



**KANSAS  
HOUSING**  
RESOURCES CORPORATION

## **Kansas Eviction Prevention Program (KEPP) Frequently Asked Questions**

### **Q. Who is eligible for the Kansas Eviction Prevention Program (KEPP)?**

***Tenants and landlords who meet all of the following criteria may qualify for this program:***

- Tenant has missed at least one rental payment since April 1, 2020.
- Tenant and their household member(s), if applicable, are Kansas resident(s) legally authorized to be in the United States.
- Tenant is seeking rental assistance for their primary residence.
- Neither tenant nor landlord has received monthly rental assistance from other sources for the months for which they are requesting KEPP assistance.
- Tenant can demonstrate that the COVID pandemic has had an adverse impact on their employment or income beginning January 20, 2020 or later. Adverse effects may include layoff due to mandated shutdowns and/or business closure, job loss, reduction of hours, or inability to work due to COVID-related illness or lack of childcare. *If tenant has qualified for unemployment since January 20, 2020, they automatically meet the program's COVID hardship requirements.*
- Tenant's household income is at or below 85 percent of the state median income, or \$63,920 for a household of four. *If tenant qualifies for TANF, SNAP, or LIEAP assistance, they automatically meet the program's income requirements.*

## **Q. What types of rental properties are eligible for assistance?**

The following types of rental properties are available for eviction prevention assistance through KEPP:

- Apartments
- Single-family homes
- Manufactured homes
- Manufactured home lots

Sublet or sublease arrangements are not eligible for KEPP eviction prevention assistance.

## **Q. Can I apply for assistance on a second home or a vacation home?**

No. The property for which rental assistance is provided must be the tenant's primary residence.

## **Q. What costs will the KEPP cover?**

KEPP can provide a one-time payment of up to \$5,000 to help cover past due or anticipated rent for tenants experiencing COVID-related financial hardship.

## **Q. Can I apply for KEPP if I live with roommates?**

Yes. Tenants may apply if they live with one or more roommates, but only one application per household is allowed.

## **Q. Can I apply if my rent is subsidized by another organization or program?**

Tenants who reside in subsidized housing and have suffered a loss of household income should contact their landlord or local housing authority to report the change. The federal government has made additional resources available to landlords who participate in voucher programs. If, despite any rent adjustments, you are still unable to pay your share of the rent amount owed due to a COVID-related financial hardship, you may apply for KEPP assistance.

### **Q. Can I apply if I have received other COVID-related rental assistance?**

Applicants who have received COVID-related rental assistance are still eligible for the KEPP program, provided they are not seeking KEPP assistance for the same months for which they received rental assistance from other sources.

### **Q. How can I apply for assistance?**

Please visit [www.kshousingcorp.org](http://www.kshousingcorp.org) to access the online application and learn more. If you need assistance completing your application, contact one of our community partners. Visit <https://kshousingcorp.org/kepp-search/> to find a partner serving your area.

### **Q. What supporting documentation will I need to provide when submitting my KEPP application?**

Landlords will need to provide:

- KHRC Vendor Information Form
- W9
- Copy of voided check
- Rent Roll showing tenant name, unit number, and outstanding rent amount
- Lease, if requested
- Certification/Agreement that tenant will provide KHRC any reasonably requested documents required to fulfill KHRC's compliance responsibilities and reimburse KHRC for any ineligible payments paid with tenant's knowledge
- Completed Landlord/ Owner Certification

Tenants will need to provide:

- Documentation or self-certification of COVID-related financial hardship (unless tenant has received unemployment assistance since January 20, 2020)
- Documentation of Federal Adjusted Gross Income (AGI) for calendar year 2019, for applicants who did not file a 2019 tax return. *This documentation is not required for tenants who filed taxes in Kansas in 2019 OR who receive TANF, SNAP, or LIEAP assistance.*
- Authorization and release for each household member who reported income in 2019
- Certification that tenant will provide any reasonably requested documents required to fulfill KHRC's compliance responsibilities and reimburse KHRC for any ineligible payments paid with tenant's knowledge
- Completed application

**Q. I'm a landlord with several properties. Does each property need its own certification?**

This depends who the tenant pays their rent to. Each entity that receives payment will need its own certification.

**Q. If I have paid my rent through other means such as my own savings or assistance from a church, non-profit organization, or friend, can I get reimbursed?**

Unfortunately, no. We cannot use KEPP funds to reimburse any landlord or tenant for rent already paid or credited. The payment must be for a past due rental amount currently owed.

**Q. If I receive(d) other COVID benefits such as unemployment, do I still qualify?**

Yes. Unemployment benefits, utility assistance, or other COVID-related benefits, if not intended as rental assistance for the same months for which the applicant is seeking KEPP assistance, do not exclude an applicant from eligibility.

**Q. What supporting documentation can be used to prove COVID-19 related financial hardship? Why is this needed?**

This program is intended to assist Kansans who are unable to pay their rent because they are experiencing a COVID-related financial hardship. This documentation is proof that the applicant is experiencing this hardship and is unable to fulfill their rental obligation as a result. If tenant seeks multiple months of assistance, they may be asked to provide documentation to prove that the hardship is ongoing.

Examples of hardship documentation include, but are not limited to:

COVID Hardship	Documentation Required for Verification
Loss of Income - received unemployment assistance since 1/20/2020	No verification from tenant needed
Childcare needs	<ul style="list-style-type: none"> <li>•Proof of school closing (letter from school, district order, etc.)</li> <li>•Proof of remote or hybrid learning (letter from school, district order, etc.)</li> <li>•Proof of loss of childcare provider (letter from childcare provider, state order, etc.) - includes daycares, sitters, clubs / organizations, etc.</li> </ul>
Medical needs	<ul style="list-style-type: none"> <li>•Note / letter from health care provider indicating inability to work due to COVID</li> <li>•Note / letter from health care provider indicating COVID impact on household member</li> <li>•Documentation of COVID-related quarantine or caring for a dependent/ household member with COVID</li> <li>•Itemized bill of medical expenses for applicant or household member treated for COVID</li> </ul>
Reduction in hours and/or income	<ul style="list-style-type: none"> <li>•Letter from employer showing reduction in hours or income</li> <li>•Paystubs (30 days in any 2020 period, pre- and post- COVID) showing reduction in income</li> <li>•Letter of furlough from employer</li> </ul>
Loss of spousal or child support	•Legal filings for overdue support payments (marked after 01/20/2020)

Note: Self-Certifications may be in the form of an uploaded letter, signed by the applicant, describing the situation.

## Q. What supporting documentation can be used to prove Income?

Examples of income documentation include, but are not limited to:

Applicant Status	Documentation Required for Verification
Recipient of LIEAP, SNAP, or TANF	No verification from tenant needed
Not a recipient of LIEAP, SNAP, or TANF but <u>have</u> filed a 2019 Federal Tax Return	Please submit a signed KDOR Authorization and Release for each household member who earned income in 2019.
Not a recipient of LIEAP, SNAP, or TANF and <u>have not</u> filed a 2019 Federal Tax Return	•Paystubs, W-2's, retirement statements
	•Self-certification of income
	•Zero income certification

Note: Self-Certifications may be in the form of an uploaded letter, signed by the applicant, describing the situation.

**Q. What if I don't have access to a scanner or fax machine in order to submit the required documentation?**

You may submit documents using a smartphone by taking a picture of the document and uploading the picture into the application system. All of the information on the picture must be clear and easily readable.

Some office supply locations may offer complimentary faxing and scanning services for COVID-related relief. Inform the staff or manager that you are applying for a state-assisted program and ask if their location offers complimentary faxing and scanning services.

Find a list of agencies to assist you in completing your application on our website, [www.kshousingcorp.org](http://www.kshousingcorp.org).

**Q. What should I do if I realize I made a mistake in my application after submission?**

Please email [KEPP@kshousingcorp.org](mailto:KEPP@kshousingcorp.org).

**Q. How will I know the status of my application?**

Communication about the program will be done primarily by email. We strongly encourage you to check your email inbox, including the spam folder, frequently to make sure you are seeing and responding to any communications. Due to administrative capacity, KHRC may not be able to assist applicants directly over the phone.

**Q. If my application was determined to be ineligible for assistance or my application was determined to be incomplete due to missing documentation, can I reapply?**

Applicants who are denied assistance cannot reapply, but applicants with pending applications can add documentation to their application. Please contact [KEPP@kshousingcorp.org](mailto:KEPP@kshousingcorp.org) to submit additional documentation or information. If an incomplete application can be completed and the necessary

documents provided, we will accept them, as long as it is within our processing timeframe and funds are still available.

**Q. If I have already received KEPP rental assistance, can I apply again? Or, can I apply for assistance now and apply again later if I am unable to pay my rent in future months?**

Unfortunately, no. Each household can only apply one time due to the short timeframe. Please try to reasonably anticipate future needs due to ongoing COVID-related financial hardship.

**Q. I owe more than the maximum KEPP payment. What about the remainder of my overdue rent amount?**

Work with your landlord. This benefit will help, but tenants are still responsible for any remaining balance.

**Q. Can I request more than one month of assistance?**

Yes. Approved applicants are eligible for a maximum of **nine months** of assistance, not to exceed **\$5,000 per household**.

**Q. If a renter has been evicted and/ or moved from the unit, are they eligible for assistance with this program?**

No. The tenant must still be living in the unit for which they are requesting KEPP assistance, as this is an eviction prevention program.

**Q. I have an eviction pending. Can this program assist me?**

Yes. If you have a pending eviction due to COVID-related nonpayment of rent you may still apply, provided you have not been evicted and removed from the unit. Please inform your landlord, legal representation, financial counseling agency, and/or county judge (if applicable) that you have applied for this program.

**Q. Am I guaranteed assistance once I apply?**

No applicant is guaranteed KEPP assistance. Applications are reviewed on a first come, first served basis. Only complete applications that include all required documentation will be reviewed for eligibility. Applicants who receive notice of incomplete application must submit all required documentation to move their application forward and be considered for funding. Incomplete applications will be held until all required information is received. Assistance will be awarded to eligible applicants with complete applications as long as funding is available. Due to the short application window and limited funding, applicants are encouraged to apply as soon as possible. Applicants who fail to provide all required information or do not meet the program's requirements will not receive assistance.

**Q. My rent is due by the first of the month. Can assistance be provided to my landlord that fast? How long will it take to receive approval and payment?**

Once an application is determined eligible, rental assistance will be provided directly to the landlord or property owner to whom it is due as soon as possible. Due to the anticipated high volume of applications, at this time we cannot guarantee a timeframe for application review and processing. Applicants who receive notice of incomplete application must provide all necessary information to move their application forward. Funding will not be reserved for incomplete applications. Please continue to try to make rent payments and communicate with your landlord while your application is pending.

**Q. If I receive eviction assistance through KEPP, can I still be evicted?**

Before a landlord can receive KEPP assistance, they must certify that they will not evict the household for nonpayment of rent for the months of KEPP rental assistance received. If the tenant fails to pay future rent not covered by KEPP or fails to meet other non-payment related obligations or responsibilities as identified in their lease, their landlord may still be able to file for eviction.

**Q. Can KEPP assistance cover late fees?**

No. Landlords must agree to waive the late fees for all months for which KEPP assistance is received.



**Q. Can the KEPP application be completed using a smartphone?**

Yes. Smartphones and tablets are supported by the online application system.

**Q. How are payments distributed?**

Payment will be made directly to the landlord or property owner on the tenants' behalf.

**Q. Do I have to pay any of the KEPP assistance back?**

No. This is not a loan; it is a grant and will not have to be paid back as long as the tenant and landlord meet all eligibility requirements. Both the landlord and the tenant certify the accuracy of the information each provides. If the information provided on the application is found to be misreported and the application is subsequently determined ineligible, the responsible party will be required to repay the KEPP assistance.

**Q. Will I be taxed on the amount of KEPP assistance I receive?**

KEPP assistance is not taxable to the tenant. However, it is taxable income to the landlord/ owner, who will receive a 1099 from KHRC.

**Q. Are utilities eligible?**

If utilities are included in rent, they are eligible for KEPP assistance.

**Q. Why does the government need to track my ethnicity or race?**

This information is requested by the federal government to ensure our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to furnish this information but are encouraged to do. For race, you may check more than one designation. If you do not wish to provide this information, please check the appropriate box.

**Q. How is “household” defined?**

The tenant household includes everyone who permanently resides in the home for which KEPP rental assistance is requested.

The following persons are not considered household members: roomers, live-in attendants, boarders, or other individuals who share living quarters but do not purchase meals and prepare food together with the household.