlord Leasing Packet Checklist

The District of Columbia Homeless Services System is committed to making homelessness rare, brief, and non-recurring through meaningful partnerships with landlords. We thank landlords for the opportunity to partner.

#### Tenant Information
- **Name:**
- **Current Address:**
- **Phone Number:**
- **Email:**
- **Voucher # (if applicable):**
- **If voucher # is not applicable, program:**

#### Property Owner Information
- **Name:**
- **Current Address:**
- **Phone Number:**
- **Email:**

#### Proposed Unit Information
- **Proposed Address:**
- **Proposed Rent Amount:**
- **Security Deposit Amount:**
- **Approved Rent Amount (Staff):**

#### Property Owner’s Agent Information
- **Name:**
- **Current Address:**
- **Phone Number:**
- **Email:**

#### Required Documents Checklist

The below items must be completed, submitted, and approved in order to proceed with the leasing of your unit. If you do not have a Property Owner/Agent # with the DC Housing Authority, please complete and submit the following documents:
Where does the packet fit in the lease up process?

1. Completion and submission of packet
2. Packet receipt and review (2 days)
3. Unit inspection (<10 days)
4. Lease signing (< 5 days)
5. First month’s payment and security deposit (< 30 days)
6. Ongoing case management services
New landlords will be required to submit similar information to what is required in the current packets:

<table>
<thead>
<tr>
<th>Required forms and documents</th>
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</thead>
<tbody>
<tr>
<td>EIN number</td>
</tr>
<tr>
<td>Recorded deed for the property</td>
</tr>
<tr>
<td>Payee information form</td>
</tr>
<tr>
<td>Copy of voided check (payee’s account)</td>
</tr>
<tr>
<td>Copy of owner ID or articles of incorporation (LLC)*</td>
</tr>
<tr>
<td>Management or agent agreement (if applicable)*</td>
</tr>
<tr>
<td>Direct deposit agreement*</td>
</tr>
<tr>
<td>DC lead disclosure form (Tenant signature required)*</td>
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</tbody>
</table>

Required for FRSP (Rapid Rehousing for families) only

| Basic Business License | Payment Reconciliation Form | Housing Assistance Payments (HAP) contract |

Existing landlords will only be asked for documents with *
**What is the process for receiving, completing, and submitting the packet?**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New packet initiated</td>
<td>• Landlord receives link for new packet</td>
</tr>
<tr>
<td>Packet prepared for tenant</td>
<td>• Landlord completes forms which require tenant signature, and sends packet electronically to tenant/case manager</td>
</tr>
<tr>
<td>Packet signed by tenant</td>
<td>• Tenant receives packet and signs electronically, then returns to landlord</td>
</tr>
<tr>
<td>Packet completed by landlord</td>
<td>• Landlord receives packet with tenant signature and completes and signs remaining forms</td>
</tr>
<tr>
<td>Packet submitted</td>
<td>• Landlord receives email with PDF of completed packet, submits by email to inspecting agency</td>
</tr>
</tbody>
</table>
Additional questions?

Please contact us at:

- TCP: Dexter Price Jr | dprice@community-partnership.org
- DHS: Anna Fogel | anna.fogel@dc.gov
- DHCD: Ana van Balen | Preservation.DHCD@dc.gov