

NORTHERN UTAH'S NEIGHBORHOOD IMPROVEMENT PROGRAM GRANT APPLICATION

Brigham City Community Development
20 North Main Street, Brigham City UT 84302
Attn: Sarah-Jane Martin

Please email **completed application** to **smartin@bcutah.org** or bring to
Brigham City Community Development office.

APPLICATION PACKET FORM

Home Owner's Name: _____ DOB: _____

Co-Home Owner's Name: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Owner's Best Contact #: _____ Email: _____

Co-Home Owner's Best Contact #: _____ Email: _____

How did you hear about this program?

Internet/Poster/Utility Bill/Family Friend/Program Participant

Other: _____

Number in household (full time): _____

Full Time: Anyone occupying the home more than 6 months of the year.

List family member's names and birthdates:

Any Family Member with Disability: Yes / No

What is the disability: _____

What is the total gross (pre-tax) annual income for all members of your household
over age 18 residing at the home on a full-time basis? _____

What was your hire date at your current employment? _____

To **qualify** for this Rehabilitation Program, total household income cannot exceed the HUD income limits, as shown below, based on family size:

Household Size	Annual Income
1	\$41,550
2	\$47,450
3	\$53,400
4	\$59,300
5	\$64,050
6	\$68,800
7	\$73,350

Household income: The gross amount (before any taxes and deductions) of wages and salaries, overtime pay, commissions, tips and bonuses for all adults of the household, as well as the gross amount of all unearned income (example SSI) from all members of the household.

Do you own an existing single-family home within Brigham City limits? Yes / No
*The home **cannot** be a mobile or modular home, condominium, twin home or town home.*

Homeownership Workshop

Each qualified applicant will be required to take part in a Post Purchasing Counseling workshop where such topics as: financial debt management, foreclosure prevention and homeowner responsibilities will be discussed. This workshop will be arranged by Neighborhood Nonprofit Housing Corporation with date to be announced.

Funding Recapture

This grant does not have to be repaid if the house remains owner-occupied for **five years**. If the home is sold within the first five years, the Brigham City portion of this grant must be repaid in full.

PLEASE ATTACH COPIES OF THE FOLLOWING DOCUMENTS. DO NOT ATTACH ORIGINAL DOCUMENTS AND FAILURE TO INCLUDE THESE DOCUMENTS MAY RESULT IN DISQUALIFICATION FROM THE PROGRAM.

- A copy of your **last 3 most recent** pay stubs or (or other documentation for other sources of income) showing year to date income for all members of your household over age 18 residing at the home on a full-time basis. A VOE (Verification of Employment HUD form) can be substituted for pay stubs. **Please include SSI award letter if that is source of income.**
- A copy of Federal Tax Returns for the past two years for all members of your household over age 18 residing at the home on a full-time basis (**first two pages only**).
- Copies of latest W-2 (or 1099) forms for all members of your household over age 18 residing at the home on a full-time basis.
- One of the following documents to show ownership of your home:
 - A copy of your deed showing title to your home.
 - A copy of your payment coupon from your mortgage company.
 - A copy of your latest tax notice from Box Elder County.

REQUESTED IMPROVEMENTS FORM

Total improvement costs can vary depending on which individual home projects for each home are deemed more critical and needed. The maximum funding for each home will be approximately **\$15,000** and rehabilitation cannot exceed **\$16,500**.

In addition to the improvements listed below, you will be required to resolve any Brigham City's code/public nuisance violations, including removal of weeds, unlicensed vehicles, fire hazards and clear view obstructions. A Brigham City Inspector will do an on-site inspection to determine if there are any violations that must be dealt with.

Please check only the improvements you believe are necessary on your home and **rate them in order of preference**. Neighborhood Nonprofit's Program Manager will use the information to prepare a visit, a scope of work and a cost estimate.

	RANK
ELECTRICAL SERVICE	
<input type="checkbox"/> Replacement of electrical service that does not meet International Building Code requirements	_____
ROOFING REPAIRS	
<input type="checkbox"/> Replacement of cracked, peeling, curled or lost shingles	_____
<input type="checkbox"/> Replacement of worn or aging soffit and/or fascia	_____
<input type="checkbox"/> Repairs to a leaking roof	_____
EXTERIOR WALLS	
<input type="checkbox"/> Repairs and painting of exterior wood siding and trim	_____
<input type="checkbox"/> Installation and/or replacement of substandard siding	_____
EXTERIOR WINDOWS & DOORS	
<input type="checkbox"/> Repairs/replacement of broken windows	_____
<input type="checkbox"/> Replacement of windows that do not meet the Model Energy Code	_____
<input type="checkbox"/> Replacement of substandard exterior doors	_____
CONCRETE/WOOD WORK	
<input type="checkbox"/> Replacement of broken concrete walkways, driveways, and front porches	_____
<input type="checkbox"/> Installation of ramp for wheelchair accessibility	_____
OTHER EXTERIOR/INTERIOR REPAIRS	
<input type="checkbox"/> Explain _____	_____

LETTER OF AUTHORIZATION

The home owner(s) certifies that all information given to Brigham City and Neighborhood Nonprofit Housing Corporation in order to qualify for Northern Utah’s Neighborhood Improvement Program is true and complete to the best of the home owner(s) knowledge and belief.

Sources and amounts of income, homeownership status, and loan documents may be verified by Brigham City and Neighborhood Nonprofit Housing Corporation. The home owner(s) will at all time(s) hold Brigham City and Neighborhood Nonprofit Housing Corporation harmless.

Brigham City and Neighborhood Nonprofit Housing Corporation will not, in the provision of services, or in any other manner discriminate against any person on the basis of race, color creed, religion, sex, national origin, age, familial status, disability or any other protected classes. In accordance with funding requirements from Federal Home Loan Bank of Des Moines; seniors (individuals over the age of 62), or persons with disabilities may be given preference in receiving grant awards.

The information provided is true and complete to the best of my/our knowledge and belief. Please initial each item and sign below to indicate that you understand and accept the requirements of this application and grant.

I/we consent to the disclosure of such information for the purposes of verification related to my/our application for the Northern Utah’s Neighborhood Improvement Program Grant. _____
Initial

I/we understand that any willful misstatement of material fact will be grounds for disqualification. _____
Initial

I/we understand that a portion of this funding has a recapture provision, and that if the home is sold within five years a portion of the grant may be required to be repaid. _____
Initial

Home Owner Signature Date

Co-Home Owner Signature Date

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PARTICIPANT CHECKLIST

(Do not turn in; keep this checklist for your information)

- The home must be within Brigham City limits and be an existing single-family home.
- Your annual pre-tax combined income for all members of your household over age 18 residing at your home on a full-time basis cannot exceed the HUD income limits.
- Submit your completed application with all documentation in a sealed envelope addressed to Sarah-Jane Martin, 20 North Main Street, Brigham City Community Development Department.
- The process of selecting qualified homeowners will be determined on how they rank based on the scoring criteria system once all applications have been turned in. Points will be awarded based on; income level and family size with additional points awarded based on whether there is a family member with a disability, a single parent head of household or a senior citizen.
- A site visit will be performed by a Brigham City Inspector to check for code and public nuisance violations. Neighborhood Nonprofit's Program Manager will prepare a scope of work detailing the work to be completed and the estimated cost.
- Each qualified homeowner will need to complete Post-Purchase Homeownership Workshop which will be arranged by a Neighborhood Nonprofit Housing Corporation representative. This workshop will need to be taken before any home improvement work can be started.
- Once all of the items above are completed, the qualified work on your home will be scheduled. **A deed of trust will be recorded on your home for the amount of Brigham City funding used on your project. This deed states that the funding does not have to be repaid if the house remains owner-occupied for five years. However, a prorated share of the Brigham City funding must be repaid if the owner sells their home within that five-year period.**
- If you have any questions, please call:
Dave Schuster Program Manager
Neighborhood Nonprofit Housing Corp. 435-753-1112 ext. 104