



CITY OF SAINT PAUL / NEIGHBORHOOD ENERGY CONNECTION ENERGY SMART HOMES DESCRIPTION & APPLICATION

Note: The Energy Smart Homes loan program is made possible by the American Recovery and Reinvestment Act of 2009. The loan program has several eligibility requirements, described below, and completing the application does not guarantee that you will receive a loan. The total amount available for loans is limited to \$500,000 and therefore it is unlikely that all qualified individuals will receive a loan. Loans will be distributed until funding is depleted.

Program Description

- The City of Saint Paul is using American Recovery and Reinvestment Act dollars to provide no-interest loans to selected Saint Paul homeowners to make energy-saving improvements to their homes.
 - The loans will be due upon the sale of the home or after 30 years, whichever comes first
 - For those homeowners who are at or below 80% Area Median Income
 - The maximum loan amount is \$6,500
 - The loan covers all costs of improvements (no match required)
 - Fees may be rolled into the loan (fees average \$450)
 - For homeowners who are above 80% Area Median Income
 - The maximum loan amount is \$5,500
 - The loan covers up to half of the cost of improvements (homeowner will pay for half out of pocket)
 - The homeowner will pay fees out of pocket (fees average \$450)
- A credit check will be run on all applicants, and when it is determined that the applicant meets the above eligibility requirements, arrangements will be made for the home to undergo a home energy audit. Based on the findings of the home energy audit, the following improvements may be recommended: a new energy-efficient furnace or boiler, attic and wall insulation, and air sealing. The no-interest loans available through this program may be used only for the specific items recommended by the home energy audit.
- The City reserves the right to adjust the terms and conditions of the Program as necessary.

Eligibility Requirements

- You own a homesteaded property in Saint Paul and your home was built before 1990
- You are current on your mortgage(s)
- You are current on your taxes and have no delinquent taxes, unpaid collections or judgements.
- You are not in default on any government obligations including student loans
- Your equity (the difference between taxable market value and existing mortgage balances/liens) in your home is greater than half the maximum loan amount

Loan Terms

- Thirty year deferred note 0% interest
- The loan is due at the time property is sold, transferred, or otherwise conveyed or at the time the property ceases to be the owner's principal residence.
- You, your spouse, and all members of your household aged 18 and over must disclose the sources and amounts of all income you and they receive for the Adjusted Income calculation.
- Your spouse must join in the application and sign the loan note regardless of whether he/she has an income.
- All other residents, age 18 and over with an income, must join in the application

The City reserves the right to adjust the terms and conditions of the Program as necessary.

English: Attention. If you want help translating this information, call 651-266-6590

Espanol: Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al 651-266-6590

Somali: Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 651-266-6590

Hmoob: Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 651-266-6590

The above requirements are permitted under the Equal Credit Opportunity Act

APPLICATION

Date: _____ Loan Amount: _____
(Leave Blank)

APPLICANT(S) INFORMATION

Full Name of Applicant:	Social Security Number:
Full Name of Co-Applicant:	Co-Applicant Social Security #:
Applicant Date of Birth:	Co-Applicant Date of Birth:
Household Size (number of people):	Number of household members aged 18 or older:
Applicant Address (Street, City, State, Zip):	
Home Phone: () -	Work Phone: () -
Number of years you have lived at this address:	Xcel Energy Customer Account Number (on bill):
Name and Address of nearest relative not living with you:	Relationship:
Marital Status: Applicant Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried* <input type="checkbox"/> Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> <small>*Includes Single, Divorced, Widowed</small>	
Marital Status: Co- Applicant Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried* <input type="checkbox"/> Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> <small>*Includes Single, Divorced, Widowed</small>	

RACE/ETHNICITY

Borrower

- White
- Black/African American
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaska Native & Black African American
- Other Multi Racial

Hispanic Yes No

RACE/ETHNICITY

Co-Borrower

- White
- Black/African American
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaska Native & Black African American
- Other Multi Racial

Hispanic Yes No

The 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. By providing this information, you will assist in assuring that this program is administered in a nondiscriminatory manner.

INCOME AND EMPLOYMENT

- Information on employment and ALL SOURCES OF INCOME for you, your husband or wife, and other resident(s) of your household age 18 and over must be disclosed. For the purpose of this program “resident” includes all persons living in a housing unit for at least 9 months of the year and who do not pay rent, or who are claimed as dependents for Federal Income Tax purposes.
- Verification of your income will be requested before your application is processed.

1. Self- Employed Individuals

Name of Income Earner _____

Business Address: _____

Years in Business: _____

Type of Business: _____

Business Phone: () _____ - _____

	Year 1	Year 2
Net profit or loss from Schedule C or F	\$	\$
Depreciation from Schedule C or F	\$	\$
Capital and/or Supplemental Gains or Losses	\$	\$
If business related from Form 1040	\$	\$
TOTAL	\$	
Average of Year 1 and 2	\$	

2. Individuals Receiving Regular Paychecks

a. Name of Income Earner: _____

Employer Name:	Type of work /position:
Employer Address:	Number of years:
	Business Telephone:
Gross Income x Number of Paychecks per year:	
\$ x =	\$
Annual Overtime Earnings and Bonuses	\$
Total:	\$

b. Name of Additional Income Earner: _____

Employer Name:	Type of work /position:
Employer Address:	Number of years:
	Business Telephone:
Gross Income x Number of Paychecks per year:	
\$ x =	\$
Annual Overtime Earnings and Bonuses	\$
Total:	\$

3. Rental Income

Name of Rental Property Owner: _____

Monthly Rent x Months Rented \$ _____ x _____ = \$ _____

Annual Deductions in proportion to the number of units rented (not allowed for room & board income)

Interest \$ _____

Insurance \$ _____

Taxes \$ _____

Maintenance/Utilities \$ _____

Total Deductions \$ _____

Net Annual Rent: \$ _____

4. Other Income: Social security, pensions, interest, dividends, unemployment, child support, military reserve, AFDC, alimony, separate maintenance income, contract-for-deed (principal and interest minus expense), etc.

a. **Name of recipient:** _____

Type of income: _____

Amount x Number of payments per year: \$ _____ x _____ = \$ _____

b. **Name of recipient** _____

Type of income: _____

Amount x Number of payments per year: \$ _____ x _____ = \$ _____

Household Gross Annual Income (Sum of 1, 2a, 2b, 3, 4a, 4b): \$ _____

PROPERTY INFORMATION

- If the property is a manufactured house or any other factory-made building, it must be permanently fixed to land by way of a foundation and taxed as real property.
- The property must presently be used as a year-round, permanent residence, and must be a completed structure.
- You have no present intention to rent the property or to sell, assign, or transfer your interest in the property to another.

PROPERTY INFORMATION					
<i>(Applicant must currently own property/building. Evidence of ownership required.)</i>					
Address of Property to be Improved (Street, City, State, Zip):					
No. Units:	No. of Stories:		Year Built:		
Purchase Price: \$		Date of Purchase:			
Whom Indebted (Name, Address):	Date Incurred:	Original Amount:	Current Balance:	Monthly Payment:	Maturity Date:
Contract-for-Deed	\$	\$	\$	\$	\$
Mortgage	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$
Is the property being purchased on a contract-for-deed? No <input type="checkbox"/> Yes <input type="checkbox"/>					
If yes, is there a "balloon payment"? No <input type="checkbox"/> Yes <input type="checkbox"/> Date: Amount: \$					
NOTE: the term of your Energy Smart Homes Loan cannot extend beyond the date of any balloon payment. A copy of your contract-for-deed must be attached to your application.					

ASSETS		
Checking Account	Bank:	Current Balance: \$
Saving Account	Bank:	Current Balance: \$
Saving Certificates	Bank:	Current Balance: \$
Stocks and Bonds	Bank:	Current Balance: \$
Cash on Hand	\$	
Other	\$	

DEBTS: List all fixed obligation, installment accounts, revolving charge accounts, loans, and debts, finance companies and government agencies: (If more space is needed, list all additional debts on attached sheet.)

Whom Indebted (Name)	City and State	Date Incurred	Original Amount	Present Balance	Monthly Payment	Amount Past Due
Mortgage/ Contract			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$

LOAN PROCEEDS WILL BE USED TO IMPROVE THE DESCRIBED PROPERTY AS FOLLOWS:
 Note: If you have not received an energy audit and/or are unsure of improvement and costs, leave this section blank.

Estimated Cost-Eligible Improvements

Name of Contractor

Cost (including labor)

Heating & Ventilating

	Furnace/ boiler replacement (increased efficiency)and repairs	
	Vents or mechanical ventilations	

Insulation

	Attic/ceiling insulation	
	Wall insulation	
	Air Sealing	
	Other insulation (itemize):	
	TOTAL COST	

Items not listed above are generally not eligible.

CONDITIONS PERTAINING TO COMPLETION OF WORK

- A) EECBG funds will be used to finance energy improvements recommended by a state certified energy auditor. The auditor will itemize eligible improvements on the “Bid Specifications” form. The use of loan funds for any other purpose violates statutory law and legal remedies will be pursued for such violations.
- B) Loan funds shall not be applied toward any work begun prior to the date of approval of the loan application and completion of the energy audit.
- C) Refinancing of any debt or reimbursement of expenses is ineligible.
- D) The Neighborhood Energy Connection will inspect completed improvements for conformity to the “Bid Specifications” and the “Contracts Warranties for Energy Improvements” agreement.
- E) Loan funds will be dispersed upon completion and inspection of all contracted work financed.

REQUIRED DOCUMENTATION

Please include with this application, the following documentation, as applicable:

- Copies of employment pay stubs covering the most recent 30 days
- Full copies of federal tax returns, including W-2s for the last two years
- Copies of most recent bank statements
- Copies of applicable court documents (divorce, bankruptcy, child support, etc.)
- A copy of Social Security Award letter
- Verification of Welfare Assistance

I / we certify that the statements contained in this application are true, accurate and complete to the best of my /our knowledge and belief. I / we agree to the conditions pertaining to completion of work.

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

(Applicant Signature)

(Date)

(Co-Applicant Signature)

(Date)

(Continued on Next Page)

Please send this signed and dated application, along with the required documentation to:

Neighborhood Energy Connection
Attention: LeAnne Karras
Neighborhood Energy Connection
624 Selby Avenue
Saint Paul, MN 55104

If you have any questions, call LeAnne Karras: (651) 221-4462 ext. 132

The information requested in this credit application is legally required to determine if you qualify for participation in this City of Saint Paul program. A portion of the data requested is classified as "private data on individuals" under Minnesota Statutes 462A.065. Use of the data is limited to that necessary for the administration and management of this program by City of St. Paul personnel, those under contract with the City of Saint Paul, and other governmental agencies when authorized by state statute or federal law.