



March 2010

Dear Homeowner:

Thank you for your interest in the City of Northglenn's **Help For Homes 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.

Enclosed are the program guidelines and application form. The first step is to determine if you meet the guidelines. The second step is to verify that the repair you are requesting is on the list of eligible repairs. If you meet the program guidelines and your repair is eligible, please proceed to gather the documentation.

Please be sure to include all the required documents as listed below:

DOCUMENTS REQUIRED WITH YOUR COMPLETED APPLICATION

- Copy of most recent pay stub for all members of household with income
- Copy of 2009 tax return for each member of household (Please black out all Social Security Numbers.)
- 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

Please call Jeanette Sánchez at 303-450-8935 to make an appointment to review your application and document your legal status. It is required that the applicant come to the City Hall **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 note: The City will not be able to process your application until we have your ID on file.

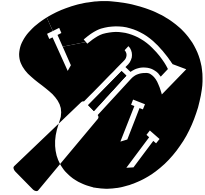
Applications will be processed on a **FIRST COME, FIRST SERVED BASIS** based on the date when the application is complete, including **ALL** of the requested information.

We look forward to many residents benefitting from these federal funds. We all share the goal of safe, healthy homes Please direct any questions to my attention at 303-450-8935. I look forward to working with you.

Sincerely,

Jeanette Sánchez
Neighborhood Program Specialist

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 by Brothers Redevelopment, Inc. 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.

Please call Jeanette Sánchez at 303-450-8935 to make an appointment prior to coming to the City with your ID and your completed application. Applications will be processed on a **FIRST COME, FIRST SERVED BASIS** based on the date when **ALL** of the requested information is received by the City of Northglenn.

Selection Process

All applicants must meet the criteria listed below and provide proof of eligibility for participation in the Help for Homes program.

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

** 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.

Help for Homes 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

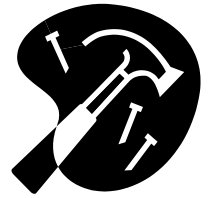
The following are considered luxury items and are **not** allowed:

- 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 meets with City staff to review application/documentation and verify *preliminary* eligibility
2. City staff contacts homeowner to verify eligibility for the program
3. Once eligibility is determined, the City communicates with the city's contractor and requests a home inspection and a bid on the project.
4. The city's 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 performs 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: _____

Name of Co-Applicant: _____

Property Address: _____

Home Phone No. _____ Work Phone No. _____

Email Address: _____

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? _____

Have you received home repair assistance from the City of Northglenn before: Yes No

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

Income Information

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 Number of Persons working in Household? _____

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	\$ _____	\$ _____

