

**PARTICIPANT FILE CHECKLIST**  
**DOCUMENTATION REQUIREMENTS**  
**FOR DETERMINATION OF ELIGIBILITY FOR ERA-EPP**  
**(TO BE COMPLETED BY GRANTEE & KEPT IN HOUSEHOLD'S FILE)**

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Apt/Unit #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

In order for a household to be determined eligible for Financial Assistance or Housing Stability Services, THDA's Grantee must certify that it has received and verified the following documentation requirements. Grantee shall maintain such documentation and this form in the Household's file for the amount of time outlined in its contract with THDA.

1. **Identification.** Copy of valid government-issued identification for the Head of Household that matches the name on the lease or certification from an employee of Grantee that they personally saw the identification. If no identification is available, Grantee must contact THDA's legal department at [legalrequests@thda.org](mailto:legalrequests@thda.org) before providing assistance.  
☐ Received    ☐ Did Not Receive
2. **Lease in Tennessee.** Current lease, signed by the applicant and landlord, which identifies a unit in Tennessee and the established rent amount, if available. It does not need to be formal. If no lease is available, the following documentation must be provided:
  - **Documentation of Residence.** Evidence of paying utilities at the unit (statements) or a written attestation by the landlord who can be identified as the verified owner confirming the past or current residency of the applicant household.
  - If none of these are available, please seek assistance from THDA staff **before providing assistance.**☐ Received    ☐ Did Not Receive
3. **Financial Hardship.** Did the household certify that someone in the household qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic and such financial hardship occurred after March 13, 2020?  
☐ Yes    ☐ No
4. **Risk of Homelessness or Housing Instability.** Did the household certify that someone in the household can demonstrate a risk of homelessness or housing instability (this can be due to past due utility or rent notices, notices to vacate, eviction notices, or the household being cost-burden (where at least 30% of the household income is spent on rent, etc.))?  
☐ Yes    ☐ No
5. **Duplicate Assistance.** Is the household receiving any other federally-funded duplicative assistance?  
☐ Yes    ☐ No

6. **Income.** In order to receive Financial Assistance, a household's income must be at or below 80% of the area median income ("AMI") for the household's county. Did the household certify that it met the income requirement, but could not provide the documentation of such? If yes, nothing more is needed.

☐ Yes ☐ No

If the answer is no, then Grantee must verify the household meets the income requirement based on one of the following:

- ☐ **Annual Income.** The household demonstrated it met the income requirement by providing proof of its annual adjusted gross income in its pertinent federal income tax return.
  - ☐ **Monthly Income.** Grantee may use a household's monthly income to determine income eligibility as long as there is sufficient confirmation of the household's monthly income at application. The Grantee must extrapolate the monthly income provided over a 12-month period. For example, if the household provides income information for two months, the Grantee should multiply by six to determine the annual amount. Documentation must include paystubs, bank statements, or other verifying documents. **If a household income qualified based on monthly income, the Grantee must re-determine the household income eligibility every three months.**
  - ☐ **Categorical Eligibility.** If a household's income has been verified to be at or below 80% AMI in connection with another local, state, or federal government assistance program, a Grantee may rely on a determination letter from the government agency that verified the household's income, provided that such determination is dated within 12 months from the date of the household's application for assistance under ERA-EPP.
- ☐ Received ☐ Did Not Receive ☐ Not Applicable (household certified without documentation)

7. **Rental Assistance.** In order to provide prospective Financial Assistance the Grantee must also obtain the following. Prospective payments may only be provided 3 months at a time, with the Household recertifying each time before additional prospective payments are made:

- **Amount of Rent.** Evidence of the Amount of Rent may include the lease or bank statements, check stubs, or a written attestation by the landlord who can be identified as the verified owner. If a written attestation by the landlord is used, it must match the amount the household listed in the application or Grant Recipient must work with the parties to determine the correct amount.
    - If an applicant is able to provide satisfactory evidence of residence, but is unable to present adequate documentation of the amount of the rental obligation, grantees may accept a written attestation from the applicant to support the payment of assistance up to a monthly maximum of 100 percent 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>, but if this certification method is used, assistance may only be provided for three (3) months at a time.
    - If none of these are available, please seek assistance from THDA staff **before providing assistance.**
- ☐ Received ☐ Did Not Receive

8. **Rental Arrears.** In order to provide Financial Assistance for Rental Arrears, the Grantee must also receive a ledger from the landlord or a written attestation by the landlord who can be identified as the verified owner.
- If this is not available, please seek assistance from THDA staff **before providing assistance.**
- ☐ Received    ☐ Did Not Receive
9. **Utilities and Home Energy Costs and Arrears.** In order to provide Financial Assistance for utilities costs, home energy costs, or their arrears, the Grantee must obtain a bill, invoice, or evidence of payment to the provider of such services for the unit under the lease. Utilities and home energy costs covered by a landlord must be treated as rent.
- ☐ Received    ☐ Did Not Receive
10. **Other Expenses Related to Housing (Security Deposits, Utility Deposits, Application Fees, Hotel Stays, Relocation Expenses, etc.).** All payments for housing-related expenses must be supported by documentary evidence such as a bill, invoice, or evidence of payment to the provider of the service.
- ☐ Received    ☐ Did Not Receive
11. **Household is:** ☐ Eligible for Financial Assistance
- ☐ Not Eligible for Financial Assistance Reason: \_\_\_\_\_
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**GRANTEE IS NOT REQUIRED TO DOCUMENT ELIGIBILITY IF ONLY HOUSING STABILITY SERVICES ARE PROVIDED, BUT MUST COLLECT DEMOGRAPHIC INFORMATION WITHIN THIS FORM TO FULFILL GRANTEE'S REPORTING OBLIGATIONS**

12. **Record of Assistance Provided.** Financial Assistance is limited to 18 months when totaling both ERA 1 and ERA 2 assistance. Housing Stability Services include those services that enable households to maintain or obtain housing. Such services may include, among other things, eviction prevention and eviction diversion programs; mediation between landlords and tenants; housing counseling; fair housing counseling; housing navigators or promotoras that help households access ERA programs or find housing; case management related to housing stability; housing-related services for survivors of domestic abuse or human trafficking; legal services or attorney's fees related to eviction proceedings and maintaining housing stability; and specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing. To be reimbursed for such services, grantees must provide THDA documentary evidence of the following:
- 1). Name of the Head of Household the service was provided to.
  - 2). Date service was provided to the household.
  - 3). Amount of time service was provided for.
  - 4). Amount charged per hour or fee for the service.
  - 5). Description of the eligible service that was provided.

Please select all assistance and services provided to the household.

| Financial Assistance                             | Housing Stability Services                                 |
|--|--|
| <input type="checkbox"/> Rental Application Fees | <input type="checkbox"/> Case Management                   |
| <input type="checkbox"/> Security Deposit        | <input type="checkbox"/> Budgeting or Financial Counseling |
| <input type="checkbox"/> Rental Payments         | <input type="checkbox"/> Landlord/Tenant Mediation         |
| <input type="checkbox"/> Rental Arrears          | <input type="checkbox"/> Legal Services                    |
| <input type="checkbox"/> Utility Payments        | <input type="checkbox"/> Court Costs                       |
| <input type="checkbox"/> Utility Arrears         | <input type="checkbox"/> Housing Navigation                |
| <input type="checkbox"/> Relocation Costs        | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> Other: _____            |  |

13. **Payment Tracking Sheet.** Grantee must track all Financial Assistance payments and Housing Stability Services provided to the Household on the Payment Tracking Sheet, which includes the date the assistance or services were paid, check number, vendor/payee, eligible expense type, and amount paid with ERA-EPP funds. **If Financial Payments were made directly to the household, the Grantee must be able to provide evidence that three attempts were made to attempt to obtain landlord participation with no response or that the landlord stated that they would not accept payment.**

14. **Landlord Certification.** Before a landlord receives funds on behalf of a household, the Grantee must first obtain a fully executed Landlord Certification form.

15. **Notes.**

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16. **Grantee Signoff.**

**NAME OF GRANTEE:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF EMPLOYEE OF GRANTEE**

\_\_\_\_\_  
**DATE**