CITY OF LEE'S SUMMIT

MINOR HOME REPAIR
HOME REPAIR ASSISTANCE PROGRAM

PROGRAM INFORMATION
(Program Year 2011-12)

(Deadline for Application Submission – August 31, 2011)

EQUAL HOUSING OPPORTUNITY

A complete Minor Home Repair Program participation packet:

1. **Program Information (Information for Applicant Only)**
2. **Eligibility Self-Check (Required to be submitted with Application)**
3. **Application & Supporting Documents (Required for Application Submission)**

CITY OF LEE'S SUMMIT

MINOR HOME REPAIR PROGRAM (Program Year 2011-12)

PROGRAM INFORMATION

I. PROGRAM DESCRIPTION

The City of Lee' s Summit ("City") Minor Home Repair Program ("MHR") provides and promotes the repair and maintenance of housing for individuals and families of low-to-moderate income ("LMI") living within the city limits of Lee's Summit, Missouri.

The MHR is funded by the Community Development Block Grant Program ("CDBG") through the Department of Housing and Urban Development ("HUD") and must conform to CDBG regulations.

The emphasis of this program is on neighborhood conservation, and only minor exterior home repairs and minor private sanitary sewer improvements will be eligible.

Only LMI homeowners will be eligible based on total annual household income, adjusted by household size and the total household income must fall within HUD income guidelines.

The approved Homeowner is required to contribute a share of the fix-up cost. The Homeowner's contribution will not be below $20 or above $500, and will be scaled based on income and the cost of repairs.

The maximum grant will be $10,000 per household for approved home repairs and $3,000 per household for private sanitary sewer improvements. For homes built before January 1, 1978, a Lead-based Paint ("LBP") Inspection will be performed at the program's expense. If the inspection finds presence of LBP that must be abated per federal regulations, it will be the Homeowner's responsibility to clear the LBP issue before the home repair grant can be awarded.

To get maximum impact from the CDBG funds available, the City prioritizes applications based on the greatest need in terms of household income and needed *re*pairs.

II. ELIGIBILITY REQUIREMENTS

A. Eligible Applicant

1. Applicant must be owner of record of the Property which the repairs will be made to.
2. Applicant must reside in the Property, and use it as their primary and year-round residence.
3. Property is a detached single family owner-occupied residential dwelling unit.
4. Property must be located within the corporate limits of the city of Lee's Summit, Missouri.

5. Homeowner's total household income must meet the current HUD LMI Guidelines (See Appendix A) for the Jackson County area at the time the application is approved and processed.

B. Eligible Repairs

1. Only minor exterior home repairs and minor private sanitary sewer improvements will be eligible, including the following:
    - Windows and Doors
    - Roof
    - Paint
    - Porches and Steps
    - Foundation Walls
    - Walls and Trim
    - Flashing and Guttering
    - Private Sanitary Sewer Improvements

C. Eligible Contractors

1. Business License: Eligible Contractor shall have or obtain, prior to beginning the Work, a current and valid City business license.
2. Insurance: Contractor hired and employed to perform repair work on the Property shall have and maintain comprehensive general liability insurance and other insurance as is appropriate for the Work being performed and furnished.
3. Certifications: Possess all required Federal, State, and City certifications, and licensing for the scope of work to be performed.
4. W-9 Form: Contractor must have a W-9 form on file with the City prior to beginning the contract work.
5. Lead-based Paint Certification: Contractor must possess appropriate certification pursuant to any and all Federal, State, and local Lead-based Paint requirements.

III. APPLICATION

1. Read the MHR program information as provided by the City and complete the Eligibility Self-check to make an initial determination of the homeowners' eligibility.
2. Fill out the application form provided by the City in its entirety within the announced time period for the upcoming program year. Applications shall be available on the City's website, *http://cityofls.net/Development.aspx*, and at the Codes Department located at 220 SE Green St., Lee's Summit, Missouri.
3. Gather all supporting documents as required as part of the complete application, including, but not limited to the following:
    - Proof of Income: Most recent 3 years IRS tax returns with all applicable schedules filed by all persons in the household 18 years of age and over (Tax Returns may be obtained by submitting to IRS the IRS Form 4506 – Request for Copy of Tax Return)
    - Proof of Ownership: Missouri Warranty Deed

    If selected to participate in the MHR program, the following documentation will be required to complete the eligibility verification process:

- Copies of award letters for social security benefits, copies of pay stubs from the most recent two (2) months from all employments for all adults 18 years of age and over in the household who have received employment income or other types of income. Documents regarding income from assets, income from business, child support, unemployment benefits, etc. (Per HUD regulation, income eligibility determination shall be based on the projected total household income to be received during a 12-month period immediately after the date of the application submission. This income will be projected by using all known and anticipated factors that can be verified at the time of the application.)
- Applicant shall indicate any change of income status and provide documentation of such (i.e. divorce, death, etc.).

Incomplete applications will not be considered for funding and shall be returned to the Homeowner, provided the Homeowners address is listed on the application.

4. Submit the complete application to Codes Administration Department by **5:00 P.M., August 31, 2011**. If mailed, the application must be postmarked before **5:00 P.M., August 31, 2011**.

IV. Q & A

Q#1. What is the City's approval process?

A#1. The City follows an established standard approval process, which includes the following key steps:

1. Application completeness check
2. Initial eligibility check
   - If determined ineligible, the applicant will be notified by the City
   - If determined eligible, an initial inspection of the property and the requested repairs will be performed by the City
3. City staff completes a project prioritization list based on the following criteria:
   - Safety related matters: conditions of a structure which are deemed to be a potential hazard to the life, health, safety or welfare of the occupants or public.
   - Weather Protection: conditions of a structure which do not adequately protect the occupants or structure from the elements (i.e. roof leak, broken windows, exterior wall(s) allowing water penetration, etc. Leaking basements are not considered in the program).
   - Overall Neighborhood Impact: the positive impact that the property and immediate neighborhood might realize should the requested repair activities be performed.
   - Abatement of property maintenance violations: consideration shall be given towards eligible property owners who either have been cited or could be cited for property maintenance violations.

Q#2. What documentation is required with my initial application?

A#2. A complete MHR application must include:

1. A completed and signed application form
2. Copy of Missouri Home Warranty Deed
3. Most recent 3 years IRS tax returns of all adults 18 years of age and over in the household (2010, 2009 and 2008). If Homeowner did not file a return in a specific tax year, documentation must be provided.

Q#3. If I am eligible but not selected to participate in FY2011-12, how can I be considered for the following year?

A#3. If an applicant is eligible but not selected, the applicant will be placed on a waiting list, which will expire at the end of the program year. If the applicant is still interested in participating in the program in the following year, the applicant must reapply when the next application process begins.

Q#4. If selected, when will I be notified by the City?

A#4. It varies year by year depending on the number of applications received.

APPENDIX A.

FY 2011 Income Guidelines

Jackson County, Missouri										
FY 2011 Income Limit Area	**Median Income**	**FY 2011 Income Limit Category**	**1 Person**	**2 Person**	**3 Person**	**4 Person**	**5 Person**	**6 Person**	**7 Person**	**8 Person**
Jackson County	$72,300	**Very Low (50%) Income Limits**	$25,350	$28,950	$32,550	***$36,150***	$39,050	$41,950	$44,850	$47,750
		Extremely Low (30%) Income Limits	$15,200	$17,400	$19,550	***$21,700***	$23,450	$25,200	$26,950	$28,650
		Low (80%) Income Limits	$40,500	$46,300	$52,100	***$57,850***	$62,500	$67,150	$71,750	$76,400

NOTE: Jackson County is part of the **Kansas City, MO-KS HUD Metro FMR Area**. The **Kansas City, MO-KS HUD Metro FMR Area** contains the following areas: Johnson County, KS ; Leavenworth County, KS ; Linn County, KS ; Miami County, KS ; Wyandotte County, KS ; Caldwell County, MO ; Cass County, MO ; Clay County, MO ; Clinton County, MO ; Jackson County, MO ; Lafayette County, MO ; Platte County, MO ; and Ray County, MO .

Income Limit areas are based on FY 2011 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2011 Fair Market Rent documentation system.

Effective May 31, 2011