

Sisters of St. Joseph Neighborhood Network Home Repair Revitalization Grant



For More Information, Call 814-454-7814, ext. 303

The Sisters of St. Joseph Neighborhood Network (SSJNN) Revitalization Grants provide financial assistance to qualified owners of residential properties within the SSJNN service area. Restoration and maintenance of individual properties and facades improves the visual appearance and strengthens the character of a whole neighborhood, which is critical to the success of the economic health and vitality of the entire district.

As part of the grant award agreement, owners are discouraged from selling their property for a period of five years, or they may be required to re-pay the grant money received.

Application Process:

1. Qualified applicants should submit applications to the SSJNN, 425 West 18th Street, Erie, PA 16502
Attention: Home Repair Grant Program.
2. Award letters will be sent to Grantees immediately following approval.
3. **Submitting an application does not guarantee its approval. Do not start any work on your project until your application is approved, and you receive an Award letter.**
4. Property owner must display an SSJNN-provided project sign while work is being completed.
5. Grantees shall grant the SSJNN the right and use of photos and project application materials for promotional or program purposes.
6. All work must be completed by October 15, 2024

Eligibility:

For consideration, all applications must meet the following criteria:

- Provide proof of property ownership OR written consent of property owner.
- Property owners must be current with all tax bills and without liens.
- Work must be completed by a licensed contractor who is also not the property owner. If the property owner is a licensed contractor, they will be paid for materials but not labor.
- Contractors/property owners are required to get and pay for all necessary permits for work to be completed. For questions regarding permits and inspections, refer to Building Inspection Under Writers at www.biui.com or by phone at 814-860-8044.
- Changes to the project/scope must be approved prior to work being started.

Match Requirements:

Home Repair Grants are for residential properties only. They do not require a match, but the total household income must be less than \$ 46,386.*

**This is 120% of the \$ 38,655 median income for the community. Source: US Census Bureau*

SSJNN Home Repair Revitalization Grant Detail

SSJNN Home Repair Grants

This grant helps residents with general repairs, emergency repairs, and/or preventative maintenance to improve the structure and safety of their home.

Eligibility:

- Residential properties only
- Property must be within the SSJNN service area
- All improvements must be in compliance with any and all application codes, design guidelines and all other restrictions of the City of Erie

Match requirements:

- Grants for residential properties require at a 10% match.

Payment procedures:

- This program is a reimbursement grant. **All work must be completed and paid for prior to release of funds**
- Payment will be provided upon submittal of a Certificate of Completion, proof of payment for work completed, and a final inspection by SSJNN
- The final inspection is to ensure the work approved was completed. SSJNN has no responsibility for verifying or approving the quality of work performed.
- The final payment request must be accompanied by receipts and invoices from an approved contractor and must match the original bid. Bids are not considered receipts or invoices.

Grant programs are made possible through the Pennsylvania Department of Community and Economic Development and our Neighborhood Assistance Tax Credit Program partners: Highmark Health Insurance, Marquette Savings Bank, Erie Insurance, and Northwest Bank.

Home Repair Revitalization Grant Application/Contract

Please complete the following application (pages 3-5) and submit it along with the applicable documents to: **SSJ Neighborhood Network, 425 West 18th Street, Erie, PA 16502.**

APPLICANT INFORMATION:

Name: _____

Property Address: _____

Business Name: _____

Business Mailing Address: _____

Daytime Phone: _____ Email: _____

DESCRIPTION OF IMPROVEMENT/PROJECT: _____

TOTAL PROJECT COST: _____

REQUESTED AMOUNT: _____

Checklist: The following items **MUST** be attached to your completed application:

- Work description (above, or attached)
- Photos of building to be improved
- Proof of total household income
- Copies of two bids, each including the contractor's state licensing number, detailed cost estimate, and schedule of work to be completed.

***NOTE:* Assistance is available from SSJNN for homeowners requesting help with securing contractors and bids.**

Bid/Estimate Submittal Information

Note: Attach all bids/estimates to this application

**Please provide at least two bids and CIRCLE which bid you prefer for each project item/
description of work listed:**

Description of Work: _____

Bid #1: Submitted by: _____ Amount: _____

Bid #2: Submitted by: _____ Amount: _____

Description of Work: _____

Bid #1: Submitted by: _____ Amount: _____

Bid #2: Submitted by: _____ Amount: _____

Description of Work: _____

Bid #1: Submitted by: _____ Amount: _____

Bid #2: Submitted by: _____ Amount: _____

****If you need assistance with this step in the process, please contact us at 814-454-7814, ext. 303.**

SSJNN Home Repair Revitalization Grant Contract

(If the applicant is NOT the owner of the building, signatures on the following consent MUST be obtained from the building owner prior to application.)

The Building/Home Owner agrees to:

- Allow project inspector on site to review work completed
- Agree that the building will not be sold or demolished for at least 5 years from the project completion date
- Agree to maintain ownership of the property for at least 5 years from project completion. If the property is sold within the 5-year period, the full amount, or a pro-rated portion of it will be repaid to SSJNN.
- Agree to hold the SSJNN and its partners harmless from any potential litigation or disputes involving quality of work and materials used on this project. The SSJNN is in no way responsible for warranties or quality of work issues regardless of the source of funds used on this project.

PROPERTY OWNER CONSENT

Property Owner Name: _____

Property Owner Address: _____

Property Owner Daytime Phone Number: _____

As the legal owner of the above property, I hereby have grant authorization to complete the improvements indicated on this application. I understand and agree to the application agreement terms. I understand that the SSJNN is not responsible for my overall satisfaction with the improvements and all dissatisfaction should be addressed and resolved with the contractor prior to final payment.

Property Owner's Signature: _____ Date: _____

SSJNN Signature: _____ Date: _____

Submit all application materials to
Sisters of St. Joseph Neighborhood Network
425 West 18th Street
Erie, Pennsylvania 16502