



Boynton Beach Faith-Based CDC, Inc. City of Boynton CDBG-CV Program  
Client File Checklist

- \_\_\_\_\_ Affidavit of COVID-19 Impact Form & Supporting Documents
- \_\_\_\_\_ Household Income & Expense Budget
- \_\_\_\_\_ Application
- \_\_\_\_\_ Driver's License / ID Card for applicant only
- \_\_\_\_\_ Social Security Cards for applicant and each family member
- \_\_\_\_\_ Birth Certificate for anyone under the age of 18 living at home
- \_\_\_\_\_ Release of Information FORMS 1 & 2
  - \_\_\_ City of BB/BBFBCDC
  - \_\_\_ PBC Client Tract

\_\_\_\_\_ **Proof of Income**

- \_\_\_ Paystubs (*3 months from each employer, Screen view is not acceptable*)
- \_\_\_ Tax Return, W-2
- \_\_\_ Benefit Letters
  - \_\_\_ SNAP Benefits
  - \_\_\_ Retirement Benefits (*SSA, Pensions, etc*)
  - \_\_\_ Social Security Disability
  - \_\_\_ Unemployment Benefits
- \_\_\_ Child Support
- \_\_\_ Section 8 Assistance Voucher
- \_\_\_ Bank Statements (*most recent 3 months*)

\_\_\_\_\_ **Lease Agreement**

- \_\_\_ 3-Day Notification
- \_\_\_ Eviction Notification