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
$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.

<table>
<thead>
<tr>
<th>Applicants Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Household Member</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Household Member</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Household Member</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Received By:</th>
<th>Date/Time Application Received:</th>
</tr>
</thead>
</table>
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...

Alachua County
Baker County
Bay County
Bradford County
Brevard County
Broward County
Calhoun County
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
  • 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
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
pourciau@flhousing.org
Questions and Answers

Please complete webinar evaluation