



GILA RIVER INDIAN COMMUNITY

DEPARTMENT OF COMMUNITY HOUSING



Emergency Rental Assistance Program: Check-Off List

Name: _____

Submission Date: _____

#	Recvd	Pending	Description
1			Application
2			Applicant/Resident Certification
3			Consent to Release Form (All Household Members over 18-yrs)
4			ID's for all 18 yrs. & Over
5			Social Security Cards (For All House Hold Members)
6			Birth Certificate / Guardianship Letter
7			Pay-Stub (past 30-days)
8			Verification of Income Form
9			Per Cap Form or Check Stub
10			Unemployment Form (If Applicable)
11			DES/TSS Verification (If Applicable)
12			DES/Unemployment Verification (If Applicable)
13			Letter of Hardship
14			Eviction/Delinquent Notice(s)
15			Utility Bill(s)
16			Emergency Rental Assistance Program Contract
17			Lease Agreement
18			ERAP Attestment
19			W-9 Form

Must be completed by each adult listed on the application. (If more than one adult you will need to make copies)

Comments:

Office Use Only:

1	Entered on Master ERAP List (Log)	Submit Date	Initial	Complete Date	Initial
2	ERAP Calculation Work Sheet (Excel)				
3	Per Capita Verification				
4	Income Verification				
5	DES Verification				
6	DES Unemployment Verification				
7	Completed ERAP Contract				
8	Denied	Submit Date	Initial	Complete Date	Initial
9	Approved				
10	Director/Designee Approval				
11	Letter to Tenant	Submit Date	Initial	Complete Date	Initial
12	Letter to Landlord				



The Department of Community Housing Emergency Rental Assistance Program (ERAP)



The Emergency Rental Assistance Program (ERAP) makes available funding to assist households that are unable to pay **rent** and/or utilities due to or experiencing a reduction in household income, incurred significant costs, or experienced other financial hardship due, directly or indirectly, to the COVID-19 pandemic.

Eligibility qualification:

Preference will be given for households with income less than 50% area median income and to households with one or more members that have been unemployed for at least 90 days.

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

- I. Qualifies for unemployment; **or**
- II. Has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19; **and**
- III. Demonstrates a risk of experiencing homelessness or housing instability; **and**
- IV. Has a household total income for calendar year 2020 at or below 80% percent of the U.S. **median** income.

**Family Households are ELIGIBLE at the 80% of (HUD) 2021 U.S. Median Family Income Limit (AMI):
Income Limits Are Subject to Change**

FY - 2021	United States Median Family Income Limits under the NAHASDA Act of 1996							
HH Size	1	2	3	4	5	6	7	8
80%	\$44,744	\$51,136	\$57,528	\$63,920	\$69,034	\$74,147	\$79,261	\$84,374

**For questions or for more information please contact
Phone Number: (520) 562-3904
E-mail: DCH.Housing.Services@gric.nsn.us**



The Department of Community Housing Emergency Rental Assistance Program (ERAP)



COMPLETE APPLICATION REQUIREMENTS

- A. Application signed (power of attorney for Head of Household can be accepted; for applicant who is limited in response due to hospitalization or inpatient at a long term care facility);
- B. Letter of hardship from applicant or employer detailing job loss or reduction of hours;
- C. Copies of utility bills or Disconnect Notice or Past Due Notice, detailing amount owed
- D. Copy of Lease or Rental Agreement;
- E. Eviction Notice or Past Due Notice, detailing amount owed;
- F. An original W-9 Form (2021 date) completed by the Landlord/Owner, information must note landlord TIN or social security number;
- G. Applicant is responsible to verify landlord willing to accept GRIC payment;
- H. Past Due utility (gas, water, electricity, propane) notices or Disconnect notices.
- I. Driver's License, State ID or Tribal I.D. cards for all members 18 years and older;
- J. Social Security Cards for all household members;
- K. Birth Certificates for all members under 18 years; Proof of Guardianship, Power of Attorney and/or other legal documents establishing custody arrangements for minors;
- L. Total Household Income - 2019 tax returns; 2020 W2; last three months' paycheck stub, Public Assistance (AFDC, GA, etc.), SSI, Social Security Retirement, Survivors Benefits, Per Capita payments, Self-employment, unemployment compensation, Veterans Administration and Service member's income. Which must have a total household income under 80% of the U.S. Median Income Limit.

ADDITIONAL SUPPORT DOCUMENTS:

- M. Food Stamps and education assistance are not to be counted as part of the household income.
- N. Deduction to annual income will be applied once verifications are complete. (Examples of deduction are Elderly Deduction, Childcare, Indian Travel and medical expense (SSI)
- O. Signed 'Release of Authorization' form by all members 18 years and older
- P. DCH may request additional documentation to verify/complete application
- Q. Applications will be considered on a case-by-case basis.

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