



INSTRUCTIONS FOR APPLYING

This application is for the Hartford Flood Compensation Program administered by the Connecticut Office of the State Comptroller (OSC).

This program, signed into law by Governor Lamont in the 2024-2025 biennium budget, provides financial reimbursement for damage and repairs to eligible owners of real and/or personal property in the City of Hartford who experienced damage caused by flooding on or after January 1, 2021.

Beginning Sept. 1, 2023, applications will be available:

1. **Online:** osc.ct.gov/hartfordflood
2. **In person:** Blue Hills Civic Association, 1229 Albany Ave, Third Floor, Suite 306, Hartford, CT 06112. Call 860-560-7360 for hours and information.
3. **By mail:** Please contact Blue Hills Civic Association to request an application be mailed or dropped off to your home as well as for assistance completing the application by calling 860-560-7360.

Completed applications and supporting documentation must be submitted in one of the following ways:

- **By mail:** Attention: Office of the State Comptroller/Hartford Flood Compensation Program, 165 Capitol Ave., Hartford, CT 06106
- **By email:** HartfordFloodHelp@ct.gov
- **In-person:** Blue Hills Civic Association, 1229 Albany Ave, Third Floor, Suite 306, Hartford, CT 06112

STEP-BY-STEP APPLICATION AND REVIEW PROCESS

- **STEP 1:** Complete Application and gather supporting documentation (including proof of Hartford residency, proof of ownership of property and all insurance documentation (including policies and claim information) - if applicable)
- **STEP 2:** Mail or email application WITH supporting documentation to the locations outlined above.
- **STEP 3:** An eligibility determination (or request for additional information) will be made within 30 days of receipt of your completed application (applications are only complete once all supporting documentation has been provided).

- If an applicant is deemed eligible, applicant must contact an estimator or contractor (approved by the program administrator) who will conduct an onsite visit to verify the damages and complete an estimate verifying the cost to repair those damages. In some instances, a virtual inspection, photos, or video documentation of damages can be submitted instead of an onsite visit (at the direction of the program administrator). All documentation, estimates, photos, and videos will be reviewed and approved, denied, or modified by the program administrator.
- **STEP 4:** Once an administrator's final determination is made, payments will be mailed to approved applicants at the residential address provided on their application. Those wishing to appeal any decision by the administrator must do so in writing and send to the Office of the State Comptroller at 165 Capitol Avenue, Hartford CT 06106. All appeal determinations by the Comptroller and/or its third-party administrator will be final.

SUPPORTING DOCUMENTATION NEEDED

- ✓ 2 Forms of Proof of Identity. Acceptable forms of identity are listed in the next section.
- ✓ 2 Forms of Proof of Hartford Residency. Acceptable forms of Hartford residency are listed in the next section.
- ✓ Proof of ownership of real property. Acceptable proof of ownership is a property tax bill.
- ✓ Copies of documentation of any insurance claims submitted and/or paid out.
- ✓ Documentation showing repairs that have already been completed.
- ✓ Inspection report, once deemed eligible by program administrator

ACCEPTED PROOF OF IDENTITY DOCUMENTATION (You must present copies of two (2) forms of identity proof):

- ✓ US or US Territory Birth Certificate or Registration of Birth (Hospital issued and Puerto Rico issued prior to July 1, 2010, not acceptable; foreign place of birth see Non-US Born)
- ✓ US Passport or Passport Card
- ✓ Foreign Passport
- ✓ Certificate of Naturalization (N-550 or N-570)
- ✓ Certificate of Citizenship (N-560 or N-561)
- ✓ Permanent Resident Card (I-551)
- ✓ US Consular Report of Birth Abroad (FS-240, DS-1350 or FS-545)
- ✓ Social Security Card
- ✓ Connecticut issued ID card, driver's license, or learner's permit
- ✓ Out of State US photo driver's license £ US Territory or Canadian photo driver's license
- ✓ Out of State US or Canadian issued photo learner's permit
- ✓ Certified school transcript
- ✓ Baptismal certificate or similar document

- ✓ Marriage or Civil Union Certificate
- ✓ Court Order: Must contain full name and date of birth (i.e., name change, adoption, marriage, or civil union dissolution)
- ✓ Connecticut State Permit to Carry Pistols or Revolvers
- ✓ US Military ID or dependent card with photo
- ✓ Military discharge/separation papers (DD-214)
- ✓ State or Federal Employee Identification with signature and photo and/or physical description with or without date of birth
- ✓ CT Department of Correction certificate (CN101503)
- ✓ Pilot's license (issued by the US DOT Federal Aviation Administration)
- ✓ Employment Authorization Document (I-766 or I-688B)
- ✓ Veteran Health Identification Card (VHIC)
- ✓ Federally Recognized Tribal Member ID card
- ✓ DHS Trusted Traveler Cards (Global Entry, NEXUS, SENTRI, FAST)

ACCEPTED PROOF OF HARTFORD RESIDENCY DOCUMENTATION: You must provide copies of two (2) different forms of documentation from the list below to prove Connecticut residency. These documents must Show your name and your Hartford residence address, be dated within ninety (90) days (unless stated otherwise below) and be computer generated (typed).

Acceptable Documents are:

- ✓ Postmarked mail
- ✓ Bill from a bank or mortgage company, utility company, credit card company, doctor, or hospital
- ✓ Bank statement showing the bank's name and mailing address
- ✓ Pre-printed pay stub showing your employer's name and address
- ✓ Property or excise tax bill dated within the previous twelve (12) months
- ✓ Valid unexpired CT driver's license, learner's permit, or ID card with the same address
- ✓ Current valid homeowner's, renter's policy or motor vehicle insurance card or policy dated within the previous 12 months
- ✓ Current valid Connecticut motor vehicle registration
- ✓ Current motor vehicle loan statement for a motor vehicle registered in your name
- ✓ Residential mortgage, lease or rental contract showing signatures from all parties needed to execute the agreement and dated within the previous twelve (12) months
- ✓ Change-of-address confirmation from the United States Postal Service showing your prior and current address (Form CNL107)
- ✓ Official school records showing enrollment
- ✓ Report card

APPLICATION CHECKLIST

- ✓ Completed Application
- ✓ Supporting documentation
- ✓ Inspection report, once deemed eligible by administrator