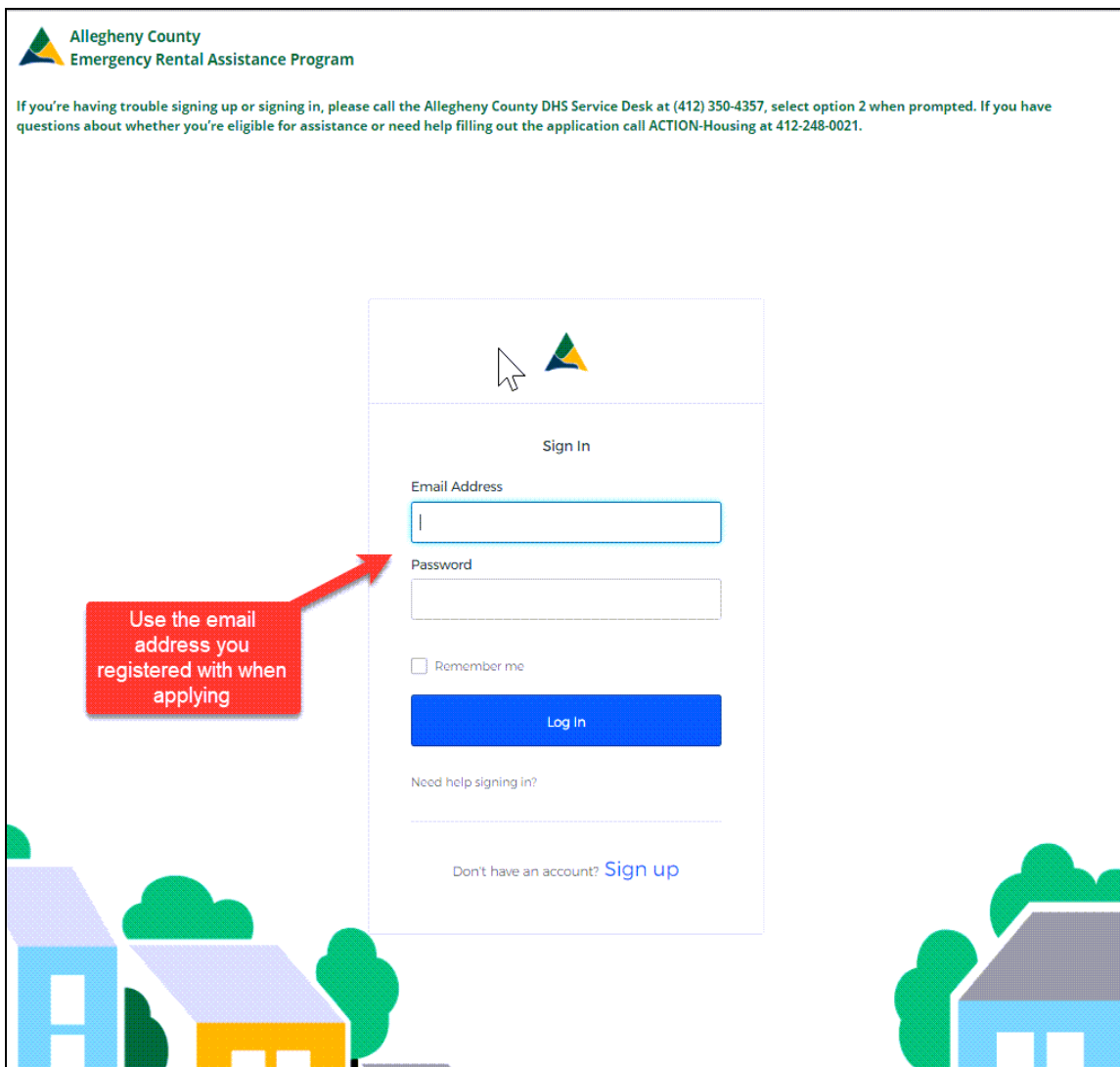
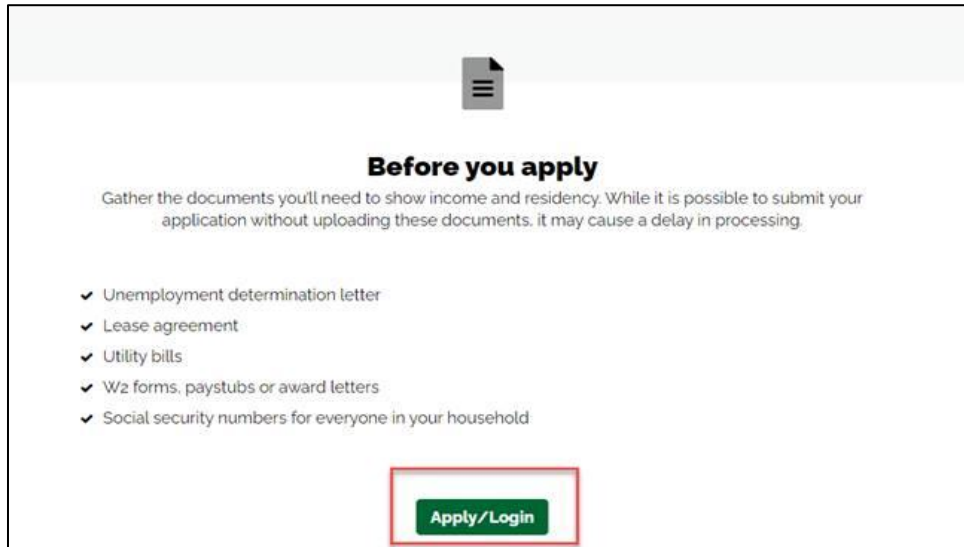


How to Check Your ERAP Application Status

- Log into your application at [Allegheny County Emergency Rental Assistance Program](https://www.covidrentrelief.alleghenycounty.us).
- The website is www.covidrentrelief.alleghenycounty.us (or click the link above)



- You will see your Dashboard and the **Status Bar** here:

Allegheny County
Emergency Rental Assistance Program

Session Time out: 17

Logout

Application Review (Active) | Tenant Outreach | Eligibility Determination | Landlord Outreach | Payment Processing

Application

Application ID: [Redacted]
 Applicant Name: [Redacted]
 Status: In Process
 Date Submitted: 06/14/2021
 Phone Number: [Redacted]
 Email: [Redacted]

[View Application](#) [Update Contact Info](#) [Withdraw Application](#)

Documents

[Upload Documents](#)

Our staff has added new comments to your application. Please [click here](#) to view.

Document	Upload	Review
Loss of Income/Unemployment Benefits	Incomplete	⚠️
Lease Agreement	Completed	✅
Proof of Past Due Rent or Utilities	Completed	✅

Application History

Application ID	Application Name	Status
No data available in table		

Requested Assistance [How To?](#)

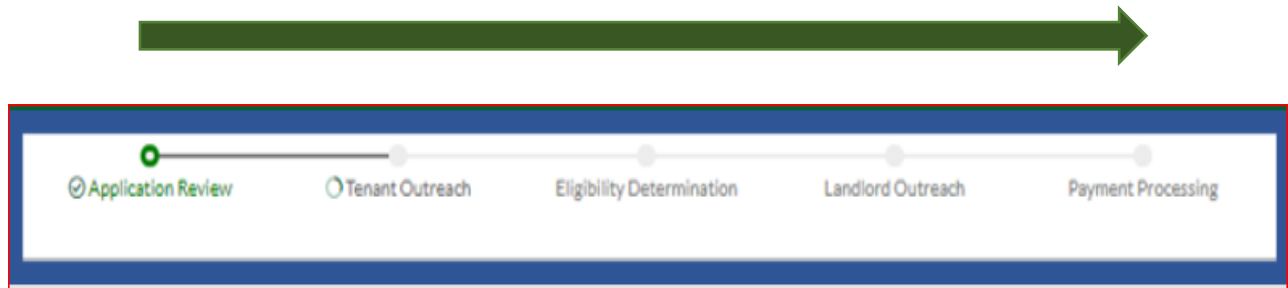
As a reminder, you can only receive 15 months of assistance with this program.

Total Months of Assistance Used:	12 out of 15
Total Months of Assistance Available:	3
Total Months of Rent Requested:	12
Total Months of Utilities Requested:	0
Total Months of Utilities Denied:	0

[Click here](#) to view full details of your requested assistance.

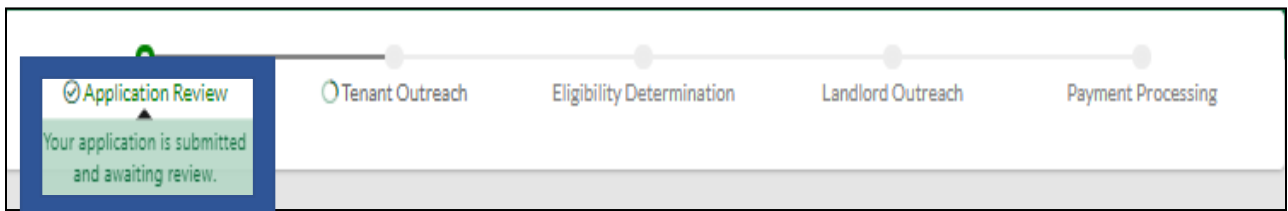
Month	Rent	Utility
July 2020	✅	
August 2020	✅	
September 2020	✅	
October 2020	✅	
November 2020	✅	
December 2020	✅	
January 2021	✅	
February 2021	✅	
March 2021	✅	
April 2021	✅	
May 2021	✅	
June 2021	✅	

- The Status Bar shows where your application is in the process and will change as your application moves through 5 steps:

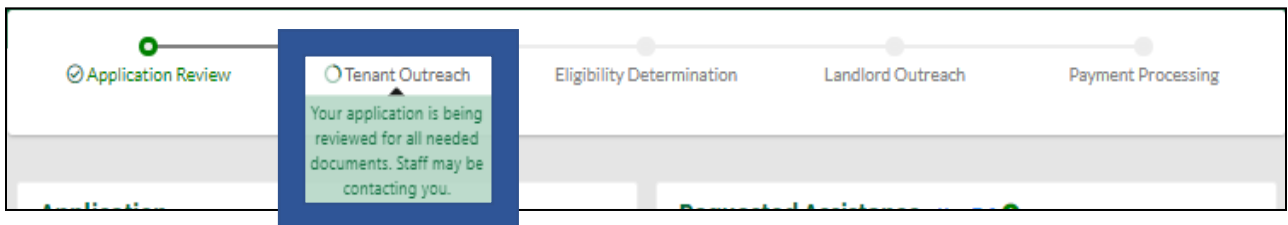


The Five Steps:

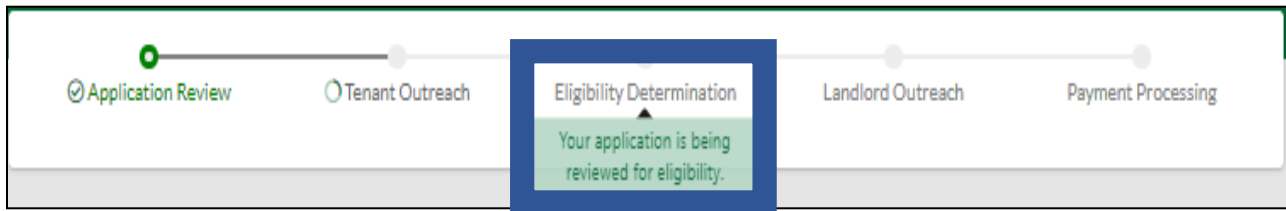
If you hover over each step, a pop-up will tell you what it means:



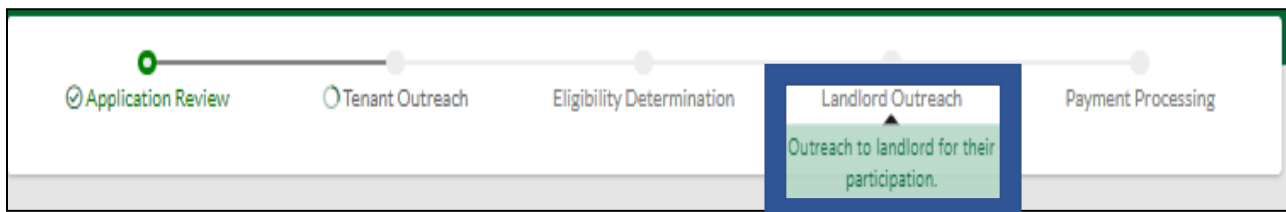
- Application Review** - Your application will be reviewed to see what documentation has been provided, and what documentation is still needed.



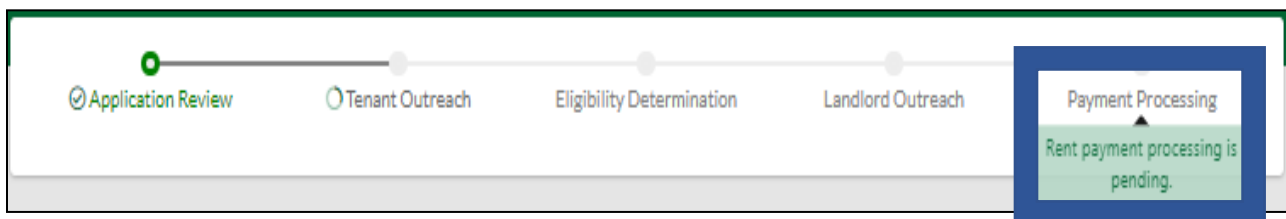
- Tenant Outreach** - Someone from ACTION-Housing or the YWCA will reach out to you via email or phone to let you know what information is needed
 - **Please note that you can also view comments in your application to tell you what items are still needed. See below for instructions.****



3. **Eligibility Determination** – If you meet eligibility criteria, your application moves to the next step.
- If more information is needed, someone will reach out again to request that information
 - If you do not meet eligibility criteria, you will receive a written denial which you can appeal



4. **Landlord outreach** – someone from ACTION-Housing or the Urban League will contact your landlord to request information so they can be paid
- They will be asked for a W9, banking information, and to let us know how much rent is owed
 - If your landlord does not wish to participate, someone will reach out to you to request payment information for you.



5. **Payment Processing** – a final review of your application to confirm eligibility is completed and payment is initiated to your landlord

****Please note that you can also view comments in your application to tell you what items are still needed. See below for instructions.****

How to View Comments:

- Staff can leave comments on what documents need to be uploaded:
- Click “Upload Documents” to view comments and to upload the documents that the comment asks for

Allegheny County
Emergency Rental Assistance Program

Session Time out in 59:38 Logout

Application Review Tenant Outreach Eligibility Determination Landlord Outreach Payment Processing

Application

Application ID	T15807
Applicant Name	Jane Doe
Status	In Process
Date Submitted	03/31/2021
Phone Number	(412) 555-5555
Email	janedoe@mail.com

[View Application](#) [Update Contact Info](#) [Withdraw Application](#)

Documents

[Upload Documents](#)

Document	Upload	Review
Jane Doe's Current Income	Completed	
Loss of Income/Unemployment Benefits	Completed	
Lease Agreement	Incomplete	

Requested Assistance [How To?](#)

As a reminder, you can only receive 15 months of assistance with this program.

Total Months of Assistance Used:	5 out of 15
Total Months of Assistance Available:	10
Total Months of Rent Requested:	5
Total Months of Utilities Requested:	0
Total Months of Utilities Denied:	0

Month	Rent	Utility
October 2020	✓	
November 2020	✓	
December 2020	✓	
January 2021	✓	
February 2021	✓	

Application History

Application ID	Application Name	Status
No data available in table		

Click here to view comments (arrow pointing to 'Upload Documents')

This symbol means a document is missing (arrow pointing to warning icons in 'Review' column)

If you click the “Upload Documents” button, you can view the Comments, which are added by program staff who have reviewed your application and look like this:

Comments

Date	Document	Comments
7/14/2021 12:15:48 PM	[REDACTED]s Current Income	Please upload your 1040 tax form from 2020. If you have not filed your taxes: Please upload your 1099 (G, SSI, SSD, MISC, etc.) and W-2 forms from 2020 for all income and benefits you've received. This includes: wages, unemployment, UC, PUA, SSI, SSD, child support, TANF. If you submit 2020 tax documents, you will not have to re-certify every three months. If you do not have tax documents: Please upload any and all paystubs, benefits statements, and benefits award letters received between [[date1]] and [[date2]]. All documents have to clearly show your name and the dates. Please note: this is not a preferred form of income verification. If you submit paystubs, you will have to re-certify your income every three months.
6/14/2021 2:06:27 PM	Loss of Income/Unemployment Benefits	Please call the hotline at 412-248-0021 to clarify how COVID-19 impacted you financially. If you leave a voicemail, please leave your name and T# and a brief description of how COVID-19 has impacted you (job loss, increased bills, care of children, etc).

Close

The Comments will give you instructions from staff on what documents you need to upload for your application to be moved forward, or for instructions on how you can update sections of your application by calling the hotline.

If you click “close” on the comments box, it will look like this:

Allegheny County
Emergency Rental Assistance Program

Home Session Time out in 57:37 Logout

Renter Application

As you complete this form, it may be helpful to have the following documents for reference:

- UC Determination Letter (Within the last 90 days)
- Lease Agreement (Signatures included)
- Utility bills
- Recommended Proof of Income (1040, W-2, 1099)
- Other accepted proof of income that will require income recertification (paystubs, benefit letter)
- SSN of members in your household

Need help filling out the application? Call ACTION-Housing at 412-248-0021.

Step 8: Document Upload

Please upload the documents listed below. You do not need to provide all documents to submit this application, but it will likely delay the review of your application.

Current Income

[View Comments](#)

Income Type	Employer	Description	
Self Certification			Upload
(0/30 documents)			

Due to Covid-19: Loss of Income ⓘ / Unemployment Benefits ⓘ

[View Comments](#)

Document Description

Written verification in the form of pay stubs (at least one prior to March 1, 2020 and at least one after March 1, 2020 that shows a reduction in pay or hours worked), a letter from your employer indicating a reduction in pay, or other third party documentation that shows a loss of income.

(0/30 documents) [Upload](#)

This will generally be the Financial Determination Letter received from the Pennsylvania Department of Labor and Industry. This must include the name and effective date on the document.

(0/30 documents) [Upload](#)

Lease Agreement ⓘ

Document Description

It is not necessary to upload all pages of the lease. Please make sure that the pages uploaded show property address, the tenant and landlord names, the rent amount (plus any additional fees) and signatures.

(1/30 documents) [Upload](#)

20210614_135625.pdf Upload Date : 06/14/2021

You can click on “View Comments” to read the comments again, or on “Upload” to add documents to your application at any time.