



## CDBG-CV HARDSHIP ASSISTANCE PROGRAM

### CHECKLIST

STAFF ONLY

COVID-19 REF # \_\_\_\_\_

NAME \_\_\_\_\_

**PLEASE WRITE YOUR ANSWERS CLEARLY ON ALL FORMS, DOUBLE CHECK AND CONFIRM YOUR WRITTEN RESPONSES. ONCE YOU HAVE COMPLETED THE APPLICATION FORMS, ATTACH A COPY OF THIS CHECKLIST AND REQUIRED DOCUMENTS TO THE APPLICATION.**

**INITIAL EACH BOX AS IT APPLIES:**

- Duplication of Benefits Affidavit
- Copy of Texas Driver's License or State Identification Card or Other State or Federally issued Identification for all household members over age 18
- Copy of Proof of citizenship or legal residency for all household members (Birth certificate, U.S. Passport, Certificate of Naturalization, or permanent resident card)
- Copy of the last 2 pay stubs (bi-weekly pay) or 4 pay stubs (weekly pay) for household members over age 18
- Self-Declaration of Income form
- Copy of most recent Unemployment Payment
- Copy of most recent Payroll Protection Program payment
- Copy of your award letter for SSA, SSI, VA or VA Disability, retirement & pension funds
- Copy of most recent bank statement
- Copy of current child support order & statement of amounts received
- Copy of award letter for Food Stamps (Lone Star/SNAP or TANF (must be within 30 days of application date)
- Copy of most recent utility bill for which assistance is being sought (water & sewer/electric/gas)  
Water: \_\_\_\_\_ Electric: \_\_\_\_\_ Gas: \_\_\_\_\_
- Copy of Notice from Employer relating to reduction of work hours/employment/business closure or furlough due to COVID-19
- Copy of current Rental /Lease Agreement executed prior to April 1, 2020- if requesting rental assistance (overdue amounts prior to April 1, 2020 are not eligible for rental assistance)
- Rental Assistance Form
- Copy of current mortgage statement executed prior to April 1, 2020- if requesting mortgage assistance (overdue amounts prior to April 1, 2020 are not eligible for mortgage assistance).
- Mortgage Assistance Form
- Conflict of Interest Affidavit

Signature: \_\_\_\_\_

Date: \_\_\_\_\_