

# HOME REPAIR PROGRAM



## Application Guidelines

The Harris County Home Repair Program provides grants to low-income elderly (62 years or older) or households with a disabled person. If qualified, we provide the following:

### Minor Home Repair:

- 1) For the very low-income elderly 62 years or older (with income levels not exceeding 50% of the median family income limits) or households with a disabled person disability must be documented and the disabled person must reside in the home and have proof of residence at the time of application up to \$40,000 assistance in the form of a grant for minor home repairs for qualified housing including, but not limited to, roof repair/replacement, handicap accessibility improvements, mechanical, electrical, weatherization, and plumbing improvements;

### Septic and Water Well:

- 2) Up to \$40,000 funding in the form of a grant or deferred payment loan for the purpose of repairing and/or replacing water wells and septic systems that are not functioning or have received health safety violation citations. To be eligible there is no age limit but all other eligibility requirements must be met; or
- 3) **In certain designated revitalization areas** up to \$80,000 for major rehabilitation or up to \$135,000 for reconstruction. The funding assistance is in the form of an interest only loan with the principal deferred and forgivable upon complying with a five/ten-year affordability period and major rehabilitation/reconstruction contract terms. Rehabilitation or Reconstruction of a property is determined on the extent, type and cost of repairs and based on the "75% Rule". The 75% rule is that a housing unit is suitable for rehabilitation if the estimated cost of improvements will be less than 75% of the Harris County appraisal value as determined by the Harris County Appraisal District. Housing units with an estimated cost of improvement 75% or greater may be eligible for reconstruction. A housing inspector will inspect the home to determine the cost of the repair.

Applicant's housing front end ratio cannot exceed 39% and the Debt-to-Income cannot exceed 42%. Very low income (50% AMI or less) applicants may qualify for no payments and the higher the applicant's income, the more they will have to pay.

### Property Location:

- 4) Applicants must reside within the Harris County Community Services Department's service area which includes the unincorporated areas of Harris County and the 12 cooperative cities which have signed agreements with Harris County for service. **Residents of the cities of Houston, Baytown, and Pasadena are not eligible for assistance in this program.**



**Requirements:**

5) The home must be a single-family dwelling and owner-occupied by an elderly or disabled head of household that demonstrates they are unable to afford the repair(s) needed. (Please review Income Limits below.) A feasibility inspection must be performed to determine if a home is eligible for assistance.

Mobile homes are not eligible under this program unless they are located in a revitalization area, and assistance is available and provided for total reconstruction. For mobile homes, please call prior to submitting an application to determine if you are in a revitalization area.

To apply for assistance in this program, please complete the attached Application including attachments listed below, and submit it to the **Harris County Community Services Department, Attention: Home Repair Program, 8410 Lantern Point, and Houston, Texas 77054.**

All of the following documents must be submitted before your application for assistance can be processed:

1. Signed and Completed Application Form
2. Copy of Valid Current Identification (e.g., Driver's License, OR State of Texas ID Card)
3. Proof of Citizenship Status
4. Verification Forms (please complete highlighted sections of these forms only and return with your Application):
  - Verification of Employment for all wage earners is required and copies of paycheck stubs for the last sixty (60) days
  - Verification of Mortgage or Deed of Trust
5. Employment/Income Information for all adult members of the household:
  - Copies of Paycheck Stubs for the last sixty (60) days for all wage earners
  - Copies of signed current two (2) years Federal Income Tax Returns if self-employed, including all schedules for all persons in the household, 1099's, etc.
  - Other Income Documentation (provide Copy of Award Letter, etc.):
    - ✓ Retirement
    - ✓ Disability Award Letter or a letter from a qualified physician stating disability
    - ✓ The Temporary Assistance for Needy Families (TANF)
    - ✓ Interests on Savings Accounts/Income Earning Accounts
6. Two (2) most recent Bank Statements to include all pages for each account
7. Provide copies of the most recent utility statements such as electricity and gas



**HUD INCOME LEVELS**

For MINOR HOME REPAIR - Median Family Income (MFI) Limits								
INCOME LEVELS	HOUSEHOLD SIZE							
	1	2	3	4	5	6	7	8
Low (50% of Median Family Income)	27,750	31,700	35,650	39,600	42,800	45,950	49,150	52,300

Source: U.S. Department of Housing and Urban Development, June 1,2021

For MAJOR REHABILITATION - Median Family Income (MFI) Limits								
INCOME LEVELS	HOUSEHOLD SIZE							
	1	2	3	4	5	6	7	8
Low (80% of Median Family Income)	44,350	50,700	57,050	63,350	68,450	73,500	78,600	83,650

Source: U.S. Department of Housing and Urban Development, June 1, 2021

*Attached to this Application is a Pamphlet entitled "Protect Your Family from Lead in Your Home." Please retain this pamphlet and these Application Guidelines for your records.*

*If you need assistance in completing this Application or have questions about this program, please contact the Home Repair Program staff at (832) 927-4957.*

**A PROGRAM OF THE  
HARRIS COUNTY COMMUNITY SERVICES DEPARTMENT  
ATTN: HOME REPAIR PROGRAM  
8410 LANTERN POINT DRIVE  
HOUSTON, TX 77054  
(832) 927-4957**





The information collected in this application will be used to determine eligibility. The Harris County Community Services Department will not disclose any information in this application without your consent except as required by law.

**Previous Rehabilitation:**

Has your home been repaired in the past with funding from a City, County, State or Federal Grant?  YES  NO

If yes, please provide the date and cost:

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

**I. PROPERTY INFORMATION**

Address of Property (Street, City, State, & Zip Code)

Owner:  YES  NO

How many years? \_\_\_\_\_

Mailing Address, if different from Property Address above:

**II. APPLICANTS INFORMATION**

**HEAD OF HOUSEHOLD**

**SPOUSE OR CO-APPLICANT**

Name:

Name:

Date of Birth:

Date of Birth:

Last four of SSN: XXX-XX-\_\_\_\_\_

Last four of SSN: XXX-XX-\_\_\_\_\_

TDL or ID#:

TDL or ID#:

Marital Status:

Marital Status:

No. of Dependents:

No. of Dependents:

Home Phone:

Home Phone:

Name of contact person not residing with you:

Name:

Address:

City:

State:

Zip Code:

Phone:

Relationship (Select One)  Neighbor  Relative  Family Friend  Other



**III. EMPLOYMENT INFORMATION**

Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed <input type="checkbox"/> Yes <input type="checkbox"/> No
Self-Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	Self-Employed <input type="checkbox"/> Yes <input type="checkbox"/> No
Retired <input type="checkbox"/> Yes <input type="checkbox"/> No	Retired <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Employer:	Current Employer:
Address:	Address:
City/State/Zip:	City/State/Zip:
Earnings: \$	Earnings: \$
Pay Period	Pay Period
Job Title/Position:	Job Title/Position:
Work Phone:	Work Phone:
How long at this job?	How long at this job?

<b>OTHER INCOME</b> Other Income \$	<b>OTHER INCOME FOR SPOUSE OR CO-APPLICANT</b> Other Income \$
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SSA	SSI	PENSION	CHILD SUPPORT	RENT	OTHER	TOTAL
\$	\$	\$	\$	\$	\$	\$

**IV. HOUSEHOLD COMPOSITION**  
**(Please list all household members including dependents)**

Name	Date of Birth	Relationship	Social Security No.	Sex	Employed (Y/N)
			XXX- XX- ____-____		
			XXX- XX- ____-____		
			XXX- XX- ____-____		
			XXX- XX- ____-____		
			XXX- XX- ____-____		



Do You have a mortgage?  Yes  No  
 If no, proceed to VI. Insurance Information.

**V. MORTGAGE INFORMATION**

Name(s) that appears on the title/deed:

Additional information may be required for any additional person(s) listed on the deed.

Are Taxes and Insurance included?  Yes  No

Is your mortgage current?  Yes  No

**VI. INSURANCE INFORMATION**

Is the property in the 100-year Flood Plain?  Yes  No  
*If property is located within 100-year Flood Plain, you must have flood insurance to receive assistance.*

Do you have flood insurance?  Yes  No

Do you have property insurance?  Yes  No

Insurance Company Name:

Address:

City/State/Zip:

Amount of Premium	\$	Coverage Amount	\$
Agent Name		Expiration Date of Policy	

Telephone Number:



**VII. INCOME AND ASSETS**

**(Please include all assets for both Applicant and Spouse/Co-Applicant)**

<b>DESCRIPTION</b>	<b>CASH OR MARKET VALUE</b>
Checking and Savings Account No.:	
Bank Name:	
Address:	
City/State/Zip:	
Stocks and Bonds	\$
Real Estate Owned	\$
Vested Interest in Retirement Fund	\$
Other Assets (itemize on separate sheet)	\$

**VIII. ADDITIONAL APPLICANT INFORMATION**


Are there any known judgments against and/or liens on the property?  Yes  No  
If Yes, please explain:

Any negative liens affecting the property may disqualify you for assistance.  Yes  No

Are property taxes current or in deferment?  Yes  No  
If No, please explain:





**IX. ACKNOWLEDGEMENT OF NOTICES**

*Initial  
Below*

**As an applicant for and potential recipient of home repair assistance from Harris County, I/we understand and agree to the following:**

**Lead Paint Poisoning:** The pamphlet entitled "**Protect Your Family From Lead in Your Home**" is available on the website at <https://www.epa.gov/lead/protect-your-family-lead-your-home>. After reviewing the pamphlet, please confirm your review by initialing this section.

**Credit Check and Verification:** I/we understand and agree that Harris County will verify all information contained in this application and check my/our credit through a national credit bureau.

**Federal Equal Credit Opportunity Act:** The Federal Equal Credit Opportunity Act prohibits creditors from discriminating on the basis of race, color, religion, national origin, age, sex, marital status, whether all or part of the applicant's income is derived from any public assistance program, or if the applicant has in good faith exercised any right under the Consumer Credit Protection Act title VIII of the Civil Rights Act of 1968. Fair housing, likewise, prohibits discrimination on the basis of race, color, religion, sex or national origin. The Federal Agency which administers compliance with this law is the Comptroller of the Currency, Consumer Affairs Division, Washington, DC 20219.

**Right to Financial Privacy Act:** This is to notify you, as required by the Right to Financial Privacy Act of 1978 that the Department of Housing and Urban Development has a right of access to financial records held by any financial institution in connect with the consideration of administration of the rehabilitation loan or grant for which you have applied. Financial records involving your transactions will be available to the Department of Housing and Urban Development without further notice or authorization but will not be disclosed or released to another Governmental Agency or Department without your consent except as required or permitted by law.

**House Evaluation:** I/we understand that Harris County will conduct a feasibility assessment of my/our property for the purposes of determining whether my/our home is eligible to receive assistance. I/we understand that Harris County has maximum limits that can be spent to repair my/our home. If my/our home cannot be repaired within the maximum dollar limit allowance, I/we understand that I/we will not be eligible for the Home Repair Program.

**Work Scope Preparation:** If approved for assistance after evaluation, contractors shall have access to my/our home and property for preparation of bids so that they may obtain necessary information about my/our home and the needed repairs.

**Photo Release:** As owner(s) of the property listed in this application, I/we understand and agree that if approved for assistance, photographs will be taken of my/our home before, during and after repair assistance is provided, and that such photos may be used in reports published by Harris County.



Harris County Home Repair Program works in partnership with other agencies that perform home repair for homeowners. These other agencies may be able to provide you with additional home repair assistance. If permission is given, we may share your information with other agencies for possible assistance for you.

I/we give Harris County Home Repair Program permission to release my/our information to other agencies that perform home repair assistance?  Yes  No

**X. APPLICANT**

Is the homeowner/applicant or co-applicant a U.S. Citizen or Eligible Immigrant?  
 Yes  No

**ELIGIBLE IMIGRATION STATUS**

Please indicate if your temporary U.S. Residency status was granted pursuant to 254A or 210 of the Immigration and Nationality Act.

Yes  No or Not Applicable

**XI. CERTIFICATION AND AGREEMENT BY APPLICANT(S)**

I/We, the undersigned, specifically acknowledge and agree that:

1. All forms and copies of documents obtained by Harris County to complete this application for assistance are the property of Harris County;
2. Verification and re-verification of any information contained in the application may be made at any time by the County, either directly or through a credit reporting agency, from any source named in this application in any of the material facts which I/we have represented herein should it change prior to signing contracts.

**Certification:** I/We certify that the information provided in this application and all information furnished in support of this application are given for the purpose of obtaining financial assistance under the Harris County Home Repair Program and are true and correct as the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may both under the provision of Title 18, United States Code, Section 1001, et seq. and liability for monetary damages to the County, its agents, successors, and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on the application. I/We understand that any willful misstatement of material facts will be grounds for disqualification for assistance. I/We further certify that I am/we are the owner(s) and occupant(s) of the property to be repaired, and upon completion of all repairs, I/we will occupy/re-occupy this property.

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of co-applicant: \_\_\_\_\_ Date \_\_\_\_\_



**FOR OFFICE USE ONLY**

Zip Code:		Flood Zone Map	<input type="checkbox"/> Yes <input type="checkbox"/> No
Key Map:		Precinct	
Flood Zone:		Request BFE	
Response Rec'd:		Elevation	
Service Area	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rejected Reason	
Year Built:		Acknowledgement Letter Sent	
Project Entered:		Feasibility Inspection Date	



**XII. OPTIONAL-RACE AND ETHNICITY**

The following information concerning race and ethnicity is requested for statistical and reporting purposes only and has no bearing on the approval of this application. If you choose not to complete this section, please be advised that Harris County staff is required to note race and ethnicity on the basis of sight and/or surname.

Please check the appropriate box for your Ethnicity and Race:

1) Ethnicity	<input type="checkbox"/> <b>Hispanic</b>	<input type="checkbox"/> <b>Non-Hispanic</b>
2) Race	<b>One Race:</b>	
	<input type="checkbox"/> White	
	<input type="checkbox"/> Black/African American	
	<input type="checkbox"/> Asian	
	<input type="checkbox"/> American Indian/Alaskan Native	
	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
	<b>Multi-Racial:</b>	
	<input type="checkbox"/> Black/African American and White	
	<input type="checkbox"/> Asian and White	
	<input type="checkbox"/> American Indian/Alaskan Native and White	
	<input type="checkbox"/> American Indian/Alaskan Native and Black/African American	
	<input type="checkbox"/> Other Multi-Racial	

