

Proof of Ownership

- Deed (Warranty, Trustee, Quit Claime, etc.)
- Fee Simple Title
- Life Estates/Trusts
- Court Order
- Act of Donation

For manufactured homes:

- Certificate of Title
- Bill of Sale
- Registration Certificate

Proof of Primary Residence at the Time of the Disaster

- 2017 Homestead Exemption
- Government-issued ID issued prior to September 11, 2017
- Utility bill showing service for 6 months prior to the respective disaster
- 2017 IRS Tax Return
- 2017 Vehicle Registration or Renewal

Proof of Insurance

- Homeowner's Insurance Declaration Page
- Flood Insurance declaration page, if applicable
- Wind Insurance declaration page, if applicable
- Verification of No Insurance (see case manager for form)

Documentation of Damage

- FEMA Letter
- SBA Letter
- Private Insurance Claim Statements
- NFIP Claim Documentation
- Private or Non-Profit Repair Assistance Documentation
- Damage Inspection Report(s)



HOW TO APPLY

All citizens interested in applying to the HRRP should complete the City of Brunswick's Disaster Recovery HRRP Survey located at www.brunswickga.org/. Once the survey is completed and submitted, a preliminary review will be conducted by a program case manager. After the review is completed, a case manager will call you to set up an appointment to visit the CDBG-DR Outreach Center. You will be required to bring all supporting documentation to your appointment. During your appointment, a case manager will assist in completing the application process. **The Outreach Center is located at 503 Mansfield Street, Brunswick, GA 31520.**

HRRP PROGRAM PHASES



EQUAL HOUSING OPPORTUNITY

More information about the HRRP can be found at
www.brunswickga.org/
 or call 912-280-1999



HOMEOWNER REHABILITATION & RECONSTRUCTION PROGRAM (HRRP)

PROGRAM OVERVIEW

Through an agreement with Georgia Department of Community Affairs, the City of Brunswick's CDBG-DR Homeowner Rehabilitation and Reconstruction Program (HRRP) offers assistance for eligible homes damaged by Hurricane Irma. Applicants may be eligible to receive program assistance up to \$75,000 for a repair and \$150,000 for reconstruction. Assistance will be determined based upon applicant eligibility, meeting income requirements, estimate of required repairs and a duplication of benefits (DOB) analysis of other financial resources that the applicant may have received as a result of the disaster occurrence. Construction activities will be provided through a pool of qualified contractors who will perform the repair or reconstruction of the damaged property. **More information about the HRRP can be found at www.brunswickga.org/.**

PROGRAM PRIORITIES

Although these are not absolute requirements to receive program assistance, for the first forty-five (45) days, priority will be given to applications meeting any one of the following criteria:

- Household income that is 80% of less of the area median income (AMI)
- Applicant or household member 62 years of age or older
- Applicant or household member with a disability
- Has a child in the household younger than 18 years of age

Applicants not meeting any of the above priorities may still apply to the HRRP. These applications will be reviewed after the forty-five (5) day priority period.

REQUIRED DOCUMENTS

Applicants will be required to bring all relevant documentation to their appointment at the Outreach Center. Once the appointment is confirmed, the case manager will assist the applicant with document verification as well as application submission.

DR Homeowner Rehabilitation and Reconstruction Program (HRRP)

Application Document Checklist

The following list provides examples of documents that an applicant will need to provide for completion of an application for the HRRP. The list is not all-inclusive and other documents may be acceptable. In addition to the documents required, completion of all programmatic forms is required. Additional documentation may be requested at any step in the application process.

Government-Issued Photo Identification [Applicant and/or co-applicant(s)]

- State of Georgia Driver's License
- State of Georgia Non-Driver Photo ID
- U.S. Passport

Proof of Citizenship/Lawful Presence

- Valid U.S. Birth Certificate
- U.S. Passport
- Certificate of Naturalization
- Certificate of Citizenship
- State of Georgia Driver's License with Secure ID
- State of Georgia Enhanced Non-Driver Photo ID Card
- Alien Number or I-94 Admission Number (for qualified aliens only)

Income information

[All adult household members]

- Signed/Submitted IRS Tax Return (most recently submitted Form 1040)

In certain circumstances it may be acceptable to provide the following documents

- Paystubs (up to 4 from the most recent 30-day period before date of application)
- Letter from employer stating rate of pay and frequency
- Benefit Verification (Social Security Disability Insurance (SSDI), TANF, pension, annuity, etc.)
- Unemployment benefit letter (must include benefit amount and frequency)

ELIGIBILITY REQUIREMENTS

Homeowners meeting the requirements below may be eligible for assistance:

- Property was damaged by Hurricane Irma and still needs at least \$3,500 in repairs.
- Property must be located in zip code 31520
- The homeowner currently owns and occupies the property as their primary residence and also owned the property at the time Hurricane Irma occurred.
- Income does not exceed 120% of the area median income

If you have heirs property/tangled title issues, our partners at Georgia Heirs Property Law Center may be able to help you clear your title.

