**Section 378.105 Applications, Forms and Procedures**

a) The Authority should, to the extent possible, implement ERA2 consistently with ERA1.

b) The Authority may prepare, use, prescribe, supplement and amend forms, including application forms, agreements and other documents and procedures as may be necessary to implement any ERA1 or ERA2 program.

c) The Authority may accept applications for any ERA1 or ERA2 program in one or more rounds of funding.

d) The Authority must provide grants covered by the IL ERA Act in an amount based on stated need rather than a flat or fixed amount. An eligible household's stated need may include, but is not limited to, the amount of arrears owed to a landlord, or future rental payments based on monthly rent. Nothing in this Part shall be construed as precluding the Authority from capping or setting a limit on the amount of ERA1 or ERA2 emergency rental payments made on behalf of any single eligible household.

e) The Authority will accept applications, from time-to-time, in one or more rounds of funding, via a web-based application portal, as follows:

1) The Authority will offer applications, commenced by landlords and completed by tenants or, commenced by tenants and completed by landlords.

2) In the event a landlord refuses to accept a direct payment, or fails to cooperate with an application for assistance, grants covered by the IL ERA Act will be made directly to eligible households.

3) The application will request the information necessary to determine whether an applicant meets the eligibility criteria. Application questions will focus on the following: identity verification, address verification, income verification, employment status, lease and rent information, rental property ownership information. Demographic information will be requested but will not be required.