

Quarterly Meeting of Landlords in the Homeless Services System



October 1, 2020



Agenda



- 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

Visit the web address: <https://bit.ly/RPPHelp>

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) 588-5102 or (202) 540-7401

Resources: Other Rental Assistance



- ❖ Emergency Rental Assistance Program
- ❖ 202 Assist
- ❖ Visit coronavirus.dc.gov/rent

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



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.

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

Continued on back page

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.

Universal Landlord Leasing Packet



Why do we need a new packet?

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

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: _____

I have a Property Owner/Agent # with the DC Housing Authority. Owner/Agent #: _____

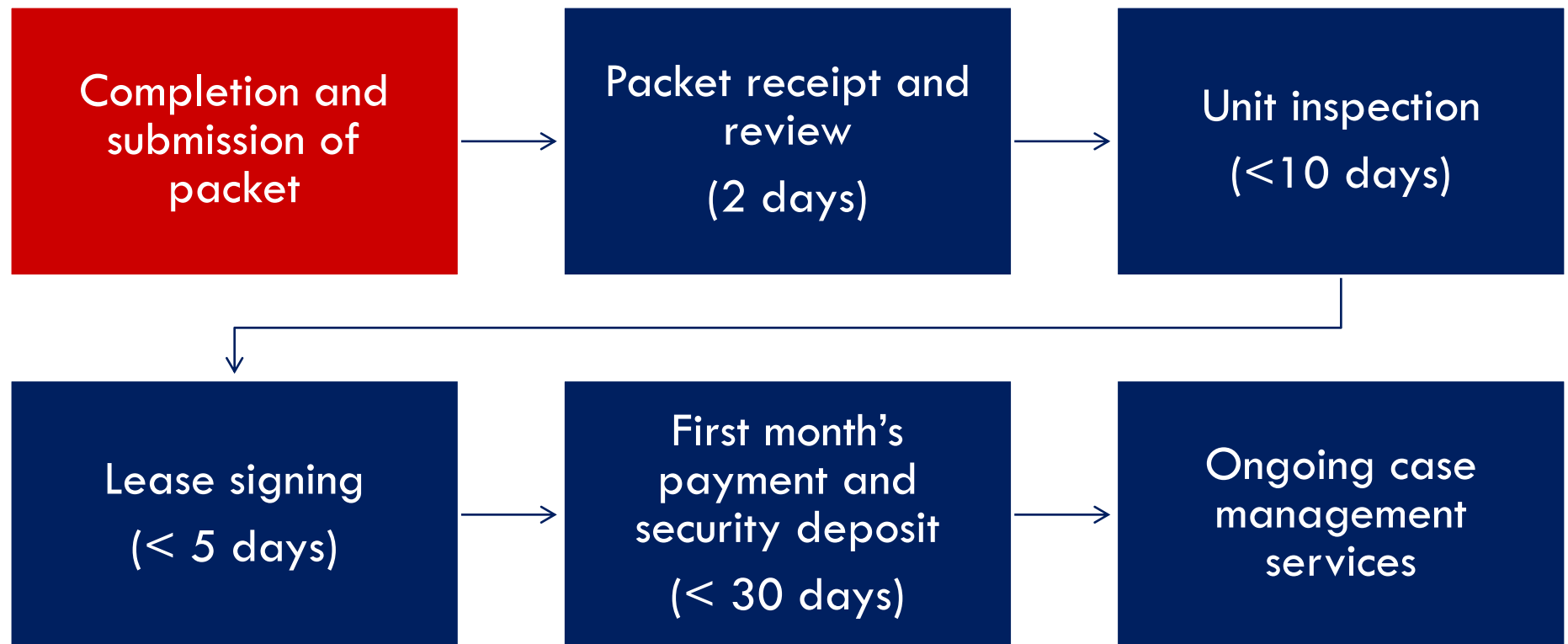
Required Documents Checklist
The below items must be completed, submitted, and approved in order to proceed with the leasing of your unit. If you do not have a Property Owner/Agent # with the DC Housing Authority, please complete and submit the following documents:

Print Save Cancel Submit & Sign

Universal Landlord Leasing Packet



Where does the packet fit in the lease up process?



Universal Landlord Leasing Packet



- ❖ **New landlords** will be required to submit similar information to what is required in the current packets:

Required forms and documents

| | |
|------------------------------------------------------|--------------------------------------------------------------------------------|
| EIN number | HUD disclosure of information on lead-based paint (Tenant signature required)* |
| Recorded deed for the property | Tenant bill of rights (Tenant signature required)* |
| Payee information form | Certificate of Occupancy (not applicable to single family homes) |
| Copy of voided check (payee's account) | Payment reconciliation/Security deposit return agreement |
| Copy of owner ID or articles of incorporation (LLC)* | Request for tenancy approval executed |
| Management or agent agreement (if applicable)* | Unit pre-inspection checklist* |
| Direct deposit agreement* | W-9 form(s) |
| DC lead disclosure form (Tenant signature required)* | Landlord Partnership Fund registration (Optional) |

Required for FRSP (Rapid Rehousing for families) only

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

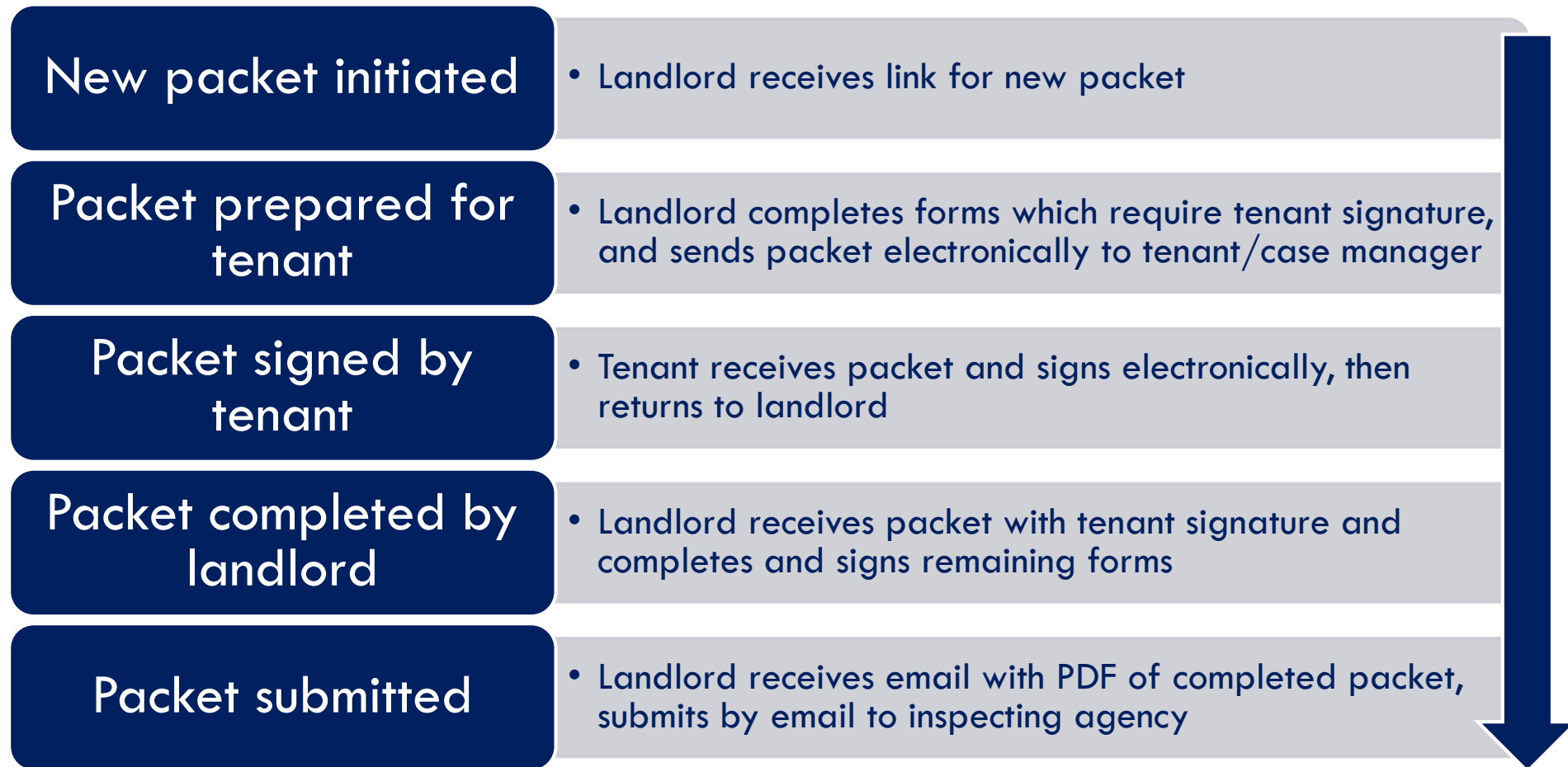
- ❖ **Existing landlords** will only be asked for documents with *



Universal landlord leasing packet



What is the process for receiving, completing, and submitting the packet?



Question & Answer



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