




# AVCP Regional Housing Authority

P.O. Box 767  
411 Ptarmigan Road  
Bethel, AK 99559  
(907)-543-3121  
Toll Free (800)-478-4687  
Fax: (907) 543-3933

To: Tribes in the AVCP Region Date: March 7, 2022

From: Mark Charlie  CEO Subject: U.S. Treasury  
Emergency Rental Assistance Program

AVCP Regional Housing Authority (AVCP RHA) is implementing its Emergency Rental Assistance Program (ERAP).

Attached are three (3) documents.

1. **ERA Program Announcement.** We would appreciate your assistance to post the announcement in your office and other locations in your community. And, if requested, provide copy to interested community members.
2. **ERA Program and Frequently Asked Questions (FAQ's).** Again we ask this be posted in your community. And, if requested, to provide copy to interested community members.
3. **Application for Assistance.** We appreciate your assistance to provide a copy, if requested, to interested community members.

These documents are also available at [www.avcphousing.org](http://www.avcphousing.org).

We asked you provide this information to your tribal members living outside your village, in other parts of the region, state or outside the state.

Finally, we ask for list of names of landlords, electric and/or water and sewer providers in your community.

We are emailing this and mailing hardcopies.

Thank you for your help and assistance.



AVCP Regional Housing Authority  
P.O. Box 767  
Bethel, AK 99559

Telephone: (907) 543-3121  
Intake Fax: (907) 543-5371  
Fax Toll Free: 800-965-4020  
[www.avcphousing.org](http://www.avcphousing.org)

## EMERGENCY RENTAL ASSISTANCE PROGRAM

The Association of Village Council Presidents Regional Housing Authority (AVCP RHA) is deploying an emergency rental assistance program to assist renters facing financial hardship resulting from the COVID-19 pandemic. All households in the AVCP RHA service area and all Tribal members not living on Tribal lands are eligible for assistance if they meet eligibility requirements. A program summary, eligibility and application process are summarized below.

### PROGRAM SUMMARY

The U.S. Treasury authorized the Emergency Rental Assistance Program through the American Rescue Plan effective March 3, 2021. Emergency Rental Assistance includes rent, rent arrears, utilities and home energy costs, and other expenses related to housing incurred by eligible households due, directly or indirectly, to the COVID-19 pandemic. AVCP RHA will accept applications for assistance from qualified rental tenants and landlords effective immediately, through December 31, 2022. Application for Assistance can be obtained at the AVCP RHA's website or by calling (907) 543-3121.

### ELIGIBILITY

To be eligible for Emergency Rental Assistance, a household (a household of one or more) must be reside in the AVCP RHA service area, or be a member of a participating tribe, be obligated to pay rent on a residential dwelling and has household income at or below 80% of area median income. Additionally,

- a. One or more members of the House Hold (HH) has qualified for unemployment benefits or
- b. Has experienced a reduction in HH income, or
- c. Experienced other financial hardship due to the COVID-19 outbreak, or
- d. One or more individuals within the HH can demonstrate a risk of homelessness; or
- e. Experiencing homelessness or housing instability, and
- f. Has not received rental assistance from any other federally funded program.

To see if you qualify you need to submit an Application for Assistance.

### APPLICATION PROCESS

Applications can be obtained:

ONLINE at [www.avcphousing.org](http://www.avcphousing.org)

TELEPHONE by calling AVCP RHA at (907) 543-3121 or 800-478-4687.

MAIL Provide your name and address and an Application for Assistance will be mailed.

TRIBAL OFFICE. Application for Assistance are available at your local tribal office.

## LANDLORD AND UTILITY PROVIDERS

If you are a landlord or a utility provider in a community in the AVCP region and interested in the AVCP RHA Emergency Assistance Program contact our office.

## AVCP REGIONAL HOUSING AUTHORITY

### U.S. TREASURY PROGRAM

The ERA is funded and implemented by the U.S. Treasury.

AVCP Regional Housing Authority is administering the U.S. Treasury Emergency Rental Assistance (ERA) Program on behalf of and authorized by the federally recognized tribes in the AVCP region.

#### Highlights of importance and requirements.

##### 1. Eligibility to receive ERA assistance

- ✓ a household is obligated to pay rent on a residential dwelling
- ✓ a household is qualified for unemployment benefits
- ✓ experienced a reduction in household income
- ✓ incurred significant costs or experienced other financial hardship due, *directly or indirectly, to the COVID-19 outbreak*
- ✓ one or more individuals demonstrate a risk of experiencing homelessness or housing instability

##### a. Document required

- ✓ one of the applicant's household qualified for unemployment benefits
- ✓ experienced a reduction in household income
- ✓ incurred significant costs
- ✓ experienced other financial hardship due, *directly or indirectly, to the COVID-19 outbreak.*

##### 2. Document needed from an applicant and for the amount of rent or rental arrears owed

- ✓ Current lease, signed by the applicant and the landlord or sublessor; or
- ✓ If there is no signed lease:
  - documentation and evidence of paying utilities for the residential unit; or
  - an attestation from a landlord, the verified owner or management agent; or
  - other documentation such as an attestation the household has not received, and does not anticipate to receive another source of public or private subsidy or assistance for the rental costs.

##### 3. Definition of “utilities and home energy costs” and “utilities and home energy costs arrears” and documents needed

- ✓ Utilities and home energy costs include separately stated electricity, gas, water and sewer, trash removal, and energy costs, such as fuel oil
- ✓ All payments for utilities and home energy costs must be supported by a bill, invoice, or evidence of payment
- ✓ Utilities and home energy costs covered by the landlord will be treated as rent.

##### 4. To get ERA assistance must you have rental arrearage?

- ✓ No.

##### 5. Can ERA assistance be used for arrears accrued before the date of enactment of the statute?

- ✓ Yes, but not for arrears accrued before March 13, 2020.

##### 6. Limit on financial assistance a tenant can receive?

- ✓ An eligible household may receive up to twelve (12) months of assistance (plus an additional three (3) months if necessary to ensure housing stability for the household, subject to the availability of funds).

7. **Can ERA pay for all of a household's rental or utility arrears?**
  - ✓ No.
  
8. **Using landlord or utility providers.**
  - ✓ Rental and utility assistance can be provided effectively and efficiently when the landlord or utility provider participate in the program
  - ✓ However, if a landlord or utility provider does not participate in the program assistance can be provided directly to the eligible household.
  
9. **Did you have to be in current rental home when the public health emergency with respect to COVID-19 was declared?**
  - ✓ No. There is no requirement regarding the length of tenure in the current unit.
  
10. **Are tenants in federally subsidized housing, e.g., Low Income Housing Credit, Public Housing, or Indian Housing Block Grant-assisted properties, eligible for the ERA?**
  - ✓ Yes. An eligible household may receive assistance in the ERA, provided that funds will not be reimbursed by any other federal assistance.
  
11. **May a Tribe or Tribally Designated Housing Entity (TDHE) provide assistance to Tribal members living outside Tribal lands?**
  - ✓ Yes. Tribal members living outside Tribal lands may receive provided they are not receiving ERA assistance from another Tribe or TDHE, state, or local government.
  
12. **May a Tribe or TDHE provide assistance to non-Tribal members living on Tribal lands?**
  - ✓ Yes. A Tribe or TDHE may provide funds to non-Tribal members living on Tribal lands, provided these individuals are not already receiving ERA assistance from another Tribe or TDHE, state, or local government.
  
13. **May a grantee provide assistance to households for which the grantee is the landlord?**
  - ✓ Yes. No preferences are given to households that reside in the grantee's own properties.
  
14. **May assistance be provided for utility or energy cost assistance without covering rent?**
  - ✓ Yes.
  
15. **May a grantee provide ERA assistance to homeowners to cover their mortgage, utility, or energy costs?**
  - ✓ No.
  
16. **Can contractors, subrecipients or intergovernmental cooperation agreements be used to administer ERA programs?**
  - ✓ Yes.
  
17. **May rental assistance be provided to temporarily displaced households living in hotels or motels?**
  - ✓ Yes.
  
18. **May a renter with a "rent-to-own" agreement with a landlord be eligible for ERA assistance?**
  - ✓ Yes.
  
19. **Can tenants apply directly for ERA assistance?**
  - ✓ Yes. Tenants can apply directly for funding.

**20. Ways to ensure recipients use ERA funds only for permissible purposes?**

- ✓ Tenants and landlords commit in writing to use ERA assistance only for the intended purpose before issuing a payment.

**21. Is the landlord requires to initiate an eviction proceeding in order to apply for assistance under an ERA program?**

- ✓ No.

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

- ✓ ERA funds may be used to provide assistance to eligible households to cover prospective relocation assistance, rent, and utility or home energy costs, including after an eviction.

**AVCP Regional Housing Authority  
Emergency Rental Assistance Program  
Application for Assistance**

Date and Time Received:  
Received by:

Application is for <input type="checkbox"/> Rent Arrearage <input type="checkbox"/> Current Rent <input type="checkbox"/> Utility Assistance <input type="checkbox"/> Maintain Housing Stability
--

**1. APPLICANT INFORMATION**

Name	
Mailing Address	
Physical Address	
City, State, and Zip	
Cell Phone	
Landline	
Email Address	

**2. TRIBAL AFFILIATION (Leave blank if not affiliated with a Tribe)**

Name of Tribe	
Mailing Address	
City, State and Zip Code	

**3. LANDLORD INFORMATION (required)**

Name of Landlord					
Mailing Address					
City, State and Zip					
Phone Number					
Office Fax					
Email Address					
Monthly Rent		Past Arrears Due		Total Due	

**4. UTILITY PROVIDERS INFORMATION (required for utility assistance. Do not include utilities that are part of your rent)**

	Name of Company	Current Due	Past Due	Total Due
Heat/Fuel				
Electricity				
Water/Sewer				

**5. FAMILY COMPOSITION AND INCOME ELIGIBILITY**

	Name	Date of Birth	Social Security No.	Eligible
1	Head			
2	Spouse			
3	<input type="checkbox"/> Adult			

	<input type="checkbox"/> Child				
4	<input type="checkbox"/> Adult <input type="checkbox"/> Child				
5	<input type="checkbox"/> Adult <input type="checkbox"/> Child				
6	<input type="checkbox"/> Adult <input type="checkbox"/> Child				
7	<input type="checkbox"/> Adult <input type="checkbox"/> Child				

In the '**Eligible**' column above: List the letter that applies to the family member above (can be more than one letter)

- A. Household pays rent on a residential dwelling
- B. Qualified for unemployment benefits
- C. Reduction in household income
- D. Significant costs or financial hardship
- E. Risk of homelessness or housing instability

Check ALL boxes that apply

**6. DOCUMENTS/ATTESTATION FORM** *Attach documents to support qualifying occurrence and provide a signed attestation form with the application*

- Unemployment Benefits
- Reduction in Household Income
- Incurred Significant Costs
- Financial Hardship due directly or indirectly to the COVID-19 outbreak

**7. OTHER DOCUMENTS**

- Current Lease *Attach a copy of the current lease*
- No Lease *If no lease provide:*
  - Documentation and evidence of paying for residential unit; or
  - Attestation by landlord, owner, or management agent.
  - Attestation household has not received or does not anticipate other public or private subsidy or assistance for rental costs.

**8. EVIDENCE OF PAYMENTS FOR UTILITIES AND HOME ENERGY COSTS OR ARREARS**

- Bill
- Invoice
- Utility Provider attestation
- Other(describe) \_\_\_\_\_

**9. LIVING IN FEDERALLY SUBSIDIZED HOUSING**

- Low Income Housing Tax Credit
- Public Housing
- AVCPRHA Property

**10. INCOME ELIGIBILITY INFORMATION**

Provide copies of your 2021 income tax return. If you have not filed your 2021 income taxes provide a copy of your most recent earning statements, including W-2's, pay stubs, social security, dividend statements, and all other supporting documents for income earned or received in the last 12 months. If you do not have the above, income for a lesser period may be considered and AVCP RHA will calculate annual income using information provided. A self-attestation form will be required, and proof of income will be required every three months.

**11. ATTESTATION**

I hereby certify under penalty and perjury the information contained in this document are true, correct and complete to the best of my knowledge, information and belief.

By signing below I attest:

1. I have identified receipt of unemployment benefits for myself, that such statements are true and correct,
2. I have provided the income;
3. The ERA benefits I seek will not duplicate other federally funded rental assistance that I have received or expect to receive in the future;
4. I am seeking amounts that I am required to pay (as a tenant);
5. I understand that I can be disqualified from other AVCP RHA programs and other housing programs if I give false or inaccurate information on this application and may be prosecuted for false statements under applicable law.

Applicant (Print)	Signature	Date

***Thank you. You are done. Please submit the Application for Assistance to AVCP RHA by fax, mail or online.***



## **Instructions for filling the ERA Application for Assistance**

### **1. APPLICANT INFORMATION**

*Provide all the information requested.*

### **2. TRIBAL AFFILIATION**

*Provide the information of the federally recognized tribe you are enrolled in. If not enrolled leave blank.*

### **3. LANDLORD INFORMATION (required)**

*Provide the information requested on your landlord including the monthly rent, the past due rent and total rent due.*

### **4. UTILITY PROVIDERS INFORMATION**

*Provide the information requested for your utility provider(s), if rent includes one or all of the utilities do not fill current, past, and total due.*

### **5. FAMILY COMPOSITION AND INCOME ELIGIBILITY**

*List the name of all adults and minors living with you in the rental unit. In the "Eligible" column list the appropriate letter(s) to the family member(s) which it applies to.*

### **6. DOCUMENTS/ATTESTATION FORM**

*Provide documents that verify each you are claiming. If you have documents you need to sign the Attestation Form for each one you are claiming/*

### **7. EVIDENCE OF PAYMENTS FOR UTILITIES AND HOME ENERGY COSTS OR ARREARS**

*If you are requesting payments of utilities and home energy costs or arrears. Provide copy of a bill or an invoice or get a utility provider attestation.*

### **8. LIVING IN FEDERALLY SUBSIDIZED HOUSING**

*Check appropriate box.*

**Thank you. You are done. Please submit the Application for Assistance to AVCP RHA by fax, mail or online.**

**BELOW FOR OFFICE USE ONLY**

Check the box to verify and they were provided:

**DOCUMENTS PROVIDED**

- Unemployment Benefits for: List the number(s)
- Reduction in household income
- Incurred significant Costs
- Other financial hardship

**OTHER DOCUMENTS**

- Current Lease
- No Lease. Obtain the following and verify they were provided
  - Documentation and evidence of paying utilities for the residential unit; or
  - Attestation by landlord, the owner or management agent
  - Attestation household has not received or does not anticipate other public or private subsidy or assistance for rental costs

**EVIDENCE OF PAYMENTS FOR UTILITIES AND HOME ENERGY COSTS OR ARREARS**

By checking the boxed you are verifying they were provided

- Bill
  - Invoice
  - Other (describe)
- 

**9. LIVING IN FEDERALLY SUBSIDIZED HOUSING**

- Low Income Housing Tax Credit
- Public Housing
- AVCP RHA Assisted Property

**DETERMINATION**

**Incomplete:** List what needed to complete the application

**Ineligible:** List reason(s) for ineligibility:

**Eligible:** *Check all that apply:*

- Qualified for Unemployment
- Reduction in Household Income
- Significant Cost
- Financial Hardship

Prepare Check Request Form and submit to Finance Department.