



VILLAGE OF NEWBURGH HEIGHTS

3801 Harvard Avenue, Newburgh Heights, OH 44105

216-461-4654

Home Maintenance Grant Program Application Instructions

What is the Home Maintenance Grant Program?

The Council of the Village of Newburgh Heights has enacted *the Home Maintenance Grant Program* to assist the maintenance of the property values in Newburgh Heights and to assist in providing safe and healthy facilities in the Village. The Home Maintenance Program will help property owners to curb or eliminate the existence of building code violations and may help to stabilize property values in the Village.

Starting in 2018, eligible residents may apply for reimbursement funds of the total cost to repairs on the property they own in the Village of Newburgh Heights. Reimbursements will be considered for one (1) qualifying repair per property each year, and up to three (3) repairs per property over a five-year period. Reimbursements are not loans and do not have to be repaid.

The amount of the matching grant shall be not more than 50% of the total actual cost of qualifying improvements, provided the total cost of qualifying improvements is at least five hundred dollars (\$500.00). Grants shall be limited to one thousand dollars (\$1,000.00) for a project. For example;

Total Project Cost is \$500.00	Amount of Reimbursement is \$250.00
Total Project Cost is \$1000.00	Amount of Reimbursement is \$500.00
Total Project Cost Exceeding \$2000.00	Amount of Reimbursement is \$1000.00

**Repairs performed by property owner is eligible for reimbursement on the cost of materials only.*

Who is eligible to apply for the Home Maintenance Grant Program?

Residents who own a property and who reside in the Village of Newburgh Heights are eligible to apply for the Home Maintenance Grant Program. Applicants must be over the age of 55, or a Military Veteran and be an eligible person (corporations, trusts, limited liability companies, partnerships, limited partnerships, organizations, etc. are ineligible).

What types of repairs or projects are covered by the Home Maintenance Grant Program?

Exterior Qualifying Improvements. Exterior qualifying improvements include drive and walk replacement, roof replacement and repair to include rafters and sheeting, siding replacement and repair, brick work replacements and repair, exterior painting of more than 500 square feet, chimney replacement and repair, replacement of windows and exterior doors including garage; repair or replacement of exterior stairs and landing porches, and repair or replacement of exterior soffits; installation, repair or replacement of retaining walls to support earth pressures, whether or not visible from the street; excavation, repair or replacement for exterior dwelling foundation drain tile; waterproofing of below-grade exterior walls; and excavation, repair or replacement for exterior sanitary storm sewers.

Exterior landscape improvements must be in the front of the dwelling, or if the dwelling is on a corner lot, the improvement may also be on the sides of the dwelling facing the streets.

Interior Qualifying Improvements. Interior qualifying improvements are installation or replacement of furnace, with or without air conditioning unit; and installation or replacement of hot water tanks or tankless hot water systems serving the entire dwelling; whole house exterior wall insulation and/or whole house ceiling insulation; main electrical panel replacement; and excavation, repair or replacement for interior dwelling underground building sanitary/storm drainage sewers.

Landscape Qualifying Improvements. Qualifying improvements are installation or replacement of underground irrigation systems; installation of new or replacement trees, bushes, and flower beds; installation or replacement of stone or paver patios or walkways; reseeding or sodding of lawn of more than 600 square feet.

All improvements must comply with all applicable state and local codes and regulations, including the Ohio Building Code and Residential Code, and be reviewed and approved by the Building Commissioner.

How do residents apply for the Home Maintenance Grant Program?

Eligible residents must fill out a Home Maintenance Program Application. Applications are available through the Newburgh Heights Building Department or online at <http://newburghheightsohio.weebly.com>. Ideally, any projects considered for reimbursement funds should be inspected before the work begins by the Village Inspector. All receipts for the repair or project should be retained. A final inspection and approval by the Building Commissioner of the work performed is required before a reimbursement check will be mailed from the Fiscal Office.

If applicants require further assistance, or to schedule a pre-inspection, contact the Building Department Monday-Friday from 9am-5:30pm at 216-641-4654, or email kpagsuyoin@newburgh-oh.gov.

Accepted document to prove eligibility for the Home Maintenance Grant Program.

The following types of documents are considered acceptable forms of proof of eligibility (property owner and resident) to participate in the program;

- Driver's License or State ID
- Birth Certificate
- DD Form 214 (Discharge Papers & Separation Documents)
- Redacted Income Tax Return
- Voter Registration Card
- Copy of Property Title