



EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP)

INSTRUCTIONS AND REQUIREMENTS

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1. OVERVIEW

a. INTRODUCTION

- i. The Emergency Rental Assistance Program (ERAP) was established by section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (Dec. 27, 2020). The Rental and Utility Assistance Grant Program component of Act 1 of 2021 signed into law by Governor Wolf on February 5, 2021, gives the Department of Human Services (DHS) the authority to establish programmatic and eligibility guidelines for the Emergency Rental Assistance Program.
- ii. The ERAP Instructions & Requirements (I & R) manual provides operational guidance for the Pennsylvania Emergency Rental Assistance Program.
- iii. The department is providing the ERAP I & R as guidance for the counties to include program goals, descriptions of the two ERAP components, criteria for client eligibility, allowable ERAP expenditures, fiscal reporting requirements, and expectations for program monitoring
- iv. ERAP is a county-directed program that offers rental assistance and housing stability services to individuals and families experiencing or at risk for homelessness due to the novel coronavirus disease (COVID-19). The ERAP I&R guidance will focus on these two components:
 1. Rental Assistance
 2. Housing Stability Services

b. THE EMERGENCY RENTAL ASSISTANCE PROGRAM GOALS

- i. Counties receiving ERAP funding will develop programs that achieve the following goals:
 1. Mitigate the effects of homelessness on families and individuals impacted directly or indirectly by the COVID-19 Public Health Emergency through rental assistance and housing stability services.
 2. To provide families and individuals financial assistance for rent including: rent, rental arrears, utilities and home energy costs, utility and home energy costs arrears, and other expenses related to housing incurred due, directly or indirectly, to COVID-19 and housing stability services to eligible households.

3. Comply with programmatic requirements (e.g. verifying and calculating income, maintaining case notes, etc.), reporting requirements, and monitoring requirements as outlined in the ERAP I & R.

2. ERAP SERVICE COMPONENT DESCRIPTION

- a. RENTAL ASSISTANCE - Rental Assistance includes assistance to prevent homelessness or near homelessness by aiding households where housing stability is at risk due, directly or indirectly, to COVID-19, to the extent permitted by Federal law.
 - i. Rental Arrears
 1. To provide eligible households with the full payment of rental arrears for up to 12-months for past due rent that has been accrued after March 13, 2020.
 2. Rental arrears provided to an eligible household shall be made to a lessor on behalf of the eligible household.
 3. If the lessor does not agree to accept such payment from the grantee after outreach, the grantee may make such payments directly to the eligible household for the purpose of making payments to the lessor.
 - a. A payment received by a tenant must be forwarded to the landlord to reduce the tenant's obligation.
 4. A lessor can apply on behalf of the tenant, and the tenant must co-sign the application.
 5. For any payments made by an eligible grantee to a lessor on behalf of an eligible household, the eligible grantee shall provide documentation of such payments to the tenant household.
 - ii. Future Rent
 1. An eligible household can apply for prospective rent payments up to three months.
 - a. A grantee shall not provide an eligible household with financial assistance for prospective rent payments for more than three months at a time based on any application by or on behalf of the household. Prospective payments may not exceed 12 months total.

- b. A new application and eligibility determination will take place every 3 months for a total prospective payment of 12 months.
 - c. Counties may enroll households for only prospective benefits.
 - d. Assistance to reduce rental arrears, if any, must be provided before prospective rental benefits can be provided.
2. Future rent payments provided to an eligible household from a payment made under this section, an eligible grantee shall make payments to a lessor on behalf of the eligible household.
3. If the lessor does not agree to accept such payment from the grantee after outreach to the lessor by the grantee, the grantee may make such payments directly to the eligible household for the purpose of making payments to the lessor.
- a. A payment received by a tenant must be forwarded to the landlord to reduce the tenant's obligation.
4. The household may receive financial assistance for future rent payments for additional months:
- a. Subject to the availability of remaining funds and
 - b. Based on a subsequent application for additional financial assistance provided that the total months of financial assistance provided to the household do not exceed the three months of assistance allowed at one time.
 - c. Income must be recertified every three months for households receiving future rental assistance.
 - d. To the extent that applicants have rental arrears, grantees may not make commitments for future rent payments unless they have provided assistance to reduce an eligible household's rental arrears.

iii. Utility and Home Energy Costs

1. Utilities and home energy costs are separately stated charges related to the occupancy of rental property.
 - a. Utilities include separately stated electricity, gas, water, sewer, trash removal and energy costs, such as fuel oil.
 - b. Telecommunication services (telephone, cable) delivered to the rental dwelling are not considered to be utilities.
 - c. Utilities that are covered by the landlord within rent will be treated as rent.
2. A grantee shall make payments to a utility provider on behalf of the eligible household.
3. If the utility provider does not agree to accept such payment from the grantee after outreach to the utility provider by the grantee, the grantee may make such payments directly to the eligible household for the purpose of making payments to the utility provider.
 - a. A payment received by an individual must be forwarded to the utility service provider to reduce the individual's obligation.
4. For any payments made by an eligible grantee to a utility provider on behalf of an eligible household, the grantee shall provide documentation of such payments to such household.

iv. Utility and Home Energy Costs Arrears

1. Provide eligible households with the full payment of utility arrears for up to 12 months for arrearages that have been accrued after March 13, 2020.
2. Financial assistance for utilities and home energy costs arrears provided to an eligible household from a payment made under this section, an eligible grantee shall make payments to a utility provider on behalf of the eligible household.
3. If the utility provider does not agree to accept such payment from the grantee after outreach to the utility provider by the grantee, the grantee may make such payments directly to the

eligible household for the purpose of making payments to the utility provider.

- a. A payment received by an individual must be forwarded to the utility service provider to reduce the individual's obligation.

4. For any payments made by an eligible grantee to a utility provider on behalf of an eligible household, the eligible grantee shall provide documentation of such payments to such household.

v. Other Expenses Related to Housing

1. A grantee shall make payments for other expenses related to housing incurred due, directly or indirectly, to the COVID-19 outbreak. Such assistance shall be provided for a period not to exceed 12 months for expenses dating back to March 13, 2020, except that grantees may provide assistance for any additional months, only if necessary to ensure housing stability for a household subject to the availability of funds.
2. Such expenses include but are not limited to relocation expenses, rental fees, reasonable late fees, etc.

b. GUIDELINES - RENTAL ASSISTANCE

- i. For the rental assistance component, the Counties are required to make every effort to ensure that the following procedures are in place:
 1. Permit the client to apply for rental assistance on the same day the applicant visits the office.
 2. Interview the applicant on the same day the applicant applies for rental assistance and, if all required verification is presented, determine eligibility at the application interview. Applications for assistance must be processed so that the client is served in time to resolve the crisis and prevent eviction.
 3. If all the verification is not presented at the interview, provide the client with a pending verification list and a reasonable due date for returning the pending items.

4. Provide the client with a written notice approving or denying their request for assistance.
5. Provide the client with written information on their right to appeal adverse actions and the process to do so (see “Client Appeals” page 28 for more details on the appeal process).
6. Utilize collateral contacts to assist in obtaining verifications to determine eligibility or for questionable documents.
7. Counties may choose, but are not obligated, to use funds to move clients from one county to another county. If a county chooses to provide funding to move a client to another county, the county should contact the receiving county agency to inform them of the services provided and the payment amount to avoid duplication of services.

c. HOUSEHOLD ELIGIBILITY

i. Eligible Household:

1. A household of one or more individuals who are obligated to pay rent on a residential dwelling and with respect to which the eligible grantee involved determines:
2. That one or more individuals within the household has:
 - a. qualified for unemployment benefits, or
 - b. experienced a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19, which the applicant shall attest in writing.
 - c. That one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability, which may include:
 - i. a past due utility or rent notice or eviction notice;
 - ii. unsafe or unhealthy living conditions; or
 - iii. any other evidence of such risk, as determined by the eligible grantee involved; and

3. The household has an annual or monthly household income that is not more than 80 percent of the Area Median Income (AMI) for the household size.
4. Tenants must be U.S. citizens, or qualified noncitizens with an unexpired immigration status.
5. Youths 17 years of age and younger, living as part of a family unit, and not emancipated, are not eligible to apply for ERAP services.
6. An individual is considered an emancipated minor and may apply for ERAP services if he or she is 17 years of age or younger and not living as part of a family unit and is married or separated from a spouse or is a parent caring for children.
7. Counties should respect client confidentiality and seek permission for release of information from the client. Counties must maintain the releases in the client record.
8. In reviewing applications for financial assistance to eligible households,
 - a. the grantee shall prioritize consideration of the applications of an eligible household that satisfies any of the following conditions:
 - i. The income of the household does not exceed 50 percent of the AMI for the household.
 - ii. 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, **AND**
 - iii. Rental assistance may not be duplicative of other federally funded rental assistance provided to households.
 - ii. Citizenship and Identity:
 1. Providers must ask each applicant for proof of their citizenship and identity.

2. A qualified noncitizen is one of the following:
 - a. A noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
 - b. A refugee admitted to the United States under section 207 of the INA.
 - c. A parolee admitted to the United States under section 212(d)(5) of the INA for at least one year.
 - d. A noncitizen whose deportation is being withheld under section 243(h) of the INA as in effect before April 1, 1997, or whose removal is being withheld under section 241(b)(3) of the INA.
 - e. A noncitizen granted conditional entry pursuant to section 203(a)(7) of the INA as in effect before April 1, 1980.
 - f. A noncitizen who is a Cuban or Haitian entrant as defined in section 501(e) of the Refugee Education Assistance Act of 1980.
 - g. A noncitizen who (or whose child or parent) has been battered or subjected to extreme cruelty in the United States and who otherwise meets the requirements of section 431 of the Act, as amended by section 501 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and sections 5571–72 and 5581 of the Balanced Budget Act of 1997.

iii. Income Eligibility

1. This section outlines the income guidelines that counties must follow to ensure consistency in determining financial eligibility across the ERAP program.
2. ERAP providers must consider an applicant's gross income when determining ERAP eligibility.
3. Counties and service providers must count the total gross income of each adult person (18 years of age or older and not in high school full-time) when determining eligibility.

4. Counties must retain copies of the income verification, the calculations used to calculate eligibility, and amount of assistance granted in the client record.
5. Income Determination:
 - a. In determining the income of a household for purposes of determining such household's eligibility for assistance from a payment made under this section the ERAP agency involved shall consider:
 - i. The household's total gross income for calendar year 2020, or
 - ii. Sufficient confirmation of the household's monthly gross income (30 days prior to the date of application) for such assistance.
6. Monthly income must be used when determining eligibility for future rent assistance.
7. The county shall be required to re-determine the eligibility of a household's income after each period of future rent of three months.
8. The county will follow these steps for calculating gross income when determining eligibility (see "Appendix D" for the Income Calculation Worksheet example).
 - a. STEP 1: Add the gross income in the 30 days prior to the date of application (from all sources) to arrive at a total.
 - b. STEP 2: Divide the total by the number of weeks in the 30-day period. The provider uses this weekly average as a representative week.
 - c. STEP 3: Multiply the representative week by 52 to arrive at an estimated annual gross income or multiply by 4.33 to arrive at an estimated monthly gross income.
 - d. STEP 4: Clients with an estimated annual or monthly gross income at or below the county's AMI limit for the household size are income eligible for ERAP services (see Appendix E AMI Tables).

9. Income used to determine eligibility includes, but is not limited to:

- a. Wages and salaries
- b. Alimony
- c. Child Support
- d. The client's college or university scholarships (e.g. grants, fellowships, assistantships) less the cost of educational expenses such as tuition, books, etc.
- e. Dividends
- f. Family allotments or other regular support from an absent family or household member
- g. Federal Earned Income Tax Credit
- h. Government employee pensions
- i. Interest
- j. Net gambling or lottery winnings after taxes
- k. Military compensation
- l. Periodic receipts from estates or trusts
- m. Private pensions, regular insurance or annuity payments
- n. Profit from self-employment
- o. Railroad retirement
- p. Rental and royalty's income after business expense deductions including expenses to secure the income
- q. Social Security (RSDI)
- r. Supplemental Security Income for both adults and children
- s. Strike benefits from union funds

- t. Temporary Assistance for Needy Families (TANF)
- u. Training stipends
- v. Unemployment compensation
- w. Veterans' payments
- x. Workers' compensation

10. Child Support. Counties may verify if the family is receiving child support payments. If the family has not received child support in the last 30 days (or maximum of 90 days), it does not count as income.

11. Child support payments do not count as income for the payer as long as the payer maintains current payments. If the child support is not already deducted from the paycheck, the provider will deduct the amount of the verified payments from the income prior to calculating an annual estimate.

12. Income DOES NOT include:

- a. The value of real and personal property, capital gains, a house, a car, or gifts.
- b. COVID-Relief stimulus checks.
- c. Pandemic Unemployment Assistance amounts.
- d. Non-cash benefits such as –
- e. Employer or union-paid portion of health insurance or other employee fringe benefits.
- f. Food or housing received in lieu of wages.
- g. The value of food and fuel produced and consumed on farms.
- h. The imputed value of rent from owner occupied non-farm or farm housing.
- i. The imputed value of non-cash benefit programs such as Medicare, Medicaid, food stamps, school lunches, Low

Income Home Energy Assistance Program, and housing assistance.

13. Calculating Income from Self-Employment.

- a. When an applicant is self-employed, the profit from self-employment counts as gross earned income. An individual is self-employed when he or she owns and operates his or her own business, trade, or profession. Examples of self-employment include day care provider, hair stylist, nail technician, mowing lawns, shoveling snow, selling Avon products, selling produce, and renting a room in one's home.
- b. Use the best information available to estimate the income the applicant expects to receive from self-employment. The ERAP provider may base the estimate on prior earnings, if it correctly represents the self-employment income, or the provider may use income tax returns and other records.
- c. To determine profit from self-employment:
- d. Total the prior earnings or the income from the tax returns or other records.
- e. Deduct any allowable costs of producing self-employment income.
- f. Divide the result by the number of months the income is expected to cover and use that as the representative month.
- g. Allowable costs of producing self-employment income are the day-to-day expenses of operating a business, but not the costs of establishing or improving a business. If the applicant does not provide verification of the allowable cost, compute profit without the deduction.
- h. Examples of allowable costs:
- i. Costs of maintaining a place of business such as rent, utilities, insurance on the business and its property, and property taxes.

- j. Interest on the purchase of income-producing equipment and property.
- k. Employee labor costs.
- l. Cost of goods sold, supplies, and materials.
- m. Advertising costs.
- n. Accounting and legal fees.
- o. Professional licensing fees and union dues, if necessary, to practice a profession or trade; and
- p. Transportation costs necessary to produce income.

d. BENEFIT AMOUNT, FREQUENCY, AND MODE OF ISSUANCE

i. Overview

1. The department will financially participate only in expenditures that are:

- a. Necessary and proper for the operation of the ERAP and for providing eligible services to eligible clients.
- b. The department's financial obligation is limited to the amount of the grant.
- c. The department is not responsible for funding a deficit incurred by a county or service provider.
- d. Not more than 5 percent of the grant funds shall be utilized to cover the costs of administering the program.

ii. Expenditures - Rental Assistance

1. Allowable:

- a. Total future rental payments, (including lot rental payments) for up to three months at a time.
- b. Total amount of rental arrearages (including lot rental arrearages), for up to 12 months incurred after March 13, 2020.

- c. Total utility arrearages for up to 12 months incurred after March 13, 2020. (The current monthly bill is considered an arrearage if the service has been provided.)
 - d. Other expenses related to housing incurred due, directly or indirectly, to COVID-19.
 - 2. Individuals or families living in subsidized housing and Section 8 housing are also eligible to request assistance for rental assistance.
 - 3. Rental costs for trailers and trailer lots are also included.
 - 4. Counties may consider hotels, motels, and boarding homes as long-term housing and the county may or may not choose to assist clients with rental assistance payments in these situations. Clients requesting this type of assistance must provide written documentation of long-term living arrangements. This documentation may include a receipt for a security deposit, a signed lease agreement, or other documentation that verifies the unit will be or has been a long-term living arrangement.
- e. HOUSING STABILITY SERVICES
 - i. Counties use the housing stability services component to coordinate the activities necessary for the client to obtain or retain housing.
 - ii. Housing stability services shall not exceed 9.09 percent of the amount of the total allocated funds. (**REMINDER:** The maximum allowed administrative costs, up to 5 percent, is also deducted from the 9.09 percent.)
 - iii. Housing stability services include but are not limited to the following:
 - 1. Case Management
 - 2. Other Services Intended to keep households stably housed
 - iv. Service providers should develop working relationships with other community service providers, such as housing authorities and other local housing programs; the CareerLink; the County Assistance Office; local food banks; local charitable organizations; and any agencies that can support the family in maintaining and securing housing.

- v. By working with a local network of human service agencies, the service provider can also become aware, as confidentiality allows, of the service plans within other agencies and establish goals that do not conflict.

f. CASE MANAGEMENT

- i. Counties use the case management component to coordinate the activities necessary for the client to obtain or retain housing and to achieve self-sufficiency.
- ii. Case management is defined as a “collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client’s health and human service needs. It is characterized by advocacy, communication, and resource management and promotes quality and cost-effective interventions and outcomes.”
- iii. Case Management begins with the intake process and assessing the client’s available resources and supports and what services the client needs.
- iv. Following assessment, the case manager and the client should collaborate to develop a service plan that includes setting goals in the areas of basic life skills, health needs, financial management, parenting skills, home maintenance, job preparation skills, and/or employment skills and helping clients access the agencies and programs that can help them achieve their goals.
- v. Once the family or individual is stable, the case manager should review ongoing risk factors and provide coaching.
- vi. Finally, the case manager should link the family or individuals to ongoing supports, if needed, to help them maintain long-term stability and monitor their progress to ensure the client has access to needed and desired services.
- vii. Intake and assessments for families and individuals who are in need of mitigating the effects of homelessness as a result of the COVID-19 outbreak.
- viii. Assessing service needs and eligibility for ERAP and discussing available and acceptable service options with the client.
- ix. Determine eligibility and create plan to provide financial assistance for rent including; rent; rental arrears, utilities and home energy costs,

utility and home energy costs arrears, and other expenses related to housing incurred due, directly or indirectly, to the COVID-19 outbreak .

- x. Referring clients to appropriate agencies for needed services.
- xi. Providing direct services such as counseling, where appropriate, budgeting, life skills, job preparation, tenant/landlord rights and responsibilities, and home management.
- xii. Providing direct services such as counseling, where appropriate, budgeting, life skills, job preparation, tenant/landlord rights and responsibilities, and home management.
- xiii. Monitoring the continuity and appropriateness of services through an ongoing reassessment process, during which case manager and client revisit the priorities identified in the initial assessment and discuss the client's emerging concerns.
- xiv. Follow-up to evaluate the effectiveness of services and outcomes.
- xv. Protecting the client's confidentiality.

g. OUTREACH

- i. Grantees must make reasonable efforts to obtain the cooperation of landlords and utility providers to accept payments from ERAP before determining that the landlord or utility provider will not accept direct payment from the grantee. Outreach efforts should be documented in case records for non-participating landlords or utility providers.
- ii. In general, rental and utility assistance can be provided most effectively and efficiently when the landlord or utility provider participates in the program. As required by the Act, grantees must 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
 1. 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 14 calendar days after mailing, or
 2. The grantee has made at least three attempts by phone, text, or e-mail over a 10 calendar-day period to request the landlord or utility provider's participation, or

3. 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.

h. ADMINISTRATIVE COSTS

- i. Associated administrative costs may not exceed more than 5 percent of the total allocated funds. Administrative costs attributable to providing financial assistance and housing stability services respectively, including for data collection and reporting requirements related to such funds.
- ii. Reminder: Administrative costs factor into the overall 9.09 percent allowed for Housing Stability Services.
- iii. EXAMPLE: If only 3 percent is spent on Administrative costs then 6.09 percent may be used for Housing Stability Services. The combined total of Administrative costs and Housing Stability Services shall not exceed 9.09 percent.

i. COUNTY/PROVIDER RESPONSIBILITIES

i. General Guidelines

1. The county may retain primary responsibility for delivering ERAP services or **the county may subgrant funds to nonprofit agencies to deliver services.**
2. If the county subgrants the administration of the ERAP, the subgrantee is responsible to meet all county requirements.
3. When counties subgrant ERAP services to other agencies, the county remains the department's point of contact for the county ERAP services.
4. When the county ERAP administrator is unavailable, DHS reserves the right to contact subgrantees directly.
5. Counties must provide the DHS ERAP Program Manager with a list of subgrantees and contact information upon request. In all cases, the county is ultimately responsible for compliance with the following county and provider requirements:

ii. Guidelines – County (Under Act 1 of 2021, Section 104-D)

1. Counties must:
2. Administer and disburse grant funds for the provision of rental and utility assistance and housing stability services in accordance with this article, information from the department and federal requirements.
3. Establish or maintain, in agreement with another county, local collaborative arrangements for the delivery of rental and utility assistance and housing stability services.
4. Determine and redetermine, in accordance with the information provided by the department, whether a person is eligible to participate in the program.
5. Submit monthly reports, which shall include identified excess or insufficient funding and an itemization of expenditures for administrative costs. The reports shall be subject to audit as determined by the department.
6. Review, approve, and summarize all ERAP reports submitted to the county by service providers and **submit the county summaries ONLY** to the department. The county must maintain the provider reports.
7. Comply with timeframes for reporting and requests outlined in Appendix C ERAP Monthly report and G Key Dates.

iii. Guidelines – Provider

1. Providers must:
2. Ensure that participation in the ERAP is not dependent upon a client's affiliation with, or attendance at, religious or political activities.
3. Ensure that the program does not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, disability, lifestyle, or sexual orientation. Any person who believes that denial or termination of services is based on discrimination because of any of these reasons must be informed by the county of their right to appeal to the Pennsylvania Human Relations Commission.

4. Ensure that clients are served with ERAP funds and that funds are expended only on allowable services as described in these Instructions and Requirements.
5. Meet applicable Fire and Panic Regulations, and applicable health and safety requirements for all facilities where service is provided, whether rented or owned by the county or service provider.

iv. Client Records

1. Service providers must maintain client case records, client intake procedures, and maintenance of service records for each client. The provider must maintain records that consider client confidentiality, but which share information that benefits the client.
2. Counties and providers should consider the populations they serve and understand the risks and implications for clients if confidentiality is breached confidentiality.
3. Service providers may choose the format for their client records. The ERAP I & R provides a sample in Appendix B Client Records, which can guide how counties and providers design comprehensive, easily navigated client records.
4. At a minimum, client records must contain:
 - a. Releases of information
 - b. Verification documents of the client(s) Social Security number and proofs of
 - c. Identification/citizenship
 - d. Intake and assessment forms
 - e. Acknowledgements of rules and regulations, rights and responsibilities, appeal process, etc.
 - f. Service Plans
 - g. Application form
 - h. Proofs of income

- i. Verifications provided demonstrating need for services (e.g. eviction notices, leases, bills, utility termination notices, etc.)
 - j. The amounts and dates of assistance
 - k. Case notes
 - l. Approval or denial notices
 - v. Signed Certifications
 - 1. The Department has developed Tenant and Landlord Certification forms and will provide access to the forms for use in application processing. (See Appendix F Certifications)
 - 2. A provider can use their agencies existing forms or utilize the forms provided by DHS.
 - 3. The Tenant Certification acknowledges that the Landlord is applying on behalf of the tenant.
 - 4. The Landlord Certification acknowledges the Landlord will or will not accept direct payment of ERAP funds. The Landlord Certification will justify instances where the payment would be sent directly to the tenant rather than the landlord.

3. ERAP FISCAL RESPONSIBILITIES

a. FISCAL RESPONSIBILITIES

i. Cost Allocation Plan

- 1. Counties with more than one ERAP service provider will provide one summarized cost allocation plan that must be available for inspection by the department upon request. The plan must demonstrate how allocation distribution between service providers was determined.

ii. Grant Revocation

- 1. In the event of termination or cancellation of the grant, the county will submit a financial accounting of revenue and expenditures to the department no later than thirty days after the

termination date. Counties with more than one service provider will compile fiscal data and submit one summarized report.

iii. Payments

1. Counties will be paid a full ERAP allocation in one initial payment. Reallocation of funds is addressed in the Reallocation of Grants section.

iv. Automated Clearing House Process

1. Counties may choose the Automated Clearing House (ACH) process for receiving monthly payments versus the United States mail system. The ACH process provides for electronic transmission (direct deposit) of Homeless Assistance Program (HAP) monthly payments into a designated account. If the county is interested in participating in the ACH process, contact the Commonwealth of Pennsylvania, Bureau of Payable Services at 717-346-2676.
2. After the ACH is set up, the county must forward the vendor number (including the suffix, if applicable), bank and account information to ra-cyunit@pa.gov so DHS's Bureau of Financial Operations can update its records and be sure that future payments are submitted as ACH.

b. REALLOCATION OF FUNDS

i. Obligated Funds

1. Counties must certify to the department by JULY 31, 2021:
 - a. Whether the county has obligated 65 percent of its grant funds under PA Act 1 of 2021 section 102-D(c).
 - b. The amount of funding that is expected to be obligated for the period AUGUST 1, 2021, through December 31, 2021, along with projections of any excess funding or a funding shortfall through December 31, 2021.
 - c. If the county certifies that excess funds will remain on December 31, 2021, beginning AUGUST 15, 2021, the department may recoup and reallocate excess funding to other counties that have demonstrated a funding shortfall. Any funding shall be reallocated by the department according to the reallocation methodology under section PA Act 1 of 2021 Section 103-D(A)(7).

ii. Additional Allocation

1. If the Commonwealth receives an additional federal allocation under the Consolidated Appropriations Act, 2021, as a result of other states not having met their threshold under Federal law, the department shall distribute reallocated funding to counties who have obligated at least 65 percent of their initial allocation by JULY 31, 2021, according to the reallocation methodology under Pa Act 1 of 2021 section 103-D(A)(7) and have certified a shortfall demonstrating additional need under subsection (a)(2).

iii. Earned Interest

1. All funds received by the county through the ERAP must be placed in an interest-bearing account and interest earned shall be spent for the ERAP components. Income received from interest and other sources must be considered as first funds spent. The interest earned must also be reported to the department on the final expenditure report; however, it is available for use by the county in the ERAP.

iv. Accrual Accounting

1. The county and service providers must report expenditures and revenues on an accrual basis. This requires the reporting of expenses, purchases and other bills in the period when incurred (regardless of when paid), and the reporting of revenues, fees, and contributions in the period when earned (regardless of when received). The intent of this requirement is to provide an accurate financial statement of the expenditures.

v. Audits

1. All counties and service providers are subject to review and audit by the department, Auditor General, federal auditors (where applicable), and persons authorized by the department to determine compliance with statutes, regulations, and policies. The county must submit to the department information on this program for the single county audit.
2. The department encourages the counties to include in their written agreement with service providers the requirement for a single audit. For accountability purposes, counties are encouraged to require a program audit that, if needed, can be used by the county single auditor. Costs for the audit may be considered county or subgrantee administration costs. The

audit of the program may be used to support the single audit, but duplication of costs may not occur. All funds received by the county through the ERAP grant will be subject to the single county audit.

c. MAINTAINING FISCAL RECORDS

- i. The counties and service providers must maintain books, records, documents, and other evidence pertaining to costs and expenses of the grant to the extent and in such detail as will properly reflect all costs and expenses of whatever nature for which reimbursement is claimed or payment is made under the grant. Books, records, documents, and other evidence will be maintained according to generally accepted accounting principles.
- ii. Financial records, supporting documents, statistical records, and all other records pertinent to ERAP grants will be retained for a period of five years following submission of the Final Expenditure and Client Reports to the department.
- iii. If any litigation, claims, or audit is started before the expiration of the five-year retention period, the records will be retained until litigation, claims, or audit findings involving the records is resolved.
- iv. Authorized representatives of the department or federal government, where applicable, will have access to any pertinent books, documents, papers, and records to make audits, examinations, excerpts, and transcripts. If it is determined that the records possess a long-term value, they will be transferred, as requested, to the department.

d. COUNTY HUMAN SERVICES PLANNING AND EXPENDITURE REPORTS -

The Department of Human Services, Bureau of Financial Operations and/or Bureau of Policy provides the reporting guidelines, templates, and reporting due dates to the counties. Counties must make revisions to these plans through the DHS, Bureau of Financial Operations and/or Bureau of Policy.

i. ERAP Monthly Report

1. A county-summarized ERAP Monthly Report must be submitted to the ERAP Program Manager. Counties must provide the monthly report to the ERAP Program Manager by the 10th of the month starting May 10, 2021. The ERAP Program Manager will provide the report template to the counties. The ERAP I & R provides directions for completing the ERAP Monthly Report.

2. Counties will submit ERAP Monthly Reports to the Department, to help them assess service usage and to make preparing the final report manageable.
3. Counties with subgrantees are responsible for collecting and aggregating provider reports and preparing one county report for the ERAP Program Manager. Counties must maintain provider reports and have them available to auditors and department staff upon request.
4. The ERAP Monthly Report collects information used by the DHS to show the population of households served and in need of Rental Assistance and Housing Stability Services. Collecting accurate information is vital for ensuring that the Commonwealth is capturing the data required by the federal government.
5. See Appendix C will be updated soon with the reporting form.

e. CLIENT APPEALS

- i. The county has procedures that allow clients to appeal denied assistance or terminated services and afford them the opportunity to have their cases reviewed by the county agency. At the time of intake, counties MUST inform clients, in writing, of their right to appeal and of the availability of a review process at the county and state levels. Counties must provide all decisions resulting from a county appeal to the client and the service provider, in writing. The client is not entitled to, but may receive, service during the time of review.
- ii. For the DHS ERAP program component the first appeal level is the DHS Office of Hearings and Appeals, P.O. Box 2675, Harrisburg, Pennsylvania 17105. County allocation letters will indicate the county is receiving ERAP Federal funding.
- iii. The service provider must provide the following information in writing to any client whom it denies or terminates from service:
 1. The action being taken;
 2. The reason for the action;
 3. The effective date of the action; and,
 4. The availability of an appeal process at the state level.

iv. The county must make every attempt to provide a warning or advance notice of termination, when possible.

v. Counties must submit copies of state level appeals at the time of resolution to:

1. RA-ERAPOIM@pa.gov OR
2. Emergency Rental Assistance Program
Attn: Desanie Miller, WOB Room 227
Office of Income Maintenance
P.O. Box 2675, Harrisburg, PA 17015-2675

f. PROGRAM MONITORING

i. Counties that subcontract with other agencies are required to monitor each service providers' compliance with ERAP requirements as reflected in the ERAP I & R. The county must maintain written monitoring reports at the county office. The reports must identify any programmatic or administrative issues that the service provider must resolve and the service provider's plan for resolution and follow-up. These reports are subject to review by DHS, Auditor General, federal auditors, and other persons authorized by the department. At a minimum, counties must complete monitoring reviews and written reports at least once every 12 months. Counties may develop their own monitoring strategies; however, a monitoring report should include:

1. The date/s of monitoring,
2. Who completed monitoring,
3. What the monitor reviewed and at which sites (if multiple provider sites),
4. A sampling methodology for reviewing client records,
5. The monitor's findings, including any required corrective actions and the required completion dates for the corrective actions,
6. A copy of the provider's notification of findings,
7. Evidence that the county ensured that the provider completed the corrective actions.

- ii. The department will periodically monitor counties receiving ERAP funds to ensure they and their subcontractors are following ERAP requirements as outlined in the ERAP I & R. The department's monitoring objectives are:
 - 1. Review for compliance with ERAP requirements, including program requirements and client eligibility.
 - 2. Represent the state in state/county partnership.
 - 3. Build a collaborative relationship between the state and ERAP county contacts and become a mutually beneficial team with the common goal of providing quality services to the clients of Pennsylvania.
 - 4. Clarify program expectations.
 - 5. Provide any support needed.
 - 6. Discover county "best practices" in order to be able to share ideas with counties.
 - 7. Encourage networking amongst counties.
- iii. During an ERAP monitoring visit, the monitor will review client files, ERAP services and programs, and subcontractor sites. During an ERAP monitoring visit, counties can expect a review of ERAP paperwork, including:
 - 1. ERAP Intake forms
 - 2. Client Applications
 - 3. Client Notes
 - 4. Contracts
 - 5. Client Files
 - 6. A review of ERAP Services, including –
 - a. Program measures
 - b. Monitoring tools
 - c. Encumbrance reports

7. Visit at least one program funded by ERAP in each component
 8. Tour the facilities
 9. Speak with program director
 10. Review performance measures and outcomes
 11. Review any paperwork regarding ERAP
 12. Review client files
 13. Interview clients
 14. Review treatment plans
 15. Review goals
 16. Review progress documentation
- iv. Since the county is responsible to monitor the compliance of each of their service providers, the ERAP Program Manager will provide oversight of county monitoring of the service providers.
 - v. To schedule a monitoring visit, the Monitor will contact the ERAP county contact person, explain the purpose of the visit, and explain who should participate in the monitoring visit. Once agreeing upon a date and time, the Monitor will send written confirmation of the meeting date, time, and place and a copy of the ERAP monitoring review form describing what will occur during the visit. The duration of the ERAP visit depends on the size of the county and use of subcontractors.
 - vi. Once the ERAP county monitoring visit is complete, Monitor will conduct an exit interview with a member of the county agency staff. The purpose of the exit interview is to:
 1. Identify areas of strength and the areas that need improvement.
 2. Discuss the findings and give suggestions on changes that should occur.
 3. Get input from county staff.
 4. Ask if there are any questions or concerns.

5. Review the findings and recommendations.
 6. Discuss any discrepancies.
 7. Explain that a letter and draft report will follow and will allow for input from the county.
- vii. The Monitor will send a cover letter and draft ERAP monitoring review report to the ERAP county contact person. The ERAP Human Services Program Supervisor reviews and finalizes the report. The DHS Bureau of Policy Director signs the attached reporting letter.
 - viii. The county has 30 days to comment or, if necessary, provide a corrective action plan. If the county provides comments, the ERAP Program Manager or Monitor will incorporate them into the final monitoring report. If the county provides a corrective action plan, the ERAP Program Manager or Monitor will revisit the county, ensure that the county has implemented the corrective actions, and incorporate the findings into the final monitoring report.
 - ix. The department sends a cover letter addressed from the Bureau of Policy Director to the County Commissioners, with the final monitoring report attached. The ERAP county contact person also receives a copy.

APPENDIX A

SERVICE PLANS

1. The case management component should include preparation of assessment-based service plans with specific, attainable, measurable objectives developed in cooperation with and signed by the client. The service plan should be a clear and specific guide for the caseworker and the family to the steps that they will take to retain or obtain housing and become self-sufficient. Case managers can create assessment-based service plans with measurable objectives by making them SMART:
 - a. Specific. The client and case manager should know exactly what has to be done and why.
 - b. Measurable. Everyone should know when the goals have been achieved.
 - c. Achievable. The client should be able to accomplish the goals in a reasonable time period.
 - d. Realistic. The family should have input and agreement in developing goals.
 - e. Time bound. Time frames for accomplishing goals should be determined based on an understanding of the family's risks, strengths, and ability and motivation to change.
2. Case managers can follow these steps to create SMART service plans:
 - a. Identify objectives that, combined, will help the client retain or obtain housing and become self-sufficient. For example, one of a client's objectives may be finding an affordable apartment. To find an affordable apartment, the client must determine an affordable amount for rent, find an appropriate neighborhood to search in, make appointments with property owners to view apartments, etc. These are the client's objectives.
 - b. Rank the priorities among the objectives, goals, and tasks. For example, household budgeting and determining affordability must occur before the client can contact property owners to view apartments.
 - c. Establish benchmarks for each goal and task that measures client progress for achieving objectives. For example, the case manager and the client will set a date for completing the household budget. They also agree that viewing two apartments daily for five days meets the goal of making appointments with property owners to view apartments.

- d. Name the outcomes that, when achieved, will indicate that the client has completed his or her objectives. For example, when the client is living in an affordable apartment, he or she will have met that objective.

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APPENDIX B

CLIENT RECORDS

1. The provider must maintain records that consider client confidentiality, but which share information that benefits the client. Counties and providers should consider the populations they serve and understand the risks and implications for particular clients if confidentiality is breached (e.g. when serving people experiencing both homelessness and domestic violence, the service provider must be cognizant of the risks facing the client and not allow breaches of confidentiality to place the person at increased risk).
2. Service providers may choose the format for their client records. At a minimum, client records must contain:
 - a. Releases of information
 - b. Copies of client ID, SS card, and other proofs of identification
 - c. Intake and assessment forms
 - d. Acknowledgements of rules and regulations, rights and responsibilities, appeal process, etc.
 - e. Service Plans
 - f. Referral form
 - g. Proofs of income
 - h. Verifications provided demonstrating need for services (e.g. eviction notices, leases, bills, utility termination notices, etc.)
 - i. Calculation worksheets used to determine income eligibility
 - i. 0 percent – 30 percent AMI
 - ii. 30 percent – 50 percent AMI
 - iii. 50 percent – 80 percent AMI
 - j. Eligibility and amount/type of assistance provided through ERAP (rent, utility, arrears, etc.)
 - k. The amounts and dates of assistance
 - l. Case notes
 - m. Approval or denial notices

n. Any document specific to a client's participation in a particular component.

3. In this example of a client record, the provider divided the record into four sections. Each section includes the following:

SECTION 1: Client Information	SECTION 2: Housing Information	SECTION 3: Service Plan	SECTION 4: Financial
Releases	Landlord Certification	Notes/Correspondence	Income Calculation
Sex, race, gender	Utility Arrears	Intake forms	Household AMI percent bracket (30, 50, 80)
HIPPA form	Landlord/Utility information	Entry Assessment	Income verification
Appeal Form	W9 form	ERAP eligibility criteria	Taxes (1040)
ID, SSN, etc.	Rental Arrears		
Client Certification	Eviction notice if applicable		
	Lease		

APPENDIX C

ERAP MONTHLY REPORT

1. The Monthly ERAP Report is completed monthly with a final cumulative report at the conclusion of the program. The monthly report is due to the department by the 10th of the following month.
 - a. The report should contain total grant period figures.
 - b. Submit the Monthly ERAP Report, electronically via the COMPASS portal or at RA-PWERAPOIM@pa.gov if not participating in COMPASS.
2. Monthly report Format is under development and will be provided once it is completed.

“insert sample report here”

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APPENDIX D

INCOME CALCULATION WORKSHEETS

- Counties may create their own worksheets; however, they must show time periods covered, sources of income, payment dates, gross amounts, calculations, and eligibility determination.

ERAP 30-Day Income Calculation Worksheet

INCOME GOING BACK 30 DAYS					
APPLICANT/ADULT MEMBER NAME		APPLICATION SIGNED DATE	START DATE	END DATE	
HH MEMBER:			HH MEMBER:		
SOURCE	PAID DATE	GROSS AMOUNT	SOURCE	PAID DATE	GROSS AMOUNT
Total \$ Amount:			Total \$ Amount:		
HH MEMBER:			HH MEMBER:		
SOURCE	PAID DATE	GROSS AMOUNT	SOURCE	PAID DATE	GROSS AMOUNT
Total \$ Amount:			Total \$ Amount:		
Grand Total All Household Members' Gross Income \$					

Grand Total \$ _____ ÷ number of weeks in pay period _____ = Representative Week \$ _____

Representative Week \$ _____ x 4.33 = Estimated Monthly Gross Income \$ _____

Representative Week \$ _____ x 52 weeks = Estimated Annual Gross Income \$ _____

Family Size _____ Monthly Income Limit _____ Annual Income Limit _____

Income Eligible? Yes No

Notes:

APPENDIX E

AMI Tables – 80 percent, 50 percent, and 30 percent

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County	80% AMI 1 Person	80% AMI 2 Person	80% AMI 3 Person	80% AMI 4 Person	80% AMI 5 Person	80% AMI 6 Person	80% AMI 7 Person	80% AMI 8 Person
Adams	\$47,950	\$54,800	\$61,650	\$68,500	\$74,000	\$79,500	\$84,950	\$90,450
Allegheny	\$46,500	\$53,150	\$59,800	\$66,400	\$71,750	\$77,050	\$82,350	\$87,650
Armstrong	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Beaver	\$46,500	\$53,150	\$59,800	\$66,400	\$71,750	\$77,050	\$82,350	\$87,650
Bedford	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Berks	\$44,050	\$50,350	\$56,650	\$62,900	\$67,950	\$73,000	\$78,000	\$83,050
Blair	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Bradford	\$37,600	\$43,000	\$48,350	\$53,700	\$58,000	\$62,300	\$66,600	\$70,900
Bucks	\$54,150	\$61,850	\$69,600	\$77,300	\$83,500	\$89,700	\$95,900	\$102,050
Butler	\$46,500	\$53,150	\$59,800	\$66,400	\$71,750	\$77,050	\$82,350	\$87,650
Cambria	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Cameron	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Carbon	\$43,800	\$50,050	\$56,300	\$62,550	\$67,600	\$72,600	\$77,600	\$82,600
Centre	\$49,700	\$56,800	\$63,900	\$70,950	\$76,650	\$82,350	\$88,000	\$93,700
Chester	\$54,150	\$61,850	\$69,600	\$77,300	\$83,500	\$89,700	\$95,900	\$102,050
Clarion	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Clearfield	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Clinton	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Columbia	\$36,900	\$42,150	\$47,400	\$52,650	\$56,900	\$61,100	\$65,300	\$69,500
Crawford	\$37,000	\$42,250	\$47,550	\$52,800	\$57,050	\$61,250	\$65,500	\$69,700
Cumberland	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800
Dauphin	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800
Delaware	\$54,150	\$61,850	\$69,600	\$77,300	\$83,500	\$89,700	\$95,900	\$102,050
Elk	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650
Erie	\$40,050	\$45,800	\$51,500	\$57,200	\$61,800	\$66,400	\$70,950	\$75,550
Fayette	\$46,500	\$53,150	\$59,800	\$66,400	\$71,750	\$77,050	\$82,350	\$87,650
Forest	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Franklin	\$43,900	\$50,150	\$56,400	\$62,650	\$67,700	\$72,700	\$77,700	\$82,700
Fulton	\$36,600	\$41,800	\$47,050	\$52,250	\$56,450	\$60,650	\$64,800	\$69,000
Greene	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650
Huntingdon	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Indiana	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Jefferson	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Juniata	\$36,600	\$41,800	\$47,050	\$52,250	\$56,450	\$60,650	\$64,800	\$69,000
Lackawana	\$40,150	\$45,900	\$51,650	\$57,350	\$61,950	\$66,550	\$71,150	\$75,750
Lancaster	\$44,550	\$50,900	\$57,250	\$63,600	\$68,700	\$73,800	\$78,900	\$84,000
Lawrence	\$38,750	\$44,300	\$49,850	\$55,350	\$59,800	\$64,250	\$68,650	\$73,100
Lebanon	\$43,150	\$49,300	\$55,450	\$61,600	\$66,550	\$71,500	\$76,400	\$81,350
Lehigh	\$43,800	\$50,050	\$56,300	\$62,550	\$67,600	\$72,600	\$77,600	\$82,600
Luzerne	\$40,150	\$45,900	\$51,650	\$57,350	\$61,950	\$66,550	\$71,150	\$75,750
Lycoming	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
McKean	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Mercer	\$37,350	\$42,700	\$48,050	\$53,350	\$57,650	\$61,900	\$66,200	\$70,450
Mifflin	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Monroe	\$44,350	\$50,650	\$57,000	\$63,300	\$68,400	\$73,450	\$78,500	\$83,600
Montgomery	\$54,150	\$61,850	\$69,600	\$77,300	\$83,500	\$89,700	\$95,900	\$102,050
Montour	\$42,750	\$48,850	\$54,950	\$61,050	\$65,950	\$70,850	\$75,750	\$80,600
Northampton	\$43,800	\$50,050	\$56,300	\$62,550	\$67,600	\$72,600	\$77,600	\$82,600
Northumberland	\$38,200	\$43,650	\$49,100	\$54,550	\$58,950	\$63,300	\$67,650	\$72,050
Perry	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800
Philadelphia	\$54,150	\$61,850	\$69,600	\$77,300	\$83,500	\$89,700	\$95,900	\$102,050
Pike	\$44,350	\$50,650	\$57,000	\$63,300	\$68,400	\$73,450	\$78,500	\$83,600
Potter	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Schuylkill	\$37,150	\$42,450	\$47,750	\$53,050	\$57,300	\$61,550	\$65,800	\$70,050
Snyder	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650
Somerset	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Sullivan	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Susquehanna	\$37,050	\$42,350	\$47,650	\$52,900	\$57,150	\$61,400	\$65,600	\$69,850
Tioaga	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Union	\$40,050	\$45,800	\$51,500	\$57,200	\$61,800	\$66,400	\$70,950	\$75,550
Venango	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Warren	\$36,350	\$41,550	\$46,750	\$51,900	\$56,100	\$60,250	\$64,400	\$68,550
Washington	\$46,500	\$53,150	\$59,800	\$66,400	\$71,750	\$77,050	\$82,350	\$87,650
Wayne	\$38,650	\$44,200	\$49,700	\$55,200	\$59,650	\$64,050	\$68,450	\$72,900
Westmoreland	\$46,500	\$53,150	\$59,800	\$66,400	\$71,750	\$77,050	\$82,350	\$87,650
Wyoming	\$40,150	\$45,900	\$51,650	\$57,350	\$61,950	\$66,550	\$71,150	\$75,750
York	\$46,050	\$52,600	\$59,200	\$65,750	\$71,050	\$76,300	\$81,550	\$86,800

County	50% AMI 1 Person	50% AMI 2 Person	50% AMI 3 Person	50% AMI 4 Person	50% AMI 5 Person	50% AMI 6 Person	50% AMI 7 Person	50% AMI 8 Person
Adams	\$30,000	\$34,300	\$38,600	\$42,850	\$46,300	\$49,750	\$53,150	\$56,600
Allegheny	\$29,050	\$33,200	\$37,350	\$41,500	\$44,850	\$48,150	\$51,500	\$54,800
Armstrong	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Beaver	\$29,050	\$33,200	\$37,350	\$41,500	\$44,850	\$48,150	\$51,500	\$54,800
Bedford	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Berks	\$27,550	\$31,450	\$35,400	\$39,300	\$42,450	\$45,600	\$48,750	\$51,900
Blair	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Bradford	\$23,500	\$26,850	\$30,200	\$33,550	\$36,250	\$38,950	\$41,650	\$44,300
Bucks	\$33,850	\$38,650	\$43,500	\$48,300	\$52,200	\$56,050	\$59,900	\$63,800
Butler	\$29,050	\$33,200	\$37,350	\$41,500	\$44,850	\$48,150	\$51,500	\$54,800
Cambria	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Cameron	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Carbon	\$27,400	\$31,300	\$35,200	\$39,100	\$42,250	\$45,400	\$48,500	\$51,650
Centre	\$31,050	\$35,500	\$39,950	\$44,350	\$47,900	\$51,450	\$55,000	\$58,550
Chester	\$33,850	\$38,650	\$43,500	\$48,300	\$52,200	\$56,050	\$59,900	\$63,800
Clarion	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Clearfield	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Clinton	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Columbia	\$23,050	\$26,350	\$29,650	\$32,900	\$35,550	\$38,200	\$40,800	\$43,450
Crawford	\$23,100	\$26,400	\$29,700	\$33,000	\$35,650	\$38,300	\$40,950	\$43,600
Cumberland	\$29,750	\$34,000	\$38,250	\$42,500	\$45,900	\$49,300	\$52,700	\$56,100
Dauphin	\$29,750	\$34,000	\$38,250	\$42,500	\$45,900	\$49,300	\$52,700	\$56,100
Delaware	\$33,850	\$38,650	\$43,500	\$48,300	\$52,200	\$56,050	\$59,900	\$63,800
Elk	\$23,450	\$26,800	\$30,150	\$33,450	\$36,150	\$38,850	\$41,500	\$44,200
Erie	\$25,050	\$28,600	\$32,200	\$35,750	\$38,650	\$41,500	\$44,350	\$47,200
Fayette	\$29,050	\$33,200	\$37,350	\$41,500	\$44,850	\$48,150	\$51,500	\$54,800
Forest	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Franklin	\$27,450	\$31,350	\$35,250	\$39,150	\$42,300	\$45,450	\$48,550	\$51,700
Fulton	\$22,900	\$26,150	\$29,400	\$32,650	\$35,300	\$37,900	\$40,500	\$43,100
Greene	\$23,450	\$26,800	\$30,150	\$33,450	\$36,150	\$38,850	\$41,500	\$44,200
Huntingdon	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Indiana	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Jefferson	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Juniata	\$22,900	\$26,150	\$29,400	\$32,650	\$35,300	\$37,900	\$40,500	\$43,100
Lackawana	\$25,100	\$28,700	\$32,300	\$35,850	\$38,750	\$41,600	\$44,500	\$47,350
Lancaster	\$27,850	\$31,800	\$35,800	\$39,750	\$42,950	\$46,150	\$49,300	\$52,500
Lawrence	\$24,250	\$27,700	\$31,150	\$34,600	\$37,400	\$40,150	\$42,950	\$45,700
Lebanon	\$26,950	\$30,800	\$34,650	\$38,500	\$41,600	\$44,700	\$47,750	\$50,850
Lehigh	\$27,400	\$31,300	\$35,200	\$39,100	\$42,250	\$45,400	\$48,500	\$51,650
Luzerne	\$25,100	\$28,700	\$32,300	\$35,850	\$38,750	\$41,600	\$44,500	\$47,350
Lycoming	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
McKean	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Mercer	\$23,350	\$26,700	\$30,050	\$33,350	\$36,050	\$38,700	\$41,400	\$44,050
Mifflin	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Monroe	\$27,700	\$31,650	\$35,600	\$39,550	\$42,750	\$45,900	\$49,050	\$52,250
Montgomery	\$33,850	\$38,650	\$43,500	\$48,300	\$52,200	\$56,050	\$59,900	\$63,800
Montour	\$26,750	\$30,550	\$34,350	\$38,150	\$41,250	\$44,300	\$47,350	\$50,400
Northampton	\$27,400	\$31,300	\$35,200	\$39,100	\$42,250	\$45,400	\$48,500	\$51,650
Northumberland	\$23,900	\$27,300	\$30,700	\$34,100	\$36,850	\$39,600	\$42,300	\$45,050
Perry	\$29,750	\$34,000	\$38,250	\$42,500	\$45,900	\$49,300	\$52,700	\$56,100
Philadelphia	\$33,850	\$38,650	\$43,500	\$48,300	\$52,200	\$56,050	\$59,900	\$63,800
Pike	\$27,700	\$31,650	\$35,600	\$39,550	\$42,750	\$45,900	\$49,050	\$52,250
Potter	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Schuykill	\$23,250	\$26,550	\$29,850	\$33,150	\$35,850	\$38,500	\$41,150	\$43,800
Snyder	\$23,450	\$26,800	\$30,150	\$33,450	\$36,150	\$38,850	\$41,500	\$44,200
Somerset	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Sullivan	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Susquehanna	\$23,150	\$26,450	\$29,750	\$33,050	\$35,700	\$38,350	\$41,000	\$43,650
Tioaga	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Union	\$25,050	\$28,600	\$32,200	\$35,750	\$38,650	\$41,500	\$44,350	\$47,200
Venango	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Warren	\$22,750	\$26,000	\$29,250	\$32,450	\$35,050	\$37,650	\$40,250	\$42,850
Washington	\$29,050	\$33,200	\$37,350	\$41,500	\$44,850	\$48,150	\$51,500	\$54,800
Wayne	\$24,150	\$27,600	\$31,050	\$34,500	\$37,300	\$40,050	\$42,800	\$45,550
Westmoreland	\$29,050	\$33,200	\$37,350	\$41,500	\$44,850	\$48,150	\$51,500	\$54,800
Wyoming	\$25,100	\$28,700	\$32,300	\$35,850	\$38,750	\$41,600	\$44,500	\$47,350
York	\$28,800	\$32,900	\$37,000	\$41,100	\$44,400	\$47,700	\$51,000	\$54,300

County	30% AMI 1 Person	30% AMI 2 Person	30% AMI 3 Person	30% AMI 4 Person	30% AMI 5 Person	30% AMI 6 Person	30% AMI 7 Person	30% AMI 8 Person
Adams	\$18,000	\$20,600	\$23,150	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Allegheny	\$17,450	\$19,950	\$22,450	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Armstrong	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Beaver	\$17,450	\$19,950	\$22,450	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Bedford	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Berks	\$16,550	\$18,900	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Blair	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Bradford	\$14,150	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Bucks	\$20,300	\$23,200	\$26,100	\$29,000	\$31,350	\$35,160	\$39,640	\$44,120
Butler	\$17,450	\$19,950	\$22,450	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Cambria	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Cameron	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Carbon	\$16,450	\$18,800	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Centre	\$18,650	\$21,300	\$23,950	\$26,600	\$30,680	\$35,160	\$39,640	\$44,120
Chester	\$20,300	\$23,200	\$26,100	\$29,000	\$31,350	\$35,160	\$39,640	\$44,120
Clarion	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Clearfield	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Clinton	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Columbia	\$13,850	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$43,450
Crawford	\$13,900	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$43,600
Cumberland	\$17,850	\$20,400	\$22,950	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Dauphin	\$17,850	\$20,400	\$22,950	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Delaware	\$20,300	\$23,200	\$26,100	\$29,000	\$31,350	\$35,160	\$39,640	\$44,120
Elk	\$14,050	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Erie	\$15,050	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Fayette	\$17,450	\$19,950	\$22,450	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Forest	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Franklin	\$16,450	\$18,800	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Fulton	\$13,750	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$43,100
Greene	\$14,050	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Huntingdon	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Indiana	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Jefferson	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Juniata	\$13,750	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$43,100
Lackawana	\$15,050	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Lancaster	\$16,700	\$19,100	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Lawrence	\$14,550	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Lebanon	\$16,200	\$18,500	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Lehigh	\$16,450	\$18,800	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Luzerne	\$15,050	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Lycoming	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
McKean	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Mercer	\$14,000	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,050
Mifflin	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Monroe	\$16,650	\$19,000	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Montgomery	\$20,300	\$23,200	\$26,100	\$29,000	\$31,350	\$35,160	\$39,640	\$44,120
Montour	\$16,050	\$18,350	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Northampton	\$16,450	\$18,800	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Northumberland	\$14,350	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Perry	\$17,850	\$20,400	\$22,950	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Philadelphia	\$20,300	\$23,200	\$26,100	\$29,000	\$31,350	\$35,160	\$39,640	\$44,120
Pike	\$16,650	\$19,000	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Potter	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Schuykill	\$13,950	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$43,800
Snyder	\$14,050	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Somerset	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Sullivan	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Susquehanna	\$13,900	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$43,650
Tioaga	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Union	\$15,050	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Venango	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Warren	\$13,650	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$42,850
Washington	\$17,450	\$19,950	\$22,450	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Wayne	\$14,500	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Westmoreland	\$17,450	\$19,950	\$22,450	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Wyoming	\$15,050	\$17,240	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
York	\$17,300	\$19,750	\$22,200	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120

APPENDIX F
CERTIFICATIONS

Emergency Rental Assistance Program

TENANT CERTIFICATION

I CERTIFY THAT:

I am the tenant or future tenant of the residence stated below. I am at least one month in arrears of rent payment and in danger of eviction or I am a new tenant and requesting funding to gain occupancy at this location:

Address _____
City, State _____
Zip code _____

I acknowledge that the Landlord may apply for assistance on my behalf for payment of said arrearage or occupancy.

Monthly rent: \$ _____ Rental Arrears: \$ _____

_____	_____
LANDLORD NAME (PLEASE PRINT)	RENTER NAME (PLEASE PRINT)
_____	_____
ADDRESS	ADDRESS
_____	_____
CITY ZIP CODE	CITY ZIP CODE
_____	_____
PHONE NUMBER	PHONE NUMBER
_____	_____
LANDLORD SIGNATURE/DATE	RENTER SIGNATURE/DATE

Emergency Rental Assistance Program

LANDLORD CERTIFICATION

I CERTIFY THAT:

I am the owner or legal agent of the residence stated below. The renter is at least one month in arrears of rent payment and is in danger of eviction or the renter is a new tenant and is requesting funding to gain occupancy at this location:

Address _____
City, State _____
Zip code _____

I accept payment for said arrearage or occupancy.

I refuse to participate and will not accept payment.

Monthly rent: \$ _____ Rental Arrears: \$ _____

LANDLORD NAME (PLEASE PRINT)	RENTER NAME (PLEASE PRINT)
ADDRESS	ADDRESS
CITY ZIP CODE	CITY ZIP CODE
PHONE NUMBER	PHONE NUMBER
LANDLORD SIGNATURE/DATE	RENTER SIGNATURE/DATE

APPENDIX G

KEY DATES

March 8, 2021	ERAP Start Date
May 10, 2021	Monthly report Due (March and April)
June 10, 2021	Monthly Report Due
July 10, 2021	Monthly and First Quarterly Report Due
July 31, 2021	Obligated Funds report
August 10, 2021	Monthly Report Due
August 15, 2021	Recoupment/Reallocation of Excess Funding period starts
September 10, 2021	Monthly Report Due
September 30, 2021	Obligated funds report
October 10, 2021	Monthly and Second Quarterly Report Due
November 10, 2021	Monthly Report Due
December 10, 2021	Monthly and Third Quarterly Report Due
December 31, 2021	Return Excess Funding
January 31, 2022	Final ERAP Cumulative Report Due