CONSIDERATIONS FOR YOUR ONLINE APPLICATION EXPERIENCE

INTERNET CONNECTIVITY
Please ensure that you have a stable internet connection that will allow you to complete the application with minimal interruptions. For an optimal browsing experience, we suggest that you use the latest public release of any one of the following web browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Apple Safari

Internet Explorer is NOT supported

PLEASE NOTE: The online application portal supports the use of mobile and tablet-based browsers. We recommend that you have all required supporting documentation loaded on your mobile or tablet device before you begin your application.

DOCUMENT UPLOAD
As part of the application, you will be required to upload supporting documentation. Please ensure that these documents are saved and uploaded as .pdf, .jpeg, .jpg, or .png.

APPLICATION SIGNATURE
After completing the application, you will be asked to read, acknowledge, and agree to eligibility and release statements related to acceptance and use of federal funds.

APPLICATION DOWNLOAD
Upon completion of your online application, you will be provided the option to save your completed application in PDF format.
USER RESPONSIBILITY
As with all official State of Wyoming forms and documents, you are responsible for the completeness and accuracy of all information that you provide in the application portal. The portal provides limited computation, validation, or verification of the information you enter on the form, and you are responsible for entering all required information. Failure to do so may result in your application being delayed or disapproved.
This document provides an overview of the Wyoming ERAP online Letter of Intent (LOI) application portal and the required steps for applicants to complete. Applicants should review this user guide in its entirety to confirm their program eligibility (see the “Prescreen” page of the application). It is best to prepare the required documentation before beginning the online application.

Note: If you do NOT have a lease (for example, you are currently homeless, living at a homeless shelter, living with friends or family, couch surfing, living doubled-up, etc.) you can still apply to the ERAP for help. If you are otherwise eligible, the ERAP will issue a “letter of intent” to you. This letter lets landlords know that you are eligible for payment of a security deposit and three months’ rent. Use the letter to find a place, then upload the signed lease to complete your application.

Supporting documentation for the ERAP application includes the following:

- Government Issued Photo Identification (e.g., Driver's License, Passport, Military ID, U.S. Permanent Resident Card, etc.)
- Proof of Income for each household member who files income taxes (e.g. 2021 W-2, 2021 Form 1040, income statement or pay stubs from prior two months)
- Proof of impact on income (e.g., 2020 Pay Statements or 2020 W2 compared to 2021 Pay Statements or 2021 W-2, or an attestation of financial hardship)
- Unemployment benefit statement or Form 1099-G (if applicable)
- Eviction notice, notice of eviction court hearing or statement/letter of past-due rent (if applicable)

Please refer to the Wyoming ERAP Applicant FAQs for a complete list of required documentation.

HOMEPAGE

- Visiting the online portal will take you to the Homepage where you will have access to an Overview of the ERAP program, the option of creating a New Application, the Log In page for returning applicants, and access to Help and Support resources.

- Click Apply Now to begin the registration process.
REGISTER NEW ACCOUNT (FIRST TIME LOGGING IN)

☐ Enter your full name and indicate whether you are a renter or landlord.
☐ Provide an **email address**. A system-generated verification email will be sent,

☐ **Your email address will be linked to your account. Please make sure you have access to the email address you provide**

VERIFY YOUR ACCOUNT

☐ **Open the verification link** from the system-generated verification email to complete your registration.

CREATE PASSWORD

☐ **Create a new password** to log in to your new account

Make sure to include at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character
START NEW APPLICATION

☐ After successfully logging in to your new account, begin a **new application** by clicking **Start New Tenant Application** on the homepage

RETURN TO AN APPLICATION

☐ To continue with an application in progress, **log in** to the portal with your email address and password. If you have forgotten your password, you can create a new password by clicking "Forgot your password?" A new verification link will be sent to your email address

☐ Once logged into the portal, click on **Track Status** at the top of the screen
If you have already started the application, the Case Number, Status, and Rental Property Address will appear.

Click on the ellipsis (three dots) in the top right corner and select Edit. This will bring you to the first page of the application. Your information will be prepopulated in the system.

Note: If you have already completed your application, the Status will state “Submitted” and no further action will be required of you at this time.

PORTAL FUNCTIONALITY

On any page of the application, you will be able to monitor your progress both on the current page and throughout each phase of the application using the gateway icons on the right panel.

Validation rules have been built into the application to let you know if data is missing, has been entered in an incorrect format, or whether your responses indicate that you are eligible for the program.

Please note that you are responsible for answering each question completely and accurately.

If you accurately answer a question and you are provided with an eligibility error, please DO NOT change, or override your response to complete the application.
- On each subsequent page of the application, the progress will be updated, and previously competed pages will show a green check mark.

- **Mandatory fields** are indicated with an asterisk (*).

**PRESCREENING: LETTER OF INTENT (LOI) APPLICATION**

The **Prescreening** page presents key questions that can help determine program eligibility.

- Indicate whether you have a stable place to live and looking for assistance to rent a property by selecting the **checkbox** and click **Next**.
If you are currently homeless, evicted, living at a homeless shelter, living with friends or family, couch surfing, living doubled-up, OR otherwise do not have a current rental unit address, you may submit a WY ERAP Letter of Intent (LOI) Application.

**NOTE:** The purpose of an LOI is to help a qualifying applicant obtain long-term housing.

- Using an Approved Letter of Intent for a hotel/motel stay will limit an applicant to 30 days of assistance at that location and will require another Approved LOI for the applicant to obtain long-term housing.

- Therefore, it is highly encouraged that an approved LOI is used by the applicant to obtain a lease agreement for a rental unit, rather than a temporary housing arrangement.

- The "Letter of Intent" (LOI) is given to a landlord to communicate that a tenant eligible for rental assistance through WY ERAP. Eligible assistance may include payment of a security deposit, unpaid moving/relocation costs, and up to three months of prospective rent.

- First, enter the how many people will reside in the rental property, include all renters will be named on the lease agreement, any minor children living in the home, and/or any other individuals living in the rental property on a regular basis, meaning more than 50% of the time.

- Enter where you are seeking for rental property (city, county, zip, and state).

- Enter the total annual household income for 2020, 2021, or 2022 in the open field for **ALL adult household members**
  - Total annual household income or current income (based on a self-attestation, or the prior 2 months of paystubs) is required to be BELOW the 80% AMI (Area Median Income) limits by the respective county
  - Please refer to the State of Wyoming Emergency Rental Assistance Program “Applicants Frequently Asked Questions” for additional guidance on AMI limits.

- Enter where you are seeking for rental property (city, county, zip, and state).
Since March 13, 2020, select each scenario that applies to you by selecting the check boxes. An applicant must have experienced **at least one** of these scenarios:

- Qualified for unemployment benefits
- Experienced a reduction in income
- Incurred significant costs
- Been unemployed for the last 90 days prior to submitting this application
- Experienced other financial hardship due, directly, or indirectly, to the COVID-19 outbreak
- Experienced housing instability or homelessness

Please select at least one source to indicate how you heard about WY ERAP.

*How did you hear about the WY ERAP Program?*

- [ ] DFS Website
- [ ] Social media channels
- [ ] Community Based Organizations (CBOs)
- [ ] DWS email reach out
- [ ] Mailers / Flyers
- [ ] Other

**ELIGIBILITY**

Based on responses to the Prescreening questions, an applicant will be notified if they may be eligible to apply.

You are likely eligible for Rental Assistance, Continue Application
☐ Carefully read and understand the eligibility requirements as outlined in the Frequently Asked Questions to confirm that you are eligible for the program.

☐ Answer each question honestly and do not override accurate responses in order to participate in this program if your truthful answers indicate you are ineligible. There may be other programs and resources available to you, as indicated in our FAQs.

☐ Responses to other questions within the application may lead to a determination of ineligibility.

**APPLICANT DETAILS**

☐ Complete the Application Information section by entering:
  - First and Last Name
  - Date of Birth
  - Gender
  - Social Security Number
  - Race and Ethnicity
  - Marital Status
  - Employment Status
  - Type of Photo Identification you will upload

☐ If you are using a Driver's License for your valid photo ID, please enter the “Driver's License Number” and the “State” of issuance
Note: You will be required to upload a photocopy or picture of your eligible Photo ID to the Upload Documents Section later in the application

☐ Enter your current **Mailing Address** and confirm your **Contact Information**

![Mailing Address and Contact Information](image)

☐ In the open field provided under **Self Attestation for COVID-19 Impacts** you will need to describe how you have been financially impacted through qualification of unemployment benefits, reduction in income, significant costs incurred, and/or other financial hardship.

  ○ On the upload documents screen, you will need to attach supporting documentation to demonstrate a loss of income, significant cost, and/or other financial hardship (e.g., Unemployment benefit statement or Form 1099-G, monthly pay statements before AND after the impact of COVID-19, letter from employer showing a decrease in income, copies of medical, childcare, transportation, or other significant expenses your household has incurred. Approval letter for federal, state, or local government assistance programs such as Medicare, SNAP, TANF, written attestation from your employer, caseworker, or government agency)

☐ Then click **Next** to continue with the application.

![Self Attestation for COVID-19 Impacts](image)

**OTHER HOUSEHOLD MEMBERS**

☐ After entering your details, you are required to add the information for any other household members in the next page by clicking **Add Household Members**

![Add Household Members](image)
Note: Applicants who live alone may just click “Next” to continue with the application. A roommate who has a different lease agreement should apply separately.

☐ For each additional household member, enter the following information and click Save.
  - First and Last Name
  - Date of Birth
  - Social Security Number
  - Race and Ethnicity
  - Marital Status
  - Employment Status
  - Relationship to the Applicant

☐ Once the details for all other household members are saved, click Next to continue.
INCOME

☐ Add all sources of income for each household member by clicking Add Income

☐ For each source of household income, enter the following required information and click Save
  o Identify the household member
  o Identify the type of income
  o Identify the source of income
  o Identify the total annual income
☐ After saving the required information for each source of household income, click **Next** to continue

![Income](image)

**UPLOAD DOCUMENTS**

Applicants must upload all **required documents** to the application. This includes photocopies or pictures of the following:

☐ **Proof of Identity**
☐ **Proof of Income**
☐ **Other Documents (if applicable)**

☐ Upload your relevant documents for each section. A green check mark will show when a document is uploaded, then click **Done**

![Upload Files](image)

☐ You can delete an uploaded document by clicking the "trashcan" icon to the right of each document

![Upload Proof of Identity](image)

☐ You will need to attach supporting documentation to demonstrate a loss of income, significant cost, and/or other financial hardship (e.g., Unemployment benefit statement or Form 1099-G, monthly pay statements before AND after the impact of COVID-19, letter from employer showing a decrease in income, copies of medical, childcare, transportation, or other significant expenses your household has incurred. Approval letter for federal, state, or local government assistance programs such as Medicare, SNAP, TANF, written attestation from your employer, caseworker, or government agency
☐ If you do not have appropriate documentation, please complete the **self-attestation form**. This can be found at dfs.wyo.gov/erap. This is a written statement that permits the documentation of eligibility for the program based on any ONE or MORE of the following criteria:
  o Financial Impact (e.g., unemployment, reduction in income, significantly increased expenses, or other financial hardship)
  o Housing Impact (e.g., risk of housing instability or homelessness)
  o Residence (e.g., proof of residence at an eligible rental unit in the absence of a lease/rental/sublease agreement)

**Carefully read each section of self-attestation form. Complete ONLY the applicable criteria sections for which you are unable to provide the required supporting documentation.**

☐ Click **Next** to continue
☐ Indicate whether you are submitting this application on the applicant’s behalf by clicking the “Yes” or “No” button
  ▪ If yes, enter your personal information as the **preparer** of their application including:
    ▪ First and Last Name
    ▪ Phone Number
    ▪ Email

☐ Read the **Statements of Attestation** and fill in the bubbles to certify that the information is accurate to the best of your knowledge. Click **electronically sign** to authorize

**STATEMENTS OF ATTERTATION**

Please read the following statements carefully and only attest to those statements that relate to you and your application:

☐ I attest that all information provided in this application for the Emergency Rental Assistance is correct and complete to the best of my knowledge.
☐ I attest that my/our household is eligible for participation in the Emergency Rental Assistance program because one or more of my/our household members; qualified for unemployment benefits, or experienced a reduction in household income, incurred significant costs, or experienced other financial hardships due, directly or indirectly, to the COVID-19 outbreak.
☐ I attest that I have a lease agreement and rental obligation for the rental unit and over the monthly period(s) for which assistance is sought under this application.
☐ I attest that my/our household is at risk of experiencing homelessness or housing instability, which may include (i) a past due utility or rent notice or eviction notice, (ii) unsafe or unhealthy living conditions, or (iii) any other of risk of experiencing homelessness or housing instability.
☐ I attest that my total household income qualifies for assistance and does not exceed 80 percent (80%) of the area median income in which my rental unit is located.
☐ I attest that the total amount of monthly income submitted in this application for the Emergency Rental Assistance Program is complete and accurate.
☐ I attest that my household has not received, is not currently receiving, and does not anticipate receiving, assistance from another source of public or private subsidy or assistance that covers the same costs of rental or utility obligation submitted under the Emergency Rental Assistance Program.

Signed By Smith John  
Signed Date 04/21/2021

☐ Indicate that you have read and understand the **Acknowledgements**

**ACKNOWLEDGEMENTS**

- I/we understand that electronic submission of my/our application and electronic signature serves as written and signed attestations for the purpose of the Emergency Rental Assistance Program.
- I/we understand that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain these funds may be punishable under the state, federal, or local law, including under 18 USC 1343 by imprisonment of not more than thirty years and/or a fine of up to $1,000,000 and Wyo. Stat. Ann 6-3-402 by imprisonment for not more than ten years and/or a fine up to $10,000.
- I/we also understand that false statements or information will be grounds for denial of my/our application, termination of rental or utility assistance, and/or debarment from participating in other current or future assistance programs.
- I/we understand that this is an application for assistance and signing this application does not bind the Emergency Rental Assistance Program to offer rental or utility assistance, nor does it bind us to accept any assistance offered.
- I/we have no objection to inquiries from the State of Wyoming or its designee to its agencies and instrumentality for the purpose of verifying the facts herein stated and hereby consent to disclosure of information between such entities, including providing additional documentation if needed or as part of random and routine audits.
- I/we have no objection to inquiries from the State of Wyoming or its designee to its agencies and instrumentality for the purpose of verifying the facts herein stated.
- I/we have received, read and understand the Emergency Rental Assistance Program eligibility requirements, program guidelines and compliance requirements.
- I/we understand that we may be subject to future audits and I/we agree to cooperate in providing information for any future audit.

Signed By Smith John  
Signed Date 04/21/2021

☐ Indicate that you have read and understand the **Authorization to Release Information** and the **Fair Credit Reporting Act Authorization** click **electronically sign** to authorize
☐ Indicate that you have read and understand the **PAYMENT ACCEPTANCE AND ACKNOWLEDGEMENTS FOR RECEIVING FUNDS FOR RENTAL ASSISTANCE.** Click **electronically sign** to authorize

☐ Provide an **electronic signature**, then click **Next** to continue

**REVIEW**

Review the information you have provided prior to submitting the application, including:

- Tenant Name
- Phone Number
- **Email Address**
- Mail Address
- Household Members
- Total Annual Income
After reviewing the information, click **Submit**

**After the Letter of Intent is Approved**

- Use your approved Letter of Intent to secure a new long-term lease agreement with a landlord.
- Next, please refer to the WY ERAP Tenant Application User Guide for instructions on how to submit a WY ERAP Tenant Application to request assistance with rent, utilities, security deposit, and/or moving expenses for your new rental unit address as applicable.

**CONFIRMATION**

Once the application is submitted, a Confirmation will appear with the **Application Number**

- Click **Done** to complete your Wyoming ERAP Application
<table>
<thead>
<tr>
<th>DOCUMENT / INFORMATION</th>
<th>ILLUSTRATIVE EXAMPLE</th>
</tr>
</thead>
</table>
| Source Documentation   | □ Government Issued Photo Identification (e.g., Driver’s License, Passport, Military ID, U.S. Permanent Resident Card, etc.)  
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□ COVID-19 impact on income (e.g., 2020 Pay Statements or 2020 W2 compared to 2021 Pay Statements or 2021 W2)  
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| Driver’s License Sample | ![Driver's License Sample](Wyoming ERAP – Letter of Intent Application User Guide) |