

FERA Monthly Meeting

7/20/2021

Welcome!

- Welcome to the Federal Emergency Rental Assistance (FERA) Monthly Meeting.
- Please type your full name and agency in the chat box. This will be used as the sign-in sheet.
- If you have any questions, please feel free to type them in the chat box.
- Be on the look out for a Google Poll!

Agenda

Prairie State Legal

Continued Assistance Applications

New Documents

Updates to Policy

Additional Staff Needs

Contract Close-Out

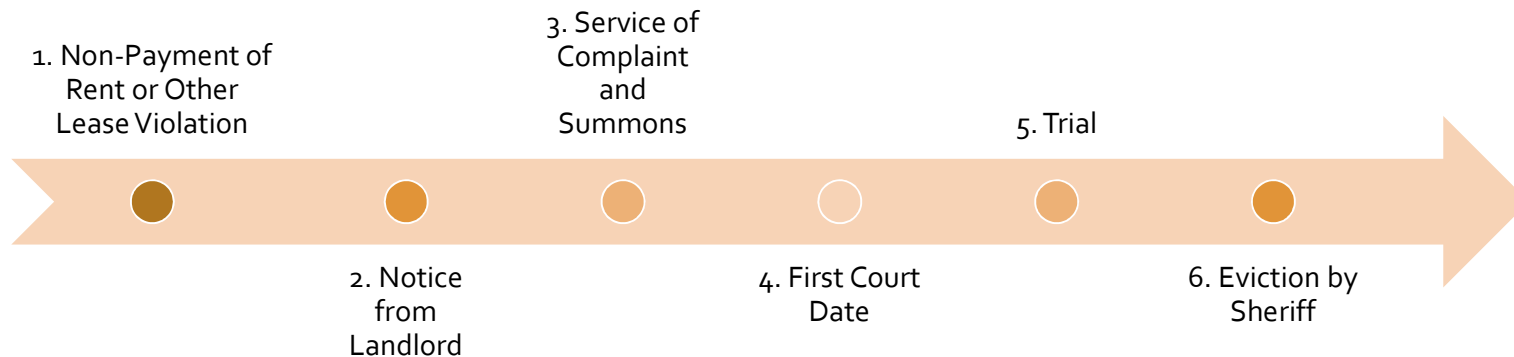
Questions



Prairie State Legal

Katie Pinter
Supervising Attorney

- Services Offered at Prairie State Legal
- Eviction Moratorium Ending
- How to Refer Clients



1. The eviction process begins when a tenant violates their lease, for example, by not paying the rent on time.
2. The landlord must give a written eviction notice to the tenant. It can be for 5, 7, 10, or 30 days, depending on the legal issue. The tenant can stop an eviction for non-payment of rent by paying the rent in full during the notice period. In some types of subsidized housing, the tenant also has the right to request a meeting with the landlord during the notice period to try and work things out.
3. After the notice period ends, the landlord can file an eviction case in court. The sheriff will serve the tenant with the complaint (says what they are being sued for) and the summons (says when and where the first court date will be).
4. If the tenant misses the court date, the judge can enter a default judgment, granting what the landlord requested in the complaint (usually eviction and money owed). But, if the tenant goes to court, the judge will ask whether the tenant agrees with the complaint. If yes, the judge will ask how long the tenant needs to move out and enter an eviction order. If no, the judge will schedule a trial.
5. At the trial, both sides can present their evidence and testimony. If the tenant has a defense (a legal reason to stop the eviction), the judge will dismiss the case. Otherwise, the judge will sign a court order approving the eviction and any money owed to the landlord.
6. The landlord must take the court order to the sheriff to schedule the actual eviction (the removal of the tenant and their belongings). The eviction can happen any time after the date listed on the court order.

**PLEASE NOTE: A landlord cannot evict a tenant without a court order and assistance from the sheriff.
Call the police if you are being illegally evicted!**



Continued Assistance

Continued Assistance Application



If you pay rent in Lake County and have experienced a COVID-related financial hardship, you can get help paying your rent or utility bills, [click here to view the informational flyer!](#)



If you have questions or need help filling out an application, call 211, text your zip code to 898211 or visit 211lakecounty.org.



Para folleto Español, [oprima aquí.](#)



Application Form



Formulario de Aplicación



Landlord Application Form



Continued Assistance Application (For return applicants only)

Documents Needed

- What Documents Can I Use from the Initial Application?
 - Lease, as long as it's still current
 - COVID Related Financial Hardship
 - Risk of Homelessness or Housing Instability
- What do I need New?
 - If lease has ended, you will need a new lease
 - Updated Income Documentation (last 2 months paystubs)
 - Utility Bills

*If you did not process their original application, you may need to collect all the above information.



New Documents

Utilities Amounts

Utility Verification Amount Form

Utility Company _____

Type of Utility

___ Electric ___ Gas ___ Water/Sewer ___ Trash ___ Internet

Fill in the Amount Billed and any Partial Payments or Each Month

Month	Billed	Payment	Balance for Month
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

I'm certifying that the above amount was reported directly to me from the utility company:

Name _____

Provider _____

Date _____

Signature _____

Commitment of Funds

Sample Federal Emergency Rental Assistance (FERA) Commitment of Funds

This document serves to demonstrate the commitment of funds on behalf of _____
(tenant).

Upon submission of a fully signed lease of no less than 6 months, FERA Provider _____
will provide the following support on behalf of the tenant listed above:

_____ Security DepositAmount of Assistance: _____
_____ Forward Rent.....Number of Months: _____
Amount of Rental Assistance: _____

This commitment is valid for 60 days from date below. If a signed lease and completed Landlord
Application (available at www.lakecountylil.gov/renthelp) has not been submitted before that time, the
tenant will need to reapply for future assistance.

FERA Provider _____
FERA Provider Contact _____
FERA Provider Signature _____
Date _____

Application Approval Form

- What's New?
 - Date Approved – This is the date you approve the application; it should match the Exit Date in ServicePoint
 - Date Paid – This is the date you expect the payment to go out
 - If you anticipate the payment dates to be different, please note which payments will go out on which days
 - Income Attestation – Check which Income Attestation is signed

•The provider has processed this application and documentation to confirm the client and costs are eligible, including checking for Duplication of Benefits.

•If the provider made any changes to the application after it was submitted by an applicant, these changes were with the written or verbal approval of the applicant.

FERA Provider:			Date Approved:	
Application Number:			Date Paid:	
Address:			Check Income Attestation Signed:	
City:				1
Zip:				2
Household Income AMI Level:		0%-30%	30%-50%	50%-80%

Fill in the table with the amounts of assistance provided. Grey boxes are calculated and do not need to be filled in.



Updates to Policy

Landlord Participation

- ERA 1
 - All rental payments go directly to the Landlord
 - Landlords must participate to receive assistance
- ERA 2
 - Per Treasury: Must offer a direct to tenant option
- Next Month – More direction on when and how to provide direct to tenant assistance will be shared.



Staffing Needs

CDBG-CV

- Lake County can provide funds to cover the cost of additional staff
- Contracts
 - This will be a separate contract than what you have for FERA funds
- Reporting
 - Need to provide documentation of the hours worked on FERA
 - This reporting is separate from the monthly report's currently submitted for FERA
- Next Steps
 - Set-up a time to talk about the options



Contract Close-Out

What is Needed to Close-Out a Contract

- When your monthly report demonstrates that you have paid out 90% of your grant in direct assistance:
 - Lake County will do a complete review of all applications
 - All outstanding questions need to be addressed
 - Lake County will send you a final voucher to sign
 - Return signed voucher with an accounting system generated check register/general ledger showing payments made for the direct assistance portion of the contract
 - Note: We do not need (or want) copies of cancelled checks!
- Timeline
 - This final close out processes can take 4-6 weeks to complete

Poll

- Please answer the survey questions. Thank you for your feedback!

Questions

Please continue to direct your questions
to: FERA@lakecountyil.gov