

Community Services Department  
Community Development Division  
**Immediate Needs Program**



Effective **Thursday, January 21, 2016**, Seminole County will accept applications for the **Immediate Needs Program**. This program is designed to provide funds in the form of a grant to qualified applicants with necessary repairs and/or alterations to affect the immediate livability of the home.

The five (5) trades in which assistance can be provided are roofing, electrical, plumbing, HVAC (heating and cooling systems), and accessibility/barrier removal.

**At a minimum, the following criteria must be met in order to be determined eligible:**

- ✓ Applicant must be the unit's owner by proof of a deed in their name;
- ✓ Home must be located within Seminole County (Assistance is unavailable within the city limits of Sanford);
- ✓ Occupying household must be at or below 80% of the median income level (see chart below);
- ✓ All mortgages, taxes, and special assessments on the home must be current and paid; and
- ✓ Home must have homeowner's insurance or notification from insurance company of inability to insure due to state of home (insurance must be attained prior to project completion).

**80% of Median Income Level**

Household Size	1	2	3	4	5	6	7	8
Income Level	\$32,700	\$37,350	\$42,000	\$46,650	\$50,400	\$54,150	\$57,850	\$61,600

**How to Apply:**

If you are interested, an application is available at the Seminole County Community Development Office or at [www.seminolecountyfl.gov/comsrvs/commdev/](http://www.seminolecountyfl.gov/comsrvs/commdev/). Once the application is completed you may submit it to the Seminole County Community Development Office on or after **Thursday, January 21, 2016**. Applications will be accepted Monday thru Friday from 8:00 a.m. to 5:00 p.m. Applications are processed in the order in which they are received. They will also be accepted based on funding availability and the program can close without further notice. Assistance is provided based on eligibility and on a first-ready, first-served basis.



## SEMINOLE COUNTY IMMEDIATE NEEDS PROGRAM APPLICATION FOR ASSISTANCE

All sections of the application **must** be completed; if a section does not apply to your household, enter "N/A."

**(Please Print Clearly)**

	<b>Applicant</b>	<b>Co-Applicant (Spouse or member 18 &amp; older)</b>
Full Name:		
Age & Date of Birth:		
Social Security #:		
Gender: Circle One	Male or Female	Male or Female
Relationship of Co-Applicant to Applicant:	<input type="checkbox"/> Spouse <input type="checkbox"/> Partner <input type="checkbox"/> Roommate <input type="checkbox"/> Relative <input type="checkbox"/> Non-relative	
Ethnicity/Special Needs:	(For reporting purposes only, please check all that apply for Head of the Household Only)	
White <input type="checkbox"/>	Black <input type="checkbox"/>	Hispanic <input type="checkbox"/>
Asian/Pacific Islander <input type="checkbox"/>	Native American <input type="checkbox"/>	
Farm Worker <input type="checkbox"/>	Disabled or Disabled Minor <input type="checkbox"/>	Elderly <input type="checkbox"/>
Homeless <input type="checkbox"/>	Other _____	
<b>Applicant Street &amp; Mailing Address:</b>		
Street Address:	Rent <input type="checkbox"/> Own <input type="checkbox"/>	State:
City:	City Limit <input type="checkbox"/> Unincorporated <input type="checkbox"/>	Zip:
Mailing Address (if different):		State:
City:		Zip:

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

Marital Status:  Married  Separated  Single  Divorced  Widowed

**OTHER MEMBERS IN THE HOUSEHOLD**

Name	Date of Birth	Age	Relationship to Applicant	Social Security Number

\*If additional space to list household members is needed please attach information to the back of this application.

**Applicant Employment Information:**

Current/Last Employer Name:	Phone Number:	
Address:		
Supervisor:	Fax Number:	
Position:	Start Date:	End Date:

**Co-Applicant Employment Information:**

Current/Last Employer Name:		Phone Number:	
Address:			
Supervisor:		Fax Number:	
Position:	Start Date:	End Date:	

\*If additional space to list employment information is needed please attach information to the back of this application.

**ADDITIONAL QUESTIONS**

<b>Please read and answer all questions below:</b>	<b>Yes</b>	<b>No</b>
Are copies of <u>valid</u> Florida Photo ID or <u>valid</u> Florida Drivers License for all adult household members (18 years of age or older) attached to the application?		
Are copies of Social Security Cards <u>and</u> birth certificates for all household members attached to application?		
Did all adult household members (18 years and older) sign the Signature Page <u>and</u> the Authorization of Release (form) and attach to the application?		
Do you or anyone in your household receive alimony/child support?		
Do you or anyone in your household receive Social Security, SSI, SSDI?		
Do you or anyone in your household receive any pensions ( VA, military, retirement)?		
Do you or anyone in your household receive unemployment compensation?		
Do you or anyone in your household receive Business or Rental Income?		
Do you or anyone in your household receive Workmen's Compensation?		
Do you or anyone in your household receive short or long term disability?		
Do you or anyone in your household receive recurring contributions and gifts?		
Do you or anyone in your household receive any other type of income?		
Do you or anyone in your household has one or more checking account(s)?		
Do you or anyone in your household has one or more savings account(s)?		
Do you or anyone in your household have an IRA account?		
Do you or anyone in your household has a 401(k), stocks, bonds, or any other investment account?		

**CITIZENSHIP/RESIDENCY:**

<b>Please read and answer all questions below:</b>	<b>Yes</b>	<b>No</b>
Are you a U.S. citizen?		
*If no, are you a permanent resident of the U.S.? (If yes, a copy of the resident card must be provided.)		

VETERAN:

<b>Please read and answer all questions below:</b>	<b>Yes</b>	<b>No</b>
Are you a Veteran or Spouse/Dependent of a Veteran?		
If yes to either question, may our Veteran Service Officer contact you?		

REASONABLE ACCOMMODATIONS:

<b>Please read and answer all questions below:</b>	<b>Yes</b>	<b>No</b>
Hearing impaired: Do you need TTD/TDY access to our staff?		
Do you require accommodations for handicap accessibility? If yes, what accommodations do you need?		

ASSISTANCE REQUESTED

Roofing	Yes	No
Electrical	Yes	No
Plumbing	Yes	No
HVAC	Yes	No
Accessibility	Yes	No

INCOME RECEIVED MONTHLY

List the amount of income received monthly.			
<i>Employment</i>	\$	Business or Rental Net Income	\$
AFDC/TANF/ (Cash Assistance)	\$	Workmen's Compensation	\$
Social Security, SSI, SSDI, Pensions (VA, Military, Retirement)	\$	Short- or Long-Term Disability	\$
Unemployment Compensation	\$	Recurring Contributions and Gifts	\$
Alimony/ Child Support	\$	Other: _____	\$
Food Stamp Assistance	\$	Other: _____	\$

EXPENSES PAID MONTHLY

Childcare or Child Support	\$	Car Insurance	\$
All Loan(s) other than Car, Real Estate, Mortgage and Student Loans	\$	Medical	\$
Rent, Real Estate & Mortgage Loans	\$	Food	\$
Electric & Water & Gas	\$	Gas (Automobile)	\$
Phone – (Including Cell Phone & Cable)	\$	All Credit Cards	\$
Car Payment(s)	\$	Student Loan(s) Other	\$



# SEMINOLE COUNTY IMMEDIATE NEEDS PROGRAM AUTHORIZATION FOR THE RELEASE OF INFORMATION

Please print information, do not use white-out.

I \_\_\_\_\_, the undersigned, hereby authorize  
\_\_\_\_\_ to release by third party, without liability, information

*(Leave this line blank, agency to complete)*

in regards to employment, income, residency, dependency, or claims of loss or other confidential information pertaining to me and/or assets to the Seminole County Community Development Office, for the purposes of verifying information provided as part of determining eligibility for assistance under this application for assistance. I understand that only information necessary for determining eligibility can be requested. **This authorization is valid up to one year from date signed.**

**TYPES OF INFORMATION TO BE VERIFIED:**

I/We understand that previous or current information regarding me/us may be required. Verifications that may be requested are, but not limited to: employment history, hours worked, salary and payment frequency, commissions, raises, bonuses, and tips; cash held in checking/savings accounts, stocks, bonds, certificates of deposit, Individual Retirement Accounts, interest, dividends; payments from Social Security/SSI, annuities, insurance policies, retirement funds, pensions, disability or death benefits, unemployment, disability or worker's compensation, welfare assistance, net income from the operation of a business, and alimony or child support payments.

**Organizations/individuals who may be asked to provide written/oral verifications are, but not limited to:**

- |  |  |  |
|--|--|--|
| Past and Present Employers<br>Past and Present Landlords <i>(including Public Housing Agencies-TBRA/Section 8)</i><br>Support and Alimony Providers<br>Hospitals/Doctors/Pharmacies/Clinics<br>Funeral Homes and Crematories | Welfare Agencies/Other Social Service Agencies and Non Profit Agencies<br>State Unemployment Agencies<br>Social Security Administration<br>Utility Companies | Veterans Administration<br>Retirement Systems<br>Banks and other Financial Institutions<br>Religious Organizations |
|--|--|--|

**CONDITIONS:**

I/We agree that a photocopy of this authorization may be used for the purposes stated above. I/We understand I/we have a right to review this file and correct any information found to be incorrect.

Applicant Sign Your Name	Print Your Name	Date
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Co-Applicant Sign Your Name	Print Your Name	Date
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Other Adult Member Sign Your Name	Print Your Name	Date
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Other Adult Member Sign Your Name	Print Your Name	Date
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Note: This general consent may not be used to request a copy of a tax return or medical records.

**SEMINOLE COUNTY IMMEDIATE NEEDS PROGRAM  
MEMORANDUM OF UNDERSTANDING**

I/We, \_\_\_\_\_ (Applicant) and \_\_\_\_\_ (Co-Applicant) understand the following:

- I/We am/are applying for the Immediate Needs Program through Seminole County to address an immediate need in my home.
- My household income must not exceed the income levels determined by the applicable funding program.
- I/We understand that my/our home must be located within Seminole County, outside of the City limits of Sanford.
- I/We must currently occupy the Property as my/our principal residence.
- This assistance is provided to me as a grant.
- The property taxes and the insurance must be up to date to qualify for the program.
- My home must be a site-built home.
- My manufactured/mobile housing is only eligible if it meets the standards established by the Florida Department of Community Affairs (DCA) which requires a DCA decal/emblem to be displayed in the home.
- My home and land assessed value cannot exceed \$160,000.
- Only one trade (i.e. roofing, plumbing, electricity, HVAC, accessibility) will be addressed by this program. Homes in need of rehabilitation/reconstruction are not eligible.
- Repairing leaking roofs take precedence over anything else.

**APPLICANT(S)' ACKNOWLEDGMENT**

I/we acknowledge that I/we have received a copy of the foregoing fully executed Memorandum of Understanding by my Lender and that the terms and requirements thereof were explained to me/us.

APPLICANT:

APPLICANT:

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

**CONFLICT OF INTEREST  
Seminole County**

No persons who is an employee, agent, consultant, officer, or elected official or appointed official of Seminole County who exercise or have exercised any functions or responsibilities with respect to activities assisted with state or federal funds or who are in a position to participate in a decision making process or gain inside information with regards to these activities, may obtain a financial interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

**NOTIFICATION ABOUT POTENTIAL CONFLICT OF INTEREST**

I, \_\_\_\_\_ (Applicant) certify that:

- I am employed with Seminole County or
- I have a family member employed with Seminole County or
- I am not employed nor do I have a family member employed with Seminole County.

\_\_\_\_\_  
Signature of Applicant/Date

I, \_\_\_\_\_ (Co-Applicant) certify that:

- I am employed with Seminole County or
- I have a family member employed with Seminole County or
- I am not employed nor do I have a family member employed with Seminole County.

\_\_\_\_\_  
Signature of Co-Applicant/Date

**Immediate Needs Program Applicants:** Please complete the highlighted portions of this form. Include one form for each adult household member. Additional forms are available at the Seminole County Community Services Office.



## CRIMINAL HISTORY REQUEST

Program Coordinator: \_\_\_\_\_

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

Seminole County Government  
 Community Development Office  
 534 West Lake Mary Blvd.  
 Sanford, Florida 32771

Reason for Request: Client has applied for assistance with a Federally Funded Program

Client Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Race: \_\_\_\_\_  
 \_\_\_\_\_ Sex: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
 Driver's License State: \_\_\_\_\_ Number: \_\_\_\_\_  
 Vehicle License State: \_\_\_\_\_ Number: \_\_\_\_\_

**Please Sign at Applicant's Signature, date and return:**

Applicants Signature \_\_\_\_\_ Date: \_\_\_\_\_

### DEPARTMENT USE ONLY

	CHECK APPLICABLE	RECORD FOUND
GPD-CRIMINAL		
TRAFFIC		
PARKING		
CRIMINAL JACKET		
ACCJIS		
ASO-RECORDS		
WARRENTS		
DHSMV-QD		
FDLE-QI		
FS		
NCIC-QH		
CH		

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Request Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Documentation Required  
Seminole County  
Community Development Division  
Immediate Needs Program**

The following documents must be included with your application:

- a. All household members 18 years of age or older:
  - Valid Florida Photo ID or Florida Drivers License
  
- b. All household members:
  - Social Security Number Verification
  
  - Copy of Birth Certificate
  
  - Last ninety (90) days of most recent pay stubs. If an adult household member is not working and receives no income from any source, the household member must provide a completed Verification of No Monthly Income form.
  
  - For each household member that is working, provide the following: Name of employer, Name of Supervisor / Manager, Address of employer, Phone Number of employer, and fax number of employer.
  
  - If applicable, a benefit statement for Social Security or SSI benefits.
  
  - If applicable, proof of other income received by any household member, such as: Alimony, Unemployment benefits or any other income you receive regularly.
  
  - If applicable, Court ordered child support or direct payment agreement from the natural parent not residing in the household.
  
  - If applicable, a copy of Divorce Decree.
  
  - Last (6) six months bank statements, for all accounts that are open for each household member regardless of the current balances. A notarized letter or statement from each adult household member that does not have an open bank account, stating such.
  
  - If applicable, a copy of most recent statement for 401k, retirement funds, IRA, stocks, bonds or other funds.
  
  - If applicable, a copy of the current case value statement for any Whole Life Policy insurance.
  
  - Copy of last year's tax return.
  
  - Authorization for the Release of Information form for all adult household members.
  
- c. Pertaining to the property:
  - Copy of current deed or title to the property.
  - Copy of current mortgage statement.
  - Copy of current property tax status.
  - Copy of current homeowner's insurance.