

FOR OFFICE USE ONLY

Date Received _____

Application complete

By _____



Application for Emergency/Minor Home Repair Program
City of Coeur d'Alene, CDBG Entitlement Program

Panhandle Area Council
11100 N Airport Drive
Hayden, ID 83835-9798
208 772-0584 ext 3023

The City of Coeur d'Alene Emergency/Minor Repair Program is designed to assist low to moderate income persons make emergency/minor repairs or accessibility modifications to their home. Emergency repairs are those repairs which are necessary to safeguard against imminent danger to human life, health or safety, or to protect property from further structural damage. Applications are accepted and processed on a first come-first served basis. All projects are subject to an Environmental Review. Please see Page 10 for the Application Checklist which will assist you in accurately completing the application along with providing the required supporting documentation (be sure to return page 10 as part of the completed application). **Incomplete or unsigned applications will not be processed.**

Applicant is Homeowner Yes
 No

Applicant's Yes
primary residence No

Home is located within Yes
Coeur d'Alene City limits No

If no to any question, applicant does not qualify.

The CDBG Emergency/Minor Repair program is open to owner-occupants whose total household income does not exceed the amount for the corresponding household size listed below:

Household Size	Maximum Income	Household Size	Maximum Income
1	\$ 32,800.00	5	\$ 50,550.00
2	\$ 37,450.00	6	\$ 54,300.00
3	\$ 42,150.00	7	\$ 58,050.00
4	\$ 46,800.00	8	\$ 61,800.00

Please contact Panhandle Area Council for income limits for households of 9 or more.

The Emergency/Minor Repair program is intended to provide assistance to eligible homeowners for safe, sanitary and secure living conditions. Activities which may be eligible under the CDBG Emergency/Minor Repair program include, but are not limited to repair, replacement or modification of:

- | | |
|--|--|
| Roof | Hot Water Heater |
| Plumbing | Furnace/Heating System |
| Floor (structural) | Electrical |
| Accessibility Improvements for Homes where Disabled Individuals Reside | City Code Violation |
| | Emergency Sewer/Water Line Replacement |

Non-income earning assets may not exceed \$35,000. Applicants must certify that the value of all of their "Non-income earning assets" do not exceed \$35,000. Excluding the value of their primary residence, income earning real estate investments (revenue derived from rental property is counted under income), qualified retirement savings (revenue derived from retirements savings is counted under income), household furnishings, clothing and cars.



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APPLICANT'S NAME	Date of Birth _____	Social Security No. _____	
ARE YOU (check one)	<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Widowed
ADDRESS _____	Zip _____	No. of Years _____	
CO-APPLICANT'S NAME	Date of Birth _____	Social Security No. _____	
ARE YOU (check one)	<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Widowed

Please provide income information for all Household members 18 years or older. Use Gross Income unless stated otherwise, verification will be required.

Sources of Income	Applicant	Co-Applicant	Other Adult Household Members	Other Adult Household Members
Employment/Salary	\$ _____	\$ _____	\$ _____	\$ _____
Pay Period	<input type="checkbox"/> Monthly <input type="checkbox"/> Annual			
Company	_____	_____	_____	_____
Telephone Number	_____	_____	_____	_____
Interest & Dividends	\$ _____	\$ _____	\$ _____	\$ _____
Business Net Income	\$ _____	\$ _____	\$ _____	\$ _____
Rental Net Income	\$ _____	\$ _____	\$ _____	\$ _____
Social Security/SSI	\$ _____	\$ _____	\$ _____	\$ _____
Pension/Retirement	\$ _____	\$ _____	\$ _____	\$ _____
Child Support/Alimony	\$ _____	\$ _____	\$ _____	\$ _____
Unemployment	\$ _____	\$ _____	\$ _____	\$ _____
Workers Compensation	\$ _____	\$ _____	\$ _____	\$ _____
AFDC, Welfare, etc.	\$ _____	\$ _____	\$ _____	\$ _____
Income from Assets	\$ _____	\$ _____	\$ _____	\$ _____
Regular Monetary Gifts	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____

Total Household size _____ Total Household Income \$ _____ LMI Yes No

Mortgage Lien Holder _____	Own Home Outright <input type="checkbox"/>
Year House was Constructed _____	Are taxes current? <input type="checkbox"/> Yes <input type="checkbox"/> No



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Certification of Non-Income Earning Assets

I hereby certify that my non-income earning assets do not exceed \$35,000.

Source	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total non-income earning assets	\$ _____

Non-income earning assets may not exceed \$35,000 in value excluding the value of their primary residence, qualified retirement savings, household furnishings, clothing, and vehicles used as primary mode of transportation. Applicants must certify that the value of all of their "Non-income earning assets" do not exceed \$35,000.

For illustration purposes only the following represents a few examples of asset types:

NON-INCOME PRODUCING ASSETS

- Recreational Vehicles
- Summer House/Time Share
- Land Not Adjacent to Primary Residence
- Customized Cars/Motorcycles

INCOME EARNING ASSETS

- Rental Properties
- Income from Qualified Retirement Plans
- Interest from Savings/Investments
- Farm Property/Equipment

I/We certify, under penalty of law, that the above information is full, true and complete to the best of my/our knowledge. I/We understand that any willful misstatement may be grounds for disqualification. In addition, any fraudulent, fictitious or false statement on this application will result in the calling in of any note, deferred grant or other financial help in full. My/Our signature(s) below constitute our consent to verifying information from any necessary source.

Signature of Applicant

Date Signed

Signature of Co-Applicant

Date Signed



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APPLICANT'S AUTHORIZATION

I/We, _____, Applicant, and _____

Co-Applicant, who reside at _____

hereby authorize the release of all pertinent information to the City of Coeur d'Alene and their representative, Panhandle Area Council for use in determining my/our eligibility for an Emergency/Minor Repair Program grant offered through the City of Coeur d'Alene CDBG Entitlement Program.

This authorization entitles:

-  All financial institutions in which I/we have/had business transactions
-  Places of employment
-  Any other organization having access to pertinent information

to release said information to the City of Coeur d'Alene or Panhandle Area Council, when a written request is supplied along with a copy of this document.

Signature of Applicant

Date Signed

Signature of Co-Applicant

Date Signed

Bid/Quote Process

- ➔ Determine the scope of the project; enter details on the Bid/Quote Worksheet.
Outline the problem and the activities necessary for correction; please be specific. This project information should be used to obtain the bids/quotes and should contain sufficient detail to allow bidders and/or suppliers to provide bids/quotes that are easily comparable.
- ➔ Contact the City of CDA Building Department regarding permit requirements.
Building permits, whether required under Coeur d'Alene City code or by State Statute shall be the responsibility of the property owner. The owner may specify that their contractor obtain and maintain all permits necessary for the project work.
- ➔ Obtain a minimum of three bids/quotes for the work/materials required for the project.
Bids/quotes must describe comparable services or materials. For example - a bid to repair a portion of a leaky roof cannot be compared to a bid to replace the roof. The lowest responsive bid/quote will be used.
- ➔ Enter information for each bid/quote on Bid/Quote Worksheet.
- ➔ Project Funding
If project costs are more than the maximum allowable grant amount, list other sources of funding to be used (savings, donation, cash gift, grant, loan, etc.). Sufficient funding to complete the project must be identified prior to project approval.
- ➔ Bids/Quotes
Attach copies of bids and/or quotes to completed Bid/Quote Worksheet; submit to Panhandle Area Council.

DO NOT begin work, or incur any costs until Notice to Proceed is issued by Panhandle Area Council. Any work done or costs for purchases made prior to the Notice to Proceed **WILL NOT** be eligible for payment under the grant program.

Quotes for materials/appliances may be obtained by telephone or internet. Written documentation of quotes must include:

- Specifications of item to be purchased
(i.e., for a furnace include the BTUs, efficiency rating, heating capacity, etc.)
- Company name/contact name
- Company address, telephone number or internet address
- Date and time of quote
- Timeline and delivery information
- Warranty (if applicable)
- Costs, including tax & shipping
- Any other pertinent information

Bid/Quote Worksheet

Applicant Name _____

Address _____

Activities to be completed: _____

Bids/Quotes must describe comparable services or materials. For example - a bid to repair a portion of a leaky roof can not be compared to a bid to replace the roof. In that instance the applicant could submit more than 3 bids. (Three bids to repair the roof, and three bids to replace the roof, then choose which specific project to complete.) Each bid/quote should include pricing information that allows the applicant to compare costs across bidders and ensure cost reasonableness. The lowest responsive and responsible bid/quote will be used.

Budget Worksheet - Attach copies of Bids/Quotes

	Project Estimate - 1	Project Estimate 2	Project Estimate - 3
Company			
Phone #			
Work Task			
Materials			
Materials			
Materials			
Labor			
Permits			
Other			
Other			
Other			
Tax			
Total Cost			
Low Bid/Quote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Amount of Grant funds requested: \$ _____

Other funds or contributions to complete project:

Source: _____

Amount: \$ _____

Source: _____

Amount: \$ _____

Total Project Cost: \$ _____

Estimated Start Date: _____

Estimated Completion Date: _____



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Confirmation of Receipt of Lead Pamphlet

I have received a copy of the pamphlet, Protect Your Family From Lead in Your Home, 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.

Printed Name

Address

Signature

Date



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Application Checklist

Application submittal must include the items listed below.

- Page 1 - Completed homeowner information.
- Page 2 - Completed worksheet listing all household income, mortgage/tax, and age of home information. If any of the items do not apply to your individual situation, please write "NA" next to the item.
 - Current year's Income Tax Return with W-2s, and/or 1099s, for each household member who filed a tax return.
 - If applicant is self-employed, two year's tax returns and bank account statements for proof of income.
 - Social security number(s), with most current income statements for household members who receive social security.
 - Paycheck stubs for the last two months for each employed household member.
 - All bank statements (checking, savings, etc) for the last two months for each employed household member.
 - Copy of deed, contract of sale, and/or escrow agreement.
 - Mortgage Balance Statement.
 - Certificate of current fire insurance coverage.
 - Divorce decree, if you were awarded the property through a divorce.
- Page 3 - Signed description of problem and potential repair.
 - Copy of written report of city code violation, if applicable.
- Page 4 - Signed Certification of Non-Income Earning Assets.
- Page 5 - Signed Applicant Authorization.
- Page 7 - Completed Bid/Quote Worksheet.
 - Include a MINIMUM of 3 quotes for each activity/materials/etc.
- Page 8 - Completed Information for Monitoring Purposes.
- Page 9 - Signed Confirmation of Receipt of Lead Pamphlet.
- Page 10 - Completed Application Checklist (this page).
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Return completed application to:

**Panhandle Area Council
City of CDA Entitlement Program
11100 N Airport Drive
Hayden, ID 83835-9798**

The City of Coeur d'Alene does not discriminate on the basis of race, sex, color, age, national origin, religion or disability in its employment opportunities, programs, services or activities.

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