



CITY OF COLORADO SPRINGS HOUSING DEVELOPMENT EMERGENCY REPAIR PROGRAM

APPLYING FOR EMERGENCY REPAIR SERVICES

Energy Resource Center weatherizes homes for low-income and medium income households. We also have different funding sources to help with emergencies. ERC partners with the City of Colorado Springs Housing Development Division as subcontractor for emergency repairs. You may have been referred to our office because you are having an emergency regarding your heating system, hot water heater, sewer, plumbing, electrical, or glass. Maintenance repairs do not qualify as an emergency.

Our services are income based, and you must income qualify to receive assistance. Please complete the attached application and income asset form. The emergency repair funds are for homeowners of houses and mobile homes.

To qualify, you must **provide gross household income for the past 3 months from** all the persons that receive income in your household. Documents needed include pay stubs for the past three months from the date of your application, current year Social Security award letter, retirement proof, annuity, VA benefits, disability award letter for current year, alimony, child support, workers comp, unemployment benefits for the past three months and any rental income. If you are self-employed, please submit business ledgers and two years tax returns.

*****Applicants must also provide a recent bank statement and fill out the income and asset form that is attached to the application.***** Also required is a valid copy of a Colorado Driver's license or Colorado ID, Military ID, or Passport of the person applying for the emergency repair.

The Emergency Repair program is funded by the Federal Community Development Block Grant Program (CDBG).

Bringing your completed application into our office is the quickest process. If you need copies made of your income proof you may bring the completed application to our office and we will make copies for you. We are located off Platte Avenue & Powers Blvd out by the K-mart shopping center between Palmer Park and Galley. Our address is 5920 Paonia Court. Turn down Omaha Blvd off of Powers to get to our office. We are open Monday through Friday from 7:30 am until 4:00 pm. (weather permitting). If you have further questions, please call 591-0772.

You may also fax your information to our office at (719)591-0885; however, photo IDs do not fax well, and we must be able to read your Colorado Driver's License number. You may also e-mail your information to: carmenm@erc-co.org

Once you have been approved for the emergency repair, ERC will contact you to send out a technician do an assessment service call, usually within 24 to 48 hours depending upon our current workload.





City of Colorado Springs Housing Rehabilitation Emergency Repair Program 2013
 Subcontractor: Energy Resource Center / 114 W. Rio Grande Street / Colorado Springs, CO 80903

1. APPLICANT INFORMATION (please print)

Last Name:	First Name:	Date of Birth:
Property Address:		Zip:
Home Phone #:	Cell # :	E-mail:
Head of household: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No Employed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other		
Co Applicant Name:		Date of Birth:

2. HOUSEHOLD INFORMATION:

Total number of persons residing in your home: _____ Number of adults over 18 in your household: _____
 Number of elderly persons (Age 62 or older) in your household: _____ Children in your household: _____
 Number of disabled in your household: _____ Children 5 to 18: _____ Children under 5: _____
 Single parent household: No Yes Is this home for sale? No Yes
 Homeowner length of residency: _____ Year Home was Built : _____
 Home Type: House Townhouse Condo Cottage Mobile / Modular _____

3. QUALIFICATION INFORMATION: call 591-0772 if you have any questions

Our household income is received from: Job income Social Security Retirement Disability Alimony Child Support
 Workers Comp Unemployment Self-employed occupation: _____
 Yearly Income: \$ _____ (before taxes) Monthly Amount: \$ _____ (gross) Employer: _____
Attach the following when returning this completed application in order to qualify for services:
 Most recent **three months** of pay statements for all persons who receive income in the household including: Pay stubs, Social Security award letter, Retirement, Annuity, VA Benefits, Disability award letter, Alimony, Child Support proof, Workers Comp, Unemployment benefits, Rental Income, Self Employment Business Ledgers for 3 months. Recent bank statement & fill out attached asset & income form. **Valid Copy required of: Colorado Driver's License or CO ID, Military ID, or passport for primary applicant**

***Emergency Repair Work Requested For: Furnace Hot Water Heater Sewer Plumbing Electrical Glass

CERTIFICATIONS

_____ (Initial) I have received a copy of the Colorado Springs Housing Development Privacy **Policy Disclosure**
 _____ (Initial) I certify that I own this property and it is my principal residence

I authorize the Energy Resource Center as Subcontractor for the City of Colorado Springs Housing Development Division to process my application for emergency & energy efficient services. I certify that all information provided on this application is true and complete to the best of my knowledge and belief. (Energy Resource Center / 5920 Paonia Court / Colorado Springs, CO 80915)

I swear of affirm under the penalty of the laws of the State of Colorado that: I am a United States citizen; or I am a Permanent Resident of the United States; or, I am lawfully present in the United States pursuant to Federal law. This sworn statement is required by law because I have applied for a public benefit. State law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is received.

Applicant's Signature

Date

Office Use Only Below This Line

 I Certify That This Client Is Eligible For Emergency Services under the Appropriate City Of Colorado Springs Guidelines

Authorized Agent _____ Date Approved _____ Yearly Income _____ POV % _____ AMI % _____ Current Value of Home _____

Property is not located in the flood plan Property is located in Colorado Springs city limits

Work Started: _____ Work completed: _____

ERC Job #: _____

Gross Monthly Income from ALL Sources

For each household member 18 and older

Wages & Salaries 3 months of paystubs required	Household Members (Names)			
	1.	2.	3.	4.
Wages/Salary	\$	\$	\$	\$
Overtime pay	\$	\$	\$	\$
Commissions	\$	\$	\$	\$
Fee	\$	\$	\$	\$
Tips	\$	\$	\$	\$
Bonuses	\$	\$	\$	\$

Business Income (Self Employment) MUST provide 2 years of tax returns & current year's Income Statement	Household Members (Names)			
	1.	2.	3.	4.
Average Monthly Net Income	\$	\$	\$	\$

Benefit Payments Provide statement	Household Members (Names)			
	1.	2.	3.	4.
Social Security	\$	\$	\$	\$
Social Security Disability	\$	\$	\$	\$
Annuities	\$	\$	\$	\$
Pensions	\$	\$	\$	\$
Insurance Policies	\$	\$	\$	\$
Retirement Funds	\$	\$	\$	\$
Death Benefit	\$	\$	\$	\$
Welfare Assistance	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Child Support	\$	\$	\$	\$
Military Basic Allowance for Housing (BAH)	\$	\$	\$	\$
Earned Tax Credit (in excess of income tax liability)	\$	\$	\$	\$

Compensation Pay (payments in lieu of earnings) Provide statement	Household Members (Names)			
	1.	2.	3.	4.
Unemployment	\$	\$	\$	\$
Disability Compensation	\$	\$	\$	\$
Workers Compensation	\$	\$	\$	\$
Severance Pay	\$	\$	\$	\$

Assets

For each household member 18 and older

Income from Assets Provide a statement	Household Members (Names)			
	1.	2.	3.	4.
Interest	\$	\$	\$	\$
Dividends	\$	\$	\$	\$
Investment Assets	\$	\$	\$	\$
Rental Income	\$	\$	\$	\$
Other set income from real or personal property	\$	\$	\$	\$

Assets Provide a statement	Household Members (Names)			
	1.	2.	3.	4.
Savings accounts (current value)	\$	\$	\$	\$
Checking Account (average over 6 months)	\$	\$	\$	\$
Safe Deposit Box	\$	\$	\$	\$
Cash Value of Revocable Trust	\$	\$	\$	\$
Equity in Rental Property	\$	\$	\$	\$
Stocks/Bonds Value	\$	\$	\$	\$
Treasury Bill Value	\$	\$	\$	\$
Certificate of Deposit value	\$	\$	\$	\$
Mutual Fund value	\$	\$	\$	\$
Money Market value	\$	\$	\$	\$
IRA value	\$	\$	\$	\$
401K value	\$	\$	\$	\$
Keogh accounts value	\$	\$	\$	\$
Pension funds	\$	\$	\$	\$
Cash value of whole/universal life insurance	\$	\$	\$	\$
Personal property (coins, jewelry, antique cars)	\$	\$	\$	\$
Victim's restitution	\$	\$	\$	\$
Value of other real property	\$	\$	\$	\$

City of Colorado Springs Housing Rehab Emergency Repair Program
Subcontractor: Energy Resource Center / 114 W. Rio Grande Street / Colorado Springs, CO 80903
Phone: (719) 591-0772 / fax (719) 591-0885



**City of Colorado Springs
Housing Development Division**

PRIVACY POLICY DISCLOSURE

Respecting and protecting customer privacy is a vital component of our operations. By setting forth this Privacy Policy, made in connection with our Housing Rehabilitation Program, The City of Colorado Springs, Housing Development Division (Housing Development) desires to provide this resource in order to help customers understand how their personal (non-public) information is handled, collected and disclosed.

Protecting the confidentiality of customer information:

Housing Development takes its responsibility to protect the privacy and confidentiality of customer information very seriously. Housing Development has implemented various safeguards which comply with federal standards to store and secure information about our customers. We control access to customer information by authorized individuals only who need access to do their work, and by authorized procedures which maximize our efforts to safeguard customer information.

Who is covered by the Privacy Policy:

The Housing Development Privacy Policy covers current and former customers who have a relationship with Housing Development through its Housing Rehabilitation Program.

How information is gathered:

In connection with the Housing Development Housing Rehabilitation Program, information about our customers is obtained from various sources:

- Applications, forms, and other information that you provide to us, whether in writing, in person, by telephone, electronically, or by any other means. This information may include your name, address, employment information, income, and credit references.
- Your transaction with us and your other financial sources and lenders. This information may include your account balances, payment history, other loan data, and account usage.
- Consumer reporting agencies. This information may include account information and information about your credit worthiness.
- Public sources. This information may include real estate records, employment records, telephone numbers and the like.

Information we share:

Housing Development may disclose information about you as permitted by law. Under these parameters, Housing Development may be required to disclose information about you to third parties without your consent, or may voluntarily disclose such information to third parties without your consent, as follows:

- to regulatory agencies and law enforcement officials
- to protect against or prevent actual or potential fraud, unauthorized transactions, claims, or other liability
- to report account activity to credit bureaus
- to consumer reporting agencies
- to respond to a subpoena or court order, judicial process or regulatory authorities

In addition, we may provide information about you to service providers used to help us process your application or service your accounts. Our service providers may include billing service providers, loan payment accounting and/or recordkeeping, interest calculation data, lenders, title and escrow companies, appraisal companies, and the like.

We do not provide non-public information about you to any company whose products and services are being marketed, nor does Housing Development sell or provide our customers lists to telemarketing or independent direct mail companies.

We pledge to continue to protect your financial privacy.

If you have any questions regarding this Privacy Policy, please call or write us.

Housing Development Division
702 East Boulder Street, Colorado Springs, CO 80903
(719) 385-5912