



Town of Warren

HOME REPAIR PROGRAM APPLICATION

Program Description

Applications are due at NOON on Friday, October 16th, 2009. 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

Homeowners seeking assistance that falls into the Department of Energy's Energy Assistance Program for Low Income Residents will be referred to that program, although the Town of Warren will offer assistance in completing forms if needed.

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 FY2009)

Limit Category	1 Person	2 People	3 People	4 People	5 People	6 People
Low (80%) Income Limit	\$41,000	\$46,850	\$52,700	\$58,550	\$63,250	\$67,900

Loan Terms

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.

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.

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.

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.

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.



TOWN OF WARREN, RHODE ISLAND

Office of Planning and Community Development

514 Main Street

Warren, RI 02885-4369

Phone: (401) 245-2469 Fax: (401) 245-0595

Home Repair Application

The Town of Warren's Home Repair Program is funded through the U.S. Department of Housing and Urban Development Community Development Block Grant Program. Owners or occupants who apply for this program must meet income requirements and provide ALL of the documentation required. Please return completed form to the office above.

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

<input type="checkbox"/>	One (1) month bank statements – from all household members
<input type="checkbox"/>	One (1) month pay stubs – from all household members
<input type="checkbox"/>	Verification of Social Security Payments
<input type="checkbox"/>	Verification of pension/retirements income
<input type="checkbox"/>	Proof of property ownership
<input type="checkbox"/>	Copy of latest tax return – <i>if deemed necessary as "backup information"</i>
<input type="checkbox"/>	Other sources – (ie: child support, alimony, disability, etc.)

Applicant Information upon Income Verification

Property Owner Name: _____

Property Owner Address: _____

Number of Units: _____

Number of Household Members: _____

Names of Employed Household Members: 1. _____

2. _____

3. _____

4. _____

Total Gross Wages of ALL Household Members: \$ _____

Other Income Sources: _____

Amount \$ _____

Amount \$ _____

Amount \$ _____

Total Household Income \$ _____

Describe your rehabilitation needs: _____