



Program Overview

COMMUNITY DEVELOPMENT DIVISION



The City of Colorado Springs Community Development Division offers a variety of federally funded programs designed to assist low- and moderate-income households with essential repairs. Funds from the Federal Community Development Block Grant and HOME programs are made available annually to correct substandard housing conditions, improve accessibility and improve energy efficiency. The assistance may take the form of a loan and/or a grant based on funding availability and current program criteria. Limited assistance is available for tenants. **Funds are made available on a 1st come 1st served basis for qualified households.**

Minimum Requirements:

- Your home must be your primary residence, and you must live within the City limits to apply for these programs.
- Properties cannot be located in a 100 year flood plain.
- Properties value cannot exceed: \$220,400 (HOME Programs), \$247,088 (CDBG Programs) per El Paso County Assessor Public Record Search (www.land.elpasoco.com)
- Applicants must have a combined household income that does not exceed the HUD area median income guidelines below.

INCOME LIMITS FOR 2016	
<u>FAMILY SIZE</u>	<u>MAXIMUM INCOME</u>
1	\$39,800
2	\$45,450
3	\$51,150
4	\$56,800
5	\$61,350
6	\$65,900

Application Process:

- Contact the Community Development Division by phone (719) 385-5912 for a preliminary determination of income and property eligibility.
- Submit a completed and signed application to the City of Colorado Springs Community Development Division either by drop off to 30 S. Nevada Ave., Suite 604, by mail, email, or fax. (Please **do not** include any social security numbers or account numbers when emailing the application packet back to us).
- The application **must** include all required supporting documentation to be considered complete
- **Submitting an application does not guarantee assistance**
- Incomplete applications **will not** be retained past 15 days

Determination of Eligibility:

- Completed applications will be reviewed by Community Development Division Staff in the order that they are received.
- Income qualified households will be contacted by a Redevelopment Specialist to schedule an initial inspection of your home.
- Some homes may not be suitable for rehabilitation based on the age or present condition of the structure.
- A determination of eligibility will be made by the Redevelopment Specialist within 21 days following the initial inspection.

30 South Nevada Avenue, Suite 604 (80903) • TEL 719-385-5912 • FAX 719-385-5475
Mailing Address: Post Office Box 1575, Mail Code 640 • Colorado Springs, Colorado 80901-1575



Application for Housing Rehabilitation Program Assistance



EQUAL HOUSING OPPORTUNITY

COMMUNITY DEVELOPMENT DIVISION

30 South Nevada Avenue, Ste. 604, Colorado Springs, CO 80903

Office ♦ 719-385-5912 Fax ♦ 719-385-5475 Hearing Impaired Device ♦ 1-800-659-2656

www.coloradosprings.gov/housing

The City of Colorado Springs supports Fair Housing and does not discriminate against any person because of Race, Creed, Color, Religion, National Origin, Ancestry, Sex, Marital Status, Disability, or Familial Status, Sexual Orientation or Gender Identity.

Applicant's Name _____ **Date of Birth** _____

Property Address _____ **City** _____ **Zip** _____

Home # _____ **Work or Cell #** _____ **E-mail** _____

#of people living in Home _____ **Ages** _____ **Gender:** Male Female

Marital Status: Single Married Widowed **Female head of household** (must support dependent): Yes No

Veteran: Yes No **Disabled:** Yes No **Ethnicity:** Hispanic Non-Hispanic

Race: American Indian/Alaskan Native Asian Black/African American Native Hawaiian/other Pacific Islander

White Other Multi-Racial _____

Brief Description of Work Requested:

Have you received any type of housing rehabilitation assistance in the past? Yes No **If so, what type?**

Support Documents

Photo ID: For all household members 18 years or older, including yourself:

_____ A current form of photo identification.

Assets: For all household members 18 years or older, including yourself:

_____ 3 current bank statements for every checking, savings, retirement, or investment account.

_____ Completed Verification of Deposits forms for all accounts.

Income: For all household members 18 years or older, including yourself:

_____ 6 current paystubs showing year to date total earned.

_____ Military personnel must provide documentation of any allowances in addition to base pay.

_____ A current benefit statement for any type of government assistance received other than Food Stamps or a qualified loan for college tuition.

_____ Documentation of alimony or child support payments

_____ If you are self-employed, a copy of the first 2 pages of your most recent Federal tax return, along with a copy of the related schedules for your business.

Utilities: _____ A copy of your most recent utility bill.

Property Owners:

- _____ A current Mortgage Statement, if applicable
- _____ A copy of the Declarations Page from your homeowner’s insurance policy

Tenants:

- _____ Attach a copy of your lease

Please tell us how you heard about our program: _____

Certifications

- _____ **(Initial)** I have received a copy of the *Privacy Policy Disclosure*.
- _____ **(Initial) Owners/Tenants of homes built before 1978:** I have received a copy of the pamphlet *Renovate Right* informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.
- _____ **(Initial)** I authorize the City of Colorado Springs to share the information provided in this application with the Energy Resource Center solely for the purpose of qualifying my household for weatherization programs.
- _____ **(Initial) If applicable:** I certify that I own this property, it is my principal residence, and all payments on my existing mortgage(s), property taxes, and property insurance are current. This home is not listed for sale.

I swear or 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.

U.S.C. TITLE 18, SECTION 1001 PROVIDES: “Whoever in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies or makes any false, fictitious or fraudulent statement of entry, shall be fined not more than \$10,000, or imprisoned not more than five years, or both. In addition, any fraudulent, fictitious or false statement on this application will result in calling in of any note, deferred grant or other financial help in full.”

I certify that all information provided on this application or in support of this application is true and complete to the best of my knowledge and belief. By signing this application, I authorize the City of Colorado Springs Housing Development Division to independently verify any of the information provided.

Applicant’s Signature

Date

Co-Applicant’s Signature

Date



CITY OF COLORADO SPRINGS

Verification of Deposits

The City of Colorado Springs operates a federally funded program that provides loans and/or grants to income qualified households to conduct home repairs. Income from assets are considered in determining the income eligibility of each applicant. Please assist the City in determining the income eligibility of the following person(s) by providing the requested information.

Name of Account Holder: _____

Account Holder Signature: _____ Date: _____

By signing above, I hereby authorize the release of my account information.

THE FOLLOWING TO BE COMPLETED BY THE FINANCIAL INSTITUTION

Name of financial institution	
Average previous 6 month checking account balance	\$
Current savings account balance	\$
Other average 6 month account balances if applicable	\$
	\$

Printed name of authorized bank representative Title

I hereby certify on behalf of the above listed financial institution that the above represents an accurate accounting of fund account balances as of the date listed.

Representative Signature: _____ Date: _____

When completed, please return to:

City of Colorado Springs
Community Development Division
P.O. Box 1575 MC 640
Colorado Springs, CO 80901-1575
Fax: 719-385-5475



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Privacy Policy Disclosure

COMMUNITY DEVELOPMENT DIVISION



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

Protecting the confidentiality of customer information:

Community Development takes its responsibility to protect the privacy and confidentiality of customer information very seriously. Community 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 Community Development Privacy Policy covers current and former customers who have a relationship with Community Development through its Housing Rehabilitation Program.

How information is gathered:

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

- Applications, forms, and other information 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:

Community Development may disclose information about you as permitted by law. Under these parameters, Community 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 Community 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.

Community Development Division
30 South Nevada Avenue, Ste. 604, Colorado Springs, CO 80903
Email: housingdevelopment@springsgov.com **Website:** www.coloradosprings.gov/housing
Phone: (719) 385-5912 **Fax:** (719) 385-5475
For the hearing impaired please dial: 711