City of Arlington
Housing Emergency Repair Grant for Homeowners
PY 2009 Guidelines

Based on available funding, the City of Arlington provides eligible homeowners a one-time grant of up to $5,000 within a three-year period. For homeowners to be eligible they must meet the following requirements:

- Must reside within the city limits of Arlington, TX.
- Must meet the Department of Housing and Urban Development's definition of low-income based on verified gross household income and household size.
- Repairs must be of an immediate and necessary nature with an imminent effect on health and/or safety and occurred recently.
- Must own/occupy the property.
- Must be current on property taxes.
- Must certify that the property is not being offered for sale and is the primary residence.
- Homes must have a market value as listed on the Tarrant Appraisal District (TAD) website of less than the annual FHA 203(b) limit.
- Must not be an eligible item for repair under homeowner's insurance policy.

Definition of Emergency - An emergency is a situation or condition that occurred recently (generally within two weeks) without warning, that is detrimental to or a threat to life, health or safety, and requires immediate action (i.e., 3 business days). Emergency grants may include, but are not limited to, items such as heating, electrical, plumbing systems, or emergency roof repairs/replacements.

Definition of Low-Income - "Low-Income Household" shall mean all the persons occupying the housing unit whose total income does not exceed 80% of the area median income, adjusted for household size, as established by HUD.

HUD Income Guidelines for PY 2009

Household Size	1	2	3	4	5	6	7	8
Income Limit (<80% MI)	$36,950	$42,250	$47,500	$52,800	$57,000	$61,250	$65,450	$69,700

Household Income Calculations - The HUD definition of annual income is the gross amount of income of all adult household members that is *anticipated to be received during the coming 12-month period.* Income of all household residents aged 18 or over, unless they are a full-time student, will be included in the household income determination. This includes fulltime and part-time wages, self-employment wages, TANF, alimony, Social Security benefits, pensions, child support, and regular gifts of money from friends, family, church, or social agency. Money earned from providing services, and interest from bank accounts or investments must be disclosed.

Application Process - Emergency applications are given priority in the scheduling of property inspections to verify that the problem(s) comply with the program guidelines listed above. However, an application must be completed and verified by City staff before any work is to be scheduled. Verification requirements are listed on the following page.

Homeowners Income Verification Requirements

The following information is required in order to complete your application for the City of Arlington Emergency Repair Program. Please contact the Rehabilitation Administrative Secretary to schedule an appointment to determine eligibility at 817-276-6707.

PLEASE BRING THE FOLLOWING ORIGINAL DOCUMENTS

1. **Driver's License or picture identification .**
2. **Written verification of all household income**
   - Last 6 paycheck stubs (if working)
   - Last year's income tax return. 1040 form with W2's. (Last years income tax can only be used as verification of income if you are self-employed)
   - Last 6 months bank statements.
   - Social Security Award letter (if applicable)
   - Proof of child support or Alimony (if applicable)
   - Proof of retirement income (if applicable)
   - All other income (i.e. contributions, gifts)
3. **Record of Assets** - Yearly interest on all assets (stocks, bonds, certificates of deposits, passbook savings, etc.) must be counted as income. Written verification of the value of these assets and interest rate at which they are invested is necessary to complete you application.

City Verification Procedures - City staff will verify the following information through homeowner certification and/or a third-party source:

- **Home ownership** Home ownership will be verified through the Tarrant Appraisal District (TAD) online database.
- **Current taxes** Property taxes must be current and will be verified on the Tarrant Appraisal District (TAD) website.
- **All Income**

Applicants must authorize City staff to verify the information provided by any means necessary to determine program eligibility. Applicants will be required to certify that the information provided is true and will be subject to federal prosecution for knowingly making false statements.

THIS INFORMATION WILL REMAIN CONFIDENTIAL, AND WILL BE USED SOLELY FOR THE PURPOSE OF ESTABLISHING YOUR ELIGIBILITY FOR THIS PROGRAM.

HOUSING EMERGENCY REPAIR GRANT APPLICATION

SECTION A. APPLICANT DATA

DATE_____

HEAD OF HOUSEHOLD
NAME _____

SOCIAL SECURITY #_____ AGE_____

ADDRESS: _____ZIP CODE: _____

YEARS AT CURRENT ADDRESS: _____ PHONE: _____

SPOUSE
NAME _____

SOCIAL SECURITY #_____ AGE_____

INCOME_____MO/YR

Is either Homeowner a student? ___Y ___N

If yes, were you claimed by parents last year? ___Y ___N

Race and Ethnicity of Head of Household (Check One). This information is being collected to assure compliance with fair housing and equal opportunity rules.

Do you consider yourself to be Hispanic? _____ Yes _____ No

Please check the appropriate race category for your household:

___White ____Black ____Asian/Pacific Islander ___ American Indian/Alaskan Native

____Native Hawaiian/ Other Pacific Islander

Multi-race:
___American Indian/Alaskan Native & White ___Black/African American & White

___American Indian/Alaskan Native & Black/African American ___Asian & White ___Other

OTHERS RESIDING IN HOME

1) NAME_____ RELATIONSHIP_____

SOCIAL SECURITY #_____ AGE_____

INCOME _____MO/YR

2) NAME_____ RELATIONSHIP_____

SOCIAL SECURITY #_____ AGE_____

INCOME _____MO/YR

3) NAME_____ RELATIONSHIP_____

SOCIAL SECURITY #_____ AGE_____

INCOME _____MO/YR

4) NAME_____ RELATIONSHIP_____

SOCIAL SECURITY #_____ AGE_____

INCOME _____MO/YR

SECTION B. SOURCE OF INCOME

Income includes all money flowing into the household from all persons over 18 years old. Self-employment wages, TANF, alimony, Social Security benefits, pensions, child support and regular gifts of money from friends, family, church, or other social agencies must be disclosed. Money earned from providing services and interest from bank accounts or investments must be reported.

Household Member	Wages/Salaries	Benefits/ Pensions	Other Financial Assistance	Asset Income

Please provide the name, address and telephone number of employer(s): (INCLUDE LAST 6 PAY STUBS)

Employee_____ Employer_____

Address_____ PH#_____

Employee_____ Employer_____

Address_____ PH#_____

Employee_____ Employer_____

Address_____ PH#_____

LIST ALL BANK/SAVINGS ACCOUNTS: (PROVIDE COPIES OF EACH FOR PREVIOUS 6 MONTHS)

CHECKING:

Name on Account: _____

Institution _____

Account #_____ Balance $_____

SAVINGS:

Name on Account: _____

Institution _____

Account #_____ Balance $_____

_____

*****If more room is required, please attach information on a separate piece of paper and attach to the application. *****

SECTION C. EXPENSES

ARE YOU CURRENT ON YOUR MORTGAGE? ____YES ____NO

MONTHLY MORTGAGE PAYMENT: _____ BALANCE OWED: _____

PLEASE PROVIDE NAME, ADDRESS AND PHONE NUMBER OF YOUR MORTGAGE COMPANY.

_____

HAVE YOU RECEIVED A HOME EQUITY LOAN OR A REVERSE MORTGAGE WITHIN THE LAST THREE YEARS? ____YES ____NO

If so, when and how much? _____

ARE PROPERTY TAXES AND HAZARD INSURANCE PREMIUMS INCLUDED IN THE ABOVE PAYMENT? ____YES _____NO

IS THIS YOUR PRIMARY RESIDENCE? ____YES ____NO

IF NOT, LIST YOUR MONTHLY EXPENSES FOR:

PROPERTY TAXES: _____ HAZARD INSURANCE: _____

NAME AND TELEPHONE NUMBER OF INSURANCE AGENT _____

IS IT OKAY TO CONTACT YOUR AGENT? _____ Y _____ N

UTILITIES: Electric: _____ Gas: _____ Water: _____ Phone: _____

Cable_____

CAR PAYMENT _____ CREDIT CARDS _____

LOANS _____

OTHER HOUSEHOLD EXPENSES _____

SECTION D. REPAIRS NEEDED

Please give a brief description of the repairs needed and the date that you first noticed the problem.

_____

_____

_____

_____

_____

_____

_____

DATE PROBLEM DISCOVERED _____

SECTION E. CERTIFICATION OF RESIDENCE

I certify that my home is not being offered for sale. ☐ Yes ☐ No

I certify that the address listed is my primary residence/homestead, as indicated per the Tarrant Appraisal District (TAD) property tax exemption. ☐ Yes ☐ No

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS COMPLETE, TRUE, AND CORRECT TO THE BEST OF MY BELIEF AND KNOWLEDGE, AND I DO HEREBY AUTHORIZE THE STAFF OF THE CITY OF ARLINGTON TO VERIFY THE INFORMATION TO APPROVE ELIGIBILITY BY WHATEVER MEANS NECESSARY, INCLUDING, BUT NOT LIMITED TO, WAGES, PENSIONS, INVESTMENTS, AND RESIDENCY. I FURTHER CERTIFY THAT THIS PROPERTY IS NOT BEING OFFERD FOR SALE AND IS MY PRIMARY RESIDENCE.

IT IS UNDERSTOOD THAT THIS AUTHORIZATION IS GRANTED FOR THE SOLE PURPOSE OF CERTIFYING ELIGIBILITY FOR THE CITY OF ARLINGTON HOUSING REHABILITATION PROGRAM AND THAT ALL INFORMATION ACQUIRED IN THIS REGARD WILL REMAIN CONFIDENTIAL.

I ALSO UNDERSTAND THAT IF MY APPLICATION IS DENIED FOR ANY REASON, I CAN APPEAL IN WRITING TO THE ASSISTANT DIRECTOR, DAVID ZAPPASODI, AT 501 W. SANFORD STREET, SUITE 20, ARLINGTON, TX 76011.

_____	_____
SIGNATURE OF APPLICANT	**SIGNATURE OF APPLICANT**
_____	_____
COMMUNITY SERVICES STAFF	**DATE RECEIVED**

WARNING: IT IS A CRIMINAL OFFENSE TO MAKE WILLFUL FALSE STATEMENTS OR MISREPRESENTATIONS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES GOVERNMENT AS TO ANY MATTER WITHIN ITS JURISDICTION (SECTION 1001 OF TITLE 18, U.S. CODE).

HOUSING REHABILITATION PROGRAM
FREQUENTLY ASKED QUESTIONS

Emergency Repair Grant for Homeowners

1. What is the Emergency Repair Grant for Homeowners?

The Housing Emergency Repair Grant for homeowners is designed to assist lower income homeowners repair problems with their home that are considered to be detrimental to or a threat to life, health or safety, and requires immediate attention.

2. What type of repairs are considered an emergency?

The program will pay for the following types of repairs:

a. Water heater replacement
b. Repair or replacement of existing air-conditioning during the summer months
c. Repair or replacement of existing heating equipment during the winter months
d. Repair or replacement of water or sewer lines
e. Substantial roof leaks that create electrical or other similar hazards

3. What if I have more than one emergency within a three-year period? Will I be eligible to receive another grant?

No, the program allows eligible homeowners a one-time grant of up to $5,000 during a three-year period.

4. Can I apply for another grant after the three-year period?

Yes

5. What happens if the cost of the repairs exceeds the $5,000 program limit?

If the cost of the repairs exceeds the program limit of $5,000, the application for assistance is denied.

6. What if my application is denied?

If your application is denied, you can appeal the denial to the program administrator.

7. **Will I have to pay the money back to the City?**

   No, the assistance is in the form of a grant and repayment is not required.

8. **Once the application is approved, how long will it take for the repairs to be made?**

   Typically, work will be completed within three business days.

9. **Will the City pay me to stay at a hotel if the work requires the electricity or water to be shut off for more than a day?**

   No. It is the responsibility of the homeowner to make any temporary living arrangements.

10. **If my home never had air-conditioning, would the program pay for the installation of air-conditioning equipment?**

    No. The program only allows for the repair or replacement of existing equipment.