



## THE HOUSING REHABILITATION GRANT PROCESS

The Borough of Keyport applies for and receives grants from the Department of Community Affairs. These programs provide housing rehabilitation assistance to eligible residents with funding for major repairs to their principle place of residence.

This packet provides a brief description of eligibility criteria, the application process and procedures.

### WHO IS ELIGIBLE?

1. The applicant must be a resident of Keyport
2. The applicant must be the owner of the property and the property must be the principle place of residence.
3. The annual Gross income (amount prior to taxes) of all persons residing in the applicant's household must not exceed the maximum income level established by the Department of Community Affairs. These limits are subject to change annually.

In the chart below, find the number of persons residing in the household to obtain the maximum income allowed as of January 1, 2009

# of Persons Residing Maximum Allowed In the Home	Maximum Allowed Income	# of Persons Residing in the Home	Income
1	\$27,900	5	\$43,050
2	31,850	6	46,200
3	35,850	7	49,400
4	39,850	8	52,600

4. The property must be an owner occupied, one (1) or two (2) family dwelling. However if 2 units are present, both must be occupied by low to moderate income households after rehabilitation. The rent received from the second unit must be included as income.
5. Property taxes must be current.

## **WHAT DOCUMENTATION IS REQUIRED FROM THE APPLICANT?**

In order to process your application, you will need to bring in:

1. **Property Deed**  
(In cases of separation and/or divorce, when the property is listed in both names and only one spouse resides on the premises, the program will require a copy of the separation/divorce agreement)
2. **Proof of Paid Property Taxes**
3. **Documentation of all income sources (any/all that apply to each household member)**
  - Four (4) consecutive pay stubs
  - Social Security
  - Pension
  - Disability
  - Welfare
  - Unemployment
  - Interest bearing accounts
  - Homeowner's Insurance – Current copy
  - Federal Income Tax Return
  - State Income Tax Return/Homestead Rebate

### **WHAT REHABILITATION & IMPROVEMENTS ARE ELIGIBLE?**

This list is a sample of eligible improvements, and is not limited to the named items. All decisions deemed necessary will be made by the Inspector and Coordinator.

1. Major Repairs or Replacements
  - a. Roof
  - b. Heating System (includes hot water heater)
  - c. Plumbing (includes sewer and water connection)
  - d. Electric
  - e. Windows (Weatherization to reduce energy consumption)
  - f. Structural Damage
  - g. Handicap Facilities (Documentation required)
  
2. Minor Repairs or Replacements
  - a. Painting
  - b. Masonry
  - c. Gutters and Leaders
  - d. Drywall and Flooring
  - e. Fixtures
  - f. Minor Carpentry
  - g. Repair Driveways and Sidewalks

### **WHAT REHABILITATION AND IMPROVEMENTS ARE INELIGIBLE?**

1. Cosmetic or Luxury Fixtures
2. Additions

### **SO HOW DOES THE TOWNSHIP HELP?**

The Borough of Keyport is designed to provide funding based on the Program Building Inspector's determination of what eligible items are needed. Once you are determined to be eligible, an NPP property rehabilitation loan will be made available on a FIRST COME, FIRST SERVED basis. A lien will be placed on your home which will be recorded with your deed. The loan shall be forgiven five (5) years from the date of the Loan. During the five (5) years, if you should transfer title or rent to someone for any reason, you, your heirs, executors, or representative, must notify the Borough of Keyport and repayment must be made within thirty (30) days.

## **YOU QUALIFY!! WHAT NEXT?**

If, after reading this packet, you believe that you are eligible for assistance, the first step is to bring all required documentation requested above, to the Grants office. Incomplete applications and /or documentation will not be accepted.

If determined eligible, an appointment will be scheduled for a property inspection. You, or an adult representative, **MUST** be present for this inspection. A Work Write-Up for rehabilitation work will be prepared based upon the results of the inspection. A copy of this Work Write-Up will be forwarded to you for your review and comments. The Homeowner is responsible for all required permits. The NPP office is not responsible for obtaining permits.

Cost proposals will be solicited from general contractors for the work identified in the Work Write-Up. Three bids will be required for each property. The homeowner will be required to take the lowest responsible bidder or pay the difference between the lowest responsible bidder and the chosen bidder. A Rehabilitation Construction Contract will be executed between you and the selected contractor.

The homeowner's share of a matching grant must be paid at the time of the contract signing. These funds will be placed in a non-interest bearing escrow account until the work is completed.

If it is necessary for a homeowner to borrow funds from a bank to meet their match or if additional work is desired, the NPP Coordinator will assist the homeowner in acquiring a loan.

All questions about this program should be directed to Carla Cefalo, NPP Grant Coordinator, 70 West Front Street, Keyport, NJ 07735. Ph. 732-739-5138.