



PROGRAM GUIDELINES

Foreclosure Financial Assistance Program

**City and County of Denver
Department of Housing Stability (HOST)**

Program Overview

Below is a summary of the Foreclosure Financial Assistance Program. More detailed information and program requirements are outlined in the following sections.

Services Provided:

1. **Financial Assistance** – For qualified applicants, payments will be issued to cure an applicant’s past due mortgage, Homeowner’s Association (HOA) fees/fines, and/or other unpaid judgements/liens that may result in an applicant’s foreclosure or involuntary displacement if left unpaid. All financial assistance issued must be supported by written documentation and will be provided up to the maximum assistance limits enforced by the Department of Housing Stability (HOST).
2. **Resource Referral and Navigation** – As appropriate, reviewing agencies will expeditiously connect applicants to all other homeowner stabilization programs and resources available to eligible Denver residents.

Minimum Eligibility Requirements:

1. Household income must be at or below 80% Area Median Income (AMI)
2. Household must be experiencing a financial hardship or other housing crisis
3. Homeowners must demonstrate themselves as the legal owner of their home, the residence for which assistance is being requested must be the applicant’s primary residence, and the home must be located in both the City AND County of Denver

Minimum Documentation Requirements:

Tenant must provide at least one document for each category below. Reviewing agencies may request additional documents as needed, including ones not listed here.

1. Proof of Income (for each person 18 years of age and older) can include, but is not limited to:
 - a. Pay stubs
 - b. Tax returns (most recent filing)
 - c. Bank statements
2. Evidence of Ownership can include, but is not limited to:
 - a. Denver property record
 - b. Deed of Trust
 - c. Property tax receipt or bill
 - d. Other documents including mortgage statements, proof of homeowner’s insurance, or Ownership Name and Encumbrance Report
3. Evidence of Homeowner’s past-due payments/liens/fines can include, but is not limited to:
 - a. Mortgage statement or ledger
 - b. Statement or ledger from applicant’s HOA
 - c. Other documents detailing other fines/fees/judgements assessed on an applicant’s property
4. Evidence of Financial Hardship (or other housing crisis) can include, but is not limited to:
 - a. Self-attestation within the online application
 - b. Additional documents may be requested on a case-by-case basis
5. Photo Identification
 - a. Valid photo identification issued by any governmental entity (U.S. or foreign)
 - b. All other acceptable forms of identification are listed on page 6



For purposes of these guidelines, terms are defined as follows:

1. **“Homeowner”** means the individual or household who is the verifiable owner of their primary residence.
2. **“Applicant”** means the individual or household who is applying for this program.
3. **“Agency”** means the organization(s) or entity(ies) contracted by the City and County of Denver to provide program-related services, such as application review and administration of funds, on behalf of the City and County of Denver.

Assistance Available:

All assistance is provided based on eligibility and availability of program funds. The Foreclosure Financial Assistance Program is not intended to provide perpetual, ongoing assistance beyond the allowable maximums as outlined below. Assistance is intended to benefit Applicants who are not able to meet their housing expenses due to unexpected financial hardships.

Financial Assistance: The Foreclosure Financial Assistance Program may provide up to the lesser of three months of financial assistance (including arrears, current, and future payments) or \$10,000 in financial assistance per eligible household. This may include an applicant’s past-due mortgage, unpaid fees/fines/liens assessed by an applicant’s HOA, and/or other unpaid judgements/liens that will result in an applicant’s foreclosure or involuntary displacement as supported by written documentation. Additional requests for financial assistance will not be permitted within the same calendar year.

Assistance may also include late fees, attorney’s fees, and other fees directly associated with the applicant’s risk of Foreclosure with documentation of reasonableness and verification that the costs were allowable under local and State law at the time the fees were charged. For more information on homeowner protections and permitted charges, please access the Denver Homeowner Rights and Resources Guide online¹ or refer to the copy of this document provided to Homeowners by their HOA, or assignee of the HOA’s debt, at least 30 days prior to seeking to foreclose on an outstanding lien.

Resource Referral & Navigation: As appropriate, reviewing agencies will expeditiously connect applicants to all other homeowner stabilization programs and resources available to eligible Denver residents, including but not limited to:

- Loss mitigation plans with mortgage lenders (not required to receive assistance)
- HUD-certified Housing Counselors
- State of Colorado Emergency Mortgage Assistance Program (EMAP)
- Foreclosure Legal Defense Programs
- Property Tax Relief Programs
- Energy Assistance Programs such as the Temporary Rental and Utility Assistance (TRUA) Program, Energy Outreach Colorado (EOC), and/or the Colorado Low-Income Energy Assistance Program (LEAP)
- Home Modification and Repair Programs
- Home Share Programs
- Denver Office of Financial Empowerment and Protection (OFEP)

¹ denvergov.org/foreclosurehelp



Eligibility: Applicant must meet the eligibility criteria outlined below to receive assistance.

1. **Income Requirements:** The total of Applicant’s current annualized household income must be at or below 80% of the Area Median Income (AMI) for Denver County based on the size of the Applicant household. Methods for determining household income are described below.
2. **Evidence of Financial Hardship:** Within the online application, applicants must attest to a financial hardship. Additional information and/or documentation of the hardship may be requested by the reviewing Agency as needed on a case-by-case basis. Some examples of financial hardship may include but are not limited to:
 - a. Loss of employment or reduction in income,
 - b. Unexpected expenses such as medical or car repair payments
 - c. Increase in non-discretionary expenses which make current housing payments unaffordable
3. **City and County of Denver Resident:** Applicants’ primary residence for which they are requesting assistance must be within both the City AND County of Denver. Agencies will verify Applicant’s primary residence is in the City and County of Denver using Denver Assessor’s Office property records. **U.S. citizenship is NOT a requirement for eligibility, nor disclosure of immigration status.**

Proof of Income for Qualification: Each Applicant household must provide documentation that the current annualized household income is at or below 80% of the Area Median Income (AMI). The following income limits, set by the Department of Housing and Urban Development (HUD), should be used to determine 80% of the AMI for Denver County based on the size of the household:²

| 2024-2025 HUD Income Limits | | | | | | |
|-----------------------------|----------------|----------|----------|-----------|-----------|-----------|
| Area Median Income (AMI) | HOUSEHOLD SIZE | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 80% | \$71,900 | \$82,150 | \$92,400 | \$102,650 | \$110,900 | \$119,100 |
| 50% | \$45,650 | \$52,200 | \$58,700 | \$65,200 | \$70,450 | \$75,650 |
| 30% | \$27,400 | \$31,300 | \$35,200 | \$39,100 | \$42,250 | \$45,400 |

Income documents must be submitted for all household members 18 years of age or older (except full-time students). Acceptable documents for income verification include but are not limited to:

1. All pay stubs, or pay summary received for the 30 days directly prior to the date of application or the date on which Applicant submits all required documentation for application processing; or
2. The current year submitted tax filing; or
3. Unredacted statements from a bank or other financial institution

Annual household income is calculated using the Adjusted Gross Income Method as defined by the U.S. Internal Revenue Service.³

² For more information on Area Median Income (AMI) and income limits, visit huduser.gov/portal/datasets/il.html

³ irs.gov/e-file-providers/definition-of-adjusted-gross-income



Evidence of Ownership and Primary Residency: Applicant must provide proof of current ownership for the property in which they reside(d), and for which assistance is being requested. The residence must be the Applicant's primary residence and must be located within the City AND County of Denver boundaries.

Applicant must provide at least one of the following:

1. Denver Property Taxation and Assessment System⁴ record; or
2. Deed of trust or mortgage statement reflecting the Applicant's name; or
3. Property Tax Receipt or Bill; or
4. Proof of Homeowner's Insurance; or
5. Ownership Name and Encumbrance (O&E) Report; or
6. Evidence of prior payments made by Homeowner to Mortgage Lender and/or HOA

Evidence of Payment Due: Homeowner must provide information of their recurring payment amount. This may include:

1. Current mortgage statement or ledger from HOA demonstrating monthly payment obligations and any other fines/fees/liens as applicable.
2. Proof of at least one payment made by Homeowner to Mortgage Lender, HOA, or other entity assigned to Applicant's unpaid balance for the month immediately prior to the first month for which assistance is requested. Proof may include:
 - a. Copy of a check; or
 - b. Bank statement or ledger from Venmo, Cash App, PayPal, or other financial institution; or
 - c. Money order/cashier's check receipt; or
 - d. If paid in cash, a receipt or affidavit from Lender, HOA, etc.

⁴ denvergov.org/Property



Identification: Agency must confirm Applicant's identity by requiring at least one of the following:

1. Valid driver's license or identification card issued from any U.S. State or Territory; or
2. U.S. military or military dependent identification card; or
3. U.S. Coast Guard Merchant Mariner card; or
4. Native American Tribal Document; or
5. Document issued by any instrumentality of government (U.S. or foreign), or
6. Document issued by an educational institution (U.S. or foreign), or
7. Other photo ID that includes photo and name.

Ineligible Expenses:

1. Damage fees;
2. Late fees, attorney's fees, and posting fees without verification that the costs were allowable under local and State law at the time the fees were charged;
3. Assistance to individuals or households with income exceeding 80% AMI; and/or
4. Rental costs including rent payments and/or security deposit assistance (for rent assistance, please visit www.denvergov.org/renthelp)
5. Homeowners Insurance payments, home energy and/or other utility assistance, lot rent for owner occupied mobile homes, and property taxes

Additional Program Information:

Duplication of Benefits: Applicant must disclose any other local, State, and/or federal assistance received for the property/unit at which assistance is being requested. These benefits will be taken into consideration when determining the amount of assistance that may be approved.

In all instances, duplication of benefits will not be permitted. Potential duplicative benefits include cash payment or financial assistance from a local government agency, housing authority, nonprofit organization, religious organizations, and/or friends or family. Entity(ies) who received payment(s) through other programs as a duplicate benefit will be required to repay these funds to the issuing Agency or the City and County of Denver Department of Housing Stability (HOST).

Providing false statements or information, or the omission of required information, is grounds for denial, termination of housing assistance, denial of future housing assistance, and may be punishable by law.

Application Prioritization: Agency will accept applications at any stage of an applicant's financial hardship and/or potential foreclosure as long as all other eligibility requirements are met. On an ongoing basis (at minimum once a week), Agency will identify the next tranche of applications to review based on age of application (from oldest to newest submit date).

Within each tranche, Agency will prioritize the review of applications in the following order:



1. First-time applicants with a date of sale/auction
2. First-time applicants without a date of sale/auction but who are at-risk of imminent displacement
3. All other first-time applications by date of application submitted

Appeals Process: All eligibility determinations, awards, and payments will be communicated to applicants by the reviewing Agency through the online application platform, Submittable. Ineligible applicants can appeal denied applications by e-mailing foreclosureassistance@brothersredevelopment.org.

Please write '[First Name] [Last Name] Appeal of Foreclosure Financial Assistance Denial' in the message subject line and include:

- Any relevant documentation to support your request
- Your contact information
- Your address
- The reason(s) for denial
- Why you believe that this determination was made in error, and
- Any additional information and/or relevant documentation to support your request

If technical assistance is required to complete you appeal request, contact the Colorado Housing Connects hotline for customer service:

- Call 1-844-926-6632 or send the CHC Hotline a message: <https://coloradohousingconnects.org/contact/>
- Visit www.denvergov.org/foreclosurehelp for information on additional resources and programs for Denver homeowners.

Payment Disbursement: Agency will verify property ownership by reviewing property records before payment is made. Depending on the type and stage of Foreclosure the household is experiencing, Financial assistance will be paid directly to:

1. **Service Lenders:** For households that are NOT actively engaged in the foreclosure process and/or their foreclosure is NOT at-risk of being filed with the Public Trustee's Office (occurs after 120 days of delinquency and once Notice of Acceleration has been sent to Homeowner).
2. **Office of the Public Trustee (PT), Denver Clerk and Recorder:** For households actively engaged in the foreclosure process including but not limited to households with an active sale/auction date. Payments are provided by Agency to the PT which will issue payment to mortgage lender. PT will alert foreclosure attorney that unpaid balance is cured and ensure all of applicant's pending foreclosure actions are terminated.
3. **HOA or Other Assigned Foreclosure Attorneys:** For households with HOA fees, fines, and/or other liens (AKA judicial foreclosures) that are typically filed with the Denver Sheriff's Department.

In cases where payment distribution does not fall within a category outlined above, Agency will provide payment to the appropriate entity responsible for curing an unpaid balance/lien on an applicant's property.



Fair Housing: Program assistance must be provided according to Fair Housing⁵ requirements that protect people from discrimination on the basis race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender expression, marital or familial status, military status, or physical or mental disability.

Fraud Protection and Quality Assurance: Partner Agencies may collect additional information/documentation as needed, at their discretion, for program compliance, quality assurance, and/or to protect the City and County of Denver and partner Agencies from fraudulent activity.