

**Emergency Minor Home Repair**  
**Application for Grants & Loans**

City of Eugene  
 Community Development Division  
 99 W.10<sup>th</sup> Avenue, Eugene, OR 97401  
 541-682-5446



**Instructions: Please complete all sections below.**

**Applicant Information**

Name	Phone Number	Date
Property Address	Zip Code	Tax Lot # (if known): _____ Year Built: _____ Approximate square footage: _____

**If the property requiring accessibility improvements is not owned by the applicant, please the following information**  
 Property Owner/Landlord Name & Address:

**Property Information:**

Single Family Dwelling     
  Manufactured or Mobile Home     
  Duplex     
  Rental Apartment  
**If the structure is located in a manufactured home park, please provide a copy of the title/registration.**  
 Number of Bedrooms:    1       2       3       4       Do you have a working smoke detector?     Yes     No

**Describe Repairs Needed**

**Household Income Information** How many people reside in this household? \_\_\_\_\_

List below the names, birth dates and sex of all individuals currently residing in the home. Please include all income for each household member regardless of the source, and provide verification of income with this application (pay stub(s), tax returns, and benefit letters). **Your application will not be reviewed without income verification information.** (Attach additional pages if necessary.)

Name	Birth Date	Sex	Source of Income	Gross Monthly Amount

**TANF assistance:**

Attach additional pages if necessary.

**Financial Information: List below all assets and monthly payments for all household members.**

**Assets** include equity in real property (other than the primary residence), stocks, bonds, savings, and other capital investments. The value of personal property, such as furniture and automobiles is to be excluded.  
**Monthly Payments** include mortgage or rent payments and balances, loan and credit card payments. (Attach additional pages if necessary).

Checking & Savings Accounts & Other Assets	Value	Monthly Payments	Amount

## Information about the City of Eugene Emergency Minor Home Repair Program

The purpose of the Emergency Minor Home Repair Program (EmHR) is to provide assistance to very low-income households and persons with disabilities, by correcting conditions that create an immediate threat to the health and safety of the occupants, or through the removal of architectural barriers.

**DEFINITIONS:** The program defines very low-income household and people with disabilities as follows: **Very Low-Income Household:** Combined household income at or below 50% of HUD area median income. **People with Disabilities:** as defined by HUD: "Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment." **Manufactured Home:** A structure whose ownership is "Personal Property" as titled by the State of Oregon and who does not own the land the structure is sited on. **Assistance is provided in the form of a GRANT.** **Stick Built Structure:** are improvements (structures) made to the land whose title is held as fee simple title and which is recorded at the County Recorder's Office. **Assistance is provided in the form of a**

**Zero Interest Deferred Loan** secured by the property with a lien. **Eligibility Requirements:** The applicant and the subject property must meet the following eligibility requirements:

- The subject property must be annexed within the city limits of Eugene.
- The applicant must own and occupy the subject property for which they are requesting assistance. (Note: for architectural barrier removal, a tenant may apply for assistance within the written authorization of the property owner).
- Household income, less allowable exclusions shall not exceed 50% of area median income as established by HUD.
- The applicant's liquid assets are considered. Applicants who own income-producing or other rental property are ineligible.
- The condition of the subject property must threaten the health or safety of the occupants; or obstruct accessibility for one or more of the occupants.
- At the time of application, the value of the subject property shall not exceed the value limitation established by HUD at that time.

### Certifications, Consent of Disclosure, and Notification

**Certification:** I (we) are aware that the benefits available under this program are based upon estimated income and asset limits. I (we) certify that the information contained herein in true and correct to the best of my (our) knowledge.

**Consent of Disclosure:** Pursuant to Public Law 93-579 (the Privacy Act of 1974), I (we) have made the attached disclosures freely and voluntarily and with full knowledge that any and all information given to the City of Eugene shall be used solely for the purpose of determining my (our) eligibility under the Emergency Minor Home Repair Program.

- I (we) hereby consent to the disclosure to the City of Eugene by the sources, persons, and/or entities of any information pertaining to me which appears in my application for assistance under the Emergency Home Repair Program, for the sole purpose of processing my application for assistance: (1) My employer or other sources necessary to verify my income; and (2) any other person or entity the City of Eugene may deem necessary or appropriate in processing my application. Verification of Deposit and/or Verification of Mortgage forms may also be required. By this consent, I (we) shall hold the City of Eugene harmless for any liability that it may incur as a result of any disclosure made within the bounds of my consent and authorization.

- I (we) acknowledge receipt of a copy of this instrument consisting of one page. I (we) also hereby attest to the truth of any of the information given for the sole purpose of making this application.

**By signing this statement, Owner agrees to allow the City of Eugene to act as an agent for Owner for the completion of the work described in the "repairs needed" section of this application in addition to repairs as may be verbally discussed. The City shall provide primary management and direct liaison with the Contractor(s) of the contract(s).**

- **I/we hereby authorize the City of Eugene, Planning & Development Department, to inspect my property to determine**

**eligible repairs, contact qualified contractors to perform needed emergency repairs, and inspect the property again upon completion of the work. I understand the City of Eugene may take pictures of the repairs both before and after completion, and may contact me in the future to review the work again. City shall have no liability to Owner as a result of its administration of the project. Nothing in this application of the final grant agreement shall be construed, however, as a limitation on Owner's right to seek redress from any third party labor or materials contractor, or manufacturer.**

- **Notice of Financial Privacy:** This is notice to you as required by the Right to Financial Privacy Act of 1978 that the City of Eugene has the right of access to financial records held by any financial institution in connection with the consideration or administration of the assistance for which you have applied. Financial records involving your transactions will be available to the City of Eugene without further notice or authorization but will not be disclosed or released to another government agency or department without your consent, except as required or permitted by law. Verification of Deposit and/or Verification of Mortgage forms may also be required.

**Lead-Based Paint Notification:** Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly. Federal regulations require that persons renting, buying, or renovating pre-1978 housing be provided information explaining these hazards. My signature below indicates that I have received with this application and before work any work has begun, the EPA pamphlets "**Protect Your Family From Lead in Your Home (2003)**" and "**Renovate Right (2011)**" to inform me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit.

Applicant Signature

Date

Co-Applicant Signature

Date

**Applicant Affirmative Action and Non-Discrimination Information:** The Housing & Urban Development Department (HUD) of the Federal government provides funds for Housing Rehabilitation Loans. Federal programs require that we assure that no person has been excluded from participation in, denied the benefits of, or otherwise been subjected to discrimination under any funded activity. The City of Eugene must document your participation in the program and collect the information below to verify compliance with Federal Civil Rights laws. All information collected will remain confidential.

**Single Female with children in household?**  No  Yes

**Disabled?**  No  Yes **PLEASE DESCRIBE THE CONDITION:** \_\_\_\_\_

**Ethnic Group** (check one): Hispanic or Latino?  No  Yes

**Racial Group** (check one or more):  White  American Indian / Alaska Native  Asian  Asian & White

Black or African American  Native Hawaiian or Other Pacific Islander  American Indian / Alaskan Native & White

Black or African American & White  American Indian / Alaskan Native & Black or African American  Other Multi-Racial