

**BLOOMFIELD TOWNSHIP SENIOR SERVICES
CDBG MINOR HOME REPAIR PROGRAM GUIDELINES**

4315 Andover Road Bloomfield Township, MI 48302

248.723.3500

Thank you for inquiring about the CDBG Minor Home Repair Grant Program. Repairs must be necessary to maintain the health, safety and welfare of occupants. Please include a complete list of the repairs for consideration with your application. The BT Building Official and the program administrator will prioritize approved repairs.

Due to Federal and County oversight, you must certify the following:

- You are the owner of the property and that you have no full or partial ownership of any other real estate.
- The home is not for sale, being improved for sale and not in foreclosure.
- The home will not be sold within one year of project completion.
- Property taxes are up to date.
- There are working smoke detectors in the home.
- You are age 60 years or more.
- The number of people residing in the home and their income with documentation.
- Your gross income is less than \$53,700 (1 person) or \$61,400 (2 persons); for more persons please inquire.
- You have \$50,000 or less in saving, checking and investment/bank accounts.
- You will schedule and keep appointments with contractors, inspectors and program administrator.
- You will review lead poisoning education materials provided by BTSS upon application approval.

Please enclose requested documentation with your completed application. Failure to enclose all documentation will result in processing delays. Eligibility notification will occur after your material review is complete. Additionally, a Building Inspector will visit your home to review your repairs as the final stage of approval.

Once requested repairs are approved by the Building Official eligible:

1. BTSS will provide you with an approved contractor list.
2. Homeowner will obtain three quotes from that list.
3. No bids from outside contractors or those dated prior to application approval are accepted.
4. Contractors submit quotes to BTSS directly.
5. Bids are qualified and selected by the program administrator.
6. Selected contractors will be provided a contract with BTSS.
7. No change in scope is possible after the contract is executed.
8. Homeowner will be notified of the contractor and initiate visits to begin work.
9. Grants are time limited; do all you can to be available to ensure work is completed in a timely way.
10. Project materials meet the minimum specifications of the Oakland County Home Improvement Division.

There is a \$5,000.00 per year and a \$15,000.00 lifetime cap per residence. Homeowners may qualify for only one (1) grant per calendar year. This amount subject to change based on availability of funds. Bloomfield Township reserves the right to reject any application. Guidelines are subject to change.

If you have any questions or need assistance feel free to contact BT SENIOR SERVICES at (248) 723-3500.

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