



Housing Rehab Assistance Program (HRA) HRA Application

(Refer to the HRA Application Guide, email hra@loganutah.org, or call 435-716-9008 for assistance.)

SECTION I: Applicant / Project

1. Applicant: (Must be the property owner(s))			
2. Project address:		3. Year built:	
4. Project contact(s): (Name, mailing address, phone, email)			
5. Project / life-safety description:			
Additional page(s) attached.			

SECTION II: Income Eligibility & Funding

6. Names of all occupants <u>18+</u> : ~and~ All sources of income within the last 30 days:	A.	B.	C.

7. Circle on the “% AMI Table” below the:
 - “# of people living at the project address” (regardless of age)
 - Applicable range of “Total household income” (based on all persons 18+)
 - Applicable “% AMI range” & “Applicant match required”

% AMI Table - Annual Median Income (AMI) (2011) for Logan, UT: \$56,600

% AMI range	Applicant match required	Total Household Income	Total # of people living at the project address							
			1	2	3	4	5	6	7	8
0% - 30%	10% (min.)		\$0 - \$11,950	\$0 - \$13,650	\$0 - \$15,350	\$0 - \$17,050	\$0 - \$18,450	\$0 - \$19,800	\$0 - \$21,150	\$0 - \$22,550
30% - 50%	25% (min.)		\$11,951 - \$19,900	\$13,651 - \$22,750	\$15,351 - \$25,600	\$17,051 - \$28,400	\$18,451 - \$30,700	\$19,801 - \$32,950	\$21,151 - \$35,250	\$22,551 - \$37,500
50% - 80%	40% (min.)		\$19,901 - \$31,850	\$22,751 - \$36,400	\$25,601 - \$40,950	\$28,401 - \$45,450	\$30,701 - \$49,100	\$32,951 - \$52,750	\$35,251 - \$56,400	\$37,501 - \$60,000

Applicants with a total household income in excess of 80% AMI are not eligible for this program.

Applicant match:	8. Monetary:	\$	9. Non-monetary:	\$	10. % of total cost:	%
	11. Non-monetary match description:	Note: Cash equivalency must be authorized by the HRA program manager, 716-9008.				

12. Total project cost:	\$	13. HRA funding requested:	\$	14. Total value of applicant match:	\$
-------------------------	----	----------------------------	----	-------------------------------------	----



Housing Rehab Assistance Program (HRA) HRA Application Guide

(An aid to complete the HRA Application. Email hra@loganutah.org, or call 435-716-9008 for additional assistance.)

NOTE: This guide does not provide clarification for all sections of the application. If you have any questions, please contact the HRA Program Manager.

SECTION I: Applicant / Project

3. Year built.

The year of the house's legal establishment, which will usually be the year of construction except where major renovations have changed the effective age.

4. Project contact(s).

The contact information for the applicant(s), or their designee(s). This must be a responsive person who is knowledgeable about the project and is able to answer questions and make decisions.

5. Project / life-safety description.

A clear and concise description of the "what" and "why" of the proposed project. Longer narratives should be included on a separate page from the application.

Poor example: "New roof. It leaks."

Good example: "Complete re-roof of leaking, 40+ year old roof; including, removal of two layers of worn shingles, likely replacement of six to 12 sheets of plywood, installation of ice shield and 30-year shingles, upgraded venting."

Proposed projects that do not fit the life-safety focus of this program will not be funded. Examples of typical life-safety issues are listed in the *HRA Program Guide*.

SECTION II: Income Eligibility & Funding

6. a) Names of all occupants 18+.

Use the A., B., C. columns to list names of all people age 18 and older. If you have more than three people, use the bottom of page two of the application.

b) All sources of income within the last 30 days.

List every employer, pension, government payment, and other source from which income was received under the respective column. You do not have to include gifts.

7. AMI Table.

The exercise as explained on the application itself is designed to certify income eligibility based on the household income at the time of application, and the corresponding match.

8. Monetary.

The proposed financial match, if any.

9. Non-monetary. / 11. Non-monetary match description.

Match requirements can be met by means other than money. Contact the HRA program manager at 716-9008 to discuss the cash equivalency of proposed non-monetary forms of match. The value of non-monetary match must meet or exceed the minimum HRA match required. This may include, but is not limited to, the use of:

- sweat equity
- volunteers from neighborhood or church groups, Scouts, Cache Valley Volunteer Center, or similar organizations.
- donated items
- the Community Tool Shed

10. % of total cost.

The proposed "Total value of applicant match" (monetary + cash equivalency of non-monetary) divided by the "Total project cost":
 $(10.) = (14.) / (12.)$

12. Total project cost.

The projected cost based on the enclosed contractor bids.

13. HRA funding requested.

The total grant request.

SECTION III: Required Additional Application Materials

Three bona fide contractor bids.

Eligible bids must be: (i) from state-licensed contractors, (ii) issued on company letterhead, (iii) verifiable, and (iv) valid. Effort should be made to utilize contractors located within Logan.

Work described on the bids must be comparable.

Two bona fide retailer bids.

This relates to cases when any of the HRA award is being used to purchase materials or to rent equipment for a project by someone other than a contractor who is including such expenses into their billing.

Eligible bids must: (i) be issued on business stationary, (ii) list all items to be purchased, (iii) be verifiable, and (iv) be valid.

The HRA program requires the use of retailers located within Logan unless the applicant can demonstrate that no Logan retailer has the supplies needed. Items described on the bids must be comparable.

Proof of income.

Provide copies for each household member, age 18 and over:

- (i) federal income tax filings for the previous tax year and
- (ii) the two most recent pay stubs (or an equivalent document) showing gross income from each of the sources of income listed in 6.

(Please completely cross out all social security numbers.)

Proof of ownership.

A copy of the property title or other verifiable record. If necessary, seek such documentation from the County Recorder's office, 179 N Main.

Proof of current homeowner's insurance.

A copy of a verifiable declaration page. The coverage for the property must be enough to cover replacement for the house as is and as it will be with the proposed improvements. The insurance policy must include flood insurance coverage if the project property is in a 100-year floodplain.

SECTION IV: Certifications

Failure and/or unwillingness to mark any of the boxes adjacent to the certification statements results in an ineligible application, as each certification covers a requirement of the program. Should you have further inquiries about any of these, please reference the *HRA Program Guide* and/or contact the HRA Program Manager at 435-716-9008.