

OVERVIEW

Adequate supporting documentation is an important component of the application process as it serves as the basis through which the District can validate your eligibility to participate in the program. This document is intended to provide you with an overview of the documentation requirements for the STAY DC program.

According to US Treasury guidance under the Emergency Rental Assistance Program, to be eligible, a household **must be obligated to pay rent on a residential dwelling** and the grantee must determine that:

REQUIREMENT #1

One or more individuals within the household has **qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship** due, directly or indirectly, to the COVID-19 outbreak; and

REQUIREMENT #2

One or more individuals within the household can **demonstrate a risk of experiencing homelessness or housing instability**; and

REQUIREMENT #3

The household has a **household income at or below 80% of area median income**.

As a result, in addition to filling out the application questions, a complete application will require the following documents to be uploaded:

1. Proof of identity;
2. Proof of rental obligation;
3. Proof of financial impact;
4. Proof of risk of experiencing housing instability or homelessness;
5. Proof of income qualification;

Examples of acceptable forms of each document type are provided below. Where applicable, these examples have been listed in the order of preference. Further, one or more document types may be required to satisfy the eligibility check requirements.

In select instances, written attestations may be accepted in lieu of standard supporting documentation. However, do note that additional verification procedures will be needed to validate assertions made in the attestation that may require an outreach from a Program Agent and/or result in delayed processing times.

NOTE: Documentation will be accepted in any of the following file types: doc, docx, pdf, xls, xlsx, jpg, or png. Individual file uploads will be limited to a size limit of 20MB.

If you have any questions about the documentation requirements, visit the program website at stay.dc.gov or feel welcome to call the Contact Center at **833-4-STAYDC (833-478-2932) between 7am and 7pm ET, Monday through Friday**.



PROOF OF IDENTITY

To help minimize the potential for fraud risk, the STAY DC program is committed to taking reasonable steps to validate the identity of each individual applicant to the program.

NOTE: You do NOT need to be a U.S. Citizen or legal permanent resident to apply for or receive assistance under the DC STAY Program.

To prove identity, **ONE** of the following document types is required for the primary applicant:

- A valid (or expired eight years or less) photo driver license or photo identification card issued by the District of Columbia or another State jurisdiction
- International Passport or Passport Card valid or expired 5 years or less
- U.S. Permanent Resident Card or Alien Registration Receipt Card
- U.S. government and military dependent identification card
- A valid photo ID card from any U.S. university, college, technical college or high school. The card must contain your name and photograph
- Verifiable employer-issued ID card provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address



PROOF OF RENTAL OBLIGATION

According to US Treasury guidance under the Emergency Rental Assistance Program, to be eligible, a household must be obligated to pay rent on a residential dwelling. Proof of rental obligation includes any **ONE** of the following:

Written Rental or Lease Agreement or Sublease Agreement

If reasonably available to the applicant, applicant shall provide a written lease, signed by the applicant and the landlord or sublessor, and in effect for the time period the applicant is seeking assistance. The lease shall identify the landlord, the tenant, the rental unit address, the effective dates of the lease, and the rental payment amount. Also, agreement should indicate if utility amounts are included or excluded from the rental payment amount.

No Written Rental or Lease Agreement or Sublease Agreement

If no written lease exists or the applicant cannot reasonably obtain a copy of the written lease, the applicant shall provide documentation of residence and documentation of the rental payment amount using:

- **Bank statements, check stubs, or other documentation that reasonably establishes a pattern of paying rent**
- **A written attestation by a case worker, government agency or a housing provider who can be verified as the legitimate owner or management agent of the rental unit**

The attestation shall identify the landlord, the tenant, the rental unit address, the effective dates of the lease, and the rental payment amount. Also, attestation should indicate if utility amounts are included or excluded from the rental payment amount.

Self-Attestation

If the applicant can document residence but cannot document the rental payment amount, the applicant may provide written self-attestation that identifies the landlord, the tenant, the rental unit address, the effective dates of the lease, and the rental payment amount. Also, the attestation should indicate if utility amounts are included or excluded from the rental payment amount.

Limits on Assistance. Per Treasury guidance, the use of self attestation to demonstrate rental obligation will result in the limitation of payments to a monthly maximum of 100% of the greater of the Fair Market Rent or the Small Area Fair Market Rent for the area in which the applicant resides, as most recently determined by HUD and made available at <https://www.huduser.gov/portal/datasets/fmr.html>; and,



REQUIREMENT #1: FINANCIAL IMPACT QUALIFICATION

An applicant can demonstrate financial impact of COVID via any **ONE** of:

- qualification for unemployment benefits
- a reduction in household income
- incurred significant costs,
- other financial hardship

Acceptable documentation for each category includes any **ONE** of the following:

UNEMPLOYMENT BENEFITS

- Unemployment benefits award letter
- Written attestation from a caseworker or government agency with requisite knowledge of unemployment qualification

REDUCTION IN HOUSEHOLD INCOME

- Pay stubs before and after income reduction
- Written attestation or letter from employer showing a decrease in household income as a result of COVID
- Self-attestation evidencing a decrease in household income as a result of COVID

SIGNIFICANT COSTS

- Copies of medical, childcare, transportation, funeral/burial expenses or other significant expenses your household has incurred as a result of COVID
- Written attestation a caseworker or government agency with requisite knowledge of significant costs incurred as a result of COVID
- Self-attestation showing a decrease in household income as a result of COVID

OTHER FINANCIAL HARDSHIP

- Approval or award letter for federal, state or local government assistance programs (e.g., Medicaid, SNAP, TANF)
- Written attestation from an employer, caseworker or government agency with requisite knowledge of financial hardship
- Self-attestation of leaving work to care for children, elderly, or disabled family members;
- Self-attestation of leaving work due to being in an at-risk group, or having a family member in an at-risk group



REQUIREMENT #2: RISK OF HOUSING INSTABILITY OR HOMELESSNESS QUALIFICATION

The Act requires that one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability, which may include (i) a past due utility or rent notice or eviction notice, (ii) unsafe or unhealthy living conditions, or (iii) any other evidence of risk, as determined by the grantee.

PAST DUE UTILITY OR RENT NOTICE OR EVICTION NOTICE

- Copy of a past due utility bill
- Copy of a past due rent notice
- Copy of an eviction notice, notice of an eviction lawsuit or eviction court hearing date for nonpayment of rent
- Copy of a recent rent and utility bill indicating that you pay more than 50% of your household income on rent (we will use your income and rent information from the application to make this determination for you).
- A written attestation from your Housing Provider, caseworker or a government agency addressing your risk for housing instability or homelessness. Attestations should come on letterhead of the organization (where applicable) and include at a minimum, name of attestor, title, name of organization, address phone number, email address, and relevant information about you or your household member(s).
- A self-attestation describing the household's risk for housing instability or homelessness

UNSAFE OR UNHEALTHY LIVING CONDITIONS

Self attestation or a written attestation from a housing provider, caseworker or government agency evidencing unsafe or unhealthy living conditions, including but not limited to:

- Insufficient heat, no heat, or a broken furnace due to equipment failure, not nonpayment of utilities;
- Lack of running water;
- Lack of access to a separate kitchen area;
- Infestations (e.g., mold, rodent);
- Major deferred maintenance; and/or
- Interior peeling paint in structures built prior to 1978.

Other evidence of risk includes, but is not limited to, the following:

- Living "doubled up," couch surfing, or otherwise living in the home of another due to economic hardship;
- Fleeing or attempting to flee domestic violence;
- Crowding (more than two (2) people to a bedroom);
- Recent discharge from a state institution; or
- Unaccompanied minor status.

STAY DC will perform random audits of these risks by requesting verification such as documentation of requests to landlord for maintenance, documentation from a government agency that the housing is uninhabitable or unsafe, bills for fumigation/quotes from a fumigator, photographs, attestation from a case worker, victim advocate, parole agent, etc.



REQUIREMENT #3: HOUSEHOLD INCOME QUALIFICATION

Household income includes income for all adults counted in the household size. Potential sources of income includes but is not limited to: salary, wage, tips, commissions, business income, interest, dividend, social security benefit, annuities, insurance, Social Security, insurance policies, retirement funds, pensions, disability or death benefits, unemployment and disability compensation, worker's compensation and severance pay, and welfare assistance payments.

One or more of the following documentation types is required of all applicants, demonstrating the household's income, in accordance with the income selection of (1) annual or (2) monthly at time of application.

Applicants will be required to provide income documentation for **every adult member of the household.**

Depending on the sources of household income, documentation **MAY** include any **one or more** of the following:

- Copy of Form 1040 as filed with the IRS for the household for CY 2020 (first two pages only)
- Copy of Form W-2 as filed with the IRS for the household for CY 2020
- Interest earned statement from your financial institution for CY 2020
- Pay stubs and other statement of wages or salary (including statements from PayPal, Venmo or CashApp payments for gig workers)
- Documentation of receipt of income-qualifying assistance, such as that from programs including SNAP, TANF, SSI, WIC, Head Start and Medicaid
- Unemployment compensation statement
- Year-to-date profit/loss statement or other documentation of income from the operation of a business or profession, including direct payments for services or self-employment including for self-employed individuals
- Bank statements demonstrating income deposits
- Documentation of Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts
- Documentation of child support, alimony, or foster care payments
- Written attestation from employer or government agency indicating wages earned or government assistance provided to a household member
- Self-attestation from the applicant demonstrating current household financial situation and inability to provide supporting documentation