

Missouri ERAP Application CURE Instructions

After submitting an ERAP application it will automatically be assigned to a reviewer. Upon review, if the application has missing or incomplete information, the reviewer may return the application to the applicant for corrections. This process is called “CURE.” The applicant will be notified by email that they have seven (7) days to login to their application with a link provided and make corrections or CURE their application. If the seven days pass and corrections are not made, the application may be discarded.

Please note that not all features are available on mobile or tablet. An applicant may need to login using a desktop or laptop computer to view reviewer information for corrections.

The screenshot displays a web application interface for the Missouri ERAP program. At the top, there is a navigation bar with the text 'program' on the left and 'Pages', 'Programs', and 'My Applications' on the right. Below the navigation bar, a status message reads 'You are currently logged in'. The main content area is a grid of application cards. Each card represents a submitted application for the 'MO - Emergency Rental Arrears Program'. The cards are arranged in three rows and three columns. The first two columns contain cards with application numbers 000000015, 000000018, and 000000031 in the first row; 000000018 and 000000034 in the second row; and 000000026 in the third row. Each card shows a 'VIEW' button at the top, the submission date, the application number, a 'SUBMITTED' status with a green checkmark, and another 'VIEW' button at the bottom. The card for application 000000026 is highlighted in green and shows a 'CONTINUE' button, indicating it is the current application being reviewed. The card also displays 'STATUS: Application Round 1' and a progress bar showing '5 of 5 tasks complete'. The last edited date for this application is 'Dec 29 2020 10:30 AM (CST)'.

After receiving the CURE email to login and make corrections, an applicant will be brought to the application homepage. From here the status of each submitted application can be reviewed. Find the corresponding application (the application number will be in the email notification) and click “Continue.”

5 of 5 tasks complete

Last edited: Dec 29 2020 10:30 AM (CST)

REVIEW SUBMIT

MO - Emergency Rental Arrears... Preview

000000026

Status: Application Round 1

APPLICATION REVIEWS ACTIVITY

Review Round 1

Reviewer

RV Reviewer

After clicking continue you will be returned to the original application. In order to see what needs to be CURED click “Reviews” and then click the small button next to “Reviewer.”

Please note that not all features are available on mobile or tablet. An applicant may need to login using a desktop or laptop computer to view reviewer information for corrections.

Status: Application Round 1

APPLICATION **REVIEWS** ACTIVITY

Review Round 1

Reviewer	
RV Reviewer	⋮
RV Reviewer	⋮
RV Reviewer	⋮
RV Reviewer	⋮
RV Reviewer	⋮
RV Reviewer	⋮
RV Reviewer	⋮
RV Reviewer	⋮
RV Reviewer	⋮
RV Reviewer	⋮

Due to the way in which the application system assigns applications to be reviewed multiple reviewer sheets may be present under the “Reviews” drop down menu. An applicant will need to find the review sheet which has been completed in order to locate the item which needs to be cured.

Review Round 1 1/10 completed ^

Round 1 Review Form
Section 1: Landlord Information Review Tasks

1: W-9 Review

a. All W-9 fields complete	(No response)
b. Tax classification matches application	(No response)
c. SSN or EIN/TIN matches application	(No response)

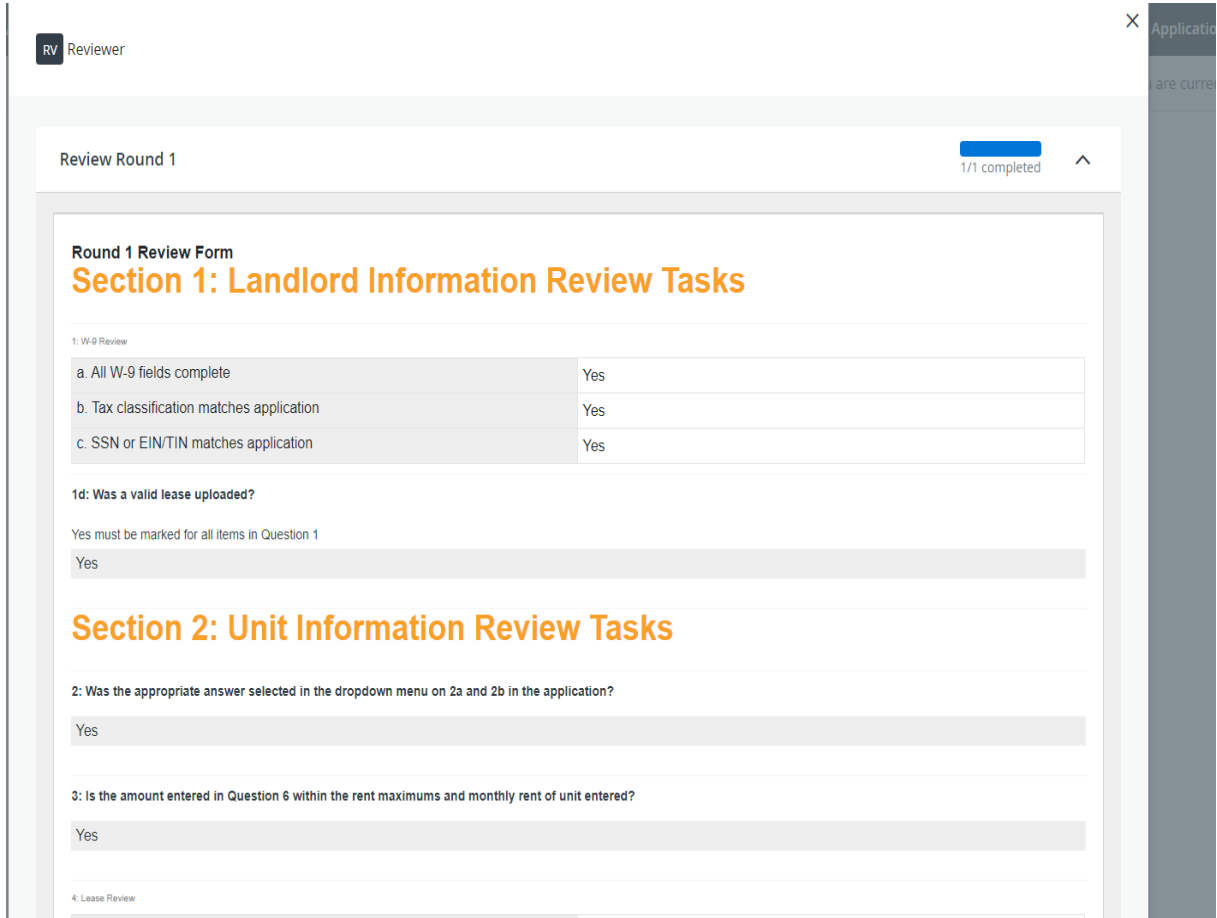
1d: Was a valid W-9 uploaded?
Yes must be marked for all items in Question 1
(No response)

Section 2: Unit Information Review Tasks

2: Was the appropriate answer selected in the dropdown menu on 2a and 2b in the application?
(No response)

3: Is the amount entered in Question 6 within the rent maximums and monthly rent of unit entered?
(No response)

Review sheets showing “(No response)” are not completed. The applicant will need to search through the other sheets to find a completed review sheet.



A completed score sheet look similar to the image above.

Section 4: Landlord and Application Certification Review Tasks

15: Does Application Section 4 include a date, contact name, and signature?

Yes

Final Application Review Tasks

16: Is the application complete and ready for the next stage of the application process?

Select "yes" if there are no items that were missing or incomplete in the application. Select "no" if there were missing or incomplete items in the application.

No

Comments

A form is missing a household signature.



17: Is application Cure required for Application Round 1?

Select yes if the application has missing or incomplete items to be corrected.

Yes

17b: Cure not correct- Application ineligible after resubmission

If the application still has missing information or errors after being resubmitted, the reviewer should select this box to reject the application.

This box should remain blank during the initial application review.

(No response)

Date

Dec 29 2020

The applicant must scroll through the review sheet to look for answers marked "no" along with the reviewer comments.

[← Back to application](#)

Missouri Emergency Rental Arrears ...
0000000638
 ID: 0000000638 | Status: Application Round 1

MO - Emergency Rental Arrears Program

MO - Rental Arrears Application - Section 1: Landlord Information

Section 2: Unit Information >

Section 3: Tenant Information

Section 4: Landlord Application Certification

5 of 5 tasks complete

Last edited: Jan 5 2021 04:07 PM (CST)

REVIEW
SUBMIT

✓

Section 2: Unit Information

Completed Jan 5 2021 10:46 AM (CST)

...

Section 2: Unit Information

Unit Location

Enter information for the unit for which you are requesting rental arrears. You must complete an **application for every unit** in which you are requesting rental arrears.

¹ Entry must match **Form ESG-CV-ERAP 101: Landlord Itemized Statement of Past-Due Rent and Fees**

1: Physical Address of Unit¹

a. Address Line 1:	██
b. Address Line 2:	(No response)
c. Property Name:	(No response)
d. City:	Kansas City
e. County:	Jackson
f. State:	Missouri
g. Unit Type	Multi-Family Apartment

2a. Is this unit located in one of the following areas :

- Kansas City (city limits)
- St. Louis (city limits)
- St. Louis County

Yes

Then the applicant must find the corresponding section and question in the application. Click the “...” at the top of the appropriate section and then “edit.” Now, make the appropriate corrections.

Program Pages Programs My Applications

You are currently log

5 of 5 tasks complete

Last edited: Dec 29 2020 10:30 AM (CST)

REVIEWSUBMIT

MO - Emergency Rental Arrears... Preview ...

000000026

Status: Application Round 1

APPLICATION REVIEWS ACTIVITY

Your tasks

✓	<div style="display: flex; align-items: center;"><div style="margin-right: 10px;"></div><div><p>MO - Emergency Rental Arrears Program</p><p style="font-size: 0.8em;">Completed on: Dec 22 2020 08:19 AM (CST)</p></div></div>	>
✓	<div style="display: flex; align-items: center;"><div style="margin-right: 10px;"></div><div><p>MO - Rental Arrears Application - Section 1: Landlord Information</p><p style="font-size: 0.8em;">Completed on: Dec 22 2020 08:19 AM (CST)</p></div></div>	>
✓	<div style="display: flex; align-items: center;"><div style="margin-right: 10px;"></div><div><p>Section 2: Unit Information</p><p style="font-size: 0.8em;">Completed on: Dec 22 2020 08:21 AM (CST)</p></div></div>	>
✓	<div style="display: flex; align-items: center;"><div style="margin-right: 10px;"></div><div><p>Section 3: Tenant Information</p><p style="font-size: 0.8em;">Completed on: Dec 22 2020 08:22 AM (CST)</p></div></div>	>
✓	<div style="display: flex; align-items: center;"><div style="margin-right: 10px;"></div><div><p>Section 4: Landlord Application Certification</p><p style="font-size: 0.8em;">Completed on: Dec 22 2020 08:23 AM (CST)</p></div></div>	>

Once all corrections have been made the applicant must click "Submit."

Please note: There is only one opportunity for application CURE, if the application is not appropriately CURED within 7 days it may be discarded and the applicant will have to resubmit a new application.