THE J.B. BROWN FUND

LifeSTEPS 30 YEAR ANNIVERSARY
Life Skills Training & Educational Programs

Fall 2026 & Spring 2027 Scholarship Renewal Application

Dear Scholarship Recipient,

Congratulations once again on being awarded the **Fall 2026 and Spring 2027 J.B. Brown Fund Scholarship!** We hope your fall semester is going well, and we're excited to continue supporting your educational journey.

To prepare for the disbursement of your **Spring 2027 scholarship award**, please review the instructions on the next page and submit the required documents by the deadline listed below.

Deadline: Friday, December 8, 2026

Refer to your student award letter if you need to verify your scholarship award amount. Failure to submit required documents by the deadline may result in loss of the award.

Looking ahead, if you would like to apply for the **Fall 2027 scholarship**, you will need to submit a prior recipient application when it becomes available in **April 2027**.

If you have any questions, please contact your on-site LifeSTEPS staff member or email us at **scholarships@lifestepsusa.org**.

Best regards,

The J.B. Brown Fund Scholarship Committee

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Instructions and Checklist

SUBMISSION DEADLINE: Friday, December 8th, 2026

The following documents must be submitted to scholarships@lifestepsusa.org for LifeSTEPS to prepare payment of your Spring 2027 scholarship award.

Required Documents (Arrange in the Following Order When Submitting Your Application):

- ☐ **Signed Instructions and Checklist** (this page)
- ☐ **Attachment A1:** Cover Page
- ☐ **Attachment A5:** Signed Verification of Residence and Notice of Good Standing
- ☐ **Attachment C:** Official Fall 2026 transcripts.
  If FALSE: My transcripts from the fall term will be available (specify date): _____, at which time I will submit it to LifeSTEPS.
- ☐ **Attachment E:** Class Schedule for upcoming Spring 2027 term.
  If FALSE: My schedule for the upcoming Spring 2027 term will be available (specify date): _____, at which time I will submit it to LifeSTEPS.

Submission Guidelines

- Submit the required documents by **Friday, December 8th, 2026.**
  - Email: scholarships@lifestepsusa.org or
  - Fax or Mail (Ensure it is received by the deadline.)
- Do not include any additional, unrequested documents.
- Required documents must arrive at the corporate office on or before the deadline. Late or incomplete paperwork will not be considered.
- Applicants are responsible for verifying receipt of their required documents.

Upon receiving **all** required documents, the funds will be sent directly to your educational institution on your behalf, using the address and **Student ID** you provided in your application.

You must notify us if there have been any changes in your educational institution. Please allow some time for the processing and arrival of funds, as it may take up to 30 days for your institution to receive and process the scholarship.

☐ **I have included all attachments as one PDF and assembled them in the order listed on the checklist. I will submit additional documents as stated above.**

Applicant Name: _____ Applicant Signature: _____

Completed applications can be e-mailed, mailed or faxed.
Mail to: LifeSTEPS Corporate Offices, 3247 Ramos Circle, Sacramento, CA 95827
(Mailed Applications must be received by the deadline.)
Fax: 916-965-0102 Email: Scholarships@LifeSTEPSusa.org Phone: 916-965-0110

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ATTACHMENT - A1 Cover Page

Application must be typed.

☐ My personal information has not changed or
☐ I have updated my personal information.

Personal Information			
First Name	**Middle Name**	**Last Name**	
Housing Community Name			
Address & Apartment #	**City**	**State**	**Zip Code**
( ) - **Your Phone # (###) ### - ####**	**Email (*required*)**		**Your Date of Birth MM/DD/YEAR**
Ethnicity (Optional): ☐ Alaskan Native/American Indian ☐ Asian ☐ Black/African American ☐ Hispanic/Latino ☐ Pacific Islander ☐ White/Caucasian ☐ Unknown ☐ Other			

☐ My University/ College Information has not changed or
☐ I have made changes to my University/ College information.

University/ College Information			
Name of School Attending in Spring 2027			**College Student ID#**
Anticipated Degree/Major			**Anticipated Graduation Date**
School Mailing Address for Scholarship Payment*	**City**	**State**	**Zip Code**
***School mailing address = the Financial Aid office, Student Services, etc. Please verify where scholarship checks should be mailed.**			

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ATTACHMENT A5 - Verification of Residence and Notice of Good Standing

Applicant Name: _____

To be eligible for a J.B. Brown Scholarship Fund award, the applicant **must be a current resident of a USA affordable housing community for at least 1 year and in good standing.** Exception: *If a housing community is less than one year old, a minimum of six months required, or residency at multiple properties totaling 1 year is acceptable.*

To certify your status, **please have the Community Manager complete this form for you.** This form can be handwritten. Once submitted, USA Properties Corporate Compliance department will review and confirm good standing.

FOR COMMUNITY / PROPERTY MANAGEMENT OFFICE USE ONLY
I hereby certify that the above-named applicant is a resident of:

Housing Community Name **Property Owner**

Address & Apartment # **City** **State** **Zip Code**

The resident has lived here since _____.

Notice of Good Standing: The resident has had three or fewer late rent payments during the past 12 months and is considered to be in good standing. Therefore, based on these criteria, I recommend this resident be eligible to apply for a JB Brown Fund Scholarship Award.

Signature of Community Manager: _____

Printed Name

( ) -
Date **Telephone #**

Prior Affordable Housing Communities (if applicable):

Property Name **Dates Resided:** **From** **To**

Property Name **Dates Resided:** **From** **To**

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