

**Purpose: To provide systematic and objective review criteria when reviewing and approving applications for assistance in accordance with Federal Guidelines as published in U.S. Treasury FAQ dated March 26, 2021**

1. CERA Staff will use the following checklist when reviewing and prioritizing applications.

- The household is a renter (signed lease agreement, letter from landlord).
- Applicant is 18 years of age or older (current ID showing age and residential address). If current address is not listed on ID are there other bills showing address?
- Household is income eligible (total household income is documented.)
- Non SCIT applicant resides in the 8 county service area.
- Household can demonstrate financial hardship since March 13, 2020
  - Unemployment determination letter / MiWAM (MI Web Account Manager) statement
  - Pay stubs or letter from employer showing a decrease in wages
  - Increased medical costs
  - Increased child care or care giver costs
  - Funeral costs due to COVID-19
  - Past due bills: rent, utilities, home heating fuel, trash removal, water & sewer
  - Internet bills (necessary for telehealth, telework and remote learning)
  - Cost due to emergency shelter related to quarantine
  - Costs for supplies or equipment needed to respond to COVID-19
- Household can demonstrate housing instability or risk of homelessness
  - Current housing is unsafe or unhealthy (mold, appliances in disrepair)
  - Recently release from incarceration or rehab facility
  - Eviction; notice to quit, court ordered summons, complaint or judgment related to non-payment.

2. The household conforms to the following priority:

- Priority 1: SCIT member households at or below 50% MFI for their area and family size
- Priority 2: Members of other U.S. recognized tribes at or below 50% MFI for their area and family size.
- Priority 3: Non-native household at or below 50% MFI for their area and family size residing within the 8 county service area.
- Priority 4: All other income eligible households over 50% MFI but not exceeding 80% MFI for their area and family size.