



# **LEE'S SUMMIT**

## **M I S S O U R I**

### **MINOR HOME REPAIR PROGRAM HOME/SANITARY SEWER REPAIR ASSISTANCE**

## **PROGRAM INFORMATION**

### **(Program Year 2017-18)**

**(Deadline for Application Submission – 5:00 p.m., September 29, 2017)**



### **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 2017-18)

### PROGRAM INFORMATION

#### I. PROGRAM DESCRIPTION

The Minor Home Repair Program ("MHR") of the City of Lee's Summit ("City") provides grant funds to promote long-term sustainability of neighborhoods with critical and adequate maintenance of existing 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 (see Appendix A).

The MHR grant amount to be awarded shall be determined based on approved repairs and shall not exceed \$10,000 per household for home repairs and \$3,000 per household for private sanitary sewer improvements. Not all eligible repairs may be approved by the City. 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.

If repairs are performed, a 3-year lien will be filed by the City with Jackson/Cass County. Should the ownership of the home be changed within the 3-year period, the Homeowner will be required to pay back to the City the amount equal to the original grant with interest at 10% per annum of the grant amount.

The City must conduct and document the environmental reviews for the subject property as mandated by HUD before approval of grant funding. All homes that are chosen for participation in the program are subject to radon testing. This requirement is in place to keep the City in compliance with the HUD Policy on Contamination (24 CFR 58.5(i)(2) & 50.3(i)). The State of Missouri provides free radon test kits on its website at <https://health.mo.gov/living/environment/radon/testkit.php>. The radon test should be administered by the homeowner by strictly following the instructions that come with the Test Kit and the original test result must be submitted to the City. If radon levels are found to be above the established threshold in your home, radon mitigation must occur before the City can commit the funds to the exterior repairs on your home. The cost for the mitigation system and installation is an eligible expense under the MHR program, provided that pre-approval is granted by the City. Refer to the Radon Fact Sheet of the Office of Environment and Energy provided for additional information.

For homes built before January 1, 1978, a Lead-based Paint (“LBP”) Inspection may be performed at the program’s expense or the home will be assumed to contain LBP hazards. If a LBP inspection is performed and 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. Otherwise, if the home is assumed to contain LBP hazards, repairs must be performed by LBP licensed contractors and the federally mandated “Safe Work Practices” must be used by the contractors to perform the repairs.

To protect the integrity of these public funds and achieve a maximum impact, the City’s selection process will focus on assessing and prioritizing requested repairs based on the greatest need in terms of household income, the current conditions of the items needing repairs and the extend of repair necessary. The City will determine the appropriate level of repairs based on the current building code and other relevant local standards and regulations. Any repairs exceeding what the City determines to be appropriate will not be approved for funding, even if the Homeowner’s allowable grant maximum is not reached under this program.

The City maintains the power of reserving up to 10% of the City’s annual MHR funds each year for special cases or urgent needs of Homeowners with financial hardships for critical code violation abatements outside the normal application process by following a separate guideline and procedure.

## **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 must be 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.

### **B. Eligible Repairs**

Only minor exterior home repairs and minor private sanitary sewer improvements will be eligible, including the following general categories:

- Window/Glass
- Door(s)
- Roof Repair
- Flashing or Gutter
- Paint
- Porch or Steps
- Tuck Pointing of Mortar Foundation

- Broken Masonry Units on Foundation
- Walls or Trim
- Front Driveway
- Private Sanitary Sewer Repair/Improvements

The City will conduct on-site inspection and assessment for all requested repairs. Not all eligible repairs listed above may be approved as requested by the Homeowner. The City will use its discretion following the inspection and assessment when determining which requested repair(s) to approve and what level of repair to allow.

### **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. SAM Registration and DUNS #: Contractor must have obtained a DUNS Number via D&B DUNS Number service at <http://fedgov.dnb.com/webform/index.jsp> and have registered with the Federal government SAM (System for Award Management) system at <https://www.SAM.gov>
3. 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.
4. Certifications: Contractor shall possess all required Federal, State, and City certifications, and licensing for the scope of work to be performed.
5. W-9 Form: Contractor must have a W-9 form on file with the City prior to beginning the contract work.
6. Lead-based Paint Certification: Contractor must possess appropriate certification pursuant to any and all Federal, State, and local Lead-based Paint requirements.

### **D. Conflicts of Interest Prohibited.**

1. No Covered Person who exercises or has exercised any function or responsibility with respect to CDBG activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

## **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 homeowner's 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 department of Development Services 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 Homeowner's address is listed on the application.

4. Submit the complete application to Development Services **by 5:00 P.M., Friday, September 29, 2017**. If mailed, the application must be postmarked before **5:00 P.M., Friday, September 29, 2017**.

#### IV. Q & A

##### ***Q #1. What is the City's selection 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 will be performed by the City of the property and of the requested repairs
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.
4. Selections are made based on funding availability and the priority rankings of the eligible applicants and repairs

**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 (2014, 2015 and 2016). If Homeowner did not file a return in a specific tax year, documentation of explanation must be provided.

**Q #3. *If I am eligible but not selected to participate in FY2017-18, 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.

**Q #5. *If approved, how soon do I have to get the repairs completed?***

**A #5.** As soon as possible but not to exceed 10 months after the date of approval.

**Q #6. *I received MHR funding in the past. Am I eligible to apply for MHR funds again for the same house?***

**A #6.** Yes, if you are eligible this year.

**Q #7. *If I was put on the waiting list last year due to funding shortage and I decide to apply again this year, will I get priority consideration?***

**A #7.** No, your application will be treated the same way as all the other new applications.

# APPENDIX A.

## FY 2017 Income Guidelines

### 2017 ADJUSTED HOME INCOME LIMITS

U.S. Department of HUD 04/11/2017

Kansas City, MO-KS Metro Area

PROGRAM			1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Kansas City, MO-KS HUD Metro	HOME INCOME LIMITS	CDBG HOUSEHOLD INCOME LEVELS								
	30% LIMITS	EXTREMELY LOW INCOME	\$15,750	\$18,000	\$20,250	\$22,450	\$24,250	\$26,050	\$27,850	\$29,650
	VERY LOW INCOME	LOW INCOME	\$26,200	\$29,950	\$33,700	\$37,400	\$40,400	\$43,400	\$46,400	\$49,400
	* 60% LIMITS	N/A	<del>\$31,440</del>	<del>\$35,940</del>	<del>\$40,440</del>	<del>\$44,880</del>	<del>\$48,480</del>	<del>\$52,080</del>	<del>\$55,680</del>	<del>\$59,280</del>
	LOW INCOME	MODERATE INCOME	\$41,900	\$47,900	\$53,900	\$59,850	\$64,650	\$69,450	\$74,250	\$79,050

\*Not relevant for Minor Home Repair program. Only used for HOME program.