



2023 HOME REPAIR GRANT APPLICATION

All applicants must meet program and income guidelines to participate. Only one grant application per household. Below is an outline of each program available and instructions to apply.

Incomplete applications will not be considered.

GRANT PROGRAMS AVAILABLE:

1. **Exterior Maintenance Grant** – Up to \$2,500 per property toward repair cost of exterior maintenance/ improvements or curb appeal projects. See Project Eligibility section below.
2. **Senior Safety Grant** – Up to \$500 to address immediate health and safety improvements. Projects can include minor bathroom repair, accessibility modifications (ie-lighting/trip hazards), plumbing repairs, and more. **Resident must be 62 years old or older to qualify.** One-time use only.

GRANT PROGRAM GUIDELINES:

- Property must be owner-occupied.
- Property taxes must be current or in an approved Cuyahoga County repayment plan.
- A homeowner contribution of 10% of the total project cost or the **overage** above grant ceiling is required, whichever is greater.
- The property cannot be listed for sale at the time of application.
- Grant funds cannot be used to address current Point-of-Sale violations.
- Must not have received funds from City grant program within the last 2 years
- Cannot sell property for at least 3 years after receiving grant funds
- Contractors must be registered with the City prior to work commencing.

Household gross income **must be at** or below the federally established income limits:

2022 Income Eligibility Guidelines Chart (effective date April 18, 2022)

Household Size with Maximum Income Limit

1	\$47,850	4	\$68,300
2	\$54,650	5	\$73,800
3	\$61,500	6	\$79,250

APPLICATION INSTRUCTIONS:

If you believe you are eligible for one of these programs and would like to apply:

1. Complete the enclosed application and attach ALL supporting documents listed
2. Submit documents to City of Maple Heights, Building & Housing Division by:
 - **Mail:** 5353 Lee Road, Maple Heights, Ohio 44137
 - **Email:** sstthomas@mapleheightsohio.com

QUESTIONS? Call Sharra Thomas, Housing Administrator at (216) 587-9026

Supporting Documents Checklist: Provide one item from each category

Missing items may delay processing of your application.

Application Documents (enclosed):

- 1. Signed Application** (page 3) with all information completed
 - 2. Signed Homeowner Responsibilities Checklist**
 - 3. Signed Lead Certification form**
-

Supporting Documents (applicant to collect and submit):

Proof of Income: Please submit documents showing your household **gross** monthly income. Every household member over the age of 18 must provide proof of income.

- If you receive monthly income, submit (all that apply):
 - pension and/or social security statements showing current monthly benefit amount
 - 90 days of consecutive pay stubs
 - rental receipt(s) **OR** signed lease
 - proof of other income (e.g. dividends from stocks, alimony, child support, etc.)
- If you are unemployed, submit:
 - Notarized Declaration of No/Zero Income (enclosed)
 - Current/most recent year tax return **OR** IRS Form 4506-T
- If you are self-employed, submit:
 - Most recently filed 1040 including all schedules

Proof of Age if you are at least 62 (homeowner/applicant only):

- Copy of state ID, birth certificate, etc.

Proof of Residence:

- Copy of most recent gas, electric, or phone bill; must show applicant name and address

Proof of Homeowner's Insurance:

- Copy of Declaration Page showing current policy coverage

Please note:

- If approved, you will receive written notification of approval. Funds are not reserved at the time of approval.
- Work cannot commence until a Notice to Proceed is issued for the project. Funds are reserved at this point.
- Applicant must submit three (3) comparable bids for the work described in the project description; (only one (1) bid is required if total project cost will be less than \$500).

1. APPLICATION – HOME REPAIR GRANT PROGRAMS

I am applying for: EXTERIOR MAINTENANCE GRANT SENIOR SAFETY GRANT

NAME OF HOMEOWNER(S): _____ DATE: ___/___/___
 PHONE #: _____ CELL #: _____ E-MAIL: _____
 PROPERTY ADDRESS: _____ PROPERTY TAXES CURRENT? _____

TYPE OF HOME: Single-family Multi-Family (if so, is unit currently occupied? _____)

*Rental receipts **OR** copy of signed lease required*

EMERGENCY CONTACT NAME: _____ PHONE# _____

How did you hear about the program? City Staff Internet Other _____

PROJECT DESCRIPTION:

APPROXIMATE PROJECT COST: _____

Have you ever received City of Maple Heights home repair grant funding? Yes No If yes, what year? _____

Are you currently a defendant in municipal court for exterior violations? Yes No

HOUSEHOLD INFORMATION

How many people reside in the home? _____

List below all persons living in the house and **indicate income received for all occupants over 18 years of age.**

NAME	BIRTHDATE <i>(mm/dd/yyyy)</i>	PAY FREQUENCY <i>(Weekly, bi-weekly twice a month, monthly, etc...)</i>	MONTHLY <u>GROSS</u> INCOME <i>(Amount BEFORE taxes and deductions)</i>

*Use an additional sheet of paper if more space is needed.

I certify that the information provided above is true and correct to the best of my knowledge and I understand any false statement will be grounds for the immediate termination of my application and subject me to civil and criminal liability.

SIGNATURE: _____

SIGNATURE: _____

DATE: ___/___/___

DATE: ___/___/___

2. HOMEOWNER RESPONSIBILITIES

Application & Approval Phase

1. Submit application and ALL supporting documents.
2. If approved, you will receive notification. Funds **are not** set aside at this point.
3. Obtain three (3) estimates for review (if project is under \$500 only one (1) estimate is required).
4. Select contractor and inform Housing Administrator of your selection.
 - a. *Always check references first! Contact Better Business Bureau at #216-241-7678*
 - b. Selected contractor must be currently registered with the City or obtain registration prior to release of Notice to Proceed.
5. Wait for written Notice to Proceed from the City. Funds **are** set aside at this point.

Construction Phase

6. Set up work start date with contractor. **Work cannot commence prior to a Notice to Proceed.**
7. Make sure the contractor has all needed permits and approvals before work starts.
8. **Monitor work!** Remember, it is your responsibility to be on-site and oversee work. Contact Housing Administrator (216-587-9026) if you have any concerns while work is underway. **Don't wait until the job is complete!**
9. If there are any changes to the original project total, the homeowner and City should be notified prior to moving forward with repair work.

Payment Phase

10. Once work is complete, it needs to be inspected:
 - a. Did the work require a permit? If so, SafeBuilt must be contacted to schedule an inspection.
 - b. Contact Housing Administrator to schedule a post project inspection. Payment to contractor is contingent upon successfully passing inspection.
11. If satisfied with completed project, applicant must sign Client Satisfaction letter which will be provided after post-inspection. No payments will be generated until all permits and sign-offs have been received.
12. Homeowner portion of payment must be paid in full to the contractor.
13. Contractor should submit invoice and W-9 to City for release of grant funds.

I have read the above and understand my responsibilities to participate in the City's Home Repair Grant program.

Print Name

Signature

____/____/____
Date

3. LEAD CERTIFICATION FORM

NAME OF HOMEOWNER(S): _____

DATE: ___/___/___

PROPERTY ADDRESS: _____

TYPE OF HOME: Single-family Multi-Family

Lead-based Paint Warning: "Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to children and pregnant women."

Year house built _____ prior to 1978? Yes No

Are there children in the household age 5 or younger? Yes No

Has paint testing, a lead inspection, or a risk assessment been performed at the property?

Paint testing Yes No Lead Inspection Yes No Risk Assessment Yes No

Child's name- _____ Child's name- _____

(If age 5 or younger) Has testing been done? Yes No

Existing elevated blood lead level? - Yes No

(For any "yes" response, a copy of the report must be provided to city as part of the application.)

To City of Maple Heights:

I/we certify that the above information is true; that I/we have been told about the dangers of lead-based paint and will request a copy of the booklet "Protect Your Family From Lead in Your Home" from the EPA; and, if there are children in the household age 5 or younger.

SIGNATURE: _____

DATE: ___/___/___