



Dear Homeowner:

Thank you for your interest in the City of Northglenn's **Help For Homes Program**. Enclosed is the program guidelines and application form. Please complete the application and return it by mail or in person, to City of Northglenn, Attn: Debra Gray, Housing and Grants Administrator, 11701 Community Center Drive, PO Box 330061, Northglenn, CO 80233-80601. Please be sure to include all the required documents as listed below:

### **DOCUMENTS REQUIRED WITH THIS APPLICATION**

- Copy of most recent pay stub for all members of household with income
- Copy of previous year's tax return for each member of household
- Copy of property insurance
- Copy of Deed to verify ownership of property
- You must be a legal U.S. resident and be able to verify legal status.

You **must** come to the City of Northglenn **in person** between the hours of 8:00am and 5:00pm, Monday-Friday, with an original form of ID to verify your legal status. Acceptable forms of ID are Colorado Driver's License, a Colorado State ID Card, a US Military Card or dependant's military card, a US Coast Guard Merchant Mariner Card, or a Native American Tribal document. *A copy is not acceptable.* Please call Tammy Guenther at 303-450-8824 to make an appointment prior to coming to the City with your ID.

The City will not be able to process your application until we have your ID on file. Applications will be processed on a **FIRST COME, FIRST SERVE BASIS** based on the date when **ALL** of the requested information is received by the City of Northglenn.

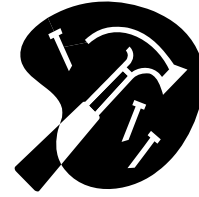
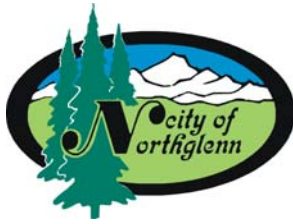
The goal of the Help for Homes program is **to improve the health, safety and sanitary conditions of the homes of low and moderate-income homeowners** who do not have the financial means or physical ability to make the needed repairs themselves.

Please direct any questions to my attention at 303-450-8931.

Sincerely,

Debra Gray  
Housing and Grants Administrator

Enclosures



# Help for Homes Program

## PROGRAM GUIDELINES

The Help for Homes (HFH) Program is the City of Northglenn’s owner-occupied home repair assistance program. Homeowners who meet program guidelines are eligible to have minor repairs performed on their home, free of charge. The Help for Homes Program is funded by the Community Development Block Grant (CDBG) Program.

The goal of the Help for Homes program is **to improve the health, safety and sanitary conditions of the homes of low-and moderate-income homeowners** who do not have the financial means or physical ability to make the needed repairs themselves.

Any questions about the HFH Program should be directed to 303-450-8931. A homeowner application is attached and should be returned by mail or in person, to City of Northglenn, Attn: Debra Gray, Housing and Grants Administrator, 11701 Community Center Drive, PO Box 330061, Northglenn, CO 80233-80601. A staff member will contact each applicant upon receipt of a completed application to start the selection process.

### Selection Process

All applicants must meet the criteria listed below and provide proof of eligibility for participation in the HFH Program.

- You must own your home and live in it.
- Home must be located within the city limits of Northglenn
- Household income cannot exceed 80% of the Area Median Income (AMI) adjusted for family size (see chart) \*\*
- Taxes on the property must not be delinquent
- Must be a legal resident of the U.S.

2008 Income Limits

Household Size	80% Median
1 Person	\$40,200
2 People	\$45,950
3 People	\$51,700
4 People	\$57,450
5 People	\$62,650
6 People	\$66,650

Homeowners who do not meet the criteria to participate in the Help for Homes Program will be referred to an appropriate program that may be able to address their needs.

The City of Northglenn will provide a total of \$70,000 for the general repair program. Eligible homeowners can receive grants up to \$3,500. Approximately twenty (20) households will receive services through this program.

A total of \$30,000 will be available for the code violation referral program. Eligible homeowners can receive grants up to \$1,000 for repairs to correct cited code violations. Approximately thirty (30) households will receive services through this program.

**Eligible Repairs:** All activities eligible for both programs must address the physical structure of the house. Examples of eligible activities include, but are not limited, to the following:

- Minor roofing repairs
- Minor plumbing repairs
- Minor electrical repairs
- Accessible doorways

- Installation of ramps
- Roll-in showers
- Grab bars and permanently attached physical-assist apparatus
- Medically necessary air-conditioning (requires doctors prescription)
- Hearing-impaired smoke detection equipment
- Specialty plumbing fixtures
- Lowering of light switches
- Other permanently attached fixtures determined to be of assistance in removing architectural barriers
- Other similar work, as authorized
- Cited code violations that are not landscaping

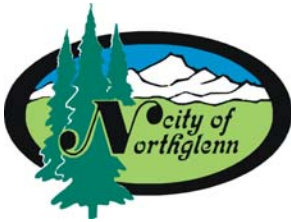
The following are considered luxury items and are not allowed:

- Flooring such as tile, hard wood floors, etc. that exceeds the comparable cost of vinyl or carpet.
- Hot tubs, whirlpool baths, steam showers
- Patios or decks
- Installation of fireplaces
- Items above standard grade or in excess of approved specifications
- Room additions
- Most landscaping – reviewed case-by-case
- Sprinkler installation
- Most concrete work – reviewed case-by-case
- Installation of new fencing

### **Process**

1. Homeowner application received by City
2. City staff contacts homeowner to verify preliminary eligibility for the program (i.e., income, homeownership status, etc.)
3. City staff inspects the home for repairs requested to determine the needed repairs.
4. City contractor inspects the home. This inspection is used to determine if the repairs can be performed through the scope of the Help for Homes program.
5. Contractor submits work order to the City for approval.
6. City staff approves or denies work order.
7. If approved, City contractor perform the repairs. If denied, homeowner is referred to alternate programs.
8. Upon completion of repairs, Contractor shall notify City inspector and obtain a final inspection which applicant must also certify as being complete.

\*\*Individual income for each household member will be based on the adjusted gross income as defined for purposes of reporting under the IRS Form 1040.



# Help for Homes Program

## HOMEOWNER APPLICATION FOR ASSISTANCE

The following information is required to determine whether you qualify for participation in the program. All information requested in this application is required to determine eligibility for the program. **All personal information will be held in strict confidence.**

Date: \_\_\_\_\_

### Homeowner Information

Name of Applicant: \_\_\_\_\_

Names of Co-Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_

Physical Disabilities: \_\_\_\_\_

How did you hear about Help for Homes? \_\_\_\_\_

### Home Information

What year was your home built? \_\_\_\_\_

How long have you lived in your home? \_\_\_\_\_

Do you own your home? \_\_\_\_\_

Do you intend to sell your home within the next year? \_\_\_\_\_

What repairs and/or maintenance **in order of priority** does your home need? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Income Information

2008 Total Household Income Limits  
(Annual limits on Income Per Household Size)

1	2	3	4	5	6	7	8
\$40,200	\$45,950	\$51,700	\$57,450	\$62,050	\$66,650	\$71,250	\$75,850

Total Number of Persons in Household: Adults (s): \_\_\_\_\_ Children (under age 18): \_\_\_\_\_

Total Annual Income of Household: \_\_\_\_\_

### HOUSEHOLD COMPOSITION

**List all occupants** living at this address. List includes you (the applicant), co-applicant, your children and any others living in the residence listed at the above address.

Name	Birth Date	Occupation	Files IRS Tax Return?	Receives Retirement Income?	Receives Soc. Sec Income?
(applicant)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(co-applicant)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 1)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 2)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 3)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 4)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 5)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
(occupant 6)			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please submit copies of supporting documents with your application for all boxes checked yes.

Individual income for each household member will be based on the adjusted gross income as defined for purposes of reporting under the IRS Form 1040.

Household Income	Monthly Gross	Yearly Gross Income
Applicant	\$	\$
Co-Applicant	\$	\$
Others (listed above)	\$	\$
Total	\$	\$

#### **Release of Liabilities**

I (We) hereby agree to indemnify and hold harmless the City of Northglenn, its officers, agents, employees and subgrantees for the HFH Program against all liabilities, judgments, costs, and expenses arising out of, or in consequence of, housing rehabilitation or repairs provided as part of the City of Northglenn's Help for Homes Program.

#### **Applicant's Certifications**

The applicant(s) hereby certifies that he/she is the owner-occupant of the property to be repaired and that the property is his/her principal residence. The applicant also certifies that all information provided in this application, including the income information, is true and correct to the best of the applicant's knowledge and belief. I (We) understand that any discrepancy or omission in the information provided may disqualify me from participation in the Help For Homes Program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date