



RESIDENTIAL TREE SERVICE
PROGRAM
APPLICATION PACKAGE
2021



CITY OF FLORISSANT

RESIDENTIAL TREE SERVICE PROGRAM OVERVIEW



Program Introduction

The Florissant Residential Tree Service Program aids Florissant residents facing severe hazards related to trees that are aging, dead or diseased, and overgrown in dangerous ways. Tree hazards can lead to costly consequences; therefore, preventing severe damages through proactive measures is important.

The goal of this program is to provide up to \$3,000 of residential tree service assistance to low to moderate income residents facing safety concerns, and potential home damage. By addressing this need, the Community Development Department hopes to:

- ❑ Provide prompt assistance in time sensitive and dangerous situations.
- ❑ Prevent expensive damage and repairs to Florissant homes and infrastructure.

Eligibility

In order to be considered for the Florissant Tree Service Program, the following criteria must be met:

The applicant must:

- Be the fee simple owner and occupant of the single family residence
- Have no pending bankruptcies
- Have resided in the dwelling for at least two years prior to application
- Be a first-time participant in the program
- Be current on mortgage payments and real estate taxes

The address must:

- Be located within the City of Florissant and not in a floodplain
- Have no outstanding federal, state or city tax liens



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Household income:

To qualify for the Residential Tree Service Program, the total gross income of all members of the household age 18 or over must not exceed these limits, which are established by HUD:

<u>Household Size</u>	<u>Income</u>
One-Person	\$46,450
Two persons	\$53,050
Three persons	\$59,700
Four persons	\$66,300
Five persons	\$71,650
Six persons	\$76,950
Seven persons	\$82,250
Eight persons	\$87,550

Program Procedure

Application Process

Applications are available year-round. To start, be sure to read the program overview and application thoroughly. If you have questions about the documents required for the application call the Community Development Department at 314-839-7680 to either discuss your questions or set up a meeting to review your application more in depth. Once you have a complete application, submit it to the Community Development Office located at 1055 Rue St. Francois Florissant, MO 63031.

Once submitted, the application and all included documents will not be returned to you. For this reason, submit only copies of documents, and retain the originals for your records.

Preliminary Acceptance & Site Assessment

If your application is complete and you are eligible for the program, you will receive notification of preliminary acceptance into the Residential Tree Service Program. At this time the Community Development Department will contact the residential tree service provider and ask them to provide an assessment of the tree hazard, recommendation for abatement of the risk, and site-specific price quote.



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The assessment will be reviewed by the Community Development Director for severity of risk and funding availability. The maximum amount of funding a homeowner may receive is \$3,000. However, if the quoted price exceeds that amount, the homeowner will be responsible for that portion and payment will be due upon receipt of invoice.

Once the work is agreed upon by the homeowner, Community Development Office, and tree service provider, a date within two weeks of approval will be set (barring holidays and extreme weather delays, etc).

Work Completion

Once a work date is set, the yard will need to be prepared by the homeowner and the work area cleared for the workers to safely complete the job. The homeowner is welcome to be present on the day the work is completed, but it is not required.

Tree service workers will do everything in their power to leave the yard and surrounding landscape in good condition. However, unique situations such as the required use of special equipment, may leave tracks or damage to grass or surrounding landscaping. This is unavoidable and is the responsibility of the homeowner to remedy. If this is a concern, please contact the Community Development Office for a more in-depth conversation about the specific aspects of the property and work being completed.

Inspection of Work

The Community Development Department will schedule an inspection of the work following completion to ensure all hazards were fully abated. Attendance by the homeowner at this inspection is mandatory.

Payment

Once the work has passed inspection by a City of Florissant inspector, an invoice should be sent to the Community Development Office for direct payment to the contractor.

If the homeowner agreed to any portion of the costs, confirmation of the payment of that portion is required prior to final payment by Florissant.



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The undersigned applicant hereby represents that they have read and understands the program guidelines.

Applicant's Signature

Address Date

Co-Applicant's Signature

Address Date

Community Development Director

Date

The City of Florissant shall ensure that decisions affecting applicants to the Residential Tree Service Program are made without regard to their race, color, religion, sex, national origin, age, disability, or any other protected status.



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HOUSEHOLD INFORMATION



Applicant's Name _____

Address _____ Zip Code _____

Phone: Home _____ Work _____

Cell Phone: _____

Email _____

Please check each category below that applies to a member of your household:

U.S. Citizen _____ Legalized Alien _____ Illegal Alien _____

Disabled _____ Vietnam Era Veteran _____ Disabled Veteran _____

List all household members living at your address, including yourself:

**FAILURE TO INCLUDE A HOUSEHOLD MEMBER
WILL RESULT IN A DECLARATION OF INELIGIBILITY FOR THE PROGRAM**

Name (First, Middle, Last)	Social Security #	Age	Relationship to Applicant	Gender	Race/ Ethnicity
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Age of Home or Year built: _____

Is your home located in a floodplain? _____

Is your home located near a major highway, roadway, railroad or airfield? _____

Is your home located near hazardous operations, a dump, landfill, or industrial site? _____



CITY OF FLORISSANT RESIDENTIAL TREE SERVICE PROGRAM APPLICATION



DECLARATION

The undersigned acknowledge that participation in the Residential Tree Service Program is voluntary.

The undersigned hereby apply for participation in the Residential Tree Service Program as administered by the City of Florissant and agree to provide the City with the information requested on the Household Information Form and all other information requested by the City.

The undersigned hereby understands that the program assistance may not cover full cost of tree related hazard abatement.

The undersigned further agree to comply with all program conditions, including, but not limited to, compliance with all applicable federal, state, county and/or city requirements pursuant to the Housing and Community Development Act of 1974, as amended.

The undersigned hereby authorize the City to obtain the documents necessary for participation in the Residential Tree Service Program, including title information, income verification, etc.

The undersigned affirm and acknowledge that any misrepresentation of material facts or the failure to produce any requested information may result in a declaration of non-eligibility or a termination of continued participation in the program and a consequent denial of any and all benefits.

The undersigned further represent and warrant that the information that has been given is true and complete to the best of their knowledge.

The City of Florissant shall ensure that decisions affecting applicants to the Residential Tree Service Program are made without regard to their race, color, religion, sex, national origin, age, disability, or any other protected status.

The undersigned further affirm and acknowledge that they have been notified of and understand their rights and responsibilities as applicant/s for the Residential Tree Service Program.

Homeowner's Printed Name

Address

Homeowner's Signature

Date

Homeowner's Printed Name

Address

Homeowner's Signature

Date

City of Florissant Representative

Date



CITY OF FLORISSANT RESIDENTIAL TREE SERVICE PROGRAM APPLICATION



RELEASE

This release is made and entered into this _____ day of _____, 2020 by and between _____, hereinafter referred to as “the Owner” of the property located at _____, and the City of Florissant (hereinafter referred to as “the City”).

In consideration of the Owner’s voluntary participation in the City’s Residential Tree Service Program, the Owner hereby releases and agrees to indemnify and hold harmless the City, its agents, employees, contracted service providers and officers from all claims, damages or causes of action (including reasonable attorney’s fees) caused by or arising in any manner from the Owner’s participation in the City’s Residential Tree Service Program.

I/We, the Owner/Owners, have read and understand this release. I/We execute it voluntarily and with full knowledge of its significance the day and year written above.

Homeowner’s Signature

Date

Homeowner’s Signature

Date

Community Development Director

Date



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CHECKLIST

A complete application is required to be considered for eligibility. Please gather the following documentation to satisfy this completeness requirement. We do not want originals. Please make copies prior to submission. Applications will not be returned to you after they are collected.

Your complete application needs to include:

Completed & Signed Application Forms (included in this packet)

- Program Overview Signature Page
- Household Information
- Declaration
- Release
- Checklist (this page)

2019 Income Documentation

- Copies of the most recent filed **federal income tax returns for all household members 18 years old or over** (including schedules and attachments) or IRS Letter 1722
- Copies of all supporting tax documentation such as W-2's, Social Security received, Interest and/or Dividend statements (1099s required), Pension statement, Annuities
HINT: All the documents that gave you the numbers to put into your taxes.
- If no taxes were filed, a Verification of Non-Filing will be required. **For this, see the attached IRS tax form.** Fill it out and make a copy. Submit the copy in your application and mail the original to the IRS office indicated. Upon receipt of your Verification of Non-Filing letter, provide a copy to the Community Development Office.
- If anyone in the household is 18 years old or over, is a fulltime student, please submit proof of enrollment from Spring 2020.
- Documentation of any child support or alimony received.



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Homeownership & Occupant Documentation

- Proof of ownership of your home. Examples: General Warranty Deed, Special Warranty Deed or Quit Claim Deed. **A Deed of Trust is not acceptable.** If the name of a deceased person appears on the deed, a death certificate is required. *A copy of the Deed can be obtained in person at the St. Louis County Recorder of Deeds at 41 South Central 4th floor, Clayton, MO 63105.*
- Copy of Driver's License for all individuals residing in the home who have one.
- Copy of Social Security cards for all household members including children
- Copy of most recent paid real property tax receipt. Can be obtained here: <https://revenue.stlouisco.com/ias/>
- Proof of paid homeowners insurance policy including: policy dates, insured address & proof that it is paid.
- Copy of most recent loan statement(s) i.e. first mortgage, second mortgage, home equity, etc.

THE ABOVE DOCUMENTS MUST BE INCLUDED WITH THIS APPLICATION. (IF APPLICABLE) FAILURE TO SUBMIT REQUIRED DOCUMENTATION MAY RESULT IN A DECLARATION OF INELIGIBILITY FOR THE PROGRAM. ALL DOCUMENTS SUBMITTED BECOME THE PROPERTY OF THE CITY OF FLORISSANT COMMUNITY DEVELOPMENT OFFICE.

Falsification of any of the aforementioned documents will result in elimination from the program.

The undersigned Applicant hereby represents that they have read and understand the program guidelines.

Applicant's Signature

Address

Date

Co-Applicant's Signature

Address

Date



CITY OF FLORISSANT

RESIDENTIAL TREE SERVICE PROGRAM APPLICATION



APPLICATION DOCUMENT FAQ'S

These are some general answers to commonly asked questions about the application process to help you get started. We understand every situation is unique, please do not hesitate to call our office at 314-839-7680 for further information.

Q: Someone in my household is 18 years old or over but is a full-time student. Do I still need to include their information?

A: Yes, all the same tax and income documentation is required. However, their full-time status is considered towards the household's income eligibility. To document fulltime status, please include a fulltime enrollment status letter or copy of their schedule with their name listed for either the Spring Semester 2020 or Fall 2020.

Q: Someone in my household is 18 years old or over but doesn't file taxes. What do we submit for them?

A: We will need Verification of Non-Filing from the IRS for every member of the household that is 18 years old or over who doesn't file taxes. This can be obtained by filling out either IRS Tax Form 4506-T or 4506T-EZ or online at: [IRS Tax Transcript Request](#).

If you are submitting the paper form, you can request a copy of one from our office or the local IRS office. Then, fill out the IRS form according to the IRS instructions, make a copy of the completed form and include it in your Home Improvement Application. Mail off the original to the address stated in the IRS Instructions. When your verification of non-filing letter arrives, bring a copy of it to the Community Development Office.

Q: Where can I make copies of my documents to submit in my application?

A: St. Louis County Libraries offer copying at low cost (typically \$.10-\$.15/ page)
The Florissant Valley branch is located a half mile from our offices at:
Florissant Valley Branch Library
195 N New Florissant Rd, Florissant, MO 63031
(314) 994-3300

Q: I don't have a mortgage on my home. What do I submit for my mortgage statement?

A: You will need to fill out an Affidavit of No Mortgage. Request a copy from Community Development Office, sign and fill it out. Then, include it in place of a mortgage statement in your application packet.



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Q: Someone in my household lost their social security card. What can we do?

A: Call or visit your local Social Security Office to request a replacement. They will issue you a letter showing your request. You can submit a copy of this letter in your application as a placeholder until your new card comes in. When you have the new card, make a copy of it and submit it to the Community Development Office. The local Social Security Office is located at:
11753 W Florissant Ave, Florissant, MO 63033
Phone: (800) 772-1213

Q: I pay for my homeowner's insurance through escrow. What document are you looking for?

A: Call your homeowner's insurance agency and ask for a document or letter that includes: the insured address, policy dates, and an indication of some kind that the policy is paid current/zero balance due. You can also supply us with a copy of your receipt if it was mailed to you, or a mortgage statement that shows the disbursement amount and date.

Q: I pay for my real estate taxes through escrow. What document are you looking for?

A: Proof of payment can be printed from the St. Louis County Revenue website at <https://revenue.stlouisco.com/ias/>. You can also supply us with a copy of your receipt if it was mailed to you, or a mortgage statement that shows the tax disbursement amount and date.

Q: Where can I get a copy of my deed?

A: Deeds can be obtained in person at the St. Louis County Recorder of Deeds at 41 South Central 4th floor, Clayton, MO 63105. Or online at <https://tapestry.fidlar.com/Tapestry2/>.

Remember, if the name of a deceased person appears on the deed, a death certificate is required. Examples of accepted documents: General Warranty Deed, Special Warranty Deed or Quit Claim Deed. A Deed of Trust is not acceptable.

Q: My mail says Florissant, but I don't live within the city limits. Am I still eligible?

A: No, only residents who live within the city limits of Florissant are eligible for participation in the Residential Tree Service Program. If your home is located in unincorporated St. Louis County, or neighboring municipalities you are not eligible for the Florissant Residential Tree Service Program. For assistance, contact your county or municipal offices to inquire about similar programs.



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Q: I don't have access to email to receive a document I need for my application. Can they send it directly to your office?

A: No. However, there are local services that can assist you in sending or receiving faxes. An example of this type of business would be a FedEx or UPS store.

To print from the web or your email the Florissant Valley branch is located a half mile from our offices at:

Florissant Valley Branch Library
195 N New Florissant Rd, Florissant, MO 63031
(314) 994-3300

Q: Someone lives with me but does not contribute financially. Do I still have to count their income?

A: Yes, the combined household income must include all occupants 18 years old or over, regardless of their contribution to the household.