



**Alamo COVID-19
Assistance Program
(ACAP)
Mortgage/Rent
Application**

A City Emergency Response Program



ACAP

Mortgage/Rent Application

In order to assist local residents due to the financial hardship created by COVID-19 and government measures to prevent the spread of the pandemic, The City of Alamo has created the Alamo COVID-19 Assistance Program (ACAP). Through ACAP, the City has allocated funds for assistance with mortgage and rents. Residents are allowed to apply for up to three to four months of mortgage/rent, with a maximum assistance payment of \$5,000.00.

In order for an applicant to qualify:

1. Applicant must reside within City of Alamo city limits
2. Applicant must provide proof of residing in location on or before March 1, 2020 (lease/rental agreement, utilities bills)
3. Applicant must demonstrate need for assistance (i.e. loss of job, reduced time, loss of income, etc.)
4. Qualifying location must be the applicants primary place of residence
5. Only one award per location will be allotted
6. Applicants can submit for up to three to four months of mortgages or rents with a maximum award of \$5,000.00
7. Qualifying households will be limited to households with a combined earning of \$60,000/year or less
8. Applicant must be US Citizen or legal resident
9. Applications will be approved on the first come basis and while funds remain available

Applications can be picked up at the AEDC office or requested via our contact page on our website: <https://alamoedc.org/contact-us/>. Applicant must submit a complete application packet which includes application forms, W-9 Form, 2 proofs of residence, proof of need, income tax returns (2019 or 2018) and lease/rental or mortgage agreement. If necessary, rental receipts can be submitted in place of lease/rental agreement.

Applications will be reviewed as quickly as possible. However, the program does have a general review process time of 30 to 45 days of receipt of a complete application package. Application can be submitted at any time during normal AEDC business hours; Monday –Friday 8:00 AM to 12:00PM and 1:00 PM to 5:00 PM. Documentation will be reviewed by a project committee. The program review board will have final approval of all applications. Awards will be made while funding is available.

Program terms and conditions: ACAP Mortgage/Rent funding may only be used for payment of applicant's mortgage/rent or reimbursement of said payments. The maximum award will be \$5,000.00. Only one award will be provided per location. All documents submitted will be subject to the Texas Public Information Act.

For a complete set of the program policies and procedures, please contact the Alamo EDC office.

City of Alamo and Alamo EDC are an equal opportunity providers & employers

Initial Documents for Grant Application

- Application Form
- W-9 Form
- 2 Forms of Proof of Residence (Driver's Licenses, ID Card, Utility Bill, etc.)
- Proof of need for assistance (Letter of termination/furlough, TWC letter qualifying for unemployment, reduced work hours, loss of income, etc.)
- 2018 or 2019 Income Tax Return
- Mortgage or Lease/Rental Agreement copy

Steps for Application Process

- Fill out grant application
- Submit all documents to AEDC via mail, email or by appointment in person
- Staff will review application and determine eligibility and completeness
- If eligible, application will be presented to Review Committee
- If Committee recommends approval, application will be presented to the program review board for final review
- Applicant will be notified of review board's decision to approve or deny application as well as any specific terms, when applicable

City of Alamo ACAP Mortgage/Rental Application

Applicant Name:	D.O.B:	SSN:		
Street Address:	City:	State:	Zip Code:	Home Phone:
Email Address:		Request Amount (max \$5,000):		
Total Household Income:		Normal Occupation (type of job you normally do):		
Housing General Description (i.e. house, apartment, mobile home, etc.):		Monthly Mortgage/Rent Payment:		

Please list all members living at your place of residence

# Name:	Age:	Relation to Applicant:	Contribution to Household Income:
#1 Name:			
#2 Name:			
#3 Name:			
#4 Name:			
#5 Name:			

Please provide a brief description of the financial hardship you have endured due to COVID-19 such as loss of job, reduced work hours, loss of income, etc.

Applicant Certification: Everything I have stated in this application is correct to the best of my knowledge. I understand that the City of Alamo (City) or its agents will retain this application whether or not it is approved. I authorized the City or its agents to investigate my credit, employment, and income (including but not limited to any other credit report services). I also authorize the City or its agents to report to the proper credit bureaus account performance.

Furthermore, I understand that any award provided to me by the City or its agent is based on the information as submitted in my application and that any misstatements and/or misinformation provided in my application may result in my obligation to repay or reimburse the City or its agents for any financial assistance provided to me.

Nondiscrimination statement: The City Alamo prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact Alamo EDC office at 956-787-6622

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____
(if applicable)

Date: _____

City of Alamo
Alamo COVID-19 Assistance Program (ACAP)
Contacts

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