



# LEON CARES

## INDIVIDUAL ASSISTANCE PROGRAM

**Webinar with Landlords & Property Managers**

**August 10, 2020**

People Focused. Performance Driven.



# PRESENTATION OUTLINE

- Leon CARES Plan
- Individual Assistance Program Overview
- Eligibility Requirements
- Application Process
- Role of Landlords/Property Managers
- How to Apply
- Questions

**MONDAY, AUGUST 17, 2020**





# LEON CARES PLAN

- 2020 CARES ACT
  - Coronavirus Relief Funds
- Leon County - \$51.2 million
  - Expenses must be incurred by December 30, 2020
- Leon CARES Plan
  - Individual Assistance Program created - \$7.5 million





# INDIVIDUAL ASSISTANCE PROGRAM OVERVIEW

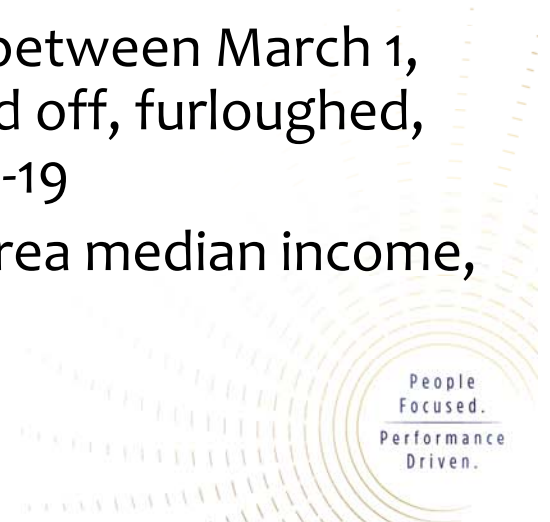
- Up to \$3,000 for past-due rent, mortgage and/or utilities
- Funding provided directly to landlords, property managers, mortgage companies, and utility companies
- Mortgage Assistance – Homesteaded properties ONLY
- Applicant must be an individual NOT an organization





# ELIGIBILITY REQUIREMENTS

- A full-time Leon County residents for each of the past 12 months
- 18 years or older
- Loss of income of at least 25% between March and December 2020 due to COVID-19 by at least one member of the household
- Worked an average of at least 30 hours per week between March 1, 2020 and the application date, or prior to being laid off, furloughed, or experiencing reduced work hours due to COVID-19
- Household income that is at or below 80% of the area median income, based on household size





# ELIGIBILITY REQUIRMENTS

## HOUSEHOLD INCOME CHART

Household Size	80% Income Limit
1	\$40,750
2	\$46,650
3	\$52,350
4	\$58,150
5	\$62,850
6	\$67,500
7	\$72,150
8	\$76,800

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## APPLICATION PROCESS – ELIGIBILITY PHASE

- Residents can apply Monday, August 17, 2020 at [www.LeonCountyCares.com](http://www.LeonCountyCares.com)
- Register with email address and password
- Complete online application and submit required documents including:
  - State-issued ID (applicant ID)
  - 2019 Federal Income Tax
    - If no 2019 Federal Income Tax, then income for all adults in the household for the past 60 days plus state-issued ID for each adult and birth certificates for all minors in the household
  - Proof of income loss
    - Examples: layoff letter, unemployment benefit, employer verification form
    - At least 25% loss of income will certified by applicant or employer
- Application and uploaded documents reviewed to determine eligibility
- Email sent to applicant with eligibility determination and if deemed eligible then second phase commences



## APPLICATION PROCESS – APPROVAL PHASE

- Email sent confirming eligibility and document that must be completed by landlord or property manager
  - *Proof of Past Due Rent or Mortgage Form*
- Landlord or Property Manager verifies how much is currently past due on the form
- The completed and signed *Proof of Past Due Rent or Mortgage Form* must be uploaded to the Leon CARES portal by the applicant
- The documents submitted will be reviewed to ensure they are fully completed (signed) and does not exceed \$3,000
  - If rent and utilities exceed \$3,000 is application denied
- If form(s) verify award limit of \$3,000 then application approved
- Leon County will send an email to the landlord/or property manager
  - Promise To Pay Letter - Payment within 15 business days of receiving the Promise to Pay letter
  - New Vendor Form



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# HOW TO APPLY

- Residents can apply online beginning Monday, August 17, 2020 at [www.LeonCountyCares.com](http://www.LeonCountyCares.com)
- Individual Assistance Eligibility Requirement Sheet
  - Assistance with online applications available
    - Toll-Free number: (855) 203-6584
    - Walk-in Services
      - Tallahassee Urban League
      - ECHO, Inc.
      - Greater Frenchtown Area Revitalization Council
      - Office of Human Services and Community Partnerships
      - Main Library and six (6) Branch Libraries





# CONCLUSION

- *Proof of Past Due Rent or Mortgage Form* is critical
- For new vendor form or to set up direct deposit email Malinda Harris at [HarrisMa@LeonCountyFl.gov](mailto:HarrisMa@LeonCountyFl.gov)
- For Direct Deposit, Completed New Vendor Form and Voided Check must be submitted by Thursday, August 13<sup>th</sup> at 5 p.m.





# QUESTIONS?

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