



Alaska Community Development Corporation

Affordable Housing • Energy Conservation • Housing Rehabilitation • Weatherization

Senior Access Program Application Packet

December 2018

Alaska Community Development Corporation (Alaska CDC) is a private non-profit agency that has administered state- and federally-funded energy efficiency and housing programs in Alaska, since 1979. This application packet is for the Senior Access Program grant.

- **General information about the program is attached**, such as where we administer the program, the type of improvements available, and the *primary* eligibility guidelines. Other guidelines and restrictions may apply.
 - **Please answer all questions on the attached application even if you don't think they apply to your situation.** This information helps us better understand the current condition of your home and accessibility improvement needs. In addition, the state funding source requires information from households in its program.
 - **Signatures are required on pg. 4 of the application and on the attached Authorization for Release of information.**
 - **Submit all requested proofs described in the application.**
- **Submit your application to Alaska CDC.**

Residents in the Municipality of Anchorage may choose to apply through our partner,

NeighborWorks® Alaska, 2515 A Street • Anchorage, AK 99503 • (907) 677-8490 •
Fax: (907) 677-8450 • info@nwalaska.org • NMLS #232595. They also have applications.

After you submit your application and proofs, more information may be needed from you. However, submitting an application is the first step toward receiving assistance.

Application processing takes about 30 days. You will be informed of your status for the program by mail. Your patience is appreciated.

Application Packet Contents: This cover letter, Senior Access Program flier (2-sided), the Application (4 pp.); Authorization for Release of Information (2 pp.); a Reasonable Accommodation Request form, and a postage-paid return envelope

If any part of this Application Packet is missing or to make sure you have the most current version, contact Alaska CDC at 907 746-5680 x 1 (Palmer), 800 478-8080 x 1, or www.alaskacdc.org. Residents in the Municipality of Anchorage, may choose to contact NeighborWorks® Alaska at (907) 677-8490 or info@nwalaska.org.



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 accdc@alaskacdc.org

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SENIOR HOUSING ACCESSIBILITY MODIFICATION PROGRAM

“Senior Access”



Funded by Alaska Housing Finance Corporation (AHFC) Senior Citizen Housing Development Funds

We provide home rehabilitation grants without regard to race, color, religion, sex, national origin, handicap, or familial status.

- Alaska CDC serves the Kenai Peninsula, Kodiak Island, and Mat-Su Boroughs, Valdez-Cordova Census Area, Tok area, and the Municipality of Anchorage. Grants are awarded on a first-come, first-served basis except when it is most cost-effective to blend funds from several sources or for an emergency per Program guidelines.
- This grant improves the accessibility of homes so that qualifying seniors (55 years and older) who experience disabilities may live safely at home as long as possible. Home repairs are not eligible. **Requested accessibility modifications must meet program guidelines** (e.g., ramps, grab bars, barrier-free showers, lighting improvements, stair lifts, etc.).
- Eligible housing units are **houses, cabins, condominiums, mobile homes, apartment dwellings, and small assisted living homes (five or fewer beds and licensed as required by the State)**. There cannot be a Notice of Default, Notice of Sale, or student loan lien filed against the property.
- The home to be modified must be the **current, principal residence of the qualifying senior** and the qualifying senior must agree to live in the home up to three years after the work is completed.
- **Household income must meet current guidelines**, as explained in this flier. Required proofs are explained in the application. (For assisted living homes, call Alaska CDC to determine how to calculate income.) The household also must show that it does not have funds of its own or from other sources to complete the modifications. Applicants cannot be behind on paying Child Support.
- This program is **free to the senior and the legal owner(s) of the property**. No more than the amount necessary to complete required accessibility improvements will be awarded. Maximum grant awards are:
 - \$15,000 if the qualifying senior is the legal owner of the property.
 - \$15,000 if the home is privately owned and the qualifying senior is related to the legal owner of the property and the legal owner of the property resides in the home.
 - \$10,000 if the qualifying senior rents the property.
 - \$7,000 if the qualifying senior resides in a state-licensed assisted living facility (five or fewer beds).
- If the home is a rental or an assisted living home, the legal owner(s) of the property must authorize any work to be completed under the program.



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Income Guidelines

Households must meet the income guidelines under A or B below.

A. Household income is reviewed for the most recent 12 months before the application date.

A household automatically meets the income eligibility requirements if (1) an occupant receives Alaska Senior Benefits, APA/IA, ATAP/TANF, federally-funded Low-Income Home Energy Assistance, Food Stamps, subsidies from qualifying affordable housing programs (such as Section 8, Section 202, Section 811, Low-Income Housing Tax Credit, etc.) Supplemental Security Income (SSI) [Other forms of Social Security benefits are **NOT the same as SSI.]; or (2) a resident *currently is receiving services* under the Medicaid Waiver; or (3) the household qualifies for the Alaska Weatherization Assistance Program.**

B. Households that do not automatically meet the income eligibility guidelines per “A.” must undergo a full income review and meet the income limits below.

- **Household income is based on Adjusted Gross Income received by ALL residents for the most recent 12 months or the most recent calendar year.**
- **Household income does not include:** Alaska Permanent Fund Dividend; any assets drawn down as withdrawals from a bank; capital gains; Child Support; Combat Pay (Hostile Fire) and Military Family Allotments; dependent student income (i.e., earnings of full-time high school students or post-secondary students enrolled for at least 12 credit hours); dividends from a Native Corporation less than \$2,000/year per resident; Federal Economic Stimulus Payments; federal non-cash benefits such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance; food or housing received in lieu of wages, including the value of food and fuel produced and consumed on farms; gifts; loans; lump-sum inheritances; non-cash benefits such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits; one-time insurance payments or compensation for injury; one-time payments from a welfare agency to a family or person who is in temporary financial difficulty; one-time withdrawal from an investment account (You must certify it was a one-time withdrawal. It cannot be an annual one-time withdrawal); payment for foster children/adults or adoption subsidies; sale of assets such as property, house, or vehicle; scholarships for college or university; and tax refunds.

Senior Access Income Guidelines as of 6/6/2018

AREA	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Anchorage Municipality	69,650	79,600	89,550	99,500	107,460	115,420	123,380	131,340
Kenai Peninsula Borough	63,700	72,800	81,900	91,000	98,280	105,560	112,840	120,120
Kodiak Island Borough	63,700	72,800	81,900	91,000	98,280	105,560	112,840	120,120
Matanuska-Susitna Borough	64,400	73,600	82,800	92,000	99,360	106,720	114,080	121,440
Valdez-Cordova Census Area	66,500	76,000	85,500	95,000	102,600	110,200	117,800	125,400
Tok	63,700	72,800	81,900	91,000	98,280	105,560	112,840	120,120



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CONFIDENTIAL Senior Access Application

Designate an adult resident, who is available to answer questions, as the Head of Household.

HEAD OF HOUSEHOLD: _____ Single Married Other
 First Name Last Name (circle one)

Mailing Address _____ City _____ State _____ Zip Code _____

() _____ () _____ () _____
 Home Phone Work Phone Message Phone

Email Address _____ Best way and time(s) to contact you _____

Street Address (Number, Street Name, Apt. #, Mobile Home Park Name, Space #, etc.) _____ City _____

Legal Property Description (Lot, Block, Subdivision, Tract, Plat No. etc.) _____

- **Draw a map or write directions to your home.** If we can't find your home, we may not be able to help you. Attach another page if necessary.

List **ALL people living in the home**. Start with the Head of Household. **Note** an unborn child's due date. Attach another page if necessary.

Name (Include last name, if different, and note if someone is a non-relative paid live-in aide)	Gender (circle)	Birth Date (mm/dd/yy)	Disability (circle)
	M F		Y N
	M F		Y N
	M F		Y N
	M F		Y N
	M F		Y N
	M F		Y N

- ✓ **SUBMIT COPIES OF PROOF OF AGE FOR ANYONE 55 YEARS OR OLDER** (driver's license, tribe- or state-issued ID, birth certificate, etc.)
- ✓ **PROVIDE QUALIFIED REFERRALS** (health care professionals, government assistance agencies, VA, care coordinators, etc.) **who can verify each disability.** Attach another page if necessary.

Contact Person (First & Last Name)	Business / Agency Name	Phone / Fax (include Area Code if not 907)
		/
		/

- ✓ **SUBMIT complete copies of Federal Tax Returns filed by ALL adults who were required to file for the previous calendar year and copies of ALL W2s, 1099s, etc. received by the household.**
- ✓ **An adult who is not required to file tax returns MUST SUBMIT copies of MOST RECENT check stubs, statements, profit/loss statements, or bank statements that show direct deposits of ALL INCOME RECEIVED TO DATE IN THE CURRENT YEAR, including but not limited to:**
 - ASSISTANCE such as: **APA/IA, ATAP, TANF, federally-funded Heating Assistance** (ask your funding source if the funds were state or federal, if you don't know), **Alaska Senior Benefits, affordable housing subsidies** (e.g., Section 8), **Medicaid Waiver, and/or, Supplemental Security Income (SSI not SSA or SSDI) received during the most recent 12 months** (not calendar year). **The proof must include the recipient's name and the most recent date the benefit was received/awarded.** You can give your caseworker permission to fax proof to Alaska CDC at 907 746-5681 (Palmer) or 800 478-1530. Residents of the Municipality of Anchorage should have their proofs faxed to NeighborWorks® Alaska at (907) 677-8450.
 - **OTHER INCOME** such as **wages; net self-employment and/or rental income** (You can request a form from us if you don't keep your own profit/loss statements.); **investment, dividend*, and/or interest earnings; Social Security** (SSA, SSDI, Survivor's Benefits, etc.), **VA, pensions, unemployment benefits, Workers Comp, and/or other types of income.**

* We do not count any PFDs or first \$2,000/year of Native Dividends received per person.

- ✓ **Answers to these questions are REQUIRED from ALL households for STATISTICAL PURPOSES.**
- **Write the total number of residents who received the PFD: _____.** If anyone did not receive the entire PFD, please explain why: _____
- **WRITE YOUR HOUSEHOLD'S COMBINED GROSS YEARLY INCOME.** Do NOT include PFDs. \$ _____

Applicants may be prioritized for assistance if it is most cost-effective to combine multiple funding sources.

- **Has your household applied for any loans or other assistance to meet your accessibility needs? Indicate below.** Attach another page if necessary.

Agency Name	Status of Application (Approved, Denied, Pending)	Phone / Fax (include Area Code if not 907)
_____	_____	/
_____	_____	/
_____	_____	/

- **Describe any improvements to the structure or the land funded by an assistance program in the past. Please also indicate what year the work was done.** Attach another page if necessary.

Please answer the questions below, even if you don't think they relate to your specific improvement request(s). For example, if you ask for an accessible bathroom, we need to know if the home has water and waste systems.

- **List accessibility modification needs** (for example: ramp, walk-in shower, grab bars, widen doors for wheelchair, etc.) **and write which resident(s) would benefit from them.** Attach another page if necessary.

- **Year built:** _____ (Write your best estimate, if you're not sure.)

- **Indicate the following:** (circle or write a response)

Electricity source:	None	Generator	Utility	Other: _____	
Water source:	None	Catchment System	Utility	Well	Other: _____
Waste system:	None	Septic (type, if known: _____)		Sewer	Other: _____
Water Heater:	None	Electric	Natural Gas	Oil	Propane Other: _____

- **The HEAD OF HOUSEHOLD must read the program certification below and sign the application.**

HEAD OF HOUSEHOLD Signature

Date

I/We certify that **(1)** the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et.seq. and liability for monetary damages to AHFC, their agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on this application; **(2)** I/We certify that the above-named property is my/our household's current primary, permanent residence; and **(3)** I/We further certify that my/our household does not have the resources to complete the accessibility improvement(s) requested from the Senior Access Program.

- **All adults also must sign the attached Authorization for Release of Information.**



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Authorization for Release of Information Page 1 of 2

Consent

I authorize and direct any Federal, State, or local agency, organization, business, or individual to release to Alaska Community Development Corporation (Alaska CDC) or NeighborWorks® Alaska (NWAAlaska) any information needed to complete and verify my application for assistance under the Senior Access Program. I further authorize and direct Alaska CDC to release information to other entities for the purpose of determining my household's eligibility for Alaska CDC's programs and/or to assist my household with making application to other assistance programs. I understand and agree that this authorization or the information obtained with its use may be given to and used by Alaska CDC, NWAAlaska, the State of Alaska, and the Alaska Housing Finance Corporation (AHFC) in administering and enforcing program rules and policies.

Information Covered

I understand that previous and current information regarding me and my household may be needed. Verifications and inquiries that may be requested include but are not limited to assets (including real estate); property ownership and residency; employment and income; disability; past, current and future fuel and electricity use; and public assistance.

Resources

The groups or individuals that may be asked to release the above information to Alaska CDC or NWAAlaska who may require the above information from Alaska CDC or NWAAlaska to access their programs, include but are not limited to:

- | | |
|--|---------------------------------------|
| Banks and other Financial Institutions | Public Assistance Agencies |
| Child Care Providers | Recording Offices and Title Companies |
| Child Support and Alimony Providers | Retirement Systems |
| Drug and Alcohol Treatment Personnel | Social Security Administration |
| Employers, Past and Present | State Unemployment Agencies |
| Family and/or State-Appointed Guardians | Utilities and Fuel Providers |
| Internal Revenue Service | Veterans Administration |
| Medical & Psychiatric Personnel and Care Providers | Workers Compensation Providers |

Computer Matching Notice and Consent

I understand and agree that AHFC, Alaska CDC, or NWAAlaska may conduct computer matching programs to verify the information supplied for my application or recertification. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove incorrect information. AHFC, Alaska CDC, or NWAAlaska may in the course of



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Authorization for Release of Information Page 2 of 2

its duties exchange such automated information with other Federal, State, or local agencies, including but not limited to: State Employment Security Agencies, State welfare and food stamp agencies, and Social Security.

Conditions

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file at Alaska CDC or NWAAlaska. I understand I have a right to review my file and correct any information that is incorrect.

All Adult Residents Must Complete and Sign Below:

If any adult cannot sign below, contact Alaska CDC or NWAAlaska for instructions.

Applicant's Signature	Printed Name of Applicant	Social Security Number	Date
Adult Resident's Signature	Printed Name of Adult Resident	Social Security Number	Date
Adult Resident's Signature	Printed Name of Adult Resident	Social Security Number	Date
Adult Resident's Signature	Printed Name of Adult Resident	Social Security Number	Date

Applicant:

If you are applying to the Senior Access Program and cannot fill out the application due to a disability, you may complete and submit the form below to request reasonable accommodation to apply to this program. If you have specific *home accessibility improvement requests*, write them where indicated on **Page 4** of the attached application. **(Most applicants do not need to submit this form and discard it, which helps reduce return postage fees for the program.)**



Senior Access Program



Sponsoring Organization:

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Reasonable Accommodation Request Form

People with disabilities are entitled to reasonable accommodation. It is the applicant’s responsibility to prove the disability and to request reasonable accommodation. It is the sponsoring organization’s responsibility to grant accommodations that are reasonable. Reasonable is defined as not too expensive or difficult to arrange. If necessary, the sponsoring organization will help the requestor with comprehension and completion of the Reasonable Accommodation Request Form.

I or a person in my household has a disability that I believe requires reasonable accommodation.

1. The accommodation I request is:

2. You can verify the need for the accommodation requested by contacting:

Name _____ Phone _____

Agency _____

Address _____

Signature of Head of Household

Date