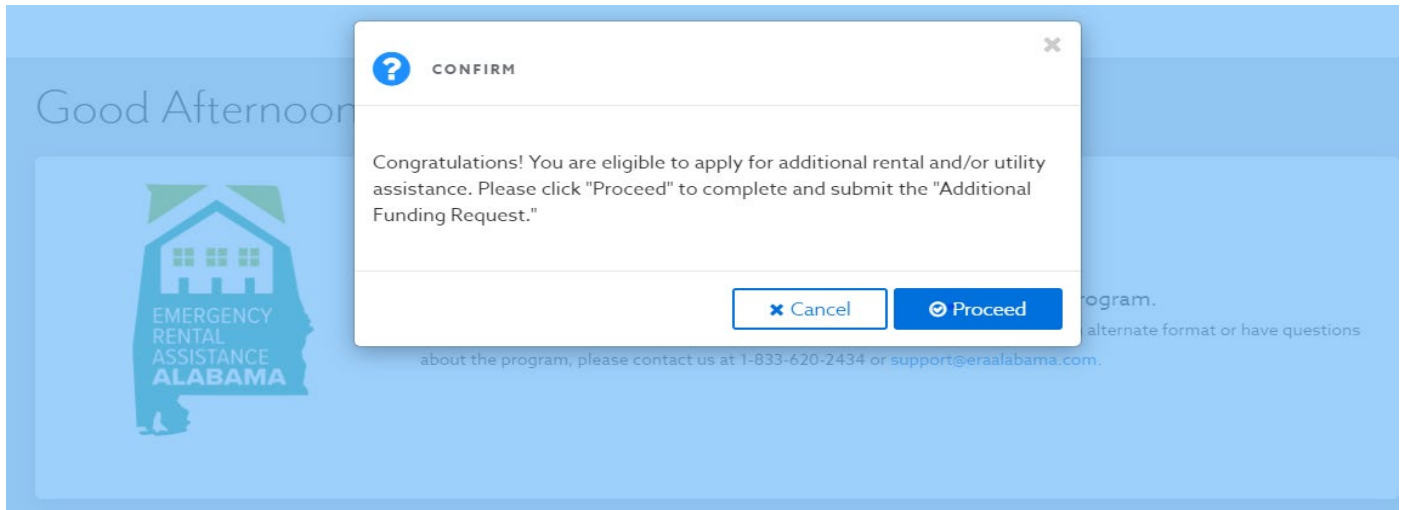




HOW TO REQUEST ADDITIONAL ERA ALABAMA FUNDS

1. Login into your ERA Alabama application [here](#). If you are eligible to apply for Additional Funds, you will see the below screen. Click "Proceed."



2. In the Household Income Verification screen, you will provide your updated income documentation. There are two options available:

Option #1: Using your 2020 IRS Income Tax Return

Home

ACCOUNT

ADDITIONAL FUNDING REQUESTS
**1 REPORTS DUE

APPLICATION

LANDLORD (0)

USERS

Case Id 99062

Name Test Case ERA Alabama-AFR

Program Tenant: Rental & Utility Assistance

Status Paid

Additional Funding Requests > Additional Funding Request > 74497

Income Verification Rent Assistance Requested Utility Assistance Requested Internet or Other Assistance Requested Submit

Household Income Verification

Your income has already been verified using your 2020 Tax Return from your original application and no further action is required on this screen.

To request additional assistance, please click "Complete & Continue" below.

= TOTAL COMBINED INCOME 🔍 \$10,000.00

No save history

Save Complete & Continue

If you uploaded your 2020 IRS Income Tax Return, no further action is required for this tab.

Press save if you are not finished or Complete and Continue if you are ready to move to the next tab.

Option #2: Using your current income certification documents for all household members 18 years of age and older. These include, but are not limited to W-2s, 1099s, Benefit Letters, No Income Certifications, Pay Stubs, and other certifications shown in the [Frequently Asked Questions](#) section of the ERA Alabama website.

HOUSEHOLD INCOME CERTIFICATION METHOD

I certify my annual household income by using my 2020 Federal Income Tax Return (upload required)

I DO NOT have my 2020 Federal Income Tax Return and will certify my household annual income by documenting each household members income source(s)

1 HOUSEHOLD MEMBER

Name: Ebony [redacted] Age: 27

Total Income: [redacted]

Source: Other

Documentation: Any documentation which supports additional / other income *Required

APPROVAL THRESHOLD: 50% - Montomery County

HOUSEHOLD SIZE: 1 person

Household Size	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
AMI 50%	\$23,000.00	\$26,300.00	\$29,600.00	\$32,850.00	\$35,500.00	\$38,150.00	\$40,750.00	\$43,400.00

Annotations:

- Note that the selection indicates the applicant is certifying income using documents other than an IRS Tax Return
- Total income entered here.
- Select the correct income source from the dropdown
- Upload income supporting documents for each household member 18 years and older in their section of this page
- Total income calculated here.

3. Next is the Assistance Request screen. Here you will answer questions, verify your landlord’s information, enter the rental amounts and fees, and upload requested documents (i.e. updated rental ledger, lease).

Home

November 2021: \$ 750.00

December 2021: [redacted]

Total Late Fees/ Penalties: \$ 200.00

Total Rent Requested: \$ 5,450.00

Documentation: Please Upload the Current Rental Ledger *Required

Buttons: Save, Complete & Continue

Annotations:

- Enter rental amounts for any past due, current and up to 3 future months, not to exceed a collective total of 15 months of assistance from ERA and total the late fees.
- Upload your most recent rental ledgers and new lease if different from lease provided in your original application.
- Press Save if you're not finished or Complete and Continue if you are ready to move on to the next tab.

4. If applicable, proceed to the Utility Assistance screen. Verify your Utility provider’s information, enter utility amounts and fees, and upload most recent/current utility statements.

Utility Assistance

If you are requesting utility assistance, provide the type of utility assistance below for which you are seeking payment. Late fees or penalties should be entered in G.4, G.9 and G.14. If your utility is not listed, please email support@realbama.com to get it listed.

WATER/SEWER/ TRASH REMOVAL REQUESTED

Water Utility: Troy Utilities- Water

If Other, enter water/sewer provider name: _____

Account Number: 123456789

Water Assistance Request:

March 2020	
April 2020	
May 2020	

GAS/PROPANE ASSISTANCE REQUESTED

Gas Company: Spire Gas

If other, enter gas provider name: _____

Gas Account Number: 124578963

Gas Assistance Request:

March 2020	
April 2020	
May 2020	

ELECTRIC ASSISTANCE REQUESTED

Electric Company: Alabama Power Company

If other, enter Electric provider name: _____

Electric Account Number: 987654321

Electric Assistance Request:

March 2020	
April 2020	
May 2020	

Callouts: "Verify account numbers and utility company names are correct" (pointing to Water, Gas, and Electric Company fields); "Verify account numbers and utility company names are correct" (pointing to Gas Account Number field); "Verify account numbers and utility company names are correct" (pointing to Electric Account Number field).

Enter utility amounts for any past due, current, and up to 3 future months for each utility.

September 2021	\$ 45.00	August 2021	\$ 62.00	August 2021	\$ 156.00
October 2021	\$ 45.00	September 2021	\$ 62.00	September 2021	\$ 156.00
November 2021	\$ 45.00	October 2021	\$ 62.00	October 2021	\$ 156.00
December 2021	\$ 45.00	November 2021	\$ 62.00	November 2021	\$ 156.00
December 2021	\$ 48.00	December 2021	\$ 62.00	December 2021	\$ 156.00
Total Water/Sewer Request	\$ 362.00	Total Gas/Propane Late Fees/Penalties	\$ 60.00	Total Electric Late Fees/Penalties	\$ 48.00
		Total Gas/Propane Request	\$ 494.00	Total Electric Request	\$ 1,131.00

Callouts: "Enter utility amounts for any past due, current, and up to 3 future months for each utility." (pointing to monthly amounts); "Upload the most recent statements for which you're requesting assistance for each utility using the links along the bottom." (pointing to utility statement upload links).

You may press Save if you're not finished or Complete and Continue if you are ready to move on to the next screen.

- The next screen is for Internet or Other Assistance Requested. This screen should be completed the same way as the previous tab (Utility Assistance). If you are NOT requesting internet or other assistance, you may press Complete and Continue to move on to the final screen.

6. The final screen to complete is to Submit.

Additional Funding Requests > Additional Funding Request > 74497

Income Verification Rent Assistance Requested Utility Assistance Requested Internet or Other Assistance Requested Submit

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

I certify each of the following on behalf of myself and the other members of my household:

- I have occupied the unit for which I am seeking assistance as my principal residence during the time for which the rental or utility arrears are due as my principal residence throughout the remaining months for which the assistance is provided.
- I have disclosed all Housing Choice Voucher or Project-Based, or Public Housing Rental Assistance, and I am not receiving any other form of tenant portion for the months of rent for which this assistance is requested, such as tenant-based voucher assistance (such as Section 8).
- I will not seek to obtain rental or utility assistance in the future for the same months of rental arrears, rent, utility arrears, or utilities covered by duplicate assistance I will report it to Landlord and/or Utility Provider using the contact information in my lease or utility bill statement, as Alabama Program.
- I have provided a current written lease as part of the application, or if I have not provided a current written lease, I have provided documents of paying utilities for the residential unit, an attestation by a landlord who can be identified as the verified owner or management agent of determined by the program.
- I understand that if determined to be ineligible, I can appeal the decision by following the appeal instructions at [www.https://eraalabama.com](https://eraalabama.com).
- I acknowledge that all information collected, assembled, or maintained by the Emergency Rental Assistance Alabama Program pertaining to confidential by law or court order, are subject to the Alabama Open Records Act. Under the Act, Emergency Rental Assistance Alabama Program reasonable access to all records pertaining to this application and other than personally identifiable information protected by law.
- I shall provide the U.S. Department of the Treasury, the U.S. Inspector General, the U.S. General Accounting Office, the Alabama Comptroller, the Alabama State Auditor's Office, the Office of Court Administration and the Alabama Housing Finance Authority (AHFA), or any of their duly authorized representatives, access to and the right to examine and copy records related to a payment made as a result of this application. If funds are paid directly to me, I agree to keep records of my payment to the Landlord for the later of five years, or such records will be kept for the longer of five years after notice of a monitoring, audit, or litigation has been provided, and the matter has had a final disposition.

Office of Court Administration and the Alabama Housing Finance Authority (AHFA), or any of their duly authorized representatives, access to and the right to examine and copy records related to a payment made as a result of this application. If funds are paid directly to me, I agree to keep records of my payment to the Landlord for the later of five years, or such records will be kept for the longer of five years after notice of a monitoring, audit, or litigation has been provided, and the matter has had a final disposition.

- I have been provided a copy of this certification.
- I may remain responsible for charges presented with my utility bill, such as district assessments or cooperative fees, that are presented separately from the charges for utility service.
- I may remain responsible for charges authorized under the lease other than rent going forward, including but not limited to pet rent or trash pickup fees.

The information I have provided is true, accurate, and complete, and if requested, I am able to provide documentation to prove my household's loss of income or additional expenses. I understand that providing false, incomplete, or inaccurate information on application forms or seeking assistance for months in which assistance has been or will be provided, may result in termination of participation in the Program and possible criminal liability.

To facilitate the timely processing of your application, it is essential that you communicate with your Landlord to encourage their enrollment in the Program. Please request your Landlord initiate its enrollment immediately. Please provide your case number to the landlord to link applications during its enrollment. Delays in the enrollment and submission of the Landlord application will extend the processing period and delay payment.

Authorized Signature
Rick Rogers - Neighborly

Electronically signed by rick.rogers@hormellp.com on 9/2/2021 2:47 PM (IP: 71.59.46.20)

This step was last updated by rick.rogers@hormellp.com on 9/2/2021 2:47:59 PM.

Save Complete & Submit

7. You have now submitted your Additional Funds Request (AFR) to ERA Alabama. Please remember to check your email, including your spam/junk folder, for updates regarding your application.