

**MAINE STATE HOUSING AUTHORITY
Emergency Rental Assistance (ERA) Program**

Program Guide Updates

Action and Page	Changes (in red)
Change - Page 4	<p><u>B. PROGRAM OVERVIEW</u> Up to 15% of the funds may be used for administrative costs.</p>
Add- Page 5	<p><u>C. HOUSEHOLD ELIGIBILITY</u></p> <ul style="list-style-type: none"> ○ unsafe or unhealthy living conditions including overcrowding; or
Add - Page 5	<p><u>D. HOUSEHOLD INCOME DOCUMENTATION</u></p> <p>“Treasury strongly encourages grantees to avoid establishing documentation requirements that are likely to be barriers to participation for eligible households.” – US Department of the Treasury, May 7, 2021 Fact Sheet and June 24, 2021 FAQ’s.</p> <p>Income eligibility may be determined by any one of the following:</p> <div style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center; width: 100px; margin-right: 10px;">Fact Proxy</div> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Eligible based on rental zip code • Applicant attestation only </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center; width: 100px; margin-right: 10px;">Waiver</div> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Eligible based on no income, disability or technical access • Applicant attestation and case note </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center; width: 100px; margin-right: 10px;">Categorical Eligibility</div> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Eligible with letter for TANF, SNAP, WIC, HeadStart, HEAP or HUD-50058 Family Report • Applicant attestation and determination letter </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center; width: 100px; margin-right: 10px;">Professional Attestation</div> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • Eligible with case worker or other professional can document awareness of financial situation • Applicant attestation and signed professional Attestation re: income form </div> </div> <div style="display: flex; align-items: center;"> <div style="background-color: #4a69bd; color: white; padding: 5px; text-align: center; width: 100px; margin-right: 10px;">Income Documentation</div> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> • 2020 Annual Income Option • Current Monthly Income Option </div> </div> </div> <hr style="border: 1px solid red; margin-top: 10px;"/>
Add - Page 6	<p><u>Fact-Specific Proxy</u> For households who live in qualifying zip codes, the tenant application and attestation is sufficient and no additional forms are required; the CAA must do its best to determine household annual income and make a note in EmpowOR.</p> <p><u>Categorical Eligibility:</u> If an applicant’s household income has been verified to be at or below 80% AMI by a local, state, or federal government assistance program, the CAA is permitted to rely on a determination letter or other evidence of proof from that program or from that government entity, provided that the determination was made on or after January 1, 2020. Examples of determination letters include, but are not limited to TANF, SNAP, WIC, Head Start, HEAP, and HUD-50058 Family Report or HUD-50059 Owner’s Certification of Compliance with HUD’s Tenant Eligibility and Rent Procedures. It is the responsibility of the applicant to provide the determination letter or other evidence of proof, not the CAA. If the applicant</p>

	<p>elects this form of income eligibility documentation, the applicant will need to contact the agency that provided the verification</p> <p>The income of the household will still need to be reported to the CAA in order to determine the percentage of AMI for reporting and prioritization purposes as described in a later section of this Guide.</p>
<p>Add - Page 7</p> <p>Removed</p> <p>Add</p> <p>Removed</p>	<p><u>2020 Annual Income Option</u></p> <ul style="list-style-type: none"> • Eligibility determination letter or other evidence of proof from a government agency dated January 1, 2020 or later (see “Categorical Eligibility” described above). <p><u>Current Monthly Income Option</u></p> <ul style="list-style-type: none"> • A HUD-50059 Owner’s Certification of Compliance with HUD’s Tenant Eligibility and Rent Procedures or a HUD-50058 Family Report or a Maine Housing Tenant Income Certification or Recertification with an effective date within 12 months of the date of application can be used for income verification to document that a tenant is at or below 80% AMI if the certification shows the tenant’s income is 80% AMI or less. <p>If the household qualifies for the Program using Fact Proxy, Categorical eligibility, professional attestation or the 2020 Annual Income Option, and requests additional rental or utility assistance in the future, the applicant will not need to provide income documentation again. If a written attestation without further documentation of income (or fact-specific proxy) is relied on, CAA must reassess household income for the household every 3 months.</p> <p>Households using the Current Monthly Income Option are required to submit updated income documentation for additional assistance unless the monthly income determination was based on a HUD-50059 Owner’s Certification of Compliance with HUD’s Tenant Eligibility and Rent Procedures, a HUD-50058 Family Report or a Maine Housing Tenant Income Certification or Recertification with an effective date within 12 months of the subsequent request.</p>
Add - Page 8	<p><u>Income Exclusion:</u></p> <ul style="list-style-type: none"> • Income from household members over 18 who are full time students
<p>Add - Page 10</p> <p>Removed</p> <p>Add</p>	<p><u>H. RENTAL ASSISTANCE AND DOCUMENTATION</u></p> <ul style="list-style-type: none"> • Eligible households may receive up to 15 months of assistance (including ERA 1 assistance), plus an additional three (3) months if it is determined the extra months are needed to ensure housing stability and funds are available. <ul style="list-style-type: none"> ○ Prospective rent for tenants living in subsidized housing can only be paid if payment is made directly to the tenant. ○ Payments made directly to subsidized landlords can only be for arrears and current month. • Assistance must be provided to eliminate an eligible household’s rental arrears owed to the current landlord before the household may receive assistance for current or future rent payments. • Once a household’s rental arrears are reduced, Subgrantees may only pay future assistance for up to three (3) months at a time. • Before moving into a new residence, a tenant may not yet have a rental obligation, CAA’s can provide to otherwise eligible households an ERA Eligibility Preliminary Determination letter. The preliminary determination expires after 90 days after the issuance date.
Add - Page 11	<u>Documentation of Occupancy and Rental Amounts</u>

<p>Deleted</p>	<p>A landlord or tenant may receive rental assistance for a unit the tenant has vacated only if the tenant occupied the rental unit on the day the tenant submitted their application. A landlord or tenant may receive rental assistance for a unit the tenant does not yet occupy provided they have entered into a rental agreement for the property.</p> <p>In the absence of satisfactory documentation of the monthly amount of rent, an attestation from the applicant may be accepted. However, an applicant must first be referred to the CAA's Housing Stability Services Team to help the tenant attempt to work with the landlord. CAA must document these efforts. In these circumstances, the amount of rental assistance under this Program will be the attested monthly rental amount up to the greater of 100% of the Fair Market Rent (FMR) or the Small Area Fair Rent (SMFR) for the area in which the applicant resides. FMRs are provided on the Partner Portal at the link provided below. Tenants who receive direct rent payments must provide proof they used their payment to pay the rent stated on their application.</p>
<p>Deleted – Page 12</p> <p>Add</p>	<p>Tenants who receive direct rent payments must use that payment for the property listed on the Application & Attestation. If they do not use the rent payment for this property, they must repay the assistance received or face civil action and criminal penalties.</p> <p>When a CAA Certifier determines a tenant will be paid directly, the Certifier contacts the tenant to let them know a direct payment must be used for the property listed on the application and attestation.</p> <div data-bbox="483 898 1542 1413" style="border: 1px solid black; background-color: #fff9c4; padding: 10px;"> <p><u>DIRECT PAYMENT TO TENANT PROCESS:</u></p> <ul style="list-style-type: none"> • When a CAA Certifier determines a tenant will be paid directly, the Certifier contacts the tenant to let them know a direct payment requires proof of payment • Proof of payment could be a receipt, cancelled check, or other proof of fund transfer to landlord • CAA creates a follow up task in EmpowOR • If CAA has not received proof of payment within three weeks, CAA sends the tenant a follow up email requesting proof of payment. The notification to the tenant should include disqualification language. • Failure to provide proof of payment disqualifies the tenant from future participation in the program and is a red flag for auditing purposes </div> <p>A lease establishing a rental relationship is required for any rent to own situations. No household member may be on the deed or a signor or co-signor on a mortgage or have exercised the option to purchase the property.</p> <p>Rent/expenses charged to a credit card or borrowed can show financial hardship as well as housing instability if the applicant can show that it is not the usual way they pay their rent/expenses or utilities.</p>
<p>Removed - Page 13</p>	<p>Removed the word current on #1 on documentation chart</p>
<p>Add - Page 14</p>	<p><u>I. LANDLORD APPLICATION AND REQUIREMENTS</u></p> <p>By signing the landlord application and attestation the landlord agrees not to take any action to evict Tenant for nonpayment of rent or any related costs for any months from March of 2020 to date or for any months they are paid from this program. Landlord also agrees not to</p>

<p>Change</p>	<p>increase Tenant rent greater than 5% within a 12-month period. If Tenant is or becomes a tenant at will, Landlord agrees not to initiate a no-cause eviction during the months Landlord is paid by the Emergency Rental Assistance Program.</p> <p><u>Outreach to Landlords:</u></p> <p>CAAs will make reasonable efforts to obtain the cooperation of landlords to accept payments from the Program. Outreach will be considered completed if:</p> <ol style="list-style-type: none"> i. A request for participation is sent in writing, by mail, to the landlord and the addressee does not respond to the request within seven (7) calendar days after mailing; ii. The grantee has made at least two (2) attempts by phone, text, or email over a five (5) calendar day period to request the landlord’s participation; or
<p>Add - Page 15</p>	<p>If a landlord refuses or declines to participate in the Program, the CAAs will issue payment directly to the renters. There may be instances when a landlord refuses to accept a payment from a tenant who has received assistance directly from a CAA for the purpose of paying the landlord. In these cases, the CAA may allow the tenant to use the assistance for other eligible costs in accordance with the terms of the ERA program.</p>
<p>Removed - Page 15</p>	<p><u>EXAMPLE:</u></p> <p>Examples of leases with a rent increase include:</p> <ul style="list-style-type: none"> • A market lease with a provision for a rent increase • Leases and addenda to leases which provide for a change in rent based on household size or income, or the low income housing tax credit program income limits • Leases and addenda to leases which provide for a change in the tenant’s portion of the rent based on HUD’s requirements (such as HCV, Mod Rehab, and Section 8 Project Based Voucher leases) • Leases and addenda to leases which provide for a change in total tenant payment in accordance with HUD requirements and Public Housing Authority admissions and occupancy policies
<p>Add - Page 16</p>	<p><u>K. OTHER HOUSING RELATED EXPENSES DURING OR DUE TO COVID-19</u></p> <ul style="list-style-type: none"> • Such expenses include, but are not limited to: relocation expenses (including prospective relocation expenses), security deposits, utility hookups, move-in/move-out fees, renter’s insurance, application or screening fees if a household has been temporarily or permanently displaced during or due to the coronavirus pandemic; purchase of personal protective equipment; penalties, fees and legal costs associated with rental or utility arrears; and Internet service provided to a rental unit required to work or attend school remotely. 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. • Only households that receive rent or utility assistance are eligible for Internet expenses. Telecommunications (telephone, cable, Internet) are not treated as utilities under the Program.
<p>Add - Page 17</p>	<ul style="list-style-type: none"> • No minimum number of days is required for hotel expenses to be covered.

- Hotel payments ~~do not~~ count toward the 18 month maximum in rental and utility assistance.
- Hotel payments do not include expenses incidental to the charge for the room.
- Alternate “lodging places ” i.e. hotels, motels, bed and breakfasts and campgrounds where the owner or managing entity maintains the lodging facilities can be considered as other housing related expenses.

Removed - Page 17		Previously Paid by Applicant	Past due in Arrears	Current Due	Prospective
		Reimburse Applicant	Pay Provider or applicant	Pay Provider or applicant	Not allowed
		Reimburse Applicant	Pay Provider or applicant	Pay Provider or applicant	Not allowed
	Hotel/Motel/Lodging places	Not allowed	Pay Provider	Pay Provider	Not allowed – refer to housing stability

Remove – Page 18

L. HOUSING STABILITY SERVICES
Program Requirements:

- ~~Send the Agency Authorization to Release Information through EmpowOR or the mail for applicant’s signature~~
- CAA must ensure ~~obtain applicant’s signature~~ has authorized CAA to share the tenant’s information on the Tenant Application & Attestation prior to providing applicant’s information to another entity for a referral
- If the above release form is not signed, CAAs may obtain verbal consent from the applicant, sign and date electronically (FBO applicant), then appropriately make notes on the document that verbal permission was received. A copy of the signed document will then be sent to the applicant.

Add – Page 19

M. SUBGRANTEES
 MaineHousing has entered into Subgrant Agreements with the ten (10) Maine Community Action Agencies to deliver the components of this Program. Housing Stability Services are described in a separate Program Guide which includes other sub-grantees and can be found at <https://www.mainehousing.org/partners/partner-type/community-agencies/emergency-rental-assistance-program>.

Add - Page 20

N. TENANT APPLICATION PROCESSING
 Notice of approval for payment is sent to the landlord and the tenant. The notice requires the landlord and the tenant to notify the CAA if the tenant moves out before the last month of rental assistance. If payment was made to the landlord, the landlord must repay the CAA for the months when the tenant does not live in the unit. If payment was made directly to the tenant, the tenant must repay the CAA for the months when the tenant does not live in the unit.

NOTE:
 Since applications and landlord documents contain Personal Identifiable Information (PII), applications and supporting documentation should never be emailed between MaineHousing and CAAs. CAA’s can upload the application and documents to SHAREFILE.

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<p>Add - Page 21</p> <p>Remove</p>	<p><u>O. SUBSEQUENT REQUEST</u></p> <ul style="list-style-type: none"> • A tenant who has received fewer than 18 months in rental and utility assistance may be eligible for additional months of assistance. Tenants are eligible for up to 3 months of prospective rent at a time. <ul style="list-style-type: none"> ○ Prospective rent for tenants living in subsidized housing can only be paid if payment is made directly to the tenant. ○ Payments made directly to subsidized landlords can only be for arrears and current month. • CAA will include information regarding subsequent requests in the payment notification to tenant. • If the household qualifies for the Program using Fact Proxy, Categorical eligibility, professional attestation or the 2020 Annual Income Option, and requests additional rental or utility assistance in the future, the applicant will not need to provide income documentation again. • If a written attestation without further documentation of income (or fact-specific proxy) is relied on, CAA must reassess household income for the household every 3 months. • EmpowOR will notify CAA staff 60 days from the service date that the tenant may be eligible for additional funding. • If the tenant has additional months of eligibility for rental assistance, the CAA will contact the tenant to determine whether they want to seek additional rent assistance and to let them know what documents are required. • Tenants that used the Current Monthly Income Option are required to submit new income documentation for additional assistance. unless the monthly income determination was based on a HUD-50059 Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures or a Maine Housing Tenant Income Certification or Recertification with an effective date within 12 months of the subsequent request.
<p>Add – Page 21</p> <p>Add – Page 22</p>	<p><u>P. REPORTING</u></p> <p>The most recent Reporting Guidance from Treasury for ERA1 and ERA2 may be found here: https://home.treasury.gov/system/files/136/ERA-Reporting-Guidance.pdf</p> <p><u>Required by U.S. Department of Treasury:</u></p> <p>A. Address of the rental unit for landlords and utility providers, the name, address, and Social Security number, tax identification number or DUNS number;</p> <p>For quarterly reporting disaggregation for B through J below by household zip code;</p> <p>B. total amount of each type of assistance provided to each household, incurred due directly or indirectly to the COVID outbreak</p> <ul style="list-style-type: none"> i. rent, ii. rental arrears, iii. utilities and home energy costs, iv. utilities and home energy costs arrears, and v. other expenses related to housing; vi. Housing Stability Services; vii. Administrative Costs; <p>C. gender, race, and ethnicity of the primary applicant for assistance:</p> <ul style="list-style-type: none"> i. Gender: <ul style="list-style-type: none"> a. Female b. Male

- c. Nonbinary
- d. Declined to Answer
- e. Data Not Collected
- ii. Race:
 - a. American Indian or Alaska Native
 - b. Asian
 - c. Black or African American
 - d. Native Hawaiian or Other Pacific Islander
 - e. White
 - f. Declined to Answer
 - g. Data Not Collected
 - ~~h. Hispanic or Latino~~
 - ~~i. Not Hispanic or Latino~~
- i. Ethnicity:
 - a. Hispanic or Latino
 - b. Not Hispanic or Latino
 - c. Declined to Answer
 - d. Data Not Collected

Participant Household Data File:

- A. Physical address of the participant household;
- B. Payee type (i.e., Tenant; Landlord or Owner; Utility/Home Energy Service Provider; Other Housing Services and Eligible Expenses Provider);
- C. Category of Financial Assistance provided (see D. above for Financial Assistance categories);
- D. Amount of payment;
- E. Date of payment; and
- F. Date range for the period of performance the ERA Financial Assistance is intended to cover for the household (that is, the months in which household expenses are covered as documented in the participant household’s application, as appropriate).

Recipients should report multiple entries per participant household where households received multiple forms of assistance under separate agreements, as needed, taking care to avoid counting assistance twice.

Add- Page 25

S. FRAUD INVESTIGATION

ERA Fraud: Potential Red Flags

If two or more of the below red flags exist, take a closer look or request additional documents. The presence of red flags alone does not prove that fraud exists, but the probability does go up.

- Total rent owed for one household is more than \$12,000
- Monthly rent is higher than expected for the area
- The landlord’s mailing address is out of state, or different than the mailing address on the W-9.
- No proof of residence submitted by Tenant
- No lease or proof of ownership is submitted by Landlord
- Requests that checks be made out to or sent to someone other than the LL
- Tenant requests to be paid directly

<p>Add - Page 26</p>	<p><u>CAA Responsibility</u> If after reviewing all available information, there is a suspicion of fraud, please forward it to MaineHousing.</p> <p>For further assistance on fraud matters, contact Fraud Prevention Specialist Kevin Strout kstrout@mainehousing.org or by phone at 207-626-4671. Please upload documentation to the fraud folder in ShareFile.</p>
<p>Add – Page 27</p>	<p><u>T. PERFORMANCE EXPECTATIONS</u></p> <p>A Completed Application is defined as once all required documents have been received from both tenant and landlord to verify and approve payment.</p>
<p>Change – Page 28</p> <p>Add</p>	<p><u>Y. APPEALS</u></p> <p>The CAA will communicate the following to the tenant: “We reviewed the information regarding your appeal of ineligibility for the Emergency Rental Assistance Program and unfortunately have confirmed that you are ineligible. If you continue to disagree with our decision, you may make a final appeal to Maine State Housing Authority. To appeal, send an email to bbrann@mainehousing.org within 30 days of this email. MaineHousing will investigate our reasoning for the denial and make a recommendation to the Director of MaineHousing to uphold or reverse the denial. MaineHousing will then communicate the Director’s decision to you.” MaineHousing will request documentation needed to make a decision be uploaded to ShareFile (downloaded documents folder). MaineHousing will investigate the CAA’s reasoning for the denials and make a recommendation to the Director of MaineHousing to uphold or reverse the denial. The Director’s decision will be communicated to the applicant and is final agency action.</p>
	<p><u>ERA FORMS</u></p>
<p>Appendix 1 Add/removed-Tenant ERA application and attestation</p>	<p><u>TENANT INFORMATION</u> <u>Are any household members who are over the age of 18 that are still full time students?</u> Yes ___ No ___</p> <p><u>HOUSEHOLD ELIGIBILITY</u> Please answer each question. (1) One or more people in my household has qualified since January 1, 2020 for at least one of the following programs Yes____ No____:</p> <ul style="list-style-type: none"> ➤ TANF ➤ SNAP ➤ WIC ➤ Head Start ➤ HEAP/LIHEAP/heating assistance ➤ Housing Choice Voucher or Section 8 ➤ BRAP or Shelter + Care Voucher ➤ Rental Assistance through USDA Rural Development ➤ Rental assistance through any Public Housing Authority program ➤ Rental assistance under the HUD 202 or 811 programs <p><u>If yes, provide a determination letter or other evidence of proof from one of the programs above</u></p> <p>Additional Documentation of your income may be requested at a later time.</p>

1. Financial Hardship. You must answer “Yes” to at least one of the questions in this section to be eligible. Please answer each question.

(1) One or more people in my household qualified for unemployment benefits after March 13, 2020. Yes_____ No_____

~~If yes, provide proof of unemployment.~~

RENTAL ASSISTANCE

1. Amounts Past Due to Landlord. Please enter the amount you owe your landlord for rent, utilities, and/or late fees from March 13, 2020 through the application date:
\$_____ This amount include amounts due for each of the following months:
_____. (We will pay late fees if they are legal and included in your lease.)

2. Payment Request. I am seeking payment for the amounts past due above and for the following number of additional months’ rent (check one): 1 ____; 2 ____; or 3 _____. ~~and the next three months of rent~~ (subject to program maximums). I understand that I can apply for additional rent three months at a time up to 18 months of total past and future rent. **If you receive rental assistance from a governmental agency only past due amounts and current rent can be paid to the landlord.**

UTILITY ASSISTANCE

~~Submit your~~ You will be required to provide current bill for each of the above utility providers.

OTHER EXPENSES RELATED TO HOUSING

Other expenses may include internet, relocation, **hotel/motel**, and other expenses associated with moving.

You will be required to provide a bill, invoice, or evidence of payment to the provider of the service for each of the above. **Hotel/motel payments are paid directly to the provider.**

DOCUMENTATION

Would you be able to send or upload documents that may be needed to support the information provided on this application? Yes ___ No ___

If no, please explain:

3. No Rent Increase or Eviction for Nonpayment. I understand that if my Landlord agrees to participate in this program, they must agree not to take any action to evict me or my household for nonpayment of rent or any related costs for **any months from March of 2020 to date** and for any months they are paid from this program. My Landlord must also agree not to increase my rent greater than **5%** within a 12 month period. If I am a tenant at will, my Landlord must agree not to initiate a “no cause eviction” during the months they are paid from this program.

Accuracy and Auditing. I certify, attest, and affirm under penalty of perjury that all of the information I have provided in connection with this Application & Attestation is complete and accurate to the best of my knowledge and belief. I authorize the US Department of Treasury, the Maine State Housing Authority, and the State of Maine to verify and investigate

such information with my full cooperation at any time. **I understand that if I fail to cooperate, I may be required to repay funds received and may be ineligible for future payments.** understand MaineHousing may randomly select applications and request supporting documentation.

Criminal and Civil Penalties. I understand that providing false or misleading statements or omissions to the United States Government, the Maine State Housing Authority, and the State of Maine, on this Application & Attestation may result in federal, state, and local criminal and civil actions for fines, penalties, damages or imprisonment. ~~If I fail to cooperate, I also understand that I may be required to repay funds received and may be ineligible for future payments.~~

Direct Payment to Tenant. I understand that if I receive a direct payment for rent, I must use that payment for the property listed on this Application & Attestation. I understand that if I do not use the rent payment for this property, I must repay the assistance I received or face civil action and criminal penalties.

**Appendix 2
Add/removed-
Landlord
application and
attestation**

1. Tenant. Landlord is seeking rental assistance for the following tenant's household ("Tenant"):
 First Name: _____
 _____ Last Name: _____

 Phone number: _____ Email: _____

 Mailing Address: _____

 _____ City: _____
 _____ State: _____
 Zip Code: _____
Are you submitting an application on behalf of your tenant? Yes No

2. Past Due Rent. Tenant owes Landlord the following past due rent, including utilities paid directly to Landlord and the months included in the total, from March 13, 2020 through the application date: \$_____ **This amount include amounts due for each of the following months:**_____. (Late fees are permitted only if legal and included in an existing lease.)

3. Application of Funds. Landlord understands payment must be applied to the rent (including any utilities and late fees) noted in this application. Landlord understands that Tenant may apply for additional rent up to three months at a time and up to 18 months of total past and future rent. **For landlords who own subsidized units only past due amounts and current rent can be paid directly to the landlord.**

~~**5. Future Rent.** Tenant's rent for the next three months is:~~

Month _____	Rent \$ _____
Month _____	Rent \$ _____
Month _____	Rent \$ _____

4. Application of Funds. Landlord understands payment must be applied to the rent (including any utilities and late fees) noted in this application. Landlord understands that

	<p>Tenant may apply for additional payments in 2021 rent up to three months at a time and up to 18 months of total past and future rent.</p> <p>8. No Rent Increase or Eviction for Nonpayment. Landlord agrees not to take any action to evict Tenant for nonpayment of rent or any related costs for any months from March of 2020 to date or for any months they are paid from this program. Landlord also agrees not to increase Tenant rent greater than 5% within a 12-month period. If Tenant is or becomes a tenant at will, Landlord agrees not to initiate a no-cause eviction during the months Landlord is paid by the Emergency Rental Assistance Program. in 2021 unless Landlord and Tenant signed a lease with a rent increase before the Tenant submitted their application.</p> <p>I certify, attest, and affirm under penalty of perjury that the information I have submitted in connection with this Application & Attestation is complete and accurate to the best of my knowledge and belief. I authorize the US Department of Treasury, the Maine State Housing Authority, and the State of Maine to verify and investigate such information with my full cooperation at any time. I understand that providing false or misleading statements or omissions to the United States Government, the Maine State Housing Authority, and the State of Maine, on this Application & Attestation may result in federal, state, and local criminal and civil actions for fines, penalties, damages or imprisonment.</p> <p>I understand and agree that if Tenant no longer occupies the Tenant Unit for any months I am paid rental assistance, I must repay the rental assistance to the Community Action Agency. I further understand and agree that funds received under the Emergency Rental Assistance Program may not be applied to costs that have been or will be reimbursed under any other federal assistance program.</p> <p>If you are worried that someone you know has applied for this program and doesn't really need help, you can contact the <u>Maine State Auditor's Fraud Hotline</u> at (207) 624-6250 to make a report. MaineHousing also reserves the right to randomly select applications and request supporting documentation to check for program eligibility.</p>
<p>Appendix 3 Add/Remove- Tenant ERA subsequent request attestation</p>	<p>5. Rent Amount. Has your rent changed since you first applied to the Emergency Rental Assistance Program? Yes _____ No _____ If yes, please state your new rent: _____</p> <p>6. Address. Has your Rental and Primary Address or mailing address changed since you first applied to the Emergency Rental Assistance Program? Yes _____ No _____ If yes, please explain: _____</p> <p>5. Household Income. Did you provide your 2020 annual household income or qualify under categorical eligibility when you first applied to the Emergency Rental Assistance Program? Yes _____ No _____ If yes, skip to #5.</p> <p>If no, what is your household's monthly income as of the date of this request? \$ _____ • Submit last month's wage statements, pay stubs, interest statements, unemployment benefit statements (available on DOL ReME account), and other income proof for all household members 18 years or older</p>

5. Housing Challenges. ~~Risk for homelessness or housing instability~~ One or more people in my household has difficulty meeting housing costs without assistance. ~~Show a homelessness or housing instability risk~~
 Yes _____ No _____
 Explain: _____

B. RENTAL ASSISTANCE

4. Payment Request. I am seeking payment for the following number of additional months' rent (check one): 1 _____; 2 _____; or 3 _____. ~~Next three months of rent~~ I understand that I can apply for up to 18 ~~future 2024~~ months of total past and future rent. ~~Payments, subject to program limits.~~

Submit bill, invoice, or evidence of payment to the provider of the service for each of the above.

Note: Hotel/motel payments must be paid directly to the hotel/motel.

E. FRAUD HOTLINE

If you are worried that someone you know has applied for this program and doesn't really need help, you can contact the Maine State Auditor's Fraud Hotline at (207) 624-6250 to make a report. MaineHousing also reserves the right to randomly select applications and request supporting documentation to check for program eligibility.

ATTESTATION

Accuracy and Auditing. I certify, attest, and affirm under penalty of perjury that the information ~~I have provided in connection with this Subsequent Request and Application~~ is complete and accurate to the best of my knowledge and belief. I authorize the US Department of Treasury, the Maine State Housing Authority, and the State of Maine to verify and investigate such information with my full cooperation at any time. ~~I understand MaineHousing may randomly select applications and request supporting documentation. I understand that if I fail to cooperate I may be required to repay funds I received and may be ineligible for future payments.~~

Civil and Criminal Penalties. I understand that providing false or misleading statements or omissions to the United States Government, the Maine State Housing Authority, and the State of Maine, on this ~~Subsequent Request~~ Attestation may result in federal, state, and local criminal and civil actions for fines, penalties, damages or imprisonment.

**Appendix 4
Add/Remove-
Professional
Attestation**

1. **Tenant's Household Income.** To the best of my knowledge, Tenant's annual household income is \$ _____
- ~~2.~~ 1. **Tenant's Household Income.** To the best of my knowledge, Tenant's ~~2020~~ annual household income ~~OR current monthly household income is as follows (complete one of the options):~~

2020 Annual Income Option	Current Monthly Income Option
Tenant's household annual income for 2020 was \$ _____	Tenant's household monthly income as of the application date is \$ _____

~~If Tenant qualifies using the 2020 Annual Income Option and needs help from this program later Tenant's income information will not be required again.~~

	<p>If Tenant qualifies using the Current Monthly Income Option and needs help from this program later Tenant's income information will be required again.</p> <p>3. Fraud Hotline. If you are worried that someone you know has applied for this program and doesn't really need help, you can contact the <u>Maine State Auditor's Fraud Hotline</u> at (207) 624-6250 to make a report. MaineHousing also reserves the right to randomly select applications and request supporting documentation to check for program eligibility.</p> <p>I certify, attest, and affirm under penalty of perjury that the information I have submitted in connection with Tenant's income is complete and accurate to the best of my knowledge and belief. I authorize the US Department of Treasury, the Maine State Housing Authority, and the State of Maine to verify and investigate such information with my full cooperation at any time. I understand that providing false or misleading statements or omissions to the United States Government, the Maine State Housing Authority, and the State of Maine, on this Professional's Attestation may result in federal, state, and local criminal and civil actions for fines, penalties, damages or imprisonment.</p>
<p>Appendix 5 Add- Preliminary determination of eligibility for other housing related expenses</p>	<p>Added for hotel specific</p>
<p>Appendix 6 Change- Edited Email Templates</p>	<p>Edited email templates in EmpowOR</p>