



Department Use Only
Date Stamp

Application for COVID 19 Pandemic Oklahoma Natural Gas Relief Program

How to apply for Relief

1. Fill out the application below. For each section, read the instructions carefully and answer every question. If your application is not complete, it could be delayed or turned down.
2. Return your completed application to the City of Claremore Utility Billing Office at 104 S. Muskogee Ave.

When to apply for Relief

- **Relief will be available on a first come first served basis starting February 1st and run until all funds are exhausted.**
- Outstanding balances dating back to August 30th 2021, for six consecutive months only, may be eligible for relief.
 - *Example- applicant’s account becomes delinquent after August 30th 2021 and before the funds are expended then the program may (after confirmation of eligibility) expend funds to make applicant’s account whole.*

After you send your application

The Director of Community Development will review applications provided weekly:

- If your application is not complete, it will not be considered.
- After application is received confirmation of Oklahoma Natural Gas (ONG) Account.
- Director will apply payment voucher to the account and transmit funds to ONG monthly.

Important:

- This program is only available to citizens of Claremore that live within the corporate limits of the city.
- Need must arrive or be related to the Covid-19 pandemic.
- Relief is only available for residential ONG accounts.
- Delinquent accounts are the only accounts eligible for relief.
- Late fees, cutoff fees or any other administrative costs are not eligible for relief.
- **After application has been received, applicant must contact their ONG representative to verify a payment voucher has been applied.**
- **The City is not responsible for any ONG actions such as cutoffs and it is the responsibility of the account owner to ensure they are in communication with ONG to confirm status of their account.**

Please do not contact the City after application is submitted as ONG is the recipient of the grant funds as part of a payment services agreement with the City of Claremore.

Part 1 – Contact Information/Address Corrections

Fill in your current home address or make any necessary corrections if the home address on the application is not current. Also, if possible, please list a phone or message number so we can contact you if we have questions. This will help avoid delays as we review your application.

Name/Names on Account

Home Address		City	State	Zip Code
Mailing Address (If different from home address)		City	State	Zip Code
County of Residence	Email	Phone Number	ONG Account Number	

Part 2 –Self Declaration Form

Declaration of Employment:

I _____ declare that my principal employment has been impacted by COVID-19 and that presently: I am working I am not working (Check One)

Declaration of Income and Family size:

I also certify that a total of _____ people (including spouse, children, parents, grandparents, etc.) are living in my household.

Using the attached HUD Guidelines (pg. 7 of 7):

I certify that my household income is or is not within the LMI standards as set forth by HUD

Declaration of Assistance:

I declare that I have received the following assistance from other sources:

I certify that the information that I provided is correct and true. I understand that this information will be used to determine my eligibility for assistance and if there is information found to be duplicative, I may be required to repay funds.

Applicant Signature: _____ **Date:** _____

Part 3 – Duplication of Benefits Declaration

The Declarant must be the head of household applying for financial assistance under the CDBG-CV Pandemic Utility Relief Program.

By signing this Affidavit, the applicant certifies to the accuracy of the information provided.

Financial assistance available under this program comes from the U.S. Department of Housing and Urban Development (HUD). If fraud is committed to obtain housing or utility assistance from HUD, the applicant could be 1) required to repay all overpaid assistance received, 2) fined, and/or 3) imprisoned.

Declaration

This declaration shall be considered part of the application for grant assistance through the CDBG-CV Pandemic Utility Relief Program and is incorporated therein.

Read this carefully to be sure the information in it is true and complete before signing. The information affirmed by this declaration and included in the application is subject to verification by HUD, The Oklahoma Department of Commerce Community Development Division, the City of Claremore, and their respective agents.

The undersigned, hereinafter referred to as “Declarant,” affirms as follows:

1. The information provided herein and in the accompanying application is true and accurate.
2. Declarant has experienced a job loss, reduction of hours, or significant reduction in income related to the COVID-19 health crisis.
3. Declarant has not fully replaced lost income with other sources, including supplemental employment, income payments, or any other grant, subsidy, or gift.
4. Declarant owns or rents the home/apt. (check one): Own
 Rent
5. Declarant is unable to afford housing or utility payments as a result of the health crisis.

By executing this Declaration, Declarant acknowledges and understands that Title 18 of United States Code Section 1001 makes it a violation of federal law for a person to knowingly and willfully:

- (a) falsify, conceal, or cover up a material fact;**
- (b) make any materially false, fictitious, or fraudulent statement or representation; or**
- (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government**

[Signatures on Subsequent Page]

Declarant's Signature

(Print Applicant Name)

Co-Applicant's (if any) Signature

(Print Co-Applicant (if any) Name)

Part 4 – Your Consent for the City of Claremore to Process (Review) This Application

Read the Consent for Processing in the box below and sign. **If you do not sign and date the application, your application will not be processed.**

I hereby apply for assistance under CDBG-CV Pandemic Utility Relief Program. I declare that the information I have given is true, correct, and complete to the best of my knowledge.

I understand that I may be fined, imprisoned, or both under state or federal law if I make false statements on this application in order to get benefits I am not entitled to receive.

Signature

Date

U.S. DEPARTMENT OF HUD
 STATE:OKI AHOMA

----- 2021 ADJUSTED HOME INCOME LIMITS -----

PROGRAM 1 PERSON 2 PERSON 3 PERSON 4 PERSON 5 PERSON 6 PERSON 7 PERSON 8 PERSON

Tulsa, OK HUD Metro FMR Area

30% LIMITS	15150	17300	19450	21600	23350	25100	26800	28550
VERY LOW INCOME	25200	28800	32400	36000	38900	41800	44650	47550
60% LIMITS	30240	34560	38880	43200	46680	50160	53580	57060
LOW INCOME	40350	46100	51850	57600	62250	66850	71450	76050