



CITY OF SAN ANTONIO
**NEIGHBORHOOD & HOUSING
 SERVICES DEPARTMENT**

The City of San Antonio’s Green and Healthy Homes program (SAGHH), under the Department of Neighborhood and Housing Services, provides assistance to owners and landlords of residential properties in creating healthy, safe, and sustainable homes for families and children. The SAGHH’s main focus is to address lead-based paint, health and safety hazards.

You must qualify for the services to receive assistance. Upon receipt of the completed application, the City will determine your eligibility. If your house meets the eligibility criteria, the City will determine the timeline for assistance based accordingly. When your application is reviewed, SAGHH will determine what additional services you may qualify such as weatherization or asthma interventions. The extent of the work and the approximate time required to accomplish the work will be explained in detail once a project is deemed to be eligible for assistance. The funding is limited, which restricts the **SAN ANTONIO’S GREEN AND HEALTHY HOMES** to a minimum number of residential structures. The projects will be chosen on the basis of priority such as children with lead poisoning. ***Please complete and return the application as soon as possible.***



Eligibility Requirements

1. House must be built *prior* to 1978; AND
2. House must be located within the City of San Antonio; AND
3. House must be structurally sound to receive assistance; AND
4. A child age 5 and under must reside in the home or spend at least 6 hours per week in the home; AND
5. Have a clear title to property; AND
6. Must be current with property taxes; AND
7. Household must meet FY 2018 HUD established Income Guidelines for families earning 80% or below of Area Median Income.

<u>Size of Family</u>	<u>Income Limit</u>
1	\$40,350
2	\$46,100
3	\$51,850
4	\$57,600
5	\$62,250
6	\$66,850
7	\$71,450

CITY OF SAN ANTONIO
Neighborhood and Housing Services Department
1400 SOUTH FLORES
SAN ANTONIO, TEXAS 78204

*The following documents **MUST** accompany your application before it can be processed.*

- Current Picture I.D. (Texas Driver's License or Texas Department of Public Safety I.D.)
- Copies of pay stubs for the last **three months** for both husband and wife, and **all** members in household who are working or receiving any source of income.
- Copy of all award letters dated for the current year from Social Security (i.e. SSI, Survivor Benefits, Disability, etc.) and/ or retirement checks (Social Security, Civil Service, Pension, etc.). **(IF APPLICABLE).**
- If you are divorced, and the property is still under both names, a copy of the divorce decree and the Deed from your spouse is required.
- If you receive Child support, verification is required.
- Copy of child(ren)'s lead test results for children between 1 and 5 years old (if available).
- A copy of the child(ren)'s birth certificate.
- For owner-occupied properties, a copy of your social security card must accompany your application.
- 6 months of checking and savings bank statements.
- For rental properties, please provide copy of lease or proof of rent.

All applications should be sent to: **SAN ANTONIO'S GREEN AND HEALTHY HOMES**, Neighborhood and Housing Services, 1400 S. Flores, San Antonio, TX 78204. Please call **(210) 207-GHHI** (4444) if you need assistance in completing this application. If you wish to speak to someone in person regarding the application, please visit our office at 1400 South Flores (between Cevallos and S. Alamo), Monday - Friday, between the hours of 8:00 a.m. to 4:30 p.m. **YOU MUST SCHEDULE AN APPOINTMENT FIRST TO ENSURE THAT SOMEONE WILL BE THERE TO ASSIST YOU.** Hablamos Español.



Will this program assist with renovations needed on the property?

Answer: No, this program only addresses lead hazards and minor safety hazards within the home or apartment unit.

What if my property does not test positive for lead?

Answer: If your property does not test positive for lead, you will receive a copy of the Lead-Based Paint Inspection/Risk Assessment and any other reports on items tested. No further action will be taken.

Will I have to pay back a loan?

Answer: This is a grant program for those who qualify. There is no loan to pay back. However, there are **legal documents** in the form of a **Restricted Covenant** the owner needs to sign which, for the next 5 years: allow annual inspections by SAGHH staff, ensures low income families with children under age six remain a priority when renting units and if the property is sold or transferred during the Covenant Period, the owner must repay the CITY a prorated portion of the grant funds.

What if I rent the house I live in?

If you rent the home, you can still qualify if the owner of the property signs the consent form in order for the house to qualify for SAGHH.

What if my property is located in a historical/conservation district?

Answer: If your property is located within this area, the State Historical Preservation Office and the local historic commission will determine the final scope of work.

For multi-family properties, will each resident need to apply individually?

Answer: Yes, we will need an application from each tenant. Our staff will set up appointments to assist the tenants in filling out the applications.

What happens after the applications have been approved?

Answer: Once your application has been approved, your file will be transferred to an Environmental Assessor. Our lead firms will conduct a comprehensive lead inspection/ risk assessment of the property. Once the results are received, the Environmental Assessor will review the results with you and remain your contact person throughout the duration of the project.

Will each resident have to move out during the duration of the work?

Answer: This depends on the extent of lead hazards or health and safety issues. The goal is to make the property safe while disrupting the residents as little as possible.

What if my property is located in a flood zone?

Answer: If your property is located within a flood zone, proof of flood insurance is required.

City of San Antonio
Neighborhood and Housing Services Department
APPLICATION FOR SA GREEN AND HEALTHY HOMES

DATE OF APPLICATION _____

<input type="checkbox"/>	RENTAL
<input type="checkbox"/>	OWNER-OCCUPIED

FOR OFFICE USE ONLY
Childs BLL: _____µg/dL

HOW DID YOU HEAR ABOUT THE PROGRAM?:

APPLICANT'S NAME	DATE OF BIRTH	SPOUSE	DATE OF BIRTH																																	
ADDRESS (Number, Street, Zip)	Phone Number	NAME, ADDRESS & PHONE OF EMPLOYER (SPOUSE'S)																																		
NAME, ADDRESS, & PHONE NUMBER OF EMPLOYER																																				
POSITION OR TITLE	NUMBER OF YEARS	POSITION OR TITLE	NUMBER OF YEARS																																	
PROPERTY OWNER NAME (IF DIFFERENT): ADDRESS: PHONE NUMBER:		DEPENDENTS LIVING IN HOUSEHOLD: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Date of Birth</u></th> <th style="text-align: left;"><u>Receives Income?</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr> </tbody> </table>		<u>Name</u>	<u>Date of Birth</u>	<u>Receives Income?</u>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No															
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Does the applicant(s) have smoke alarms? Yes No Has applicant(s) received Weatherization Services? Yes No If so, when _____ By ACOG or Casa Verde? _____ Has applicant(s) received assistance through SAWS? Yes No What type of energy is used to heat the home? ___ Natural Gas ___ Electricity ___ Bottled Gas ___ Propane Other: _____ What type of heating unit is used in the home? ___ Central ___ Unvented Space Heater ___ Wall Furnace ___ Electric Heat Pump ___ None How many cooling units? ___ Window units ___ Evaporative Cooler ___ Central ___ None Existing Water Heater? Yes No ___ Natural Gas ___ Electricity ___ Other ___ Leaking Stove Type? ___ Natural Gas ___ Electric Does the home have insulation? Yes No ___ Attic ___ Wall Does the home need repairs? Yes No ___ Roof Leaks ___ Foundation Issues ___ Water Stains ___ Broken Windows		OTHER INDIVIDUALS IN HOUSEHOLD: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Date of Birth</u></th> <th style="text-align: left;"><u>Receives Income?</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr> </tbody> </table> CHILDREN BEING CARED FOR: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Date of Birth</u></th> <th style="text-align: left;"><u>Receives Income?</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td><input type="checkbox"/> Yes <input type="checkbox"/> No</td></tr> </tbody> </table> Family Size: _____ Are there children under the age of 6? Yes No Do the children in the home have asthma? Yes No Have the children been tested for lead? Yes No		<u>Name</u>	<u>Date of Birth</u>	<u>Receives Income?</u>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Name</u>	<u>Date of Birth</u>	<u>Receives Income?</u>	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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CONSENT TO RELEASE INFORMATION

My answers to all of the previous questions and to the statements I have made are true and correct to the best of my knowledge. I authorize the City of San Antonio’s Green and Healthy Homes Program to contact any source in order to solicit/verify information necessary for an eligibility determination. I also agree to provide the SAGHH with any information necessary to verify my eligibility.

I will cooperate fully with SAGHH personnel to obtain information from any source to verify statements I made. I have been advised and understand that this application will be considered without regard to race, color, religion, creed, national origin, sex, or political belief.

CONSENT TO CONDUCT A RISK ASSESSMENT/COMPREHENSIVE LEAD INSPECTION

(Upon approval for SAGHH services only) I hereby authorize the City of San Antonio’s Green and Healthy Homes, to have a Texas State Certified Lead Firm conduct a Risk Assessment/Comprehensive Lead Inspection on the address listed below.

CONSENT FOR AGENCY REFERRAL

SAGHH partners with agencies in order to better serve our clients. I hereby authorize the City of San Antonio’s Green and Healthy Homes to provide my contact information to City Public Service (CPS), Alamo Area Council of Governments Weatherization Assistance Program (WAP), and San Antonio’s Water System (SAWS) for possible weatherization and water saving assistance.

APPLICANT’S CERTIFICATIONS

The applicant (whether one or more) certifies that all information in the application and all information furnished in support of this application, is true and complete to the best of the applicant’s knowledge and belief.

APPLICANT’S SIGNATURE

DATE

SPOUSE’S SIGNATURE

DATE

OWNER/LANDLORD

DATE

PENALTY FOR FALSE OR FRAUDULENT STATEMENT. USC Title 18, Sec. 1001, provides; “Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statement or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

INITIAL _____

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
UNDER \$5,000 ASSET CERTIFICATION**

For households whose combined net assets do not exceed \$5,000.
Complete only one form per household; include assets of children.

Household Name: _____ Unit No. _____

Development Name: _____ City: _____

Complete all that apply for 1 through 4:

1. My/our assets include:

(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source	(A) Cash Value*	(B) Int. Rate	(A*B) Annual Income	Source
\$ _____	_____	\$ _____	Savings Account	\$ _____	_____	\$ _____	Checking Account
\$ _____	_____	\$ _____	Cash on Hand	\$ _____	_____	\$ _____	Safety Deposit Box
\$ _____	_____	\$ _____	Certificates of Deposit	\$ _____	_____	\$ _____	Money market funds
\$ _____	_____	\$ _____	Stocks	\$ _____	_____	\$ _____	Bonds
\$ _____	_____	\$ _____	IRA Accounts	\$ _____	_____	\$ _____	401K Accounts
\$ _____	_____	\$ _____	Keogh Accounts	\$ _____	_____	\$ _____	Trust Funds
\$ _____	_____	\$ _____	Equity in real estate	\$ _____	_____	\$ _____	Land Contracts
\$ _____	_____	\$ _____	Lump Sum Receipts	\$ _____	_____	\$ _____	Capital investments
\$ _____	_____	\$ _____	Life Insurance Policies (excluding Term)				
\$ _____	_____	\$ _____	Other Retirement/Pension Funds not named above:				_____
\$ _____	_____	\$ _____	Personal property held as an investment** :				_____
\$ _____	_____	\$ _____	Other (list): _____				_____

PLEASE NOTE: Certain funds (e.g., Retirement, Pension, Trust) may or may not be (fully) accessible to you. Include only those amounts which are.

*Cash value is defined as market value minus the cost of converting the asset to cash, such as broker's fees, settlement costs, outstanding loans, early withdrawal penalties, etc.

**Personal property held as an investment may include, but is not limited to, gem or coin collections, art, antique cars, etc. Do not include necessary personal property such as, but not necessarily limited to, household furniture, daily-use autos, clothing, assets of an active business, or special equipment for use by the disabled.

2. Within the past two (2) years, I/we have sold or given away assets (including cash, real estate, etc.) for more than \$1,000 below their fair market value (FMV). Those amounts* are included above and are equal to a total of: \$ _____ (*the difference between FMV and the amount received, for each asset on which this occurred).
3. I/we have not sold or given away assets (including cash, real estate, etc.) for less than fair market value during the past two (2) years.
4. I/we do not have any assets at this time.

The net family assets (as defined in 24 CFR 813.102) above do not exceed \$5,000 and the annual income from the net family assets is \$ _____. This amount is included in total gross annual income.

Under penalty of perjury, I/we certify that the information presented in this certification is true and accurate to the best of my/our knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of a lease agreement.

Applicant/Tenant

Date

Applicant/Tenant

Date



CITY OF SAN ANTONIO
**NEIGHBORHOOD & HOUSING
SERVICES DEPARTMENT**

1400 S Flores, San Antonio Texas 78204, 210-207-6459

CONSENT TO RELEASE INFORMATION & PHOTOGRAPHS

NAME: _____

ADDRESS: _____

In connection with the Neighborhood and Housing Service Department and as part of the application process for services, I hereby authorize the release of my information to the City of San Antonio, Neighborhood and Housing Services Department (City).

The information requested will assist me to qualify for City Program (s). A copy of this authorization may be accepted as an original.

In addition, I grant *City* staff or representative, the right in perpetuity and without compensation to me, to take photographs of my property and the use of photographs for program illustration, advertisement and other City marketing efforts including publications on the City's website, brochures and presentations.

I have read and understand the above:

Signature and Date