

# Emergency Rental Assistance - Eviction Prevention Program

## ERA-EPP Participant File Checklist

Client Name \_\_\_\_\_ Program \_\_\_\_\_

Entry Date \_\_\_\_\_ Exit Date \_\_\_\_\_

Address \_\_\_\_\_

1. \_\_\_\_\_ **Verification of Duplication of Services**

*Document and certify the participant is not receiving any other services at the same time of application for ERA-EPP with intake worker certification and self-certification.*

2. \_\_\_\_\_ Documentation of an **eligible household** at program entry

*Supporting documentation must be provided in order to pay full rent.*

### **Housing Eligibility**

☐ Household is obligated to pay rent on a residential dwelling by evidence of, if available, a current lease, signed by the applicant and the landlord, that identifies the unit where the applicant resides and establishes the rental payment amount. If a household does not have a signed lease, documentation of residence may include evidence of paying utilities for the residential unit, an attestation by a landlord who can be identified as the verified owner or management agent of the unit, or other reasonable documentation as determined by the grantee. 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, a written attestation by a landlord who can be verified as the legitimate owner or management agent of the unit; **AND**

☐ One or more individuals within the household has 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**

☐ One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; **AND**

☐ The household is a low-income family - *Incomes do not exceed 80% AMI*

### **Income Eligibility Determination**

☐ **Annual Income-** may use HUD's definition of annual income at 24 CFR 5.609 or the adjusted gross income as defined for purposes of reporting under the Internal Revenue Service Form 1040 series for individual federal annual income tax purposes; Income must be at or below 80% AMI as documented by paystub, bank statement, or other verifying document.

☐ **Monthly Income:** Grantee must extrapolate the monthly income provided at application over a 12-month period. Must be at or below 80% AMI as documented by paystub, bank statement, or other verifying document.

☐ **Categorical Eligibility:** If an applicant household income has been verified as a low-income family as defined in Section 3(b) of the United States Housing Act of 1937 (42 USC 1437a(b)) (for ERA 2) in connection with another local, state, or federal government assistance program, grantees are permitted to rely on a determination letter from the government agency that verified the applicant's

household income or status as a low-income family, provided that the determination for such program was made within the last 12 months.

☐ **Self-attestation alone:** Self-attestation of household income, financial hardship, and/or risk of homelessness and housing instability without further verification if the applicant confirms in their application or other document that they are unable to provide documentation, provided the other requirements detailed in Treasury guidance are satisfied.

#### **No Eligibility Requirement**

☐ **Receiving ONLY Housing Stability Services** - grantees are not required to document a household's eligibility if the grantee provides the household with no assistance other than housing stability services paid with ERA2 funds. However, for both ERA1 and ERA2, a grantee must collect any demographic or other information from the household needed to fulfill the grantee's reporting obligations.

3. \_\_\_\_\_ **Determination of Eligibility for ERA-EPP Form** must be completed with every participant file  
*Supporting documentation must be provided in order to pay full rent.*

4. \_\_\_\_\_ Record of **services provided** while in ERA-EPP program

<u>Financial Assistance</u>	<u>Housing Stability Services</u>
<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 Arrears/Rental Assistance (18 month maximum for lifetime of program ERA1 & ERA2)	<input type="checkbox"/> Landlord/Tenant Mediation
<input type="checkbox"/> Utility deposits/payments	<input type="checkbox"/> Legal Services
<input type="checkbox"/> Relocation costs	<input type="checkbox"/> Court Costs
	<input type="checkbox"/> Housing Navigation

5. \_\_\_\_\_ Documentation of **referral and connection** to homeless and mainstream services  
*Must show that the referral/connection(s) occurred while the client was in the program.*

6. \_\_\_\_\_ Documentation of **case management meetings**, there is no minimum frequency of time which case management meetings need to be held. However, monthly meetings at a minimum are recommended.

7. \_\_\_\_\_ **Financial Tracking Sheet** documenting all Financial Assistance and payment of Housing Stability Services.  
*Financial Tracking Sheet includes, date paid, check number, vendor / payee, eligible expense type, amount paid by ERA-EPP.*

8. \_\_\_\_\_ **Recertification of Eligibility** must be recertified to ensure income eligibility every three months for continued assistance.

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**Were any eligible costs of Housing Stability Services provided to the participant?** *This housing stability services include those 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 promotor as 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*

☐ Yes, with ERA-EPP    ☐ Yes, without ERA-EPP    ☐ No Housing Stability Services were provided

**If ERA-EPP funds were used to provide Housing Stability Services, the following requirements apply:**

1. \_\_\_\_\_ Payment documentation of all **Housing Stability Services** provided. *Includes invoices and proof of payments for services provided to the participant. (e.g. fiscal ledger, check stubs, etc. that contains payment dates, payment amounts, and types of expenses.)*

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**Were any Financial Assistance payments made on behalf of the participant?** *Financial Assistance includes – Rental Application Fees, Security Deposits, Utility Deposits, Utility Payments, Rental Payments, Rental Arrears and Relocation Costs.*

☐ Yes, with ERA-EPP    ☐ Yes, without ERA-EPP    ☐ No Financial Assistance was provided

**If ERA-EPP funds were used to provide Financial Assistance the following requirements apply:**

1. \_\_\_\_\_ **Maximum Assistance** provided to any household under ERA 1 and ERA 2, including assistance provided by other ERA 1 and ERA 2 grantees **did not exceed 18 months**
2. \_\_\_\_\_ A copy of the **Lease Agreement** or equivalent forms covering the dates of rental assistance provided *Lease must be a legally binding, written lease between the owner and the participant.*
3. \_\_\_\_\_ A copy of the **Eviction Notice**: grantee may rely on a past due utility or rent notice or eviction notice, evidence of unsafe or unhealthy living conditions (which may include overcrowding) or any other evidence of risk, as determined by the grantee.
4. \_\_\_\_\_ Documentation of **Income Eligibility**, household Income must be at or below 80% AMI
5. \_\_\_\_\_ **If any financial assistance payments were recorded being paid to the participant**, three attempts to contact the Landlord was made & recorded by the case manager in the participant file

## Notes