



CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE

Emergency Rental Assistance Program

Policies and Standard Operating Procedures

ERA 1 & 2

Version 8.0

Effective April 14, 2023



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Version Control

Version Number	Revision Description	Release Date
1	Initial policy development	2/22/21
2	Revisions made after review by the State	3/12/21
3	Prioritization clarifications/addition of landlord tenant agreement to Appendix	4/6/2021
4	Expanded acceptable forms of household income documentation and occupancy document; clarified this policy document governs ERA 1 funding	7/15/2021
5	Relocation and rental fees; single room rentals; fraud policy; documentation waiver	8/19/2021
6	Recapture policy and process; clarifications regarding tenant assistance; subleases; conflict of interest updates; FMR 2022; landlord participation; death of tenant; properties in foreclosure; utility assistance	11/11/2021
7	Updated to include ERA 2; updated income limits; and W-9 requirement	3/21/2023
8	Prioritization and eligibility	4/14/2023

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1.0 Introduction

1.1 Authority

The City of Baton Rouge, Parish of East Baton Rouge (City-Parish) Emergency Rental Assistance Program (ERAP) is authorized by H. R. 133-188, Consolidated Appropriations Act, 2021, Title V – Banking Subtitle A – Emergency Rental Assistance. The U.S. Department of the Treasury (Treasury) Emergency Rental Assistance Program makes available \$25 billion to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. The funds are provided directly to States, U.S. Territories, local governments, and Indian Tribes. Louisiana received \$308,042,376.60, based on its 2020 population size of 4,645,318.

The City-Parish ERAP will be administered through the City-Parish Office of Community Development. This City-Parish has received a total of \$52,023,497.39 in ERA 1 and a total of \$28,621,879.50 in ERA 2. The table below provides the breakdown of the ERA allocations:

Funding Source	Amount
ERA 1 DIRECT CITY ALLOCATION	\$ 6,567,060.10
ERA 1 PARISH ALLOCATION PASSED THROUGH STATE	\$ 11,629,393.49
ERA 1 PARISH ALLOCATION DIRECT TO CITY PARISH	\$ 33,827,043.80
ERA 2 DIRECT ALLOCATION 40%	\$ 5,957,775.44
ERA 2 DIRECT ALLOCATION 30%	\$ 4,078,616.03
ERA 2 DIRECT ALLOCATION 30%	\$ 4,078,616.03
ERA 2 VOLUNTARY STATE REALLOCATION	\$14,506,872.00

The City of Baton Rouge, Parish of East Baton Rouge Mayor-President’s Office shall have the right to waive rental assistance limits and eligibility criteria on a case-by-case basis as justified by unique or unusual circumstances or modify these policies and procedures at any time as seen in the best interest of the City-Parish. Changes will be tracked on page 1 of this policy manual.

Funds disbursed under this award may only be used for the purposes set forth in Section 501 of Division N of the Consolidated Appropriations Act, 202, Pub. L. No. 116-206 (Dec. 27, 2020). Not less than 90 percent of awarded funds must be used for direct financial assistance, including rent, rental arrears, utilities, and home energy costs, utilities and home energy costs arrears, and other expenses related to housing. Remaining funds are available for housing stability services, including case management and other services intended to keep households stably housed and costs associated with providing housing stability services.

ERA 1 funds must be obligated or expended by December 29, 2022. ERA 2 funds may be obligated until September 30, 2025 and all funds must be liquidated by the closeout date of 125 days after September 30, 2025.

Federal regulations applicable to this award include, without limitation, the following:

- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
- Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25 and pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
- Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference. iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180 (including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury’s implementing regulation at 31 C.F.R. Part 19.
- Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
- Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20. vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.

Statutes and regulations prohibiting discrimination applicable to this award, include, without limitation, the following:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving federal financial assistance;
- The Fair Housing Act, Title VIII-IX of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, national origin, sex, familial status, or disability;
- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicap under any program or activity receiving or benefitting from federal assistance;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- The Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

1.2 Purpose

This manual is primarily intended for use by the City-Parish as the administrative agency of ERAP. This manual defines the policies and processes set by the City-Parish to enforce and perform the regulations of the Treasury and the State of Louisiana. This manual describes the application, eligibility, verification, case management, payment disbursement, compliance, and reporting for ERAP.

1.3 Program Goals

The Emergency Rental Assistance Program (ERAP) provides emergency rental grants and utility assistance grants, to income-eligible individuals and families who reside in East Baton Rouge Parish and were economically impacted during the COVID-19 pandemic through job loss, furlough, or reduction in hours or pay.

2.0 Eligibility Requirements to Apply for Program

2.1 Parish

Rental property must be located in East Baton Rouge Parish, Louisiana.

2.2 Ownership

In the event that a tenant is unable to directly apply to the program, the landlord may be permitted to apply on their behalf. Landlords applying for assistance must present documentation confirming ownership of the rental residence. Examples of acceptable documentation include, but are not limited to, mortgage statement, deed, title, and tax records. Additional documentation will be examined on a case-by-case basis. W-9s are required from property owners or landlords and must be complete by landlord/owner before payment is made.

2.3 Occupancy

Primary occupancy of the rental property by each tenant applicant is required. If a tenant is not able to provide documentation, they may complete and sign a waiver explaining why they are not able to provide the required documentation. The following hierarchy is used to establish occupancy:

- Copy of electric, gas, water, trash, sewage, cable or landline phone bill. If utilities are no longer active due to nonpayment, eviction, or pending eviction, the tenant may provide a copy of the bill showing active service the month prior to disconnect or eviction filing.

- Copy of fully executed lease.
- Letter from electric, gas, water, trash, sewage, cable, or landline telephone company. The letter must confirm service for the rental address on the ERAP application.
- Copy of rental insurance policy confirming coverage dates.
- Voter registration records submitted together with photo identification confirming the name and address on the ERAP application.
- Copy of credit card bill or bank statement.
- Copy of city directory that lists the applicant residing at the address on the ERAP application.
- Driver's license accompanied by additional affidavit stating the applicant is occupying the rental residence as their primary address.
- Copy of college or university transcript, bill or other correspondence addressed to applicant at the rental property address.

As an additional safeguard, all applicants are required to acknowledge that the rental address on the application was/is their primary residence.

At a tenant's request the ERAP may, on a case-by-case basis, provide assistance for rental or utility arrears after an otherwise eligible tenant has vacated a unit. In addition to not engaging in further collection efforts regarding the arrears that are paid or related fees or expenses, as a condition to receiving payment, the landlord or utility provide shall agree to not pursue any further collection efforts against the household and ensure that any reports to credit agencies will confirm the matter's resolution. The landlord should also notify the tenant that payment has been received and that there will be no further collection efforts. This type of assistance may be available to applicant tenants who lived in the vacated unit at the time they applied to the ERAP and vacated the unit after the ERAP application was submitted but before the landlord tenant agreement (LTA) was signed and/or the funding was awarded.

2.4 Tenant Eligibility

An "eligible household" is defined as a renter household in which at least one or more individuals meets the following criteria:

- Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship "due" to COVID-19 under ERA 1 and "during" COVID-19 under ERA 2;
- Demonstrates a risk of experiencing homelessness or housing instability; and
- Has a household income at or below 80 percent of the area median income.

Eligible households facing imminent eviction that include an individual who has been unemployed for the ninety (90) days prior to submitting an application for assistance or households with income at or below fifty percent (50%) of the Area Median Income (AMI) are prioritized for assistance.

To confirm that an applicant, or someone in the applicant’s household either qualified for unemployment or has experienced a reduction in household income, incurred significant costs or experienced a financial hardship due to COVID-19, the City-Parish will request that the applicant submit relevant documentation (e.g., unemployment compensation documents, wage statements showing a reduction in wages, etc.) or a written attestation signed by the applicant that details the reasons for the financial hardship. If a tenant is not able to provide documentation, they may complete and sign a waiver explaining why they are not able to provide the required documentation.

To confirm that an applicant or one or more individuals in the household is at risk of experiencing homelessness or housing instability, the City-Parish will request that applicants submit one or more of the following:

- Past due utility notice;
- Past due rent notice; or
- Eviction notice.

Household income is determined as either the household’s total adjusted income for the calendar year 2020 or the household’s monthly income at the time of application. For household incomes determined using the latter method, income eligibility will be redetermined at the time of application review/approval IF the documentation is more than three (3) months old. Adjusted income is defined for purposes of reporting under Internal Revenue Services (IRS) Form 1040 series for individual Federal annual income tax purposes. For determining annual income, tenants should present at the time of application, source documents evidencing annual income (e.g., wage statement, interest statement, unemployment compensation statement), or a copy of Form 1040 as filed with the IRS for the household.

For determining monthly income, tenants should submit, at the time of application, source documentation, as listed above, for at least the two months prior to the submission of the application for assistance. If monthly income is provided by the applicant, the City-Parish will extrapolate the monthly income over a 12-month period to determine whether household income exceeds eighty percent (80%) of the Area Median Income.

Applicants and/or a member of their household that qualify for other federal/state assistance may use proof of that assistance as verification of ERAP household income qualification. A current award letter or benefits statement from one or more of the following programs will suffice as proof that the applicant’s household income falls within ERAP household income limits:

- Supplemental Nutrition Assistance Program (SNAP)
- LaCHIP – for Children
- LaCHIP Affordable Plan – for Children
- Medicaid Purchase Plan – for Workers with Disabilities
- Take Charge Plus – Family Planning Services

- Adult Group – Medicaid Expansion
- Family Independence Temporary Assistance (FITAP)

In the event that no documentation can be provided, applicants are also permitted to self-certify annual household income for 2023 or monthly income at the time of assistance. Household income consists of all income generated by all members of the household who are age 18 and over. If possible, tenants should provide the following documentation for at least the two months prior to the submission of the program application:

- To verify income, tenants must provide income source documentation for at least the two months prior to the submission of the program application.
- Wage statements
- Interest statements
- Unemployment compensation statements
- IRS Form 1040 filed for the 2020 calendar year

An eligible household that occupies a federally subsidized residential or mixed-use property may receive ERAP assistance, provided that ERAP funds are not applied to costs that have been or will be reimbursed under any other federal assistance.

If an eligible household receives a monthly federal subsidy (e.g., a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the renter household may receive ERAP assistance for the tenant-owed portion of rent or utilities that is not subsidized.

Applicant households located in HUD designated low-income (LMI) block groups and census tracts may be allowed to self-certify that they meet ERAP income limits. ERAP case managers will work with applicants to determine whether they qualify for this method of income qualification.

Applicant households who rent their unit via a sub-lease agreement *may* be approved for ERAP assistance if they are able to meet all other program and documentation requirements. When requesting ERAP assistance for sub-leases, applicants and sub-lessors must be able to demonstrate a 4-month long history of rent payments and receipts via cancelled checks, bank statements, money orders, etc. The Program must be able to verify that money was provided to the sub-lessor (landlord) from the tenant, for rent, on a regular basis. Handwritten documents, text messages, and emails will not suffice as proof of a rental agreement or proof of payment. The sub-lessor must provide the ERAP with a copy of their lease agreement as well. Single room rentals are not allowed. Tenant and landlord cannot live in the same household and receive ERAP Funds. Applicant will be deemed ineligible for ERAP assistance if they share a household/rental property with landlord.

Any ERAP application that includes one or more of the following circumstances will be treated as a shared housing unit:

- Landlord and tenant live in the same housing unit.
- Landlord and tenant have the same mailing address.
- Landlord has homestead tax exemption on the applicable housing unit.
 - Exception: If rental property has homestead, owner must be able to provide clear documentation of new/permanent housing location by providing a major utility bill showing service address of new location. Landlord must provide a recent copy of an electric, gas, water, trash, sewage, cable, or landline phone bill. No other documentation will be accepted. Landlord must be able to demonstrate a 3-month long history of rent payments and receipts via cancelled checks, bank statements, money orders, etc. The Program must be able to verify that money was provided to the landlord from the tenant, for rent, on a regular basis. Handwritten documents, text messages, and emails will not suffice as proof of payment. Application will be deemed ineligible for ERAP assistance if the rental property has homestead exemption, and the landlord cannot provide clear proof of stable/permanent housing at another location or proof of rental payment from tenant to the landlord. (LA Homestead Exemption Info from Tax Commission: The rule states that in order to qualify for homestead exemption, one must own and occupy the property as his/her primary residence. Regardless of how many houses are owned, no one is entitled to more than one homestead exemption, which is a maximum of \$7,500 of assessed value. If you change primary residence, you must notify the assessor. It is advisable to go into the assessor's office and apply for homestead exemption as soon as you purchase and occupy your home.)

A tenant applicant that meets one or more of the following circumstances will be deemed ineligible for ERAP assistance:

- If the applicant/tenant is a signer or co-signer to the mortgage on the rental property.
- If the applicant/tenant holds the deed or title to the rental property.
- If the applicant/tenant is married to the person who holds the homestead tax exemption, deed, or title to the rental property.

If a tenant applicant passes away *before* signing the Landlord Tenant Agreement (LTA), the application will be closed with no payment being made to the landlord unless there is another adult resident living in the tenant's unit aged 18 or older that may sign the LTA in place of the deceased tenant. If a tenant applicant passes away *after* the LTA is signed but *before* advanced rent can be applied, the landlord will be responsible for refunding the ERAP the funding not put toward rent for the deceased tenant if no other documented (listed on current lease) household member over 18 is living in the rental and can resume responsibility for rental unit until end of term.

Pursuant to section 501(k)(3)(B) of Subdivision N of the Act and 2 CFR 200.403, when providing ERA assistance, the grantee must review the household's income and sources of

assistance to confirm that the ERA assistance does not duplicate any other assistance, including federal, state, or local assistance provided for the same costs. The City-Parish will require, at minimum, an attestation from the applicant regarding non-duplication with other government assistance in providing assistance to a household.

2.5 Landlord Eligibility

In the event that a tenant is unable to directly apply to the program, the landlord may be permitted to apply on their behalf. Landlords must meet all of the following criteria:

- Forgive all late fees, penalties, interest and any charges for court costs.
- Execute a legal commitment not to evict the tenant for any or all of the following reasons:
 - Any obligation of past due rent prior to April 2020.
 - For failure to pay future rent (at a minimum ninety 90 days after assistance ends).
 - Agree to the terms of assistance and submit required documentation.
 - Obtain the tenant signature on the application; and
 - Provide a copy of the final application to the tenant, including attachments and affidavits.

If a landlord or owner of a residential dwelling applies for assistance on behalf of a renter, the landlord must:

- Obtain the signature of the tenant on the application;
- Provide documentation of the application to the tenant; and
- Use any payment received to satisfy the tenant's rental obligations to the owner.

Landlords of multi-family or single-family properties that are at risk of foreclosure due to property tax liens or any other legal claim will not be eligible for ERAP assistance. Tenant applicants of properties at risk of foreclosure may be eligible for relocation assistance for new housing from the ERAP.

Landlords are required to provide a current W-9 before receiving rental payment from ERAP.

To prevent fraud, ERAP staff will confirm ownership of single-family rental properties using the East Baton Rouge Parish Assessor's website, prior to approving an application for payment. Should ERAP staff not be able to confirm ownership via the Assessor's website, landlords may be asked to provide documentation of property ownership. If the property owner utilizes an individual or firm as property manager, ERAP staff may request a copy of the contractual agreement between the property owner and manager. Confirmation of the business relationship may be verified using the business filings search tool on the Louisiana Secretary of State website.

2.6 Household Income Requirements

Eligible household income must be at or below eighty percent (80%) of the Area Median Income (AMI) established by the U.S. Department of Housing and Urban Development (HUD) in the annual federal register for the jurisdiction of East Baton Rouge Parish, LA. The current limits may be obtained at <https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>.

FY 2021 Income Limit Area	Median Family Income Explanation	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Baton Rouge, LA HUD Metro FMR Area	\$79,300	Very Low (50%) Income Limits (\$) Explanation	27,800	31,750	35,700	39,650	42,850	46,000	49,200	52,350
		Extremely Low Income Limits (\$)* Explanation	16,700	19,050	21,960	26,500	31,040	35,580	40,120	44,660
		Low (80%) Income Limits (\$) Explanation	44,450	50,800	57,150	63,450	68,550	73,650	78,700	83,800

Figure 1: FY 2021 Income Limits for Baton Rouge, LA

FY 2022 Income Limit Area	Median Family Income Click for More Detail	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Baton Rouge, LA HUD Metro FMR Area	\$88,900	Very Low (50%) Income Limits (\$) Click for More Detail	31,050	35,500	39,950	44,350	47,900	51,450	55,000	58,550
		Extremely Low Income Limits (\$)* Click for More Detail	18,650	21,300	23,950	27,750	32,470	37,190	41,910	46,630
		Low (80%) Income Limits (\$) Click for More Detail	49,700	56,800	63,900	70,950	76,650	82,350	88,000	93,700

Figure 2: FY 2022 Income Limits for Baton Rouge, LA

Add 2023 AMI Limits for EBR Parish

The low-income limit shall mean the combined gross annual income of all persons who occupy the dwelling unit on a regular basis. Sources of income used to calculate the gross annual household include, but are not limited to, child support, social security benefits, retirement and pensions, income from employment, income from annuities, interest income on savings, etc. Dependents, under 18 or declared a full-time student, that were claimed on their parent’s Federal Income Tax Return will not be included in the gross annual income calculation. Household residents under the age of 18 qualify as dependents of the head of household according to the HUD regulations identified in 24 CFR Part 813.102 and are eligible for a dependent deduction. If

an applicant is a full-time student, the applicant will be required to provide their parent's income information to verify the student being claimed as a dependent on their parents' Federal Income Tax return.

Assets shall include checking, savings, other bank accounts, stocks, bonds, CDs, trusts, real estate and cash held by any household member. Value of an asset shall be computed by the greater of either the current market income from the asset or the imputed value of the asset using the current passbook rate as determined by HUD.

Verification and/or certification of income and assets will be required to determine program eligibility for all applicants and adult members of their household. However, in instances when there is no household income, the applicant may complete the Affidavit of No Income Form. Certification of no income and no assets means the applicant certifies that they do not have any income from any source identified and that all information provided is true and correct. If a tenant is not able to provide documentation, they may complete and sign a waiver explaining why they are not able to provide the required documentation.

Applicants and/or a member of their household that qualify for other federal/state assistance may use proof of that assistance as verification of ERAP household income qualification. A current award letter or benefits statement from one or more of the following programs will suffice as proof that the applicant's household income falls within ERAP household income limits:

- Supplemental Nutrition Assistance Program (SNAP)
- LaCHIP – for Children
- LaCHIP Affordable Plan – for Children
- Medicaid Purchase Plan – for Workers with Disabilities
- Take Charge Plus – Family Planning Services
- Adult Group – Medicaid Expansion
- Family Independence Temporary Assistance (FITAP)

The award letter and/or benefits statement must show:

- The applicant/household member is receiving assistance during the time in which the ERAP application was submitted; and
- The name and address of the applicant/household member.

Table 1: Exclusions from Determination of Income. *The following sources of funds will be excluded in the determination of annual income of each person whose income is to be used in the establishment of household income.*

Funding Source	Examples
Educational Benefits from Social Security	The income from these forms of payments to minors.
Non-Cash Income	Compensation received in any other form than cash and the value of items such as food stamps.
Cash Welfare Payments	Welfare payments under Federal, State, or local programs are excluded.
One-Time Unearned Income	Sources of one-time unearned income payouts such as insurance proceeds from accidents, health and/or casualty policies.
Personal Assets	Automobiles, jewelry, and educational scholarships

Table 2: Prioritization. *Tenants meeting eligibility criteria will be prioritized as explained in the table.*

Priority Number	Household Income	Notified of Eviction Proceedings	>90 Days Unemployed	Currently Homeless	Reduction in Household Income	Demonstrates Housing Instability
1	< 50% AMI			✓		
2	< 50% AMI	✓	✓			
3	< 80% AMI	✓	✓			
4	< 80% AMI				✓	✓

3.0 Programmatic Guidelines

3.1 Available Amount of Assistance

Eligible households may receive up to twelve (12) months of assistance, plus an additional three (3) months if determined the extra months are needed to ensure housing stability (if grantee funds are available). However, assistance may NOT be provided for arrears that accrued before April 1, 2020. The payment of existing housing-related arrears that could result in eviction of an eligible household is prioritized. Assistance must be provided to reduce an eligible household’s rental arrears before the household may receive assistance for future rent payments. Once a

household’s rental arrears are reduced, only future assistance for up to three months at a time may be provided. Households may reapply for additional assistance at the end of the three-month period if needed and the overall time limit for assistance is not exceeded; however, priority will be given to applicants that have not received any assistance.

Amount of assistance will also be governed by the current HUD Fair Market Rents (FMR). FMR are used to determine the following:

- Payment standard amounts for the Housing Choice Voucher program;
- Initial renewal rents for some expiring project-based Section 8 contracts;
- Initial rents for housing assistance payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab);
- Ceilings for rental units in both the HOME Investment Partnerships program and the Emergency Solution Grants program;
- Calculation of maximum award amounts for Continuum of Care recipients;
- The maximum amount of rent a recipient may pay for property leased with Continuum of Care funds; and
- Calculation of flat rents in Public Housing units.

The U.S. Department of Housing and Urban Development (HUD) annually estimates FMRs for Office of Management and Budget (OMB) defined metropolitan areas, some HUD defined subdivisions of OMB metropolitan areas and each nonmetropolitan county. 42 USC 1437f requires FMRs be posted at least thirty 30 days before they are effective and that they are effective at the start of the federal fiscal year (generally October 1). Fair Market Rents.¹

The monthly rental payment amount shall not exceed on 125% of the FMR applicable to the unit bedrooms.

Table 3: Final FY 2023, 2022, 2021 & 2020 FMRs by Unit Bedrooms

Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$859	\$876	\$1,005	\$1,266	\$1,644
FY 2022 FMR	\$744	\$781	\$917	\$1,161	\$1,447
FY 2021 FMR	\$794	\$856	\$1,013	\$1,290	\$1,583
FY 2020 FMR	\$678	\$765	\$894	\$1,145	\$1,429

Payments of assistance will be paid in a lump sum directly to the landlord on behalf of the eligible household. Payments of utility assistance will be paid in a lump sum by ERAP directly to the utility provider on behalf of the eligible household. If the landlord refuses to participate or is unresponsive, the assistance may be remitted to the tenant via the execution of a Tenant Agreement.

¹ U.S. Department of Housing and Urban Development, Fair Market Rents. <https://www.huduser.gov/portal/sites/default/files/ppt/fmr-overview.pptx>

Prior to remitting the assistance to the tenant, the City-Parish will make reasonable efforts to obtain the cooperation of landlords and utility providers to accept payments from the ERAP program. Outreach will be considered complete if:

- A request for participation is sent in writing, by mail, to the landlord or utility provider for signature; and
- The addressee does not respond to the request within 2 calendar days after emailing; and
- The City-Parish has made at least three attempts by phone, text, or e-mail over a 2 calendar-day period to request the landlord or utility provider's participation; or
- A landlord confirms in writing via email that the landlord does not wish to participate or selects opt out on the request for participation form. The final outreach attempt or notice to the landlord will be documented.

If the landlord refuses to sign the Landlord Tenant Agreement, a Tenant Agreement will be sent to the tenant only to facilitate the distribution of funds directly to the tenant. A copy of the Tenant Agreement is included in the appendices.

3.2 Eligibility Expenditures

Not less than ninety percent (90%) of funds disbursed must be used to provide financial assistance to eligible households, including payment of:

- Rent
- Rental arrears
- Prospective rent payments (up to 3 months if eligible; in no case may an eligible household receive more than 15 months of ERAP assistance)
- Utilities and home energy costs
- Utilities and home energy costs arrears
- Prospective utilities and home energy costs (up to 3 months if eligible; in no case may an eligible household receive more than 15 months of ERAP assistance)
- Other expenses related to housing (includes relocation expenses, prospective relocation expenses, rental security deposits, and rental fees including application or screening fees)

In order to confirm where an applicant resides and the amount of rent or rental arrears owed, the City-Parish will obtain a current lease, signed by the applicant and the landlord or sublessor 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, or a written attestation by a landlord who can be verified as the legitimate owner or management agent of the unit.

Applicants that apply for assistance for utilities and home energy costs will be required to identify their applicable utility provider and then enter their associated utility account number(s) into the ERAP application portal. ERAP staff will work directly with local utility providers to make payments on accounts for eligible applicants.

Other expenses related to housing incurred directly or indirectly due to COVID-19 may include relocation expenses and rental fees (if a household has been temporarily or permanently displaced due to the COVID-19 outbreak). All payments for housing-related expenses must be supported by documented evidence such as a bill, invoice, or evidence of payment to the provider of the service. Relocation expenses, rental fees, and/or displacement fees are only eligible if they were incurred at a hotel, property, apartment, mobile home park or extended stay facility within East Baton Rouge Parish. Reimbursement for hotel or motel stays must not exceed five nights. Hotel or motel stays are capped at \$99 per night plus taxes based on the Louisiana Travel Regulations Guide.² EBR ERAP does not cover hotel or motel incidentals.

Applicants who are required to relocate may be eligible for assistance for security deposits and other “new” housing fees. The amount of a security deposit should not exceed one month’s rent, except in cases where a higher amount is reasonable and customary in the local housing market. Security deposits may only be paid for leases that cover, at a minimum, a period of four (4) months. At the end of the lease and to the extent that the security deposit is not returned to the tenant, it should be returned to the grantee.

Applications from persons who have already been evicted, directly or indirectly due to COVID-19, and are in need of temporary and/or permanent housing, will be considered for ERAP funding on a case-by-case basis. Before being considered for assistance, the applicant must provide the following documents:

- Copy of most recent lease for unit located in East Baton Rouge Parish;
- If no lease is available, applicant must provide proof of three (3) months of consecutive cancelled checks or money order payments to landlord that were the last ones made prior to eviction;
- Proof of eviction notice and subsequent court date;
- Proof of housing instability;
- Other documents as needed.

Circumstances surrounding the timing of the eviction, the amount of rental arrears owed to the landlord, the willingness of the landlord to participate in the ERAP and sign the Landlord Tenant Agreement, and other factors will impact the award decision for applicants who have already

² [Office of State Travel - Louisiana Division of Administration \(la.gov\)](https://www.louisiana.gov/office-of-state-travel/)

been evicted. In the event that EBR ERAP assistance is not appropriate for a specific situation, applicants will be provided information regarding other local housing resources.

From time to time, a situation may arise in which one applicant may sign two separate landlord tenant agreements with two separate landlords. For example, an applicant may owe rental arrears to their current landlord while also having to relocate (within three months of application award) due to the timing of the expiration of the existing lease. These situations will be evaluated on a case-by-case basis. If approved, the applicant will provide the ERAP with:

- Copy of the most recent lease;
- Proof of arrears;
- Unexecuted copy of new lease;
- Other documents as needed.

Prior to allowing the applicant to execute the two landlord tenant agreements, the ERAP will confirm that there is only one assistance payment allowed per month. The ERAP will not pay rent for the same month to two different landlords for two different units. All awards are subject to FMR caps and other program award limitations.

3.3 Duplication of Benefits

A duplication of benefits (DOB) occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

All applicants shall certify on the ERAP application under penalty of perjury and under the laws of the State of Louisiana, that they are not able to receive, and have not received, other federal or non-federal benefits or assistance for rent for the period of time between April 2020 and the date of last signature on the ERAP application form. Applicants shall further certify that they will not pursue other federal or non-federal benefits for the same uses of this grant program for rent costs for the period of April 1, 2020, until the final assistance made by the City-Parish under the Emergency Rental Assistance Program. The same parameters will be applied if and when utility assistance is offered through this Program.

Duplication of Benefits (DOB) policies and procedures have been established and are on file in addition to the Subrogation Agreement and DOB Certification. These policies and procedures establish the process for which the City-Parish will use to prevent the occurrence of duplication of benefits in accordance with the Stafford Act (section 312), as amended, the Disaster Recovery Reform Act of 2018, the Coronavirus Aid, Relief, and Economic Security Act, and the OMB Cost Principles (2 CFR § 200).

This policy is relevant for all OCD programs. These policies and procedures are applicable to the City-Parish as well as its subrecipients and/ or contractors who are assisting in the design and implementation of projects and activities with these funding sources.

3.4 Distribution of Financial Assistance

With respect to financial assistance for rent and rental arrears and, if applicable, utilities and home energy costs and utility and home energy costs arrears provided for an eligible household from a payment made under this section, the City-Parish shall make payments to a landlord or utility provider on behalf of the eligible household, except that, if the landlord or utility provider does not agree to accept such payment from the grantee after outreach to the landlord or utility provider by the grantee, the grantee may make such payments directly to the eligible household for the purpose of making payments to the landlord or utility provider.

For any payments made by the City-Parish to a landlord or utility provider on behalf of an eligible household, the City-Parish will provide documentation and notification of such payments to the household.

3.5 Recapture of Financial Assistance

All the below actions may cause the EBR ERAP to seek repayment of rental assistance funding from the landlord and/or tenant:

- An error in calculation of the assistance;
- Misapplication of funds;
- Violation of EBR ERAP program policies;
- Breach of the Landlord Tenant Agreement or Tenant Agreement;
- Fraud, waste, or abuse is committed by the landlord or tenant;
- Vacating of unit by tenant before all advance assistance is applied; or
- Any action that leads to an excess of assistance.

In the event funding must be recaptured, the City-Parish will send a formal, written notification to the applicable landlord and/or tenant letting them know:

- The amount of funding to be repaid;
- The reason for recapture;
- The timeline for responding to the request; and
- How/where to remit payment.

Failure of tenants or landlords to respond to the initial ERAP recapture and repayment request will lead to further legal action being taken against the applicable landlord and/or tenant by the City-Parish.

3.6 Reporting

The City-Parish will comply with all Treasury reporting requirements. At a minimum, in order to ensure that Treasury is able to fulfill its quarterly reporting requirements under section 501(g) of Division N of the Act and its ongoing monitoring and oversight responsibilities, the City-Parish will collect from households and retain records on the following:

- Address of the rental unit;
- Name, address, social security number, tax identification number or DUNS number, W-9, as applicable, for landlord and utility provider;
- Amount and percentage of monthly rent covered by ERAP assistance;
- Amount and percentage of separately stated utility and home energy costs covered by ERAP assistance;
- Total amount of each type of assistance (i.e., rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears) provided to each household;
- Amount of outstanding rental arrears for each household;
- Number of months of rental payments and number of months of utility or home energy cost payments for which ERAP assistance is provided;
- Household income and number of individuals in the household; and
- Gender, race, age, and ethnicity for the primary applicant for assistance.

The City-Parish will also collect information as to the number of applications received in order to be able to report to Treasury and the State of Louisiana the acceptance rate of applicants for assistance. Treasury's Office of Inspector General may require the collection of additional information in order to fulfill its oversight and monitoring requirements.

Treasury will provide additional information regarding reporting to Treasury at a future date. The City-Parish will comply with the requirement in section 501(g)(4) of Division N of the Act to establish data privacy and security requirements for information they collect, as well as any applicable requirements described in subsection (b)(2) of the Act.

3.7 Maintenance and Access of Records

- Records and financial documents sufficient to support compliance with Section 501(c) regarding the eligible uses of funds shall be maintained by the City-Parish and its agents.
- The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, the State of Louisiana or its authorized representative shall have the right of access to records (electronic and/or otherwise) of the City-Parish in order to conduct audits or other investigations.
- The City-Parish shall have the right of access to records (electronic and/or otherwise) of designated agents in order to conduct monitoring and/or other investigations.

- Records shall be maintained for a period of five (5) years after all funds have been expended or returned to Treasury and/or State of Louisiana.

3.8 False Statements

Applicants shall certify on the ERAP application under penalty of perjury that “The information provided on this form is subject to verification by HUD, the State of Louisiana, and/or The City of Baton Rouge, Parish of East Baton Rouge at any time, and Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a department of the United States Government.” Internal City-Parish Grant Monitors and third-party grant consultants will conduct quality assurance checks on grant files to ensure compliance with all applicable requirements. False statements or claims made in connection with this award may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

3.9 Privacy Requirements and Applicant Confidentiality

Employees and agents of the City-Parish will not disclose any applicant’s personal, confidential information as part of the program. All confidential information of applicants will be kept either in a locked secured storage facility or password protected electronic files. This information will be unavailable to persons outside of the program. At all times, the City-Parish employees and agents will abide by all requirements stated within the Privacy Act of 1974 as amended. If the City-Parish receives a request for public records related to the program, only non-confidential information, as verified by the City-Parish, will be provided.

In addition, the City-Parish will establish data privacy and security requirements that include:

- Appropriate measures to ensure that the privacy of the individuals and households is protected.
- Provisions that personally identifiable information is corrected and only used for the purpose of submitting required reports;
- Confidentiality protections for data collected about any individuals who are survivors of intimate partner violence, sexual assault, or stalking.

3.10 Nondiscrimination

The Emergency Rental Assistance Program shall be implemented consistent with the City-Parish’s commitment to State and Federal equal opportunity laws. No person shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with ERAP program funds on the basis of their disability, family status, national origin, race, color, religion, sex, marital status, medical condition, ancestry, source of income, age, sexual orientation, gender identity, gender expression, genetic information, or other arbitrary discrimination.

The City-Parish will provide reasonable accommodations and/or modifications or provide language assistance to individuals requesting such assistance to benefit from the services provided by the Emergency Rental Assistance Program.

3.11 Conflict of Interest

In accordance with 24 CFR 570.611, no member of the governing body and no official, employee, or agent of the City-Parish, nor any other person, either for themselves or those with whom they have business or immediate family ties, who exercises policy or decision-making responsibilities, will financially benefit from this program.

ERAP team members and case managers are not permitted to:

- Process or approve an ERAP application of a tenant or landlord to whom they are related.
- Process or approve an ERAP application of a tenant or landlord if they stand to gain financially or otherwise from the approval of the application.
- Process or approve an ERAP application if they have a financial or other connection to the tenant applicant, household members, landlord or other party which would benefit from approval.

3.12 Protections for Whistleblowers

In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee as a reprisal for disclosing information to any of the list of persons or entities provided below that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

The list of persons and entities referenced in the paragraph above includes the following:

- A member of Congress or a representative of a committee of Congress;
- An Inspector General;
- The Government Accountability Office;
- A Treasury employee responsible for contract or grant oversight or management;
- An authorized official of the Department of Justice or other law enforcement agency;
- A court or grand jury; and/or
- A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

3.13 Program Guidelines Changes or Modifications

Any modifications to these Program Guidelines involving administrative procedures or accommodations to adapt to unique applicant situations or opportunities, or regulatory changes may be performed with the approval of the City-Parish. Federal regulatory requirements for ERAP are not subject to modification or revision, except when the Treasury and/or HUD issues guidance superseding prior regulatory requirements.

4.0 Appeal and Grievance Policy

Applicants may appeal application denials. Appeals shall be submitted online at www.ebemergencysolutions.com or to the Office of Community Development, at the address listed below, within seven (7) calendar days of the date of the application denial letter. The written appeal shall state the reason(s) why the applicant believes the application denial was in error and provide any additional documentation necessary to support the applicant's assertion of same. The decision of the Office of Community Development shall be issued in writing within 14 calendar days and shall be final.

Office of Community Development
222 St. Louis Street, 7th Floor
Baton Rouge, LA 70802
ocd@brla.gov

5.0 Fraud Policy

5.1 Definitions

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act.
- Misappropriation of funds, securities, supplies or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of City-Parish activities.
- Disclosing confidential and proprietary information to outside parties.
- Disclosing to others, activities engaged in or contemplated by the City-Parish.

- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the City-Parish.
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or any other asset.
- Any similar or related irregularity.

5.2 Other Irregularities

Irregularities concerning an EBR, contractor, or subrecipient employee's moral, ethical, or behavioral conduct should be resolved by their supervisor and/or the Director of the EBR Office of Community Development, who serves as the ERAP Director.

5.3 Questions Regarding Actions Constituting Fraud

Questions regarding whether an action constitutes fraud may be directed to your immediate supervisor, the QA/QC Fraud Team, and/or ERAP Director. Concerns will be brought to the City-Parish legal department when needed.

5.4 Responsibilities

All employees and (when applicable) program subrecipients and contractors are responsible for the detection and prevention of fraud, waste, abuse, misappropriations, and other irregularities. Supervisors shall work with employees to ensure familiarity with the types of improprieties that might occur within their area of responsibility, and all employees will be alert for any indication of irregularity.

ERAP Managers and the Director of the Office of Community Development have primary responsibility for investigation of all suspected fraudulent acts as defined in this policy. If the investigation substantiates those fraudulent activities occurred, the City-Parish Legal Department will be engaged. When applicable, reports will be issued to appropriately designated personnel and, if appropriate, Federal or State Agencies.

The Director of the Office of Community Development, in conjunction with the Legal Department, is responsible for the administration, revision, interpretation and application of this policy.

5.5 Scope of this Policy

This policy applies to any or suspected irregularity, involving employees, as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or other parties having a business relationship with the EBR ERAP. This policy supplements the City-Parish's ethics and related guidance outlined in their administrative manuals.

5.6 Reporting Procedures

ERAP Employees:

- An employee who discovers or suspects fraudulent activity may complete an “EBR ERAP Suspected Fraud Form” located on the ERAP Share Point site. The form should be emailed to QAQC@hga-llc.com.
- The QA/QC Fraud Team will coordinate with the Director of the Office of Community Development and other applicable City-Parish staff, as appropriate.
- Unless requested by ERAP managers, do not contact the suspected individual and attempt to investigate further or demand restitution.
- All inquiries (internal and external) concerning the activity under investigation, including the suspected individual, his or her attorney or representative, supervision, or media, should be directed to the Director of the Office of Community Development.

ERAP Applicants/Landlords:

- Contact your assigned Case Manager to report any concerns about fraud on behalf of an ERAP tenant applicant or landlord.
- The Case Manager will complete an “EBR ERAP Suspected Fraud Form” and will elevate the issue to the QA/QC Fraud Team and the Director of the Office of Community Development.
- Fraud may also be reported to Legislative Auditor via the City-Parish website at <https://www.lla.la.gov/report-fraud/> or via telephone at 1-888-503-7283.

5.7 Penalties

Any tenant applicant or landlord that is found to have submitted purposely misleading or fraudulent information to the Program will be automatically denied ERAP assistance. An applicant may appeal this decision using the Appeal Form on the EBR Emergency Solutions website. Penalties range from losing rental assistance to prosecution and imprisonment.

Appendix A: Attachments

- U.S. Department of Treasury Emergency Rental Assistance Statutory Provisions
- U.S. Department of Treasury Emergency Rental Assistance Grantee Award Terms
- U.S. Department of Treasury Emergency Rental Assistance Frequently Asked Questions
- City of Baton Rouge, Parish of East Baton Rouge Household Income Certification Forms
- City of Baton Rouge, Parish of East Baton Rouge Landlord Tenant Agreement
- City of Baton Rouge, Parish of East Baton Rouge Tenant Agreement

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Date:

Applicant: user.first_name [user.last_name]

Applicant Address: [user.street_address], [user.city,_state,_zip]

Applicant ID: [user.client_id]

Community Partner:

EBR ERAP – YOUR RENT ASSISTANCE HAS BEEN APPROVED!

Dear Applicant and Landlord:

We are pleased to inform you that the EBR ERAP application for [user.street_address], [user.city,_state,_zip] has been APPROVED for RENT ASSISTANCE. Read the following information carefully as it is important for your award.

For this assistance to be paid, both you and your landlord must sign and agree to the attached EBR ERAP Landlord-Tenant Agreement (LTA). Please make sure to review the agreement, which:

- Prevents eviction for nonpayment of rent for 60 days from the landlord's signature on the LTA.
- Required that if the EBR ERAP assistance received is more than what is owed to the Landlord in past due rent, then the Landlord must apply the excess amount to future rent and not evict during that time.
- Requires that the EBR ERAP be notified if assistance for rent payments for the same months is received from another source.



Both the tenant and landlord are being issued an electronic copy of this agreement, so you do not need to coordinate with each other on signing. Once both parties have signed the agreement, the EBR ERAP will pay rent assistance in the amount stated above to the landlord on behalf of the tenant.



SECTION A: LEASE INFORMATION

Property Information for Primary Residence	
Complex Name (if applicable):	
Street Address:	[user.street_address]
Unit Number (if applicable):	[user.unit/apt_number]
City, State, Zip	[user.city,_state,_zip]
Tenant/Landlord Information	
Name of Head of Household (“Tenant”):	
Name of Property Landlord/Property Manager (“Landlord”):	

SECTION B: RENT ASSISTANCE

Months of Assistance (list months and years)	
--	--



**Emergency Rental
Assistance Program**

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE

Average Monthly Rent Cost	
TOTAL Rent Assistance to be provided:	



SECTION C: TERMS AND CONDITIONS

This agreement details the rights and responsibilities of the Landlord and Tenant under the East Baton Rouge Emergency Rental Assistance Program (ERAP). The EBR ERAP will remit the total amount of assistance, as stated in SECTION B, to the Landlord on behalf of the Tenant.

C (1) By signing below, the Landlord:

- a. Attests that the Landlord is owner of the Property, property manager, broker, or otherwise possesses the legal standing and authority to enforce the terms of the Property lease, and that the Tenant and Landlord have a valid landlord/tenant relationship, wherein Tenant does not own or have any interest in the Property.
- b. Agrees to provide documentation upon request, including a W-9 form, as necessary to obtain disbursement of funds or as required for compliance monitoring or audits.
- c. Attests that information in SECTION A: Lease information is true and correct to the best of your knowledge.
- d. Attests that Tenant resides in the Property to the best of your knowledge.
- e. Attests that Landlord has not received any other rent relief, utility assistance, or other assistance specifically benefitting Tenant or Landlord for the Property during the EBR ERAP assistance period.
- f. Affirms that the lease between Tenant and Landlord is for the period stated in (C)(2) (d) of this agreement.
- g. Affirms under penalty of perjury that the facts set forth in these statements are true and accurate.

(C)(2) Further, by signing below and as a condition of accepting EBR ERAP funds, Landlord:

- a. Shall not take any of the following actions until 60 days from the Landlord signing this



Agreement: 1) begin or pursue eviction proceedings against Tenant, 2) pursue a cause of action for collection of debt, or 3) require that Tenant vacate the Property for nonpayment of rent, utilities or fees or other payments required by the lease.

- b. Agrees to take all actions necessary to dismiss or withdraw 1) summary ejectment proceedings (eviction) against Tenant, including withdrawing a Writ of Possession, and/or 2) a current lawsuit for collection of debt for rent or fees immediately upon signing this agreement. Landlord also agrees to not assess any costs or fees of any kind against Tenant for any dismissed or withdrawn proceedings or actions.
- c. Agrees to properly apply EBR ERAP assistance to Tenant rent owed per this agreement and credit EBR ERAP if there is excess assistance.
- d. Agrees to extend the Lease for the period that the EBR ERAP assistance covers, including the eviction protection period stated in Section C(2)(a) and months covered by an excess rent payment. If EBR ERAP rental assistance covers only a portion of, or pro rate, rent for a month, the lease may not end until the end of that month.
- e. Agrees to waive any late fees, penalties, or charges (outside of rent) incurred between April 1, 2020 and 60 days from the execution of this Agreement.
- f. Agrees to provide Tenant with a statement accounting for application of EBR ERAP assistance to Tenant's rent owed in accordance with the process outlined at (c)(2)(c) above.
- g. Agrees that EBR ERAP assistance may only be applied to rent, and fees established by the lease while Tenant resides at the Property (excluding late fees and penalties, which must be waived by Landlord).
- h. Agrees to not increase the rent or fees for the duration of the lease (except for a public housing authority or subsidized housing provider when such rent or fee increases are required by the U.S. Department of Housing and Urban Development and made in accordance with federal law.)
- i. Agrees to maintain a safe and habitable dwelling consistent with Louisiana law and local codes, or federal law if stricter and applicable to the dwelling unit and lease.
- j. Agrees to ensure, if the Landlord no longer owns the property or if the lease is assigned to another, that the application of EBR ERAP assistance and protections under this Agreement continue for the period of the lease as governed by this Agreement.



- k. Acknowledges that the EBR ERAP is for the benefit of the Tenant, and all provisions of this agreement shall be read in favor of furthering the goals of the EBR ERAP to prevent evictions and provide housing stability.
- l. Expressly acknowledges that SECTIONS A and C (2) of this agreement are in explicit addendum to the lease between landlord and tenant. If there are inconsistencies between the lease and this addendum, the terms of this addendum prevail. Sections A and C (2) shall be ready as an attestation and obligation of Landlord as a condition of receiving EBR ERAP funds, so that even if this addendum is prohibited to be incorporated by law, that the effect is the same.

C (3) By signing below, Tenant:

- a. Certifies that, to the best of Tenant's knowledge, the income provided in Tenant's application provides an accurate projections of annual household income and is correct as of the date of the application.
- b. Affirms that any other assistance received by Tenant for rent or utility assistance has been reported to the Program or shall be reported as soon as any further assistance is received.
- c. Acknowledges that EBR ERAP assistance may be subject to adjustment based on any rent and utility assistance or other Duplication of Benefits (DOB) received by the Tenant regardless of when those benefits are received.
- d. Assigns to the City of Baton Rouge – Parish of East Baton Rouge all of Tenant's rights to all payments and assistance previously received for the same Property and time period that was provided through the EBR ERAP that are determined by the Program to be a DOB. Any DOB which is received by Tenant after assistance is given may result in the recovery or partial recovery of the award from the Tenant.
- e. Understands that if EBR ERAP assistance does not cover total rent owed, Tenant may owe Landlord rent that is not covered by EBR ERAP assistance or the terms of this Agreement (but not until after the protections from eviction provided by this Agreement end and if lawfully required).



SECTION D: ORAL LEASES

If there is no written lease between Landlord and Tenant, this agreement shall serve as a written lease agreement between Landlord and Tenant. ALL provisions in SECTION A and C (2) of this Agreement applies to Lease.

TERM: The term of the lease shall include the period stated in C(2)(a) and C(2)(d) and must coincide with any EBR ERAP assistance covered period. Therefore, the lease may not end until 60 days from the date of execution of this Agreement, plus any months where ERAP assistance is credited.

RENT: The rent amount shall be the same as the current rent amount.

NOTICE: Parties must provide 30 days' notice to terminate lease, except that Landlord shall not begin eviction or termination proceedings against Tenant during the term of the lease.

_____ Landlord Initials _____ Tenant Initials

SECTION E: RIGHTS AND RESPONSIBILITIES OF CITY OF BATON ROUGE – PARISH OF EAST BATON ROUGE (CITY-PARISH) AND ITS COMMUNITY PARTNERS

Landlord and Tenant acknowledge that the City-Parish and its designees may exercise whatever remedies available to seek repayment or recover EBR ERAP assistance from Landlord or Tenant, as appropriate and at the City-Parish's discretion, if there is an error in calculation of the assistance, misapplication of funds, where there is a violation of EBR ERAP program policies, breach of this Agreement, and/or fraud, waste or abuse is committed by the Landlord or Tenant. Landlord and Tenant acknowledge that the EBR ERAP awarding community partner and the City-Parish make no representation or warranty regarding the condition of the property or rental unit for which EBR ERAP funds or assistance is received and that the issuance of EBR ERAP funding on behalf of any tenant to any landlord or property owner should not be construed as the awarding community partner or the City-Parish acceptance of any property conditions or approval of the terms of any lease that has been provided as a part of the application. The City-Parish and its community partners further have no liability or responsibility in enforcing the provisions of this agreement on behalf of either party, and shall not pay any other claim by either party to



either party. The City-Parish and community partners shall not be required to join any proceedings to enforce the provisions herein against either party.

Landlord/Property Agent

Signature: _____

Name: _____

Date: _____

Phone: _____

Address to mail ERAP payment to: _____

Payee for Check (Name of Person/Business that ERAP Check Should be Made out to):

Email:

Tenant (“Renter”)



**Emergency Rental
Assistance Program**

CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE

Signature: _____

Name: __user.first_name_[user.last_name]__

Date: _____

Phone: _____

Email: __[user.email]__

U.S. Department of the Treasury
Emergency Rental Assistance
Frequently Asked Questions

Revised May 10, 2023

The Department of the Treasury (Treasury) is providing these frequently asked questions (FAQs) as guidance regarding the requirements of the Emergency Rental Assistance program (ERA1) established by section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Dec. 27, 2020) and the Emergency Rental Assistance program (ERA2) established by section 3201 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (March 11, 2021).

These FAQs apply to both ERA1 and ERA2, except where differences are specifically noted. References in these FAQs to “the ERA” apply to both ERA1 and ERA2. These FAQs will be supplemented by additional guidance.¹ Grantees must establish policies and procedures to govern the implementation of their ERA programs consistent with the statutes and these FAQs. To the extent that these FAQs do not provide specific guidance on a particular issue, a grantee should establish its own policy or procedure that is consistent with the statutes and follow it consistently. Additions and changes to FAQs are tracked in a change log.

1. Who is eligible to receive assistance under the Act and how should a grantee document the eligibility of a household?

A grantee may only use the funds provided in the ERA to provide financial assistance and housing stability services to eligible households. To be eligible, a household must be obligated to pay rent on a residential dwelling and the grantee must determine that:

- i. for ERA1:
 - a. 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 due, directly or indirectly, to the

¹ On January 19, 2021, initial FAQs were released for ERA1. On February 22, 2021, the initial FAQs were revised to, among other things, clarify program requirements and provide additional flexibility with respect to documenting the eligibility of households. On March 16, 2021, FAQ 7 was revised to add rental security deposits as a permissible relocation expense and clarify that application or screening fees are permissible rental fees and FAQs 26–28 were added. On March 25, 2021, FAQ 29 was added. On May 7, 2021, these FAQs were revised to provide initial guidance for ERA2, to clarify differences between ERA1 and ERA2, and to clarify how ERA should be used to promote housing stability for eligible households. On June 24, 2021, these FAQs were revised to further clarify how to promote housing stability for eligible households; specifically, FAQs 14, 23, 31, 33, and 35 were revised and FAQs 36–39 were added, in addition to other non-substantive changes. On August 25, 2021, these FAQs were revised to provide further clarification on the use of self-attestation and to describe methods of speeding payments to eligible households. Specifically, substantive revisions were made to FAQs 3, 4, 7, 11, and 38; FAQs 40-42 were added; and additional edits were made for clarity. On July 6 2022, these FAQs were revised to provide further information regarding: the documentation and eligibility requirements for housing stability services; program accessibility for protected classes; documentation requirements related to bulk payments; the applicability of source-of-income discrimination laws; the permissibility of job and employment requirements; and the remediation of payments made. On July 27, 2022, FAQ 46 was added to provide grantees with information on obligating ERA2 funds to affordable housing and eviction prevention purposes. On May 10, 2023, FAQ 4 was revised in response to the expiration of the public health emergency.

COVID-19 outbreak;

- b. one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and
 - c. the household has a household income at or below 80 percent of area median income.
- ii. for ERA2:
- a. 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;
 - b. one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability; and
 - c. the household is a low-income family (as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b))).²

While there are some differences in eligibility between ERA1 and ERA2, the eligibility requirements are very similar, and Treasury is seeking to implement ERA2 consistently with ERA1, to the extent possible, to reduce administrative burdens for grantees.

The FAQs below describe the documentation requirements for each of these conditions of eligibility. These requirements provide for various means of documentation so that grantees may extend this emergency assistance to vulnerable populations without imposing undue documentation burdens. As described below, given the challenges presented by the COVID-19 pandemic, grantees may be flexible as to the particular form of documentation they require, including by permitting photocopies or digital photographs of documents, e-mails, or attestations from employers, landlords, caseworkers, or others with knowledge of the household's circumstances. Treasury strongly encourages grantees to avoid establishing documentation requirements that are likely to be barriers to participation for eligible households, including those with irregular incomes such as those operating small businesses or gig workers whose income is reported on Internal Revenue Service Form 1099. However, grantees must require all applications for assistance to include an attestation from the applicant that all information included is correct and complete.

When documenting eligibility for households to receive housing stability services without any

² As of the date of these FAQs, the definition of “low-income families” in 42 U.S.C. 1437a(b) is “those families whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary [of Housing and Urban Development] with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes.”

financial assistance, special considerations apply. The ERA1 statute specifies these services may be provided only to “eligible households,” meaning the household must meet all ERA1 eligibility requirements. When housing stability services represent the only ERA1 assistance a household will receive (i.e., no payments using ERA1 funds will be made either to the household, to the landlord, or to a utility provider), grantees are encouraged to rely on a household’s self-attestations for purposes of confirming eligibility. If all eligibility requirements are expressly addressed by the household’s self-attestation, the grantee is not required to collect additional income documentation, past due notices, or other eligibility-verification documents as described above or below. Further, the ERA2 statute does not restrict the provision of housing stability services to “eligible households.” As a result, 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.

In all cases, grantees must document their policies and procedures for determining a household’s eligibility to include policies and procedures for determining the prioritization of households in compliance with the statute and maintain records of their determinations. Grantees must also have controls in place to ensure compliance with their policies and procedures and prevent fraud. Grantees must specify in their policies and procedures under what circumstances they will accept written attestations from the applicant without further documentation to determine any aspect of eligibility or the amount of assistance, and in such cases, grantees must have in place reasonable validation or fraud-prevention procedures to prevent abuse.

2. How should applicants document that a member of the household has qualified for unemployment benefits, experienced a reduction in income, incurred significant costs, or experienced other financial hardship during or due to the COVID-19 outbreak?

A grantee must document that one or more members of the applicant’s household either (i) qualified for unemployment benefits; or (ii) (a) for ERA1, experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 outbreak or (b) for ERA2, experienced a reduction in household income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the coronavirus pandemic.³ If the grantee is relying on clause (i) for this determination, or if the grantee is relying on clause (ii) in ERA2, the grantee is permitted to rely on either a written attestation signed by the applicant or other relevant documentation regarding the household member’s qualification for unemployment benefits. If the grantee is relying on clause (ii) for this determination in ERA1, the statute requires the grantee to obtain a written attestation signed by the applicant that one or more members of the household meets this condition. While grantees relying on clause (ii) in ERA1 must show financial hardship “due, directly or indirectly, to” COVID-19, grantees in ERA2 are also permitted to rely on financial hardship “during” the pandemic.

It may be difficult for some grantees to establish whether a financial hardship experienced during the pandemic is due to the COVID-19 outbreak. Therefore, Treasury strongly encourages grantees to rely on the self-certification of applicants with regard to whether their financial hardship meets

³ Treasury is interpreting the two different statutory terms (“the COVID-19 outbreak” and “the coronavirus pandemic”) as having the same meaning.

these statutory eligibility requirements. Further, because the standard in ERA2 is broader than the standard in ERA1, any applicant that self-certifies that it meets the standard in ERA1 should be considered to meet the standard for purposes of ERA2.

3. How should a grantee determine that an individual within a household is at risk of experiencing homelessness or housing instability?

The statutes establishing ERA1 and ERA2 both require that one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability. Such a demonstration may include (i) a past due utility or rent notice or eviction notice, (ii) unsafe or unhealthy living conditions (which may include overcrowding), or (iii) any other evidence of risk, as determined by the grantee. Grantees may establish alternative criteria for determining whether a household satisfies this requirement, and should adopt policies and procedures addressing how they will determine the presence of unsafe or unhealthy living conditions and what evidence of risk to accept in order to support their determination that a household satisfies this requirement. A grantee may rely on an applicant's self-certification identifying the applicable risk factor or factors, without further documentation, if other documentation is not immediately available.

4. The statutes establishing ERA1 and ERA2 limit eligibility to households based on certain income criteria. How is household income defined for purposes of the ERA? How will income be documented and verified?

Definition of Income: With respect to each household applying for assistance, grantees may choose between using the Department of Housing and Urban Development's (HUD) definition of "annual income" in 24 CFR 5.609⁴ and using adjusted gross income as defined for purposes of reporting under Internal Revenue Service Form 1040 series for individual federal annual income tax purposes.

Definition of Area Median Income: For purposes of ERA1, the area median income for a household is the same as the income limits for families published by the Department of Housing and Urban Development (HUD) in accordance with 42 U.S.C. 1437a(b)(2), available under the heading for "Access Individual Income Limits Areas" at <https://www.huduser.gov/portal/datasets/il.html>.⁵ When determining area median income with respect to Tribal members, Tribal governments and TDHEs may rely on the methodology authorized by HUD for the Indian Housing Block Grant Program as it pertains to households residing in an Indian area comprising multiple counties (*see* HUD Office of Native American Programs, Program Guidance No. 2021-01, June 22, 2021).

Methods for Income Determination: The statute establishing ERA1 provides that grantees may determine income eligibility based on either (i) the household's total income for calendar year 2020, or (ii) sufficient confirmation of the household's monthly income at the time of application, as determined by the Secretary of the Treasury (Secretary).

⁴ See https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:1.1.1.1.5#se24.1.5_1609.

⁵ Specifically, 80 percent of area median income is the same as the "low income limit" as published by HUD. For purposes of prioritizing rental assistance as described in FAQ 22 below, 50 percent of area median income for the household is the same as the "very low-income limit" for the relevant area.

If a grantee in ERA1 uses a household's monthly income to determine eligibility, the grantee should review the monthly income information provided at the time of application and extrapolate over a 12-month period to determine whether household income exceeds 80 percent of area median income. For example, if the applicant provides income information for two months, the grantee should multiply it by six to determine the annual amount. If a household qualifies based on monthly income, the grantee must redetermine the household income eligibility every three months for the duration of assistance.

For ERA2, if a grantee uses the same income determination methodology that it used in ERA1, it is presumed to be in compliance with relevant program requirements; if a grantee chooses to use a different methodology for ERA2 than it used for ERA1, the methodology should be reasonable and consistent with all applicable ERA2 requirements. In addition, if a household is a single family that the grantee determined met the income requirement for eligibility under ERA1, the grantee may consider the household to be eligible under ERA2, unless the grantee becomes aware of any reason the household does not meet the requirements for ERA2. Finally, if multiple families from the same household receive funding under an ERA2 program, the grantee should ensure that there is no duplication of the assistance provided.

Documentation of Income Determination: Grantees in ERA1 and ERA2 must have a reasonable basis under the circumstances for determining income. A grantee may support its determination with both a written attestation from the applicant as to household income and also documentation available to the applicant, such as paystubs, W-2s or other wage statements, tax filings, bank statements demonstrating regular income, or an attestation from an employer. In appropriate cases, grantees may rely on an attestation from a caseworker or other professional with knowledge of a household's circumstances to certify that an applicant's household income qualifies for assistance.

Alternatively, a grantee may rely on a written attestation without further documentation of household income from the applicant under three approaches:

- *Self-attestation Alone* – Provided that a grantee's policies and procedures permitted the use of self-attestation alone to establish income as of May 11, 2023, the grantee may rely on a self-attestation of household income without further verification if the applicant confirms in their application or other document that they are unable to provide documentation of their income. If a written attestation without further verification is relied on to document the majority of the applicant's income, the grantee must reassess the household's income every three months, by obtaining appropriate documentation or a new self-attestation. Income attestations should specify the monthly or annual income claimed by the household to ensure that the household meets the applicable ERA requirements and to enable appropriate reporting. Under this approach, grantees are encouraged to incorporate self-attestation to demonstrate income eligibility into their application form. Similarly, grantees may rely on self-attestations to demonstrate applicants' financial hardship and risk of homelessness or housing instability as described above in FAQs 2 and 3 above. Thus, grantees may allow for self-attestation for income eligibility as specified above and are encouraged to allow self-attestation to demonstrate applicants' financial hardship and risk of homelessness or housing instability as described above in FAQs 2 and 3.

- *Categorical Eligibility* – If an applicant’s household income has been verified to be at or below 80 percent of the area median income (for ERA1) or if an applicant’s household has been verified as a low-income family as defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)) (for ERA2) 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 on or after January 1, 2020.
- *Fact-specific proxy* – A grantee may rely on a written attestation from the applicant as to household income if the grantee also uses any reasonable fact-specific proxy for household income, such as reliance on data regarding average incomes in the household’s geographic area.

Grantees also have discretion to provide waivers or exceptions to this documentation requirement to accommodate disabilities, extenuating circumstances related to the pandemic, or a lack of technological access. In these cases, the grantee is still responsible for making the required determination regarding the applicant’s household income and documenting that determination. Treasury encourages grantees to partner with state unemployment departments or entities that administer federal benefits with income requirements to assist with the verification process, consistent with applicable law.

5. ERA funds may be used for rent and rental arrears. How should a grantee document where an applicant resides and the amount of rent or rental arrears owed?

Grantees must obtain, if available, a current lease, signed by the applicant and the landlord or sublessor, 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, or other reasonable documentation as defined by the grantee in its policies and procedures.

Written Attestation: 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>. In this case, the applicant must also attest that the household has not received, and does not anticipate receiving, another source of public or private subsidy or assistance for the rental costs that are the subject of the attestation. This limited payment is intended to provide the most vulnerable households the opportunity to gather additional documentation of the amount of the rental obligation or to negotiate with landlords in order to avoid eviction. The assistance described in this paragraph may only be

provided for three months at a time, and a grantee must obtain evidence of rent owed consistent with the above after three months in order to provide further assistance to such a household; Treasury expects that in most cases the household would be able to provide documentation of the amount of the rental obligation in any applications for further assistance.

6. ERA funds may be used for “utilities and home energy costs” and “utilities and home energy costs arrears.” How are those terms defined and how should those costs be documented?

Utilities and home energy costs are separately stated charges related to the occupancy of rental property. Accordingly, utilities and home energy costs include separately stated electricity, gas, water and sewer, trash removal, and energy costs, such as fuel oil. Payments to public utilities are permitted.

All payments for utilities and home energy costs should be supported by a bill, invoice, or evidence of payment to the provider of the utility or home energy service.

Utilities and home energy costs that are covered by the landlord will be treated as rent.

7. The statutes establishing ERA1 and ERA2 allow the funds to be used for certain “other expenses,” as defined by the Secretary. What are some examples of these “other expenses”?

Under the statute establishing ERA1, funds used for “other expenses” must be related to housing and “incurred due, directly or indirectly, to the novel coronavirus disease (COVID-19) outbreak.” In contrast, the statute establishing ERA2 requires that “other expenses” be “related to housing” but does not require that they be incurred due to the COVID-19 outbreak.

For both ERA1 and ERA2, other expenses related to housing include relocation expenses (including prospective relocation expenses), such as rental security deposits, and rental fees, which may include application or screening fees. It can also include reasonable accrued late fees (if not included in rental or utility arrears), and Internet service provided to the rental unit. Internet service provided to a residence is related to housing and is in many cases a vital service that allows renters to engage in distance learning, telework, and telemedicine and obtain government services. However, given that coverage of Internet would reduce the amount of funds available for rental assistance, grantees should adopt policies that govern in what circumstances that they will determine that covering this cost would be appropriate. In addition, rent or rental bonds, where a tenant posts a bond with a court as a condition to obtaining a hearing, reopening an eviction action, appealing an order of eviction, reinstating a lease, or otherwise avoiding an eviction order, may also be considered an eligible expense.

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. If a housing-related expense is included in a bundle or an invoice that is not itemized (for example, internet services bundled together with telephone and cable television services) and obtaining an itemized invoice would be unduly burdensome, grantees may establish and apply reasonable procedures for determining the portion of the expense that is appropriate to be covered by ERA. As discussed in FAQ 26, under certain circumstances, the cost of a hotel stay may also be covered as an “other expense.”

8. Must a beneficiary of the rental assistance program have rental arrears?

No. The statutes establishing ERA1 and ERA2 permit the enrollment of households for only prospective benefits. For ERA1, if an applicant has rental arrears, the grantee may not make commitments for prospective rent payments unless it has also provided assistance to reduce the rental arrears; this requirement does not apply to ERA2.

9. May a grantee provide assistance for arrears that have accrued before the date of enactment of the statute?

Yes, but not for arrears accrued before March 13, 2020, the date of the emergency declaration pursuant to section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5191(b).

10. Is there a limit on how many months of financial assistance a tenant can receive?

Yes. In ERA1, an eligible household may receive up to twelve (12) months of assistance (plus an additional three (3) months if necessary to ensure housing stability for the household, subject to the availability of funds). The aggregate amount of financial assistance an eligible household may receive under ERA2, when combined with financial assistance under ERA1, must not exceed 18 months.

In ERA1, financial assistance for prospective rent payments is limited to three months based on any application by or on behalf of the household, except that the household may receive assistance for prospective rent payments for additional months (i) subject to the availability of remaining funds currently allocated to the grantee, and (ii) based on a subsequent application for additional assistance. In no case may an eligible household receive more than 18 months of assistance under ERA1 and ERA2, combined.

11. Must a grantee pay for all of a household's rental or utility arrears?

No. The full payment of arrears is allowed up to the limits established by the statutes, as described in FAQ 10 above. A grantee may structure a program to provide less than full coverage of arrears. Grantees are encouraged to consider whether payments of less than the full amount of arrears may result in a significant disincentive for landlord participation in the ERA program. Moreover, consistent with FAQ 32, grantees should consider methods for avoiding evictions for nonpayment or utility cutoffs in cases where arrearages are paid only in part.

12. What outreach should be made by a grantee to a landlord or utility provider before determining that the landlord or utility provider will not accept direct payment from the grantee?

Treasury expects that in general, rental and utility assistance can be provided most effectively and efficiently when the landlord or utility provider participates in the program. However, in cases where a landlord or utility provider does not participate in the program, the only way to achieve the statutory purpose is to provide assistance directly to the eligible household.

In ERA1, grantees must make reasonable efforts to obtain the cooperation of landlords and utility providers to accept payments from the ERA program. Outreach will be considered complete if (i) a request for participation is sent in writing, by mail, to the landlord or utility provider, and the addressee does not respond to the request within seven calendar days after mailing; (ii) the grantee has made at least three attempts by phone, text, or e-mail over a five calendar-day period to request the landlord or utility provider's participation; or (iii) a landlord confirms in writing that the landlord does not wish to participate. The final outreach attempt or notice to the landlord must be documented. The cost of contacting landlords would be an eligible administrative cost.

ERA2 does not require grantees to seek the cooperation of the landlord or utility provider before providing assistance directly to the tenant. However, if an ERA2 grantee chooses to seek the cooperation of landlords or utility providers before providing assistance directly to tenants, Treasury strongly encourages the grantee to apply the same ERA1 requirements as described above.

13. Is there a requirement that the eligible household have been in its current rental home when the public health emergency with respect to COVID-19 was declared?

No. There is no requirement regarding the length of tenure in the current unit.

14. What data should a grantee collect regarding households to which it provides rental assistance in order to comply with Treasury's reporting and recordkeeping requirements?

Treasury provided interim guidance to ERA1 grantees regarding reporting requirements covering the period January through May 2021. The interim guidance required grantees to report limited data elements for the first quarter of 2021, as well as monthly for April to August. A grantee's failure to submit required reports to Treasury on a timely basis may constitute a violation of the ERA award terms.

Treasury has provided grantees with additional guidance regarding quarterly reporting requirements. Grantees are required to submit reports in accordance with the additional guidance beginning with the first quarter of 2021 for ERA1 and the second quarter of 2021 for ERA2, with the first reports under the additional guidance being due in October 2021.

ERA1 grantees will be required to submit monthly reports from September to December 2021, which will be consistent with monthly reports that were previously required for April to August.

Treasury's Office of Inspector General may require the collection of additional information in order to fulfill its oversight and monitoring requirements.⁶ Grantees under ERA1 must comply with the requirement in section 501(g)(4) of Division N of the Consolidated Appropriations Act, 2021, to establish data privacy and security requirements for information they collect; grantees

⁶ Note that this FAQ is not intended to address all reporting requirements that will apply to the ERA but rather to note for grantees information that they should anticipate needing to collect from households with respect to the provision of rental assistance.

under ERA2 are also encouraged to comply with those requirements.⁷

The assistance listing number assigned to the ERA is 21.023.

15. The statute establishing ERA1 requires that payments not be duplicative of any other federally funded rental assistance provided to an eligible household. Are tenants of federally subsidized housing, e.g., Low Income Housing Credit, Public Housing, or Indian Housing Block Grant-assisted properties, eligible for the ERA?

An eligible household that occupies a federally subsidized residential or mixed-use property or receives federal rental assistance may receive assistance in the ERA, provided that ERA1 funds are not applied to costs that have been or will be reimbursed under any other federal assistance. Grantees are required to comply with Title VI of the Civil Rights Act (which prohibits discrimination on the ground of race, color, or national origin in programs or activities receiving federal financial assistance) and Section 504 of the Rehabilitation Act of 1973 (which prohibits discrimination because of disability in programs or activities receiving federal financial assistance), and should evaluate whether their policies and practices regarding assistance to households that occupy federally subsidized residential or mixed-use properties or receive federal rental assistance comply with Title VI and Section 504. In addition, grantees are required to comply with the Fair Housing Act, which prohibits discrimination in housing because of race, color, national origin, sex (including gender identity and sexual orientation), religion, disability, and having, expecting, adopting, or fostering a child under the age of 18. With respect to ERA2, grantees must not refuse to provide assistance to households on the basis that they occupy such properties or receive such assistance, due to the disproportionate effect such a refusal could have on populations intended to receive assistance under the ERA and the potential for such a practice to violate applicable law, including Title VI, Section 504, and the Fair Housing Act.

If an eligible household participates in a HUD-assisted rental program or lives in certain federally assisted properties (e.g., using a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the renter household may receive ERA1 assistance for the tenant-owed portion of rent or utilities that is not subsidized. Grantees are encouraged to confirm that the participant has already reported any income loss or financial hardship to the Public Housing Authority or property manager and completed an interim re-examination before assistance is provided.

Treasury encourages grantees to enter into partnerships with owners of federally subsidized housing to implement methods of meeting the statutory requirement to prioritize assistance to households with income that does not exceed 50 percent of the area median income for the household, or where one or more individuals within the household are unemployed as of the date of the application for assistance and have not been employed for the 90-day period preceding such date.

⁷ Specifically, the statute establishing ERA1 requires grantees to establish data privacy and security requirements for certain information regarding applicants that (i) include appropriate measures to ensure that the privacy of the individuals and households is protected; (ii) provide that the information, including any personally identifiable information, is collected and used only for the purpose of submitting reports to Treasury; and (iii) provide confidentiality protections for data collected about any individuals who are survivors of intimate partner violence, sexual assault, or stalking.

Pursuant to section 501(k)(3)(B) of Division N of the Consolidated Appropriations Act, 2021, and 2 CFR 200.403, when providing ERA1 assistance, the grantee must review the household's income and sources of assistance to confirm that the ERA1 assistance does not duplicate any other assistance, including federal, state, or local assistance provided for the same costs.

Grantees may rely on an attestation from the applicant regarding non-duplication with other government assistance in providing assistance to a household. Grantees with overlapping or contiguous jurisdictions are particularly encouraged to coordinate and participate in joint administrative solutions to meet this requirement. The requirement described in this paragraph does not apply to ERA2; however, to maximize program efficacy, Treasury encourages grantees to minimize the provision of duplicative assistance.

16. In ERA1, may a Tribe or Tribally Designated Housing Entity (TDHE) provide assistance to Tribal members living outside Tribal lands?

Yes. Tribal members living outside Tribal lands may receive ERA1 funds from their Tribe or TDHE, provided they are not already receiving ERA assistance from another Tribe or TDHE, state, or local government.

17. In ERA1, may a Tribe or TDHE provide assistance to non-Tribal members living on Tribal lands?

Yes. A Tribe or TDHE may provide ERA1 funds to non-Tribal members living on Tribal lands, provided these individuals are not already receiving ERA assistance from another Tribe or TDHE, state, or local government.

18. May a grantee provide assistance to households for which the grantee is the landlord?

Yes. A grantee may provide assistance to households for which the grantee is the landlord, provided that the grantee complies with the all provisions of the statute establishing ERA1 or ERA2, as applicable, the award terms, and applicable ERA guidance issued by Treasury, and that no preferences (beyond the prioritization described in FAQ 22) are given to households that reside in the grantee's own properties.

19. May a grantee provide assistance to a renter household with respect to utility or energy costs without also covering rent?

Yes. A grantee is not required to provide assistance with respect to rent in order to provide assistance with respect to utility or energy costs. For ERA1, the limitations in section 501(c)(2)(B) of Division N of the Consolidated Appropriations Act, 2021, limiting assistance for prospective rent payments do not apply to the provision of utilities or home energy costs.

20. May a grantee provide ERA assistance to homeowners to cover their mortgage, utility, or energy costs?

No. ERA assistance may be provided only to eligible households, which is defined by statute to include only households that are obligated to pay rent on a residential dwelling. However,

homeowners may be eligible for assistance under programs using funds under the Homeowner Assistance Fund, which was established by Treasury under the American Rescue Plan Act of 2021.

21. May grantees administer ERA programs by using contractors, subrecipients, or intergovernmental cooperation agreements?

Yes. Grantees may use ERA payments to make subawards to other entities, including non-profit organizations and local governments, to administer ERA programs on behalf of the grantees.

The subrecipient monitoring and management requirements set forth in 2 CFR 200.331–333 will apply to such entities. Grantees may also enter into contracts using ERA payments for goods or services to implement ERA programs. Grantees must comply with the procurement standards set forth in 2 CFR 200.317–327 in entering into such contracts. Grantees are encouraged to achieve administrative efficiency and fiduciary responsibility by collaborating with other grantees in joint administrative solutions to deploying ERA resources.

22. ERA requires a prioritization of assistance for households with incomes less than 50 percent of area median income or households with one or more individuals that have not been employed for the 90-day period preceding the date of application. How should grantees prioritize assistance?

Grantees should establish a preference system for assistance that prioritizes assistance to households with incomes less than 50 percent area median income⁸ and to households with one or more members that have been unemployed for at least 90 days. Grantees should document the preference system they plan to use and should inform all applicants about available preferences.

Treasury will require grantees to report to Treasury on the methods they have established to implement this prioritization of assistance and to publicly post a description of their prioritization methods, including on their program web page if one exists, by July 15, 2021.

23. ERA1 and ERA2 both allow for up to 10 percent of the funds received by a grantee to be used for certain housing stability services. What are some examples of these services?

ERA1 and ERA2 have different requirements for housing stability services.

Under ERA1, these funds may be used to provide eligible households with case management and other services related to the COVID-19 outbreak, as defined by the Secretary, intended to help keep households stably housed.

Under ERA2, these services do not have to be related to the COVID-19 outbreak and the ERA2 statute does not restrict the provision of housing stability services to “eligible households.”

For purposes of ERA1 and ERA2, 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;

⁸ For the definition of area median income, see FAQ 4 above.

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. Grantees using ERA funds for housing stability services must maintain records regarding such services and the amount of funds provided to them.

24. Are grantees required to remit interest earned on ERA payments made by Treasury?

No. ERA payments made by Treasury to states, territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury’s implementing regulations at 31 CFR part 205 to remit interest to Treasury. ERA payments made by Treasury to local governments, Tribes, and TDHEs are not subject to the requirement of 2 CFR 200.305(b)(8)–(9) to maintain balances in an interest-bearing account and remit payments to Treasury.

25. When may Treasury recoup ERA funds from a grantee?

Treasury may recoup ERA funds from a grantee if the grantee does not comply with the applicable limitations on the use of those funds.

26. May rental assistance be provided to temporarily displaced households living in hotels or motels?

Yes. The cost of a hotel or motel room occupied by an eligible household may be covered using ERA assistance within the category of certain “other expenses related to housing” (as described in FAQ 7) provided that:

- i. the household has been temporarily or permanently displaced from its primary residence or does not have a permanent residence elsewhere;
- ii. the total months of assistance provided to the household do not exceed the applicable time limit described in FAQ 10; and
- iii. documentation of the hotel or motel stay is provided and the other applicable requirements provided in the statute and these FAQs are met.

The cost of the hotel or motel stay would not include expenses incidental to the charge for the room.

Grantees covering the cost of such stays must develop policies and procedures detailing under what circumstances they would provide assistance to cover such stays. In doing so, grantees should consider the cost effectiveness of offering assistance for this purpose as compared to other uses. If a household is eligible for an existing program with narrower eligibility criteria that can provide similar assistance for hotel or motel stays, such as the HUD Emergency Solutions Grant program or FEMA Public Assistance, grantees should utilize such programs

prior to providing similar assistance under the ERA program.

27. May a renter subject to a “rent-to-own” agreement with a landlord be eligible for ERA assistance?

A grantee may provide financial assistance to households that are renting their residence under a “rent-to-own” agreement, under which the renter has the option (or obligation) to purchase the property at the end of the lease term, provided that a member of his or her household:

- i. is not a signor or co-signor to the mortgage on the property;
- ii. does not hold the deed or title to the property; and
- iii. has not exercised the option to purchase.

Homeowners may be eligible for assistance under programs using funds under the Homeowner Assistance Fund, which was established by Treasury under the American Rescue Plan Act of 2021.

28. Under what circumstances may households living in manufactured housing (mobile homes) receive assistance?

Rental payments for either the manufactured home or the parcel of land the manufactured home occupies are eligible for financial assistance under ERA programs. Households renting manufactured housing or the parcel of land the manufactured home occupies may also receive assistance for utilities and other expenses related to housing, as detailed in FAQ 7 above. This principle also applies to mooring fees for water-based dwellings (houseboats).

29. What are the applicable limitations on administrative expenses?

Under ERA1, not more than 10 percent of the amount paid to a grantee may be used for administrative costs attributable to providing financial assistance and housing stability services to eligible households. Under ERA2, not more than 15 percent of the amount paid to a grantee may be used for administrative costs attributable to providing financial assistance, housing stability services, and other affordable rental housing and eviction prevention activities.

The revised award term for ERA1 issued by Treasury permits recipients to use funds provided to cover both direct and indirect costs. A grantee may permit a subrecipient to incur more than 10 or 15 percent, as applicable, of the amount of the subaward issued to that subrecipient as long as the total of all administrative costs incurred by the grantee and all subrecipients, whether as direct or indirect costs, does not exceed 10 or 15 percent, as applicable, of the total amount of the award provided to the grantee from Treasury.

Further, the revised award term for ERA1 no longer requires grantees to deduct administrative costs charged to the award from the amount available for housing stability services. Rather, any direct and indirect administrative costs in ERA1 or ERA2 must be allocated by the grantee to either the provision of financial assistance or the provision of housing stability services. As

required by the applicable statutes, not more than 10 percent of funds received by a grantee may be used to provide eligible households with housing stability services (discussed in FAQ 23). To the extent administrative costs are not readily allocable to one or the other of these categories, the grantee may assume an allocation of the relevant costs of 90 percent to financial assistance and 10 percent to housing stability services.

Grantees may apply their negotiated indirect cost rate to the award, but only to the extent that the total of the amount charged pursuant to that rate and the amount of direct costs charged to the award does not exceed 10 percent of the amount of the award.

30. Should grantees provide tenants the option to apply directly for ERA assistance, rather than only accepting applications for assistance from landlords and owners of dwellings?

For ERA1, Treasury strongly encourages grantees to provide an option for tenants to apply directly for funding, rather than only accepting applications for assistance from landlords and owners of dwellings. For ERA2, grantees are required to allow tenants to apply directly for assistance, even if the landlord or owner chooses not to participate, consistent with the statutory requirement for the funds to be used to provide financial assistance to eligible households.

See FAQ 12 for additional information on grantees providing assistance to landlords and tenants.

31. How should grantees ensure that recipients use ERA funds only for permissible purposes?

Grantees should require recipients of funds under ERA programs, including tenants and landlords, to commit in writing to use ERA assistance only for the intended purpose before issuing a payment. Grantees are not required to obtain documentation evidencing the use of ERA program funds by tenants and landlords. Grantees are expected to apply reasonable fraud- prevention procedures and to investigate and address potential instances of fraud or the misuse of funds that they become aware of.

There may be instances when a landlord refuses to accept a payment from a tenant who has received assistance directly from a grantee for the purpose of paying the landlord. In these cases, the grantee may allow the tenant to use the assistance for other eligible costs in accordance with the terms of the grantee's ERA programs.

32. Can grantees prohibit landlords from pursuing eviction for nonpayment of rent for some period after receiving ERA assistance?

With respect to landlords that receive funds under an ERA program for prospective rent or for rental arrearages, the grantee must prohibit the landlord from evicting the tenant for nonpayment of rent with respect to the period covered by the assistance.

In addition, with respect to landlords that receive funds for rental arrears, to promote the purpose of the program the grantee is encouraged to prohibit the landlord from evicting the tenant for nonpayment of rent for some period of time, consistent with applicable law.

In all cases, Treasury strongly encourages grantees to require landlords that receive funds under the ERA, as a condition of receiving the funds, not to evict tenants for nonpayment of rent for 30 to 90 days longer than the period covered by the rental assistance.

33. How can grantees work with other grantees to make their ERA programs consistent?

Treasury encourages grantees with overlapping or contiguous jurisdictions to collaborate to develop consistent or complementary terms of their ERA programs and to coordinate in their communications with the public, to minimize potential confusion among tenants and landlords regarding assistance. Treasury also encourages grantees to reduce burdens for entities seeking assistance from multiple grantees across different jurisdictions, including utility providers and landlords with properties in multiple jurisdictions.

34. Should a grantee require that a landlord initiate an eviction proceeding in order to apply for assistance under an ERA program?

No.

35. How can ERA assistance be used to support an eligible household moving to a new home?

ERA funds may be used to provide assistance to eligible households to cover prospective relocation assistance, rent, and utility or home energy costs, including after an eviction. Treasury encourages grantees to provide prospective support to help ensure housing stability. See FAQ 7 (regarding qualifying relocation expenses) and FAQ 10 (regarding time limits on assistance).

Before moving into a new residence, a tenant may not yet have a rental obligation, as required by the statutes establishing ERA1 and ERA2. In those cases, Treasury encourages grantees to provide otherwise eligible households with an official document specifying the amount of financial assistance under ERA programs that the grantee will pay a landlord on behalf of the household (such as for a security deposit or rent) if the landlord and the household enter into a qualifying lease of at least six months. Such documentation may expire after a certain period, such as 60 to 120 days after the issuance date. Treasury encourages grantees to work with providers of housing stability services to help these households identify housing that meets their needs. For purposes of reporting to Treasury, grantees may consider these commitments to be an obligation of funding until their expiration.

36. What steps can ERA grantees take to prevent evictions for nonpayment of rent?

Treasury strongly encourages grantees to develop partnerships with courts in their jurisdiction that adjudicate evictions for nonpayment of rent to help prevent evictions and develop eviction diversion programs. For example, grantees should consider: (1) providing information to judges, magistrates, court clerks, and other relevant court officials about the availability of assistance under ERA programs and housing stability services; (2) working with eviction courts to provide information about assistance under ERA programs to tenants and landlords as early in the adjudication process as possible; and (3) engaging providers of legal services and other housing stability services to assist households against which an eviction action for nonpayment of rent has

been filed.

37. How can grantees promote access to assistance for all eligible households?

Grantees should address barriers that potentially eligible households may experience in accessing ERA programs, including by providing program documents in multiple languages, by enabling persons with disabilities to access the programs, and by conducting targeted outreach to populations with disproportionately high levels of unemployment or housing instability or that are low income.

Grantees should also provide, either directly or through partner organizations, culturally and linguistically relevant outreach and housing stability services to ensure access to assistance for all eligible households.

In accordance with Title VI of the Civil Rights Act of 1964 (Title VI) ERA grantees must ensure they provide meaningful access to their limited-English-proficiency (LEP) applicants and beneficiaries of their federally assisted programs, services, and activities. Denial of an LEP person's access to federally assisted programs, services, and activities is a form of national-origin discrimination prohibited under Title VI and Treasury's Title VI implementing regulations at 31 CFR Part 22. Meaningful access for an LEP person may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication regarding the ERA grantee's programs, services, and activities. For more information regarding reasonable steps to provide meaningful access for LEP persons, please go to <https://www.lep.gov> and the ERA programs' Promising Practices webpage at [<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/emergency-rental-assistance-program/promising-practices/outreach>]. See also Treasury's published LEP guidance at 70 FR 6067 (Feb. 4, 2005).

38. May grantees obtain information in bulk from utility providers and landlords with multiple units regarding the eligibility of multiple tenants, or bundle assistance payments for the benefit of multiple tenants in a single payment to a utility provider or landlord?

Data-sharing agreements between grantees and utility providers or landlords with multiple units may reduce administrative burdens and enhance program integrity by providing information to validate tenant-provided information. Therefore, grantees may establish prudent information-sharing arrangements with utility providers and landlords for determining household eligibility. Grantees may also establish reasonable procedures for combining the assistance provided for multiple households into a single "bulk" payment made to a utility or landlord. Grantees should ensure that any such arrangements (1) comply with applicable privacy requirements; (2) include appropriate safeguards to ensure payments are made only for eligible households; and (3) are documented in records satisfying the grantee's reporting requirements, including, for example, the amount of assistance paid for each household."

In addition, to speed the delivery of assistance, grantees may adopt policies and procedures enabling landlords and utility providers to receive assistance based on reasonable estimates of arrears owed by multiple households, before their application and documentation requirements are satisfied. Specifically, a grantee may provide for payments based on such estimates if (1) the

landlord or utility provider certifies that its estimate is reasonable based on information available to it at the time, (2) the grantee requires the landlord or utility provider to collect all required documentation from the recipient household within six months, and (3) the landlord or utility provider agrees in writing to return to the grantee any assistance the landlord or utility provider receives that the household was ineligible for or for which the required documentation is not received within six months. Grantees are encouraged to limit such payments to a portion of the landlord's or utility provider's estimate (for example, 50 or 75 percent of the estimated amount) to limit the risk of providing funds that are used for an ineligible purpose and subsequently must be returned. If an estimated payment is subsequently found to have been used for an ineligible household or an ineligible expense, or if the required documentation is not timely submitted, the payment will be considered an ineligible use of ERA funds by the grantee.

In the case of a bulk utility payment made in accordance with this FAQ, a grantee may provide a utility provider up to nine months from the time the bulk payment was made to satisfy all documentation requirements if a moratorium preventing the shut-off of utilities was in effect in the grantee's jurisdiction for at least one of the six months following the payment.

39. If ERA program funds are used for a security deposit for a lease, to whom should the landlord return the security deposit at the end of the lease?

Grantees should establish a policy with regard to the payment and disposition of security deposits, which should include a reasonable limit on the amount of a security deposit to be paid using ERA program funds. The amount of a security deposit should not exceed one month's rent, except in cases where a higher amount is reasonable and customary in the local housing market. The treatment of security deposits is generally subject to applicable law and the rental agreement. In order to mitigate risks associated with the use of ERA program funds for security deposits, grantees should establish a minimum rental period, not less than four months, before a tenant is entitled to receive a returned security deposit that was paid for with ERA funds. To the extent that the security deposit is not returned to the tenant, it should be returned to the grantee.

40. May ERA assistance be used for rental or utility arrears after the tenant no longer resides in the unit?

In order to remove barriers a household may face in accessing new housing, a grantee may, at the tenant's request, provide assistance for rental or utility arrears after an otherwise eligible tenant has vacated a unit. In addition to not engaging in further collection efforts regarding the arrears that are paid or related fees or expenses, as a condition to receiving payment, Treasury strongly encourages grantees to require the landlord or utility provider to agree not to pursue any further collection efforts against the household and ensure that any reports to credit agencies will confirm the matter's resolution. In addition, grantees may consider requiring the landlord or utility provider to notify the tenant that payment has been received and that there will be no further collection efforts.

41. May a grantee provide additional payments to landlords that enter into leases with eligible households experiencing circumstances that make it more difficult to secure rental housing?

Grantees may use ERA funds to pay for an additional rental payment required by a landlord as a

condition to entering into a lease with a “hard-to-house” household that would not qualify under the landlord’s previously established, non-discriminatory, and lawful screening or occupancy policies. “Hard-to-house” applicants are those who, during the preceding 12 months, suffered an eviction; aged out of foster care or similar arrangements; were convicted of a criminal offense or released from incarceration; or experienced homelessness. The additional payment must be documented in the written lease agreement as additional rent and may not, in the aggregate, exceed one month’s rent (excluding the additional payment). Grantees should establish reasonable safeguards to ensure these additional rental payments do not incentivize landlords to adopt more stringent leasing policies and are otherwise compliant with any rent or security deposit restrictions imposed by state or local law.

42. May a grantee provide ERA funds to another entity for the purpose of making payments more rapidly?

To speed the delivery of assistance, grantees may enter into a written agreement with a nonprofit organization to establish a payment fund for the sole purpose of delivering assistance using ERA funds while a household’s application remains in process. A grantee may use such a process if:

- The process is reserved for situations in which an expedited payment could reasonably be viewed as necessary to prevent an eviction or loss of utility services that precludes employing the grantee’s standard application and payment procedures on a timely basis.
- The nonprofit organization has the requisite financial capacity to manage the ERA funds, such as being a certified community development financial institution.
- The nonprofit organization deposits and maintains the ERA funds in a separate account that is not commingled with other funds.
- The grantee receives all required application and eligibility documentation within six months.
- The nonprofit organization agrees in writing to return to the grantee any assistance that the household was ineligible for or for which the required documentation is not received within six months.
- Any funds not used by the nonprofit organization are ultimately returned to the grantee.

If a payment made by the nonprofit organization is subsequently found to have been used for an ineligible household or an ineligible expense, or if the required application and eligibility documentation are not timely submitted, the payment will be considered an ineligible use of ERA funds by the grantee. Any administrative expenses attributable to a payment fund should be considered in accordance with FAQ 29.

43. Are landlords offered ERA payments subject to source-of-income protection laws?

A landlord’s failure to accept payments made using ERA funding might violate state or local source-of-income protection laws, depending on the jurisdiction’s laws.

44. May ERA grantees impose additional eligibility criteria, including employment or job-training requirements, as a condition of providing ERA assistance to households?

The statutes that authorize the ERA1 and ERA2 programs provide specific criteria for establishing a household’s eligibility. These eligibility requirements include financial hardship, risk of homelessness or housing instability, qualifying income, and an obligation to pay rent. While the statutes authorizing the ERA programs and Treasury’s policy guidance afford grantees discretion in structuring their programs, grantees do not have the authority to augment the ERA eligibility requirements by conditioning assistance on a tenant’s employment status, compliance with work requirements, or acceptance of employment counseling, job-training, or other employment services. To the extent that grantees would impose other eligibility criteria or would require tenants to be employed, accept employment services, or comply with work requirements, such additional requirements are not permissible.

45. If two grantees learn that they both provided rental or utility assistance to a household intended to cover the same months’ expenses, is one grantee required to recover its assistance payments from the household, landlord, or utility provider?

Grantees with overlapping or contiguous jurisdictions are encouraged coordinate to avoid duplicating assistance. However, there may be cases in which a grantee discovers that a household has received ERA assistance from multiple grantees intended to cover the same period of rent, utilities, rental arrears, or utility arrears. In such cases, the grantee may decline to recover its payment and instead recharacterize it as assistance covering a different period of eligible rental or utility expenses, if:

- the grantee documents, in accordance with ERA records requirements, which expenses its funds ultimately covered; and
- the grantee confirms that the household was eligible for all assistance it received, including ensuring that the total number of months of financial assistance received by the household does not exceed statutory limits, as described in [FAQ 10](#).

For example, if a state grantee and a local grantee both provided assistance to the same household intended to cover rental arrears arising from January and February, either the state grantee or the local grantee could recharacterize its assistance as covering rental arrears arising from March and April, if such grantee documents the rental arrears ultimately covered by its payment and confirms that the household was eligible for assistance with respect to all four months of arrears.

46. What are eligible “other affordable rental housing and eviction prevention purposes” under the statute establishing ERA2?

The statute establishing ERA2 provides that a grantee may use any of its ERA2 funds that are unobligated on October 1, 2022, for “affordable rental housing and eviction prevention purposes, as defined by the Secretary, serving very low-income families (as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b))).”⁹ However, in accordance with

⁹ As of the date of this FAQ, the definition of “very low-income families” in 42 U.S.C. 1437a(b) is “low-income families whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary [of Housing and Urban Development] with adjustments for smaller and larger families, except that the

the ERA2 statute, prior to obligating any funds for such purposes, the grantee must have obligated at least 75 percent of the total ERA2 funds allocated to it for financial assistance to eligible households, eligible costs for housing stability services, and eligible administrative costs. These requirements are described below.¹⁰

Eligible Uses of ERA2 Funds

Eligible Affordable Rental Housing Purposes. Eligible “affordable rental housing purposes” are expenses¹¹ for:

- the construction, rehabilitation, or preservation of affordable rental housing projects serving very low-income families; and
- the operation of affordable rental housing projects serving very low-income families that were constructed, rehabilitated, or preserved using ERA2 funds.¹²

For purposes of the definition above, affordable rental housing projects serve very low-income families only if:

- the household income of occupants of units funded by ERA2 funds is limited to the maximum income applicable to very low-income families, as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)); and
- such income limitation is imposed through a covenant, land use restriction agreement (LURA), or other enforceable legal requirement for a period of at least 20 years.

In addition, to be considered an affordable rental housing purpose serving very low-income families, an affordable rental housing project funded, in whole or in part, with ERA2 funds must conform to and meet the program regulations and other requirements of one or more of the types of assistance listed below. In other words, uses of ERA2 funds for an affordable rental housing purpose must be aligned with at least one of the following programs and must meet the

Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary’s findings that such variations are necessary because of unusually high or low family incomes.” All references to “very low-income families” in this FAQ incorporate this definition. The Department of Housing and Urban Development annually updates its calculations relevant to the definition of “very low-income families” at <https://www.huduser.gov/portal/datasets/il.html>.

¹⁰ Treasury’s reporting guidance will address the specific reporting and certification requirements associated with the uses of ERA2 funds described in this FAQ.

¹¹ ERA2 award funds used for affordable rental housing and eviction prevention purposes will be subject to the applicable requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), 2 CFR Part 200. Specifically, ERA2 grantees are required to comply with the applicable procurement standards set forth in 2 CFR §§ 200.317 through 200.327 when procuring goods and services for these eligible purposes, and the allowability of expenses related to affordable rental housing and eviction prevention purposes will be subject to the Cost Principles set forth in 2 CFR Part 200, Subpart E.

¹² Expenses for transitional housing (i.e., any dwelling that is intended to provide temporary housing to formerly homeless persons for a period up to 24 months) or emergency shelters are not considered “affordable rental housing projects” and therefore are not eligible “affordable rental housing purposes.”

requirements of that program along with the other conditions specifically set forth in this FAQ:¹³

- Low-Income Housing Tax Credit (Treasury);
- HOME Investment Partnerships Program (U.S. Department of Housing and Urban Development (HUD));
- HOME-ARP Program (HUD);
- Housing Trust Fund Program (HUD);
- Public Housing Capital Fund (HUD);
- Indian Housing Block Grant Program (HUD);
- Section 202 Supportive Housing for the Elderly (HUD);
- Section 811 Supportive Housing for Persons with Disabilities (HUD);
- Farm Labor Housing Direct Loans and Grants (U.S. Department of Agriculture (USDA));
- Multifamily Preservation and Revitalization Program (USDA).

Eligible Eviction Prevention Purposes. Eligible “eviction prevention purposes” are defined in the same manner as housing stability services under FAQ 23; however, services provided with funds made available for eviction prevention purposes must serve very low-income families.

Cost Allocation. Grantees may use ERA2 funds as part of the financing for a mixed-income housing project if the total financing made up of ERA2 award funds does not exceed the total development costs attributable to affordable rental housing units serving very low-income families.¹⁴ For example, if 25 percent of a project’s units will be reserved for very low-income families and 20 percent of the total costs of all housing units in the project are attributable to such reserved units, then ERA2 funds may be used to pay for up to 20 percent of the total development costs.

Form of Provision of Funds and Time of Obligation. Grantees that use ERA2 funds for an eligible affordable rental housing purpose may provide such funds in the form of loans (including no-interest loans and deferred-payment loans), interest subsidies, grants, or other financial arrangements. ERA2 funds may not be used to establish, provide financial support to, or invest in revolving loan funds or other structured funds.

Under the ERA2 statute, grantees may obligate funds only until September 30, 2025, and all obligations must be liquidated by the closeout date of the award in accordance with the Uniform Guidance, i.e., no later than 120 calendar days after September 30, 2025.¹⁵ ERA2 funds are

¹³ For purposes of determining whether any expenses constitute affordable rental housing purposes under ERA2, in the event of a direct conflict between ERA2 requirements and requirements of a listed program to which a grantee will conform its affordable rental housing project, ERA2 requirements will prevail with respect to any portion of the project funded by ERA2 funds. A direct conflict between program requirements occurs only when it is impossible to comply with the requirements of ERA2 and of the other program. In contrast, if two sets of income or affordability-period requirements apply to the same units, there is no direct conflict; grantees must satisfy both by applying the more stringent requirements.

¹⁴ The specific units within a mixed-income housing project subject to the applicable income limitation may vary over time depending on operational needs, provided the units subject to the income limitation at any point do not materially differ from units funded by ERA2 funds.

¹⁵ See 2 CFR § 200.344.

considered to be obligated upon the grantee's approval¹⁶ of the loan, interest subsidy, grant, or other financial arrangement, and such obligations are considered to be liquidated for the purpose of award closeout upon the grantee's disbursement of the ERA2 funds. Any proceeds or income a grantee receives after September 30, 2025, from loans, interest subsidies, or other similar financial arrangements made with ERA2 funds must be used for affordable rental housing purposes or eviction prevention purposes in accordance with this FAQ.

Obligation of 75 Percent of Allocated Funds

Treasury will calculate the 75 percent obligation threshold as (i) the total amount of ERA2 funds the grantee has obligated¹⁷ for financial assistance to eligible households, eligible costs for housing stability services, and eligible administrative costs, divided by (ii) the grantee's total ERA2 allocation, including any amounts reallocated to and excluding any amounts recaptured from the grantee. For example, if a grantee voluntarily reallocated 50 percent of its total initial ERA2 allocation, and did not experience any other reallocation, it must obligate 75 percent of its post-reallocation amount (or 37.5 percent of its initial ERA2 allocation) to use its remaining ERA2 funds for eligible affordable rental housing and eviction prevention purposes. If a grantee reaches the 75 percent threshold after October 1, 2022, it may begin using ERA2 funds for eligible affordable rental housing and eviction prevention purposes once it reaches the threshold.

Administrative Costs Attributable to Affordable Rental Housing and Eviction Prevention Purposes

The statute establishing ERA2 permits each grantee to use up to 15 percent of the total amount of ERA2 funds paid to it for eligible administrative costs. Consistent with FAQ 29, any direct and indirect administrative costs must be allocated by the grantee to the provision of financial assistance, housing stability services, or other affordable rental housing and eviction prevention purposes. Thus, a grantee's administrative costs with respect to affordable rental housing and eviction prevention purposes may be paid with ERA2 funds only in an amount up to 15 percent of the grantee's expenditures for these purposes.

¹⁶ Such approval occurs at the time of the execution of a written agreement or other legal instrument providing for the disbursement of ERA2 funds.

¹⁷ To determine whether a grantee has obligated ERA2 funds, Treasury will rely on the criteria set forth in section II.A of the ERA1 Reallocation Guidance originally published on October 4, 2021 and updated on March 30, 2022, available at <https://home.treasury.gov/system/files/136/Updated-ERA1-Reallocation-Guidance%203-30-%202022.pdf>.