

# Coronavirus Relief Fund – Rental Assistance Application Documentation Guidance

In an effort to balance the responsibility of being good stewards of the Coronavirus Relief Funds, the Office of Management and Budget's continuing efforts to reduce administrative burden on awardees and adherence to the guiding principle of the CRF rental strategy that keeping persons stably housed is essential to public health goals during this pandemic, we offer the following guidance for documenting a household's eligibility for Strategy 1.

## **For purposes of documenting COVID-19 impact:**

Unemployment Benefits – Documentation of receipt of unemployment will be accepted as evidence of a COVID-19 impact in recognition that household members may be on unemployment due to:

- employers temporarily ceasing operations due to COVID-19, preventing employees from coming to work;
- being quarantined with the expectation of return to work after the quarantine is over; or
- leaving employment due to a risk of exposure or infection or to care for a family member.

Employment – paystubs or evidence from other forms of income received prior to COVID-19 as compared to income for the month the household has applied for CRF rent subsidy.

Pursuant to HUD Handbook 4350.3 guidance, it's acceptable to resort to the Family Certification method (self-certification) if the information cannot be verified by another acceptable verification method. In these instances, the owner must include in the resident file a description of the attempt first made to obtain the actual third-party verification documents. Paragraph 5-18 E in the 4350.3 includes guidance for documentation requirements when third-party verification isn't available. If self-certifications are utilized, the file must be documented.

Reliance will be placed upon the household members' certification under penalty of perjury, acknowledgement of criminal penalties for providing false information or making false statements and warning of a first-degree misdemeanor for falsifying information for the purpose of obtaining assistance for purposes of demonstrating households' monthly incomes have been specifically impacted by the crisis.