



City of South Bay

MINOR HOME REPAIR PROGRAM

335 SW 2nd Ave

South Bay, FL 33493

561-996-6751

arpa@southbaycity.com



The City is accepting applications for single-family, owner-occupied homeowners that need minor repairs to their homes, and that reside within the city limits of South Bay. Please pick up your application to apply at City Hall.

August 1, 2022 to August 23, 2022

(Mon-Thurs) 9AM-3PM

(Applications will be provided and accepted)



CITY OF SOUTH BAY MINOR HOME REPAIR PROGRAM REQUIREMENTS

The City of South Bay Minor Home Repair Program has been established to assist eligible residents in obtaining needed health, safety and welfare related home repairs. Funding is available to South Bay residents only and on a limited, first-come, first-serve basis. The maximum program award per applicant is up to \$5,000.

Program Eligibility

- 1) Properties for which assistance is being requested must be located in the City of South Bay;
- 2) Properties for which assistance is being requested must be owner-occupied. Residential rental units and or commercial properties are not eligible for funding assistance.
- 3) Applicant's gross household income may not exceed the below listed Palm Beach County maximum "low income" levels:
 - Household Size of 1 - Maximum Eligible Income Level = \$40,600
 - Household Size of 2 - Maximum Eligible Income Level = \$46,400
 - Household Size of 3 - Maximum Eligible Income Level = \$52,200
 - Household Size of 4 - Maximum Eligible Income Level = \$58,000
 - Household Size of 5 - Maximum Eligible Income Level = \$62,650
 - Household Size of 6 - Maximum Eligible Income Level = \$67,300
 - Household Size of 7 - Maximum Eligible Income Level = \$71,950
 - Household Size of 8 - Maximum Eligible Income Level = \$76,600

Source: Palm Beach County and Florida Housing Finance Corporation

- 4) Assistance is available for the following types of home repair items:
 - Repair/replace roofing gutters and fascia;
 - Repair/replace damaged water heaters;
 - Repair/replace electrical work;
 - Install new insulation;

- Repair/replace windows/doors;
- Correction of building code compliance violations;
- Removal of lead-based paint/asbestos hazards;
- Removal of home barriers to the disabled and elderly;
- Elimination of other specific conditions detrimental to public health and safety;
- Installation of smoke alarms; and
- Repair or replace worn, damaged kitchen or bathroom flooring; repair or replace damaged kitchen or bathroom plumbing fixtures (non- cosmetic related improvement)

5) Financial assistance is not available for proposed home beautification or home remodeling projects.

Application Submittal Requirements

- 6) Residents applying for financial assistance must submit a completed application to the City of South Bay, 335 SW 2nd Ave, South Bay, Florida 33493 (561) 996-6751
- 7) In order to verify City of South Bay residency, applicants must provide proof of residency in the form of Palm Beach County Homestead Exemption, a State of Florida driver's license, a Florida identification card or other acceptable forms of proof of South Bay residency.
- 8) In order to verify household income, applicants must submit a copy of their most recent federal income tax return or three (3) most recent pay stubs or social security payment verification statement for City review;
- 9) At least two contractual service estimates must be included with each submitted application. Contractual service estimates must be provided by licensed handyman or contractual service company. **Note: The contract for minor home services will be entered into between the property owner and the selected handyman or contractual service company. It is the responsibility of the property owner to request proof of insurance from the selected contractual service company. The City of South Bay does not enter into contract with the selected minor home repair company. However, immediately upon completion of minor home repair services, a copy of the final invoice must be provided to the City of South Bay to assist in coordinating final payment to the selected vendor.**
- 10) After submitting a written application to the City of South Bay, City staff will schedule a site meeting with the applicant to review and inspect all requested home repair items. Photographs will be taken by City staff to formally document the need for home repairs. Within 3-5 business days, City personnel will provide notification to the applicant indicating whether the requested home repair services have been approved or disapproved.
- 11) If the requested minor home repair service project is determined to be eligible based on program guidelines, a copy of the minor home repair eligibility notification must be

provided to the selected contractual service company to ensure home repairs are completed in accordance with all requirements of program. ***Note: City personnel shall contact the selected contractual service company to coordinate final payment to the selected vendor.***

After Completing Minor Home Repair Services:

- 12) Following completion of minor home repair services, the applicant is required to immediately inform the City regarding the completion of authorized repairs and must also provide the City with a copy of the final invoice for home repair services;
- 13) Following completion of minor home repair services, City personnel will re-inspect the property to ensure the minor home repairs were completed in accordance with all program requirements.
- 14) The City shall determine those Projects requiring an advance purchase of supplies prior to the commencement of work to be performed on a case-by-case basis. If the City determines that there is a financial need by Grantee requiring an advancement for supplies, an estimate shall be obtained from the Home Depot store located at 220 South State Road 7, West Palm Beach, Florida 33414, documenting the amount needed to begin work up to a limit of \$1,000.00. If the City agrees with the provided estimate, an authorized City staff person shall accompany Grantee's Contractor to the Home Depot store located at 220 South State Road 7, West Palm Beach, Florida 33414 where the supplies will be purchased by City directly from said Home Depot store. All advanced supply purchase amounts shall be deducted from the total grant award amount.
- 15) Following receipt of notification from the applicant regarding completed home repairs and submission of a final invoice, the City will within 7-10 business days, reimburse the property owner for all eligible cost relating to the authorized home repairs (excluding sales tax). The city is a tax-exempt organization and is exempt from paying taxes. The applicant will therefore will not be reimbursed for any sales tax associated with the transaction. The City will also have the option to disburse final payment directly to the contractual service company completing home repairs. Note: The applicant shall also be responsible for any **unauthorized** work completed by the handyman or contractual service company. Note: The City will be responsible for assisting in coordinating check disbursement to the selected minor home repair company.

If you have any questions or concerns regarding the City of South Bay Minor Home Repair Program, please feel free to contact the City of South Bay at (561) 996-6751



FAQ's (Frequently Asked Questions)
City of Belle Glade Home Rehab Grants
(South Bay Residents Only)

1. Question: Do I have to own my home?
Answer: Yes, you must own and occupy your home before January 2020.
2. Question: If selected, will a lien be placed on my home or will there be any restrictions on selling my home in the future?
Answer: No liens and no restrictions on selling your home in the future as part of this grant.
3. Question: If selected, will I receive the maximum grant amount?
Answer: The amount awarded will vary and will depend on your home's repair needs based on the evaluations of the City's Personnel.
4. Question: If I am selected, how long until my work begins?
Answer: The City has a multi-step process to ensure the validity of your home needs, quality of work, and administrative coordination. This process can take time and patience will be required. Once the home repairs or needs are verified/appraised, the timeline will depend on contractor availability along with scheduling.
5. Question: If selected, will I have to pay for anything out-of-pocket?
Answer: The grant will cover all home repair expenditures, labor, contractor fees and associated permitting fees up to \$5,000.
6. Question: Should I pass away before the work is completed, will the repairs to my home continue?
Answer: Yes, the work will continue.
7. Question: If I am awarded City of South Bay Home Rehabilitation grant funds, can I apply for more at a later date?
Answer: No. once you are selected and funds are awarded, you are no longer eligible for additional funds through the City.
8. Question: How will I be selected and what are my chances?
Answer: First come, First serve completed application.
9. Question: If I am selected and awarded a grant, will I need to sign paperwork?

Answer: Yes, once the grant amount is determined and awarded, you will be required to sign an agreement to enter the program with the City along