

## WYOMING EMERGENCY HOUSING ASSISTANCE PROGRAM

### REQUEST FOR CONTINUED ASSISTANCE

A household must meet 4 eligibility criteria to receive assistance under the Wyoming Emergency Housing Assistance Program (WEHAP). They are:

- The members of the household must live in the state of Wyoming and be seeking housing assistance for a 1-unit single family home or apartment unit that is the primary residence.
- The household must have suffered a financial hardship due to COVID-19 and lack sufficient income or resources to pay rent, a mortgage payment, a security deposit or hazard insurance payment due on or after April 1, 2020.
- Households who receive other rental assistance, such as a Housing Choice Voucher (Section 8), Project-Based Rental Assistance (RD/USDA Voucher), Emergency Solutions Grant or other similar federal or state rental assistance that is paid to a landlord on the household's behalf, are not eligible for WEHAP.
- Monthly gross household income must be equal to or less than \$20,833.00.

Before you begin, please note that you will need to gather copies of the following documents to be mailed back with your application to WCDA for review. If you have questions, please call us at (307) 253-1089 to reach someone for help with your application.

- Income documentation from each member of the household for the following income sources:
  - A. Federal stimulus or Economic Impact Payments do not count toward your income for this application.
  - B. Pay stub(s) documenting wage earnings for the month in which assistance is needed;
  - C. Social Security Statement;
  - D. Pension/Retirement Statement;
  - E. Public Assistance Statement;
  - F. Unemployment Benefit Statement;
  - G. Self-Employment Income, including current month business bank statement(s), current and month-to-date profit/loss statement; and/or
  - H. Other Income documentation.
- Expense documentation:
  - A. Current executed lease agreement (renters only);
  - B. Monthly mortgage statement (homeowners only); and/or
  - C. Hazard insurance bill or statement, if not included in monthly mortgage payment (homeowners only).

#### **PROGRAM GUIDELINES:**

The Wyoming Emergency Housing Assistance Program (WEHAP) serves eligible Wyoming residents, who, because of the COVID-19 emergency or the response to that emergency, have suffered substantial financial hardship and now lack sufficient income or resources to pay housing costs.

- Program recipients are eligible to receive emergency rent or mortgage payment assistance up to \$3,000, with subsequent month(s) of assistance contingent upon completion of a monthly *Request for Continued Assistance* form attesting to the need for on-going assistance, and subject to available funding.
- Rent or mortgage payment arrears due prior to April 1, 2020 are not eligible.

- Initial payments may include more than one month’s assistance in cases where the eligible household can demonstrate arrearages for months prior to the application, and a continuing COVID-19 related financial hardship impacting their ability to pay (or pay in full) their rent or mortgage payment. (For example, a renter applying in June may request assistance for April, May and June.)
- Wyoming Emergency Housing Assistance Program (WEHAP) will pay the difference between 10% of the household’s current gross monthly income and their eligible housing assistance costs (monthly rent or mortgage payment plus monthly hazard insurance if applicable and not paid directly by mortgage servicer), up to \$3,000/month. A housing assistance calculator is available on our webpage at: <https://wyomingcda.com>.
- Unpaid security deposits corresponding with initial lease agreements effective April 1, 2020 or later are eligible.
- Payments are made directly to landlord/property owners or mortgage servicers.

**APPLICANT INFORMATION:**

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Physical Street Address: \_\_\_\_\_  
 Physical City, County, State, Zip \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

**ELIGIBILITY CRITERIA:**

**STATE OF WYOMING PRIMARY RESIDENCE**

The members of my household live in the state of Wyoming and are requesting housing assistance for our 1-unit single family home or apartment unit that is our primary residence.

Yes  No If the answer is “no”, stop here, you are not eligible

**FINANCIAL HARDSHIP DUE TO COVID-19**

As a result of the COVID-19 emergency, my household lacks sufficient income or resources to pay rent, security deposit, mortgage payment, or hazard insurance payments due on or after April 1, 2020.

Yes  No If the answer is “no”, stop here, you are not eligible

Please indicate what COVID-19 specific circumstance still applies by checking the applicable box below:

Job loss, reduction in compensation or closure of place of employment

Attach all that may apply:

- A letter or email from employer documenting job loss, layoff, or closure of place of employment, unpaid leave of absence, reduction in hours or pay.
- Recent paystub(s) documenting decrease in wage earnings
- Unemployment insurance benefit statement

Please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Other Information: \_\_\_\_\_  
\_\_\_\_\_

If you are requesting mortgage assistance, a minimum contribution of **at least \$100.00** will be required to pay towards the monthly property tax escrow, because WEHAP funds cannot be used toward paying property taxes.

**MONTHLY GROSS HOUSEHOLD INCOME**

Please select all that apply to your household and provide current monthly gross income from each source for each household member:

- Wages or Salary                    \$\_\_\_\_\_ (per month)  
    Attach pay stubs for the month prior to each month that you are requesting assistance
  - Social Security                    \$\_\_\_\_\_ (per month)  
    Attach Social Security Statement or bank statement indicating direct deposit
  - Pension/Retirement            \$\_\_\_\_\_ (per month)  
    Attach Pension/Retirement Statement or bank statement indicating direct deposit
  - Public Assistance                \$\_\_\_\_\_ (per month)  
    Attach Public Assistance Statement or bank statement indicating direct deposit
  - Unemployment                    \$\_\_\_\_\_ State of Wyoming Unemployment (per month)  
  \$\_\_\_\_\_ Pandemic Unemployment Assistance (per month)  
    Attach Award Statement or bank statement indicating direct deposit
  - Self-Employment Income        **YES / NO** - Circle One  
    If yes, please complete the following questions:  
    Name of Business: \_\_\_\_\_  
    Date Business Opened: \_\_\_\_\_  
    Type of Business: \_\_\_\_\_  
    Current Net Monthly Income \$ \_\_\_\_\_  
    Attach most recent bank statement(s) for business  
    Attach current month and year-to-date profit and loss statement
  - Other Income                    \$\_\_\_\_\_ (per month)                    Attach documentation
- 

Does your household have zero income? **YES / NO** - Circle One

If yes, please complete the following question section:

I hereby certify that no person in my household receives income from any of the following sources:

- a. Wages or salary
- b. Social Security
- c. Pension/Retirement
- d. Public Assistance
- e. Unemployment
- f. Self-Employment
- g. Any other source not named above.

I certify that my household currently has no income of any kind and there is no imminent change expected in my financial status or employment status.

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Signature

Date

### DISCLOSURES AND CERTIFICATIONS

Applicants must report the amount of all federal loans, grants, or aid provided to them for COVID-19 related purposes, either from the CARES Act or other similarly purposed federal act, including funds from the Wyoming Business Council funded through the CARES Act for the applicant:

- (1) Believes they are eligible;
- (2) has applied or
- (3) Has received

Please indicate all such funding for which you believe you are eligible, for which you've applied, or which you have received. These funds will not necessarily disqualify you from this program but must be disclosed.

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I certify that I complied with all applicable State and County health orders related to COVID-19.

I certify that the information presented in this application is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the denial or termination of housing assistance pursuant to the Program.

I understand Wyoming Emergency Housing Assistance Program (WEHAP) will pay the difference between 10% of my household's current gross monthly income and our (monthly rent or mortgage payment plus monthly hazard insurance, if applicable and not paid directly by mortgage servicer), up to \$3,000/month. It is expected that my household will contribute 10% of our current gross monthly income towards our housing costs. If I am requesting mortgage payment assistance, I understand my minimum household contribution is at least \$100.00. **In the event my landlord/property owner or mortgage servicer does not accept partial payment from WEHAP, I understand that my household is *not entitled* to these funds and they *must be* returned to WCDA for the Wyoming Emergency Housing Assistance Program fund pool. I also understand that I may not receive funds if they are no longer available and that applications are reviewed and processed by WCDA on a first-come first-served basis. I understand that my application may be denied for a variety of reasons, including non-qualification, incomplete application and required documentation, and insufficient fund availability. WCDA retains all immunity and defenses available to it pursuant to Wyo. Stat. 1-39-104(a) and other applicable law.**

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Applicant Signature

Date

Please mail this application AND the applicable completed verification form(s) on the following pages to the address below. If you are requesting mortgage assistance, ask your mortgage servicer to complete the mortgage verification form. If for rental assistance or lot rents, please ask your landlord to complete the Landlord Verification form. Please call (307) 253-1089 if you have questions about the application. Please allow

7 business days for WCDA to receive your application and review it. WCDA is open from 8:00 a.m. – 5:00 p.m., Monday thru Friday.

WEHAP  
c/o WCDA  
P O Box 634  
Casper, WY 82602





**WYOMING EMERGENCY HOUSING ASSISTANCE PROGRAM  
MORTGAGE VERIFICATION**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOAN #: \_\_\_\_\_  
DATE: \_\_\_\_\_

Property Address (Street, City, State):  
\_\_\_\_\_

**PERMISSION FOR RELEASE OF INFORMATION**

Release: I hereby authorize the release of the requested information to WCDA. This release expires on December 31, 2020

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY CREDITOR** \_\_\_ FIRST MORTGAGE LOAN \_\_\_ CONTRACT FOR DEED/LEASE TO PURCHASE  
\_\_\_ SECOND MORTGAGE LOAN \_\_\_ MANUFACTURED HOME FINANCING

Current mortgage balance \$ \_\_\_\_\_ Monthly Payment P & I only \$ \_\_\_\_\_

Payment with taxes and insurance \$ \_\_\_\_\_ Is hazard insurance included in escrow? \_\_\_\_\_

Date of last payment \_\_\_\_\_ Next payment due date \_\_\_\_\_

FHA \_\_\_ VA \_\_\_ RD \_\_\_ FNMA \_\_\_ FHLMC \_\_\_ UNINSURED \_\_\_\_\_

Is mortgage current? Yes \_\_\_ No \_\_\_ Is mortgage currently on a forbearance? Yes \_\_\_ No \_\_\_

Additional Information: \_\_\_\_\_

Signature of Creditor  
\_\_\_\_\_

Name and Title  
\_\_\_\_\_

Payment Address/City/State/Zip  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

\_\_\_ 1<sup>st</sup> Request \_\_\_ 2<sup>nd</sup> Request