



TOWN OF HUNTINGTON CDBG-CV COVID-19 RENTAL ARREARS PROGRAM

FIRST-COME FIRST-SERVED PROGRAM GUIDELINES

PROGRAM SUMMARY:

The Town of Huntington Community Development Agency (the “HCDA”) COVID-19 Rental arrears program (the “Program”) is intended to aid low-to-moderate income households with rental arrears incurred on or after April 1, 2020 due to a COVID-19 related loss of income. The funds may only be used for to pay rental arrears subject to the Program cap (please see the chart below under **ASSISTANCE AMOUNT/PROGRAM CAP**). The funds are provided through the Town of Huntington Community Development Block Grant COVID-19 Program made available from the U.S. Department of Housing and Urban Development (“HUD”). **There are limited funds available.** Therefore, the program will be **first -come first-served until the funds are exhausted.**

INTAKE FORMS MAY ONLY BE SUBMITTED BEGINNING ON SEPTEMBER 16th, 2024. FORMS RECEIVED OR POSTMARKED BEFORE SUCH DATE WILL BE REJECTED. THE SUBMISSION PERIOD WILL CLOSE AT 4:00PM ON October 18th, 2024. INTAKE FORMS MUST BE RECEIVED (NOT POSTMARKED) BY 4:00PM ON October 18th, 2024. INTAKE FORMS RECEIVED AFTER SUCH DATE WILL BE REJECTED.

INTAKE FORMS MAY ONLY BE SUBMITTED ONLINE, BY MAIL OR IN-PERSON.

IF YOU HAVE ANY QUESTIONS REGARDING THE PROGRAM OR NEED ASSISTANCE, INCLUDING LANGUAGE ASSISTANCE, PLEASE CONTACT HCDA at 631-351-2881.

DISCLAIMERS:

The submission of an Intake Form or other documents for this program does not constitute acceptance, approval of minimum qualifications criteria, or guarantee of a program award. All information and documentation must be subsequently submitted and reviewed for eligibility. **Households who provide misleading or false information or who apply more than once for the program (even under a different family member) will be disqualified.**

The Program Guidelines and Criteria are based upon current requirements and guidance issued by HUD as well as Town requirements. Applicants are advised that the Program Guidelines are subject to change, at any time and from time to time, without prior notice, based upon needs, requirements, interpretations, and regulations, as the same may be determined by HUD and/or the HCDA. The HCDA may request additional or different documentation as may be acceptable to the HCDA in their sole discretion.



RENTAL APPLICANT ELIGIBILITY REQUIREMENTS:

- Applicant must reside in the rental unit as their primary residence.
- Unit must be located in the Town of Huntington (including the Villages within the Town).
- Applicant must have household income at or under 80% of the Area Medium Income ("AMI") for Nassau/Suffolk County as established by HUD and adjusted for household size, at the time assistance is received. Please see the charts below under **INCOME REQUIREMENTS**.
- Applicant must have household income at or under 100% of AMI prior to the event giving rise to the loss of income. Please see the chart below under **INCOME REQUIREMENTS**.
- Applicants must declare, in writing, a loss of income due to COVID-19 that resulted in the inability to pay rent on or after April 1, 2020.
- Applicants must be a U.S. Citizen or Qualified Resident Alien, which includes an alien who is lawfully admitted for Permanent residence under the Immigration and Nationality Act.
- ALL Program requirements must be complied with and ALL required documentation must be submitted within the timeframes specified (**Please see Schedule A for required documentation**)
- All household members over the age of 18 must agree to participate in the Program and will be required to execute the following documents that will, among other items, state the arrears for which assistance is needed and confirm that no duplicative have been received by the landlord to pay the outstanding arrears:
 - Formal Program Application
 - Certification of Household
 - Authorization for Release of Information
 - CDBG-CV Income Verification
 - Rental Duplication of Benefit Certification
 - Declaration of Loss of Income

UNIT/LANDLORD ELIGIBILITY REQUIREMENTS:

- The unit must have a valid rental permit or operational authority issued by the Town of applicable municipality.
- The unit must meet Lead Base Paint inspection criteria as required by the Town and HUD, if applicable
- The Landlord must agree to participate in the Program and will be required to execute the following documents that will, among other items, state the arrears for which assistance is needed and confirm that no duplicative benefits have been received by the landlord to pay the outstanding arrears:
 - Landlord participation Agreement
 - W-9 Form



- CDBG-CV Landlord Monthly Rent Confirmation Form
- Rental Duplication of Benefits Certification
- The Landlord must be the owner of record as set forth in Town/Municipal documentation. If eligible, payments under the program may only be made to the owner of record.

ADDITIONAL REQUIREMENTS:

- Funds can **NOT** include payments for late fees or other charges for non-payment.
- Payment is subject to the cap. Please see chart below under **ASSISTANCE AMOUNTS/PROGRAM CAP.**
- Payment will be made in a lump sum directly to the landlord by the HCDA. Payment will only be made to the owner of record.
- Final award under the Program is subject to written approval of the HCDA.

LOSS OF INCOME:

Applicants must have suffered a loss of income, due to COVID-19 that impacted the ability to pay rent on or after April 1, 2020. Loss of income can be due to lay-off, furlough, reduction in hours/pay by the employer, having to leave employment due to school closure or child care needs/change, or other circumstances due to COVID-19. Applicants are required to self-certify and attest to the loss of income, the rental arrears, and their inability to pay rent due to the loss of income, by submission of a Declaration of Loss of Income.

INELIGIBLE APPLICANTS:

The following applicants are ineligible to receive assistance under the Program:

- Participants who receive a rental housing subsidy. This includes but is not limited to: Section 8 Housing Choice Voucher Program, Project based Housing, Public Housing, or other government-based rental assistance programs, such as VASH (Veterans Affairs Supportive Housing.) Households with a rental housing subsidy who have suffered a loss of income should contact their housing voucher provider for assistance.
- Employees of the Landlord, or landlord's property management company.
- Applicants who are related to the landlord or any principal of the landlord or property management company by blood or marriage.
- Employees or agents of the HCDA may be ineligible. If an applicant indicates they, or any member of the household, is an employee of the HCDA, the HCDA will be notified and will evaluate the applicant for eligibility pursuant to conflict of interest policies and ethics criteria established by the HCDA and/or HUD. The HCDA, in its sole assessment, will provide a final written determination as to whether the employee is eligible to proceed with the Program. Applicant will be provided with notice of such determination. If determined to be ineligible, the applicant will be removed from the



waitlist. Any dispute as to the determination made by the HCDA must be resolved between the HCDA and the applicant.

DUPLICATION OF BENEFITS:

Federal law prohibits any duplication of benefits. A duplication of benefits occurs when a person or entity received financial assistance from multiple sources for the same purpose and the total assistance is more than the total need. Applicants and landlord will be required to sign a certification regarding duplication of benefits that will seek to ascertain whether any other assistance was received for the same purpose. If additional funds are received and determined to be duplicative, the amount of the award, if eligible, may be reduced and the amount disbursed that is determined to be a duplication of benefits must be repaid. The obligation to pay any duplication of benefits is an on-going obligation. If awarded funds, the beneficiaries may be required to recertify, from time to time as requested by the HCDA, but in no event later than 12 months from award, as to whether additional funds have been received. Applicants are encouraged to review **Schedule B** for possible programs and agencies that may result in a duplication of benefits.

To assess duplication of benefits, and the unmet need, the HCDA is requiring the following process to be followed:

1. Assess Need: Total need for arrears assistance will be assessed (the "Total Need")
2. Determine Assistance: The amount of assistance that has or will be provided from all sources to pay the need will be reviewed.
3. Calculate Unmet Need: determine the amount of assistance already provided compared to the Total Need to determine the Unmet Need.
4. Apply Program Cap
5. Document Analysis

ASSISTANCE AMOUNTS/PROGRAM CAP:

Subject to the applicant's Unmet Need, rental arrears accrued on or after April 1, 2020 may be paid through the Program subject to a monthly cap as established by the Town. The aggregate amount of arrears payable cannot exceed Three (3) months per household. No more than three (3) consecutive monthly payments may be made. The first payment is inclusive of all eligible accrued arrears subject to the cap.

INCOME REQUIREMENTS:

Household income must be (1) at or under 80% of the Area Median Income (AMI) at the time of assistance (income will be projected forward twelve months) and (2) at or under 100% AMI prior to the event giving rise to the loss of income due to COVID-19 (household will self-certify).



2020 HUD INCOME LIMITS

| Income % Median | HOUSEHOLD SIZE | | | | | | | |
|--------------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 30% | \$26,600 | \$30,400 | \$34,200 | \$38,000 | \$41,050 | \$44,100 | \$47,150 | \$50,200 |
| 50% | \$44,350 | \$50,650 | \$57,000 | \$63,300 | \$68,400 | \$73,450 | \$78,500 | \$83,600 |
| 80% | \$65,050 | \$74,350 | \$83,650 | \$92,900 | \$100,350 | \$107,800 | \$115,200 | \$122,650 |
| 100% | \$88,600 | \$101,300 | \$113,950 | \$126,600 | \$136,750 | \$146,850 | \$157,000 | \$167,100 |

2021 HUD INCOME LIMITS

| Income % Median | HOUSEHOLD SIZE | | | | | | | |
|--------------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 30% | \$27,300 | \$31,200 | \$35,100 | \$38,950 | \$42,100 | \$45,200 | \$48,300 | \$51,450 |
| 50% | \$45,500 | \$52,000 | \$58,500 | \$64,950 | \$70,150 | \$75,350 | \$80,550 | \$85,700 |
| 80% | \$66,450 | \$75,950 | \$85,450 | \$94,900 | \$102,500 | \$110,100 | \$117,700 | \$125,300 |
| 100% | \$90,950 | \$103,900 | \$116,900 | \$129,900 | \$140,300 | \$150,700 | \$161,100 | \$171,450 |



2022 HUD INCOME LIMITS

| Income % Median | HOUSEHOLD SIZE | | | | | | | |
|-----------------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 30% | \$30,550 | \$34,900 | \$39,500 | \$39,250 | \$46,600 | \$47,100 | \$50,600 | \$57,600 |
| 50% | \$50,900 | \$58,150 | \$65,400 | \$72,650 | \$78,500 | \$84,300 | \$90,100 | \$95,900 |
| 80% | \$67,450 | \$77,050 | \$86,700 | \$96,300 | \$104,050 | \$111,750 | \$119,450 | \$127,150 |
| 100% | \$102,500 | \$117,100 | \$131,750 | \$146,400 | \$158,100 | \$169,850 | \$181,550 | \$193,250 |

2023 HUD INCOME LIMITS

| Income % Median | HOUSEHOLD SIZE | | | | | | | |
|-----------------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 30% | \$32,350 | \$36,950 | \$41,550 | \$46,150 | \$49,850 | \$53,550 | \$57,250 | \$60,950 |
| 50% | \$53,900 | \$61,600 | \$69,300 | \$76,950 | \$83,150 | \$89,300 | \$94,450 | \$101,600 |
| 80% | \$71,400 | \$81,600 | \$91,800 | \$102,000 | \$110,200 | \$118,350 | \$126,500 | \$134,650 |
| 100% | \$109,410 | \$125,040 | \$140,670 | \$156,300 | \$168,804 | \$181,308 | \$193,812 | \$206,316 |



Income includes all gross household income-earned income/wages, overtime, unemployment, bonuses, pensions, social security, 401K distributions, tips, interest on bank accounts, etc. Income cannot exceed the maximum annual income for your household size. The limits above are based on the 2020, 2021, 2022, and 2023 HUD income limits. Income limits are subject to adjustment for rounding and annual reassessment. Please note: Federal Stimulus checks and Federal Pandemic Unemployment Compensation (FPUC) may not be included in income. However, regular unemployment benefits, Pandemic Unemployment Assistance (PUA), and Pandemic Emergency Unemployment Compensation (PEUC) may be included in income. The foregoing is subject to change as per HUD pursuant to the IRS Form 1040 method and staff may utilize the HUD CPD Income Eligibility Calculator to document the income assessment.

FIRST-COME FIRST-SERVED INTAKE PROCESS:

As funds are limited, Intake Forms will be accepted on a **first-come first served basis**. To be placed on the waitlist and ranked for eligibility for the Program, applicants must, first, submit an Intake Form. **Intake Forms are available as set forth below.** Applicants who submit the Intake Form within the time required will be “conditionally” placed on the waitlist in the order received. **Submission of the Intake Form does not guarantee eligibility for the Program.** Following submission of the Application Form within the time required, applicants will then be contacted by The Huntington Community Development Agency and will then be required to submit ALL additional required documentation within the timeframe specified, in order to remain on the waitlist and be reviewed for Formal Program eligibility. Applicants who do not submit ALL required documentation within the required documentation within the required time frame will be removed from the waitlist and deemed ineligible. Please see section below under Step 1.

WHERE TO GET AND HOW TO SUBMIT AN INTAKE FORM:

Intake Forms are available through www.huntingtonny.gov/cda or by calling the HCDA at 631-351-2881. Only one Intake Form is allowed per household and each household member over the age of 18 must complete and sign the Application.

Intake forms can **ONLY** be completed and submitted as follows: (1) Online at www.huntingtonny.gov/cda (2) by mail or hand delivery to HCDA at 100 Main Street, Room 309, Huntington, N.Y. 11743, ATTN: COVID-19 RENTAL ASSISTANCE.

INTAKE FORMS MAY ONLY BE SUBMITTED BEGINNING ON SEPTEMBER 16th, 2024. FORMS RECEIVED OR POSTMARKED BEFORE SUCH DATE WILL BE REJECTED. THE SUBMISSION PERIOD WILL CLOSE AT 4:00PM ON October 18th, 2024. INTAKE FORMS MUST BE RECEIVED (NOT POSTMARKED) BY 4:00PM ON October 18th, 2024. INTAKE FORMS RECEIVED AFTER SUCH DATE WILL BE REJECTED.

INTAKE FORMS MAY ONLY BE SUBMITTED ONLINE, BY MAIL OR IN-PERSON.



IF YOU HAVE ANY QUESTIONS REGARDING THE PROGRAM OR NEED ASSISTANCE, INCLUDING LANGUAGE ASSISTANCE, PLEASE CONTACT HCDA at 631-351-2881.

FORMAL ELIGIBILITY REVIEW PROCESS FOLLOWING SUBMISSION OF INTAKE FORM:

Following submission of the Intake Form, applicants will be reviewed for formal program eligibility in the order ranked on the waitlist. The formal eligibility review process involves several steps.

Step 1: submission of Formal Program Application and Documentation

To be considered for formal program eligibility, the applicant must submit a Formal Program application, together with ALL required documentation within the timeframe required. As an applicant's name is reached on the waitlist, the applicant will be contacted by HCDA by email (or by mail if no email is available) and provided with a checklist of required documentation as well as copies of the documentation required to be executed and submitted. The required documentation is as follows:

1. A completed Formal Program Application signed by all household members over the age of 18.
2. All the income documentation as set forth on **Schedule A** for each household member over the age of 18.
3. A completed Declaration of Loss of Income for each household member, over the age of 18, who has experienced a loss of income.
4. A completed Certification of Income Prior to Loss of Income signed by all household members over the age of 18
5. A completed Certification of Household signed by all household members over the age of 18
6. A completed Authorization for Release of Information
7. A copy of qualified Resident Alien Status, if not a U.S. Citizen.
8. A copy of a valid driver's license or valid photo ID for the Applicant
9. A copy of a valid driver's license or valid photo ID for the Landlord

Applicant will then have (10) business days (Monday-Friday) from the date of the notice from HCDA to submit **ALL** such documentation to HCDA. If **ALL** required documentation is not **received** by HCDA within the timeframe required, the applicant will be removed from the waitlist and the file closed. Applicant will be notified of removal from the waitlist by email (or by mail if no email is available).

The required documentation can **ONLY** be submitted to the HCDA as follows (no email or faxes will be accepted): (1) by mail to HCDA's office located at 100 Main Street, Room 309, Huntington, N.Y. 11743, ATTN: COVID-19 RENTAL ASSISTANCE; or (2) by hand-delivery to HCDA's office stated above during normal business hours; or (3) online at www.huntingtonny.gov/cda. Documents can be submitted to HCDA directly via the application.



The documentation shall be deemed received by HCDA as follows: (1) sent by mail, then on the date of actual receipt by HCDA (not the post marked date); (2) if hand-delivered, then on the date of actual delivery during normal business hours; (3) if sent online, then on the date of successful transmission and receipt by HCDA.

Step 2: Review of Income and Program eligibility

If **ALL** documentation is received by the required timeframe, then the applicant will be initially reviewed for income and general Program eligibility. If ineligible, HCDA will notify the applicant by email (or by mail if no email is available), and the applicant will be removed from the waitlist.

Step 3: Verification by HCDA

If still eligible following completion of step 2 above, remaining information submitted will be reviewed for preliminary Program eligibility. As part of the process HCDA will coordinate with the HCDA to obtain the following:

- Verification by the HCDA or applicable municipality of a valid rental permit or authority to operate as a rental unit. The HCDA will provide such verification in writing.
- If the applicant is an employee of the HCDA, written approval of the HCDA to process with the application process for such applicant based upon a conflicts/ethics review

If Step 3 is not successfully completed, HCDA will notify the applicant by email (or by mail if email is not available), and the applicant will be removed from the waitlist.

Step 4: Required Landlord Documentation:

Upon successful completion of Step 3, HCDA will contact the Applicant and Landlord by email (or by mail if no email is available) and provide applicant and landlord with copies of the following documentation to be executed and submitted by the landlord:

- Landlord Participation Agreement
- W-9
- CDBG-CV Landlord Monthly Rent Confirmation Form
- Rental Duplication of Benefit Certification

The landlord documentation must be returned to and received by HCDA within ten (10) business days (Monday -Friday) from the date of the notice from HCDA. If required documentation is **not received** by HCDA within the timeframe required, the applicant will be removed from the waitlist by email (or by mail if no email is available).

The documentation can **ONLY** be submitted to HCDA as follows (no email or faxes will be accepted): (1) by mail to HCDA's office located at 100 Main Street, Room 309, Huntington, N.Y. 11743, ATTN: COVID-19 RENTAL ASSISTANCE; or (2) by hand-delivery to HCDA at its office stated above during normal business hours; or (3) online at www.huntingtonny.gov/cda.



Documents can be submitted to HCDA via a secure document transmittal form located on HCDA's website at www.huntingtonny.gov/cda.

The documentation shall be deemed received by HCDA as follows: (1) if sent by mail, then on the date of actual receipt by HCDA (not the postmarked date); (2) if hand-delivered, then on the date of actual delivery during normal business hours; (3) if sent online. Then on the date of successful transmission and receipt by HCDA.

Step 5: Assessment of Conditional Award

If Steps 1,2,3 and 4 are successfully completed (and any discrepancies are resolved), an assessment of unmet need, s duplication of benefits review, and a calculation of conditional award will be made for review and approved by the HCDA. As part of this process, the HCDA will verify whether funds for arrears assistance have been awarded to applicant from any other program administered by the HCDA (e.g., US Treasury Emergency Rental Assistance Program, Emergency Solutions Grant).

Note: Any discrepancy in the amount of arrears must be resolved prior to any determination of Conditional Award. See section below entitles **"DISCREPANCIES."**

Step 6: Final Documentation

A conditional award may only be converted to a final award upon written authorization of the HCDA. If the conditional award is determined, and approved by the HCDA in writing the HCDA will provide the applicant and the landlord with the documentation (sent by email or by email is no email is available) confirming the award and then a check will be mailed to the landlord.

DISCREPANCIES:

Applicants are advised that is a discrepancy in the amount of arrears, the identity of the landlord, or other relevant information exists in documentation provided, HCDA will provide notice of the discrepancy and a Reconciliation Form to the applicant, the landlord and the Town, if applicable, by email (or by mail if no email is available). Any such discrepancy must be resolved by submitting the written Reconciliation Form to HCDA signed by the landlord and all members of the applicant's household over the age of 18. The Reconciliation Form will be prepared by HCDA and will be in form and substance satisfactory to the Town. The discrepancy must be resolved and the fully executed Reconciliation Form **received** by HCDA within ten (10) business days (Monday-Friday) of the date of the notice from HCDA of the discrepancy. If not **received** by the HCDA within the required timeframe, the applicant will be removed from the waitlist and the file closed. HCDA will notify the applicant a landlord of such removal from the waitlist and the files closed. HCDA will notify the applicant and landlord of such removal from the waitlist by email (or by mail is no email is available).



The Reconciliation Form and documentation can ONLY be submitted to HCDA as follows (no email or faxes will be accepted): (1) by mail to HCDA's office located at 100 Main Street, Room 309, Huntington, N.Y. 11743, ATTN: COVID-19 RENTAL ASSISTANCE; or (2) by hand delivery to HCDA at its office stated above during normal business hours.

The documentation shall be deemed received by HCDA as follows: (1) if sent by mail, then on the date of actual receipt by HCDA (not the postmarked date); (2) if hand-delivered, then on the date of actual delivery during normal business hours.

If there is no discrepancy then the amount of the Program award will be based on the documentation submitted subject to approval of the HCDA.

APPEALS:

Applicants who are deemed ineligible or who have been removed from the waitlist may appeal the determination by submitting a request to HCDA. The appeal request must be in writing and must be received (together with all documentation) by HCDA within ten (10) business days (Monday-Friday) of the date of HCDA's notice to applicant of the determination of ineligibility or removal from the waitlist. The appeal must state the basis of the appeal and contain documentation to support the appeal. Please note that, if the applicant was removed from the waitlist due to failure to submit ALL required documentation within the required time frame, then no appeal will be granted unless the applicant submits the remaining required documentation with the appeal letter/request within the timeframe required. The appeal will be promptly reviewed and the applicant advised of the final determination by email (or by mail if no email is available). The final determination will be made only with the written agreement of the Town of Huntington.

Notice to HCDA of an appeal request can ONLY be submitted as follows (no emails or faxes will be accepted): (1) by mail to HCDA's office located at 100 Main Street, Room 309, Huntington, N.Y. 11743, ATTN: COVID-19 RENTAL ASSISTANCE; or (2) by hand delivery to HCDA at its office stated above during normal business hours.

The documentation shall be deemed received by HCDA as follows: (1) if sent by mail, then on the date of actual receipt by HCDA (not the postmarked date); (2) if hand-delivered, then on the date of actual delivery during normal business hours.

VIOLATION OF FEDERAL LAW:

THE INFORMATION PROVIDED BY HOUSEHOLDS MUST BE TRUE AND CORRECT. THE INFORMATION PROVIDED IS SUBJECT TO VERIFICATION BY THE TOWN AND/OR HUD. BY SUBMITTING AN APPLICATION AND SUPPORTING DOCUMENTS, THE APPLICANT ACKNOWLEDGES AND UNDERSTANDS THAT TITLE 18 OF THE UNITED STATES CODE SECTION 1001: (1) MAKES IT A VIOLATION OF FEDERAL LAW FOR A PERSON TO KNOWINGLY AND WILLFULLY (A) FALSIFY, CONCEAL, OR COVER-UP A MATERIAL FACT; (B) MAKE ANY MATERIALLY FALSE, FICTITIOUS, OR FRAUDULENT STATEMENT OR REPRESENTATION; OR (C)



MAKE OR USE ANY FALSE WRITING OR DOCUMENT KNOWING IT CONTAINS A MATERIALLY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR REPRESENTATION, TO ANY BRANCH OR THE UNITED STATES GOVERNMENT; (AND (2) REQUIRES A FINE, IMPRISONMENT FOR NOT MORE THAN FIVE (5) YEARS, OR BOTH, WHICH MAY BE RULED FELONY, FOR ANY VIOLATION OF SUCH SECTION.

FAIR HOUSING AND NON-DISCRIMINATION:

HCDA is committed to furthering and promoting fair housing, equal opportunity, and non-discrimination in compliance with all federal, state and local laws, including, but not limited to, the Fair Housing Act, as amended by the Housing for Older Americans Act, the Americans with Disabilities Act, the Civil Rights Act, and the New York State Human Rights Law. HCDA will have staff available to assist with the Application, and answer questions about eligibility requirements. In furtherance of this policy, HCDA will not discriminate on the basis of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity, familial status, source of income, religion, disability, veterans' status, age, or any other basis prohibited by law.

LIMITED ENGLISH PROFICIENCY AND ACCOMMODATIONS:

Applications and Program Guidelines are available in English and Spanish and will be made available in other languages as requested. HCDA will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) and persons, who need assistance or who have a limited ability to speak, read, or write English, will have meaningful access and equal opportunity to participate in the Program. Interpreters, translators and other aids needed to comply with this policy shall be provided as reasonably necessary.



SCHEDULE A

DO NOT SUBMIT WITH THE INTAKE FORM. HCDA STAFF WILL CONTACT YOU WHEN IT'S TIME TO SUBMIT THE DOCUMENTATION BELOW.

REQUIRED DOCUMENTATION FOR FORMAL PROGRAM APPLICATION

INCOME DOCUMENTATION: NOTE: These documents will not be returned. DO NOT SUBMIT ORIGINALS

1. Signed copies of the 2020, 2021, 2022 or 2023 (if available) federal tax return, W-2 and/or 1099 forms.
2. If employed, four (4) consecutive pay stubs for the period immediately prior to Application submission that indicates year-to-date gross income.
3. Two (2) most recent consecutive bank statements for any and all bank accounts and investment accounts for the period immediately prior to Application submission.
4. Documentation of Social Security, child support, pensions, disability, retirement funds, income from rental property and documentation from any other income source.
5. Documentation of unemployment benefit applied for and/or received.
6. Self-employed applicants must provide a notarized letter from a CPA or attorney indicating the amount expected to be received for the next twelve months or a notarized year-to-date profit and loss statement.
7. Valid Identification

FORMAL PROGRAM APPLICATION:

1. FULLY COMPLETED Formal Program Application signed by ALL household members over the age of 18.

LOSS OF INCOME DOCUMENTATION DUE TO COVID-19:

1. Executed Declaration of Loss of Income.

ADDITIONAL DOCUMENTATION:

1. Executed CDBG Executed Verification form
2. Executed Certification of Household.
3. Executed Authorization for release of Information
4. Copy of qualified Resident Alien status, if not a U.S. Citizen.
5. A copy of a valid driver's license or valid photo ID for the Applicant.
6. Such other documentation as may be determined necessary or desirable by HCDA, the Town and/or HUD.



SCHEDULE B

DUPLICATION OF BENEFITS

This list is not exclusive and is provided to assist with assessing sources for potential duplication of benefits. The HUD website should also be consulted at:

www.hud.gov

GOVERNMENT AGENCIES & PROGRAMS

1. The Paycheck Protection Program
2. US Treasury Emergency Rental Assistance Program
3. Federal Emergency management Agency (FEMA) funds
4. FEMA Emergency Food and Shelter Program
5. Small Business Administration funds
6. Department of Housing & Urban Development (HUD)
7. Community Development Block Grant
8. HOME Investment Partnerships Program
9. SECTION 8 Housing Choice Voucher Program
10. VASH 9Veterans affairs Supportive Housing) Program
11. Emergency Solutions Grant Program (ESG)
12. New York State COVID Rent Relief Program
13. Suffolk County Emergency Rental Assistance Program
14. Suffolk County Office of Community Development
15. Suffolk County Department of Economic Development
16. Suffolk County Department of social Services
- 17. Town of Huntington (such as the US Treasury Emergency Rental Assistance Program or ESG-Emergency Solutions Grant**
18. New York State Homes and Community Renewal
19. Other Government Programs

NON-PROFIT ORGANIZATIONS & PROGRAMS

20. Options for Community Living
21. EOC of Suffolk
22. United Way
23. Federation of Organizations
24. Family Service League
25. L.I. Coalition for the Homeless
26. Enterprise Community Partners
27. Catholic Charities
28. SSVF-Supportive Services for Veteran Families
29. SUS-Services for the Underserved
30. VOA- Volunteers of America
31. Other Non-profit organizations