

**DATE:** December 17, 2021

**PROCEDURAL MEMORANDUM #007-21**

**SUBJECT:** Reporting Duplicate Applications for Emergency Rental Assistance Program (ERAP)

**TO:** County ERAP Providers

**FROM:** Cathy Buhrig  
Director  
Bureau of Policy

**PURPOSE**

To inform county commissioners and ERAP providers of procedures for reporting duplicate applications.

**BACKGROUND/DISCUSSION**

The United States Treasury requires reporting the total number of unique households applying for ERAP monthly. If a duplicate application for the same household comes in during the same reporting month, the ERAP provider will **exclude** the duplicate application(s) from their total number of applications received for monthly reporting. This requirement takes effect December 1, 2021. If more than one application is submitted for a household during a reporting month, the subsequent application(s) would be considered duplicate and excluded in the total applications received count even if the applicant is requesting a different component of ERAP.

- Duplicate applications received in the same month are **NOT** to be considered when calculating the total number of applications received.
  - Example: If an application is received November 1 for rental assistance, and a subsequent application is received November 3 for the same household for utility assistance, the application received November 3 is considered a duplicate application even if the two applications are requesting a different component of ERAP and may be processed separately. The two applications in this example are counted as one application in the reporting month.

- Example: If an application is received for rental and/or utility arrearages on November 1 and then a second application is received for future assistance for the same household in the same month, the second application is a duplicate even if processed separately. The request is for different components of ERAP, but both applications apply to the same household and came in the same reporting month. These applications would be reported as one application.
- Example: If an application is received in November for rent and/or utility assistance and another application is received in December for the same household for ERAP, these are two separate applications as they applied in separate months. The ERAP Agency would report one application in November and one in December for the same household.

### **NEXT STEPS**

1. Share and review this Procedural Memo with appropriate staff.
2. Direct questions regarding this Procedural Memo to [RA-PWERAPOIM@pa.gov](mailto:RA-PWERAPOIM@pa.gov).
3. This Procedural Memo updates will be incorporated into the ERAP Instructions & Requirements located online at [ERAP I R 2021.pdf \(pa.gov\)](#).