



Program Intake Period: September 16, 2020 through November 20, 2020
Funding Allocation: \$320,291.20
Maximum Award: \$15,000 per Applicant

WHAT IS THE HOUSEHOLD EMERGENCY RELIEF PROGRAM?

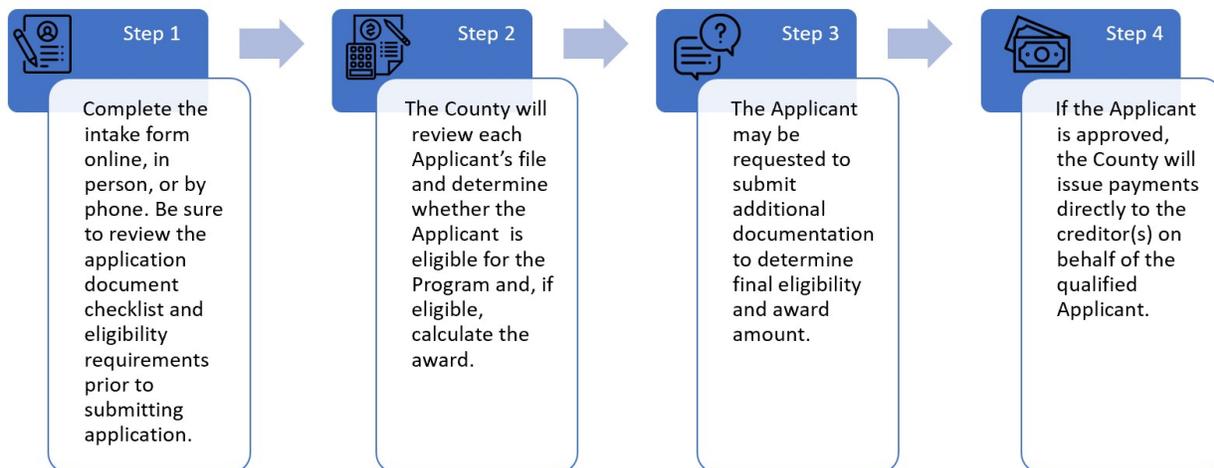
This Program is designed to alleviate burdens on the most vulnerable individuals or households experiencing financial hardship due to COVID-19 and to provide greater economic security to residents of Neosho County:

- Reducing the rent and utility burden on rental households and prevent homelessness for households impacted by COVID-19.
- Mitigating the risk of homeowners foreclosing on their homes due to financial hardship caused by COVID-19.
- Increasing the affordability of broadband access for Low and Moderate Income (LMI) households to improve access to telehealth, facilitate distance learning, and allow for remote work.

HOW DOES THE PROGRAM WORK?

Applicants may apply for the Household Emergency Relief Program through one of the following methods:

1. Complete an application only by visiting Neosho County Household Emergency Relief Web Application.
2. Schedule an appointment to apply in person by contacting the Chanute Regional Development Authority through email at householdrelief@neoshocountyks.org. Applicants must complete a Program intake application and provide supporting documents required for the eligibility review, income verification, and duplication of benefits review. All documentation submitted by the Applicant must be valid at the time of submission.





WHO CAN APPLY TO THE PROGRAM?

This Program is open to residents of Neosho County who have been negatively impacted by the COVID-19 pandemic:

Eligibility Criteria for All Applicants:

- Applicant’s primary residence is in Neosho County.
- Applicant’s household income has been reduced as a result of COVID-19 (layoff, reduction of hours, business closed, required to quarantine, caring for school-aged children, etc.).
- Applicant’s landlord or property manager or mortgage company agrees to participate in the Program, as no direct payments will be made to the Applicant. All payments made on behalf of the applicant will be paid directly to the vendors.

Eligibility Criteria for Broadband Assistance:

Broadband assistance is reserved for households whose annual gross income does not exceed 80% of the Area Median Family Income for the State of Kansas for 2020 as defined by the United States Department of Housing (“HUD”).

HOUSEHOLD SIZE	1	2	3	4	5	6	7	8
80% AMI	\$42,850	\$48,950	\$55,100	\$61,200	\$66,100	\$71,000	\$75,900	\$80,800

WHAT DOCUMENTATION IS NEEDED TO APPLY?

Documentation Requirements for All Applicants:

- Sign and comply with an Acknowledgment and Consent Statement:
 - > Authorizes the Program to obtain third-party data directly related to determining the award amount and /or compliance with Program requirements;
 - > Applicant grants subrogation rights to the Program regarding the right to recover any funds that are duplicated with other sources of assistance;
 - > Applicant attests to losing household income as a result of COVID-19 (layoff, reduction of hours, business closed, required to quarantine, caring for school-aged children, etc) or has experienced a large, unexpected medical cost related to COVID-19, now resulting in a gap in income.
- Form of Picture Identification
- Verification of all sources of income and assets.
 - > Last **30 calendar days** of pay stubs for all adults age 18 and older, pension statement(s), social security award letter(s); and /or any documentation of any household income, this includes, but is not limited to the following documentation listed below:



- Federal / State Tax Returns;
 - Employer Letter;
 - Unemployment Letter;
 - Verification of Child support / Alimony;
 - Self-Employment Certification Form (to be submitted if the Applicant is self-employed)
- > The Applicant should provide the documentation that is most representative of their current income during and post COVID-19. For example, if an Applicant made less money due to COVID-19, check stubs or an unemployment letter would be more representative than a 2018 tax return.
- Utility Bill(s) or Statements. Utilities that are eligible for this Program are as follows: natural gas, electricity, water, and sewage.
 - > Utility Bills for the months of July and August or a bill statement which captures this information; and
 - > Past due utility bills or statements.
 - If applying for utility arrears (past due utilities), households may apply for up to **4** months of assistance.
 - Any additional information deemed necessary to verify eligibility or determine the unmet need for the Program.

Documentation Requirement for Renter Households:

- A copy of an active Lease Agreement or a letter from the rental property owner detailing the amount of rent the tenant pays per month.
- In the case that the Applicant is behind on rent, the Applicant should provide documentation to show the amount of rent that is owed and for which months. Documentation examples are as follows:
 - > Letter or email from the Landlord or Property Manager detailing the rent that is owed; or
 - > Notice to Quit or any communication received from Landlord or Property Manager concerning late rent or missing rent payments.

Documentation Requirement for Owner Occupied Households:

- Mortgage Statement showing the amount of Principal, Interest, Taxes, and Insurance:
- Homeowner must provide notification from Lender that the owner does not qualify for a mortgage forbearance or suspension of mortgage payment issued any period from March 2020 through October 2020.
- Documentation of mortgage owed.



WHAT ASSISTANCE IS AVAILABLE UNDER THIS PROGRAM?



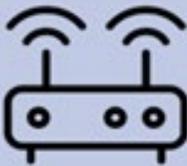
Rental or Mortgage Assistance

- 1-4 months of full payment for arrears on rent or mortgage payments.
- 1-2 months of partial payment to cover the difference between the Applicant's rent burden for current & future rent or mortgage payment.



Utility Assistance

- 1-4 months of utility arrears (including: water, electric or gas services)
- 1-2 months of utility assistance for future payments
 - Utility assistance capped at \$500 per month or at the average utility price determined from previous billing statements



Broadband Assistance (LMI Households)

- Set up and installation fees of broadband services
- 1-4 months of full payment on broadband services to pay for arrears and/or credit future payments