



COVID-19 EMERGENCY ASSISTANCE PROGRAM

Application Checklist



APPLICANT NAME: _____

Submit each of the following as applicable:

- Housing Intake Application signed by every household member 18 years of age or over
- Copy of driver's license or birth certificate for every household member
- Self-Certification of Income Form(s), a separate one is required for each household member of 18 years of age or over
- W-9 Form for Landlord or Mortgage Lender.
Optional at application, required upon program approval for payment processing.

RENTAL ASSISTANCE

- Copy of lease if requesting rental assistance
- Documentation of outstanding lease payment for renters
Months and Amounts Outstanding: _____

MORTGAGE ASSISTANCE

- Fee Simple Deed in applicant's name for homeowners
- Documentation of outstanding mortgage payment for homeowners
Months and Amounts Outstanding: _____

UTILITY ASSISTANCE

- Documentation of outstanding utility statements
 - Electric/Power
Months and Amounts Outstanding: _____



COVID-19 EMERGENCY ASSISTANCE PROGRAM INTAKE APPLICATION



INSTRUCTIONS FOR APPLICATION

General Instructions

1. Read the instructions for this application.
2. 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.
3. Every household member 18 years of age or older must sign and date the application.
4. Submit application with all the required documentation to:

City of Sunrise
Civic Center Art Gallery
10610 W Oakland Park Boulevard
Sunrise, FL 33351
(954) 572-2315
Housing@sunrisefl.gov

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, 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 CARES funded COVID-19 Emergency Assistance Program, 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. 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, annuities, 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; and/or
- 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.

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

Please have only household member 18 years and older sign below

| | | |
|---|------------------------|-------|
| _____ | _____ | _____ |
| Applicants Signature | Applicant Name – Print | Date |
| _____ | _____ | _____ |
| Signature of Household Member (18 or older) | Applicant Name – Print | Date |
| _____ | _____ | _____ |
| Signature of Household Member (18 or older) | Applicant Name – Print | Date |

HOUSING INTAKE APPLICATION

| | |
|--------------------------|---------------------------------|
| CITY USE ONLY: | |
| Application Number: | |
| | |
| Application Received By: | Date/Time Application Received: |
| | |

| | |
|---|---|
| 1. TO BE COMPLETED BY APPLICANT/HEAD OF HOUSEHOLD (HH): | |
| What type of housing assistance are you requesting? Circle all that apply | |
| Rent Mortgage HOA fees Electric | |
| Other (Explain) | |
| | |
| Full Name: | |
| | |
| Current Address: | Apt# |
| | |
| City, State Zip: | |
| | |
| Daytime phone: | Mobile Phone: |
| | |
| E-mail Address: | Date of Birth: |
| | |
| Marital Status (Ex. Married, Single, Widowed, Divorced): | Current age: |
| | |
| Employed? Yes No | Self Employed? Yes No |

| | |
|---|---|
| 2. TO BE COMPLETED BY CO-APPLICANT: | |
| Full Name: | |
| | |
| Daytime phone: | Mobile Phone: |
| | |
| E-mail Address: | Date of Birth: |
| | |
| Marital Status (Ex. Married, Single, Widowed, Divorced): | Current age: |
| | |
| Employed? Yes No | Self Employed? Yes No |

| 3. ALTERNATE CONTACTS INFORMATION: | | |
|------------------------------------|---------------|---------------|
| Provide alternate contact name(s): | Relationship: | Phone number: |
| | | |
| | | |

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 (example: pregnancy) Please also be sure to include full-time students living at college or university?

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

6. 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 financially affected by COVID-19? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| How many household members are financially affected by COVID-19? | | |

7. COVID-19 INFORMATION:

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

1st household member affected by COVID-19

Name:

Are they unemployed/underemployed due to COVID-19?

YES

NO

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)?

Current employer:

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

Is the person receiving unemployment benefits? Yes or No

If yes, what is the amount unemployment awarded you weekly: \$

Provide additional information about Hardship:

2nd household member affected by COVID-19

Name:

Are they unemployed/underemployed due to COVID-19?

YES

NO

Date the 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)?

Current employer:

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

Is the person receiving unemployment benefits? Yes or No

If yes, what is the amount unemployment awarded you weekly: \$

Provide information on other household members financially affected by COVID-19 and 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, electric, or HOA? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|--|------------------------------|-----------------------------|

What is your monthly rent payment (if applicable)?

What is your monthly mortgage payment (if applicable)?

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 electrical utility is past due? | Amount Due |
|--|------------|

The following question will require a special review to determine eligibility:

| | | |
|---|------------------------------|-----------------------------|
| Did you apply for COVID-19 assistance to any other program or organization? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|---|------------------------------|-----------------------------|

Explain:

| 8. OTHER ASSISTANCE RECEIVED: | |
|---|--|
| Have you received any COVID-19 related assistance? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Amount Approved? | Amount Received to date: |
| List agency providing services | 1 |
| | 2 |
| | 3 |
| 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. | |
| | |

9. INCOME INFORMATION (current/after Covid): 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 each source of income received by ALL household members. Attach separate sheet if you need more space.

FOOD BENEFITS (SNAP/EBT) 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.) |
|-----------------------|------------------------|--|----------------|---|
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10. ASSET INFORMATION: Provide the requested information on any property you may own or assets you may have.

| | |
|---|---|
| Do you own real estate other than your primary residence? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| If yes, provide address, city and state of property(s): | |
| What is the tax roll value of the secondary property? \$ | |
| If yes, what is the current balance owed on the mortgage? | |
| Do you have income from the property? (rental income) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide amount of annual rental income | \$ |
| Is your primary residence currently in foreclosure? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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 |
|-----------------------|------------------------|---------------------|--------------------------|
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11. CONFLICT OF INTEREST DISCLOSURE

| | | |
|---|--|--|
| Are you a City of Sunrise Employee? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please provide department and division: |
| Are you related to a City employee, City of Sunrise elected official, or any City board member? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please provide name of relative and relationship: |
| Do you conduct business with a City employee, City of Sunrise elected official, or any City board member? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, please provide name of individual and nature of your relationship: |

12. 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 COVID-19 Emergency Assistance Program. 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 and as further explained in instructions.

I/We understand the information provided above is collected to determine if I/we are eligible to receive assistance under the COVID-19 Emergency Assistance 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) If the applicant falsified information to obtain assistance, all funds paid on behalf of the applicant must be repaid to the program.

Please have only household member 18 years and older sign below

| | | | |
|--------------------------|--------------|---------------|-------------|
| Applicant: | Sign: | Print: | Date |
| Co-Applicant: | Sign: | Print: | Date |
| Household member: | Sign: | Print: | Date |
| Household member: | Sign: | Print: | Date |
| Household member: | Sign: | Print: | Date |
| Household member: | Sign: | Print: | Date |