

## PROGRAM GUIDELINES – Manatee CARES: Housing Assistance Program (HAP) Round 3

The purpose of this grant is to provide funds to renters and homeowners residing in Manatee County and its municipalities, excluding the City of Bradenton, who are in need of payment of rent with associated utilities or mortgage with associated utilities due to the impact of the COVID-19 pandemic. Funds will be provided as a grant for delinquent and possible future rent and mortgage payments with associated utilities for approved applicants.

To be eligible for this grant, a resident must meet the eligibility guidelines as set forth below and must submit an application through an online portal with Manatee County Government, Redevelopment & Economic Opportunity Department (REO). Applicants will be selected on a first-come, first-eligible basis.

### Source of Funds

Funds for HAP Round 3 are from the Federal CARES Act that has been granted to the State of Florida through the Florida Housing Finance Corporation (FHFC). As a subrecipient, Manatee County will follow guidelines, technical assistance and information from Frequently Asked Questions along with other guidance that the FHFC provides to expend these funds. Funds must be expended by December 30, 2020.

### Eligibility Guidelines

- US Citizen or Legal Resident
- Resident of Manatee County including its municipalities, excluding City of Bradenton
- In need of assistance with rent or mortgage payments with associated utilities due to COVID-19 (on or after March 1, 2020)
- Have a loss of income due to COVID-19 on or after March 1, 2020
- Household income is below the 120% area median income (AMI) level for household size
  - Each household member over the age of 18 must complete a Self-Certification of Income form

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>120% AMI</b>	<u>\$64,320</u>	<u>\$73,440</u>	<u>\$82,680</u>	<u>\$91,800</u>	<u>\$99,240</u>	<u>\$106,560</u>	<u>\$113,880</u>	<u>\$121,200</u>

The County Administrator may adjust these guidelines to include additional requirements for certification, accounting and reporting of expenditures to comply with State or Federal requirements for CARES Act expenditures.

### Amount of Grant

Eligible residents will receive grant funds up to \$10,000 or assistance, if needed, through the end of December 2020, whichever is less.

### Eligible Uses of Grant Funds

Funds will be paid directly to landlord or lender. Utilities will be paid directly to the provider.

Utilities can only be paid in conjunction with rent or mortgage.

Funds may be used to pay future months of rent/mortgage and utilities if there is continued impact from COVID-19 and self-certification form is completed and signed.

Funds will be used for expenses incurred no earlier than March 1, 2020 and no later than December 15, 2020.

### **Documentation Required**

To ensure a successful grant program, compliant with state statutes and County regulations, the following documents are required:

- A Formal Letter/Statement from Landlord stating amount owed and months rent is due for or most recent mortgage statement showing delinquent amount owed (\*funds cannot pay for property tax)
- Utility Bills showing amount owed (\*Utilities can only be paid in conjunction with Rent or Mortgage assistance.)
- Documentation showing loss of income as a result of COVID-19
- Current lease and contact information for your landlord (Landlord must agree to participate)
- Proof of homeownership and contact information for mortgage company/lender (Lender must agree to participate)
- Proof of identification for all members of the household
- Proof of US Citizenship or Legal Residency for applicant

If selected for assistance, applicant will be required to sign the documents below:

- Authorization to Release Information to REO (all household members over the age of 18 must complete)
- Affidavit of Duplication of Benefit Agreement
- Self-Certification of Income and Impact from COVID-19 (all household members over the age of 18 must complete)

If selected for assistance for future months, applicant will be required to sign the documents below on a monthly basis:

- Affidavit of Duplication of Benefit Agreement
- Recertification of Continued Income and Impact from COVID-19 (all household members over the age of 18 must complete)