

Rental ASSISTANCE
Foreclosure PREVENTION

FHFC CRF Training #9:
Updates and New Staff Orientation

October 30, 2020

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Our Thanks to the Florida Housing Catalyst Program

AFFORDABLE HOUSING CATALYST PROGRAM

Sponsored by the Florida Housing Finance Corporation

Florida Housing

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Updates for All CRF Staff

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Updates to the Manual

- Document posted on our website:
<https://www.flhousing.org/flhc-coronavirus-relief-fund-program/>
- Summary of CRF Policy Clarifications or Changes
- NEW: CRF forms in Spanish

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Summary of CRF Policy Clarifications or Changes

- When to pay property taxes as part of foreclosure prevention assistance
- Do not pay months of rent/mortgage in advance
 - You must pay it after the due date
- Do not pay utility bill that is not past due
- Environmental review does not pertain to CRF
- Duplication of Benefits form might need to be updated when providing assistance multiple times
- Davis Bacon does not pertain to CRF Emergency Repairs

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Adjustments to Expend All Funds by Dec. 30

- GOAL: Spend CRF to get \$225 million of SHIP
- Remove maximum awards
- Allow for self-certification
- Check your outreach
- Remove all local program guidelines not required by FHFC

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CRF Report

- Handout: Updated CRF DATA Spreadsheet includes 3,000 row for data
- The CRF DATA Spreadsheet has two columns for encumbered and expended. Only dollar amounts should be in this

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Is Encumbered Information Missing?

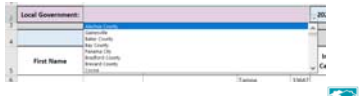
Some rental assistance cases only show expenses. Are encumbered funds missing?

- Some percentage of these applicants will likely need more assistance.
- Encumber funds for November and December. **Update report today, email Robert.Dearduff@floridahousing.org**
- Are maximum award amounts limiting you? Consider expanding them.**

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CRF Report

- Emergency repair projects must be complete and paid out on December 30 or the funds could be subject to recapture
- Select local government name from the dropdown at the top of the CRF DATA Spreadsheet



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Serving Homeless Households with FHFC-CRF Resources

- Housing Reentry is an allowable CRF Activity [see Subrecipient Agreement C.A.G.(5)]
- Eligible costs under CRF include
 - Security deposits
 - Utility deposits
 - Temporary storage of household belongings
 - Rent payments
 - Utility payments
- Assisting homeless households is a good way to rapidly spend down CRF funds

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Eligibility and Homelessness

- Households have a COVID hardship by virtue of being homeless
- They do not have to have any COVID hardship beyond homelessness (e.g., do not have to have a loss of income due to COVID)
 - Permanently housing these individuals is a health and safety measure that limits their exposure to COVID as cases rise
- Income eligibility requirements still apply

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Starting a Program

- Can subgrant funding to Continuum of Care and/or homeless providers, including Project Delivery Costs
- Can collaborate to receive referrals from CoC

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Questions and Answers

Before
New Staff Orientation

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New Staff Orientation

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CARES Overview COVID-19 RELIEF FUND

Coronavirus Relief Fund (CRF) is part of the CARES Act

Communities received CRF 3 ways:

- Directly received by large counties
- CRF channeled through FL Division of Emergency Management (DEM) to counties
- CRF channeled through the City and County SHIP network

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CRF channeled through the City and County SHIP network

- \$120 million through SHIP infrastructure
- December 30, 2020 deadline
- Two rounds of payments
- Allocation formula based on calculations related to reemployment rate within each county


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Contact a SHIP-CRF Office

<https://floridahousing.org/programs/special-programs/ship--state-housing-initiatives-partnership-program/local-government-information>

Local Government Information

Please select a City:



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More CRF Information

- Visit Florida Housing Coalition's [COVID-19 page](#) to see the SHIP-CRF Manual and more
- Upcoming Webinars on [FHC Training Calendar](#)
- **Technical Assistance is Available**
 - Michael: chaney@flhousing.org 850 980-1307
 - Kody: glazer@flhousing.org
 - Aida: andujar@flhousing.org
 - Susan: pourciau@flhousing.org
 - Call: 1-800-677-4548

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Types of SHIP-CRF Assistance

- Rent and Utility Assistance
- Mortgage and Utility Assistance
- Rent Assistance for Persons Experiencing Homelessness
 - Best Practice: Provided through Continuum of Care (CoC)
- Emergency Repairs

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To Be Eligible for SHIP-CRF: Applicant Income at or below 120% Area Median Income (AMI)

To Be Eligible for SHIP-CRF: Applicant must have COVID Hardship

- An income reduction due to COVID, often Unemployment or Underemployment
- Document with "CRF Self Certification of Income & Hardship"
- CRF Application contains space to explain hardship

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More COVID Hardships

- Job income reduction most common
- Persons Experiencing Homelessness automatically have a COVID hardship
- Some cases involve increased COVID-related costs
- Scenario: Elderly applicant on a fixed income receives regular cash contributions from adult children who are now unemployed
 - **SOLUTION: Elderly applicant is ineligible, but adult children should apply**

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Rent Assistance

- Eligible applicants need not be delinquent on rent to receive assistance
- CRF does not test if rent is "affordable"
- No more State Eviction Moratorium, CDC Moratorium more complicated to use <https://www.cdc.gov/evidence/2020/04/04-20-2020-eviction-moratorium-faq.html>
- Pay past due rent back to March 1, 2020
- PAST DUE Utility Assistance: CRF may pay Water, Sewer, Trash, Electricity, Gas, Internet, Phone, Cable, similar services

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Rent Assistance for Applicants in Subsidized Housing

- Learn if a rental development has applied to Florida Housing for assistance: <https://www.floridahousing.org/about-florida-housing/florida-housing/s-coronavirus-relief-fund>
- If the applicant's apartment submitted an application, email robert.dearduff@floridahousing.org did they actually receive assistance?
- If yes, contact property manager for applicant's rental: is this specific applicant receiving assistance?



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Utility Assistance

Pay if Past Due and At Risk of Shut-off

- CRF can pay as long as it is not paid prior to the due date
- May be less than 30 days past due
- Also, CRF cannot assist unless lack of payment results in discontinuation of service
- CRF can help an eligible applicant pay utility bills even if the **utility is government-owned**. This is not "replacing lost revenue" directly, which is an ineligible activity.

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Foreclosure Prevention Assistance (Mortgage Payments)

Can CRF pay the small portion of a mortgage payment for escrowed property taxes?

Yes, if the homeowner is at least 30 days delinquent on the mortgage

- Delinquent mortgages are in danger of foreclosure
- Paying escrowed property taxes is a permissible CRF payment according to US Treasury exception for assistance designed to prevent foreclosure

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Do Not Pay Escrowed Property Taxes for Homeowners who are Not Delinquent


Examples of homeowners who are not delinquent:

- Some are struggling but paying each month
- Currently in Forbearance
 - Paying mortgage will not disrupt or terminate homeowner's forbearance agreement
- Coming off Forbearance Period and need help paying

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Steps to Take When Assisting Non-Delinquent Homeowners

1. Identify the amount of escrowed property taxes. Locate this on the mortgage statement, from customer service, or on the applicant's online account
2. Pay the mortgage payment due minus escrowed taxes
3. Alert Homeowner: Partial payments do not eliminate risk of foreclosure




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Steps in the Application Process

Step 1: Review of Application and Self-Certification


Application <ul style="list-style-type: none"> • Number in the household • Explanation of Hardship • Information about Income and Assets • Signed by all household members 18 years of age or over 	Self-Certification <ul style="list-style-type: none"> • Confirm there is a COVID Hardship • List amount of income • One from each household member 18 years of age or over with income or hardship
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Step 2: Obtain Additional Documents

- Identification for each household member
- A lease or mortgage statement in the applicant's name
- A statement of the amount of past due rent, if applicable
- Contact information for the landlord, mortgage company and /or utility company
- Before paying a past due utility bill, get the original bill to show it was after March 1



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Step 3: Determine Income Eligibility, Create RIC Income Certification

- Use Self-Certification and Application information to fill out RIC
- This may be signed by only CRF Staff

U.S. SHIP Administrator Statement: Based on the representations herein, and upon the proofs and documents submitted pursuant to item 4, I, the family or individual named in Item 2 of this Resident Income Certification have engine under the provisions of Chapter 420, Part V, Florida Statutes, the family or individual(s) considered as follows:

Extremely Low Income (ELI) Household: means individuals or families whose annual income does not exceed 50% of the area median income as determined by the U.S. Department of Housing and Urban Development with adjustments for household size.

Maximum Income Limit:

Very Low Income (VLI) Household: means individuals or families whose annual income does not exceed 80% of the area median income as determined by the U.S. Department of Housing and Urban Development with adjustments for household size.

Maximum Income Limit:

Low Income (LI) Household: means individuals or families whose annual income does not exceed 80% of the area median income as determined by the U.S. Department of



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More Steps in the Application Process


1. Review of application and self-certification form
2. Obtain additional documents
3. Determine income eligibility, create RIC Income Certification
4. Confirm COVID Hardship. Some cases require more documentation
5. Document how much assistance may be provided
6. Applicant signs Duplication of Benefits agreement
7. Arrange payment directly to mortgage company, landlord, or utility company

Exhibit 5: CRF Duplication of Benefit Recipient

Declaration: This is a simple agreement template and is not a part of the income, utility and other essential services that the Applicant will receive. It is intended to be used as a mortgage statement, utility bill, or other document that the Applicant will provide to the lender.

Recipients of Benefits:



Recipients of benefits are individuals or families who are receiving benefits from the U.S. Department of Housing and Urban Development (HUD) or other federal, state, or local government agency. Recipients of benefits are not eligible for the same benefits as those who are not receiving benefits. Recipients of benefits are not eligible for the same benefits as those who are not receiving benefits. Recipients of benefits are not eligible for the same benefits as those who are not receiving benefits.



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Rent/Mortgage Assistance Files


- Lease or proof of tenancy
- Statement of past due rent
- Monthly mortgage statement
- Utility bill
- Foreclosure Prevention: proof of at least 30 day delinquency if you are paying escrowed taxes, HOA delinquency
- Copies of Invoices and Proof of Payment

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Income Eligibility


- Income is still being calculated in accordance with 24 CRF part 5
- You must complete the income certification from for the file.
- This ensures that:
 - Household income does not exceed 120% AMI
 - Income and asset income is included in calculation
 - Income is projected for the next 12 months



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Income Calculation


- Base income eligibility on current income
- Project income for all household members, not just those affected by COVID
- The self certification is completed by each adult household member
- Use information provided on the self certification form by each household member
- Include non-employment income of minors



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Types of Income

- Unemployment for any household member is projected for the next 12 months even if there is a termination date
- Social security, pensions, annuities are projected for 12 months
- Calculate employment income by projecting current income for the next 12 months
 - Include bonuses, OT and other expected income in projections




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Conflicting Information

- If you have conflicting information in the file it is subject to questions by monitors
- Example:
 - The application has one source of income, and the self certification has another
 - You request additional back up documentation and it conflicts with the information on the self certification


Best Practice: Use the higher of the two numbers when there is conflicting information



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Assets


- The assets for all household members must be included in the RIC.
- Use the asset information provided on the application and self certification to add assets to RIC form
- Assets of minors are included
- Include both the value of the asset and the income from the asset based on the information provided



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Calculating Assets

- Calculate cash value of the asset
- Calculate the income from the asset



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Third Party Verifications


- Not required
- Local decision
- You can question inconsistent information
- You can ask for additional documentation



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Resident Income Certification


- Must be completed and signed by SHIP/subrecipient staff
- Does not require the signature of each household members (local decision)
- Must be updated when income changes to ensure household is still eligible



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Payment Procedures


- Payments shall be paid directly to the mortgage company, landlord, management agent, utility company, or other third party.
- Although it is not a CRIF requirement, your local government finance department may require each landlord or mortgage company to provide a W-9 to receive payment.



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Rent Payment

- For a rent payment, staff will calculate the current delinquent rents and fees from March 1, 2020 to the current rent due. The payment shall be made directly to the landlord and a copy of the payment provided the tenant.




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Monthly Eligibility Verification

- Each month, use this form when contacting the applicant. Determine if still income-eligible and if COVID hardship continues.
- Retain copies all payments in the applicant's file.
- Obtain an updated Duplication of Benefits form signed by the head of household

12 MONTH CALLBACK TO APPLICANT TO VERIFY ELIGIBILITY									
Applies with	Start	End	Change in Income						
			Yes	No					
Name: _____									
Address and Housing Status (changed)									
Yes	No	Date of Recertification							
Eligible	Yes	No	Income	OK	LI	MI			



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Technical Assistance is Available

Call: 1-800-677-4548
Or Email:

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Questions and Answers

Please complete webinar evaluation