

THIS INFORMATION IS IMPORTANT, PLEASE READ IT CAREFULLY.



Small Cities Development Program Housing Rehabilitation Application Instructions

Step 1: Complete and sign the following enclosed forms:

- Housing Rehabilitation Application
- Privacy Notice form
- Borrower's Certification for Release of Information form*

Step 2: Find the type of income you and your household members have or receive, and fill out the top 1/2 of the corresponding form(s):

Type of Income:

Form to complete or submit:

Employment (wages or salary)	Verification of Employment (enclosed)
Assistance (public assistance, MFIP, AFDC, TANF, GA/Work Readiness, MSA, child support)	Verification of Assistance (enclosed)
Self Employment	Send copies of the past three (3) years of IRS Federal Tax forms, including all required schedules. Send a net worth statement (enclosed) for your business, signed by a third party.
Social Security	Verification of Social Security (enclosed), OR Copy of current year's award letter.
Child Support or Alimony	Verification of Assistance (enclosed), OR Copy of court award notice.
Pension, Annuity or Retirement	Verification of Pension & Annuity (enclosed)
Rental Property Income	Copy of IRS Federal Tax Schedule E, OR Written statement from tenant.

*All persons in the household over the age of 18 must report income and sign the Borrower's Certification for Release of Information form.

Step 3: Gather the following documents:

- Copy of the recorded Warranty Deed or Certificate of Title from the County Recorder
- Copy of your current property tax statement
- Copy of your current property insurance declarations page(s)
- Copy of most recent bank statement for all accounts & other assets
- Copy of most recent mortgage statement

Step 4: Send all the paperwork from Steps 1-3 to Lakes & Pines Community Action Council, Inc. at the address below. Due to the large amount of interest in this program, you will have 45 days to send your application and supporting paperwork to us. Please contact us at 800-832-6082 if you have any questions or need assistance.

T:\LezlieB\LEZLIE DIRECTORY\DEED-SCDP\Housing Rehab\Housing Rtb Application Forms\App Cover Ltr NEW.docx

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**City of Braham & Grasston Small Cities Development Program 2013-2015
Owner Occupied Housing Rehabilitation Fact Sheet**

The Cities of Braham & Grasston received grant funds for homeowners interested in improving their homes from the Minnesota Department of Employment & Economic Development's (DEED's) Small Cities Development Program (SCDP) which is funded by the United States Department of Housing & Urban Development (HUD).

- Assistance to homeowners is in the form of a **0% interest, 10-year loan**.
 - Homeowners will be asked to match 10% of the total cost of improvements, but this is dependent on income level.
 - Homeowners unable to match the grant funds will not be turned away.
- The maximum SCDP loan available for owner occupied housing rehabilitation is **\$20,600** per property. If the project is more than \$20,600; funding will have to be secured from another source (savings, bank loan, other grant program, etc.).
- The SCDP loan is only repaid if the property is sold; title is transferred, or conveyed within the 10 years of the term of the loan.
 - The obligation to repay the loan is reduced by one-tenth of the original loan amount after each year.
 - After 10 years, if the property is still owned & occupied by the borrower, the loan is forgiven and considered a grant.

To qualify:

- The home must be in the city limits of Braham or Grasston. The home must be homesteaded (the applicant's primary residence), and need repairs.
- Single wide mobile homes or homes in a park are not eligible.
- The applicant must own & be current on payments of the house; either free of debt, through a mortgage or recorded Contract for Deed.
- Taxes must be current and proof of homeowner's insurance is required. *If you are buying the property on a Contract for Deed, the holder of the contract must sign off on the loan, as well as the principal borrower/applicant.*
- The applicant's household gross (before taxes) annual income (including Social Security, wages and all regular sources) must be within the limits listed below:

Family Size	Income	
	Braham	Grasston
1 person	\$44,750	\$34,000
2 persons	\$51,550	\$38,850
3 persons	\$57,550	\$43,700
4 persons	\$63,900	\$48,550
5 persons	\$69,050	\$52,450
6 persons	\$74,150	\$56,350
7 persons	\$79,250	\$60,250
8 persons	\$84,350	\$64,100

Remodeling is not allowed.

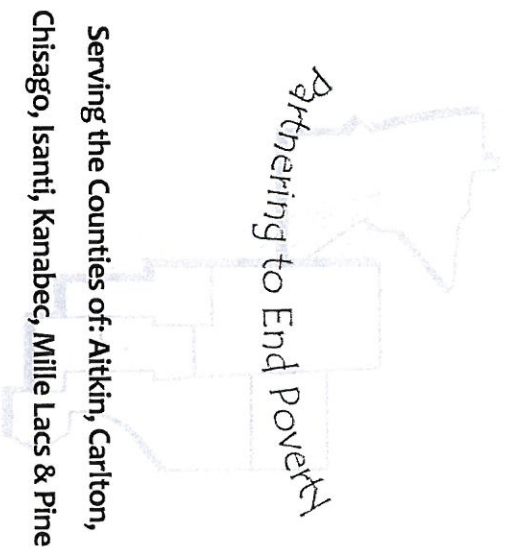
Licensed, insured contractors will be required to perform the rehabilitation work. Work completed prior to approval of an applicant or property will not be reimbursed. If the program is funded, approved applicants will have an inspection conducted of their property to determine what repairs are needed and qualify under this program.

Some of the qualifying improvements under the SCDP and are prioritized in this order:

1. Repairs to address health & safety issues (smoke/CO detectors; plumbing, heating, electrical & lead hazard repairs)
2. Ramps, doors & bathroom accessibility conversions (grab rails, wider doors & entrance ramps)
3. Repairs to the structure & exterior envelope (foundation repairs, windows, doors, siding, roofing)

What are the next steps?

Submit an application to Lakes & Pines. After an application has been submitted by the property owner and is approved by Lakes & Pines, the home will have an inspection conducted to determine needed repairs that qualify for the program. If the home was built prior to 1978, a lead risk assessment will be conducted and any lead-based paint hazards will be addressed through this program. Once the scope of work is determined, the owner will seek bids from contractors of their choice. Work that is started or completed without approval from Lakes & Pines will not be paid for with program funds.

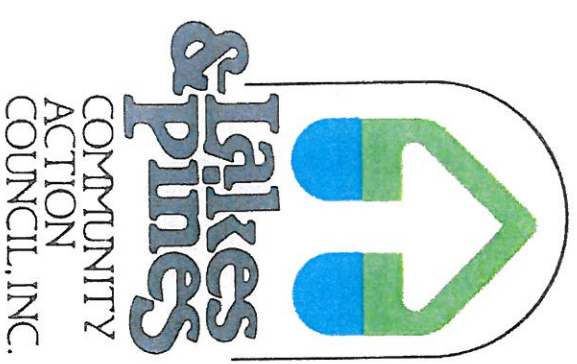


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**Mission: To build prosperous
communities by serving local
families and individuals in their
pursuit of self-reliance.**



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www.lakesandpines.org



Braham & Grasston Small Cities Development Program

Housing Rehabilitation

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WHAT TO EXPECT AND WHAT NOT TO EXPECT FROM THE REHABILITATION PROGRAM

Step by step process:

Applicant: Submits application & required information to program staff for processing.

Program staff: Verifies income, assets and ownership information and will send an approval/denial letter to the applicant.

Program staff: Contacts the approved applicant to conduct an initial evaluation of the property.

Program staff: Discusses with the owner what items can be funded through the program and what items cannot.

Program staff: Prepares the scope of work & sends the scope of work to the State Historical Preservation Office and the applicant for review and acceptance.

Applicant: Solicits bids from at least 3 licensed and insured contractor.

Contractor: Sends bids directly to the program staff for review.

Program staff: Contacts the applicant to discuss the bids and to select a contractor & sends the contractor the contracts and bid award notice.

Applicant: Meets with program staff to sign loan paperwork.

Program staff: Gives permission to the contractor to begin work.

Contractor: Sets up a pre-construction meeting with program staff and applicant & bills program staff for work completed as outlined in the scope of work.

Program staff: Inspects work completed and issues contractor payments.

The rehabilitation program staff will help applicants during the rehabilitation process, but applicants are responsible for making certain choices and doing the following items:

- Applicants must provide the program staff with necessary information promptly.
- Applicants not the program staff, choose contractors to submit bids.
- Applicants not the program staff, select the contractor to do the work.
- Applicants sign Warranty Contracts with the selected contractor(s) to complete the work, not program staff.
- Applicants work with the contractors to settle disagreements during the job.
- Applicants AND the program staff must be satisfied with the work performed by the contractor.
- Applicants must contact contractors to ask them to correct problems covered by the Warranty Contract after work has been completed.

Items to think about before participating in the rehabilitation program:

- Not all the work that an applicant wants to be done can always be done because of program constraints and requirements.
- Repairs will be made to help correct health & safety problems, but they will not solve all problems.
- Do not expect the property to be completely "new" after work is done.
- When working with older structures and pre-existing conditions, it can be impossible to expect all floors, walls, ceilings, doors, windows, etc. to be completely plumb, level and square when work is done.
- It can be stressful living in a home while a contractor is performing repairs.
- Very few times in life is anyone completely satisfied with things they buy or have repaired, having a property repaired is no different.
- Buildings and homes always need improvements. It would be a good idea to save \$25/month to help cover the cost of future repairs and maintenance.
- The program staff is NOT the contractor and CAN NOT guarantee that the applicant will be satisfied with the work done by the contractor that the owner selects to perform the work. However, the program staff expect the work to be completed in a professional and workman-like manner.

**SMALL CITIES DEVELOPMENT PROGRAM
HOUSING REHABILITATION APPLICATION**

FOR OFFICE USE ONLY:

HOUSEHOLD #:	COUNTY:	STATUS:	REP:
PROGRAM #:	AREA:	DATE:	

PART I: APPLICANT INFORMATION

APPLICANT LAST NAME	FIRST NAME	MIDDLE INITIAL	DATE OF APPLICATION	
CO-APPLICANT LAST NAME	FIRST NAME	MIDDLE INITIAL		
PROPERTY ADDRESS	CITY	STATE	ZIP	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP	
()	()			
PHONE NUMBER	DAYTIME PHONE NUMBER	COUNTY	TOWNSHIP	

PART II: INCOME INFORMATION

PLEASE CHECK ALL THAT APPLY:

<input type="checkbox"/> SALARY/WAGES	<input type="checkbox"/> GAWORK READINESS	<input type="checkbox"/> RETIREMENT/PENSION
<input type="checkbox"/> ALIMONY/CHILD SUPPORT	<input type="checkbox"/> UNEMPLOYMENT COMPENSATION	<input type="checkbox"/> MSA
<input type="checkbox"/> SOCIAL SECURITY	<input type="checkbox"/> AFDC/TANF/MFIP	<input type="checkbox"/> INTEREST/OTHER
<input type="checkbox"/> SELF EMPLOYMENT	<input type="checkbox"/> SSI	<input type="checkbox"/> NO INCOME
<input type="checkbox"/> FOOD STAMPS	<input type="checkbox"/> VETERANS BENEFITS	<input type="checkbox"/> MEDICAL AID

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. HOW MANY PEOPLE ARE CURRENTLY LIVING IN YOUR HOUSEHOLD? _____

2. HOW MANY ARE ADULTS (18+YRS) _____ HOW MANY ARE CHILDREN (UNDER 18) _____

4. HOW MANY PEOPLE IN THE HOME ARE CURRENTLY EMPLOYED? _____

5. ESTIMATE YOUR HOUSEHOLD GROSS ANNUAL INCOME: _____

6. DO YOU ANTICIPATE ANY CHANGES IN YOUR INCOME NEXT YEAR? _____

PART III. FAIR HOUSING/EQUAL OPPORTUNITY REPORTING

THE FOLLOWING INFORMATION IS REQUESTED SOLELY FOR THE PURPOSE OF DETERMINING COMPLIANCE WITH FEDERAL LAWS. YOUR RESPONSE WILL NOT AFFECT THE CONSIDERATION OF YOUR APPLICATION. PLEASE CHECK ALL THAT APPLY.

<input type="checkbox"/> WHITE	<input type="checkbox"/> SENIOR CITIZEN
<input type="checkbox"/> BLACK/AFRICAN AMERICAN	<input type="checkbox"/> MARRIED
<input type="checkbox"/> ASIAN	<input type="checkbox"/> SINGLE
<input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE	<input type="checkbox"/> DIVORCED
<input type="checkbox"/> NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	<input type="checkbox"/> WIDOWED
<input type="checkbox"/> OTHER:(SPECIFY)	<input type="checkbox"/> DISABLED, PLEASE DESCRIBE:
<input type="checkbox"/> HISPANIC ETHNICITY	_____

**SMALL CITIES DEVELOPMENT PROGRAM
HOUSING REHABILITATION APPLICATION**

PART IV. HOUSEHOLD INFORMATION

CHECK ONE:

SINGLE PARENT (MALE) ADULTS WITH KIDS SINGLE
 SINGLE PARENT (FEMALE) ADULTS NO KIDS OTHER:(LIST) _____

PLEASE LIST EACH MEMBER OF YOUR HOUSEHOLD:

	NAME	SOCIAL SECURITY #	DATE OF BIRTH	EDUCATION LEVEL	SEX
1					
2					
3					
4					
5					
6					
7					
8					

PLEASE LIST ALL HOUSEHOLD MEMBERS THAT HAVE MEDICAL COVERAGE:

PLEASE LIST ALL HOUSEHOLD MEMBERS THAT HAVE INCOME AND THE TYPE OF INCOME THEY HAVE:

PART V. HOUSING INFORMATION

PLEASE CHECK ALL THAT APPLY:

SINGLE FAMILY HOME OWN FREE & CLEAR
 MANUFACTURED HOME BUYING WITH MORTGAGE
 MULTI-FAMILY HOME (DUPLEX) BUYING CONTRACT FOR DEED
 SINGLE-WIDE MOBILE HOME LIFE ESTATE

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1 YEAR HOME CONSTRUCTED: _____ 4 NUMBER OF BEDROOMS: _____
 2 YEAR WELL INSTALLED: _____ 5 NUMBER OF BATHROOMS: _____
 3 YEAR SEPTIC INSTALLED: _____

6 ARE YOU CURRENT WITH YOUR PROPERTY TAXES? YES NO
 7 DO YOU HAVE HOMEOWNERS INSURANCE? YES NO

8 NAME OF INSURANCE COMPANY/AGENT: _____

9 HOW LONG HAVE YOU OWNED THE PROPERTY? _____

10 HOW LONG HAS THE PROPERTY BEEN YOUR RESIDENCE? _____

11 IS YOUR PROPERTY LOCATED IN FLOOD PLAIN? YES NO

12 DIRECTIONS TO YOUR HOME: _____

**SMALL CITIES DEVELOPMENT PROGRAM
HOUSING REHABILITATION APPLICATION**

I/WE CERTIFY THAT I/WE HAVE RECEIVED INFORMATION ON THE FAIR HOUSING ACT AND THAT I/WE HAVE READ AND UNDERSTAND THE INFORMATION.

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE

DATE

I/WE CERTIFY THAT I/WE HAVE RECEIVED THE PUBLICATION "RENOVATE RIGHT: IMPORTANT LEAD HAZARD INFORMATION FOR FAMILIES, CHILD CARE PROVIDERS AND SCHOOLS" AND THAT I/WE HAVE READ AND UNDERSTAND THE POTENTIAL RISK OF LEAD HAZARD EXPOSURE FROM RENOVATION ACTIVITIES PERFORMED IN MY/OUR DWELLING AS PART OF THIS PROGRAM. I/WE RECEIVED THIS BEFORE WORK BEGAN.

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE

DATE

I/WE AUTHORIZE THE PHOTOGRAPHING OF MY PROPERTY. I UNDERSTAND THAT THE PHOTOGRAPHS WILL BE USED BY LAKES & PINES CAC, INC. OR ITS REPRESENTATIVE AS DOCUMENTATION OF PROPERTY CONDITIONS BEFORE REHABILITATION AND AFTER REHABILITATION. THE PHOTOGRAPHS MAY ALSO BE USED IN PRESENTATIONS OR IN OTHER MANNER FOR DEMONSTRATING VARIOUS STYLES AND SERVICES.

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE

DATE



**Borrower's Certification and Authorization
To Release Information**

The undersigned certify the following:

I/We have applied for a mortgage loan/grant funded by the Minnesota Department of Employment and Economic Development (DEED). In applying for the loan/grant, I/we completed an application containing a variety of information on the purpose of the loan, the amount and source of the down payment, employment and income verification, and asset and liability verification.

Authorization to Release Information:

To Whom It May Concern:

1. I/We have applied for mortgage loan/grant from the **City of Braham** through DEED funding. As part of the application process, **the City of Braham** and it's administer of the loan, Lakes & Pines CAC, Inc., may verify information contained in my/our loan/grant application and in other documents required in connection with the loan/grant, before the loan/grant is closed or as part of its quality control program.
2. I/We authorize you to provide **the City of Braham/Lakes & Pines CAC, Inc.** any and all information they request. Such information may include, but is not limited to, employment income, bank money market, and similar account balance and copies of income tax returns.
3. **The City of Braham/Lakes & Pines CAC, Inc.** may address this authorization to any party named in the loan/grant application.
4. A copy of this authorization may be accepted as an original.

Borrower's Signature	Date	Social Security Number
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Borrower's Signature	Date	Social Security Number
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* This release will expire 180 days from the date of signature.



Small Cities Development Program

IMPORTANT PRIVACY NOTICE READ THIS BEFORE FILLING OUT THE APPLICATION

We are asking that you provide the information on the application form to determine if you are eligible to participate in the rehabilitation program.

Your name, address and the amount of assistance you receive are considered public data under the Minnesota Data Practices Act. Other information that you provide to the housing rehabilitation program about you and your household is considered private data.

We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared include:

- Staff and other persons involved in program administration
- Local loan committee members who approve applications
- Auditors Who perform required audits of this program
- Authorized personnel from the Minnesota Department of Employment and Economic Development or other local, state and federal agencies providing funding assistance for your loan
- Members of the local governing board for the purpose of addressing/resolving applicant complaints (as addressed in the project's policy and procedural manual)
- Those persons who you authorize to see it
- Law enforcement personnel in the case of suspected fraud or other enforcement authorities as required

We cannot release private data to anyone else or use the private data in any other way unless you give us permission by completing a consent form that we will provide. Please keep in mind, however, that data must be released if required by court order and in addition, your private data must be released if required by law that authorizes or requires such release of data.

Signature of Applicant: _____ Date: _____

Signature of Co-Applicant: _____ Date: _____

Minnesota Law gives you important rights in regard to information maintained about you. These include:

- The right to see and obtain copies of the data maintained on you
- Be told the contents and meaning of the data
- Challenge the accuracy and completeness of the data

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Applicant: Just fill out the top portion, your employer will fill out the rest.

Small Cities Development Program

**VERIFICATION OF
EMPLOYMENT**



Name of Employer: _____

Address: _____
Street City State Zip Code

Employee Name: _____

The person named above has stated that he or she is now employed, or has been employed by your firm. Their signature on the attached form provides you with permission to release the requested information. This request for verification of employment and earnings is required to establish eligibility for participation in a housing improvement loan program. The information you provide will be private and only used in establishing eligibility for this household. If you have any questions or need assistance with this form please call 800-832-6082.

1. Is this person currently an employee? _____ Job position/title: _____
2. If not, is the situation temporary or permanent? _____
3. If the employee is seasonal or temporary, please give dates of lay-off periods: _____

4. Original hire date: _____ Termination date: _____
5. Current gross pay rate: \$ _____ per _____ Effective date of rate: _____
6. Average number of hours per week: *Straight time:* _____ *Overtime:* _____
7. Overtime rate: \$ _____ per _____
8. Expected change in gross pay rate: \$ _____ Effective date of rate change: _____
9. Amount of bonus, incentive pay, commissions or tips \$ _____ per _____
10. Does this person receive vacation with pay? _____ Sick leave with pay? _____
11. Amount deducted for health insurance: \$ _____ per _____ (*weekly, monthly, etc.*)

Name of person completing this form (please print): _____

Signature: _____ Title: _____

Phone: (_____) _____ Date: _____

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**VERIFICATION OF
SOCIAL SECURITY INCOME**

Applicant: Fill out only the top portion of this form.

Name of Applicant: _____

Social Security Number: _____

Social Security Claim Number: _____

Address: _____

Street

City

State, Zip Code

Phone: (____) _____ Date of Birth: ____/____/____



The person named above has stated that he or she is now receiving Social Security, or has applied for Social Security. Their signature on the attached form provides you with permission to release the requested information. This request for verification of Social Security Income is required to establish eligibility for participation in a housing improvement loan program. The information you provide will be private and only used in establishing eligibility for this household. If you have any questions or need assistance with this form please call 800-832-6082.

Social Security Administration, please provide the information below:

The current gross monthly amount of the Social Security Benefit is: \$ _____

The amount deducted monthly for Medicare is: \$ _____

The net amount of the Social Security check each month is: \$ _____

The above amount became effective on: _____

Please indicate any anticipated changes to the amount over the next 12 months: _____

The SSA is unable to verify the requested information at this time because:

- Claim still pending
- No record based upon identifying information
- Other reasons given on the reverse side of this form

Please attach additional pages if needed.

Name/Title: _____ Date: _____

Signature: _____ Phone: (____) _____

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Applicant: Just fill out the top portion.



VERIFICATION OF ASSISTANCE

Name of Social Service Agency: _____

Address: _____
Street City State Zip Code

Applicant Name: _____

The person named above has stated that he or she is now receiving financial assistance from your agency. Their signature on the attached form provides you with permission to release the requested information. This request for verification of assistance is required to establish eligibility for participation in a housing improvement loan program. The information you provide will be private and only used in establishing eligibility for this household. If you have any questions or need assistance with this form please call 800-832-6082.

1. Type of assistance provided: _____

2. Monthly amount: \$ _____

3. Amount of Child Support Bonus payment (if applicable): \$ _____

4. This payment is: Regular Sporadic

5. If it is sporadic, what was the total amount received for the past 12 months? \$ _____

6. Is the same amount likely to be received in the next 12 months? Yes No

7. Does the recipient receive any other income to the best of your knowledge? Yes No

If yes what is this source? _____

How much is received? \$ _____

Comments: _____

Name of person completing this form (please print): _____

Signature: _____ Title: _____

Phone: (____) _____ Date: _____

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Applicant: Fill out the top portion ONLY.



VERIFICATION OF PENSION & ANNUITIES

Name of Pension/Annuity: _____

Address: _____
Street City State Zip Code

The person named above has stated that he or she receives pension/annuity income. We ask for your cooperation in supplying this information. This information will be used only to determine the eligibility status of the household for participation in a housing improvement loan program. There is a Borrowers Certification for Release of Information enclosed with this form. Your prompt return of the requested information will be appreciated. A self-addressed return envelope is enclosed.

Name of recipient: _____

To be filled out by the Pension/Annuity personnel:

1. Current monthly gross amount of pension or annuity: \$ _____
2. Deductions from gross for medical insurance premiums: \$ _____
3. Date of initial award: _____
4. Effective date of current amount: _____
5. Contributions to company retirement/pension fund: \$ _____
6. Amount received in a lump sum: \$ _____

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

Person completing this form (please print): _____

Signature: _____ Title: _____

Date: _____ Phone: (_____) _____

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