

# Emergency Assistance Program Owner-Occupied Rehabilitation Program

Attached is an application for the Southern Housing Region Emergency Assistance Program. You must complete the entire application and return it to our office along with all applicable documentation. You will not be added to the application list until a complete application is submitted.

<b>ARE YOU A U.S. CITIZEN OR A QUALIFIED ALIEN?</b>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO <b>(YOU MUST CHECK ONE)</b>

In order to be eligible, your income must be below the following limits for the county you live in:

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Columbia	\$42,500	\$48,600	\$54,650	\$60,700	\$65,600	\$70,450	\$75,300	\$80,150
Dodge	\$41,850	\$47,800	\$53,800	\$59,750	\$64,550	\$69,350	\$74,100	\$78,900
Jefferson	\$42,750	\$48,850	\$54,950	\$61,050	\$65,950	\$70,850	\$75,750	\$80,600
Ozaukee	\$43,300	\$49,500	\$55,700	\$61,850	\$66,800	\$71,750	\$76,700	\$81,650
Sauk	\$38,200	\$43,650	\$49,100	\$54,550	\$58,950	\$63,300	\$67,650	\$72,050
Washington	\$43,300	\$49,500	\$55,700	\$61,850	\$66,800	\$71,750	\$76,700	\$81,650

### Return application to:

Emergency Assistance Program  
CDBG Rehabilitation Program  
201 Corporate Drive  
Beaver Dam, WI 53916  
Phone: 800-552-6330 Fax: 920-887-4250  
Email: [skoehn@msa-ps.com](mailto:skoehn@msa-ps.com)





**You are not required to answer the questions below. If you choose not to answer them, please check here.**\_\_\_\_\_

Sex of Applicant: \_\_\_\_\_ Male \_\_\_\_\_ Female

Head of Household: \_\_\_\_\_ Male \_\_\_\_\_ Female

Marital Status of Applicant: \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed

**Racial/Ethnic Background, Check One:**

- |  |   |
|--|---|
| _____ White                                  | _____ American Indian/Alaskan Native & White                  |
| _____ Black/African American                 | _____ Asian & White   |
| _____ Asian                                  | _____ Black/African American & White                          |
| _____ American Indian/Alaskan Islander       | _____ American Indian/Alaskan Native & Black/African American |
| _____ Native Hawaiian/Other Pacific Islander | _____ Balance/Other   |
| _____ Hispanic                               |   |

Is this your primary residence?  Yes  No

What type of property is this?

Single Family  Multi-Family (# of units \_\_\_\_\_)  Mobile Home (MUST be tied down and MUST own the land home is on)

Other \_\_\_\_\_

Name(s) on Property Title	Date of Purchase	Year Property Built (YOU <b><u>MUST</u></b> PUT APPROXIMATE YEAR)

Is the dwelling in a 100 year floodplain?  Yes  No

Are you on a private well?  Yes  No

If yes, has it been tested since the flood waters have receded?  Yes  No

**HOMEOWNERS INSURANCE**

Name of Insurance Co.: \_\_\_\_\_ Name of Agent: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Phone Number of agent: \_\_\_\_\_

**FLOOD INSURANCE**

Name of Insurance Co.: \_\_\_\_\_ Name of Agent: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Phone Number of agent: \_\_\_\_\_

**EXPLAIN DAMAGES:**

---

---

---

---

---

---

---

---

---

---

<b>FUNDS APPLIED FOR AND/OR RECEIVED FROM (Check all that apply)</b>									
	Applied		Dollar Amount		Pending		Denied		Appealing
FEMA									
Small Business Administration (SBA)									
Individual and Family Grant (IFG)									
State/Local									
Banks									
Insurance									
Federal Home Loan Bank									
Other									

**PLEASE SUBMIT:**

- 1) Documentation from FEMA stating you have or have not received funds through them. If you have received funds through FEMA, please submit documentation as to what work was covered.
- 2) Documentation from your insurance company stating if you have received funds from them. If you have received funds from your insurance company, please submit documentation as to what work was covered.
- 3) Documentation / receipts for work already completed.
- 4) Estimates for work to be done.
- 5) Copy of your homeowner's insurance policy and flood insurance policy if applicable
- 6) Copy of most recent property tax bill

**COMPLETE THE FOLLOWING INCOME/ASSET QUESTIONNAIRE COMPLETELY**

<p>Circle Y for Yes, N for No</p>	<p><b>Income Source</b></p>	<p><b>Documentation Required</b></p>
<p>1. Y N</p>	<p>Employment receiving wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation</p> <p>Employer: _____ Phone #: _____</p> <p>Fax #: _____ Email address: _____</p> <p>Mailing address: _____</p> <p>Employer: _____ Phone #: _____</p> <p>Fax #: _____ Email address: _____</p> <p>Mailing address: _____</p> <p>Employer: _____ Phone #: _____</p> <p>Fax #: _____ Email address: _____</p> <p>Mailing address: _____</p>	<p>Will need most recent 3 months of check stubs</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Name</p>
<p>2. Y N</p>	<p>Self employed (Describe type of business)</p> <p>_____</p>	<p>Will need copies of last 3 years of Federal Income Tax Form 1040 and applicable Schedules</p>
<p>3. Y N</p>	<p>Unemployment benefits and/or Worker's Compensation.</p>	<p>Will need most recent 3 months of check stubs</p>
<p>4. Y N</p>	<p>Social Security, Supplemental Security Income (SSI) or Disability.</p>	<p>Send benefit statement</p>
<p>5. Y N</p>	<p>Periodic payments from trusts, annuities, inheritance, retirement's funds or pensions, insurance policies.</p> <p>If yes, list <b>sources</b> and whose <b>name</b> is on account:</p> <p>1) _____</p> <p>2) _____</p>	<p>Send most recent documentation</p> <p>\$ _____</p> <p>\$ _____</p>
<p>6. Y N</p>	<p>Income from real or personal property i.e.: interest or dividends</p>	<p>\$ _____</p>
<p>7. Y N</p>	<p>Alimony/spousal maintenance payments.</p>	<p>Will need most recent 3 months of check stubs</p>
<p>8. Y N</p>	<p>I am entitled to receive Child Support Payments.</p> <p><b>If yes, then answer the following:</b></p> <p><input type="checkbox"/> I am currently receiving child support payments. (check one) <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> I am not receiving any child support payments but it is court ordered that I do.</p>	<p>Will need last 3 months of what you have received <b>and</b> copy of court order</p> <p>\$ _____</p> <p>\$ _____</p>

9. Y N	Income from a source other than those listed above. If yes, list sources:  1) _____  2) _____	Will need last 3 months of what you have received  \$ _____  \$ _____
--------	--	---

Circle Y for Yes, N for No	<b>Assets</b>	<b>Cash          Value/Balance</b>	
10. Y N	Checking account(s). If yes, list bank(s) and the location(s):  1) _____ Interest Rate: _____  2) _____ Interest Rate: _____	Will need last 6 months bank statements <b>OR</b> a signed statement from bank with 6 month average balance.	<b>Name on          Account</b>  _____  _____
11. Y N	Savings account(s). If yes, list bank(s) and the location(s):  1) _____ Interest Rate: _____  2) _____ Interest Rate: _____	Will need most current bank statement  \$ _____  \$ _____	<b>Name on          account</b>  _____  _____
12. Y N	Certificates of Deposit (CD) or Money Market Accounts If yes, list source/bank names and location:  1) _____ Interest Rate: _____  2) _____ Interest Rate: _____  3) _____ Interest Rate: _____	Need documentation  \$ _____  \$ _____  \$ _____	<b>Name on          account</b>  _____  _____
13. Y N	Real Estate-Do you own rental property or land? If yes, list location and mortgage holder:  1) _____  2) _____	\$ _____  \$ _____	Please send copy of property tax statement
14. Y N	Stocks, Bonds, or Treasury Bills. If yes, list source/bank names and location on next page:  1) _____ Interest Rate: _____  2) _____ Interest Rate: _____	\$ _____  \$ _____	<b>Name on          account</b>  _____  _____
15. Y N	IRA/Lump Sum Pension/Retirement/Keogh/401(k) Acct, etc. If yes, list source/bank names & addresses or contact info on next page:  1) _____ Interest Rate: _____  2) _____ Interest Rate: _____	Need documentation  \$ _____  \$ _____	<b>Name on          account</b>  _____  _____

16. Y N	<b>Whole Life Insurance Policy.</b> If yes, how many policies ____ List sources: 1) _____ Interest Rate: _____ 2) _____ Interest Rate: _____	Need documentation \$ _____ \$ _____	<b>Name on account</b> _____ _____
17. Y N	<b>Income from assets or sources other than those listed above.</b> If yes, list type(s) below 1) _____ 2) _____	Need current documentation \$ _____ \$ _____	

**READ EACH ITEM BEFORE SIGNING THE APPLICATION. IF YOU DO NOT UNDERSTAND, ASK FOR ASSISTANCE. Read and initial statements below:**

- I understand the Southern Housing Region EAP funds are offered as a grant and will not be required to be repaid.
- I understand the Southern Housing Region EAP will inspect the property to determine what, if any, repairs are necessary.
- I understand if I intentionally make statements or conceal any information in an attempt to obtain assistance, it is in violation of federal and state laws that carry severe criminal and civil penalties.
- I authorize the Southern Housing Region EAP to verify all information given by me about my property, income, employment, credit, background, and previous landlord(s) to determine my eligibility.
- I authorize and direct all custodians of my records, including my insurance company, employer, and public or private agency, bank, financial institution, or credit data service to release information to the Southern Housing Region EAP.
- Failure to comply with these conditions could result in the withdrawal of the Southern Housing Region EAP participation or the recall of the full amount of the Southern Housing Region EAP funds.
- I understand there are project review fees which are included in the grant amount.
- This is the only CDBG EAP application submitted for the property described in this application.

**APPEAL PROCESS**

Any applicant may appeal the decision of the CDBG Program Administrator by submitting, in writing, a request for reconsideration and the reason for the request to the Program Administrator. If the applicant appeals the Program Administrator's decision, the CDBG Housing Committee will review the appeal. If the applicant would like to appeal the CDBG Housing Committee's decision, the applicant may appeal to DOA/DEHCR. DOA/DEHCR will review for consideration and a written response will follow to the applicant. DOA/DEHCR's determination on the appeal is final.

<b>CONFLICT OF INTEREST</b>		
<b>Do you have any family or business ties to any of the following people? Yes_____ No_____</b>		
Vern Gove, County Board Chairperson	Robert McClyman, Board Member	Mark Sleger, Board Member
Lois Schepp, Lead County	Mike Weyh, Board Member	Gary Leatherberry, Board Member
Nate Olson, Dodge County	Tom Borgkvist, Board Member	Christopher Polzer, Board Member
Ben Wehmeier, Jefferson County	Adam Field, Board Member	Harlan Baumgartner, Board Mem.
Andy Buehler, Kenosha County	Kirk Konkell, Board Member	Keith Miller, Board Member
Andrew Struck, Ozaukee County	Craig Robson, Board Member	Tim Zander, Board Member
Julie Anderson, Racine County	Matthew Rohrbeck, Board Member	Henry St. Maurice, Board Member
Colin Byrnes, Rock County	Don DeYoung, Board Member	Brandon Blair, Board Member
Alene Bolin, Sauk County	JoAnn Wingers, Board Member	James Foley, Board Member
Nicole Hill, Walworth County	Bruce Rashke, Board Member	John Stevenson, Board Member
Jay Shambeau, Washington County	Barry Pufahl, Board Member	Jon Plumer, Board Member
Kari Justmann, Housing Team Leader	Dan Drew, Board Member	Bob Koch, Board Member
Susan Maier, Program Administrator	Susanna Bradley, Board Member	Nancy Long, Board Member
Sue Koehn, Program Administrator	Stacy Griswold, Program Assistant	Kevin Kessler, Board Member

**If yes, list name of person and disclose the nature of the relationship:**

--	--

I/We will return any disaster aid money received from the State of Wisconsin or any other source if insurance or other money is received for the same loss.

I/We, the undersigned owners of the described property, certify that the above statements are true, complete and accurate to the best of my/our knowledge, and understand that false information given may lead to disqualification from this program. I fully understand that it is a federal, state and local crime punishable by fine or imprisonment or both, to knowingly make any false statements concerning the facts of the application.

I/We hereby authorize the Southern Housing Region EAP Program to obtain verification of any information contained in this application from any source named herein. We have given our permission to the Southern Housing Region EAP Program to request and receive information required to verify employment, mortgages, deed, trust accounts, savings accounts, credit accounts, financial status and any other information necessary to complete application for a Loan.

**No provision of marital property agreement (including a Statutory Individual Property Agreement Pursuant to Sec. 766.587, Wis. Stats.), unilateral statement classifying income from separate property under Sec. 766.59, or court decree under Sec. 766.70 adversely affects the creditor unless the creditor is furnished with a copy of the document prior to the credit transaction or has actual knowledge of its adverse provisions at the time of obligation is incurred.**

I/We certify that all information contained in this application is true and complete to the best of (my) (our) knowledge and belief. It is understood that this information is given for the purpose of obtaining financial assistance through the Southern Housing Region EAP Program and will be used for no other purpose.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

\_\_\_\_\_ Signature \_\_\_\_\_ Date