

Manatee County CDBG-DR Home Recovery Program

Applicant Documentation Checklist and Reference Guide

The Application Documentation Checklist and Reference Guide serves as a reference tool for Applicants completing the Application Intake Form under Manatee County’s CDBG-DR Home Recovery Program. Failure to provide accurate, complete information or required documentation may result in application rejection or a determination of ineligibility.

Note: Applicants are NOT required to submit this Checklist with their Applications. Instead, applicants are encouraged to utilize this as a checklist and/or reference guide in tandem with the HRP Application Intake Form to ensure all required documentation has been provided and for their own tracking purposes.

Note to Applicants

Applicants should NOT submit original copies of required documentation and should instead provide clear COPIES of documents.

IDENTITY DOCUMENTATION

Checklist Item	Complete
Government Issued Photo Identification (Federal or State Issued)	<input type="checkbox"/>
Non-Temporary Driver’s License (front and back)	<input type="checkbox"/>
Passport	<input type="checkbox"/>
Military ID Card	<input type="checkbox"/>
Certification of Naturalization or Permanent Resident Card	<input type="checkbox"/>
Birth Certificate (Required for household members age 17 or younger)	<input type="checkbox"/>

ALTERNATE CONTACT/AUTHORIZED REPRESENTATIVE DOCUMENTATION

Checklist Item	Complete
Power of Attorney (POA) Document (must be notarized, validly executed, and legally sufficient. <i>Note: This will be provided by HRP to be completed by the Applicant, Co-Applicant(s) (if applicable), and proposed Power of Attorney. Click here to download the Power of Attorney Document.</i>	<input type="checkbox"/>
Communication Designee Form <i>Note: This will be provided by HRP to be completed by the Applicant, Co-Applicant(s) (if applicable), and proposed Communication Designee. Click here to download the Communication Designee Document.</i>	<input type="checkbox"/>

OWNERSHIP DOCUMENTATION

Checklist Item	Complete
Deed	<input type="checkbox"/>
Mortgage Statement	<input type="checkbox"/>
Legal Will that is undergoing/has undergone probate	<input type="checkbox"/>
Court Order or judgement granting ownership of the property	<input type="checkbox"/>
Title (Mobile/Manufactured Homes only)	<input type="checkbox"/>
State-Issued Certificate showing the Applicant as owner (Mobile/Manufactured Homes only)	<input type="checkbox"/>
Bill of Sale showing Applicant name as owner	<input type="checkbox"/>
Other documents (may be considered on a case-by-case basis)	<input type="checkbox"/>

OCCUPANCY DOCUMENTATION

Checklist Item	Complete
2024 Property Tax Bill with Homestead Exemption	<input type="checkbox"/>
OR Two (2) of the following:	
FEMA IA Award Letter with the storm-impacted property address for damage caused by the 2024 Hurricanes	<input type="checkbox"/>

Checklist Item	Complete
SBA Disaster Home Loan Award Letter with the storm-impacted property address for damage caused by the 2024 Hurricanes	<input type="checkbox"/>
Driver's license or state-issued ID card showing the storm-impacted property address: issued prior to the date of the 2024 Hurricanes	<input type="checkbox"/>
Utility Bill in the Applicant's name showing service to the storm-impacted property the month preceding or the month of at least one (1) one of the 2024 Hurricanes	<input type="checkbox"/>
Credit card bill or bank statement sent to the Applicant at the storm-impacted property address in the month preceding or the month of at least one (1) of the 2024 Hurricanes	<input type="checkbox"/>
Insurance Documentation indicating primary residence in 2024, such as a homeowner's policy endorsement	<input type="checkbox"/>
Employer's statements, including pay stubs and similar employment documents (must be dated in the month preceding or the month of at least one (1) of the 2024 Hurricanes	<input type="checkbox"/>
Other documents that indicate proof of occupancy at the time of one or more of the storms (may be considered on a case-by-case basis)	<input type="checkbox"/>

Other Assistance Received (Duplication of Benefits)

FEMA ASSISTANCE

Checklist Item	Complete
FEMA Award Letter, for each storm, indicating FEMA Assistance on damaged property was awarded, with the amount received, as applicable (i.e., if assistance was awarded).	<input type="checkbox"/>
FEMA Denial Letter, for each storm, indicating FEMA Assistance on damaged property was denied, as applicable (i.e., if request for assistance was denied).	<input type="checkbox"/>

SBA ASSISTANCE

Checklist Item	Complete
SBA Award Letter, for each storm, with the total amount awarded, indicating proof of SBA financial assistance received for the damaged property you are seeking assistance for, as applicable (i.e., if SBA assistance was approved and awarded).	<input type="checkbox"/>

SBA Denial Letter, for each storm, in which you were denied assistance, as applicable (i.e., If SBA assistance was denied).	<input type="checkbox"/>
---	--------------------------

FLOOD INSURANCE

Checklist Item	Complete
Copy of Policy Declaration Page(s)	<input type="checkbox"/>
Documentation of one or more of the following, as applicable: <ul style="list-style-type: none"> • Approved Claims • Denied Claims • Claim in Progress 	<input type="checkbox"/>

HOMEOWNERS INSURANCE

Checklist Item	Complete
Copy of Policy Declaration Page(s)	<input type="checkbox"/>
Documentation of one or more of the following, as applicable: <ul style="list-style-type: none"> • Approved Claims • Denied Claims • Claims in Progress 	<input type="checkbox"/>

OTHER ASSISTANCE

Checklist Item	Complete
Documentation indicating proof of assistance received through charitable, nonprofit, or state/local programs that provided aid related to the 2024 Hurricanes.	<input type="checkbox"/>

INCOME VERIFICATION

All adult household members aged 18 years and over must submit a copy of their most recently filed tax year’s tax. All tax returns must be signed to be accepted by the HRP.

Checklist Item	Complete
Copy of most recently filed tax return or tax return transcript	<input type="checkbox"/>

ALTERNATE INCOME DOCUMENTATION (IF APPLICABLE)

If any adult household member had no obligation to file a return, has not yet filed a tax return, or filed an extension, the following documentation is required.

Checklist Item	Complete
Wages: <ul style="list-style-type: none"> • Three (3) recent paystubs within the past three (3) months; or • W-2 Form 	<input type="checkbox"/>
Social Security Income: <ul style="list-style-type: none"> • Current Social Security Benefits letter (including benefits paid to minors); or • Past three (3) Monthly Bank Statements. 	<input type="checkbox"/>
Retirement/Pension Income: <ul style="list-style-type: none"> • Past three (3) Monthly Bank Statements (Pension Only); or • Current Pension/Retirement Benefit letter(s); • Current Annuity Payment letter(s); • Prior year 1099 form. 	<input type="checkbox"/>
Self-Employment Income: <ul style="list-style-type: none"> • Most recent tax return (1040 or 1040A); • 1099; • W-2 Forms; or • Current year profit and loss statement. 	<input type="checkbox"/>
Unemployment Benefits: <ul style="list-style-type: none"> • Current benefit letter with gross benefit amount. 	<input type="checkbox"/>
Court Ordered Alimony/Spousal Maintenance: <ul style="list-style-type: none"> • Copy of court order documentation. 	<input type="checkbox"/>
Court Ordered Child Support: <ul style="list-style-type: none"> • Copy of court order documentation. 	<input type="checkbox"/>
Temporary Assistance for Needy Families (TANF): <ul style="list-style-type: none"> • Benefits verification letter. 	<input type="checkbox"/>
Taxable Interest and Dividends (including amounts received by, or on behalf or minors): <ul style="list-style-type: none"> • 1099-INT; • or 1099-DIV. 	<input type="checkbox"/>
No/Zero Income: <ul style="list-style-type: none"> • HRP will provide a No/Zero Income Form. 	<input type="checkbox"/>

MORTGAGE DOCUMENTATION

Checklist Item	Complete
Most recent mortgage statement, at the time of application, showing no arrearages and proof of good standing (except for documented cases of lender/servicer forbearance)	<input type="checkbox"/>

PROPERTY TAXES INFORMATION

Checklist Item	Complete
Current property tax bill from the County Tax Collector’s office of property taxes paid in full at the time of application.	<input type="checkbox"/>
Proof of a payment plan in good standing at the time of application	<input type="checkbox"/>
Proof that property taxes are currently subject to forbearance	<input type="checkbox"/>