

**CITY OF HUXLEY, IOWA
2014 LMI ASSISTANCE PROGRAM APPLICATION**



PROJECT MUST BE AT THE PRINCIPLE RESIDENT OF APPLICANT.

FUNDS FOR THIS PROGRAM ARE LIMITED.

HUXLEY RESIDENTS ONLY. OWNER OCCUPIED.

ELIGIBLE INCOME LEVELS

Number of Family Members Residing in household	1	2	3	4	5	6	7	8
Maximum Annual FAMILY Income Levels	\$44,000	\$ 50,250	\$ 56,550	\$ 62,800	\$ 67,850	\$ 72,850	\$ 77,900	\$ 82,900

APPLICANT INFORMATION:

APPLICANTS NAME (HOME OWNER): _____

ADDRESS: _____

TELEPHONE NUMBER; _____

CELL PHONE NUMBER: _____

DATE OF BIRTH: _____

SIZE OF HOUSEHOLD:

NUMBER OF ADULTS (OVER 18 YEARS OF AGE) _____

NUMBER OF CHILDREN (UNDER 18 YEARS OF AGE) _____

TOTAL HOUSEHOLD SIZE _____

INCOME DECLARATION

2014 MONTHLY GROSS FAMILY/HOUSEHOLD INCOME _____

PLUS ANY CHILD SUPPORT RECEIVED _____

COPIES OF THE PREVIOUS TWO YEARS HOUSEHOLD/FAMILY FEDERAL AND STATE TAX RETURN OF INCOME EARNED. ALSO, COPIES OF CHILD SUPPORT PAYMENTS.

PROOF OF CURRENT INCOME:

MUST SUBMIT PROOF OF 2014 INCOME. THIS WILL INCLUDE A COPY OF THE CURRENT MONTH'S PAY STUB AND COPY OF ALL PAY STUBS FOR A SIX MONTH PERIOD. ALSO, INCLUDE CHILD SUPPORT RECEIVED.

LMI PROPOSED PROJECT: The City will contribute 70% of the cost of an approved project up to a maximum contribution to each approved project of \$3500. The minimum project cost is \$250.

DESCRIPTION OF PROJECT: (Use reverse side or separate sheet including contractor selected.)

ESTIMATED COST OF PROJECT: _____

PROPOSED START DATE: _____

PROPOSED COMPLETION DATE: _____

PROGRAM DESCRIPTION

A Project must not have been started prior to application being approved by the City Council. However, exceptions to this policy may be made if it can be shown that waiting for City Council approval to start would present an undue hardship. An example would be a furnace going out during the winter or a hot water heater failing. A project may be started under this exception with approval from the City, with the understanding that any approved exceptions must be submitted to the City Council within 30 days of the project start date.

Attach any quotes or bids with the application when being submitted. The project must be completed within six months of application approval, if additional time is needed a request to the City Council must be made. Any project over \$500 must have at least three quotes. Any project less than \$500 will need two quotes. Low bid will be amount that council will use to calculate amount for application approval. Before payment is issued the project must be completed and verified. All receipts equal to request must be submitted. Upon approval by the Council the applicant must submit a check to the City for the 30% of project cost or the project cost less the \$3500, if maximum amount of assistance is reached. The City will issue a check to the contractor upon verification and approval of completed project by the City Council. Applicant must wait 90 days after project acceptance to submit another project for consideration.

Applicant must reside in home and retain residency for three years after completed project acceptance. If the applicant moves from residence the applicant must refund any assistance received back to the City.

PROJECTS MUST BE ON PREMISE OF THE APPLICANT.

CONTRACTORS MUST BE LICENSED AS REQUIRED BY THE STATE OF IOWA. NECESSARY PERMITS MUST BE OBTAINED AS REQUIRED.

PROJECTS THAT COULD POSSIBLY BE CONSIDERED:

- **IMPROVEMENTS TO PRINCIPLE RESIDENCE (ROOF REPAIR, INSULATION, ENERGY EFFICIENT WINDOWS/DOORS, ETC.)**
- **REPLACEMENT OF WATER HEATERS, FURNANCES, A/C WITH ENERGY EFFICIENT UNITS.**
- **SKIRTING AROUND MANUFACTURED HOUSING**
- **SIDEWALK REPLACEMENT OR NEW SIDEWALK**
- **INSTALL NEW SUMP PUMP AND/OR DISCONNECTION OF PERIMETER TILE OR SUMP PUMP HOOKED TO SANITARY SEWER.**

APPLICANT SHOULD CHECK WITH THEIR TAX PERSON TO SEE IF IMPROVEMENTS ARE ELIGIBLE FOR ANY TAX CREDITS, ESPECIALLY THOSE DEALING WITH ENERGY EFFICIENCY.

I certify that answers and information given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for this program as may be necessary in determining eligibility for assistance.

This application for assistance shall be considered active for a period of time not to exceed 180 days.

I understand that false or misleading information given in my application will disqualify me from receiving any assistance from the program.

Do you have a family member working for the City of Huxley? YES NO

If so, what is the name: _____

Signature of Applicant

Date

LMI PROJECT OUTLINE

HUXLEY RESIDENT COMPLETE LMI ASSISTANCE APPLICATION

- INCLUDE PROOF OF INCOME, INCLUDING PAYSTUBS, SOCIAL SECURITY AND/OR PENSION STATEMENTS AND FEDERAL INCOME TAX RETURNS.
- DESCRIBE PROJECT.
- ATTACHED COPIES OF BIDS, INVOICES, QUOTES AND/OR OTHER DOCUMENTS REGARDING PROJECT.
- SIGN AND DATE APPLICATION

HUXLEY RESIDENT FILES APPLICATION FOR ASSISTANCE WITH CITY CLERK

- CITY CLERK AND CITY ADMINISTRATOR REVIEW APPLICATION
- BUILDING INSPECTOR AND/OR PUBLIC WORKS DIRECTOR REVIEW PROJECT.

CITY COUNCIL REVIEWS APPLICATION AND ACCEPTS PROJECT

- ADOPT RESOLUTION APPROVING LMI PROJECT WITH THE STIPULATION THAT PROPER PERMITS BE OBTAINED PRIOR TO START OF PROJECT AND DEFINE FINANCING OF PROJECT. ALL CODES MUST BE MET. WHEN REQUIRED PROJECT TO BE INSPECTED BY CITY'S BUILDING INSPECTOR.

PUBLIC WORKS DIRECTOR TO OVERSEE PROJECT OUTLINED AND COMPLETION

- PUBLIC WORKS DIRECTOR WILL REVIEW COMPLETED PROJECT AND VERIFY TO THE CITY COUNCIL THAT PROJECT WAS COMPLETED AS APPROVED AND SUBMIT REPORT TO CITY COUNCIL UPON COMPLETION

FINAL ACCEPTANCE OF PROJECT

- CITY COUNCIL REVIEWS PROJECT REPORT AND TAKES ACTION TO ACCEPT PROJECT.
- CITY CLERK REIMBURSES CONTRACTOR AND/OR RESIDENT AS PREVIOUSLY APPROVED.