

Watertown Economic Development AuthorityMay 17th, 2018**Agenda Item: Emergency Loan Program Administration Contract****Request for Action: Adopt Resolution #2018-02EDA, Approving Contract for Program Administration****Department: Shane Fineran, City Administrator****Background:**

In 2017 the EDA approved the Emergency Loan Program funded by the EDA that would provide low interest loans to home owners at 100% of area median income or less to make emergency life safety improvements and building envelope repairs such as windows, roofing, HVAC, sewer/water service, etc. to their homes.

Due to the ongoing administration needs, income qualifications, and access and knowledge of similar programs that might benefit residents in addition to the Emergency Loan Program offered by the EDA, staff recommends that the City partner with Carver County CDA on the administration of this program.

The CDA will manage the program on behalf of the EDA by working with residents on the application process, income qualification, scoping of eligible projects, and servicing the loan on our behalf. The EDA administrative fees will be \$250 per application and then \$500 for an approved and issued loan that will then be serviced. The EDA has budgeted \$50,000 for this program in 2018.

The contract has been reviewed by the City Attorney. Staff is recommending approval of the contract for service.

Attachments:

Resolution #2018-02EDA

Administrative Agreement

Emergency Loan Program Information Sheet

Program Documents and Application Materials

**CITY OF WATERTOWN
ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2018-02EDA**

**RESOLUTION APPROVING WATERTOWN EDA REHABILITATION LOAN PROGRAM
ADMINISTRATIVE AGREEMENT WITH THE CARVER COUNTY COMMUNITY
DEVELOPMENT AGENCY**

WHEREAS, the Watertown Economic Development Authority (“the EDA”) established the Emergency Loan Program (“the Program”), which is a revolving loan fund for the purpose of rehabilitating single-family homes in the City of Watertown; investing in the aging housing stock, and revitalizing the City of Watertown’s neighborhoods; and

WHEREAS, the program provides low interest loans to income-qualifying residents on a first-come first-serve basis, payable over a 120-month term for residents whose homes need repair and meet program guidelines.; and

WHEREAS, the EDA has desires to engage the Carver County Community Development Agency (“the CDA”) in providing assistance of administering the program on the behalf of the EDA; and

NOW, THEREFORE, BE IT RESOLVED, that the Economic Development Authority of the City of Watertown, Minnesota, hereby approves the Administrative Agreement between the EDA and CDA and authorizes the president and executive director to execute the agreement and any other necessary documents related to the program and agreement.

Adopted by the Economic Development Authority of the City of Watertown this 17th day of May, 2018.

Ken Grotbo, President

ATTEST: _____
Lynn Tschudi, Secretary

**WATERTOWN EDA REHABILITATION LOAN PROGRAM
ADMINISTRATIVE AGREEMENT**

Between

THE CITY OF WATERTOWN

And

THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

This Agreement for Administrative Services is between the City of Watertown Economic Development Authority, public body corporate and politic and a political subdivision of the state, (hereinafter referred to as “EDA”), and the Carver County Community Development Agency, a government body both politic and public (hereinafter referred to as “the ADMINISTRATOR”), is effective this 1st day of June, 2018.

WHEREAS, on _____, the EDA established the Housing Rehabilitation Emergency Loan Program (“Program”), a revolving loan fund for the purpose of rehabilitating single family homes in the City of Watertown (hereinafter referred to as “City”); investing in the aging housing stock, and revitalization of the City’s neighborhoods;

WHEREAS, the Program provides low interest loans to income-qualifying residents on a first-come, first-serve basis, payable over a 120-month term, for residents whose homes need repair (“Program Loan”); and

WHEREAS, the EDA desires to engage the ADMINISTRATOR to render assistance in carrying out activities necessary to the administration of the Program.

NOW THEREFORE, the EDA and ADMINISTRATOR do agree as follows:

1. Responsibility of ADMINISTRATOR:

- a. ADMINISTRATOR is responsible for the general administration of the Program, including all day-to day activities. The ADMINISTRATOR is responsible for management of the Program in its entirety.
- b. ADMINISTRATOR shall perform the following required services in administering the Program.
 - i. In consultation with the EDA, develop rehabilitation program guidelines for single family home rehabilitation activities and implement them in accordance with federal and state standards, and the Program requirements (hereinafter referred to as the “Guidelines”).
 - ii. ADMINISTRATOR shall provide the following services: marketing; Loan Program application evaluation, determination of eligibility, and approval for funding; dwelling inspections; rehabilitation work write-ups; assistance to property owners in obtaining bids; coordination, and where possible security of other leverage funds as appropriate; lead paint assessments and certifications; inspections prior to and during construction; and certification of project completion and loan agreement satisfaction.
 - iii. Insure that all borrowers approved for funding execute all documents required by the Guidelines, including, but not limited to: a Loan Repayment Agreement and a mortgage securing each loan and insure all documents memorializing each transaction

and the EDA's security are properly executed and recorded at the applicable County Recorder's office.

- iv. In consultation with the EDA, establish and maintain a financial management system. The system must assure effective control over and accountability for all fund disbursements and payments, used and/or attained under the Loan Repayment Agreement. The ADMINISTRATOR shall produce quarterly reports of fund disbursements and payments for review by the EDA.
- v. Administer all applicable federal, state, and EDA regulations, including but not limited to those laws and rules relating to civil rights, equal opportunity and fair housing.
- vi. Maintain project files, which may be reviewed by the EDA on reasonable notice. Prepare and submit the progress reports to the EDA and attend EDA or City Council meetings as necessary and/or as requested by the EDA.
- vii. The ADMINISTRATOR shall select the means, method, and manner of performing the services herein. Nothing is intended or should be construed in any manner as creating or establishing the relationship of a partnership or joint venture between the parties hereto or as constituting the ADMINISTRATOR as the agent, representative, or employee of the EDA for any purpose or in any manner whatsoever. The ADMINISTRATOR is to be and shall remain an independent contractor with respect to all services performed under this Agreement. The ADMINISTRATOR represents that it has or will secure at its own expense all personnel required in performing services under this Agreement. Any and all personnel of the ADMINISTRATOR or other persons while engaged in the performance of any work or services required by the ADMINISTRATOR under this Agreement shall have no contractual relationship with the EDA, and shall not be considered employees of the EDA. Any and all claims that may or might arise under the Minnesota Unemployment Insurance Law or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel, arising out of employment or alleged employment, including, without limitation, claims of discrimination against the ADMINISTRATOR, its officers, agents, contractors, or employees shall in no way be the responsibility of the EDA. The ADMINISTRATOR shall defend, indemnify, and hold harmless the EDA, its officials, officers, agents, volunteers, and employees from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the EDA, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay, and retirement benefits.

2. Responsibility of EDA

- a. EDA will provide financial funding to the ADMINISTRATOR for its service pursuant to this Agreement and the administration of the Program (i.e. provision of t loans to borrowers) in the amount of \$50,000.00 (FIFTY THOUSAND DOLLARS AND 0/100) ("EDA Funds"), which will be placed by the ADMINISTRATOR in an interest-bearing escrow account solely for the Program held at authorized-insured financial institution

(“EDA Program Account”). The EDA Funds will be distributed and accounted for as provided in Section 1, b., iv., and Section 4 below

- b. EDA will bring to this partnership a willingness to work with residents to achieve the purpose of the Fund and this Agreement and shall provide technical assistance as needed.

EDA shall assume responsibility for assisting ADMINISTRATOR for the purpose of efficiency, but nothing herein shall be construed as relieving ADMINISTRATOR of its responsibility to provide the services described in this Agreement.

- 3. **Term of Agreement.** All services to be performed hereunder shall commence immediately and shall continue through the discontinuation of funding by the EDA or by written termination by either party.

4. **Payment Terms and Conditions**

- a. EDA will deposit the EDA Funds into the EDA Program Account with ADMINISTRATOR, as described in Section 2a above. The ADMINISTRATOR is entitled to draw on the EDA Program account for its service fees and the funded loans as provided for herein.
- b. In accordance with this Agreement and the Guidelines, ADMINISTRATOR may award loans to approved borrowers in varying amounts, which at any time, may not to exceed \$10,000.00 (TEN THOUSAND DOLLARS AND 0/100) per loan.
- c. For the administrative services as outlined in Article 1(a) of this Agreement, ADMINISTRATOR will receive a fee not to exceed \$350, payable in two installments for each loan application, \$100 payable by applicant/borrower and \$250 payable by EDA.
- d. For the loan servicing of each funded loan, the ADMINISTRATOR will receive an additional payment of \$500 payable by the EDA.
- e. At least 30 days prior to withdrawal from the EDA Program Account, ADMINISTRATOR will submit invoices to EDA identifying the loan applicant/borrower, property address and recorded note as proof of the service(s) performed upon which payment will be based, and the applicable service fees to be allocated to the ADMINISTRATOR for the loan. The ADMINISTRATOR may withdraw funds within 30 days of invoice receipt by the EDA unless the EDA contests the invoice amount and/or ADMINISTRATOR is in default under this Agreement.
- f. ADMINISTRATOR will provide monthly statements to EDA for the EDA Program account, which shall include the balance remaining in escrow.
- g. ADMINISTRATOR shall be responsible for expenditures above and beyond the amounts agreed to in this Agreement, and any obligations incurred by ADMINISTRATOR which exceeds the amount deposited by the EDA as the EDA Funds.

- 5. **Program Administration.** _____, _____, or his/her successor, shall manage this Agreement and the Program on behalf of the ADMINISTRATOR. _____, _____, shall manage this Agreement on behalf of the EDA.

6. **Miscellaneous Provisions.**

- a. **Amendments.** This Agreement may be amended provided such amendment is agreed to in writing by all signatories hereto.
- b. **Binding Agreement.** All of the covenants, conditions, and agreements in this Agreement shall extend to, be binding upon, and inure to the benefit of the parties and their respective permitted successors and assigns.
- c. **Entire Agreement.** This Agreement shall constitute the entire agreement among the parties, and any prior understandings or representations of any kind preceding the execution of this Agreement shall not be binding upon the parties.
- d. **Authority.** Each party represents and warrants that it has the power and authority to enter into this Agreement. Each party further represents and warrants that the person or persons executing this Agreement on its behalf has full and complete legal authority to do so, and thereby binds the party and to the extent permitted by this Agreement, its successors, and assigns.
- e. **Assurances and Compliance.** ADMINISTRATOR shall comply with all relevant assurances and requirements now in effect or to be established at a later date by the State of Minnesota and/or federal government, with which the EDA is also required to comply with, as if the ADMINISTRATOR is the EDA, including, but not limited to:
 - i. Conflict of Interest
 - ii. Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13
 - iii. Retention of and Access to Records, including Minnesota Statutes, Chapter 16C.05, subd. 5.
- f. **Default/Termination**
 - i. If the ADMINISTRATOR fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute a material default. Unless the ADMINISTRATOR's default is excused by the EDA, the EDA may upon written notice immediately cancel this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for the EDA for delaying payment until the ADMINISTRATOR's compliance. ADMINISTRATOR shall be obligated to remit to the EDA any balance remaining in the EDA Program Account. ADMINISTRATOR shall provide EDA a full accounting of all transactions (deposits and withdrawals) from the EDA Program Account from the initial deposit to the termination of this Agreement.
 - ii. The EDA's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.
 - iii. Notwithstanding anything to the contrary, if this Agreement is cancelled by the EDA for any reason other than a material default by the ADMINISTRATOR, the

EDA shall be obligated to reimburse the ADMINISTRATOR for all unreimbursed Program-related expenditures, contemplated in Section 4, made in reliance on this Agreement. ADMINISTRATOR shall be obligated to remit to EDA any balance remaining in the EDA Program Account after accounting for any outstanding and unreimbursed Program-related expenditures. ADMINISTRATOR shall provide EDA a full accounting of all transactions (deposits and withdrawals) from the EDA Program Account from the initial deposit to the termination of this Agreement.

- iv. Section 1, b., vii., and Section 6, e., shall survive the termination of this Agreement.
- g. **Interest of Parties.** No officer, member or employee of EDA, its designees or agents and no member of its governing body who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his/her personal interest or the interest of any corporation, partnership, or association in which he/she is directly or indirectly interested, or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
- h. **Compliance with Local Laws.** ADMINISTRATOR shall comply with all applicable local, state and federal laws, rules and regulations.
- i. **Governing Law.** This Agreement shall be governed by the laws of Minnesota, and the legal requirements incumbent on the parties to the Agreement.
- j. **Assignment.** The parties may not assign their rights or obligations under this Agreement without the prior written consent of each of the other party.
- k. **Insurance.** ADMINISTRATOR, will, at all times, either self-insure or have and keep in force a single limit or excess umbrella commercial general liability insurance policy of an amount not less than five hundred thousand dollars (\$500,000) per claimant for death, bodily injury, personal injury, property loss and/or damages and one million five hundred thousand dollars (\$1,500,000) for total personal injury, bodily injury, property loss and/or damages arising from any one occurrence or greater limits which may be subsequently allowed under Minnesota Statutes section 466.02 and 466.04, as amended. ADMINISTRATOR will furnish the EDA with Certificates of Insurance documenting the insurance coverage required herein. All Certificates shall provide that the insurance company shall give ten (10) days written notice to the EDA of cancellation, non-renewal or any material change in the policy and the EDA shall be made an additional insured. ADMINISTRATOR agrees to furnish annually to the EDA and acknowledgement that the required policies remain in effect.
- l. **Notices.** Any notice or demand which must be given or made by a party hereto under the terms of this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail. Notices to the EDA shall be sent to the City Administrator at the following address:

City Administrator
City of Watertown

309 Lewis Avenue South
P.O. Box 279
Watertown, MN 55388
(952) 955-2681

Notices to the ADMINISTRATOR shall be sent to the following address:

Carver County Community Development Agency

The provisions hereof represent the entire agreement between parties. This agreement and any special provisions to which this agreement is subject may only be altered, amended or rescinded by a duly executed written agreement.

IN WITNESS WHEREOF this Agreement is executed at the place and on the date noted for each party.

BY EDA:

Authorized Signature

Place of execution

Name and title

Date

Authorized Signature

Place of execution

Name and title

Date

BY ADMINISTRATOR:

Authorized Signature

Place of execution

Name and title

Date

Get Connected.

Watertown, MN

Housing Rehabilitation Loan Program

Do You Feel Secure in Your Home?

Is your current home unsafe and in need of repairs? Do you need financial help to make these repairs? If so, you may qualify for assistance under our Housing Rehabilitation Loan Program.

Eligibility Requirements

To be eligible for this program, the applicant **must own and live in the home**, and have a gross, combined income limit at or below the following HUD income limits, which are shown according to the number of persons in a household:

# IN HOUSEHOLD	INCOME LIMITS
1	\$46,100
2	\$52,650
3	\$59,250
4	\$65,800
5	\$71,100
6	\$76,350
7	\$81,600
8	\$86,900

Typical Repairs and Replacements

- Furnace/HVAC
- Doors/Windows
- Siding
- Plumbing
- Foundation Repair
- Water Heater
- Roof
- Electrical
- Insulation
- Radon Mitigation

Cosmetic improvements, room additions and decks are not eligible, except under special circumstances.

For More Information, Contact

Brenda Lano, Community Development Manager

952-556-2978 | BrendaL@carvercda.org

Shane Fineran, City Administrator

952-955-2690 | sfineran@ci.watertown.mn.us





Housing Rehabilitation Emergency Loan Program

The extreme weather fluctuations in Minnesota take their toll on homes. Exterior decay often leads to interior damage, such as ceiling stains and wet basements. The average life cycle of components such as roofs, siding, water heaters and furnaces is around 20 years.

Home repairs are costly and can quickly exhaust the average family's savings. That is why Watertown developed the **Housing Rehabilitation Emergency Loan Program**, which helps low and moderate-income homeowners maintain their homes and properties.

To be eligible for this program, the applicant must own and live in the home, and have a gross, combined income below the following HUD income limits, which are shown according to the number of persons in a household:

#OCCUPANTS INCOME LIMITS

1	\$46,100
2	\$52,650
3	\$59,250
4	\$65,800
5	\$71,100
6	\$76,350
7	\$81,600
8	\$86,900

Low interest loans are available on a first-come, first-serve basis to residents whose homes need repair. Loan repayment is payable over a 120 month term. The loan can be repaid early. Most home improvements are eligible through this program, including safety, energy and building-code related items.

Typical repairs and replacements include

- Furnace/HVAC
- Doors/Windows
- Siding
- Plumbing
- Foundation Repair
- Water Heater
- Roof
- Electrical
- Insulation
- Radon Mitigation

Cosmetic improvements, room additions & decks are not eligible, except under special circumstances.



Emergency Loan Program Requirements

1. Only those properties that are owner-occupied are eligible.
2. You must have no present intention to rent, sell, assign or transfer your interest in the property to another.
3. The property must be used as a year-round, permanent residence and must be a complete structure.
4. The property must be insured at a value at least equal to the fair market value of the home.
5. The property must be current with property taxes due and no outstanding balances due on City utility accounts.

Property Information

1. The age of the residential property to be improved is _____ (years) (Built in _____)
2. Your date of purchase _____ Your purchase price _____
3. Current Estimated Market Value of the property (from Property Tax Statement) _____
4. The number of dwelling units located on the property is _____
5. The total number of bedrooms in the property is _____

Credit Information

1. Do you own any other real estate? ____ Yes ____ No
If yes please provide: Address _____
Date Purchased _____
Present Value _____ Mtg. Balance _____
Monthly Payments _____ Monthly Income _____
2. Have you or a member of your household ever received a Rehabilitation loan through the City of Watertown?
____ Yes ____ No If Yes, date of the Loan _____ Original amount of the loan _____
3. Credit History: These questions apply to all applicants. If you answer "yes" please supply a written explanation.
Are there any outstanding judgments or liens against you? ____ Yes ____ No
Have you declared bankruptcy within the past 36 months? ____ Yes ____ No

Have you had a property foreclosed upon or given title or deed in lieu thereof? ____ Yes ____ No

Are you a co-maker or endorser on a note? ____ Yes ____ No

Do you have any due obligations owed to any agency of the Federal Government? ____ Yes ____ No

4. Bank Accounts: Provide name of bank, acct. numbers, and a copy of your most recent statements.

Checking _____

Savings _____

5. Do you own any other real estate? ____ Yes ____ No (If "Yes" please list below)

Address _____

Date Purchased _____ Present Value (Tax Statements) _____

Mtg. Balance _____ Mtg. Payment _____ Rental Income _____

6. Debt: List all fixed obligations, installment accounts, revolving charge accounts, loans and debt to banks, finance companies and government agencies.

Debt owed to (Name)	Date Incurred	Original Amount	Present Balance	Monthly Payments	Business Expense
Mortgage					
CD					
Car loan					
Credit Cards					
Other					

7. Other Monthly Expenses (Please annualize periodic expenses I.E. divide yearly total by 12 months)

Property Taxes and Home Insurance if not included in Mtg. or CD payment (Provide the monthly average)	
Insurance (Auto and Life)	
Health Insurance and Medical Expenses	
Food and Household Supplies	

Utilities (Gas, Electric, Sewer, Water, Garbage, Etc.)	
Transportation (Gas, Maintenance Repairs, Etc.)	
Cell phone, Internet, Cable, Direct TV, Dish, Etc.)	
Recreation/Hobbies and Travel	
Personal Care Items and Clothing	
Other Expense (Child Support, Spousal Maintenance, Etc.)	



REHABILITATION LOAN PROGRAM APPLICATION INSTRUCTION

Please complete the attached credit application and provide copies of the following required materials:

1. **Three** most recent check stubs from your employer(s).
2. **Federal Income Tax Returns (signed)** for the last two years with all schedules and W-2 forms. The copies must be resigned and dated next to your original signature. If you are required to file partnership or corporate tax returns, copies of these must be included.
3. Contract for Deed, if applicable.
4. Most recent bank statement(s), both checking and savings.
5. Latest property tax statement.
6. **Certificate of Title** from Carver County. (See page 10 for instructions)
7. Latest mortgage statement, showing current balance.
8. Divorce decree with all amendments, if applicable.
9. Social Security annual statement, pension statement, AFDC and/or GA statement or copy of most recent check(s) if income is received from any of these sources.

As a lender, we are required to verify all sources of income, check credit history, verify your ownership interest in the property, etc. In some instances, we may have to contact you for additional information before a determination of eligibility can be made. Financial information may have to be updated prior to final approval. Applications will be processed in the order that complete application information is received. Your cooperation is appreciated. **Work started prior to the date of loan closing will not be funded.**

DIRECTIONS FOR COMPLETION

1. This packet includes all of the following forms.

Credit Application	Please complete, sign and return with the application
Individual Data Confidentiality	Read carefully, KEEP FOR YOUR RECORDS
Lead Based Paint Notification	Read carefully, KEEP FOR YOUR RECORDS

2. Complete the credit application *in full in ink*. Include all of your account numbers and addresses for credit card accounts, loans, mortgages and name and address of the contract for deed vendor to whom you make your house payments. Be sure to sign or re-sign and date your Federal Income Tax returns.
3. You must include all sources of income for all residents of the household. A resident is someone who lives in the home for at least nine months of the year.

INCOME INCLUDES: Wages, tips, commissions, alimony, child support, spousal maintenance, AFDC, Social Security, worker's compensation benefits, unemployment benefits, pensions, state and federal supplemental income, income from renters, investment income, public assistance, self-employment income, and all other income.

Submit all required information to:

Carver County CDA
705 North Walnut Street
Chaska, MN 55318

For additional information or questions, please contact Brenda at 95 2-556-2782 or at brendal@carvercda.org

INCOME AND EMPLOYMENT INFORMATION

Please complete all applicable sections listed below:

1. Applicants Receiving Regular Paychecks (enclose copies of your last 3 pay stubs)

Employer Name _____ Your Position _____

Business Address _____

Business Telephone _____ Your Start Date _____

Pay Schedule ___ Weekly ___ Bi-weekly ___ Monthly

Please Provide Gross Pay Check Amount _____ X _____ = _____

(Gross Pay) (Frequency) (Yearly Income)

2. Applicants Receiving Regular Paychecks (enclose copies of your last 3 pay stubs)

Employer Name _____ Your Position _____

Business Address _____

Business Telephone _____ Your Start Date _____

Pay Schedule ___ Weekly ___ Bi-weekly ___ Monthly

Please Provide Gross Pay Check Amount _____ X _____ = _____

(Gross Pay) (Frequency) (Yearly Income)

3. Self-employed Applicants (Sole Proprietors, Non – W-2 Income source) OR Those with highly variable incomes, IE. Commissions/bonuses/tips: Please provide copies of your federal tax returns (include W-2 forms if applicable) for the past two years. If your income is from a Partnership or Subchapter S Corp, please include a complete K1 form and Schedule E with your returns.

Type of Business _____ Date Started _____

Year One

Year Two

Net Profit from Schedules C or F \$ _____ \$ _____

Depreciation from Schedule C or F \$ _____ \$ _____

Wages Paid to Spouse or Children \$ _____ \$ _____

TOTAL \$ _____ \$ _____

Average of Years One and Two \$ _____

4. Other Income (Please provide written verification of any other income)

Bonus, overtime, interest, dividends, unemployment, child support, military reserve, contract for deed, Social Security, net rental income, AFDC, alimony, etc.

Specific Sources _____

Amount X Number of Payments Per Year \$ _____ X _____ = _____

Amount X Number of Payments Per Year \$ _____ X _____ = _____

5. TOTAL Gross Annual Income (sum of 1, 2, 3, & 4) \$ _____

PLEASE READ AND KEEP THE ENCLOSED NOTICES

“Watch Out for Lead-Based Paint Poisoning” and “Individual Data Confidentiality”



CREDIT APPLICATION REHABILITATION LOAN PROGRAM

BORROWERS

First Name _____ Last Name _____

First Name _____ Last Name _____

Home Address _____

City _____ State _____ Zip Code _____ Length of Residency _____

Home Phone _____ Work Phone _____ Cell Phone _____

e-mail _____ Date _____

Marital Status Married Separated Partners Unmarried (Single, Divorced, Widowed)

The following information is requested solely for the purpose of determining compliance with federal civil rights law and your response will not affect consideration of your application. Please choose one choice for the first two items. More than one choice may be made for race.

Sex Male Female

Ethnicity Hispanic or Latino Not Hispanic or Latino

Race American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or other Pacific Islander White Other _____

Number of Resident _____ 18 and older _____ Under 18

Name of Resident	Age	Income per Month	Source of Income

Which of the following improvements do you want to make to your property? (Check all that apply)

Electrical Heating Plumbing Roof Repair Siding Structural
 Windows & Doors _____ Other _____



SIGNATURE PAGE



Please read and understand all the statements and authorizations listed below before signing this application. Please initial each statement below indicating that you have read them. If you do not understand any of the statements and authorizations or have any questions, please do not hesitate to call the program administrator at Carver County CDA at 952-448-7015 extension 2782.

_____ I/We certify that the statements contained in this application are true and complete to the best of my/our knowledge.

_____ I/We hereby authorize the release of any information necessary for the lending institution to process this application.

_____ I/We hereby authorize the City of Watertown or Carver County CDA staff to verify my/our past and present employment, compensation from other sources, bank statements, securities holdings and any other asset balances that are needed to process my/our application for rehabilitation loan.

_____ I/We hereby authorize the City of Watertown or Carver County CDA staff to obtain a consumer and/or business credit report and verify other past and present mortgage references as it may deem necessary.

_____ I/We request all employers, financial institutions, and other creditors to accept a photocopy of this signature page as evidence of my/our consent and authorization to release information to the City of Watertown and Carver County CDA to verify my/our eligibility for a rehabilitation loan.

_____ I/We hereby declare that I/we have received a copy of the "Individual Data Confidentiality" form and that I/we have read it, understand my/our rights as a subject of data and have kept it for my/our records.

_____ I/We have received a copy of "Protect Your Family from Lead Based Paint" and have kept it for my/our records.

Sign Date Sign Date

Print Name Print Name

Warning: Section 1001 of Title 18 U.S. Code makes it a criminal offense to make false statements or misrepresentations to any department of Agency of the U.S. as to matters within its jurisdiction.