



# **Buchanan Home Repair Program - Round 1**

## **Program Purpose**

The purpose of this program is to offer residents of the Northside Neighborhood in the City of Buchanan, MI, financial assistance to address immediate health and safety concerns with their homes.

We plan to grow and expand this program over time to offer it to more residents in the future as resources become available.

This program is funded through a grant by the Michigan Gateway Community Foundation to the City of Buchanan.

- A. Buchanan Home Repair Program is a forgivable loan program that offers assistance to owners of single-family occupied homes within the City of Buchanan's Northside Neighborhood. (Please see attached Map)
- B. Assistance is provided on a need basis and is designed to provide one-time assistance to qualified homeowners with emergency housing problems that pose a serious or immediate threat to the health, safety, or welfare of the household.
- C. Up to \$5,000 of assistance may be granted to correct emergency conditions or accessibility needs as stated in the Eligible Improvements section of this guideline.
- D. Assistance through this program is provided to correct immediate safety or accessibility concern(s) only.
- E. This program will assist homeowners in making conventional emergency or accessibility repairs to their home. Funds may be used to correct code violations, replace or upgrade major housing systems and make a limited amount of general property improvements.

Funding for qualified applicants will be considered on a case-by-case basis and only as funding is available. Eligible projects will be recommended by the Review Committee and approved by the City Commission.

## **Eligible Properties**

To be eligible for a Buchanan Home Repair loan, an applicant and dwelling shall meet all of the following criteria:



- A. **Location of Property** - The home must be located within the Northside Neighborhood of the City of Buchanan, Michigan
- B. **Home Owner Occupancy** - The home must be the homeowner's primary residence and the homeowner must have lived in their home for a minimum of twelve months prior to assistance.
- C. **Property Taxes** – The applicant shall have all property taxes and special assessments paid to date before any rehabilitation work can begin.
- D. **Agreement** - The owners of the dwelling must agree, in writing, prior to the initiation of the rehabilitation, to repay the loan when the dwelling ceases to be the principal place of occupancy of the current occupant.
- E. **Code Violations** - Properties and buildings with existing code violations or deficiencies must include their remedy as part of the proposed improvements.
- F. **Commencement of Work** - Eligible properties can submit applications for improvement costs incurred as of June 1, 2024 (or such other date as may be approved by the City Commission).

### **What Grants Are Available**

The maximum amount of the grant for a property will be set at \$5,000 for the purposes of this program. If costs exceed the grant amount, the property owner shall be solely responsible for the payment of the full amount of the excess. The Commission cannot reimburse more than the total amount specified in the Agreement.

Grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. You are required to provide your taxpayer ID number or social security number as part of the Buchanan Home Repair Program Agreement. Property owners should consult their tax advisor for tax liability information.

Property owners who install at least \$1,000 of improvements are eligible to receive a grant of up to \$5,000 per building for construction, labor, supplies, and improvements.

### **Eligible Improvements**

- Exterior Improvements and Repairs such as siding repair, roofing, windows, doors, and accessibility with health and safety and emergency conditions prioritized.
- Interior Utility Improvements and Repairs such as electrical, plumbing, HVAC, and other such concerns as related to health and safety and energy efficiency.
- Other Projects will be considered on a case-by-case basis with priority on health and safety, emergency conditions, accessibility, and energy efficiency.



Improvements not specifically listed as eligible are subject to review as to eligibility and approval or disapproval by the Review Committee.

The Review Committee will consider the appropriateness of proposed improvements.

### **Approval of Buchanan Home Repair Program Agreement**

Homes that have not received a grant through the Home Repair Program in the past will have first consideration. After all first-time users are processed, the remaining applications will be considered in the order in which they were received. In the event that the total amount of the potential grants exceeds the amount budgeted for the program for that fiscal year, the applications which cannot be approved due to budget limitations will be carried over for consideration during the following fiscal year and/or as funding becomes available. Not more than one Home Repair Agreement shall be approved for a building in any fiscal year, and a Home Repair Agreement shall not be approved if a Home Repair grant was made for the same portion of the home within the previous five years. Maximum grant funding per home is \$5,000.

### **Commencement of Work**

After the Home Repair Program Agreement is approved by the City Commission, applicants may obtain a building permit and begin the work. DO NOT START BEFORE – APPLICANTS WILL NOT BE GUARANTEED TO BE REIMBURSED FOR WORK DONE PRIOR TO CITY COMMISSION APPROVAL OF THE HOME REPAIR PROGRAM AGREEMENT.

### **Completion of Work & Payment**

Payment requests will be submitted to the Community Development Director with executed contracts between Owner and Contractor and/or relevant Professional(s).

Change orders must be approved by the Community Development/Executive Director.



## **BUCHANAN HOME REPAIR PROGRAM – STEP-BY-STEP PROCESS**

1. Review the Program Description and contact the Community Development Department to see if the improvements you are considering are eligible.
2. Define the scope of your proposed improvements. This may involve consulting with a contractor or other relevant professional
3. Complete this application including appropriate plans and description of work to be done.
4. Submit a home repair program application to the Buchanan City Hall, Community Development Director, 302 N. Redbud Trail, Buchanan, MI 49107
5. If necessary, revise plans and return to the Community Development Department for second review.
6. Submit final revised plans, estimates, proof of Zoning Approval and signed Home Repair Program Agreement to the Community Development Department Office.
7. Community Development Director will approve or disapprove content of Home Repair Program Agreement.
8. Application and grant agreements are reviewed and recommended by the Review Committee and forwarded to the City Commission for their review and approval.
9. Recipients will be notified of their approval and asked to submit executed contracts between Owner and Contractor/Professional(s) along with request for payment.
10. Apply for a building permit or improvement location permit through the Building Department Office as needed.
11. Pick up permit at Building Department Office when notified.
12. Construct per approved plans and call Building Department Office to schedule inspections as required.
13. Finish Construction.
14. Call the Building Department Office for final inspection as needed.



BUCHANAN HOME DEMOLITION PROGRAM AGREEMENT  
**Application Form**

**1. Applicant Information**

NAME:

---

TAX ID#/SOCIAL SECURITY #:

---

HOME ADDRESS:

---

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE:

---

EMAIL: \_\_\_\_\_

**2. Project Information**

BUILDING AGE: \_\_\_\_\_ BUILDING ZONED AS: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

OWNER OF RECORD:

---

**3. Project Description**

Describe in detail the proposed scope of work including contractor(s) and/or relevant professional(s) selected. Use a separate sheet(s) if necessary.

---

---

Anticipated Construction

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

**Mortgage Information**



Is there a current Mortgage on the property: YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, Holder of Mortgage: \_\_\_\_\_

Date of Mortgage: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Are there any other loans, liens, deed restrictions on the property:

YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please list:

Provide evidence that loans secured by the building are current.

**Other Required Documentation**

1. Proof that all property taxes are paid and current
2. Project budget
3. Photographs of the proposed project site

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Buchanan Home Repair Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the Buchanan Community Development Department.

The applicant further certifies that he/she has read and understands the Buchanan Home Repair Program Guidelines. If a determination is made by the Commission that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the Buchanan Community Development Department and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all Buchanan Home Repair Program funding commitments are contingent upon the availability of program funds.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By: \_\_\_\_\_



Attachment 1: Eligible Location - Northside Neighborhood

