NORTHERN CHEYENNE TRIBAL HOUSING AUTHORITY
COVID-19 Emergency Rental Assistance Program
Application Checklist

Telephone Number: (406) 477-6419 – Fax Number: (406) 477-6229 – Email: arpa@nctha.net
For more information please contact ERAP Clerk: Latonna Puente at (406) 477-4326

Please review your application to make sure that contains the following information:

For all Applicants:

☐ Copy of Driver’s License or Tribal Enrollment Card
☐ Proof of membership of an Indian Tribe for each household member (if applicable)
☐ Income Verification for each member 18 or older
☐ Annual Income (a wage statement, interest statement, unemployment compensation statement, or a copy of Form 1040 as filed with the IRS for the household for 2020)
  or
☐ Monthly received in the last 60 days (2 months)

Submit the following documentation if applicable:

☐ Documentation of each household member’s qualification for unemployment benefits
☐ Letter / Email / Text from employer showing your lay off, furlough status, or decrease in hours
☐ Other documents showing a reduction in household Income
☐ Documents showing loss of self-employment/business income
☐ Bills / Receipts showing significant costs (hospital bills, medication costs, etc.)
☐ Documents showing other financial hardship
☐ Copy of lease or rental agreement showing required rental payments or deposits
☐ Copy of utility bill(s)
☐ Copy of a past due utility or rent notice or eviction notice
☐ Documents showing unsafe or unhealthy living conditions
☐ Any other evidence of risk of housing instability
☐ Applicant Sworn Attestation
NORTHERN CHEYENNE TRIBAL HOUSING AUTHORITY
COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM

FINANCIAL ASSISTANCE FORM

**Applicant Information**

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Tribal Enrollment No.:</td>
</tr>
<tr>
<td>Physical Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Phone:</td>
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<tr>
<td>Mailing Address:</td>
<td>City:</td>
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**General Information**

1. **Are you or is a member of your household a member of an Indian tribe?** ☐ Yes ☐ No
   a. If yes, attach proof of membership of an Indian Tribe for each household member
2. **Do you rent the home in which you are living?** ☐ Yes ☐ No

**Household Member Information:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Last 4 digits of SSN</th>
<th>Tribal Enrollment No.</th>
<th>Annual or Monthly Income</th>
<th>Income Source</th>
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**Income Verification**

Below, provide information on either the total annual income of your household for calendar year 2020 or your total household monthly income.

1. **Annual income** of household: $______________
   a. Applicant must submit a wage statement, unemployment compensation statement, interest statement, or a copy of Form 1040 filed with the IRS for the household in 2020,
2. **Monthly income** of household: $______________
   a. Applicant must submit sufficient confirmation of the household’s monthly income at the time
of application for at least the two months prior to the submission of this application.

3. Do you currently rent the home in which you are living? □ Yes □ No
   b. If yes, attach and submit a copy of your current rental lease.

   | Current Landlord Name: ______________________________________________________ |
   | Contact Phone: ________________       Email: ________________________________ |

4. What is the total amount of rent that you pay each month? $___________
   a. Number of bedrooms in your apartment or rental unit? ________________

### Housing Instability

1. Does one or more individuals in your household face a risk of experiencing homelessness or housing instability, which may include (check all that apply):
   □ A past due utility or rent notice or eviction notice
   □ Unsafe or unhealthy living conditions
   □ Any other evidence of such risk

   a. If you checked any of the boxes above, attached supporting documentation demonstrating each type of housing instability (e.g. past due utility or rent notice or eviction notice, or documentation of any other evidence of risk.)

   b. If you checked any of the boxes above, please describe the details of your housing instability:

      __________________________________________
      __________________________________________

### Financial hardship

1. Do you or any individual in your household qualify for unemployment benefits? □ Yes □ No
   a. If yes, attached supporting documentation demonstrating each individual’s qualification for unemployment benefits.

2. Have one or more individuals in your household experienced any of the following financial hardship due, directly or indirectly, to the COVID-19 pandemic? (check all that apply)

   □ A reduction in household Income
   □ Loss of Employment/Temporary Layoff/or Furlough
   □ Reduction in hours/pay.
   □ Unable to work or experiencing financial hardship due to no child care/school.
   □ Underlying medical condition requiring staying home to prevent exposure.
☐ Loss of self-employment/business income
☐ Over the age of 50 and enduring increased costs because of the COVID-19 pandemic.
☐ Disabled and enduring increased costs because of the COVID-19 pandemic
☐ Incurred significant costs (hospital bills, medication costs, etc)
☐ Other financial hardship; list: __________________________________________________________

a. If you checked any of the boxes above, attach supporting documentation for each hardship. (e.g. copies of most recent paycheck stubs or other sources of income showing decrease in income; email/text/letter showing notification of unemployment/reduction in hours, bills showing significant costs incurred, etc.)

<table>
<thead>
<tr>
<th>Financial Assistance</th>
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<tbody>
<tr>
<td>The Emergency Rental Assistance Program provides Financial Assistance to Eligible Households for rent and utility costs payments and other housing expenses to help alleviate the financial hardships endured from loss of income and increased costs due to the COVID-19 pandemic.</td>
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</tbody>
</table>

“Financial Assistance” means payments provided through the ERA Funds for Rent Arrears, Utility and Home Energy Costs Arrears, Current and Prospective Rent, Current and Prospective Utility Costs, and Other Eligible Housing Expenses.

“Rent” is the monthly amount charged by a landlord for possession and occupancy of a dwelling unit. If Utility Costs are included in the monthly payment to the Landlord, they are deemed to be Rent.

“Utility Costs” means utility and home energy costs related to the occupancy of rental property (e.g. electricity, gas, water and sewer, trash removal, and energy costs (such as fuel oil and firewood) that are separately-stated charges. Utility Costs also includes internet when necessary for at home remote education or to perform job searches. *(It does not include telephone and cable/satellite tv).*

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**Rent Arrears and Utility Costs Arrears:**

**Only** includes Rent Arrears and Utility Costs Arrears **incurred on or after March 13, 2020.**

**Arrears includes:** interest charges and penalties accrued from the date on which the first missed payment after March 13, 2020 was due.

**Arrears does not include:** interest charges or penalties accrued for Rent Arrears or Utility Costs Arrears incurred before March 13, 2020.
A. Rent Arrears and Utility Costs Arrears

Do you have any Rent Arrears or Utility Costs Arrears?
(check all that apply)

If you check any of the boxes below, attach supporting documentation for each arrears payment (rental lease, documents showing rent or utility costs arrears and interest accrued, etc.)

☐ Rent Arrears (Rent payments in arrears):

Total amount in Arrears $_________

For which months?
_____________________________________________________________________________

Landlord Name: ____________________________ Phone Number: _____________________
Mailing Address: ____________________________ City: ____________________________
State: ________________ Zip: ____________ Email: _________________________________

☐ Utility Costs Arrears (Utility Cost payments in arrears):

Total amount in Arrears $_________

1. Type of Utility: ____________________________ Amount $_________

   Month/Yr. ______________

   Utility Provider: ____________________________ Phone Number: _____________________
   Billing Address: ____________________________ City: ____________________________
   State: ________________ Zip: ____________

2. Type of Utility: ____________________________ Amount $_________

   Month/Yr. ______________

   Utility Provider: ____________________________ Phone Number: _____________________
   Billing Address: ____________________________ City: ____________________________
   State: ________________ Zip: ____________

3. Type of Utility: ____________________________ Amount $_________

   Month/Yr. ______________

   Utility Provider: ____________________________ Phone Number: _____________________
   Billing Address: ____________________________ City: ____________________________
   State: ________________ Zip: ____________

4. Type of Utility: ____________________________ Amount $_________

   Month/Yr. ______________

   Utility Provider: ____________________________ Phone Number: _____________________
   Billing Address: ____________________________ City: ____________________________
   State: ________________ Zip: ____________

5. Type of Utility: ____________________________ Amount $_________

   Month/Yr. ______________

   Utility Provider: ____________________________ Phone Number: _____________________
   Billing Address: ____________________________ City: ____________________________
   State: ________________ Zip: ____________

Arrears Payments: If any Applicant has any Rent Arrears or Utility Costs Arrears, Northern Cheyenne Tribal Housing Authority will first pay those arrears payments before providing payments for any current or future Rent or Utility Costs payments.
B. Current Rent and Current Utility Costs

Do you expect to be unable to pay your Current Rent or Current Utility Costs payment, or required Deposit to obtain rental housing?

(check all that apply)

If you check any of the boxes below, attach supporting documentation for each Current Rent or Current Utility Costs payment (rental lease, documents showing rent or utility costs due, etc.)

☐ **Current Rent Payment due** *(Current month Rent payment due and owing but not yet in arrears)*:

- Amount Due: $___________
- Date Due: ______________
- Landlord Name: __________________
- Phone Number: ______________
- Mailing Address: ____________________________
- City: ______________
- State: ____________
- Zip: ________
- Email: ____________________________

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☐ **Current Utility Costs Payments due** *(Utility Costs currently due and owing but not yet in arrears)*:

1. **Type of Utility**: ____________  
   **Amount**: $ __________  
   **Due Date**: ____________

   Utility Provider: ____________________________
   Phone Number: ______________

   Billing Address: ____________________________
   City: ______________
   State: ________
   Zip: ________

2. **Type of Utility**: ____________  
   **Amount**: $ __________  
   **Due Date**: ____________

   Utility Provider: ____________________________
   Phone Number: ______________

   Billing Address: ____________________________
   City: ______________
   State: ________
   Zip: ________

3. **Type of Utility**: ____________  
   **Amount**: $ __________  
   **Due Date**: ____________

   Utility Provider: ____________________________
   Phone Number: ______________

   Billing Address: ____________________________
   City: ______________
   State: ________
   Zip: ________

4. **Type of Utility**: ____________  
   **Amount**: $ __________  
   **Due Date**: ____________

   Utility Provider: ____________________________
   Phone Number: ______________

   Billing Address: ____________________________
   City: ______________
   State: ________
   Zip: ________

5. **Type of Utility**: ____________  
   **Amount**: $ __________  
   **Due Date**: ____________

   Utility Provider: ____________________________
   Phone Number: ______________

   Billing Address: ____________________________
   City: ______________
   State: ________
   Zip: ________
C. Prospective Rent and Prospective Utility Costs

Do you expect to be unable to pay your Prospective Rent or Prospective Utility Costs payments?
(check all that apply)

If you check any of the boxes below, attach supporting documentation for each prospective payment
(rental lease, documents showing rent or utility costs due, etc.)

☐ Prospective Rent Payments due (Rent payments expected to be owed maximum 3-months):

  Amount Due: $_____________  Months/Year: ______________________
  Dates Due: ____________________________
  Landlord Name: ___________________ Phone Number: ____________
  Mailing Address: __________________________ City: ________________
  State: _________ Zip: _________ Email: _______________________

☐ Prospective Utility Costs Payments due (Utility Costs payments expected to be owed):

  1. Type of Utility: _______________ Amount $ __________ Due Date __________
     Utility Provider: ___________________ Phone Number: ____________
     Billing Address: ______________________ City: ________________
     State: ___________ Zip: _______

  2. Type of Utility: _______________ Amount $ __________ Due Date __________
     Utility Provider: ___________________ Phone Number: ____________
     Billing Address: ______________________ City: ________________
     State: ___________ Zip: _______

  3. Type of Utility: _______________ Amount $ __________ Due Date __________
     Utility Provider: ___________________ Phone Number: ____________
     Billing Address: ______________________ City: ________________
     State: ___________ Zip: _______

☐ Current Deposit Payment due (Deposit payment for rental housing that is due and owing as a condition of obtaining rental housing):

  Amount Due: $_____________
  Date Due: _______________
  Landlord Name: _______________ Phone Number: ____________
  Mailing Address: __________________________ City: ________________
  State: _________ Zip: _______ Email: _______________________

**Additional Requirements**

1. Applicants must sign a release of information form allowing the Northern Cheyenne Tribal Housing Authority to verify any and all information required to participate in the COVID-19 Emergency Rental Assistance Program.

2. For each additional month that applicants seek Financial Assistance under the ERA Program, applicant must submit information and documentation for the rent and utility costs for that month and prospective months for which they seek assistance.

**Applicant Acknowledgements**

I understand that I am required to update my application whenever any determining factor of eligibility changes. This includes employment/annual income, contact information, no longer qualifying for unemployment benefits, no longer experiencing a reduction in household income or other financial hardship, no longer facing a risk of homelessness or housing instability, or having a household income that is above 80 percent of the Area Median Income for the household.

By my signature below, I hereby certify under oath that all of the foregoing information and attached documentation is true and correct to the best of my knowledge and belief. I understand that providing any false statements, false information, any misleading statements or information, or if I fail to notify Northern Cheyenne Tribal Housing Authority (NCTHA) of changes to my household’s eligibility, will be grounds for denial of the application or, if assistance has already been granted, recapture of any funds granted, and may be grounds for civil or criminal prosecution if NCTHA determines it is appropriate to do so.

APPLICANT SIGNATURE ____________________________ DATE ____________________________

__________________________ (Printed Name)

If a landlord or owner of a residential dwelling submits this application on behalf of the Applicant: I ____________________________, the Applicant’s landlord/residential dwelling owner, understand that I am required to provide this application to the Applicant after completing and submitting it.

LANDLORD SIGNATURE ____________________________ DATE ____________________________

__________________________ (Printed Name)

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Application Received by Northern Cheyenne Tribal Housing Authority:

STAFF MEMBER SIGNATURE ____________________________ DATE ____________________________

OFFICIAL USE ONLY

Approved: ☐ Yes ☐ No Reason: ________________________________________________

80% AMI: ___________ ☐ Local ☐ National Fair Market Rent Amount: ________________

Denial Communicated: ___________ Staff Signature: ____________________________
NORTHERN CHEYENNE TRIBAL HOUSING AUTHORITY
COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM

APPLICANT CERTIFICATION/ATTESTATION OF ECONOMIC HARDSHIP

In order for Financial Assistance to be provided under the ERA Program, this Certification/Attestation of Economic Hardship must be completed and signed/dated by the Tenant/Applicant.

I, __________________________, the Applicant, do hereby certify and attest under oath, that one or more individuals in my household have experienced a reduction in household income, incurred significant costs; or experienced other financial hardship due, directly or indirectly, to the COVID-19 pandemic.

I agree to notify in writing the Northern Cheyenne Tribal Housing Authority of any significant changes to my household income or financial status that would impact my eligibility for the ERA Program.

By my signature below, I certify under oath that the preceding facts are true and correct to the best of my knowledge and belief. I understand that providing misleading or false information may result in denial or require repayment of benefits received.

__________________________________  __________________________
Applicant signature                    Date

__________________________________
Applicant Printed Name

THIS CERTIFICATION/ATTESTATION MUST BE SIGNED EITHER BEFORE A NOTARY PUBLIC OR BEFORE TWO INDIVIDUALS WHO SIGN AS WITNESSES.

* * * * * * * * *
STATE OF __________________________
County of __________________________

This document was executed before me, on the _______ day of __________, 2021, by the above named individual.

Notary Public for the State of __________________________
(SEAL)
Notary Public (name typed/stamped or printed)
Residing at: __________________________________________
My Commission Expiration: __________________________

OR

* * * * * * * * *
WE THE UNDERSIGNED WITNESSES CERTIFY THE ABOVE INDIVIDUAL (APPLICANT) SIGNED THIS DOCUMENT IN OUR PRESENCE:
1.__________________________________  2.__________________________________
Date: ___________________________        Date: ___________________________
AUTHORIZATION
for Release of Information

CONSENT: I authorize and direct any Federal, State, or local agency, organization, business, or individual to release to Northern Cheyenne Tribal Housing Authority any information or materials needed to complete and verify my application for participation, and/or to maintain my continued assistance under the Section 8, Rental Rehabilitation, Low-Income Public and Indian Housing, and/or other housing assistance programs. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Department of Housing and Urban Development (HUD) in administering and enforcing program rules and policies.

INFORMATION COVERED: I understand that, depending on program policies and requirements, previous or current information regarding me or my household may be needed. Verifications and inquiries that may be requested include, but are not limited to:

- Identity and Marital Status
- Employment, Income, and Assets
- Residences and Rental Activity
- Medical or Child Care Allowances
- Credit and Criminal Activity

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and continued participation in a housing assistance program.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED: The groups or individuals that may be asked to release the above information (depending on program requirements) include, but are not limited to:

- Previous Landlords (including Past and Present Employers)
- Public Housing Agencies
- Veterans Administration
- Courts and Post Offices
- State Unemployment Agencies
- Retirement Systems
- Schools and Colleges
- Social Security Administration
- Banks and other Financial Institutions
- Law Enforcement Agencies
- Medical and Child Care Providers
- Credit providers and Credit Bureaus
- Utility Companies
- Support and Alimony Providers

COMPUTER MATCHING NOTICE AND CONSENT: I understand and agree that HUD or the Public Housing Authority may conduct computer matching programs to verify the information supplied for my application or recertification. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove that information. HUD may in the course of its duties exchange such automated information with other Federal, State, or local agencies, including but not limited to: State Employment Security Agencies; Department of Defense; Office of Personnel Management; the U.S. Postal Service; the Social Security Agency; and State welfare and food stamp agencies.

CONDITIONS: I agree that a photocopy of this authorization may be used for the purposes stated above. This authorization will stay in effect for a year and one month from the date signed.

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<tr>
<th>SIGNATURES</th>
<th>PRINTED/TYPED NAME</th>
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<tbody>
<tr>
<td>Head of Household: ___________________</td>
<td>Date: __________</td>
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<td>Spouse: ___________________</td>
<td>Date: __________</td>
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<tr>
<td>Adult Member: ___________________</td>
<td>Date: __________</td>
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Warning! Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

For Office use only: ___ Initial ___ Annual ___ Interim Occupancy Specialist ___________________