

<p style="text-align: center;">GENERAL RELIEF HOUSING SUBSIDY CASE MANAGEMENT PROGRAM IMPORTANT INFORMATION FOR LANDLORD/PROPERTY MANAGER</p>

Dear Landlord:

Thank you for your interest in the General Relief Housing Subsidy and Case Management Project (GRHSCMP) as a potential landlord/vendor. To help combat the homeless crisis, the Department of Public Social Services (DPSS) provides a rent subsidy of up to \$475 a month, to eligible homeless General Relief (GR) participants. This subsidy, and the participant's contribution from his/her GR grant of \$100, are paid directly to you on behalf of the participant each month the participant is eligible for the project.

Please take the time to review the information below, as this information will be very helpful if you are approved for the GRHSCMP. Here is a brief explanation of the documents you must complete, and additional information required to participate in the project.

Required Documents

1. PA 4144, Direct Rent – Landlord Agreement Verification Request

Section I is completed by the GRHSCMP participant to authorize you to release information to DPSS, to be able to deduct \$100 (participant contribution) from the participant's monthly GR grant, for his/her shelter cost. The \$100 and the subsidy of up to \$475 are a Direct Rent payment to you or landlord or property manager.

Section II is completed by the Landlord (Vendor) or the Legal Authorized Representative (Property Manager). If you opted to participate in Direct Rent payments, you must complete all the information that is being requested.

Section III is the certification section, please read thoroughly before you sign and print legibly to facilitate processing of your request.

2. PA 6117, GRHSCMP Tenant and Landlord Certification

Section I is completed by the GRHSCMP participant to certify the following:

- a) Property has been inspected by the participant and the proposed dwelling is habitable.

Section II is completed by the Landlord to certify the following:

- a) Property is fit for human habitation;
- b) Property living areas are permitted for human living; and
- c) Property will be maintained.

3. W-9, Request for Taxpayer Identification Number and Certification

The Direct Rent Subsidy payments you receive from the GRHSCMP are considered earned income. DPSS is required to report these rent subsidy payments to the Department of the Treasury, Internal Revenue Service (IRS). Therefore, you must print or type your identification number on the W-9, Request for Taxpayer Identification Number and Certification form. Please ensure that the Social Security Number (SSN) or the Employer Identification Number (EIN) is the **same** SSN or EIN you reported on the PA 4144. Please review the PA 4144 prior to signing the W-9.

4. PA 6152, GRHSCMP Move-Assistance-Fund Request Form (If applicable)

The participant must request move-in-assistance of up to \$500, within 30-days of moving into new housing. The payment is a once-in-a-lifetime issuance to cover expenses incurred with moving.

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If you have questions about the completion of the required forms, please contact the GR Housing Case Manager (GRHCM) at the telephone number provided on the PA 4144. You have ten (10) calendar days to return the completed PA 4144, W-9 and PA 6117 forms to DPSS' GR HCM, via fax, mail or drop off, to the district office. The district office and designated fax number are shown on the PA 4144.

Program Guidelines

- ✓ The GR participant/tenant and landlord/vendor will receive a notice of approval when approved to participate in the GRHSCMP.
- ✓ The vendor payments will be mailed to the address provided on the W-9, each month you provide housing to the GR participant. The GR participant will also be notified of the vendor payments every month.
- ✓ There will not be any rent payments paid to the landlord/vendor until the GR Housing Subsidy request is approved by DPSS. Therefore, it is not advisable to allow the participant to move into the residence prior to approval notification.
- ✓ Any verbal arrangements made prior to approval or after approval are between the vendor and the participant. DPSS takes no responsibility for any arrangements made nor will any retroactive payments be issued to vendor.
- ✓ There will be no rent payments paid, if the housing subsidy is terminated due to the participant's GR discontinuance by DPSS.
- ✓ If the tenant/participant needs to relocate, please provide the tenant/participant with a 30-day notice to allow time for the relocation process.
- ✓ The vendor/landlord must report when a participant/tenant has moved out of the property within 10 days of the move to the GRHCM; this helps to prevent conflicting information.
- ✓ If a payment is cashed that a landlord/vendor is not entitled to, DPSS will contact you for repayment. If no repayment has been made, DPSS will initiate the collection process with the LA County Auditor Controller.

Repayment of GRHSCMP Funds

When a landlord receives a Direct Rent payment for a month that the participant did not reside at the property, the landlord shall remit to DPSS an amount that represents the overpaid rent. Landlords are instructed to send the LA County issued check back to the County. If the landlord has cashed the check and is going to repay via cash or check to LA County, he/she may go into the District Office and request a Payment Coupon from the assigned GR HCM or return the payment with a check to DPSS via mail. To return such amounts via mail, the landlord must indicate the Project participant's identifying information (**case name and case number**) and attach it to the payment and forward to:

**Fiscal Operations Division
Accounts Receivable Section
Vendor Payments Unit
P.O. Box 2275
Bassett, CA 91746**

The \$100 dollars of Direct Rent; the portion paid by the participant is to be refunded to the participant when an overpayment in rent occurs. The landlord should reimburse these monies to the participant directly and keep record of the refund. The remainder of any funds not refunded to participant should be sent to LA County at the above address.

A landlord **may be prosecuted if he/she knowingly assists a participant to commit fraud**. Any landlord found guilty of committing fraud will no longer be entitled to receive Direct Rent payments.

Thank you for your participation.