



# Emergency Repair Grant Application

## INSTRUCTIONS

Please complete this application and related forms. Submit with all requested documentation listed in the "Household Income Information" section. Include information for all members of the household who reside in the home for at least nine months of the year and/or who are claimed as a dependent for income tax purposes.

The City of Plymouth is required to verify all sources of income and to verify your ownership interest in the property. In some instances we may have to contact you for additional information before a determination of eligibility can be made. Some information may need to be updated prior to final approval.

## HOUSEHOLD INFORMATION

Applicant name: \_\_\_\_\_

Co-applicant name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Plymouth, MN Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Yes

Household Size

# Dependents Under 18

# Other Dependents

Disabled Household

Female-Headed Household

Do any of the household members have a disability? ( ) yes ( ) no

If any of the requested repairs are required as a result of the disability, please describe:

Is at least one member of the household 55 years of age or older? ( ) yes ( ) no

(Please be prepared to provide identification; valid driver's license, etc.)

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## RACIAL/ETHNIC INFORMATION

Please indicate the ethnicity and race of the Head of Household. This information is for statistical purposes only.

**1. Ethnicity (please check one):**

\_\_\_\_\_ Hispanic/Latino                      \_\_\_\_\_ Non-Hispanic/Latino

**2. Race (please check all that apply):**

\_\_\_\_\_ American Indian or Alaskan Native  
\_\_\_\_\_ Asian  
\_\_\_\_\_ Black or African American  
\_\_\_\_\_ Native Hawaiian or Other Pacific Islander  
\_\_\_\_\_ White

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## INCOME INFORMATION

Please check the range which best describes your total household income and family size:

( ) \$0 - \$17,300      ( ) \$17,301- \$28,850    ( ) \$28,851 - \$34,560    ( ) \$34,561 - \$45,100  
( ) \$45,101 - \$51,550    ( ) \$51,551 - \$58,000    ( ) \$58,001 - \$64,400    ( ) \$64,401 - \$69,600  
( ) \$69,601 - \$74,750    ( ) \$74,751 - 79,900    ( ) \$79,901 - \$85,050    ( ) \$85,051 - Above

Family size: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (Other-please specify # of household members) \_\_\_\_\_

**I certify that this includes all income received from any source by all residents including full and part time employment, self employment, earnings, retirement, pensions, welfare, child care earnings, alimony, and child support and any other income received from rent or investments.**

Description of the Problem and Repairs Needed:

Estimate of Cost of Repairs (if known):

**If application is submitted by a nonprofit agency, please provide following information:**

Nonprofit Agency: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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**In addition to the application, please also submit the following information to determine eligibility for the grant program:**

- Complete federal tax returns from the last 3 years (for all household members age 18+)
- 2 most recent paystubs (for all employed household members age 18+)
- Verification of income from all other sources (social security, child support, rental income, etc.)
- 2 most recent bank statements (checking and savings, for all household members age 18+)
- Most recent mortgage statement

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Any person who makes a false statement or misrepresentation in connection with the application for or use of Plymouth funds shall be subject to fine and/or imprisonment under the provisions of the Minnesota Criminal Code, and/or may be required to return all or part of the funds to the City of Plymouth. I certify subject to penalty under law that the information provided is true and correct and the provisions stated are accepted and agreed to.

Signed:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

CD/Housing/REHAB/EmergRepairGrant/2019\_Application

**RELEASE OF INFORMATION  
FOR PLYMOUTH HOUSING & REDEVELOPMENT AUTHORITY  
FIRST TIME HOMEBUYERS AND/OR REHAB LOAN PROGRAMS**

I hereby authorize the City of Plymouth and its staff to access financial records held by any financial institution and the Department of Housing and Urban Development (HUD), in connection with any pending participation in Plymouth's First Time Homebuyers and/or Rehab Loan Program. Financial records involving this participation/transaction will be available to the City of Plymouth staff representatives, or other financial institutions and representatives as determined by the purchaser or seller, and the Department of Housing and Urban Development without further notice or authorization, but will not be disclosed or released to another government agency, department, or individual without consent except as required or permitted by law. Failure to release such information will result in disqualification from participation in this program.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Street Address/Apt. #

\_\_\_\_\_  
City/State/ZIP Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Note:** For additional information, please contact Matt Lupini, Community Development Coordinator with the Plymouth HRA at [mlupini@plymouthmn.gov](mailto:mlupini@plymouthmn.gov) or 763-509-5413. Fax number is 763-509-5407. Mailing address is:*

*Plymouth HRA  
Attn: Matt Lupini  
3400 Plymouth Boulevard  
Plymouth, MN 55447*

# INDIVIDUAL DATA CONFIDENTIALITY

*Home Improvement Loan Program  
City Of Plymouth, Minnesota*

## YOUR RIGHTS AS A SUBJECT OF DATA

In accordance with the Minnesota Government Data Practices Act, the City of Plymouth is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you but not to the public. The personal information we collect about you is private, except for your name and address.

The information collected from you or from other agencies or individuals authorized by you is used to determine your eligibility for a home improvement loan. You are not required to provide information relating to your marital status and race; however, this information is vital to determine to what extent our programs are used by minorities. All other information on the form is needed to determine your eligibility.

If you will not supply the required information, the agency processing your application will not be able to determine your eligibility for the loan.

The dissemination and use of the private data collected is limited to that necessary for the administration and management of home improvement loans. Persons or agencies with whom this information may be shared includes:

1. City of Plymouth personnel administering home improvement loans.
2. Federal, state, county, local and contracted private auditors.
3. Authorized personnel from the U.S. Department of Housing and Urban Development (HUD).
4. Law enforcement personnel in the cases of suspected fraud.
5. Those individuals or agencies to whom you give or express written permission.
6. Secretary of the Treasury: only your name and address, for purposes of avoiding the acceptance of a tax credit for energy improvements made with loan funds.

Unless otherwise authorized by statute or federal law, other governmental agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include the right to:

1. See and obtain copies of the data maintained on you;
2. Be told the contents and meaning of the data, and;
3. Contest the accuracy and completeness of the data.

To exercise these rights, please contact Matt Lupini, Community Development Coordinator at:

3400 Plymouth Boulevard, Plymouth, Minnesota 55447  
(763) 509-5413  
[mlupini@plymouthmn.gov](mailto:mlupini@plymouthmn.gov)

I hereby declare that I have received a copy of the Individual Data Confidentiality form and that I have read it and understand my rights as a subject of data.

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Date

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Loan recipient

