

Home Repair Program

Instructions

The City of Mount Rainier is offering financial assistance to eligible households that were negatively impacted by the COVID-19 public health emergency to support home improvements/repairs through the **Home Repair Program**. This program is designed to improve the City's overall quality of life and to beautify the community by providing financial assistance to eligible households to undertake specific exterior/interior home improvements and repairs.

Household Eligibility

To be eligible for the City's program, an applicant must:

- Be a homeowner within the City's legal limits.
- Currently occupy the home for which you are applying.
- Not have any past due real property tax obligations on the property.
- Intend to remain in the home for a minimum of three (3) years post-work completion.
- Provide proof of homeownership and current homeowners' insurance coverage.
- Have a demonstrable need for improvements and repairs.
- Have an annual gross household income below the following amounts based upon household size:

1 Person HH	2 Person HH	3 Person HH	4 Person HH	5 Person HH	6 Person HH	7 Person HH	8 Person HH
\$58,695	\$67,080	\$75,465	\$83,850	\$93,120	\$106,740	\$120,360	\$133,980

*Moderate income levels by household size for Prince George's County as provided by US Treasury, *Tool for Determining Low and Moderate (LMI) Households*.

Note: Household includes all related family members and unrelated people, if any, who share the housing unit. A person living alone or a group of unrelated people sharing a housing unit such as partners or roomers/tenants is also counted as a household.

The home that is the subject of the application must be the applicant's primary residence – an approved Homestead Tax Credit status - according to the Maryland Department of Assessments and Taxation.

Eligible Improvements and Repairs

Eligible projects include the cost of maintenance, repair, or replacement of the following:

- Roof and siding.
- Chimney.
- Window and door.
- Sidewalk and driveway.
- Porch and exterior steps.
- Floors.
- Bathroom(s) and kitchen.
- Accessibility-related repairs, including ramps, handrails, etc.
- Foundation and structure, including waterproofing.
- Tree removal and replacement.
- Bamboo removal.

Improvements and repairs must **not** have commenced or been completed. Applicants must also use a licensed and bonded Maryland contractor or trade professional.

Grant funds may not be used to pay for any permit-related fees required by the City and/or Prince George's County.

Amount of Assistance Available

The City has allocated \$150,000 in American Rescue Plan Act (ARPA) of 2021 funds to the Home Repair Program. Subject to the availability of funding, the City will provide a grant **up to a maximum of \$7,500 per household**. A household may not submit multiple applications.

How to Apply

Applications, including required documents and certifications, shall be submitted to:

Attention: Home Repair Program
City Manager's Office
City of Mount Rainier
3503 Perry Street
Mount Rainier, Maryland 20712

Applications may also be submitted electronically to cityclerk@mountrainiermd.org. For answers to questions about the program, please call (301) 985-6585.

Applications will be reviewed on a first-come, first-served basis while funding is available. **Submission of an application does not guarantee funding under the Program.**

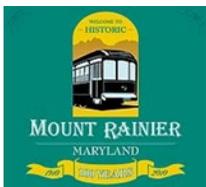
City Pre-Approval and Notice to Proceed

The City will provide a pre-approval notice to applicants selected for funding. Applicants who are pre-approved for funding will be directed to submit a signed copy of a Grant Agreement provided by the City. Once the City receives an executed Grant Agreement, the City will issue a Notice to Proceed in writing to the recipient.

Permits for any work that requires a building permit from Prince George's County and/or the City must be obtained prior to commencing the project. Failure to obtain a proper building permit(s) may void the award of grant funds by the City.

Payment of Funds

Payment will be made directly to the contractor listed on the application. **Upon the issuance of the Notice to Proceed to the homeowner, the City will make an initial deposit to the contractor equal to one-third (1/3) of the Grant Award.** Prior to the final payment to the contractor, the householder and City staff must attest to the satisfactory completion of the project. The final payment will be made within 30 days after the dual certification by the parties.



Home Repair Program Application

SECTION 1: Household Information

Head of Household Name:	
Street Address:	
City, State, Zip:	
Phone #:	Alternate Phone #:
Email:	
Number of Household Members:	

SECTION 2: Impact of COVID-19 - Household Income or Assets (Informational Purposes Only)

<p>Has your household's income or assets been directly or indirectly impacted by COVID-19?</p> <p>If so, please check all that apply.</p>	<input type="checkbox"/> Currently unemployed/experienced unemployment <input type="checkbox"/> Reduction in income <input type="checkbox"/> Sick and unable to work <input type="checkbox"/> Incurred a significant increase in household expenses <input type="checkbox"/> Experienced other financial hardships <input type="checkbox"/> No impact from COVID-19
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SECTION 3: Household Income

"Gross Household Income" includes salary, wage, tips, commissions, business income, interest, dividends, social security benefits, annuities, insurance, retirement and pension benefits, disability or death benefits, unemployment and disability compensation, and workers' compensation.

Please provide the name(s) and monthly gross income of ALL household members. If no income, please write "\$0" next to the member's name.

Full Name	Gross Income (Monthly)
Total Gross Income (Monthly) – All	\$

SECTION 4: Household Income Verification

Applicants must provide **ONE** of the following: **(Select One)**

- 2022 Form 1040 Tax Return(s) for each adult household member
- 2022 W-2(s) for each adult household member
- Three (3) most recent pay stubs for each adult household member

***Missing documents will delay the review and processing of your application**

SECTION 5: Project Details

Identify the specific project(s) that you are requesting funding: (Select All Applicable)

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Roof and siding <input type="checkbox"/> Chimney <input type="checkbox"/> Window and door <input type="checkbox"/> Sidewalk and driveway <input type="checkbox"/> Accessibility-related (ramps, handrails, etc.) <input type="checkbox"/> Bathrooms and kitchen | <ul style="list-style-type: none"> <input type="checkbox"/> Porch and exterior steps <input type="checkbox"/> Floors <input type="checkbox"/> Foundation and structure, including waterproofing <input type="checkbox"/> Tree removal and replacement <input type="checkbox"/> Bamboo removal |
|---|--|

Amount Requested*: \$

****Cannot include permit-related fees and cannot exceed \$7,500***

Project Description – Provide a detailed justification for the project(s)

Required Project Documents:

- Photos of the existing item(s) to be maintained, repaired, or replaced
- Detailed price quote from a licensed and bonded Maryland contractor or trade professional for the requested project(s), including an itemized list of services and costs and a project schedule

**** The quote must be on the contractor's letterhead and contain the date, Maryland license number, proof of insurance, and signature of an authorized representative.***

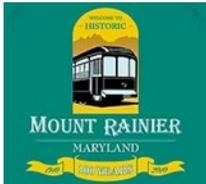
SECTION 6: Contractor Information

Contractor's Name:
Address:
City, State, Zip:
Maryland License #:
Expiration Date:
Contact Person's Name:
Phone #:
Contact Email:

SECTION 7: Homeowner Verification

Applicants must provide **ALL** the following documents:

- Copy of the deed or a current mortgage statement
- Copy of the most recent real property tax bill for the subject property
- Copy of the Declaration Page of the applicant's current Homeowners' Insurance Policy



Home Repair Program Certification Form

The information provided in the application and this self-certification form is collected to determine if my household is eligible to receive assistance provided through the City of Mount Rainier’s federally funded Home Repair Program.

Head of Household, please initial next to each of the following statements:

PERMIT

I understand that I must obtain a building permit, if applicable, from Prince George’s County and/or the City prior to commencing the project. I further understand that a failure to obtain a proper building permit(s) may void the award of grant funds by the City.

ACCURACY

I certify that all the information provided in this application is correct and complete to the best of my knowledge, including information regarding impact from COVID-19, household, household gross income, and place of residence.

I understand that providing false statements constitutes an act of fraud and is grounds for termination of assistance and is punishable under federal and state law.

INFORMATION SHARING

I understand the information provided in my application may be shared with the United States Department of Treasury.

Household Certification

Property Owner Name _____ Date _____

Signature _____

Note: Digital or typed signatures are acceptable.

****PROPERTY OWNER - PLEASE PROVIDE A COPY OF A VALID GOVERNMENT ISSUED IDENTIFICATION CARD DEMONSTRATING RESIDENCE AT THE SUBJECT ADDRESS.**

A failure to provide any documents required by this application may delay the review and processing of the application.