

NEWAYGO COUNTY

CDBG

MI NEIGHBORHOOD

PROGRAM





PRE-QUALIFICATION FORM

Newaygo County CDBG MI Neighborhood Program

Homeowners in Newaygo County interested in assistance from the Newaygo County CDBG MI Neighborhood Program **MUST** complete a Pre-Qualification Form (PQF) as the first step in the application process. The PQF streamlines the qualifying process by allowing a quick evaluation for the major program requirements in order to save the applicant time and expense.

Pre-qualifying DOES NOT guarantee the availability or receipt of funding. This form helps to quickly evaluate whether an applicant is eligible or not.

General Program Eligibility Criteria:

- Applicant must be current on property taxes or provide proof of a payment plan in place
- Proof of homeowners insurance is required
- Applicant must have a clear title to the home (land contracts are ineligible)
- Applicant must meet household income requirements
- The home must be located in Newaygo County
- Home must be at least 5 years old
- The home must be the primary residence of the homeowner for a minimum of 12 months prior to the date of the application
- The homeowner must own both the home and the site on which the home is situated
- If the home is a manufactured home, it must be on a permanent foundation

Eligible Repairs:

Maximum of \$40,000 per home

- Hot water equipment
- Furnace/HVAC equipment
- Plumbing
- Siding
- Roofing
- Etc.

Ineligible Repairs include but are not limited to water wells and septic systems.

If you are in need of a repair that is not eligible for the CDBG MI Neighborhood Program, please fill out a Pre-Qualification form for the Newaygo County Emergency Repair Program.



Newaygo County Preliminary CDBG MI Neighborhood Program



Step 1. Basic Program Eligibility Determination

This is preliminary application. If you are believed to be eligible for the program and funding is available, you will be asked to complete a comprehensive application with supporting documentation.

Name:			
Address:			
Phone:			
Email:			
Date Application Received:			
Application Received By:			
Is the home owned by the applicant?	Yes		No
Is the home the applicant's primary residence?	Yes		No
Is the home insured?	Yes		No
Is the home at risk of foreclosure?	Yes		No
Ownerships structure	Outright	Mortgage	Land Contract
How long has the owner lived in the home:			
What is applicant's self-declared annual household income:			
How many people live in your household:			
Please describe the requested home repair:			
Submit the Preliminary Application to: Email: housing@newaygocountymi.gov Or Mail: COA – Housing Assistance P.O. Box 885 White Cloud, MI 49349		Applications may be picked up and dropped off at: Newaygo County Commission on Aging 93 S. Gibbs Street White Cloud, MI 49349	
Stop: Lines below are for use by the Program Administrator			
Application Reviewed By:			
Does the Application appear to meet the minimum requirements	Yes		No
Yes. Proceed to step 2 and gather applicant documentation.			
No. Confirm ineligibility with applicant by reviewing questions. Make notification of ineligibility in writing.			