



Village of Newburgh Heights Housing and Building Department

3801 Harvard Ave., Newburgh Heights OH 44105 Phone: 216-641-4654

Home Maintenance Grant Program Application

Please submit to the Housing and Building Department **BEFORE** the start of work.

All contractors must be registered. Permit is required.

PROPERTY ADDRESS TO BE CONSIDERED

APPLICANT INFORMATION

First Name:	Last Name:	Date:
Street Address:		Apartment/Unit #:
City:	State:	ZIP:
Phone:	E-mail Address:	Submitted
Do you own the property being considered for the Grant?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Proof of Ownership Required
Do you reside in the Village of Newburgh Heights?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Proof of Residency Required

PROJECT DETAILS

Estimated Cost of Project: \$ _____	Will you be performing the work? YES <input type="checkbox"/> NO <input type="checkbox"/> (Reimbursement is for materials only when property owner completes the repair)
Amount Requested for Reimbursement: \$ _____	
Describe Project.	List Contractors
Permit Number	

PROJECT PERMIT AND INSPECTION (Office Use Only)

Pre-Inspection before Project Started? YES <input type="checkbox"/> NO <input type="checkbox"/>	Inspector/Date:
Inspection of Finished Project: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	Inspector/Date:
Inspector Recommend Reimbursement? YES <input type="checkbox"/> NO <input type="checkbox"/>	Grant Approved/Date: YES <input type="checkbox"/> NO <input type="checkbox"/>
Approved by Building Commissioner:	Amount Approved for Reimbursement: \$ _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to a reimbursement being granted, I understand that false or misleading information in my application or inspection may result in my in being denied reimbursement funds. I agree and consent to the required inspection for a reimbursement grant. 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 Housing and Building Commissioner.

Signature:	Date:
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Home Maintenance Grant Program Application Instructions

What is the Home Maintenance Grant Program?

The Council of the Village of Newburgh Heights enacted the *Home Maintenance Grant Program* to assist property owners with the maintenance of their house and to help curb or eliminate building code violations.

Residents may apply for a reimbursement for the cost of repairs on the property they own in the Village of Newburgh Heights. Reimbursements will be considered for one (1) qualifying repair/project per property per year. Residents may apply for (3) repairs/projects per property over a five-year period. Reimbursements are not loans and do not have to be repaid.

The amount of the reimbursement grant shall not be more than 50% of the total actual cost of the repair/project. The total cost of a repair/project must be at least five hundred dollars (\$500.00). Grants shall be limited to one thousand dollars (\$1,000.00) for per repair/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 reside in the Village of Newburgh Heights are eligible to apply for the Home Maintenance Grant Program (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.

**Please contact the Housing and Building Department if you don't see your project idea listed.*



How do residents apply for the Home Maintenance Grant Program?

Eligible residents must fill out a Home Maintenance Program Application BEFORE the start of the repair/project. Applications are available for pick-up in the Village Hall lobby, may be mailed/ emailed, or are online at newburgh-oh.gov/housing-building-department/resource-and-programs-directory. Projects considered for reimbursement funds will be inspected before the work begins by the Village Inspector. All receipts for the repair/project should be retained for final submission. 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. Applications will not be approved until receipts demonstrating the total cost of the repair/project are submitted.

If applicants require further assistance, or to schedule a pre-inspection, contact the Housing and Building Department Monday-Thursday from 9am-3:30pm at 216-641-4654, or email ajensen@newburgh-oh.gov.

What documents are accepted 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;

- Redacted Income Tax Return
- Voter Registration Card
- Copy of Property Title