



**CITY OF BIG RAPIDS
LOW-INCOME
HOUSING REHABILITATION
MINI-GRANT PROGRAM**

PROCEDURES

- 1) Complete the application form.
- 2) Attach one photograph of the project area you wish to repair.
- 3) Attach one photograph of the front exterior of the home.
- 4) Complete the Self-Declaration of Income form attached to the application.
- 5) Attach proof of income (copies of a check stub, voucher statement, tax return, W2, 1099s, etc.).
- 6) Obtain a project cost estimate and include a copy with the application.
- 7) Review the application for accuracy and completeness.
- 8) Submit the completed application with the required attachments to the Community Development Office at the City of Big Rapids (see instructions below).
- 9) Applicants will be notified whether their Mini-Grant application has been approved within two weeks of the application submission.
- 10) Projects must be completed with proof of payment submitted to the Community Development Department by June 14, 2023.

Please note that mini-grants will only be awarded for exterior improvements on owner-occupied properties. The grants will be approved on a first-come, first-served basis until funds have been expended.

Completed applications with backup documentation can either be mailed to Melanie Doughty, Community Development Department, City of Big Rapids, 226 N. Michigan Avenue, Big Rapids, MI 49307; dropped off to the Community Development Department at City Hall between the hours of 8:00 AM and 5:00 PM, Monday through Friday (applications may be left in the drop box outside City Hall after hours); or emailed to Melanie Doughty at mdoughty@cityofbr.org.

If you have any questions regarding the Mini-Grant program, please contact Melanie Doughty by phone at (231) 592-4032 or via email at mdoughty@cityofbr.org.



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APPLICATION

Date: _____

PROGRAM YEAR: 2023/2024

Name: _____

Address: _____

Phone Number: _____ Email: _____

Signature: _____

What is the approximate age of your house? _____

Is your home currently being used as a rental house? ___ Yes ___ No

Have you received Mini-Grant funding before? ___ Yes ___ No If yes, approximate date funding was last received? _____

Please briefly describe the repairs that you intend to make to the address indicated above:

Contractor Name/Phone Number:

Eligible repairs for this program include siding repair, exterior painting, sidewalk repair or replacement, roof repair, porch repair, window repair or replacement, and any other repair necessary to meet 2018 International Property Maintenance Code requirements for exterior maintenance.

Requirements of the Mini-Grant program include:

1. Homeowners must reside in the property receiving repairs. Rental properties do not qualify.
2. The property must be located within Big Rapids city limits.
3. The maximum Mini-Grant award is \$500.00.
4. Repairs must be paid by the property owner. Mini-Grant payments will be made once the repairs are completed and proof of payment has been submitted by the homeowner.
5. Homeowners must meet low-income requirements.
6. To be considered for a Housing Rehabilitation Mini-Grant, homeowners must submit the completed application along with required documentation to the Community Development Department.



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SELF-DECLARATION OF INCOME

HUD Income Limits by Size of Household

Please circle the number of individuals in your household, then circle the number closest to, but not greater than, your combined annual household income.

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$42,400	\$48,450	\$54,500	\$60,550	\$65,400	\$70,250	\$75,100	\$79,950

I certify that based on my household size, my household income on this date does not exceed the HUD income limits established for Mecosta County listed above and acknowledge that this information is subject to verification.

Signature of Applicant

Date

ACKNOWLEDGEMENTS

I understand that the rubbish resulting from the rehabilitation activities must be disposed of properly. All leftover building materials must be bagged or boxed and set out for normal garbage pickup. All leftover paint must be dried out and cans set out with lids off for normal garbage pickup.

I also understand that testing for lead-based paint, asbestos, or other harmful substances which may be produced as a result of the rehabilitation activities is entirely the responsibility of the property owner.

Signature of Applicant

Date

NOTE: Section 1001 of Title 18 of the United States Code and Criminal Procedure shall apply to the foregoing certification. Title 18 provides, among other things, that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious or fraudulent statement of entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned not more than five years or both.