



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

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To: All Staff, Code 2A

Date: March 16, 2021

From: Tish Gallegos, Community/Media Relations Manager

Subject: CA COVID-19 Rent Relief Program

As announced yesterday, Contra Costa County tenants and landlords who are impacted by COVID-19 can now apply for assistance from the **CA COVID-19 Rent Relief Program**. The program provides financial help to income-qualified renters experiencing housing instability. The state expects these efforts will enable low-income household members to stay in their homes and prevent displacement, which will be crucial to an equitable recovery.

The state is handling all applications for the County's Rent Relief funding. You can direct customers to get more information on California's **Housing is Key website pages in [English](#) and [Spanish](#)**. They can also call the **CA COVID-19 Rent Relief Call Center at 1 (833) 430-2122**.

Feel free to pass along the below fliers as well:

- CA COVID-19 Rent Relief Program Flyer
- CA COVID-19 Rent Relief Tenant Checklist
- CA COVID-19 Rent Relief Landlord Checklist
- CA COVID-19 Ayuda Con La Renta (Flyer in Spanish)

We have links to this information on ehsd.org, and are posting to Facebook and Twitter. Additional news and resources are available on the County website at www.contracosta.ca.gov.



Rent Past Due?

Renters and landlords have enough things to worry about. Past due rent shouldn't be one of them.

If you're an income eligible renter who has experienced a financial hardship due to COVID-19 and have past due rent, or you're a landlord who has experienced a loss in income because of unpaid rent, you may be eligible to get financial assistance now through the CA COVID-19 Rent Relief program.



Who Can Apply?

Landlords who have income-eligible renters experiencing a financial hardship due to COVID-19 with past due rent.

Renters who have experienced a financial hardship due to COVID-19, have past due rent or utilities, and have a household income that is not more than 80% of the area median income.

How Much Rent Relief Will I Get?

Landlords can get reimbursed for 80% of past due rent accrued between **April 1, 2020**, and **March 31, 2021**, if they agree to waive the remaining 20% of unpaid rent.

Eligible renters whose landlords choose not to participate may still apply on their own and receive 25% of unpaid rent accrued between **April 1, 2020**, and **March 31, 2021** through a direct payment to their landlord. If a landlord refuses direct payment, the 25% can be paid to the renter to pay missed rent to their landlord by June 30, 2021. Paying 25% of past due rent by June 30, 2021 can help keep renters in their homes under the extended eviction protections provided in SB91.

Eligible renters can also receive help paying future rent, equal to 25% of their monthly amount to help them stay in their homes, and 100% of up to 12 months of unpaid or future utility bills.

How do I Apply?

To check eligibility requirements, apply or find a Local Partner Network organization who can assist you further, visit HousingIsKey.com or call **833-430-2122**, toll free.

HousingIsKey.com



Are You Eligible To Apply For CA COVID-19 Rent Relief?

(Must check all to be eligible)

- Are you struggling financially and seeking assistance for Rent and/or Utilities for your primary residence, located in California?
- Has anyone in the household experienced reduction/loss of income OR incurred significant expenses OR other financial hardships OR qualified for unemployment benefits since April 1, 2020 related to COVID-19?
- Can anyone in your household demonstrate that they are either at risk of homelessness or housing instability, has past due rent or utilities or is living in unsafe living conditions?

If you checked ALL of the above, you are eligible to apply. Before applying, you'll need the following items. (A full list of acceptable paperwork can be found at [HousinglsKey.com](https://www.housinglskey.com))

- 1. Verify Identity** (All household members listed on the rental agreement must provide at least **ONE** proof of identity)
 - Government issued birth certificate, driver's license, or identification card
 - Employment identification card
 - Marriage license/certificate or certified divorce decree
 - Current school records documenting a student's status as full-time at a degree or certificate granting institution. (Only for household members 18 years and older)

Paperwork is subject to cross-referencing across other government and, where applicable, third-party databases. This review is to verify the validity of the submitted items and the information included.

- 2. Verify Income** (All household members over the age of 18 must provide **ONE** of the following)
 - IRS Tax forms such as 1099, 1040/1040A or Schedule C of 1040 showing amount earned and employment period or most recent federal income tax statements
 - W-2 form, if you have had the same employer for at least two years and increases can be accurately projected
 - Most recent paycheck stubs (consecutive: six for weekly pay, three for bi-weekly or semi-monthly pay, two for monthly pay)
 - Employer-generated salary report or letter stating current annual income
 - Earnings statements
 - Current bank statements
- 3. Verify Residence** (need **ONE** of the following)
 - Lease agreement
 - Official letter from third party showing name and address
 - Government issued library card
 - Utility statements from providers
- 4. Verify Rent Owed** (need **ONE** of the following)
 - A current lease signed by the applicant and landlord or sub-lessor that identifies the unit where the applicant resides and shows the rental payment amount
 - If you don't have a signed lease, proof of your rent amount may include:
 - Bank statement, check stub or other proof that shows a pattern of paying rent
 - Written confirmation by a landlord who can be verified as the actual owner or management agent of where you rent
- 5. Verify Utility Payment(s) Owed/Due**
 - Utility bill showing past or current amount due

Once you've put together the required information above, visit [HousinglsKey.com](https://www.housinglskey.com) and click on **COVID-19 Rent Relief** to apply.

Sublease agreements are not eligible.



Are You Eligible To Apply For CA COVID-19 Rent Relief? (Must check all to be eligible)

- Are you the property owner or the property management/agency who has legal authority to lease the unit?
- Do you have one or more eligible tenants with unpaid rent between April 1, 2020 and March 31, 2021, due to a COVID-19 related event?
- Do you have a tenant lease or written agreement with the eligible tenant(s)?
- Do you agree to waive 20% of the unpaid rent for the above time period?

If you checked ALL of the above, you are eligible to apply. Before applying, you'll need the following items. (A full list of acceptable paperwork can be found at [HousingsKey.com](https://www.housingskey.com))

- IRS W-9 Form
- To verify Residence** (need **ONE** of the following)
 - Lease agreement
 - State issued program id with license
 - Official letter from third party showing name and address
 - Government issued library card
 - Utility statements from provider
- To verify Ownership** (need **ONE** of the following)
 - Property deeds
 - Mortgage note
 - Property tax forms
 - Homeowner insurance
- To verify Rent Owed** (need **ONE** of the following)
 - A current lease, signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount.
 - In the absence of a signed lease, evidence of the amount of a rental payment may include:
 - Bank statements
 - Check stubs, or other documentation that reasonably establishes a pattern of paying rent
 - Written attestation by a landlord who can be verified as the legitimate owner or management agent of the unit



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AYUDA CON LA RENTA DE COVID-19 DE CALIFORNIA

¿Está atrasado con su renta?

Los inquilinos y propietarios tienen suficiente de qué preocuparse. La renta atrasada no debería ser una de esas preocupaciones.

Si usted es un inquilino elegible por ingresos que ha sufrido dificultades financieras debido a COVID-19 y tiene renta atrasada, o es un propietario que ha sufrido una pérdida de ingresos debido a la renta impaga, ahora puede ser elegible para recibir asistencia a través del programa Ayuda Con La Renta de COVID-19 de California.



¿Quién puede aplicar?

Propietarios que tienen inquilinos de ingresos elegibles con renta atrasada que han sufrido dificultades financieras debido a COVID-19.

Inquilinos que han sufrido dificultades financieras debido a COVID-19, tienen renta o servicios públicos atrasados y tienen un ingreso familiar que no supera el 80% del ingreso medio del área.

¿Cuánta ayuda de renta recibirá?

Los propietarios pueden obtener un reembolso del 80% de la renta atrasada acumulada entre el 1 de abril de 2020 y el 31 de marzo de 2021, si aceptan renunciar al 20% restante de la renta atrasada.

Los inquilinos elegibles cuyos propietarios elijan no participar en el programa, aún pueden aplicar por cuenta propia y recibir el 25% de renta atrasada entre el 1 de abril de 2020 y el 31 de marzo de 2021 a través de un pago directo a su propietario. Si un propietario rechaza el pago directo, el 25% se puede pagar al inquilino para pagarle la renta atrasada al propietario antes del 30 de junio de 2021. Pagar el 25% de la renta atrasada antes del 30 de junio de 2021, puede ayudar a mantener a los inquilinos en sus casas bajo las protecciones extendidas contra desalojos previstas en SB91.

Los inquilinos elegibles también pueden recibir ayuda para pagar la renta futura, igual al 25% de la cantidad de su renta mensual para ayudarlos a permanecer en sus hogares, y 100% de hasta 12 meses de facturas de servicios públicos atrasadas o futuras.

¿Cómo puedo aplicar?

Para verificar los requisitos de elegibilidad, aplicar o buscar una organización de la red de socios locales que pueda ayudarlo, visite [HousingIsKey.com](https://www.HousingIsKey.com) o llame al 833-430-2122, sin tarifas.

HousingIsKey.com