



CITY OF CULVER CITY

COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING DIVISION

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COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM

Eligibility Guidelines

Program Mission

This program is authorized pursuant to City Council/Housing Authority Resolutions No. 2020-R044 and No. 2020-HA001. Based on economic impacts due to the COVID-19 public health crisis that is causing tremendous job loss resulting in substantial income decline, low income Culver City residential tenants are having difficulty making rental payments.

The COVID-19 Emergency Rental Assistance Program (COVID-19 ERAP) is designed to preserve and facilitate housing security and stability and prevention of residents from falling into homelessness due to this health crisis pandemic.

Program Components

For income-eligible renters that are impacted by the pandemic, the COVID-19 ERAP program will offer 2 forms of rental assistance. A one-time 3-month of catch up rent based on the payment standard of the household bedroom size or 12-month rental assistance based on income and household size. Applicants must select one of the program components. Applicants are only allowed to participate in one of the programs. The 12-month rental assistance program is only for a 12-month period and no extensions will be granted under any circumstance due to lack of funding. All applicants participating in either the one-time 3-month catch up program or the 12-month rental assistance program must provide documentation of household income, COVID-19 impact, and household members. Once an applicant is approved for the 12-month rental assistance program, the participant will be required to undergo a 6 month review of their income and COVID-19 impact status to demonstrate their continued qualification to receive rental assistance payments.

Housing Unit Habitability

To assure all participating housing units are decent, safe and sanitary, all units will undergo a housing inspection to determine habitability standards based on the Federal Housing Quality Standards (HQS). All participating housing units must also be free of any code violations.

Outreach/Application Process

Following City Council appropriation of program funds, outreach to the Culver City community will commence at least two weeks before applications are available to the public. Outreach flyers will be distributed to the Committee on Homelessness (COH), Landlord Tenant Mediation Board (LTMB), Protect Culver City Renters, local churches, Culver Unified School District, the Chamber of Commerce, the Apartment Association of Greater Los Angeles (AAGLA), and the California Apartment Association (CAA).

Applications will be available on-line and hardcopy application will be mailed upon request with a prepaid return envelope. Upon applicant request, hardcopy applications are being made available to households without access to a computer or the internet. Applicants who mail their applications will have two weeks to return the application.

If more application are received than available funding, applicants will be selected by means of a lottery.

Program Eligibility Guidelines:

Applicants must meet the following criteria to be eligible to participate in COVID-19 ERAP:

1. Applicants must be a resident of Culver City with a current lease or rental agreement with a property address located in Culver City. Applicants will may also be asked to provide a utility bill to verify residency and occupancy of the unit.
2. Eligibility shall be limited to Extremely Low, Very Low and Low Income Households residing in the City of Culver City who have occupied their rental unit since March 16, 2020.

3. Rent subsidies shall be provided to, or for the benefit of, households whose annual income, determined as of March 16, 2020, does not exceed 80% of the Area Median Income for Los Angeles County (Low Income Households) as defined by California Redevelopment Law (CRL). Income Limits are defined below:

California Redevelopment Law 2020 Income Limits

Income Level	1 person	2 persons	3 persons	4 persons	5 persons
Extremely Low	\$23,700	\$27,050	\$30,450	\$33,800	\$36,550
Very Low	\$39,450	\$45,040	\$50,700	\$56,300	\$60,850
Low	\$39,450 to 63,100	\$45,040 to \$72,100	\$50,700 to \$81,100	\$56,300 to \$90,100	\$60,850 to \$97,350

4. Applicants must provide third party proof of household income eligibility by supplying the following types of documents:
- 3 months of banking statement
 - Paycheck stubs
 - Tax Return Transcript
 - Unemployment Benefit Statement
 - Social Security/Social Security Disability
 - TANF
 - Profit/Loss Statement
5. Applicant must provide information on all household members including minors by supplying the following third-party documents:
- Birth certificates of all household members
 - Social Security cards for all household members
 - Photo identification for all household members over 18 years old
6. Eligibility shall be limited to Low Income Households who are unable to pay their rent due to circumstances related to the COVID-19 pandemic, including but not

limited to, loss of income due to a COVID-19 related furlough or workplace closure, a substantial increase in child care expenditures, health care expenses related to being ill with COVID-19, expenses or loss of income due to caring for a member of the tenant’s household who is ill with COVID-19, and reasonable expenditures that stem from government-ordered emergency measures.

7. Applicants must show proof of COVID-19 impact by supplying the following documentation:
 - Written communication from employer stating work hours have been reduced or wages have been suspended, or employment has been terminated;
 - Employer paycheck stubs and/or time cards;
 - Notification from a school declaring a school closure;
 - Proof of out-of-pocket medical expenses related to COVID-19;
 - Proof of child care expenses;
 - Proof of being under medical care or medical quarantine due to COVID-19

8. An applicant may apply for either a one-time 3-month rent catch up program or 12-month rental assistance program.

9. All housing types are eligible to participate including single-family homes, duplexes, triplexes, fourplexes and condominiums. Mobile home units/coaches and shared housing living arrangements are excluded.

10. Rental units shall not be eligible to participate in the COVID-19 ERAP unless the unit is determined to be decent, safe and sanitary as defined by Federal Housing Quality Standards (HQS) and be free of any building code violations.

11. Affordable rent based on the California Redevelopment Law (CRL) benchmark rent calculation adjusted for bedroom size. Tenant affordable unit listed below:

Gross Rent Limits (including Utility Allowance)

	Studio	One Bedroom	Two Bedrooms
Extremely Low Income	\$406	\$464	\$522
Very Low Income	\$676	\$773	\$869
Low Income	\$812	\$928	\$1,043

12. The COVID-19 ERAP participating units are exempted under the Interim Rent Control Measures as defined by Ordinance 2019-11 Section 2. B. 4.

13. The base rent for the rental unit may not exceed the Section 8 Housing Choice Voucher Program payment standard for a unit with the same number of bedrooms. The 2020 payment standards are listed below:

Base Rent Payment Standard

Bedroom Size	Studio	1 Bedroom	2 Bedrooms	3 Bedrooms
Payment Standard (Maximum unit rent)	\$1,549	\$1,834	\$2,366	\$3,164

14. Applicants will be required to execute a Release of Information Form and agree to a criminal background check. An applicant may be deemed ineligible to participate in program if convicted of a felony in the last three years or registered as a sex offender.

15. Rental assistance payment will be made directly to the property owner. Under SB 329, landlords are prohibited from discrimination on the basis that the tenant would benefit from any rent subsidy. Applicant must have no financial interest in the participating rental unit.

16. Applicant selection will be based on first-come first served and verification of income and COVID-19 impact. If more applications are received than available funds, applications received prior to the deadline will be randomly selected based on a lottery process.

17. Any applicant submitting more than one application for either program component will be deemed ineligible.

18. Assistance will be revoked, or an application will be denied at any time due to false or misleading information.

19. Incomplete applications or failure to supply requested information is cause for denial of assistance.

20. Applicants receiving a rental subsidy from another Federal, State or local program or already residing in a subsidized unit are ineligible to participate in COVID-19 ERAP.