

Landlord Orientation



CARES Overview



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

Communities received CRF 3 ways:

1. **Directly** received by large counties
2. CRF channeled through FL Division of Emergency Management (**DEM**) to counties
3. CRF channeled through the City and County **SHIP** network



CRF channeled through the City and County SHIP network

- \$120 million through SHIP infrastructure
- Managed by the Florida Housing Finance Corporation, so these CRF funds are called FHFC-CRF
- December 30, 2020 deadline
- Two rounds of payments
- Allocation formula based on calculations related to reemployment rate within each county



Types of FHFC-CRF Assistance

- Rent and Utility Assistance
- Mortgage and Utility Assistance
- Rent Assistance for Persons Experiencing Homelessness
- Emergency Repairs



Check with your Local Government for its Policies and Procedures

Although these FHFC-CRF funds come from the same source, each LG has a different local program.

Items to watch for:

- Types of assistance provided
- Maximum awards
- Income limits
- Application procedures
- Required documentation



Landlords May Help Tenants Apply

- The Tenant is ‘The Applicant’
- CRF Payments are made directly to the landlord, management agent, or utility company

Landlord can

- Fill out many fields on the application and other forms
- Provide a W-9 Form
- Collect, scan and email additional documentation
- Follow up to ensure the case is complete, check on status



Release of Information

- Applicant signs ‘Release of Information’ in CRF application, which allows local governments to communicate with the landlord
- CRF application in the CRF Manual contains Release

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.

_____	_____
Applicants Signature	Date
_____	_____
Household Member	Date
_____	_____
Household Member	Date
_____	_____
Household Member	Date

Application Number:	
Application Received By:	Date/Time Application Received:



Have an Application Blitz



Schedule a date to stop by the Property Management office

- Bring all documents
- Sign all forms
- Scan and submit complete applications



Contact a FHFC-CRF Office

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

Local Government Information

Applicants, if you are seeking assistance from your local SHIP program, please first use the “City” dropdown list below. If the city limits of appears on the list, use that contact information. If your city does not appear on the list, then use the “County” dropdown that contact information.

City:

Please select a City... ▾

County:

Please select a County... ▾

Please select a County... ▲

Alachua County

Baker County

Bay County

Bradford County

Brevard County

Broward County

Calhoun County



More CRF Information

COVID-19 RESPONSE AI

COVID-19 Resources

Visit our [COVID-19 Resources](#) page for housing pr

Read the latest [COVID-19 Weekly Digest](#)

Governor DeSantis announced [\\$250 million in C](#)
and mortgage assistance

FHFC Coronavirus Relief Fund

Visit our [FHFC Coronavirus Relief Fund Program p](#)

Frequently Asked Questions

Visit the [SHIP FAQ](#) (Update Weekly)



- 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
 - Kody: glazer@flhousing.org
 - Aida: andujar@flhousing.org
 - Susan: pourciau@flhousing.org
 - Call: 1-800-677-4548

**To Be Eligible for FHFC-CRF:
Most Recent Policy- there is
no Income Restriction for Rental Assistance**

- The rental assistance application does not require you to add income information



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

- Document with “CRF Self Certification of Hardship”
- CRF Application contains space to explain hardship
- An income reduction due to COVID, often Unemployment or Underemployment
- Persons Experiencing Homelessness automatically have a COVID hardship
- Some cases involve increased COVID-related costs



One Degree of Separation Might be a Hardship

- Possibly: Applicants on a fixed income who receive financial support from outside the household that is now reduced

- Email chaney@flhousing.org a brief summary:

An applicant in Your City/County has not suffered a job loss but her ex-husband has and cannot pay \$500 of monthly child support as a result. He does not live with the applicant.

- Also email other types of Hardship Scenarios, including cases involving increased COVID-related costs



Rent Assistance

- Eligible applicants need not be delinquent on rent to receive assistance
- CRF does not test if rent is “affordable”
- CRF cannot pay for Attorney Fees/Eviction-related Fees
- Pay past due rent and late fees back to March 1, 2020



Utility Assistance



- Landlord may not be involved with this, but Tenant may provide Utility Bill
- CRF may pay Water, Sewer, Trash, Electricity, Gas, Internet, Phone, Cable, similar services
- 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

Rent Assistance Files

- Lease or proof of tenancy
- Statement of past due rent
- Utilities-- before CRF can pay a past due utility bill, the original bill showing it was after March 1 is needed
- Duplication of Benefits form, signed by the Applicant
- Copy of check as proof of payment
- W-9 Form from the Landlord



Steps in the Application Process

Step 1: Review of Application and Self-Certification

Application

- Number in the household
- Explanation of Hardship
- Signed by all household members 18 years of age or older

Self-Certification

- Confirm there is a COVID Hardship
- One from each household member 18 years of age or older with a hardship



Monthly Eligibility Verification

Next month, CRF staff contact the applicant to determine if COVID hardship continues

Assistance available for Rent through December 30, 2020

2 nd MONTH CALL/EMAIL TO APPLICANT TO VERIFY ELIGIBILITY					
Spoke with	Date	Time	Change in income		
			Yes	No	
Notes:					
Income and Hardship remain unchanged			Date of Reverification:		
Yes	No				
Eligible	Yes	No	Income: EL	VL	L M



Technical Assistance is Available

Call: 1-800-677-4548

Or Email:

Aida Andujar, Technical Advisor

andujar@flhousing.org

Kody Glazer, Legal Director

glazer@flhousing.org

Michael Chaney, Technical Advisor

chaney@flhousing.org

Susan Pourciau, Technical Advisor

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Questions and Answers

Please complete webinar evaluation