

BRAZOS VALLEY AFFORDABLE HOUSING CORPORATION

4001 E. 29th Ste 180, Bryan, TX 77802
PO Drawer 4128, Bryan, TX 77805-4128
Phone: (979) 595-2809
Fax: (979) 595-2816

HURRICANE IKE INTAKE APPLICATION FOR MULTI - FAMILY RESIDENCE



INSTRUCTIONS FOR APPLICATION

STEP 1: Read the instructions for this application and the Frequently Asked Questions (FAQ). They contain important information about documents to be submitted, definitions and explanations of sections, and how to complete and submit this application.

STEP 2: Please use BLUE or BLACK ink. Do not use pencil or other colors of ink. Please write legibly.

STEP 3: Submit the completed and signed application with all required attachments.

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- 1. APPLICANT INFORMATION:** Provide your legal name, an address where you receive your mail (may or may not be the damaged property), an email address (if applicable),
 - 2. ELIGIBILITY INFORMATION:** Indicate whether the following is true or false:
 - (i) Was the unit damaged on September 13, 2008?
 - (ii) Were you the owner as of September 13, 2008?
 - (iii) Applicant must be comply with affordability restrictions on the complex following rehabilitation that require 50% or more of the units be occupied by 80% of median income less adjusted for household size and be provided at High HOME rent rates for a period of five years.
 - (iv) Did you register with FEMA?
 - 3. DAMAGED COMPLEX INFORMATION:** Provide basic information concerning the damaged property (i.e. physical address of damaged property, floodplain information, and other names on the deed).
 - 4. HURRICANE IKE VICTIMS INFORMATION:** In order to be eligible to receive assistance under this program, property must have been damaged as a result of Hurricane Ike.
 - 5. OTHER ASSISTANCE RECEIVED:** Provide all information concerning property insurance, FEMA, SBA, or any other type of related Hurricane Ike assistance.
 - 6. INCOME INFORMATION:** Provide us with information on deed restrictions, last certification period, or plan to meet requirement of 50% of units to 80% AMI at High HOME Rent rates for a period of 5 years.

7. APPLICANT CERTIFICATION: Certify that all information in the application is true, to the best of your knowledge. 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.

8. ELIGIBILITY RELEASE: It is required that you sign this form, which allows the Brazos Valley Affordable Housing Corporation to request information from Third Parties concerning your eligibility and participation in this program.

HURRICANE IKE INTAKE APPLICATION FOR SINGLE FAMILY RESIDENCE

Frequently Asked Questions (FAQ)

The application asks for my “Current Address.” Is it asking about my damaged home?

Not necessarily. We would like to know where you can be reached. It may or may not be the home that was damaged. Specific information on your damaged property is requested elsewhere in the application.

Do I have to be current on my taxes?

Yes. However, if you have any unpaid taxes, it is possible to work out a payment plan with the tax office or possibly get an exemption based on age, homestead or other exemptions that might be available.

If I am currently involved in a legal claim against my insurance company, can I still apply?

Yes, you may still be eligible for assistance. Any pending legal matters will be reviewed in determining the eligibility of the applicant.

If approved, do I have to pay back the funds used to fix my home?

No. However, there will be a “Retention Period” that will stipulate that if the use of the property changes or is sold within a period of time after construction is completed, the funds may have to be paid back.

What happens if I have spent the proceeds I received from FEMA, SBA, or Insurance?

The answer to this question depends on the intended purpose of these funds as stated in their award letters and how such funds were actually spent.

If I had insurance for my (damaged) complex at the time of the storm, am I disqualified from receiving assistance?

No. However, please provide us with all information or documentation concerning insurance claims.

What items should I attach to the application?

- (1) FEMA Award/Denial Letter
- (2) SBA Award/Denial Letter (if applicable)
- (3) Private Insurance Letter (or letter stating you do not have insurance),
- (4) Copy of Applicant’s Driver’s License or ID card
- (5) Property Deed (or equivalent)
- (6) Copy of receipts for repairs (if applicable)
- (7) Deed restricted income limits

Will I be asked to provide the information requested more than one time?

Yes, more than likely. As things may change with your situation between the time this application is completed and the time your eligibility status is determined, we will need the most up to date information at all times.

Is the application available electronically?

Yes. Please check our website at www.bvahc.org.

Can applications be submitted electronically?

No. As electronic signatures are not allowed, you can only download the application.

What do I do with the application once I have completed it and signed it?

At this time, applications will be accepted by mail, fax, or delivered in person to:

**Brazos Valley Affordable Housing Corporation
4001 E. 29th St. Ste 180, Bryan, TX 77802
PO Drawer 4128, Bryan, TX 77805-4128
Fax: (979) 595-2816**

**BRAZOS VALLEY AFFORDABLE HOUSING CORPORATION
HURRICANE IKE INTAKE APPLICATION FOR SINGLE FAMILY RESIDENCE**



Brazos Valley Affordable Housing Corporation	Contract Number:
CDBG Application Received by:	Date/Time CDBG Application Received:

↑ For BVAHC Use Only ↑

<u>1. OWNER INFORMATION / Contact person :</u>		
Contact last Name:	First Name:	Middle Name:
Title :	Type of Ownership:	
Other Owners:		
EIN or TAX ID:	Name of property:	
Mailing Address:		
Physical Address:		
Phone:	Cell Phone:	Email Address:

<u>3. COMPLEX COMPOSITION AND CHARACTERISTICS –</u>
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# of units total:	# of vacant units:	# of units below 80% AMI:
What type of restriction is in place on the property if any:		
What agency oversees compliance with occupancy requirements if any:		
When was the last certification period if any:		

4. Demographic of complex (check one) – THIS INFORMATION IS REQUIRED.

It is being collected to ensure compliance with federal Fair Housing and Equal Opportunity regulations.

Race of Head of Household: %

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian/Alaska Native |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Asian and White |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> American Indian/Alaska Nat. and White |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Other Multi Racial |
| <input type="checkbox"/> American Indian/Alaska Native and Black/African American | |

Ethnicity of Head of Household:

- Hispanic – A person of Mexican, Cuban, Puerto Rican, South or Central American, or other Spanish culture or Origin, regardless of race. Terms such as “Latino” or “Spanish Origin” apply to this category.
- Non-Hispanic – A person not of Mexican, Cuban, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

5. ELIGIBILITY INFORMATION

If the answer to any of the following questions is NO, you are not eligible for assistance:

Was that unit damaged or destroyed on September 13, 2008 as a direct result of Hurricane Ike?

Yes No

(continued) **ELIGIBILITY INFORMATION**

If the answer to any of the following questions is NO, you are not eligible for Assistance:

As of September 13, 2008, were you or your company the owner of this complex?

Yes No

If the answer to the following question is NO, your application will require a special review to determine eligibility:

Did you register with FEMA for storm related assistance for structural damage to the home?

Yes No

6. DAMAGED COMPLEX INFORMATION

Damaged Complex Address:

City, State, Zip:

Damaged Complex Phone:

Number of units?

Is the property located in a floodplain?

Yes No
 Don't know

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7. OTHER ASSISTANCE RECEIVED

Assistance provided under the Community Development Block Grant Disaster Recovery Program for Hurricane Ike may not exceed complex unmet housing needs. List all other sources of financial or housing assistance received (local, state, federal, and private sources). List all insurance companies currently covering your real property. List all insurance companies that were providing coverage to your real property on September 13, 2008.

Have you applied for any storm-related assistance for damage to your home from any source (local, state, federal, private)? If yes, proceed with this section. If no, proceed to the income section.

Yes No

By signing this application, the applicant authorizes the state or any of its duly authorized representatives to verify the information contained herein, including this section. 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.

FEMA

Have you received any storm related assistance from FEMA for structural damage to your home?

Yes No

Amount Approved: \$ _____ Amount, if any, Received to Date: \$ _____

What is your FEMA Registration No(s).?

1) _____ 2) _____

SBA

Have you received any storm-related assistance from the SBA for damage to your home?

Yes No

Amount Approved: \$ _____ Amount, if any, Received to Date: \$ _____

What is your SBA Application No.? _____

What is your SBA Loan No.? _____

INSURANCE

Were you carrying Property Insurance at the time of the storm?

Yes No

If "Yes", what type: Windstorm Flood Contents Other (portable buildings, etc.)

Insurance coverage in effect 9/13/2008 - _____

Claim received: \$ _____

Purpose: _____ <input type="checkbox"/> Insurance coverage currently in effect - _____ Type: (fire, flood, wind, etc.): _____ Are you involved in a lawsuit against your Insurance company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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ALL BLANKS MUST BE COMPLETED OR HAVE "N/A" WRITTEN IN. THE APPLICATION MUST BE SIGNED BY ALL PERSONS LISTED ON THE DEED.

**RETURN TO: BRAZOS VALLEY AFFORDABLE HOUSING CORPORATION
 4001 E.29TH ST.STE 180, BRYAN, TX 77802
 PO DRAWER 4128, BRYAN, TX 77805-4128
 FAX: (979) 595-2816**

<u>8. APPLICANT CERTIFICATION</u>	
I/We understand the information provided above is collected to determine if I/we are eligible to receive assistance under the Community Development Block Grant Disaster Recovery Program for Hurricane Ike. I/We hereby certify that all the information provided herein is true and correct. I/We understand that providing false statements or information is grounds for termination of housing assistance and is punishable under federal law. I/We authorize the above-referenced the state of Texas and any of its duly authorized representatives to verify all information provided on this application.	
Signature of owner or representative:	Date
Signature of owner or representative:	Date
<u>Warning:</u>	
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.	

BRAZOS VALLEY AFFORDABLE HOUSING CORPORATION



9. ELIGIBILITY RELEASE

Brazos Valley Affordable Housing Corporation

Contract Number:

Applicant Name:

Applicant Address:

Instructions to Applicant: Your signature on this *Eligibility Release*, and the signatures of each member, authorizes the above-named BVAHC to obtain information from a third party regarding your eligibility and continued participation in the:

Community Development Block Grant Disaster Recovery Program for Hurricane Ike

Privacy Act Notice Statement: Texas Department of Housing and Community Affairs (TDHCA) require the collection of the information listed in this form to determine an applicant's eligibility for the Ike Program. This information will be used to establish the level of benefits for which the applicant is eligible and to verify the accuracy of the information furnished. Information received from an applicant or as a result of verifying an applicant's eligibility may be released to appropriate Federal, State, and local agencies or, when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in delay or rejection of your eligibility approval. TDHCA is authorized to ask for this information under the National Affordable Housing Act of 1990.

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. If a copy of a tax return is needed, IRS Form 4506, "Request for a Copy of Tax Form" must be prepared and signed separately.

(Eligibility Release Continued on the next Page)

Information Covered: Inquiries may be made about items initialed below by the applicant.		
Description	Verification Required	Initials of Applicants
Income (all sources)	X	
Assets (all sources)	X	
Other (list):	X	
Verify compliance with affordability and unit composition now and or after rehabilitation	X	

Applicant's Authorization:

I authorize the above-named BVAHC to obtain information about me and my organization that is pertinent to determining my eligibility for participation in the Ike Program. I acknowledge that:

- (1) A photocopy of this form is as valid as the original; AND**
- (2) I have the right to review information received using this form; AND**
- (3) I have the right to a copy of information provided to BVAHC and to request correction of any information if I believe it to be inaccurate; AND**
- (4) All owners will sign this form and cooperate with BVAHC in the eligibility verification process.**

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.

Signatures:

_____	_____	_____
Signature – Owner / representative	Printed Name	Date
_____	_____	_____
Signature – Owner / representative	Printed Name	Date
_____	_____	_____
Signature – Owner / representative	Printed Name	Date
_____	_____	_____
Signature – Owner / representative	Printed Name	Date
_____	_____	_____
Signature – Owner / representative	Printed Name	Date

ASSISTANCE THROUGH THIS PROGRAM IS ONLY AVAILABLE TO RESIDENTS IN ONE OF THE FOLLOWING COUNTIES:

- Brazos County
- Burleson County
- Grimes County
- Leon County
- Madison County
- Robertson County
- Washington County

PLEASE PROVIDE THE INFORMATION LISTED BELOW TO ENSURE THAT YOUR APPLICATION WILL BE PROCESSED IN AN EXPEDITED MANNER

- Completed TDHCA Intake Application
- Properly executed TDHCA Eligibility Release Form
- FEMA Award/Denial Letter
- Small Business Administration (SBA) Award/Denial Letter
- Private Insurance Letter (*If you did not have private insurance, a written, signed and dated statement indicating that you had no private insurance will be acceptable.*)
- Copy of the applicant's driver's license (or a state issued photo ID)
- Fee Simple Deed in applicant's name, corporate charter, bylaws if applicable
- Copy of receipts, in applicant's name, for the home repairs that have been made to the damaged property
- Provide any and all proof of income for individuals that live at the property and that are over the age of 18 (or **copy of last certification**)
- Provide any and all written proof of income for everyone in the household.
- Please provide the **originals** of the **TDHCA** application and **Eligibility Release Forms**

NOTE: Please be aware that you may be required to provide some information more than one time throughout the eligibility process. We apologize for this inconvenience, however, circumstances may change throughout this process and we must have the most current information at all times.