



Home Rehabilitation Programs Application

General Overview

Thank you for your interest in the city of Thornton's Home Rehabilitation Programs (HRPs). As funding is available, the programs consist of: Code Compliance Assistance Program, Help for Homes, and Paint-a-Thon. These programs may be funded through an annual allocation of Community Development Block Grant (CDBG) funds provided to the City by the U.S. Department of Housing and Urban Development (HUD).

Home rehabilitation is a priority for the City and has received a significant portion of CDBG funding over several years. To implement the HRPs, the City partners with nonprofit organizations and contractors to operate the programs until all available funds are exhausted. All HRPs are provided at no cost to eligible city of Thornton residents who apply and are approved.

When completing the attached application, please indicate the programs in which you are interested. Because these programs are funded by HUD, all applicants must meet the general eligibility requirements listed below. **Note:** The Home Rehabilitation Programs are not emergency assistance or reimbursement programs, and the application and approval process may take several months to complete.

Thornton's HRP Programs

The HRPs availability is contingent upon the available funding from HUD and an annual City Council program approval. The following programs exist but may not be available due to lack of funding.

Code Compliance Assistance Program (CodeCAP)

The program operated by the City provides free, external minor home rehabilitation to qualified applicants to mitigate or cure external code violations. Eligible tasks include hazardous tree removal; trash and debris removal – including large items such as furniture and appliances; fence repair or replacement; and minor restorative WaterWise landscaping in the front yard. If it is secondary to the primary task(s), a one-time vegetation trimming and mowing may be completed.

Help for Homes Program

The program offers eligible Thornton homeowners with the opportunity to receive up to \$10,000 in free home repairs to improve the health, safety, accessibility, and energy efficiency of their homes. Repairs may include plumbing or electrical issues, heating/furnace replacement, roof repairs, accessibility modifications (e.g. ramps, grab bars, etc.), and energy efficiency upgrades. **Currently all the funding for the Help for Homes program is obligated by approved applicants.** Therefore, it is closed to new applications as of January 1, 2026. The city anticipates it will reopen after August 2026.

Paint-a-Thon

Operated by our partner Brothers Redevelopment, Inc. since 1978, this program assists Thornton seniors (60+) and/or Thornton residents with a disability, by painting the exterior of their homes. The home must be owner-occupied, single-family home less than 20-feet-tall. The owner(s) must not be able to afford to hire a painting contractor. Homes with brick or siding may have areas like trim, gutters, downspouts, facia, gables, and exterior doors painted. Additional qualifications apply and will be reviewed by our non-profit partner.

Eligibility Information

General Eligibility Requirement for all HRPs

Applicants must meet **all** the following criteria and provide proof of their eligibility, regardless of which Home Rehabilitation Program they are applying for:

- Applicant must be the property's owner and occupy the home.
- The home must be a single-family home.
- The home must be located within the city of Thornton boundaries.
- Must have owned the home for over 12 months.
- Must be current on mortgage payments or have paid off the mortgage.
- Must be current on property tax payments.
- Must have current homeowner's insurance. If applicable, flood insurance will be necessary.
- At least one person on the deed/mortgage should demonstrate Lawful Presence in the U.S.
- Household must have less than \$100,000 in liquid assets¹.
- The household and the surrounding yard must be safe and accessible² to city staff and assigned contractors.
- Based on the number of people living in your home, the total annual household gross income³ cannot be more than:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$72,950	\$83,400	\$93,800	\$104,200	\$112,550	\$120,900	\$129,250	\$137,550

¹ **Definition of Liquid Assets:** Cash, checking and savings account balances, short-term investments, stocks, mutual funds, money market accounts, treasury bills, bonds, and Certificates of Deposits.

² **Definition of Safe and Accessible:** Structurally sound; repairable; safe to enter; sanitary; and free of clutter, debris, pests (including insects and rodents), hazardous and biohazardous materials. The home must be free of vicious or uncontrolled animals, illegal activities, or any other safety-related or code issues. The property's access eligibility determination is at the discretion of city of Thornton personnel.

³ **Definition of Income:** the previous 12-months pre-tax (gross) income from all members of the household 18 years or older. If a household member turned 18 during this 12-month period, only the income earned after turning 18 will be calculated. Tax returns for the previous years will be counted.

Application Information

Your application is not considered complete until the application form and all required supporting documentation is submitted.

Note: Incomplete applications cannot be accepted or processed. Applicants are required to meet directly with a member of the Community Connections Housing team for application and document review prior to submittal. Applications received without a Housing Team review will be placed on hold until a review can be arranged. Applicants have 21 business days from the date of application submittal to respond to all document and information inquiries and requests made by city staff. If city staff do not receive a response after 21 days, the application will be considered inactive and closed.

Home Rehabilitation Programs (HRP) Application

Applicant Information

Legal Name of Applicant: _____

Legal Name of the Co-Applicant: _____

Property Address: _____

Thornton, CO Zip: _____

Home Phone: _____ Cell Number _____

Email Address: _____

Which Programs Are You Applying For: (check all that apply)

- CodeCAP (Code Compliance)
- Help for Homes – Funding currently **unavailable** for new applications
- Paint-a-Thon

What Health, Safety, Accessibility, or Energy/Water Efficiency Rehabilitation Does Your Home and/or Yard Need?

Household⁴ Information

List **everyone** living at this address

Household Occupants	Name	Birth Date	Employed?	Has a Bank Account? *	Files IRS Tax Return?
Applicant					
Co-Applicant					
Other					

* Includes **all** checking and savings accounts

Is there anyone on the deed to the property who does not live there?

YES NO

If YES, provide the name of the person(s) on the deed and an explanation of why that person does not live in the home:

Home Information

Type of home?

Single-family/duplex Townhome
 Condominium Manufactured Home

Do you live in a Homeowners' Association (HOA) community?

YES NO

If you checked yes, please provide the contact information for the HOA:

HOA Name: _____

HOA Representative Name: _____

⁴ **Definition of Household:** For the purposes of determining HRP program eligibility, "household" is defined as all the people who occupy the residence. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the residence. A person living alone in a residence, or a group of unrelated people sharing a residence such as partners or roommates, are also considered part of the household.

Address: _____

Phone Number: _____

Email Address: _____

Website: _____

Do you currently have homeowner's insurance?

YES NO

Is your home safe and accessible (see definition in the footnote on page 2)?

YES NO

Do you have a reverse mortgage on the home?

YES NO

Have you contacted your insurance company to see if any of the requested rehabilitation could be covered through your insurance?

YES NO

If YES, what was the result?

Have you lived in the home for at least 12 months?

YES NO

Do you intend to move, sell your home, or transfer the title of your home within the next 12 months?

YES NO

Financial Information

List the total monthly gross income⁵ of **all** household members 18 years old or older. Documentation must be provided for all sources of household income listed below.

Type of Income (Monthly)	Total Gross Income for All Household Members		
	Applicant	Co-Applicant	Others
Employment 1	\$	\$	\$
Employment 2	\$	\$	\$
Unemployment	\$	\$	\$
Social Security Retirement Insurance	\$	\$	\$
Social Security Disability Insurance (SSDI)	\$	\$	\$
Supplemental Security Income (SSI)	\$	\$	\$
Retirement/Pension	\$	\$	\$
Self-Employment/Business	\$	\$	\$
Child Support/Alimony Received	\$	\$	\$
Public Benefits	\$	\$	\$
Rental Income	\$	\$	\$
Other Income	\$	\$	\$

List all 401(k), 403(b), or 457(b) payments received in the last year:

\$ _____ \$ _____ \$ _____

List all other retirement income from sources such as PERA, IRAs, and pensions.

Assets

Do you have other cash savings (not including cash in a bank account)?

YES NO

If YES, what is the amount: \$ _____

Do you own residential property or land other than the home listed on this application?

YES NO

⁵ **Definition of Income:** the previous 12-months pre-tax (gross) income from all members of the household 18 years or older. If a household member turns 18 during this 12-month period, only the income earned after turning 18 will be calculated. Tax returns for the previous years will be counted.

Do you own stocks, bonds, or other investments (not including retirement accounts)? (i.e., Treasury bills, Certificates of Deposit, mutual funds, money market accounts, etc.)

YES NO

Do you have any other investments or assets? (i.e., revocable trust, Keogh accounts, insurance policies available before death, etc.)

YES NO

If yes, please explain:

Additional Information

This information is needed by the city of Thornton to track and report to HUD the demographics of program participants.

What is your race?

<input type="checkbox"/> White	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander
<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian/Alaskan Native & White
<input type="checkbox"/> Asian & White	<input type="checkbox"/> American Indian/Alaskan Native & Black/African American
<input type="checkbox"/> Black/African American & White	<input type="checkbox"/> Other Multi-racial

What is your ethnicity? Hispanic Non-Hispanic

Does anyone in your household have a disability as defined by the Social Security Administration? YES NO

Is this a female-headed household? YES NO

Are you, or is anyone living in your home a veteran? YES NO

Where did you hear about the HRP program?

The next four pages need to be read and signed. A checklist of needed information is attached for your convenience.

Thank you.



APPLICANT RESPONSIBILITIES

1. The Community Connections Housing Team (city staff) will manage communications and scheduling with the homeowner, contractors, and HRP partners. Updates will be provided as information becomes available.
2. The applicant(s) will ensure the work area is accessible and safe to enter for all city personnel and contractors for all visits to the home and during work completion including:
 - Removal of all items near the project area, including tripping hazards.
 - Removal of all pet waste.
 - Securing all pets.
 - Provide access to indoor and outdoor spigots, faucets, and/or electrical outlets.
 - Provide access to the driveway(s).
 - CodeCAP only: Some tree removal services may require removal and reinstallation of fence panels.

If the application is approved:

3. After consulting the applicant, contractors, and HUD regulations, the Housing Team will determine and finalize all home repair activities to be completed. The approved activities will be provided to the homeowner in a Work Scope Letter. Any modifications to the work scope will be communicated only by the Housing team, or its designee, to the applicant. Approval of work outside the original scope is strictly limited to Housing team staff.

All requests for changes to the work scope must be submitted **in writing** to the Housing Team. Applicants are not permitted to request changes directly from the contractor(s). If an applicant requests or authorizes work outside the approved scope, the applicant will be **solely and fully responsible** for all associated costs, and such work cannot be covered by the program. This includes minor assistance requests such as moving or disposal of materials not specified in the work scope.

4. The Housing Team will make every attempt to provide ample notice of project scheduling. However, due to contractor availability and other circumstances, scheduling may require short notice.
5. The applicant(s) treat all city personnel and contractors in an appropriate and respectful manner and understand(s) that all materials and tools are property of the city of Thornton or the contractor and may not be used by the resident. Additionally, the applicant(s) ensures safety by respecting contractor workspace for the duration of the project.
6. The applicant is responsible to communicate with impacted neighbors by providing information such as:
 - Scheduled project dates.
 - Removal of items near the project area, including tripping hazards
 - Securing all pets.
 - Work crews may require access to street parking or neighboring properties for work

completion.

- **CodeCAP only:** Removal of fencing and fence lines may remain open during installation. This can be overnight or for a few days.

I/we, the applicant(s), have read and understand the Applicant Responsibilities. The inability to meet these requirements may result in the denial of services.

Applicant's Signature

Date

Co-Applicant's Signature

Date

CERTIFICATION AND INDEMNIFICATION

Applicant's Certifications

I/we, the applicant(s), hereby certify that I am/we are the owner-occupant(s) of the property to be rehabilitated and that the property is my/our principal residence. Also, I/we certify that all information provided in this application, including the income information, is true and correct to the best of my/our knowledge and belief. I/we understand that any discrepancy or omission in the information provided may disqualify me/us from participation in the Home Rehabilitation Program.

Indemnification

I/we hereby agree to indemnify and hold harmless the city of Thornton, its officers, agents, employees, and sub-grantees for the Home Rehabilitation Program against all liabilities, judgments, costs, and expenses arising out of, or in consequence of, housing rehabilitation or repairs provided as part of this Home Rehabilitation Program.

Applicant's Signature

Date

Co-Applicant's Signature

Date

UNDERSTANDING OF THE HRP PROGRAM

I/we, the applicant(s), hereby understand submittal of this application does **not** guarantee:

- Approval of the submitted application information by the city.
- Grant funding in any specific amount.
- Grant funding to the full limit allowed.
- Federal grant funds will be available for the program(s).
- The rehabilitation projects I/we believe to be the highest priority will be accomplished.
- The city's or HUD's approval of the required environmental review.
- Immediate completion of the program(s) applied for.

I/we, the applicant(s), further understand HUD requires the city to prioritize spending the grant funds to protect the health and safety of the household occupant(s). The city must prioritize the following:

- Lead-based paint evaluations and possible remediation.
- Radon evaluation and possible remediation.
- Other hazardous material evaluations and possible remediation.
- Other unknown or unseen health and safety risks discovered through the initial inspection or during the home's rehabilitation.

Applicant's Signature

Date

Co-Applicant's Signature

Date

LAWFUL PRESENCE AFFIDAVIT

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

I am a United States citizen, or

I am a Permanent Resident of the United States, or

I am lawfully present in the United States pursuant to Federal Law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Applicant's Signature

Date

Co-Applicant's Signature

Date

THIRD PARTY PROCESSING

To help expedite the processing of your application, the City may engage a qualified third-party consultant to assist with the review and processing of your application.

By signature below, I/we authorize the city of Thornton-Community Connections Division to share my/our application and other relevant information with a qualified third-party consultant solely for review and processing purposes. The qualified third-party contractor is required by agreement with the city to maintain confidential information to the same extent the City has any such obligation.

The use of a qualified third-party may result in a shorter wait time for a response to my/our application.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Home Rehabilitation Programs Sponsored or Supported by the City of Thornton's CDBG Program

Code Compliance Assistance Program

The program operated by the City provides free, external minor home rehabilitation to qualified applicants to mitigate or cure external code violations. Eligible tasks include hazardous tree removal; trash and debris removal – including large items such as furniture and appliances; fence repair or replacement; and minor restorative WaterWise landscaping in the front yard. If it is secondary to the primary task(s), a one-time vegetation trimming and mowing may be completed.

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Phone: 720-339-5864

Email chad@brothersredevelopment.org

Visit: <https://tinyurl.com/3ysynre6>

APPLICATION CHECKLIST

Your application is not considered complete and cannot be reviewed until the application and all supporting documentation are signed, submitted, and accepted by a member of the Housing Team. Applicants are required to meet with a member of the Housing Team for application and documentation review prior to submittal.

The checklist below will help you gather and submit the needed documents. Submit the complete documents including blank pages.

Note: Incomplete applications will not be received. Applicants are required to meet with a member of the Community Connections Housing Team for application review prior to submittal. Applicants have 21 business days from date of application submittal to respond to all document and information inquiries. After 21 days, the application will be considered inactive and closed.

The application approval process can take weeks or months to complete depending on the number of HRP programs requested. Once city staff determines your application is complete and approved, and to ensure fairness to all approved applicants, your project will be placed at the end of the waitlist.

Application Submittal

- Scheduled application review with a member of the Community Connections Housing Team.

Signature Documents

- Signed and dated Applicant Responsibilities
- Signed and dated Certification and Indemnification form.
- Signed and dated Understanding of the HRP Process form.
- Signed and dated Lawful Presence Affidavit.

Proof of Property Ownership, Insurance, and Residency

- Copy of the Deed. **If** the home is paid off, provide a copy of the property deed or release of the deed of trust. **If** your home is not paid off, provide a copy of your most recent mortgage statement.
- Proof of current property insurance, **and if** applicable include proof of flood insurance. Document must demonstrate the owner's name, insured property address, and policy period.
- Copy of applicant's and co-applicant's Driver's License, state-issued ID, or Passport.
- If applicable, the most recent mortgage statement or title for property owned other than your primary residence.

Proof of Income – Household

- Certified copy of the past year's Federal Income Tax Return (include every page) for each member of the household 18 years or older.
- Copies of three most current, consecutive bank statements for all checking and saving accounts for each member of the household 18 years or older (include every page). If submitting multiple accounts, statements periods must match.
- If employed**, include copies of two months of your most recent (consecutive) pay stubs for each household member 18 years or older.
- If you receive Social Security, attach the Social Security Benefits Adjustment Letter(s) for the current calendar year.
- If you receive a pension(s) attach the latest 1099 form from the pension provider(s).
- If you receive any retirement savings distributions (i.e. IRA, 401(k), 403(b), 457(b)), include your 1099R or most recent statement showing total year-to-date disbursements.
- If you received any other regular payments (unemployment, child support, alimony, interest earnings, royalties, rental income, etc.), attach verification for two months of your most current receipts. This documentation may be in the form of a government statement, official letter, separation agreement, lease, or court order.
- If you have an investment account(s), provide the two most recent investment account statements.
- If self-employed, copies of the past three months' bank statements and the past year's Schedule C.
- Name and value of any businesses owned and operated by household members 18 years and older.
- Documentation of other current income not listed previously.

SUBMIT THE APPLICATION AND SUPPORTING DOCUMENTS TO:

Community Connections
9471 Dorothy Blvd. Thornton, CO 80229 <i>Monday through Friday</i> <i>8 a.m. – 5 p.m.</i>

If you need help completing the application, to schedule an application review, or if you have additional questions contact:

Community Connections Housing Team	Ana Fontes Housing Coordinator Housing@ThorntonCO.gov	Mayra Ramirez CodeCAP Coordinator Ana.Fontes@ThorntonCO.gov 720-977-5814	Mayra Ramirez CodeCAP Coordinator Mayra.Ramirez@ThorntonCO.gov 720-977-5818

Additional information can be obtained at gocot.net/Housing

