



## 2017 Home Reinvestment Program Application

*Applications will be accepted beginning at 8:00am Monday, February 6<sup>th</sup> and end at 4:30pm on Friday February 24<sup>th</sup>, 2017.*

### Overview

The City of Whitehall is committed to supporting current homeowners in their endeavors to improve their homes, neighborhoods and the Whitehall community. The City of Whitehall has teamed with Rebuilding Together Central Ohio to apply for the NeighborWorks Project Reinvest Neighborhoods grant. Should it be funded, the grant would be used to build on Whitehall's Community Core Revitalization Plan to financially assist residents with their home projects. **Please review the attached eligibility and guidelines section before completing the below application. The Amendment A form must be signed and notarized.**

The Home Reinvestment Program allows qualifying homeowners to make front facing exterior home improvements, or update insulation or electrical services. Homeowners are able to submit invoicing for 95 percent of a project up to \$10,000. Sample projects include windows, siding, insulation, replacing electric service, and sidewalks.

### Applicant Information:

Full Name \_\_\_\_\_

Home & Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home purchased in: (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

Annual Household Income: \_\_\_\_\_

I certify that there are no liens against my property  Yes  No

I certify that I have not participated in Whitehall's Home Reinvestment Program in the past.  Yes  No

### The following are considered qualifying projects. Please select your project from the list below.

- |   |   |
|---|---|
| <input type="checkbox"/> Windows  | <input type="checkbox"/> New doors                  |
| <input type="checkbox"/> Porch/patio remodeling/construction  | <input type="checkbox"/> Front-facing fencing       |
| <input type="checkbox"/> Siding   | <input type="checkbox"/> Front-facing lighting      |
| <input type="checkbox"/> Front-facing landscaping   | <input type="checkbox"/> Driveway/walkway facelifts |
| <input type="checkbox"/> Exterior painting  | <input type="checkbox"/> Sidewalks                  |
| <input type="checkbox"/> Garage/carport remodeling (only for structures visible from the right of way – no roofing) |   |

**Project Narrative & Timeline (please describe your home project in detail below):**

---

---

---

---

---

Estimated Project Start Date: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

**Project Completion Details:**

Who will be completing the home reinvestment project work? \_\_\_\_\_

Contractor or Company Name (fill out ONLY if project is not being complete by the resident):

---

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Company website: \_\_\_\_\_

**Project Cost Information:**

Total cost estimate: \_\_\_\_\_

Estimate provided by: \_\_\_\_\_

**Total funding requested from the Home Reinvestment Program (95% percent of project)**

\$ \_\_\_\_\_

I \_\_\_\_\_ agree on \_\_\_\_\_, 2017, that the information submitted in the above application is complete and accurate and that I have read the attached directions and guidelines and signed the attached Amendment A form. The City of Whitehall holds the right to determine whether a homeowner is approved for the Whitehall Home Reinvestment Program.

**Applicant Signature:**

---

**Applicants of the Home Reinvestment Program will be notified of their approval status via phone, email or letter within 21 days of the City's receipt of application.**

## Application Directions:

- ✓ Obtain appropriate estimate information for your project.
- ✓ Submit Whitehall Home Reinvestment Program application to the Whitehall Office of Community Affairs at 360 S. Yearling Road. **Applications will be accepted beginning at 8:00am on Monday, February 6<sup>th</sup>, 2017. Ending at 4:30pm on Friday, February 24<sup>th</sup>, 2017**
  - **Application must include all estimate information *and* a color “before” photo of the area of the home, where the project is to be completed.**
- ✓ Wait to receive your acceptance letter from the City of Whitehall
- ✓ File for and received approval for all necessary permits for the project through the Whitehall Public Service Department. *Copies of the approved permits must be submitted to the Community Affairs Office within 90 days of Home Reinvestment Program acceptance letter issuance*
- ✓ Complete home reinvestment project within one year of receiving the approved permits.
- ✓ Turn in all associated receipts/invoices *and* a color “after” photo to the Whitehall Community Affairs Office within 60 days of project completion
- ✓ Schedule an inspection with the Community Affairs Office
- ✓ Receive your reimbursement grant.

## Home Reinvestment Program – Eligibility & Guidelines

### Eligible Homes/Homeowners

- ✓ Homes must be located within the following addresses in the City of Whitehall, Ohio:
  - 578-703 Ross Rd.**
  - 555-699 Bernhard Rd.**
  - 503-691 Westphal Ave.**
  - 498-686 Pierce Ave.**
  - 483-682 Erickson Ave.**
  - 479-673 Elaine Rd.**
  - 4541-4850 Langley Ave.**
  - 672-772 Martha Ln.**
  - 4645-4710 Kae Ave.**
  - 462-4661 Jae Ave.**
  - 4645-4676 Faith Ave.**
  - 4635-4668 Louise Ave.**
- ✓ Homeowners must pay property taxes to the Whitehall City School District.
- ✓ No liens may be filed against the property in question.
- ✓ Grants will only be issued to homeowners of single-family homes who live in said home. Condos, multi-family, apartments and land contracts will not be eligible.
- ✓ Maximum household income must not exceed \$125,000.
- ✓ Homes must be owner-occupied by the applicant for at least six months prior to applying for the Whitehall Home Reinvestment Program.
- ✓ Homeowners must agree to live in the home for at least three years post project or will be subject to a tiered repayment plan (see Amendment A below).
- ✓ The homeowner has not received previous Whitehall Home Reinvestment Program funding.

## Home Reinvestment Program Guidelines

The grant comes in the form of reimbursement funds after a qualifying project has been completed following the below guidelines:

- ✓ A resident must fill out the Whitehall Home Reinvestment Program application (found online at [www.whitehall-oh.us](http://www.whitehall-oh.us) and at City Hall) and file it with the Whitehall Community Affairs Office, located at 360 S. Yearling Road, between 8:00am and 4:30pm. The application must be filed prior to the project's start date and must include relevant estimate information. **Applications for the 2017 program will be accepted beginning at 8 a.m. on Monday, February 6<sup>th</sup>, 2017.**
- ✓ A resident must complete and receive the appropriate permits for the project prior to the project's start date. Permits can be obtained by calling 614-237-8612, visiting the City's website at <http://www.whitehall-oh.us> or visiting the Public Service Department, located at 360 S. Yearling Road, between 8 a.m. and 5:00 p.m. Approved permits must be obtained and copies must be filed with the Community Affairs Office within 90 days of the issuance of the Whitehall Home Reinvestment Program acceptance letter.
- ✓ A resident must turn in all receipts and/or invoices associated with a project to the City of Whitehall Community Affairs Office, located at 360 S. Yearling Road, between 8 a.m. and 4:30 p.m. All receipts and/or invoices must be filed within 60 days of the project's completion and within one year of receiving the approved permits from the Whitehall Public Service Department.
- ✓ Before and after color photos of the project and its progress must be turned in to the Whitehall Community Affairs Office. The "after" photos must be filed with the Community Affairs Office within 60 days of the project's completion.
- ✓ The City of Whitehall will conduct a post-project inspection of the exterior home remodeling project.
- ✓ Those who decide to withdraw from the program and not complete a project after receiving a funding acceptance letter should let the Community Affairs Office know as soon as possible.

**\*\* If you decide to withdraw from the program and not complete your project after receiving a funding acceptance letter, please let the Community Affairs Office know as soon as possible.**

## Home Reinvestment Program - Amendment A Form

This Home Reinvestment Program request to the City of Whitehall on the \_\_\_\_\_ day of the \_\_\_\_\_ month of 2017, binds the homeowner, (name) \_\_\_\_\_, to live and own the property in question, located at (address) \_\_\_\_\_, for at least three years following the completion of the Whitehall Home Reinvestment Program project. If the above is not adhered to, the Home Reinvestment Program participant will be subject to the following terms of repayment.

**Terms of Repayment:**

- I. Grant recipient must agree to use property as the primary residence for a period of time no less than three (3) complete years following the completion of the Whitehall Home Reinvestment Program project.
- II. If the borrower sells and/or rents out the property before their three (3) year residency requirement is met, the loan must be repaid to the City of Whitehall.
  - a. 100% if sold and/or rented within one year of project completion.
  - b. 50% if sold and/or rented within two years of project completion.
  - c. 25% if sold and/or rented within three years of project completion.
- III. A copy of the entirety of the closing documents is required to be released to the City of Whitehall.
- IV. A periodic audit of the property will be conducted to ensure that the guidelines continue to be met.

IN WITNESS WHEREOF, this GRANT APPLICATION has been executed at (location) \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Homeowner signature

\_\_\_\_\_  
Homeowner signature (if applicable)

STATE OF OHIO  
COUNTY OF \_\_\_\_\_

By \_\_\_\_\_  
Notary Public Printed Name

\_\_\_\_\_  
Notary Public Signature



Notary Public Seal

**Please return application and signed Amendment A form to the Whitehall Community Affairs Office.**