

## **CRF 2020 FORMS FOR COVID-19 Rental, Mortgage & Utility Assistance CALHOUN COUNTY**

Calhoun County has committed funding (\$175,000.00) from the Florida Housing Finance Corporation Coronavirus Relief Funds to provide Mortgage Payments, Rental Assistance including Back Rent, Deposits, and Utilities, Foreclosure and Eviction Prevention, for approved Very Low, Low, and Moderate, income single-family housing units, affected by the Coronavirus (COVID 19) pandemic, throughout Calhoun County. Applications will be accepted only for those applicants that live in Calhoun County and can show evidence of coronavirus-related hardship including but not limited to loss of employment, underemployment, potential eviction, foreclosure, or disconnection of utilities.

Applications for the CRF Program are available beginning on September 9<sup>th</sup>, 2020 at 9:00 A.M C.S.T. until September 18<sup>th</sup>, 2020, at 4:00 P.M. C.S.T. During this cycle, applications will be accepted each day from 9:00 A.M. – 4:00 P.M. C.S.T. Applications will be available online at <https://www.arpc.org/calhoun-county-c19-relief> or by CONTACTING Amber Zies at [AZies@arpc.org](mailto:AZies@arpc.org) / (850) 661-0440 or Donald R. Morgan at [DMorgan@arpc.org](mailto:DMorgan@arpc.org) / (850) 661-0440, or PICKED UP AND RETURNED IN-PERSON at: **Housing Department, Calhoun County Courthouse RM G**

**Completed applications can be submitted electronically to:**

**Donald R. Morgan at [DMorgan@arpc.org](mailto:DMorgan@arpc.org) OR Amber Zies at [AZies@arpc.org](mailto:AZies@arpc.org)**

**Completed applications can also be submitted by mail to:**

**Apalachee Regional Planning Council  
ATTEN: HOUSING STAFF  
2507 Callaway Road Suite 200  
Tallahassee, FL 32303**

For mailed application submission, use the address provided below. If mailing application, please allow ample time for it to reach the office on or before Friday September 18<sup>th</sup>, 2020 at 4 P.M. C.S.T.

### **Applicant Checklist**

**Please provide the information listed below to ensure that your application will be processed in an expedited manner:**

- Housing Intake Application**
- Self Certification of Income Form (for all household members over 18 years of age)**  
**NOTE: This form must be certified by a notary public or two witnesses.**
- Duplication of Benefits Agreement**
- Copy of driver's license, ID or birth certificate for all household members;**
- Copy of lease or Fee Simple Deed in applicant's name, whichever applies;**
- Copy of utility bill(s) requested to be paid, if applicable**

For additional information and qualification guidelines, contact Amber Zies at [AZies@arpc.org](mailto:AZies@arpc.org) or call at (850) 661-0440 or Donald R. Morgan at [DMorgan@arpc.org](mailto:DMorgan@arpc.org) or call at (850) 661-0440.

# CRF DISASTER PROGRAM INTAKE APPLICATION

## INSTRUCTIONS FOR APPLICATION

### General Instructions

Read the instructions for this application.

Please type or use BLUE or BLACK ink. Do not use pencil or other colors of ink. Please write legibly. All blanks must be completed or have N/A written in.

All household members 18 years of age or older must sign and date the application.

Submit application with all the required documentation to: {Insert electronic and postal information}.

### Itemized Instructions

- 1. APPLICANT INFORMATION:** Provide your legal name, an address where you receive your mail, an e-mail address (if applicable), your date of birth, and your marital status and other fields.
- 2. CO-APPLICANT/OTHER HOUSEHOLD MEMBER INFORMATION:** List all other members of the household residing in the unit. Attach additional sheets if necessary.
- 3. ALTERNATE CONTACTS INFORMATION:** This information is being collected to assist us in locating you in the event that you move or are living temporarily in another location. List contacts who are helping you through this process, if applicable.
- 4. HOUSEHOLD COMPOSITION AND CHARACTERISTICS:** As of today, list the current Head of Household and all other members of the household. Indicate the relationship of each family member to the Head of Household, gender, date of birth and marital status. Indicate if any of the members listed are disabled and explain if there are any expected additions to the future household, e.g. birth of a child, adoption, legal custody ruling resulting in an additional household member.
- 5. RACE AND ETHNICITY FOR HEAD of HOUSEHOLD:** This information is collected for reporting purposes only.
- 6. ELIGIBILITY INFORMATION:** The information collected here is important to determine eligibility as it relates to emergency assistance.
- 7. COVID-19 INFORMATION:** Provide basic information concerning eligibility related to the public health emergency with respect to COVID-19. Provide information on whether you or a household member was directly affected by COVID-19.
  - a. Agreement to turn over Proceeds; Future Reassignment.

If the applicant has received or receives any Proceeds from any source that covers the expenses covered by the CRF assistance provided, the applicant agrees to promptly pay such amounts to the City/County.
  - b. In the event that the applicant received, receives or is scheduled to receive any Proceeds not previously disclosed to the City/County the applicant shall notify the City/County of such Subsequent Proceeds, and the City/County will determine the amount, if any, of such Subsequent Proceeds that are a duplication of benefits (DOB). Subsequent Duplication of Benefits proceeds shall be disbursed as follows:
    - (1) If the Award has been fully expended by the City/County, any Subsequent DOB Proceeds shall be paid by applicant to the City/County up to the amount of the Award.
    - (2) If no portion of the Award has been expended by the City/County, any Subsequent DOB Proceeds shall be paid by applicant to the City/County and used to reduce the Award. If the application of the

Subsequent DOB Proceeds would reduce the Award to zero, all Subsequent DOB Proceeds and any funds previously paid by the applicant to the City/County shall be returned to the applicant, and this Agreement shall terminate.

- (3) If some portion of the Award has been expended by the City/County, any Subsequent DOB Proceeds shall be used, retained and/or disbursed in the following order: (1) Subsequent DOB Proceeds shall first be paid by applicant to the City/County to reduce the unexpended portion of the Award; (2) if the application of the Subsequent DOB Proceeds would reduce the unexpended Award to zero, any remaining Subsequent DOB Proceeds shall be applied to expended portion of the Award and retained by the City/County; (3) if the application of the Subsequent DOB Proceeds reduces both the unexpended and the expended portions of the Award to zero, any remaining Subsequent DOB Proceeds shall be returned to the applicant, and this Agreement shall terminate.
- (4) If the City/County makes the determination that the applicant does not qualify to participate in the Program or the applicant decides not to participate in the Program, the Subsequent DOB Proceeds and any funds previously paid by the applicant to the City/County that have not been used or obligated by the Program shall be returned to the applicant, and this Agreement shall terminate.
- (5) Once the City/County has recovered an amount equal to the Award, the City/County will reassign to applicant any rights assigned to the City/County pursuant to this Agreement.

**8. OTHER ASSISTANCE RECEIVED:** Provide all information any other type of related assistance to the disaster.

**9. INCOME INFORMATION:** Provide information on all household income sources. Income includes the following: Wages, salaries and tips, alimony, child support, military income, part-time income, temporary income, TANF, Social Security, other benefits, and other income for all household members over age 18. Food benefits are NOT considered income.

**10. ASSET INFORMATION:** Provide the requested information on assets for all household members. Examples of what constitutes assets are listed below:

Typical assets include:

- Cash held in savings, checking accounts, safe deposit boxes, homes, etc.;
- Stocks, bonds, treasury bills, CDs, mutual funds, money market accounts, and other investment accounts;
- Individual retirement accounts, 401(k), Keogh accounts, and other similar retirement savings accounts;
- Cash value of life insurance policies available to the holder before death;
- Personal property that is held for investment purposes;
- Equity in real property;
- Retirement and pension funds;
- Mortgage or deeds of trust held by the applicant

Some items of personal property are **NOT** counted as assets for the purposes of determining annual income:

- Automobiles;
- Jewelry; and/or
- Term life insurance policies

**11. FALSE STATEMENTS**

Chapter 817 of the Florida Statutes provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under §775.082 or 775.083.

Applicant is hereby notified that intentionally or knowingly making a materially false or misleading written statement relating to the Program could result in ineligibility for benefits, action to recover any Program benefits paid to or on behalf of applicant, and/or a referral to criminal law enforcement.

Applicant represents that all statements and representations made by applicant regarding Proceeds received by applicant have been and shall be true and correct.

**12. PUBLIC RECORDS DISCLOSURE AND ACKNOWLEDGMENT**

Information provided by the applicant(s) may be subject to Chapter 119, Florida Statutes, regarding Open Records.

Information provided by you/your household that is not protected by Florida Statutes can be requested by any individual for their review and/or use. This is without regard as to whether or not you qualify for funding under the program(s) for which you are applying. Having been advised of this fact prior to finalizing the application for assistance or supplying any information, your signature below indicates that:

I/We agree to hold harmless and indemnify the City/County, any governmental agency, its officers, employees, stockholders, agents, successors and assigns from any and all liability and costs that may arise due to compliance with the provisions of Chapter 119, Florida Statutes.

I/We agree that the City/County does not have any duty or obligation to assert any defense, exception, or exemption to prevent any or all information given to the City/County in connection with this application, or obtained by them in connection with this application, from being disclosed pursuant to a public records law request.

I/We agree that the City/County does not have any obligation or duty to provide me/us with notice that a public records law request has been made.

I/We agree to hold harmless the City /County or any governmental agency, its officers, employees, stock holders, agents, successors and assigns from any and all liability that may arise due to my/our applying for assistance.

**ELIGIBILITY RELEASE**

It is required that you sign this form, which allows the Subrecipient, State or Vendor to request information from Third Parties concerning your eligibility and participation in this program. This form allows for income, assets, child support, etc. to be verified and documented.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Household Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Household Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Household Member

\_\_\_\_\_  
Date

## HOUSING INTAKE APPLICATION

Application Number:	
Application Received By:	Date/Time Application Received:
What type of housing assistance are you requesting? <span style="float: right;">Circle all that apply</span>	
Rent      Mortgage      HOA fees      Electric      Water      Gas	
Other (Explain)	
<b>TO BE COMPLETED BY APPLICANT: (Head of Household)</b>	
Full Name:	
Current Address:	Apt#
City, State Zip:	
Daytime phone:	Mobile Phone:
E-mail Address:	Date of Birth:
Marital Status:	Age:
Employed?    Yes            No	Self Employed?    Yes            No
<b>1. TO BE COMPLETED BY CO-APPLICANT:</b>	
Full Name:	
Daytime phone:	Mobile Phone:
E-mail Address:	Date of Birth:
Marital Status:	Age:
Employed?    Yes            No	Self Employed?    Yes            No

**4. HOUSEHOLD COMPOSITION, CHARACTERISTICS AND FAMILIAL STATUS:** - As of today, all other members of the household. Indicate the relationship of each family member to the Head of Household (spouse, sibling, etc.). In addition, indicate if there are any additional members in the near future to the household.

Household Member Name	Relationship to Head of HH	Age	Date of Birth	Marital Status	Is household member listed disabled? Y/N	Employed	
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

**5. RACE AND ETHNICITY FOR HEAD of HOUSEHOLD (Check one):** -This information is being collected for reporting purposes only.

**RACE (Check all that apply):**

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Other Multi-Racial

**ETHNICITY (Check one):**

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Non-Hispanic or Latino - A person not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**ELIGIBILITY INFORMATION:** - If the answer to any of the following questions is NO, you are not eligible for assistance:

Were you or a household member affected by the COVID-19?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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How many household members are affected by COVID-19?

For each Household member affected by COVID-19, provide the following information:

**1st household member affected by COVID-19**

Name:

Are they unemployed or underemployed due to COVID-19?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Date person became unemployed or under employed

Name and address of employer prior to being impacted by COVID-19:

What was the annual gross income of this person prior to being affected by COVID-19 or March 1, 2020 whichever is later?

What was the projected annual gross income of this household after being affected by COVID-19?

Additional information about Hardship:

**2nd household member affected by COVID-19**

Name:

Are they unemployed or underemployed due to

YES

NO

Date the person became unemployed or under

Name and address of employer prior to being impacted by COVID-19:

What was the annual gross income of this person prior to being affected by COVID-19 or March 1, 2020 whichever is later?

Current employer:

What was the projected annual gross income of this household after being affected by COVID-19?

Is the person receiving unemployment benefits? Yes or No

If yes, how much are they receiving monthly \$

Additional information about Hardship:

Property Information		
Do you rent or own a pre-1994 mobile or manufactured home?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you past due or delinquent on your rent, mortgage or utilities?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
What is your monthly rent payment? What is your monthly mortgage payment? What is your average monthly electric payment? What are the penalties due, if any?		
How many months of rent are past due?	Amount Due	
How many mortgage payments are past due?	Amount Due	
How many months of HOA fees are past due?	Amount Due	
How many months of utilities are past due?	Amount Due	
<i>The following question will require a special review to determine eligibility:</i>		
Did you apply for COVID-19 assistance to any other program or organization?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Explain:

Have you received any COVID related assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved?	
Amount Received to date:	
List agency providing services	1
	2
	3
B. Small Business Administration (SBA)	
Have you received any event-related assistance from the SBA? (If no, continue to letter C. in this section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount Approved?	Amount Received to date:
What is your SBA Application No.(s)?	1
	2
What is your SBA Loan No.(s)?	1
	2
What is the status of your SBA Loan, e.g. paying as agreed, did not use, etc.	
i. Did you receive any other assistance due to disaster?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. If yes, explain the type of assistance you received e.g. Red Cross, United Way, previous federal or state assistance (CRF, CDBG, CDBG-DR, HOME), etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No



**INCOME INFORMATION:** Income includes: Wages, salaries and tips, alimony, child support, military income, part-time income, temporary income, TANF, Social Security, unemployment benefits, other benefits for all household members. List ALL household members and their incomes. Attach a separate sheet if you need more space.

**FOOD STAMPS ARE NOT CONSIDERED INCOME- do not list food stamps.**

Household Member Name	Full Time Student? Y/N	Source of Income (include employer name) If Applicable	Rate of Pay	Payment Basis (hourly, weekly, monthly, etc.)

**ASSET INFORMATION:** Provide the requested information on any property you may own or assets you may have.

Do you own any other real estate?  Yes  No  N/A

If yes, provide address, city and state of property(s):

What is the tax roll value of the property?  Yes  No

If yes, what is the current balance owed on the mortgage?

Do you have income from the property? (rental income)  Yes  No

iv. Is your primary residence currently in foreclosure?  Yes  No

v. List below the types and sources of any household assets. Provide both the current cash value and the estimated annual income from the asset. (A listing of examples is located in the instruction section.) Provide this information for all household members.

Household Member Name	Type & Source of Asset	Cash Value of Asset	Annual Income from Asset

**ELIGIBILITY RELEASE:** It is required that you sign this form, which allows the City/County, subrecipient, sponsor, State or Vendor to request information from Third Parties concerning your eligibility and participation in this program.

Information Covered: Inquiries may be made about items initialed below by the applicant.

Instructions to Applicant: Your signature on this Eligibility Release, and the signatures of each member of your household who is 18 years of age or older, authorizes the City/County or any of its duly authorized representatives to obtain information from a third party regarding your eligibility and continued participation in the CRF Program for disaster assistance. Each adult member of the household must sign this Eligibility Release.

Information provided by the applicant(s) may be subject to Chapter 119, Florida Statutes, regarding Open Records.

**APPLICANT CERTIFICATION:** Certify that all the information in the application is true, to the best of your knowledge. By signing this application to verify the information contained, the applicant authorizes the City/County or any of its duly authorized representatives to verify the information listed herein.

I/We understand the information provided above is collected to determine if I/we are eligible to receive assistance under the CRF program.

I/We hereby certify that all the information provided herein is true and correct.

I/We understand that providing false statements or information for the purpose of obtaining assistance is grounds for termination of housing assistance and is punishable under Chapter 817 of the Florida Statutes as a first-degree misdemeanor.

I/We authorize the above-referenced City/County/subrecipient/sponsor and any of its duly authorized representatives to verify all information provided in this application.

I/We understand that additional information will likely be required to move forward with this program.

**Applicant's Authorization:**

I authorize the above-named Subrecipient, Sponsor, State or Vendor to obtain information about me and my household that is pertinent to determining my eligibility for participation in the Program. I acknowledge that:

- (1) A photocopy of this form is as valid as the original; AND
- (2) I have the right to review information received using this form; AND
- (3) I have the right to a copy of information provided to the Subrecipient and to request correction of any information I believe to be inaccurate; AND
- (4) All adult household members will sign this form and cooperate with the Subrecipient in the eligibility verification process.
- (5) Applicants who provide a self-certification will be required to provide proof of income when the President's or Governor's executive order expires. If the applicant falsified information to obtain assistance, all funds paid on behalf of the applicant must be repaid to the program.

<b>Signature of Applicant:</b>	<b>Date</b>
<b>Signature of Co-Applicant:</b>	<b>Date</b>
<b>Household member:</b>	<b>Date</b>
<b>Household member:</b>	<b>Date</b>
<b>Household member:</b>	<b>Date</b>
<b>Household member:</b>	<b>Date</b>

**Warning:** Chapter 817 of the Florida Statutes provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under §775.082 or 775.083.

**CRF ASSISTANCE SELF-CERTIFICATION OF INCOME FORM**

To be completed by each adult household member

Household Member \_\_\_\_\_

Local Government \_\_\_\_\_

Address \_\_\_\_\_

Phone# \_\_\_\_\_ email \_\_\_\_\_

1.  I hereby certify that I have been negatively impacted by the **COVID-19** pandemic and am underemployed or unemployed.

2. I will receive income from the following sources over the next 12 months: (Circle Y (yes) or N (no) for each statement):

Y N Wages from employment (including commissions, tips, bonuses, fees, etc.); \$ \_\_\_\_\_

Y N Net income from operation of a business; \$ \_\_\_\_\_

Y N Rental income from real or personal property; \$ \_\_\_\_\_

Y N Interest or dividends from assets; \$ \_\_\_\_\_

Y N Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;  
\$ \_\_\_\_\_

Y N Unemployment; \$ \_\_\_\_\_

Y N Disability payments; \$ \_\_\_\_\_

Y N Public assistance payments; \$ \_\_\_\_\_

Y N Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;  
\$ \_\_\_\_\_

Y N Sales from self-employed resources; \$ \_\_\_\_\_

Y N Any other source not named above; \$ \_\_\_\_\_

Y N I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months.

3. I will be using the following sources of funds to pay for rent and other necessities: \_\_\_\_\_

**I certify my anticipated gross annual income for the next 12 months to be (Total of section 2): \$ \_\_\_\_\_.**

I will inform local government staff if my income changes during the period when I am receiving assistance.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement. The information provided is subject to verification by the county or eligible municipality.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

Witness \_\_\_\_\_

Witness \_\_\_\_\_

or

**FOR AN OATH OR AFFIRMATION:**

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and described before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

(NOTARY SEAL)

Signature \_\_\_\_\_

\_\_\_\_\_  
Name of Notary (Typed, Printed, or Stamped)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_