



HOUSING REHABILITATION  
AND  
PROPERTY IMPROVEMENT  
PROGRAM

DEADLINE TO SUBMIT  
APPLICATIONS DUE JUNE 3<sup>RD</sup>  
AT 4:00.

**PROGRAM PURPOSE:**

To help owners of residential property, who are low to moderate income, with exterior repairs and property improvements that they would not otherwise be able to undertake.

To improve the housing stock.

To maintain or increase property values.

To improve neighborhood aesthetics.

**PROGRAM SUMMARY:**

1. Perkins Township has made available a total of \$100,000 for **exterior** home repairs to owner occupied residential properties in Perkins Township.
2. Residents may apply for up to \$10,000.
3. Applications will be available April 1, 2024. **The deadline for submitting applications is 4:00 PM, June 3, 2024.** If money is available, applications will be accepted again in the fall of 2024.
4. Applications that are not complete will not be processed and may be returned to the applicant.
5. Eligible properties include owner occupied homes.
6. Applications must be submitted by owners of the property.

Eligible projects include:

- Physical construction costs, visibly facing the public right-of-way and exclusively for exterior improvements to the home, including but not limited to:
  - Porches and Steps
  - Siding
  - Windows and Doors
  - Roofs and Gutters
  - Paint
  - Detached garages, as determined viable by the Building Department.
- Demolition (i.e. porch demolition, dilapidated fence removal, garage demolition)

Ineligible projects include:

- Foundation work
- Landscaping
- Improvements to only the rear of the property
- Driveways and Sidewalks
- Interior work, including furnaces, plumbing and electrical
- Commercial or mixed-use properties
- Fencing, new and/or repair
- Tree trimming and removal

Disbursement of Funds: Funds will be disbursed directly to the contractor after the work is complete and inspected and approved by the Township. If work is being completed by the owner of the property, receipts showing proof of payment must be submitted to the Township.

**If the project is funded, an award letter will be issued to the owner and at that time the owner and contractor(s) must meet with the Township Inspector to review the program guidelines**

**prior to beginning work.**

**If the project is not funded, a letter will be issued to the owner confirming why the project was not approved.**

**REQUIREMENTS:**

- The owner must not have a family income not exceeding the limits of the Low (80%) Income Table. Prior year W-2 must be submitted for all working adults living in the home.
- Owners Share:
  - \$50 for requests up to or at \$2,000
  - \$100 for requests over \$2,000
- Grants shall be a minimum of \$500 and a maximum of \$10,000.
- The owner shall provide a cost estimate from a contractor with a complete application. The cost estimate will be reviewed and approved by the Township prior to approval of the application. If the Township determines that the cost estimate is excessive or incomplete, a second will be required.
- If the owner or occupant is completing the work, a quote for the materials must be submitted. Labor will not be eligible.
- Any nuisance and building code violations must be corrected as part of the project.
- Properties are eligible to receive funding only once every five (5) years.
- Applicants must be the legal title owner or an authorized representative of the owner.
- Building permits must be applied for and issued by Perkins Township. If the project is to be completed by the owner, the owner must still apply for applicable building permits.
- Contractors must be registered with Perkins Township.
- Building Permits must be pulled by the contractor or owner.

**CAUSE FOR DENIAL:**

- Funds are not available.
- Applicant's household is above the low income level for the number of persons residing in the home.
- The property or any properties owned by the owner is tax delinquent or going through bankruptcy.
- The property has nuisance or building code violations that will not be corrected as part of the project.

**DISBURSEMENT OF FUNDS:**

**Contractor completed projects:**

1. Turn in the invoice from the contractor, showing that the owner's portion has been paid and a statement as to the remaining balance.
2. The township will confirm that a Building Inspector has inspected and approved the work and that any noted code violations are corrected.
3. If the project is complete **and** all violations noted at the time of application have been corrected, the Township will disburse a check to the contractor for the balance of the invoice.

**Owner completed projects:**

1. Turn in receipts for materials.
2. The Township will review the receipt to confirm eligible materials.
3. The township will confirm that a Building Inspector has inspected and approved the work and that any noted code violations are corrected.
4. If the project is complete and all violations noted at the time of application have been corrected, the Township will disburse a check to the owner for the remainder of the grant balance, minus the owner's portion.

CONTACT

Amanda McClain, Inspector

Community Development

Phone: 419-609-1435

Email: [aMcClain@perkinstownship.com](mailto:aMcClain@perkinstownship.com)

Mailing Address:

Perkins Township

Community Development

2610 Columbus Avenue

Sandusky, Ohio 44870

OFFICE HOURS          Monday-Friday 8:00 am – 4:00 pm

If after you have read these guidelines you need further clarification, please feel free to e-mail questions to [aMcClain@perkinstownship.com](mailto:aMcClain@perkinstownship.com) or call the number above. This will be the quickest method of communication and questions will be responded to on a first come, first served basis.

Applications may be e-mailed, hand delivered or sent by hard mail to the e-mail or address above.

*The Township reserves the right to deny eligibility of certain project expenses at its sole discretion.*

*No person shall, on the grounds of race, color, national origin, religion, sexual orientation, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program offered by Perkins Township*

**Owner Contact Information:**

\_\_\_\_\_  
(Owner Name)

\_\_\_\_\_  
(Authorized Representative Name – if different than Owner)

\_\_\_\_\_  
(Home Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email)

**\*\*\* An Authorized Representative may submit an application if written authorization is submitted by the owner, with the application.**

**Project Information:**

\_\_\_\_\_  
(Project Address)

\_\_\_\_\_  
(Project Parcel Number – Obtained from the Auditor’s web site)

Type of Property:      Single-Family      Other

Occupant Information:    Owner Occupied    Other  
(Check all that apply)

**Provide YES or NO answers to ALL questions:**

Do **ANY** of the owner’s current properties have the following?

(1) Delinquent real estate taxes:

Yes    No

- (2) Delinquent utility payments:  Yes  No
- (3) Open code violations:  Yes  No
- (4) A property currently in foreclosure:  Yes  No

Does the owner or anyone listed on the property owe past Federal, State or Local Taxes?  Yes  No

If any answers to the above list of questions were "YES" – please explain and provide the address of the property in question: \_\_\_\_\_

\_\_\_\_\_

**How are you improving your property?**

Please provide a brief description of the entire project.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Who will perform the projects described above?**

(Company Name)	(Personal Contact Name)
(Company Address)	(City, State, Zip)
(Phone)	(E-Mail)

**\*\*Please keep all materials receipts with project address indicated for final disbursement. When purchasing materials, please keep project materials and personal items separate.**

**\*\*No labor charges will be included if the owner or occupant is completing the work. Relatives completing work must be licensed with the Township as a contractor and must meet all requirements of being a licensed contractor.**

**Project Source & Use Of Funds (\*Required):**

**A. Estimated cost of entire project:**

<u>Materials</u>	\$ _____
<u>Labor</u>	\$ _____
<b><u>Total</u></b>	<b>\$ _____</b>

**B. Grant amount requested (Minimum \$500 and Maximum \$10,000):**

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

**C. Owner’s share (refer to page 3 “REQUIREMENTS”):**

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

**Income Limit Table**

Circle the owner’s family income that corresponds to the number of persons in immediate family residing at the residence. *Table subject to change as updated federal limits are released.*

FY 2023 Income Limit Area	Median Family Income	FY 2023 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Erie County, OH	\$86,600	Low (80%) Income Limits (\$)	\$46,450	\$53,050	\$59,700	\$66,300	\$71,650	\$76,950	\$82,250	\$87,550

**REQUIRED Attachments (Initial Application):**

The following should be submitted with your application. **Applications will not be dated received until all attachments are submitted.** Please attach the following:

- Third Party Construction Cost Estimates
- Written authorization from the property owner if an Authorized Agent is submitting the application.

**Projects require both an initial inspection by Township staff prior to work beginning and a final inspection to ensure completion of work prior to disbursement of grant proceeds.**

**Submission Acknowledgment**

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense.

The undersigned understands that information submitted to Perkins Township as part of this application is considered a public record. The undersigned also agrees to have his or her property photographed for use by Perkins Township. The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, **Perkins Township grant funds cannot pay for expenditures made before grant approval and notice of award. The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.**

By: \_\_\_\_\_  
(Print or type name and title)

\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Date)

Perkins Township does not discriminate because of race, color, national origin, religion, sex (including gender, gender identity, sexual orientation, and sexual harassment), familial status, and disability.



**By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. Please contact the Department of Community Development with any questions.**

**CONTACT**

Amanda McClain, Inspector  
Community Development  
Phone: 419-609-1435  
Email: [aMcClain@perkinstownship.com](mailto:aMcClain@perkinstownship.com)

Mailing Address:  
Perkins Township – Community Development  
2610 Columbus Avenue  
Sandusky, Ohio 44870





**REQUEST FOR REIMBURSEMENT**

***(Keep this form until the project is complete)***

**Applicant/Owner Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Type of Project:** \_\_\_\_\_

**1. Attach the following documents to secure your reimbursement:**

**If project completed by contractor:**

- Final Invoice showing payment to contractor and remaining balance to be paid through Perkins Township Grant (HANDWRITTEN RECEIPTS/INVOICES NOT ACCEPTED)

Or if project completed by owner:

- Original receipts for materials.

**2. Sign this form to begin the process of reimbursement.**

The undersigned verifies that the project that was conditionally awarded grant funding at the above address is complete, and that all information included in the grant application and final documents are complete and accurate and presents fairly the condition of the applicant and project accurately. I understand that intentionally falsifying information in this or any previous document constitutes a criminal offense.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit form and attachments to:

Perkins Township  
Community Development  
2610 Columbus Avenue  
Sandusky, Ohio 44870

Email: aMcClain@perkinstownship.com