Northe Walke Housing Corporation
Hurricane Sandy Relief Fund
Program Guidelines

North Walke Housing Corporation (North Walke) has been awarded $250,000 from the Robin Hood Foundation to address the urgent housing needs of families and individuals having experienced damage from Hurricane Sandy rendering their homes uninhabitable.

Financial assistance is available in awards to assist low income households in Norwalk with critical home repairs and appliance replacement and to provide rental assistance where needs exceed assistance available through FEMA and partner organizations.

Eligible applicants are those households with annual incomes less than or equal to 50% of the area median income, adjusted for family size (see below). Assistance to households earning more than 50% of the area median income but having extenuating circumstances that have imposed financial hardship that precludes them from repairing critical damage caused by Hurricane Sandy or affording rental payments for temporary displacement as a result of the storm will be considered on a case-by-case basis, however assistance will not be provided to households earning more than 80% of the area median income, adjusted for family size. Income limits are outlined in the following table.

Annual Household Income Limits for Hurricane Sandy Relief Assistance by Household Size

	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
50%	**$42,700**	**$48,800**	**$54,900**	**$61,000**	**$65,900**	**$70,800**	**$75,650**	**$80,550**
80%	$54,900	$62,750	$70,600	$78,400	$84,700	$90,950	$97,250	$103,500

The Hurricane Sandy Relief Fund will be administered on a first come first served basis until the funding has been exhausted. Grants will be need-based and will not exceed **$5,000**, except in rare and extenuating circumstances where awards of $10,000 may be made be upon prior approval of both the North Walke Housing Corporation's Executive Director and the Robin Hood Foundation.

Basic needs assistance, including replacement of critical household goods damaged by Hurricane Sandy (e.g. beds, couches, etc) and relocation assistance for households displaced as a result of the storm is available through Person-to-Person. Information and applications for this assistance is available at http://p2phelps.org or by contacting Marina Thomas at (203) 656-4631 x133. Combined North Walke and Person-to-Person Hurricane Sandy Relief assistance to any household must not exceed $5,000, unless prior approval is received from North Walke, Person-to-Person and the Robin Hood Foundation.

Payments will be made by North Walke directly to contractors or landlords. Where critical repairs or appliance replacement are needed but contractors are not required, bills from the supplier or reimbursement are the preferred methods of payment, however gift certificates may be provided at the discretion of North Walke staff. Under no circumstances will cash assistance be provided directly to households except for on a reimbursement basis.

Selecting a contractor is the responsibility of the applicant household, who must obtain a minimum of two estimates. Additional estimates must be provided if requested by North Walke

staff. The use of local, minority-owned, or woman-owned businesses is encouraged. Applicant households are also responsible for obtaining a minimum of two price quotes for replacement appliances or other materials not obtained through a contractor. Additional price quotes must be obtained if requested by North Walke staff. All estimates/price quotes must be provided and the selected contractor/purchase approved by North Walke staff prior to disbursal of funds.

The initial funding for this program will be **$250,000.**

Application Requirements –

Applicants will be required to submit the following documents/information:

1. Completed, Application
2. Completed, Household Information Sheet
3. Narrative and photographic evidence of damage to home caused by Hurricane Sandy
4. Completed, Budget Form providing at least two estimates of appliance replacement, home repair costs and/or temporary rental costs
5. Signed, Release of Information to Coordinated Assistance Network (CAN)
6. Signed, Release of Information from FEMA
7. If filed with FEMA/SBA: Copy of application for FEMA/SBA assistance
8. If not filed with FEMA/SBA: Written explanation of why applications were not filed
9. Proof of Unmet Need: Official denials or other documentation from insurance, FEMA and/or SBA that demonstrates costs to restore home to a livable condition are beyond that which have been covered by other sources
10. Proof of Address (lease, utility bill, etc)
11. Income documentation –
    a. Three (3) of the most recent pay stubs for each person in the household over the age of 16 who is not in school

       AND

    b. A copy of the most recent IRS return - Form 1040 complete with all schedules and attachments for each adult in the household and other documentation that shows income not shown on the 1040 tax form

       OR

    d. In the event the applicant was not required to file a tax return, self-certification that this was 1) not required 2) that an extension was requested and approved or 3) that a return was not filed for other reasons, which cannot be disclosed

Technical assistance completing applications is available via North Walke staff, and language assistance can be arranged upon request. Contact North Walke at (203) 854-7274 should you have any questions regarding the program or should you require assistance completing an application.