

PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING THE APPLICATION.

CALL 419-657-6123 IF YOU HAVE ANY QUESTIONS.

The Village of Alexandria obtained \$100,000 in Community Development Block Grant (CDBG) funds from the Ohio Department of Development in order to pay for low-moderate income household's septic system abandonment and sewer line connection to the new sewer collection system.

**The process and timeline for distributing these funds is as follows:**

1. April 5, 2007- Hold public meeting to distribute application and inform residents of the process for qualifying and obtaining funds.
2. May 7, 2007- Deadline for applications to be submitted to RCAP.
3. By June 7, 2007- Eligibility determination letter sent to homeowners from RCAP informing households if they qualify for grant assistance.
4. July 1, 2007- Customers begin connecting to system.  
***(This date is contingent on completion of Village's wastewater system. Residents will be kept informed of status of the operational date and when connections are expected.)***

**Eligibility Requirements:**

- Household income must be less than HUD Section 8 Income Limits in order to qualify for grant funds.
- Determination of income will be for the period from January 1, 2006 through December 31, 2006.
- 2007 Section 8 Income Limits are:

1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
≤\$36,050	≤\$41,200	≤\$46,350	≤\$51,500	≤\$55,600	≤\$59,750	≤\$63,850	≤\$68,000

- Owners are responsible for the operation and maintenance of the sewer connections. Owners must apply for the grant funds. Only 1 dwelling per owner is eligible. The one dwelling must be owner occupied by the qualifying low and moderate household.
- Income verification must include all the income of the household age 18 and older.

- The Village will be using Adjusted Gross Income to determine income eligibility. Along with a 2006 tax return, the applicant must attach evidence of all forms of income including but not limited to W-2 Forms, 1099s for interest and other pension, retirement income and Social Security income. If you are not required to file a tax return, please submit income verification and state that you are below the threshold for filing. Note your application will not be processed until income verification is attached.
- As part of the application, homeowners must submit a copy of their deed that clearly states they are the legal owners of the property where the new utility hook-up will be constructed.
- Applicants should submit their application to RCAP before the deadline date in case additional informational is required.

**Other Requirements:**

- 100% of the total cost will be paid if the total amount of all eligible connection costs for the Village does not exceed the total amount of funds available (\$100,000). If the total amount of funds needed exceeds \$100,000, each household will receive an equal percent of the total project cost.
- Households will be required to obtain 3 estimates for their work and submit these to RCAP who will select the lowest and best estimate provided.
- Installers must be registered with the Licking County Health Department to work in the County and not listed on the State of Ohio Debarred Contractor's List. They must also provide a one year warranty for the job, which should be indicated on the estimate. Estimates should be sent after you receive a letter from RCAP indicating you are eligible.
- The estimate will serve as the contract between the homeowner and the contractor.
- After completion of the connection, a designated official must sign a form that states the connection has been completed according to specifications. The homeowner must also sign this form.

Send the application to: RCAP  
Julie Ward, Field Agent  
22547 St. Rt. 198  
Cridersville, Ohio 45806

**Application Package must include:**

- 1) A signed application,
- 2) Copy of property deed,
- 3) Copy of tax return and income documentation (or letter stating you are not required to file along with income documentation).

**VILLAGE OF ALEXANDRIA  
CDBG PROGRAM APPLICATION FOR ASSISTANCE  
SEWER HOOKUP COSTS**

INSTRUCTIONS: PLEASE FILL OUT ALL SECTIONS COMPLETELY AND SIGN PAGE 2

**A. HOUSEHOLD MEMBERS** (For all those living at the address for the sewer hookup)

APPLICANT NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_, OH \_\_\_\_\_  
 HOW LONG AT THIS ADDRESS? \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

CO-APPLICANT NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_, OH \_\_\_\_\_  
 HOW LONG AT THIS ADDRESS? \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

Name	Marital Status	Sex	Relationship to Applicant	For reporting purposes only		
				Age	Race	Handicapped (please specify)
			- self -			

PLEASE LIST ADDITIONAL HOUSEHOLD MEMBERS ON A SEPARATE SHEET.

Check here if Female Head of Household: \_\_\_\_\_

**B. INCOME SOURCES**

Attach copy of signed 2006 tax return along with income verification documents (W2s, 1099s, Social Security documentation, unemployment etc). Indicate which sources of income your household members receive with an X beside the appropriate category. Also indicate the annual total for each source. Remember you must provide documentation. Include all income for all members of the household who are 18 or older.

INCOME SOURCES	Applicant	Co-Applicant	Other Household Members	Annual Total \$
Gross Income:				
Base Employment (W-2's)				
Overtime				
OWF (ADC) or (DA GR)				
Unemployment				
Social Security				
Veteran's Pension				
Pension				
Dividends				
Interest Income				
Rental Income (Address)				
Child Support				
Alimony				
Other Income (explain)				

Location of rental property that you own. \_\_\_\_\_ Monthly Income: \_\_\_\_\_  
Copies of checks, verification letters or notarized statements may be used as proof of income.

**C. Property Ownership**

Owner on Record \_\_\_\_\_

**Attach copy of deed with the application, 2006 Tax Return and supporting income documentation, see above. Note a tax return alone is not proof of income; must have all supporting income documentation.**

**D. Certification by Applicant(s)**

**PLEASE READ THE FOLLOWING STATEMENT. IF YOU DO NOT UNDERSTAND ANY PART OF IT OR HAVE ANY QUESTIONS ABOUT WHAT YOU ARE ASKED TO SIGN, PLEASE ASK FOR ASSISTANCE. BOTH APPLICANTS MUST SIGN IN INK BELOW.**

I certify that all the information in this application is true and complete to the best of my knowledge. I understand this information is subject to verification.

The Applicant (s) further certify that she/he is the owner of the property identified in this application and that any and all funds provided to the Applicant (s) will be used for the labor, material and fees necessary to connect to the public water or sanitary sewer system and/or eligible assessment costs associated with the construction of the water or sanitary sewer project.

I authorize this agency or its representatives and designees of the Ohio Department of Development and the U.S. Department of Housing and Urban Development (HUD) to inspect and evaluate actual services provided to me. I understand that any and all information provided in this application may be used for that purpose.

I understand that the personal financial information contained in this application is necessary for the evaluation of my application. This information, however, will remain confidential and will not be disclosed to the news media or other third parties. I further understand that my name, address and total amount of assistance will be subject to public disclosure since public funds are being used to provide assistance.

**PENALTY FOR FRAUDULENT STATEMENT:** U.S.C. Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes 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."

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Co-Applicant Date

Return application to: **Julie Ward, Ohio RCAP, 22547 St. Rt. 198, Cridersville, Ohio 45806**