Manatee CARES
Economic Recovery - Individuals

Presenters: Geri Lopez, Denise Thomas, Jennifer Yost
ZOOM Questions

To ask a question:

- Click "Raise Hand" button if you're attending through Zoom
- Dial *9 if you called in on a phone
- Please refer to slide number in your question

You will be called upon and unmuted when it's your turn to speak.
The Coronavirus Relief Fund - CARES Act

- Funds are limited to eligible expenses that—
  1. Are necessary expenditures incurred due to COVID-19

  2. Were not accounted for in the budget most recently approved as of March 27, 2020

  3. Were incurred during the period that began March 1, 2020 and ends on December 30, 2020
CARES Funding Agreement

- Executed on 06/23/20 with Florida Department of Emergency Management and Manatee County

- Phase 1 CARES Fund allocation = $17.5 M

- Phase 1 funds must be expended by September 30, 2020

- Phase 2 funds will be obtained by reimbursement
## Proposed Funding and Allocations

<table>
<thead>
<tr>
<th>Category</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health/Safety</td>
<td>30%</td>
</tr>
<tr>
<td>Economic Recovery</td>
<td>30%</td>
</tr>
<tr>
<td>Community Health and Wellbeing</td>
<td>30%</td>
</tr>
<tr>
<td>Government and Community Facilities</td>
<td>10%</td>
</tr>
</tbody>
</table>

Funding will provide financial recovery assistance through the programs listed below. The programs may be amended from time to time based on unexpected needs and availability of funds. Eligibility is based on a pre-certification process.
Economic Recovery

Designated to restoring the economy, maintaining the workforce and assisting individual households to recover from the effects of COVID-19.
Manatee CARES - Housing Assistance Program Round 2

- To provide funds to renters and homeowners residing in Manatee County and its municipalities who are delinquent on rent or mortgage payments due to COVID-19 impacts on or after March 1, 2020
- Up to 500 applications accepted
- Up to $6,000 of maximum assistance
Who is Eligible?

Applicant must meet the following criteria to apply:

- U.S. Citizen or Legal Resident
- Resident of Manatee County including its municipalities
- Current Gross Household income is below the 150% area median income (AMI) level for household size
- Loss of household income as a result of COVID-19 on or after March 1, 2020
- Delinquent on rent or mortgage payments due to COVID-19 on or after March 1, 2020
How Can the Funds be Used?

Expenses incurred no earlier than March 1, 2020

- Delinquent Rent
- Delinquent Mortgage Principal, Interest, and Insurance
  - Funds cannot pay for the property tax portion of a mortgage payment
  - Funds cannot be used if your mortgage has been approved for a Mortgage Forbearance

- Funds will be paid directly to the landlord or lender
Documents Needed

- Letter or Statement from Landlord on company letterhead or most recent mortgage statement stating amount owed and months due
- Documentation showing loss of income as a result of COVID-19 on or after March 1, 2020
- Current lease and contact information for your landlord or contact information for mortgage company/lender *(Landlord/Lender must agree to participate)*
- Proof of identification for Applicant Only
- Proof of U.S. Citizenship or Legal Residency for Applicant Only
Applicant Responsibility

- Register on Neighborly Portal
- Complete all sections of application form
- Provide Landlord or Lender Contact Information
- Upload all documents from prior slide (images to be clear and legible)
- Click “Submit” in the application upon completion
Applicant Responsibility - Post Approval

- Assist in obtaining Invoice & Wiring documentation from Landlord/Lender
- Sign all required documents
  - Affidavit of Duplication of Benefits
  - Affidavit of Income and Impact from COVID-19
A walk-through Neighborly

- Register an account in the Neighborly Portal
- Select Language – English, French, Spanish
- You will receive an email from Neighborly to complete the registration (check your Spam folder)
  - Wait 5-10 minutes
A walk-through Neighborly
A walk-through Neighborly

Welcome to the Manatee County Participant Portal
Manatee County has received funding from the State of Florida through the federal CARES Act to assist with costs incurred due to the COVID-19 pandemic. Funding will be distributed through a variety of programs to meet the needs of residents, business owners, nonprofits, local government agencies and community partners.

Available applications will be listed below with each program having a dedicated telephone helpline and email for questions. For more information on the Manatee CARES programs, please visit www.mymanatee.org/manateeCares or call 3-1-1 for assistance.

Neighborly Software is committed to accessibility for all applicants. If you require this material in an alternate format, please contact our office at (941) 745-6270 or manateeCares@mymanatee.org

Start a New Application

Manatee CARES HAP Round Two
Select this option if you are an individual in need of assistance for delinquent mortgage or rent payments. Review criteria at: www.mymanatee.org/manateeCares, email question to ManateeCARES@mymanatee.org or call the telephone helpline at (941) 745-6270.

*Expires 8/20/2020 5:00:00 PM Eastern Standard Time
A walk-through Neighborly

Under “My Profile,” you are able to change your Preferred Language to English, Spanish or French.
A walk-through Neighborly

- 8 screens to complete
- Cannot continue if “Required” information is not provided
- Click “Save” or “Complete & Continue” at bottom of each screen
  - A 🔄 will appear in the checkbox in the navigation panel for each section completed
  - All must be checked to Submit
A walk-through Neighborly

- Answer each of the eligibility questions
- Select the size of your household and the associated income maximum
  - Your gross household income must be below the associated income for the household size as shown in the table.
- You will be required to sign an Income Self Certification if you are approved for assistance.
**Gross Household Income**

- Total Gross Household Income is to be less than 150% AMI for the household size.
- Include the income of every member that resides in the home over the age of 18 (spouse, roommate, elderly parent, adult children, etc.).
- Use current gross income (before taxes or any other deduction).

<table>
<thead>
<tr>
<th>Household Size</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
<th>7 Person</th>
<th>8 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>150% AMI</td>
<td>$80,400</td>
<td>$91,800</td>
<td>$103,350</td>
<td>$114,750</td>
<td>$124,050</td>
<td>$133,200</td>
<td>$142,350</td>
<td>$151,500</td>
</tr>
</tbody>
</table>
Gross Household Income

- Include: Employment, Social Security, Child Support, Unemployment
- Do not include: Stimulus Payment, the extra Federal Unemployment of $600, one-time assistance, Food Stamps, any income that has discontinued as of the application submittal
- Calculate using the most recent gross income received:
  - If weekly: multiply by 52
  - If bi-weekly: multiply by 26
  - If twice Monthly: multiply by 24
  - If Monthly: multiply by 12
A walk-through Neighborly

Please hit “Save” after each section
You can return later to the Application if you are unable to complete in one sitting
Sign-In to the Neighborly Portal and click “Edit” on the application
A walk-through Neighborly

- You can Reopen individual sections to make edits after you have “completed” the section.
- Click “Reopen” at the bottom of the screen.
- Once the application is Submitted you will not be able to “Reopen” any part of the application.
A walk-through Neighborly

### E. Required Documents

Please provide the following information. Please make sure that when you are taking pictures with your phone that you fill the screen with the document. Always enable good lighting and the quality of images is clear and visible.

<table>
<thead>
<tr>
<th>Required Document</th>
<th>Required</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization to Release Information to Manatee County Redevelopment and Economic</td>
<td>Required</td>
<td>Fill the screen with the document and enable</td>
</tr>
<tr>
<td>Opportunity and Landlord/Lender may require a separate document to be signed</td>
<td></td>
<td>good lighting and the quality of images is</td>
</tr>
<tr>
<td>Affidavit of Duplication of Benefits</td>
<td></td>
<td>clear and visible.</td>
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<tr>
<td>Rental Landlord Non-Eviction Agreement</td>
<td></td>
<td></td>
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<tr>
<td>W-9 from Landlord/Lender (must match the name on the invoice)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lender Invoice and W-9 Template</td>
<td></td>
<td></td>
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</table>

**IF SELECTED FOR ASSISTANCE, APPLICANT AND CO-APPLICANT MUST SIGN THE DOCUMENTS BELOW**

- Authorization to Release Information to Manatee County Redevelopment and Economic Opportunity and Landlord/Lender may require a separate document to be signed
- Affidavit of Duplication of Benefits
- Affidavit of Income and Impact from COVID-19

**IF SELECTED FOR ASSISTANCE, LANDLORD OR LENDER/MORTGAGE MUST PROVIDE THE DOCUMENTS BELOW**

- Rental Landlord Non-Eviction Agreement
- W-9 from Landlord/Lender (must match the name on the invoice)
- Lender Invoice and W-9 Template
- Lender Invoice and W-9 Template

#### Required Documents

- Evidence of Delinquency
- Loss of Income due to COVID
- Current Lease or Lender Contact information
- Identification
- Proof of US Citizenship or Legal Residency

**Make sure the documents and images are clear and legible**
Evidence of Delinquency

- Late Notice/Letter or Statement from Landlord on company letterhead stating amount owed and months rent is due
- or -

- Most Recent Mortgage Statement showing amount owed
A walk-through Neighborly

Loss of Income due to COVID-19
- Loss of Job or Layoff or furlough notice (e.g. letter/email from employer)
- Proof of reduction in hours (e.g. pay stub from pre-COVID and current pay stub)
- Application for unemployment
- Documentation that employer office/place of business has closed (e.g. Business Website shows closure or newspaper article)
- Documentation that childcare provider on company letterhead stating closure due to COVID-19 (email/letter from childcare provider, bank statements showing payment to childcare provider pre-COVID and non-payment during COVID, etc.)
- Letter from healthcare provider advising to self-quarantine due to COVID-19
A walk-through Neighborly

- Current Lease
- or-
- Contact Info for Mortgage Company/Lender
  - Mortgage statement
  - Tax document from lender
  - Payment coupon
A walk-through Neighborly

- Identification (one from below)
  - Manatee County Driver’s License or State Identification showing a Manatee County address
  - Voter Identification Card
  - Veterans Administration Identification
A walk-through Neighborly

- **Proof of Citizenship or Legal Residency (one from below)**
  - US social security card
  - US birth certificate
  - Valid & current U.S. passport
  - Certificate of Naturalization
  - “Green card” INS forms I-151 or I-551
A walk-through Neighborly

- Verify all Sections are complete with a √ in the navigation panel
- Read and Check each statement
- “Sign” by typing your name into the Authorized Signature box
- Click “Complete & Submit” if you are done with all sections
Application Period

- Opens August 6<sup>th</sup> and closes August 20<sup>th</sup> or upon receipt of 500 applications
- Online application at [www.mymanatee.org/manateecares](http://www.mymanatee.org/manateecares)
- Frequently Asked Questions (FAQs) on website above
- Call telephone helpline at (941) 745-6270 or email ManateeCARES@mymanatee.org with questions
- Processing applications on a first come, first eligible basis
- If additional funds are available, a third round of applications will be accepted
Manatee CARES - HAP Round 2

www.mymanatee.org/manateecares

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