

# HOMEOWNER REIMBURSEMENT PROGRAM

## APPLICANT COORDINATOR GUIDANCE DOCUMENT

### ELIGIBILITY CHECKLIST



The following is a list of documents necessary to establish eligibility for the HRP Program following application submission. Depending on the category and situation, you may need to provide 1, or more than 1 document for each of the following 6 categories.

#### 1. PROOF OF IDENTITY

*For applicant and co-applicant, if applicable. Proof of identity must not be expired.*

- ❑ State-Issued Driver License or Identification Card
- ❑ Passport or Passport Card
- ❑ Global Entry Card
- ❑ Permanent Resident Card
- ❑ Military ID Card
- ❑ Other official government photo identification

#### 2. PRIMARY RESIDENCY ON AUGUST 25, 2017

*For applicant and co-applicant, if applicable. The following documents must contain the address of the damaged property you are applying for.*

- ❑ Property tax statement showing that you were granted a Homestead Exemption for the 2017 tax year
- ❑ 2017 Voter Registration Card
- ❑ Driver License issued before August 25, 2017
- ❑ 2017 Federal Tax Return or Tax Return Transcript
- ❑ Copy of water, electric or gas bill(s) showing service for the six (6) months prior to August 25, 2017, showing that service was provided in your name and that usage consistent with primary residency (**do not bring utility bills unless you cannot provide one of the above listed documents**)
- ❑ Letter from a water, electric or gas service provider stating that service was provided in your name for the six (6) months prior to August 25, 2017, and that the level of service was consistent with a primary residence

#### 3. PRIMARY RESIDENCY AT THE TIME OF APPLICATION

*For applicant and co-applicant, if applicable. The following documents must contain the address of the damaged property you are applying for.*

- ❑ Property tax statement showing that you were granted a Homestead Exemption for the 2018 tax year
- ❑ 2018 Voter Registration Card
- ❑ Driver License issued before February 28, 2019
- ❑ 2018 Federal Tax Return or Tax Return Transcript
- ❑ Copy of water, electric or gas bill(s) showing service for the six (6) months prior to February 28, 2019, showing that service was provided in your name and that usage consistent with primary residency (**do not bring utility bills unless you cannot provide one of the above listed documents**)
- ❑ Letter from a water, electric or gas service provider stating that service was provided in your name for the six (6) months prior to February 28, 2019, and that the level of service was consistent with a primary residence

#### 4. PROOF OF HURRICANE HARVEY DAMAGE

*Provide documentation, as described below, demonstrating damage and ALL assistance you received.*

- ❑ Homeowner's Flood or Wind Insurance Proof of Loss documentation showing a loss that occurred between August 25, 2017 and August 29, 2017 (Homeowners, Windstorm or Flood Insurance)
- ❑ Proof of receipt of FEMA Individual Assistance Repair or Replacement Benefits for Hurricane Harvey
- ❑ Proof of receipt of FEMA Direct Assistance for Limited Home Repair (DALHR) or Partial Repair and Essential Power for Sheltering (PREPS) assistance for Hurricane Harvey
- ❑ Proof of approval for a Small Business Administration (SBA) disaster loan for Hurricane Harvey
- ❑ Third-party site assessment performed by FEMA, an independent insurance adjuster of other party that clearly states that the property was damaged by Hurricane Harvey
- ❑ Dated photos showing damage to the home as a result of Hurricane Harvey (**ONLY if you don't have any of the other Proof of Hurricane Harvey Damage listed above**)

#### 5. INCOME DOCUMENTATION

*Income information must be provided for **ALL household members**, not just the applicant and co-applicant.*

For each member of the household, you must provide the household member's **most recently filed** IRS Form 1040, 1040A or Form 1040EZ unless:

- The household member is a minor. However, if the minor had unearned proof of their unearned income must be submitted. (Unearned income is income earned through things like investments,) OR
- The household member is not a minor, but did not earn any income for the most recent tax year. In this case, the household member must submit a GLO Affidavit of No Income, OR
- The household member is not a minor and earned income, but did not file a tax return. In this case, the applicant will need to complete the GLO AGI Worksheet and include the required supporting documentation.

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## ELIGIBILITY DOCUMENTS CHECKLIST



### 6. HRP ELIGIBILITY CRITERIA THAT MAY REQUIRE DOCUMENTATION

The following items may be required in certain circumstances. If any of these items apply to you, please gather the applicable documentation prior to the application:

#### ▶ **PROOF OF OWNERSHIP AT THE TIME OF HURRICANE HARVEY**

In most cases, the HRP program can confirm ownership of a property currently, and at the time of the storm, via your counties Central Appraisal District records. If this cannot be confirmed by the program after you apply, you will be asked to produce a deed, tax bill for 2017, 2018, or both, an Affidavit Ownership (GLO Form) with enough supporting documentation, or a condominium or cooperative shareholder agreement as applicable.

#### ▶ **FLOOD INSURANCE REQUIRED DUE TO PRIOR FLOOD DISASTER ASSISTANCE**

Properties which received federal flood disaster assistance in the past are required to carry flood insurance through the National Flood Insurance Program (NFIP) or through a private insurer. If you were required to carry flood insurance, you must provide a copy of a policy of flood insurance that was in effect at the time of Hurricane Harvey.

#### ▶ **FLOOD INSURANCE REQUIRED DUE TO HIGHER INCOME**

If your household income exceeds 120% of the Area Median Family Income (AMFI) and your property is located in the 100-year floodplain, the property must have been covered by a policy of flood insurance issued through the National Flood Insurance Program (NFIP) or through a private insurer. If you are required to carry flood insurance due to your household income, you must provide a copy of a policy of flood insurance that was in effect at the time of Hurricane Harvey.

#### ▶ **PROPERTY TAXES**

You must be current on your property taxes, or if taxes are not current, you must provide proof that you are participating in a payment plan approved by the relevant authority, or that you qualify for an exemption under current laws.

- ❑ Proof of payment of 2018 property taxes
- ❑ Proof, such as a letter issued by the local taxing authority, showing that you are on an approved property tax payment plan.
- ❑ Proof, such as a letter issued by the local taxing authority, showing that you have been granted a property tax deferment or exemption

#### ▶ **CHILD SUPPORT**

You must state on your application whether or not you are required to pay child support. If you are required to pay child support, you must also declare on your application that you are current on your child support. If you state on your application that you are required to pay child support AND that you are not current on your child support, you must either make all required payments or enter into a payment plan and then execute the required affidavit. Failure to properly complete the affidavit shall result in the Program determining that you are ineligible to receive assistance.