

Small Home Repairs Program Guidelines

Deadline for submission: Friday, June 28, 2019 at 1pm.

Recognizing that supporting home owners in maintaining their homes is an important part of neighborhood revitalization, the East Trenton Collaborative (ETC) Small Home Repairs Program is intended to assist **homeowners whose properties are located in the neighborhood** (see map) to improve and beautify their homes.

The East Trenton Neighborhood



Eligibility

Only **existing homeowners and their family members whose properties are located** in the East Trenton neighborhood (see map) are eligible to apply. Priority will be given to work that addresses health and safety issues especially winter-related issues. Residents may apply for priority projects that do not exceed a total grant request of \$2,500. Homeowners are also encouraged to contact their home insurance provider to find out what is already covered under their plan. They may also apply to Isles Lead Program (609-341-4726), PRAB's weatherization program (732-828-4672), or Mercer County Board of Social Services "Safe Housing Program" for age 60+ (609-989-4320). Please also note that the City of Trenton is

responsible for sidewalk damage that is caused by street trees. If there are any funds remaining after the first round of applications, there will be another round announced.

If you have applied for the Small Home Repair program previously, you may apply again. Please contact ETC before the June 28 deadline to confirm that your information and the scope of the project are still the same. Any changes must be submitted before the June 28 deadline again.

Eligible Expenses

This grant is intended to support **long-term, physical, tangible investment** that will help homeowners in owner occupied homes to preserve stable and well-maintained homes in the East Trenton community. Homeowners may apply for up to **\$2,500 in grant funds** for eligible expenses for physical renovation to improve health and safety in their homes, such as:

- winter-related issues such as plumbing, heating, electricity, windows, doors, roof
- mold
- lights and other security installations
- porches and awnings

This list is not exhaustive, and applications will be reviewed individually and confidentially by a committee. Within their application, homeowners will be asked to explain how the issue identified in their application is related to health and safety and to explain how the work requested addresses the cause of the issue.

The grant **cannot support** the following expenses:

- Mortgage payments, rent or utilities (including back rent, security deposit, down payments, etc.)
- Cosmetic/decorative items that are not directly related to repairs (I.e. porch decorations without making repairs to porch or facade)
- Furniture, lamps, or other household items

Owner match

The grant program does not require applicants to show evidence of additional matching funds invested into their homes. However, any project that exceeds the maximum \$2,500 made available through this program is the sole responsibility of the homeowner.

Grant Timeline

- The application period begins on Monday, June 3, 2019 and ends on Friday, June 28, 2019 at 1pm.
- This program is intended to have rapid, visible results. The homeowner, the contractor, and ETC will establish a reasonable work period; a start date and end date will be listed in the grant agreement.
- Grantees will receive **half of the amount** of their grant request, paid by check made out to both the homeowner and the contractor, on the start date outlined in the grant agreement. (Please note that NJCC's Finance department requires at least 10 business days to process check requests.)
- The grant agreement requires submission of a **full report** when work is completed. The grantee will prepare this report, which will include pictures of the work and a paragraph describing progress made. The balance will be paid at the submission of the full report, when the work is completed.
- Grantees are responsible for identifying a contractor and managing the repair project. If the grantee experiences any difficulties with the contractor or with the quality of work, they must notify ETC staff immediately as it may impact the timeline of the project.

- If a grantee requires an extension for exceptional circumstances, the request must be submitted in writing to ETC staff as soon as possible along with a detailed justification. ETC staff will work with grantees to provide reasonable extensions as necessary.

How to Apply

1. Complete the **application form**, with information about your home, the proposed work, and the total budget for the improvements. The application form is on the next page.
2. Attach the following required documents:
 - ☐ **Proof of ownership** document that demonstrates the address such as the deed or tax bill.
 - ☐ **Proof of occupancy** document that demonstrates that the individual lives in the home, such as utility bill, water bill, driver's license, etc.
 - ☐ **Proof of relationship** for family member applying on behalf of an owner
 - ☐ **Photographs** of the existing home/repair area and any other relevant items (equipment to be purchased, fixtures to be repaired or replaced, etc.)
 - ☐ **A design sketch or description** of what will be built / repaired
 - ☐ Your selected contractor's **detailed estimate, which must include a warranty on the work to be completed**, as well as **a copy of their license/registration and insurance**. Please indicate if the work to be completed requires permits from the City of Trenton.

Applications can be submitted in hard copy to the East Trenton Collaborative during regular working hours by the deadline, or by email to etc@urbanpromisetrenton.org.

Application Review

Applications will be reviewed by a resident sub-committee of the East Trenton Collaborative. The applications will be reviewed anonymously and confidentially. Because the committee has set "health and safety" as a priority, applications will be scored according to the severity of the hazard in the home. Grantees will be notified as soon as possible.

If the application is approved, the homeowner will be required to sign a grant agreement before receiving any funds.

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For Office Use Only

Applicant No: _____

THE EAST TRENTON COLLABORATIVE
601 N. Clinton Avenue, Trenton, NJ 08609 ☐(609) 393-1625

SMALL HOME REPAIRS PROGRAM GRANT APPLICATION

1. Applicant's Contact Information

Applicant Name _____

Homeowner Name
(if different from Applicant) _____

Address _____

Home Phone _____

Mobile Phone _____

Email Address _____

What's the best way to contact you? Email Text Phone

2. Residence Information

Do you or a family member live in the home where repairs will be done? Yes No

Do you own the home where repairs will be done? Yes No

- If yes, how long have you owned the home? _____

- If no, are you a family member of the homeowner? Yes No

Describe your relationship to the homeowner: _____

(Note: only homeowners in owner-occupied homes, or homes occupied by family members of homeowners are eligible for this program.)

3. Contractor's Information

Contractor Business Name _____

Contact Person Name
(if different from Business Name) _____

Address _____

Business Phone _____

Mobile Phone _____

Email Address _____

License # _____

Did the contractor provide a warranty on the repairs that will be completed? Yes No

Will the City of Trenton need to provide permits prior to the work beginning? Yes No

4. Application Summary

Please provide a short description (1-2 sentences) of the proposed small home repairs for which you are applying.

Describe the health and safety issue related to this project:

Describe how these repairs will address/resolve the health and safety issue:

5. Detailed Grant Request

Please list the amount you are requesting from the East Trenton Small Home Repairs Program. The funds requested cannot exceed the total cost of home improvements planned. Please note that while the total cost of home improvements planned may exceed \$2,500, the funds requested cannot be more than \$2,500 and must relate directly to the health and safety issue identified by the homeowner in this application. Any amount beyond \$2,500 is the responsibility of the homeowner.

Total cost of home improvements planned:

Funds requested from this program:

6. Attachments (Required)

- ☐ **Proof of ownership** document that demonstrates the address such as the deed or tax bill.
- ☐ **Proof of occupancy** document that demonstrates that the individual lives in the home, such as utility bill, water bill, driver's license, etc.
- ☐ **Proof of relationship** for family member applying on behalf of an owner
- ☐ **Photographs** of the existing home/repair area and any other relevant items (equipment to be purchased, fixtures to be repaired or replaced, etc.)
- ☐ **A design sketch or description** of what will be built / repaired
- ☐ Your selected contractor's **detailed estimate, which must include a warranty on the work to be completed**, as well as a **copy of their license/registration and insurance**.