

# Home Repair Grant Application

<b>Date:</b>	
<b>Owner(s):</b>	
<b>Address:</b>	
<b>Telephone:</b> Cell: Home:	<b>Email:</b>
<b>Primary contact person:</b>	
<b>Do you have homeowner's insurance?</b> (Although the project managers will hire insured contractors or our volunteers will be insured, it is always best if you have insurance on your home.)    YES    NO	

<b>Repairs may include, but are not limited to, those listed below. Please check any that you require. and elaborate, below</b>	
Repair, remove, replace fencing	Repair siding
Install switches and light at entry ways	Point foundations or chimneys
Replace entrance doors or install storm door	Remove large items/debris from yard
Repair porch decks, stairs and/or handrails	Remove dangerous tree or limbs
Paint roofs	Plant new shade or fruit tree or weed garden and plant shrubs and flowers
Paint siding of home or shed/garage	Repair or replace screens
Stain or paint porch or deck	Install clear plastic to replace plywood over windows
Replace or install gutters	Install new postal box
Inspect house for insect or vermin infestation & treat	Install battery operated smoke detectors
Exterior modifications for wheelchairs	Interior work for safety: Install battery operated smoke detectors for each bedroom

Please describe the needed repair providing details of location, existing condition, and your preferred outcome:. Please provide pictures or sketches, as appropriate of the areas of proposed work on the last page of this application.

## Program Description

**WATERVILLE COMMUNITY LAND TRUST, A NONPROFIT ORGANIZATION, IS ADMINISTERING A PROGRAM TO PROVIDE GRANTS TO ELIGIBLE HOUSEHOLDS FOR HOME REPAIRS. FUNDING OF UP TO \$25,000 IS PROVIDED BY THE CITY OF WATERVILLE AND MUST COMPLY WITH THE POLICIES ESTABLISHED BY THE CITY, ATTACHED TO THIS DOCUMENT. THE PURPOSE OF THE GRANT IS TO PAY FOR MAINTENANCE IMPROVEMENTS IN CERTAIN PARTS OF THE CITY IN ORDER TO ASSIST FAMILIES NEEDING SUPPORT TO REPAIR THEIR HOMES.**

Applications will be reviewed using the following guidelines, as well as any provided by the city:

- The home may be a single family or duplex but must be the primary residence of and occupied by the owner.
- The applicant understands that the City's program requires that each project receive approval from the City Council. The City will permit WCLT to fund one project at a time. Work on projects must wait until a project previously begun is completed and the project is administratively closed after final payment is completed.
- The household must qualify under HUD guidelines with an income of 100% AMI or lower.
- The grant will be up to \$25,000. If the applicant agrees, WCLT will attempt to find donations or lower costs for some materials from local vendors interested in assisting with this home repair program.
- Applications will be approved as first-come, first-served. However, should a repair be required under emergency circumstances that were not the responsibility of the homeowner, that repair may be given priority over already submitted applications. If more emergency repair applications are received than money available, preference will be given based on WCLT's opinion of need for the repair at the time of application. If the work required exceeds \$25,000 but partial repairs are worth doing, then WCLT will approve as many repairs as practical and effective under these guidelines.

## REQUIREMENT FOR CONTRACTOR PARTICIPATION

Applicants must hire professional, licensed, and insured contractors to perform the desired work. They must clearly define, in writing, the work they require, and receive and sign a contract with the contractor they hire. The contract must include, as a minimum, the time for beginning and completion of the work, payment requirements, guarantees, licenses, liability acceptance, and clean-up after work is completed. (See Disclaimers below for further requirements.)

Under no circumstances will family members, even if licensed and insured, be acceptable as contractors.



# Home Repair Grant

**PROOF OF HOUSEHOLD INCOME** must be provided that is equal or less than HUD’s criteria is required (see below chart).

Please provide a copy of your most recent Federal income tax return. If you are not required to file a tax return, then copies of social security checks or pensions or other income will suffice. All information will be confidential.

If you are currently enrolled in the LIHEAP program, please provide a letter certifying your enrollment.

Does your household qualify, based on the table below: Yes No

Persons in Household	1	2	3	4	5	6	7	8
Income, less than	\$60,900	\$69,600	\$78,300	\$87,000	\$93,960	\$100,920	\$107,880	\$114,840

**DISCLAIMER AND RELEASE:** By signing and submitting this this application, the applicant:

1. Acknowledges that the applicant understands that the Home Repair Grant is administered by WCLT. WCLT will be reviewing the work only to ensure that the applicant approves of the work before WCLT releases any money. The applicant will sign contracts with contractors and provide a copy of all contracts to WCLT. Contractors will be required to provide references. Contracts must provide separate estimates for labor and materials. Guarantee or warranty of the work performed or materials used must be agreed upon by the contractor and applicant, not WCLT. All disagreements regarding the work are between the applicant and the contractor. Both Contractor and Owner must agree to arbitration by a thrid party. Payments to the contractor will generally be released by WCLT as follows: 75% of cost of materials purchased and delivered to worksite prior to start of the job; 25% of contract total withheld until owner signs off that all work is acceptable and completed to their satisfaction.
2. Agrees, to the fullest extent permitted by law, to release and hold WCLT and its volunteers harmless from any and all claims or demands for any damages, liability, loss or costs due to any type of injury, loss or damage arising from the acts or omissions of said contractors or relating to the administration or execution of this program. Contractors must also agree to hold WCLT harmless from any damages, liability, loss or costs due to any type of injury, loss or damage arising from the acts of omissions of said contractors or relating to the administration or executive of this program.

**APPLICANTS CERTIFICATION:** The applicant certifies that all information in this application, and all information furnished in support of this application is for obtaining funds for the improvement of the above mentioned property, and that these statements are true to the best of the applicant’s knowledge and belief.

\_\_\_\_\_  
 Applicant(s) (All owners) Signature Date

Please submit this application, along with income verification, to WCLT PO BOX 1832 Waterville, ME 04903

Reviewed By:	Name	Date:	
Decision:	Yes No Partial	Date:	
Contacted Owner: :	Name	Date:	

Please include, if applicable, pictures of the property, as-is, indicating the area of work being requested.