



HOME REPAIR PROGRAM APPLICATION

I. Program Description

Applications are due at 2:00 p.m. on Monday, January 3, 2011. The Home Repair Program provides financial assistance to homeowners in need of repairs to address health and safety issues in their homes. The Home Repair Program is funded through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and is administered by the Rhode Island Office of Housing and Community Development. All activities funded through these sources must meet income eligibility and other requirements outlined in this section. Eligible repairs under this program may include:

- Doors, windows and stairs (including lead paint removal)
- Walls, floors, ceilings, roofs and steps
- Handicap accessibility
- Kitchen and bathroom repairs for safety or handicapped access
- Chimneys and flue work
- Plumbing and electrical
- Foundation repairs
- Heating systems (some clients may be referred to the RI Dept. of Energy)
- Septic system repair/replacement
- Hot water heaters
- Miscellaneous approved repairs on a case-by-case basis

Income Eligibility Requirements

All applicants must fall below the 80% Area Median Income as defined in the table below. Applicants must supply supporting documentation to support their income status.

Income Limits for Warren (defined by the U.S. Department of Housing & Urban Development for 2010)

Limit Category	1 Person	2 People	3 People	4 People	5 People	6 People
Low (80%) Income Limit	\$40,400	\$46,200	\$52,700	\$58,550	\$63,250	\$67,900



Town of Warren, Rhode Island

HOME REPAIR PROGRAM APPLICATION

The Town of Warren Home Repair Program is funded through the U.S. Department of Housing and Urban Development Community Block Grant Program. Owners or occupants who apply for this program must meet income requirements and provide ALL of the information and documentation required. Incomplete and insufficient information will result in disqualification from the application process. Please return these forms to:

Office of Planning and Community Development

Warren Town Hall

514 Main Street

Warren, RI 02885-4369

The office is located on the second floor of Town Hall.

II. Loan Policies (SIGN AND RETURN)

A. The Town of Warren's Home Repair Program is not a grant. It is a loan, offered to homeowners at 0% interest deferred upon sale. A lien is recorded with the Town Clerk's Office by the Program Administrator and will form part of the public record. Once the property is transferred, proceeds from the sale will be repaid back to the Town of Warren in the full amount of the original loan. The Town of Warren will hold first position on the property. Loan subordinations will be considered on an individual basis.

B. Application Review Committee

Applications will be reviewed by Town Staff, including the Town Planner, Building Inspector, Tax Assessor and when necessary, the Town Manager. Homeowners must be in good standing with the Town of Warren and will be reviewed for owed taxes, liens, etc.

C. Historic Properties

As a requirement of the CDBG program, all properties regardless of their historic significance must be reviewed by the Rhode Island State Historic Preservation and Heritage Commission, which will provide comment about the proposed repair. Under no circumstances will historic or

architecturally significant homes be altered in a way that is detrimental to the character of the house or the neighborhood, unless the Historic Preservation and Heritage Commission accepts the change. Such repairs would include the replacement of wood windows with vinyl windows or the removal of other historic details.

D. Lead Paint Removal

All property owners, regardless of whether they have children on the premises, are required by federal law to be provided with the EPA pamphlet “Protect Your Family from Lead in Your Home” and to provide a **signed statement** that they have read this pamphlet prior to the onset of any repair work.

E. Timeliness of Repairs

Participation in the program is dependent upon completing the various steps in a timely fashion. Undue delay may result in terminating the application. The program offices should be notified if any delays are anticipated. The homeowner is expected to assist in the supervision of the contractor’s work throughout the period of construction. Although financial assistance is provided by the program, neither the Town nor its agents will be liable for any disputes between the homeowner and contractor.

F. Conflict of Interest

Town of Warren employees, Town Council members, their families or associates who meet income eligibility requirements may apply through this program; however, he or she will be reviewed competitively along with other applications. Under no circumstances should Town employees, Town Council members, families or their associates use their proximity or status to gain funding through the Office of Planning and Community Development. Any applicant who is found to do so will be referred to the Town Manager and may be disqualified from the program.

_____ **I understand and will abide by these policies.**

Signature: _____

Address: _____

Date: _____

For a complete application package, a signed Policy Statement must be included.

III. Applicant Information

Property Owner Name:	
Property Owner Address:	
Property Owner Phone Number (required):	(401)-
Property Owner Email Address (optional):	
Number of Units:	
Number of Household Members	
Total Gross Wages of ALL ADULT (over age 18) Household Members:	
	\$
Other Income Sources:	
Amount:	\$
Amount:	\$
Amount:	\$
Total Household Income:	\$

Describe your rehabilitation needs:

IV. Documentation

Please check the documents included in this package. If an item does not apply, please write "NA."

	One (1) month bank statements from all ADULT household members
	One (1) month pay stubs from all ADULT household members
	Verification of Social Security payments
	Verification of pension/retirement income
	Proof of property ownership
	Copy of latest tax return – if deemed necessary as "backup information"
	Other sources (i.e. child support, alimony, disability, etc).

Notes:

- Previous applicants to the program may apply again; however, you may be ranked lower than similar applicants who have not applied before.
- If you have contractor quotes for work, please include them in this package. This may help the review committee understand the extent of your work.
- Residents located in Touisset Point or the Touisset Highlands who meet income requirements and are subject to the Cesspool Act or have a failing septic system are encouraged to apply.
- If you do not receive a loan through this program and would like your personal information returned to you, please indicate at the top of the application form and we will return your information (we will keep a copy of the application only).