POJHA Emergency Rental Assistance Program (ERAP)

KEEPING FAMILIES IN THEIR HOMES

Congress passed legislation that created the Emergency Rental Assistance (ERA) Program that makes available $25 billion to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. The funds are provided directly to States, U.S. Territories, local governments, and Indian tribes.

Grantees use the funds to provide assistance to eligible households through existing or newly created rental assistance programs. Not less than 90 percent of awarded funds must be used for direct financial assistance, including rent, rental arrears, utilities and home energy costs, utilities and home energy costs arrears, and other expenses related to housing. Remaining funds are available for housing stability services, including case management and other services intended to keep households stably housed, and administrative costs.

Funds generally expire on September 30, 2022. The Pueblo of Jemez Housing Authority (POJHA) is the Tribally Designated Housing Entity (TDHE) and is the grantee of an allocation of $638,962.85 to administer the Emergency Rental Assistance Program for the Pueblo of Jemez Indian Reservation and its enrolled tribal members.

The use and distribution of these funds are limited to eligible households as outlined in POJHA’s Emergency Rental Assistance Policy (“ERAP Policy”), as adopted by the POJHA Board of Commissioners under Resolution No. 2021-04 dated June 16, 2021, which limits eligibility to enrolled members of the Pueblo of Jemez living in a rental or lease purchase housing unit within the POJHA Indian Area (i.e., within the Pueblo of Jemez boundaries) OR outside the POJHA Indian Area (i.e., within the United States boundaries), among other eligibility factors as described within the ERAP Policy.

Please make certain all appropriate fields of this application are filled out completely and all supporting documents are submitted with your application submission. If there are any questions pertaining to this application or the POJHA Emergency Rental Assistance Program, please visit our website at www.pojha.org, email us at ERAP@pojha.org, or call us at (575) 834-0305.

Thank You
Pueblo of Jemez Housing Authority
### Applicant Information

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<th>Last Name</th>
<th>First Name</th>
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<th>Physical Street Address</th>
<th>City</th>
<th>State (i.e. NM)</th>
<th>Zip Code</th>
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<th>City</th>
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<th>Phone Number</th>
<th>E-Mail Address</th>
<th>Federally Recognized Tribe</th>
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*Required

### Eligibility – General

1. Do you, the applicant, currently reside in a rental housing unit or a lease-purchase housing unit and have a valid tenant agreement?

   **Select Answer:** ____________

   **Supporting Document(s) Included**
   
   (Check one)
   
   - Copy of current rental or lease-purchase agreement
   - Bank statements, pay stubs, or other financial documents showing a pattern of rent/lease-purchase payments
   - Written attestation by a landlord

2. Is your household income at or below the 80% Area Median Income level as determined by the U.S. Department of Housing and Urban Development’s (HUD) “2021 U.S. Median Family Income” figures?

   **Select Answer:** ____________

   **Supporting Document(s) Included**
   
   (Check all that apply)
   
   - Pay stubs
   - Wage Statements
   - Bank statements demonstrating regular income
   - 2020 IRS Form W-2
   - 2020 Tax filing forms (e.g., Form 1040)
   - Written attestation by employer, case worker, or other professional

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1 Written attestation is defined as a letter written, or typed, and signed by the landlord indicating the applicant is currently considered a renter and pays rent on either a rental housing unit or a lease-purchase housing unit.

2 Written attestation is defined as a letter written, or typed, and signed, or verified, by the Applicant confirming rent payment amounts to establish residency. An applicant template letter can be found under Attachment 1 (Attestation of Rental Occupancy).

3 Written attestation is defined as a letter written, or typed, and signed by an employer, case worker or other professional with knowledge of a household’s circumstances confirming the household member’s income per week, bi-weekly, monthly, or yearly.
Eligibility – Financial Hardship

3. Do you or any individual in your household qualify for unemployment benefits?

Select Answer: ______________________

4. Have one or more individuals in your household experienced any of the following financial hardships 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 or pay
☐ Unable to work or experiencing financial hardship due to no childcare or school
☐ Underlying medical condition requiring staying home to prevent exposure
☐ Loss of self-employment or business income

Supporting Document(s) Included
(Check all that apply)
☐ Copy of submitted Unemployment packet
☐ Copy of current Unemployment benefits
☐ Written attestation by applicant

Supporting Document(s) Included
(Check all that apply)
☐ Copies of pay stubs showing a decrease in hours or pay
☐ Letter showing loss of employment, layoff, or furlough
☐ Written attestation by applicant

Eligibility – Housing Instability

5. Can one or more individuals within the household demonstrate a risk of experiencing homelessness or housing instability, which may include any of the following (Check all that apply)

☐ A past due utility or rent notice or eviction notice
☐ Unsafe or unhealthy living conditions
☐ Household overcrowding
☐ Termination of housing subsidy
☐ Any other evidence of such risk

Supporting Document(s) Included
(Check all that apply)
☐ Copy of past due utility or rent notice
☐ Copy of eviction notice
☐ Copy of housing subsidy termination letter
☐ Other documentation supporting risk of homelessness or housing instability

Household Data (include applicant)

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Age</th>
<th>Relationship to Applicant</th>
<th>Current Monthly Income</th>
<th>2020 Annual Income</th>
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4 Written attestation is defined as a letter written, or typed, and signed, or verified, by the household member confirming unemployment qualification. A template letter can be found under Attachment 2 (Attestation of Unemployment).

5 Written attestation is defined as a letter written, or typed, and signed, or verified, by the household member certifying financial hardship due to the COVID-19 pandemic. A template letter can be found under Attachment 3 (Attestation of Economic Hardship).
Income Verification

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

1. **Annual Income** of household: $__________
   
   **Note:** Applicant must attach and submit wage statements, interest statements, unemployment compensation statements, or a copy of IRS Form 1040 for calendar year 2020 income for all household members.

2. **Monthly Income** of household: $__________
   
   **Note:** Applicant must attach and submit sufficient documentation to support monthly income at the time of application for all household members.

3. Are one or more individuals within the household unemployed as of the date of this application or have any such individuals been unemployed for the 90-day period immediately preceding the date of this application?
   
   Yes ☐  No ☐

4. Have you or any member of your household applied for or received Emergency Rental Assistance or any other Federally funded assistance duplicative of the financial assistance being requested through this application?
   
   Yes ☐  No ☐

Financial Assistance Requested

Please list which Financial Assistance the household wishes to obtain. Any assistance types listed below require the submission of supporting documentation such as a bill, invoice, rent/lease agreement, receipts or other documentation approved by the POJHA.

<table>
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<tr>
<th>Assistance Type</th>
<th>Past Due Payments?</th>
<th>Current/Future Payments?</th>
<th>Total Payment Amount</th>
<th>Start Date</th>
<th>End Date</th>
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6 Financial Assistance will not be provided for past due amounts that existed prior to March 2, 2020.

7 Future payments for rent or lease-purchase will be subject to a maximum of 3-month intervals, thereafter, applicant must re-apply for additional payment assistance. Maximum Financial Assistance for an eligible household is no more than 12 months with an additional three (3) months of assistance, if necessary, to ensure housing stability for the household, subject to availability of funds.
1. Applicants must sign a release of information form allowing the Pueblo of Jemez 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 POJHA ERAP, they must submit information and documentation for the rent and utility costs for that month and prospective months for which they seek assistance.

3. Completed applications will be processed within ten (10) business days and a notice of acceptance or denial will be conveyed to the applicant. The approval notice will include benefit amount and vendor information. If the application is denied, you will receive notification stating the reason for denial and information regarding the appeals process.

4. Pursuant to 18 U.S.C. § 1001, it states in part, “Whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, imprisoned not more than 5 years or both.”

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**Applicant Acknowledgements and Attestation**

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 and attest that all of the foregoing information and attached documentation is true and correct. I understand that providing any false statements, false information, any misleading statements or information, or if I fail to notify the Pueblo of Jemez Housing Authority of any 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 civil or criminal prosecution if the Pueblo of Jemez Housing Authority and/or the Pueblo of Jemez determines it is appropriate to do so.

____________________  ____________________
APPLICANT SIGNATURE  DATE

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**FOR OFFICE USE ONLY:**

Based on household size, the total household income does not exceed the 80% area median income limit:

Yes ☐  No ☐

Based on household size, the total household income does not exceed the 50% area median income limit:

Yes ☐  No ☐

I certify all documentation has been received and thoroughly reviewed for accuracy and completeness, and based on my findings of the submitted application and backup documentation, I find the household to be:

Eligible ☐  Ineligible ☐

____________________  ____________________
POJHA INTAKE OFFICIAL  DATE

____________________  ____________________
APPROVED:  POJHA EXECUTIVE DIRECTOR  DATE
PUEBLO OF JEMEZ HOUSING AUTHORITY
EMERGENCY RENTAL ASSISTANCE PROGRAM (ERAP)

RELEASE AND CONSENT

I/We, the undersigned, acknowledge that as part of the application process for assistance from the Emergency Rental Assistance Program ("ERAP") provided by the Pueblo of Jemez Housing Authority ("POJHA"), I/We are required to provide background information for POJHA’s confidential use, to determine my/our eligibility, and to provide aid.

I/We hereby authorize the release of any and all records or other information, in whatever format, that the person or entity as in his, her or its possession, for the sole purpose as described above, to the below entity:

The Pueblo of Jemez Housing Authority
PO Box 670
Jemez Pueblo, NM 87024
Phone: (575) 834-0305
E-Mail: POJHA@pojha.org

I/We understand I/We have right to review any and all records obtained by the POJHA and correct any information found to be incorrect. A photographic or facsimile copy of this authorization may be deemed to be the equivalent of the original and may be used as a duplicate original. I/We, the undersigned, acknowledge that if any adult member of the household fails to sign this release and consent, it may constitute grounds for denial of eligibility or termination from the POJHA Emergency Rental Assistance Program.

Additional disclosure of the information will not be made without the specific consent of the undersigned, except to a federal law enforcement agency upon such agency’s notification to POJHA of a violation or possible violation of civil or criminal law by the undersigned.

________________________________________________________________________
Name of Applicant                        Signature                     Date

________________________________________________________________________
Name of Adult Household Member          Signature                     Date

________________________________________________________________________
Name of Adult Household Member          Signature                     Date

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Name of Adult Household Member          Signature                     Date

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Name of Adult Household Member          Signature                     Date

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Name of Adult Household Member          Signature                     Date

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Name of Adult Household Member          Signature                     Date

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Name of Adult Household Member          Signature                     Date

________________________________________________________________________
Name of Adult Household Member          Signature                     Date
ATTACHMENT #1

Attestation of Rental Occupancy

Absent any rental or lease-purchase agreement, and in order for financial assistance to be provided under the Pueblo of Jemez Housing Authority’s (POJHA) Emergency Rental Assistance Program, this Attestation of Rental Occupancy must be completed, signed, and dated by the applicant.

I, ________________________________, the Applicant, do hereby attest that my current place of residence is located at, __________________________________________, and is considered a ____________________ housing unit. I further attest that I am paying $    on a _______________ basis.

I agree to notify the POJHA of any significant changes to my residency status that would impact my eligibility for the POJHA Emergency Rental Assistance Program.

By signing below, I certify and attest 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 from the POJHA’s Emergency Rental Assistance Program.


Applicant Signature       Date
ATTACHMENT #2

Attestation of Unemployment

Absent any documentation supporting unemployment, and in order for financial assistance to be provided under the Pueblo of Jemez Housing Authority’s (POJHA) Emergency Rental Assistance Program, this Attestation of Unemployment must be completed, signed, and dated by the applicant.

I, ________________________________, the Applicant, do hereby attest that the following household members have qualified for unemployment benefits due directly, or indirectly, to the COVID-19 pandemic:

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<tr>
<th>NAME OF HOUSEHOLD MEMBER(S)</th>
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I agree to notify the POJHA of any changes to unemployment status for any household members listed above that would impact my eligibility for the POJHA Emergency Rental Assistance Program.

By signing below, I certify and attest 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 from the POJHA’s Emergency Rental Assistance Program.

__________________________________    ________________________
Applicant Signature       Date
Attestation of Economic Hardship

Absent any documentation supporting economic hardship for any household member, and in order for financial assistance to be provided under the Pueblo of Jemez Housing Authority’s (POJHA) Emergency Rental Assistance Program, this Attestation of Economic Hardship must be completed, signed, and dated by the applicant.

I, ________________________________, the Applicant, do hereby attest 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 the POJHA of any significant changes to my household income or financial status that would impact my eligibility for the POJHA Emergency Rental Assistance Program.

By signing below, I certify and attest 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 from the POJHA’s Emergency Rental Assistance Program.

__________________________________________  ________________________
Applicant Signature       Date