(For office use only)
Application Number VAP - _____
Date Received _____

CITY OF THE COLONY
CITY MANAGER'S OFFICE

APPLICATION AND POLICY FOR THE VOLUNTEER ASSISTANCE PROGRAM

Section A: GENERAL TERMS AND CONDITIONS

Receipt of this application by the City does not commit the City to approve the application or to pay any cost incurred in the preparation of the application.

The award of any application is at the discretion of the Neighborhood Enhancement Officer. The program may be suspended or terminated at any time regardless of availability of funds or pending applications on file.

The City Manager or the City Manager's designee is authorized to modify the name of this program as needed for marketing or public relations purposes.

No application shall be accepted or incentive awarded that would result in a violation of the conflict of interest provisions of state law, the City Charter or the City's Ethics Policy. Pursuant to provisions in the City Charter and the City Code of Ethics, the City Council, City Manager, City Judge, individual board members, and City employees are ineligible for the receipt of benefits from the Volunteer Assistance Program.

All applications, and information contained therein, that are submitted are subject to disclosure pursuant to the Texas Public Information Act.

Volunteer projects involve homes that have a code violation(s), but whose owners lack the resources to abate them. An assessment of the condition of the exterior of the home will be completed by Community Image prior to assigning a project to a volunteer group. All projects are completed with materials at no cost to the resident.

Section B: ELIGIBILITY AND REQUIREMENTS

In order to be eligible for the Volunteer Assistance Program, applicants must:

- Reside in the City of The Colony.
- Own and occupy a home valued $150,000 or below.
- Be issued a violation notice from the Community Image Department.
- Complete and submit the Volunteer Assistance Program Application, including the signed affidavit stating hardship.
- Provide proof of identity (valid Texas driver's license or Texas I.D. card).
- Provide proof of home ownership.*
- Provide valid permits for improvements (if applicable).**
- Have no outstanding debts owed to the city.

*Applicants only need to provide one of the following documents in order to prove home ownership: utility bill, mortgage documentation, or homestead exemption.

**Note that while applicants must complete required permit applications for approved projects, they are not responsible for the permit fee.

Section C: APPLICANT INFORMATION

_____
Date of Application

_____
Applicant's Name Date of Birth

_____
Address

_____
City/ State/ Zip Code

_____
Home Phone Cell Phone

_____
E-mail

Are you currently serving or have you ever served in the United States military? ____NO ____YES

Are any members of your immediate family currently serving, or have they ever served in the United States military? ____NO ____YES

Section D: VOLUNTEER ASSISTANCE PROGRAM PROJECT INFORMATION

Type of Need (Mark all that apply)
☐ Exterior House Paint
☐ Siding
☐ General property cleanup
☐ Lawn Care (tree/shrub trimming, mowing grass, etc.)
☐ Fence
☐ Other*:

*At this time, we are unable to assist residents with major projects such as roof or foundation repair.

Section E: DECLARATION OF NEED

Please explain the circumstances surrounding the specific need qualifying you to be an eligible candidate for the Volunteer Assistance Program. This section is strictly for program tracking purposes and will not be shared with third parties unless a formal Freedom of Information Act request is received by the City Manager's Office.

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Printed Name

_____ _____

Signature Date

Section F: APPLICATION SUBMISSION AND ADDITIONAL INFORMATION

Section G, the signed affidavit stating the applicant's hardship, requires notarization. There are notaries available at City Hall who can assist with this requirement at no charge.

Completed applications may be returned in person to City Hall or by mail to the following address:

City of The Colony
Attn: Iris Browder
6800 Main St.
The Colony, TX 75056

For additional information regarding this application or the Volunteer Assistance Program, please contact Iris Browder, Community Image Manager at (972) 624-3151 or ibrowder@thecolonytx.gov .

Section G: ACKNOWLEDGEMENTS

I hereby certify that the information provided is true and accurate to the best of my knowledge. I hereby acknowledge that I have read, understand and agree to comply with the City of The Colony Volunteer Assistance Program policy and that **any violation of the terms of the policy or misrepresentation shall constitute grounds for rejection of an application at the total discretion of the City of The Colony.** I understand that I am responsible for obtaining all required permits and inspections from the City of The Colony and ensuring the project meets all current City requirements.

I hereby release and agree to indemnify the City of The Colony, Texas and their respective agents, officers, and employees from any and all liability, claims, demands, and causes of action whatsoever, related to any loss or damage to my person or property whether anticipated or unanticipated. This release shall be binding on me, my heirs, successors, assigns, administrators and/or executors.

I understand that my application will not be processed if it is incomplete. I agree to provide any additional information for determining eligibility as requested by the City of The Colony

I understand that the award of any incentive is at the sole discretion of the Community Image Advisory Board and the Development Services Review Committee and that the program may be suspended, terminated, or modified at any time regardless of availability of funds or pending applications on file.

STATE OF TEXAS §
§
COUNTY OF DENTON §

Before me _____, Notary Public State of Texas on this day personally appeared _____ known to me through _____ to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations expressed.
"Given under my hand and seal this _____ day of _____ 20_____.

(SEAL)

_____	_____
Printed Name of Notary Public	Printed Name of Signer
_____	_____
Signature of Notary Public	Signature of Signer