

Appendix 3

<b>CENTER FOR COMMUNITY RESOURCES, INC.</b>			
<i>Emergency Rental Assistance Program (ERAP)</i> <b>POLICIES AND PROCEDURES</b>			
<u>POLICY SECTION</u>	<u>POLICY TITLE</u>		<u>POLICY NUMBER</u>
<b>Emergency Assistance Program</b>	<b>Limit on Eligible Expenses</b>		<b>Function</b>
			<b>Section</b>
<b>EFFECTIVE DATE:</b>	10/16/23	<b>REVISED DATE:</b>	
<b>APPROVED BY:</b>	ERAP Administrator	Amanda Feltenberger	DATE: 10/16/23

**Policy:** Due to the limited amount of ERAP funds remaining, we are limiting the types of costs that will be covered.

**Purpose:** As of October 16, 2023 we have less than 5% of our ERAP 2 allocation remaining (ERAP 1 was fully expended in July 2022). Therefore, we are going to prioritize the remainder of the funds for the payment of rent (current, future, and/or arrearages) and utilities when there is a shut-off notice only. No other costs will be covered with the ERAP 2 funds.

**Scope:** This policy applies to all approved applications

**Procedure:**

1. For details related to the payment of rental expenses, refer to the policy entitled Rental Expenses.
2. For details related to the payment of utility expenses, refer to the policy entitled Utility Expenses.

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<u>POLICY SECTION</u>	<u>POLICY TITLE</u>		<u>POLICY NUMBER</u>
Emergency Assistance Program	Rental Expenses		Function Section
<b>EFFECTIVE DATE:</b>	3/1/2021	<b>REVISED DATE:</b>	6/14/2022; 2/3/2023
<b>APPROVED BY:</b>	Director	Darren Knox	DATE: 6/14/2022
<b>APPROVED BY:</b>	Administrator	Amanda Feltenberger	DATE: 6/14/2022

**Policy:** The ERAP program will pay all eligible rental expenses

**Purpose:** To ensure that requested expenses are allowable.

**Scope:** This policy applies to all applicants.

**Procedure:**

1. The landlord and tenant certifications need to be completed for any rental request.
2. If the landlord is not willing to accept payment, the certification still needs to be completed and the landlord will check the “will not accept” payment box. If this box is checked then the landlord will not fill out the W9 and exclusion form.
  - a. If Landlord “will not accept” payment, the tenant would need to complete the W9 and exclusion forms and payment would be mailed to the tenant. The tenant is responsible to provide receipt showing the landlord was paid with the monies.
3. Rental expenses that can be included are the following:
  - a. Any unpaid rental payments from March 2020 forward
  - b. Any late fees from March 2020 forward
  - c. Any court cost relating to eviction since March 2020 forward
  - d. Any utility bills that are unpaid but paid directly to the landlord (this has to be stated in the lease)
4. Expenses that can not be paid include:
  - a. Any expenses that occurred prior to March 2020
  - b. Any expenses for a location where the applicant did not reside.
    - i. Example- A bill that is in the applicant’s name and the applicant did not reside at the property.
  - c. Any rental assistance from a federal funding source cannot be duplicated.

## Appendix 7

5. In the circumstance that verification of property ownership is needed:
  - a. Property Owner will provide property deed that includes their name
  - b. Public Records will be searched by ERAP staff (ex. Geographical Information System (GIS))
6. Rental Assistance pay outs can be processed only by check issued from the agency and can be sent to either tenant or landlord.
7. Rental Assistance will be prioritized by those who have received eviction notice and can provide proof.

Appendix 8

<b>CENTER FOR COMMUNITY RESOURCES, INC.</b>			
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<u>POLICY SECTION</u>	<u>POLICY TITLE</u>		<u>POLICY NUMBER</u>
<b>Emergency Assistance Program</b>	<b>Utility Expenses</b>		<b>Function</b>
			<b>Section</b>
<b>EFFECTIVE DATE:</b>	3/1/2021	<b>REVISED DATE:</b>	6/14/2022 10/16/2023
<b>APPROVED BY:</b>	ERAP Administrator	Amanda Feltenberger	DATE: 6/14/2022 10/16/2023

**Policy:** As of October 16, 2023, ERAP 2 funds will be used to pay utilities only when there is a shut-off notice. No other utility costs will be covered with ERAP 2 funds.

**Purpose:** With only 5% of our ERAP 2 allocation remaining, we are prioritizing the use of funds for utility shut-offs (and rental payments).

**Scope:** This policy applies to all applicants.

**Procedure:**

1. For the approval of utility bills, the following must be provided.
  - a. A utility shut off notice, including past due amounts, with address and account number matching the rental property.
  - b. The bill does not have to be in the applicant's name, but must match the address on file for the applicant.
  - c. For deliverable fuel:
    - i. Company Name
    - ii. Communication between consumer and company to verify fuel level
    - iii. Type of Fuel
    - iv. Account Number
2. All utility expenses need to have occurred from March 15, 2020 and after.
3. All late fees and turn on fees occurred after March 15, 2020 can be approved.
4. Each month paid is one full month, no matter the amount (even if the monthly amount is minimal, such as \$20-\$30, these low dollar amount charges are still counted as a month of assistance).
5. Amounts do not have to be consecutive but each month is counted separately.
6. If more than one utility is paid in the same month, this is only counted as one month.
7. Any utility assistance from a federal funding source cannot be duplicated.

## Appendix 8

8. Utilities pay outs can be processed by:
  - a. Credit Card (if accepted by utility company)
  - b. Check issued from agency
  - c. Pledge to utility company from agency
9. Utility Assistance will be limited to households who have received a shut off notice or have already been shut off and can provide proof.