

Lake County COVID Housing Relief Program (CHRP) Application Submittal Instructions and Checklist

The Lake County COVID Housing Relief Program is available for eligible households financially impacted by COVID-19.

- All applicants must meet income and asset eligibility criteria and must have a documented loss of income due to COVID-19. Program recipients may not receive rental assistance from other sources to cover the same expense.
- **Renter** households may apply for rent and/or utility assistance equal to one month's rent, capped at Fair Market Rent. If applying for rental or utility arrears, households may apply for up to three months of assistance.
- **Homeowner** households may apply for utility assistance for one month. If applying for utility arrears, households may apply for up to three months of assistance.
- Households may return for additional assistance if they continue to have a need, but no household will receive assistance beyond the value of three months' rent.
- Utilities are limited to electric bills and gas bills only.
- If you have any questions about eligibility, please call the numbers listed below or call 211.

Instructions: You may submit this application along with all supporting documentation to the program provider of your choice via email, mail, or drop-off.

If this is the first time you are applying, please make sure all the items on the *Initial Application Checklist* are submitted.

If you have already submitted the initial application and are returning for additional assistance, please submit the documents noted on the *Return Application Checklist* below.

Please note that you may be served by any provider, regardless of where your application is submitted.

For a list of all CHRP providers, please call 211.

Initial Application Checklist:

If this is the first time you are applying for funds, please make sure to submit the following:

- Program Application and Intake Form with all questions complete.
- Authorization for the Release of Information.
- Authorization to Share Information Using ServicePoint (English) or Autorización para Compartir Información Usando ServicePoint (Spanish).
- Documentation of COVID-19 Impact:
 - If you experienced a loss of income due to COVID-19, submit a notice or email from your employer documenting job loss, furlough, closure, reduction in hours, or other documentation that supports your loss of income due to COVID-19.
 - If you are unable to pay your rent or utilities due to an unexpected medical cost, submit your medical bill.
- Income Documentation: Last 30 days of pay stubs for all adults age 18+, pension statement(s), social security award letter(s), unemployment letter(s), and/or documentation of any other household income.
 - If you are self-employed, submit the Self-Employment Certification Form.
 - If you have no income, submit the Zero Income Certification Form.
- If you are seeking utility assistance, submit the utility bill.

Please note you may be asked to submit additional documentation.

Return Application Checklist:

If you have already submitted the initial application and are returning for additional assistance, please submit the following:

- Self-Certification for Continued Assistance
- If you are seeking utility assistance, submit the utility bill.