

2021 CSBG DRSF (TS Imelda) Stabilization Guidelines

1. Stabilization services are available through SETRPC to qualifying residents of Jefferson and Orange Counties impacted by Tropical Storm Imelda.
2. Appointments are to be scheduled through SETRPC. Call the number once and leave a message. Case Manager (CM) will callback and provide further instructions.

Jefferson and Orange County: (409) 550-3562

3. SETRC Stabilization will assist with the following services:
 - Utilities: Water, Light, Gas-Disconnect notices (No deposits/late fees/re-connect charges)
 - Rent: Eviction notices (No deposits, Application fees, Late fees, & Court & Filing fees)
4. Applications must be submitted with the following supporting documentation:
 - Texas Driver's License or Picture ID, Non-Expired
 - Verification of household's gross income for the 30-day period prior to date of application.
 - If proof of income is unobtainable, the applicant must complete and sign Declaration of Income Statement (DIS). DIS must also be used for households declaring zero income.
 - FEMA letter stating being directly impacted by TS Imelda.
Reflecting approval or denial of damages OR private homeowner insurance letter that reflects approval or denial of claim.
 - Utility bill(s).
 - Rental/Lease Agreement, Eviction Notice and Contact information for property owner.
5. Applicant process as follows:
 - A. **Applicant must be at or below the 200th percentile of Federal Poverty Level**
 - B. Client to call and leave message for callback.
 - C. CM to contact client and give further instructions for intake.
 - D. If Intake and supporting data received CM will proceed to make pledges (F).
 - E. If Intake and supporting documents are not received, a 5-day timeframe will be given to client for document submission. If not received by date: Denial letter will be mailed.
 - F. If other assistance outside rent/utilizes is requested a home visit will be scheduled by CM.
 - G. CM will contact utility company or property manager/owner to make pledges and notify of assistance and provide Vendor and Debarment forms to vendors. Documents to be returned to CM along with W-9.
 - H. CM to submit check requests to SETRPC.
 - I. CM to mail checks to vendors along with receipt letter for signature, receipt, and self-addressed stamped envelope. Once signed receipt is received it will be filed in client casefile.

Services may not be duplicated with CSBG DSRF funds. Applicants may receive assistance one time within a program year with CSBG DRSF funds. A cap for \$2,500 per household has been set for PY21 and may not be exceeded without prior approval of the Program Operations Manager or Program Director. Priority qualifying circumstances may include but are not limited to the elderly population, homes with children under the age of five, severely ill, disabled and life support patients.