**Section 378.305 Distribution of Grants**

a) ERA1 grants made by the Authority may cover all or any portion of the ERA1 eligibility period.

b) ERA2 grants made by the Authority may cover all or any portion of the ERA2 eligibility period.

c) When making ERA1 or ERA2 grant payments to an eligible landlord on behalf of an eligible household, the Authority must include information sufficient to allow the recipient of the payment to identify the applicable eligible household.

d) If the landlord does not agree to accept an ERA1 grant payment from the Authority after the Authority has made contact with the landlord, then the Authority may make such payments directly to the eligible household for the purpose of the eligible household making payments to the landlord. The Authority shall make reasonable efforts to obtain the cooperation of landlords to accept ERA1 payments.

1) Outreach will be considered complete if:

A) a request for participation is sent in writing, by mail, to the landlord, and the addressee does not respond to the request within 7 calendar days after mailing (unless such time period is modified by applicable law); or

B) the Authority, or an authorized representative of the Authority, including but not limited to an HSS Provider, has made at least three attempts by phone, text, or e-mail over a 5 calendar-day period to request the landlord's participation (unless such time period is modified by applicable law); or

C) a landlord confirms in writing that the landlord does not wish to participate.

2) The final outreach attempt or notice to the landlord must be documented.

e) In the event the outreach does not result in the landlord's participation in the applicable program, the Authority will provide an alternative mechanism to provide ERA1 assistance directly to eligible households with approved applications.

f) In administering any ERA2 funded programs, the Authority may choose to seek the cooperation of landlords before providing assistance directly to tenants. In doing so, the Authority will follow the provisions of this Section.