



COMMUNITY EMERGENCY
ASSISTANCE COALITION

Housing Solutions for the Southwest

295 Girard Street, Durango, CO 81303

Phone: 970.259.1086

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HOW TO APPLY FOR CEAC ASSISTANCE

1. Please contact Housing Solutions for the Southwest at 970-259-1086 to schedule an appointment to complete the application process. Appointments are accepted on a first-come, first-served basis and may not be schedule more than one week in advance.
2. Please arrive 20-30 minutes early to your scheduled appointment, in order to complete the initial application paperwork. Make sure to bring all required documentation for your application. If you have questions regarding the required documentation, please contact Housing Solutions for the Southwest.
3. All appointments must be completed and all paperwork submitted by 12:00 pm on Wednesday.

PAPERWORK YOU WILL NEED

- Completed CEAC Application – You may complete your CEAC application either at our office just prior to your scheduled appointment, or by picking one up ahead of time.
- Proof of Income – Attach a recent paycheck stub or a signed, written notice from your employer stating your hourly rate, the number of hours you work per week and how long you have been employed with the company. If you receive Social Security Income, Social Security Disability, unemployment, TANF or other benefits, please attach your award letter or a bank statement as proof of your income.
- For Rent or Mortgage Assistance – Attach a signed statement/notice from your landlord/lady, which includes the current amount you owe, when it was considered past due and when they will proceed toward eviction if the balance is not paid. If you own your home, please attach any notices or payment coupons from the mortgage company.
- For Car Payment, Insurance or Vehicle Registration – Attach the billing statement for your vehicle. If you are purchasing new insurance for your vehicle, please be sure to provide a full quote from an insurance company or representative, not just an online estimate.
- For Car Repair – Attach two estimates for the repair.
- For Dentures – Attach a quote for the required dentures from a local provider. Please speak with a representative at Housing Solutions for the Southwest for referrals.
- For Utilities or Childcare– Attach a past due or shut-off notice. To apply for heat or electric-related utilities, you must have already attempted to utilize LEAP or Energy Outreach Colorado. For a childcare bill we a need a statement from your provider showing *past due* childcare bill.
- Photo I.D.

COMMUNITY EMERGENCY ASSISTANCE COALITION

WHAT IS CEAC

CEAC is a collaborative multi-agency effort aimed at providing one time, emergency assistance to individuals or families facing financial crisis.

WHO IS CEAC

Funding agencies include the United Way of Southwest Colorado, the La Plata County Department of Human Services, the La Plata Electric Round-up Foundation, Salvation Army Durango Area Service Unit, AXIS Mental Health and Manna Soup Kitchen. Housing Solutions for the Southwest serves as the administrative agency for CEAC. Weekly advocacy is provided by Volunteers of America (VOA). Other agencies and organizations are invited to participate within the existing framework.

PURPOSE

To provide one time emergency financial assistance to persons who are usually self-sufficient, but are unable to meet urgent payment for utility bills, rent, car repair, medical travel and similar needs. By establishing a single entry point for applicants (HSSW) the likelihood of duplicate aid by the funding agencies is eliminated.

FUNCTION

Applications are referred by any human service agency and are screened and their data verified by the staff of the Housing Solutions for the Southwest. Representatives of participating organizations meet weekly to consider applications and to determine type and amount of assistance to be provided - if any. Applicants are advised of funding decisions immediately following the meeting.

FINANCIAL

Payments are made directly to the service provider or vendor, never to the applicant. United Way makes the payments and serves as the fiscal agent.

RESTRICTIONS

Individual funding agency restrictions are honored, i.e. Round-up Foundation cannot pay electric bills, Salvation Army may only be accessed once a year, etc. The intention of CEAC is to serve as a one-time emergency resource to families and individuals. Should an application be denied, applicants must wait 60-days to re-apply and may apply a maximum of two times per year. Rental and utility deposits are not funded. Late fees accrued on past due accounts are not funded. Legal expenses including fines are not funded.

APPLICANT ELIGIBILITY

Applicants must be a resident of La Plata or San Juan Counties. Assistance given should enable long term financial self-sufficiency.

CONFIDENTIALITY

Submitting an application to CEAC for consideration requires that certain information contained in the application be reviewed with third-parties. Applicants sign a release of information to conduct third-party verifications, have their application shared with members of the CEAC Committee for evaluation, as well as authorize the release of information (including household members, reported income, employment, etc.) contained in their application to Department of Human Services. Information released to Department of Human Services may be used for the purposes of fraud investigation. Housing Solutions for the Southwest will provide each applicant with a copy of the Housing Solutions for the Southwest Privacy Policy at the time of intake.

ASSISTANCE LEVELS

No per applicant dollar limits are specified, however practical considerations based on available funding generally preclude grants exceeding \$1,000, with the majority ranging between \$400 and \$600.

GRIEVANCES

Applicants who feel they have been denied services improperly may access a grievance procedure by calling the Director of Housing Solutions for the Southwest at 970-259-1086.



CEAC

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Updated 7/15/2015

Date of Application _____ Staff Reviewing Application _____

Who referred you to CEAC? _____

Applicant Name _____ DOB _____ SSN _____

Spouse/Partner _____ DOB _____ SSN _____

Mailing Address _____ City _____ Zip _____

Phone Number _____ Message Number _____ E-Mail _____

Names, ages and relationship to applicant of anyone living in your home _____

Assistance Request

Type of Assistant Requested _____ Total Amount _____

Businesses to be paid (include address, phone, contact person and account number if needed)

Business	Address	Phone	Contact	Account Number

If you are applying for rent or mortgage assistance, how many months are you behind _____

Landlord/lady Name _____ Phone Number _____

Employment Information

Applicant Employment Status

Employed

Current employer _____

Phone _____

Position _____

Hourly wage _____

Hours per week _____

How long at this job _____

Unemployed

If not employed, please explain _____

How long have you been unemployed _____

Have you applied for unemployment Yes No

Your most recent employer _____

Dates worked _____

Reason for leaving _____

Co-Applicant Employment Status

Employed

Current employer _____

Phone _____

Position _____

Hourly wage _____

Hours per week _____

How long at this job _____

Unemployed

If not employed, please explain _____

How long have you been unemployed _____

Have you applied for unemployment Yes No

Your most recent employer _____

Dates worked _____

Reason for leaving _____

Monthly Household Income Information

	Applicant	Co-Applicant	Child/Other
Employment	\$	\$	\$
TANF	\$	\$	\$
SNAP/Food Stamps	\$	\$	\$
SSI	\$	\$	\$
SSDI	\$	\$	\$
Social Security	\$	\$	\$
OAP	\$	\$	\$
AND	\$	\$	\$
Unemployment	\$	\$	\$
Workers Comp	\$	\$	\$
Child Support	\$	\$	\$
Tribal	\$	\$	\$
Other	\$	\$	\$

Total gross monthly income \$ _____

Total net monthly income \$ _____

Other Information

How long have you lived in La Plata/San Juan County _____

Do you intend to stay in the area _____

Applicant Race (check all that apply) Asian Black/African American Hispanic Native American
White Other

Co-Applicant Race (check all that apply) Asian Black/African American Hispanic Native American
White Other

Are you a Veteran Yes No

Is Co-Applicant a Veteran Yes No

Highest level of education you completed (check one)

Applicant High School or GED Junior College Vocational School
College (Undergraduate) Graduate School None/Other

Co-Applicant High School or GED Junior College Vocational School
College (Undergraduate) Graduate School None/Other

Community Resources

Please check any additional resources you are interested in for yourself or your family

- Affordable Housing/Rental Counseling Food Healthcare Benefits Education Childcare
- Mental Health Substance Abuse Budgeting Parenting Education/Support Mortgage Counseling
- Legal Support Other _____

Have you applied for LEAP this year Yes No

Were you approved Yes No

Have you applied for Energy Outreach Colorado this year Yes No

Were you approved Yes No

