



**HIDALGO COUNTY COVID-19  
HOMESTEAD RELIEF PROGRAM**



## Hidalgo County COVID-19 Homestead Relief Program

The **COVID-19 Homestead Relief Program** is a short-term rental and mortgage assistance program designated to help Hidalgo County residents in select cities and rural areas who have been laid off or had their incomes impacted by the spread of COVID-19. Funding for this assistance program comes directly from the Coronavirus Aid, Relief, and Economic Security Act, so only households making 200% or below of the Federal Poverty Level qualify for help. Details on if your household qualifies can be found on the FAQ'S page.

### How do I apply?

Residents can apply online at <https://hidalgocsa.org/hidalgo-county-covid-19-homestead-relief-program/> (*sample website*) or over the phone by calling 999-999-9999 (*sample phone number*). The hotline will operate Monday-Friday from 8:00am to 5:00pm.

### What documents do I need?

Applicants will need to provide proof that they have been laid off or are working reduced hours because of COVID-19's impact on the local economy. This can come in the form of proof of Unemployment Benefits beginning after March 13, 2020 or a letter from an employer stating as much. If self-employed a Declaration of Income (DIS) form will be required. Proof of combined household income for the last 30 days in the form of paycheck stubs and 2020 benefit eligibility letters (if applicable). See FAQ page for more details.

Applicants will also have to provide documentation of how many members live in the household. To prove this, applicants can provide the following documents for each member of the household:

- **Copy of photo ID for anyone 18 and over**
- **Birth certificate or Passport for every member of household**
- **SSN for every member of household**

If applying for **rent assistance**, the most recent invoice/letter showing renter's delinquency status along with a **W9** and the **Rent Assistance Form**, filled out by the Landlord, will need to be submitted.

If applying for **mortgage assistance**, the most recent statement showing delinquency or foreclosure status will need to be submitted.

All documentation can be uploaded to the online portal.



## Programa COVID-19 Homestead Relief del Condado de Hidalgo

El Programa COVID-19 Homestead Relief es un programa de asistencia de renta e hipoteca a corto plazo designado para ayudar a los residentes del Condado de Hidalgo en ciudades seleccionadas y áreas rurales que han sido despedidas, o sus ingresos se vieron afectados por la propagación de COVID-19. Los fondos para este programa de asistencia provienen directamente del Coronavirus Aid, Relief, and Economic Security Act, por lo que solo los hogares que alcanzan el 200% o menos del Nivel Federal de Pobreza califican para recibir ayuda. Los detalles sobre si su hogar califica se pueden encontrar en la página de preguntas frecuentes.

### ¿Como puedo aplicar?

Los residentes pueden presentar su solicitud en línea en <https://hidalgocsa.org/hidalgo-county-covid-19-homestead-relief-program/> (*sitio web de muestra*) o por teléfono llamando al 999-999-9999 (*número de teléfono de muestra*). La línea directa operará de lunes a viernes de 8:00 a.m. a 5:00 p.m.

### ¿Que documentos necesito?

Los solicitantes deberán presentar pruebas de que han sido despedidos o que trabajan horas reducidas debido al impacto de COVID-19 en la economía local. Esto puede venir en forma de comprobante de beneficios de desempleo a partir del 13 de marzo de 2020 o una carta de un empleador que lo indique. Si trabaja por cuenta propia, se requerirá un formulario de Declaración de Ingresos (DIS). Prueba de ingresos combinados del hogar durante los últimos 30 días en forma de recibos de sueldo y cartas de elegibilidad para beneficios de 2020 (si corresponde). Consulte la página de preguntas frecuentes para obtener más detalles.

Los solicitantes también deberán proporcionar documentación sobre cuántos miembros viven en el hogar. Para probar esto, los solicitantes pueden proporcionar los siguientes documentos para cada miembro del hogar:

- **Copia de identificación con foto para cualquier persona mayor de 18 años**
- **Certificado de nacimiento o pasaporte para cada miembro del hogar**
- **SSN para cada miembro del hogar**

Si solicita **asistencia de renta**, deberá enviar la factura / carta más reciente que muestre el estado de morosidad del arrendatario junto con un **W9** y la **Forma de Asistencia de Renta**, completado por el propietario.

Si solicita **asistencia hipotecaria**, deberá presentar la declaración más reciente que muestre el estado de incumplimiento o ejecución hipotecaria. Toda la documentación se puede cargar en el portal en línea.



# Hidalgo County COVID-19 Homestead Relief Program

[Learn More](#)



**Having Trouble Paying Your Rent or Mortgage because of COVID-19?  
The Hidalgo County COVID-19 Homestead Relief Program can help!**



## What Documents Do I Need?

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All documents can be uploaded to the online portal

**Any incomplete applications will not be taken into consideration.**



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Address



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**Step 1 of 7 - Household Information**

**Household Information**

**First Name:**    
**Last Name:**   
**Email Address:**   
**Work Phone:**   
**Cell Phone:**   
**Home Phone:**   
**Household Type:**   
**Housing Type:**   
 If you Own, Mortgage/Month   
 If you rent, Rent/Month

Does anybody from the household receive  
Income From Employment

Do you or any one in the Household  
receive any items from the list below?

If Yes, please check the box

TANF	Workers Comp	Pension	Child Support	VA Service Disability Comp
SSI	Private Disability Insurance	Retirement Income from Social Security	Allimony Spousal Support	VA Non-Service Disability Pension
SSDI	Unemployment Insurance	Earned Income Tax Credit (EITC)		

Do you or any one in the Household  
receive any items from the list below?

If Yes, please check the box

SNAP	Housing Voucher	HUD VASH
WIC	Public Housing	Child Care Subsidy
LIHEAP	Perm Supportive Housing	ACA Subsidy

**Next**

# FASTRACK

ONLINE APPLICATION FOR ASSISTANCE

## Step 7 of 7 - Upload Documents, Images & Save

Remove x ReliantBill (1) (1).pdf ●  
Remove x NP.PDF ●

[Click here to upload document](#)

Please sign by typing your name in the signature box below:

*Jane Doe*

*Client Signature*

I certify that the information provided is true and correct to the best of my knowledge and belief.

Finish & Save



## Hidalgo County COVID-19 Homestead Relief Program Rental Assistance Form

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_  
\_\_\_\_\_

Tenant Contact Phone #: \_\_\_\_\_

### ***INFORMATION BELOW TO BE COMPLETED BY THE LANDLORD/LEASING AGENCY***

Assistance Requested: Current Rent: \$ _____ Past Due \$ _____
--

This is to notify you that unless the above rent is paid by (date): \_\_\_\_\_, you are subject to eviction.

Landlord agrees to accept \$ \_\_\_\_\_ to guarantee that tenant may stay in the above residence for the next 30 days.

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing above, I certify that the above information was given by me, the landlord, for the above listed tenant. I also certify that the above information is true and complete.*

Make Check Payable to (Landlord's Name Printed): _____
Physical address for Landlord: _____
Mailing address for Landlord: _____
Email address for Landlord: _____
Landlord's Phone # _____ Fax# _____

**This form along with the W-9 must be returned by the Landlord as soon as possible for processing. County staff will notify vendor of the assistance amount client is eligible for based on funding availability and financial need.**



By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.**

You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.**

You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.**

You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



## Hidalgo County COVID-19 Homestead Relief Program FAQ's

**1. Who is eligible?** Residents of Hidalgo County rural areas and select cities who have been economically affected by COVID-19.

**2. Does my household income qualify?** All households would need to fall under the 200% federal poverty level.

<b>2020 Federal Poverty Guidelines</b>	
<b>Family Size</b>	<b>200% NTN/B.Z</b>
1	\$25,520.00
2	\$34,480.00
3	\$43,440.00
4	\$52,400.00
5	\$61,360.00
6	\$70,320.00
7	\$79,280.00
8	\$88,240.00
More than 8	Add \$8,960.00 for add'l person.

**3. How do I apply?** Applicants may apply on our website at [www.xxxxx.com](http://www.xxxxx.com) or may apply over the phone by calling 956-XXX-XXXX.

**4. What do I need to apply?**

1. Complete Application-Online or by phone (see above)
2. Identifications-(See Table 1)
3. Income Verification (See Table 2)
4. Proof of Loss Employment or Reduction of hours-(See Table 3)
5. Most recent mortgage statement showing delinquency or renter's delinquent invoice/letter.
6. W-9 Form from Landlord.

Table 1- Types of Identifications
*Picture ID or Passport for applicant and/or any members of the household 18+
* 1 of the following types of identification for household members: <ol style="list-style-type: none"> <li>1.) Birth Certificate</li> <li>2.) Social Security</li> <li>3.) Driver's License</li> </ol>

**5. What source of income(s) do I need to provide? \*The following 2020 monthly payment award letters are required.**

Table 2- Source of Income
*If you receive paycheck stubs, consecutive stubs for 30 days are required, if applicable. <ul style="list-style-type: none"> <li>• Paid weekly-4/5 paychecks stubs</li> <li>• Paid bi-weekly or Semi-Monthly- 2/3 paycheck stubs</li> <li>• Paid Monthly- 1 pay check stub</li> </ul>
* If self-employed, a Declaration of Income (DIS) form is required.
* Social Security (SS) or Supplemental Income (SSI)
*Retirement Pension
* Veterans Affairs Disability Benefits
*Child Support
*TANF
<b>**Bank Statement will not be taken into consideration.</b>

Table 3- Types of Documents/Letters
*Unemployment Benefits Denial Letter
*Letter from Employer
*Declaration of Income letter stating job loss/reduction of hours.

**6. How much can I qualify for? Once screened and approved, the following are the threshold guidelines:**

Rental Matrix Threshold		Mortgage Matrix Threshold	
Rental-1 Bedroom	\$650.00 <b>MAX of 2 months</b>	Small	\$500.00 <b>MAX of 2 month</b>
Rental-2 Bedroom	800.00 <b>MAX of 2 months</b>	Moderate	\$700.00 <b>MAX of 2 months</b>
Rental-3 Bedroom	\$950.00 <b>MAX of 2 months</b>	Medium	900.00 <b>MAX of 2 months</b>
Rental-4 Bedroom	\$1000.00 <b>MAX of 2 months</b>	Large	\$1,100.00 <b>MAX of 2 months</b>
		X-Large	\$1,500.00 <b>MAX of 2 months</b>

**7. Will the money go to my bank account?** No, you will not receive monetary funds, payments will be given directly to the vendor/landlord.

**8. Who is ineligible?** If you were not economically impacted by the COVID-19 pandemic (i.e. continuation of job with no reduction of hours or paid full benefits regardless if company was not operation)

**10. How many households does Hidalgo County anticipate to assistance?** Hidalgo County's goal is to facilitate the **COVID-19 Homestead Relief Program** to provide mortgage/rental assistance to an estimated 4,150 city and rural households in Hidalgo County affected by the pandemic.

Rental Assistance	Maximum Amount of Assistance	Duration in Months	Total Assistance	Total Potential Assists	Total Expense
1 Bedroom	\$ 650.00	2	\$ 1,300.00	450	\$ 585,000.00
2 Bedroom	\$ 800.00	2	\$ 1,600.00	500	\$ 800,000.00
3 Bedroom	\$ 950.00	2	\$ 1,900.00	700	\$ 1,330,000.00
4 Bedroom	\$ 1,000.00	2	\$ 2,000.00	250	\$ 500,000.00
<b>Total Rental Assists</b>				<b>1900</b>	<b>\$ 3,215,000.00</b>

Mortgage Assistance	Maximum Amount of Assistance	Duration in Months	Total Assistance	Total Potential Assists	Total Expense
Small	\$ 500.00	2	\$ 1,000.00	500	\$ 500,000.00
Moderate	\$ 700.00	2	\$ 1,400.00	600	\$ 840,000.00
Medium	\$ 900.00	2	\$ 1,800.00	450	\$ 810,000.00
Large	\$ 1,100.00	2	\$ 2,200.00	400	\$ 880,000.00
X Large	\$ 1,500.00	2	\$ 3,000.00	300	\$ 900,000.00
<b>Total Mortgage Assists</b>				<b>2250</b>	<b>\$ 3,930,000.00</b>
<b>Project Total Assists</b>				<b>4150</b>	<b>\$ 7,145,000.00</b>
<b>Total Direct Cost to assist 4,150 families with 2 month assist at described levels.....</b>					<b>\$ 7,145,000.00</b>

Program Calendar and Production	Days	Total Expense
June 1-June 12	10	
June 12-October 30	125	
Nov 1-30	17	
Dec 1-30	20	
<b>Number of clients per day needed to reach target</b>	<b>33.2</b>	
<b>Number of Caseworkers assigned per project</b>	<b>8</b>	
<b>Number of Cases per Day Needed</b>	<b>4.150000</b>	
<b>Average Expenditure per client per worker Required to Reach Spend Out</b>		<b>\$ 1,721.69</b>





**Personnel - B.1**

<b>Subrecipient:</b>	<b>Hidalgo County Community Services Agency</b>		
			\$ -
			\$ -
			Subtotal Section 2: <b>\$ 219,405.67</b>
<b>Total Personnel Tab</b>			<b>\$ 273,060.59</b>

Fringe - B.2

<b>Subrecipient:</b>	Hidalgo County Community Services Agency	
<b>Fringe Benefits</b>		
<b>Section 1: Administrative &amp; Management Staff</b>		
<b>Items</b>		<b>Amount</b>
F.I.C.A		\$ 4,104.60
Unemployment		\$ 611.67
Workman's Comp. Insurance		\$ 112.68
Health Insurance		\$ 4,200.00
Dental Insurance		\$ -
Life Insurance		\$ 22.68
Retirement Contribution		\$ 2,000.00
<b>Others (List):</b>		
Subtotal Section 1:		\$ 11,051.62
<b>Section 2: Program Staff/Direct Client Support Staff</b>		
<b>Items</b>		<b>Amount</b>
F.I.C.A		\$ 16,784.53
Unemployment		\$ 2,501.22
Workman's Comp. Insurance		\$ 460.75
Health Insurance		
Dental Insurance		
Life Insurance		
Retirement Contribution		
<b>Others (List):</b>		
Subtotal Section 2:		\$ 19,746.51
<b>Total Fringe Benefits Tab</b>		<b>\$ 30,798.13</b>

Travel - B.3

<b>Subrecipient:</b>		<b>Hidalgo County Community Services Agency</b>	
<b>Travel</b>			
	<b>Miles</b>	<b>x Fed. Rate*</b>	<b>Amount</b>
Local Travel <b>(*Rate cannot be higher than the Federal rate)</b>	5,000	0.575	\$ 2,875.00
Per Diem			
Non-Local Travel			
<b>Total Travel Tab</b>			<b>\$ 2,875.00</b>



**Supplies - B.5**

<b>Subrecipient:</b>	<b>Hidalgo County Community Services Agency</b>	
<b>Supplies</b>		
Office Supplies	\$	7,000.00
Maintenance Supplies	\$	1,000.00
Program Supplies		
<b>Others (List):</b>		
<b>Total Supplies Tab</b>	<b>\$</b>	<b>8,000.00</b>

**Contractual - B.6**

<b>Subrecipient:</b>	<b>Hidalgo County Community Services Agency</b>		
<b>Contractual</b>			
Budget Items (Categories)	Total Cost	% Budgeted to Hidalgo County Relief Program	Amount(s) Budgeted to Hidalgo County Relief Program
Legal Services			\$ -
Audit Services	\$30,000.00	10%	\$ 3,000.00
Accounting Services			\$ -
Other Costs			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal (CSBG):			\$ 3,000.00
<b>Total Contractual Tab</b>			\$ 3,000.00

**Note: "TOTAL" on this page must equal "Contractual" line item on the "Summary Page 1"**



**Client Services - B.7**

<b>Subrecipient:</b>	<b>Hidalgo County Community Services Agency</b>		
<b>DIRECT CLIENT SERVICES</b>			
<b>DIRECT CLIENT SERVICES SECTION</b>			
<b>List the type of assistance to be provided with the budgeted funds (EXCLUDING Direct Client Services Support Staff salary and fringe benefits):</b>	<b>Total Costs</b>	<b>% Budgeted to Hidalgo County Relief Program</b>	<b>Amount Budgeted to Hidalgo County Relief Program</b>
Mortgage and Rental Assistance	\$7,145,166.28	100.0%	\$ 7,145,166.28
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Subtotal for DIRECT CLIENT ASSISTANCE:			<b>\$ 7,145,166.28</b>
<b>Total DIRECT CLIENT SERVICES</b>			<b>\$ 7,145,166.28</b>