

Essential Repairs Pilot Grant Program | Program Guidelines

The Essential Repairs Pilot Grant Program is designed to assist qualified Category 1-3 APCHA homeowners with home repairs that pose a threat to the household's health and safety. This grant program serves single family households or repairs that would not be covered by HOA capital reserves. The Pilot Grant Program will be administered by APCHA pursuant to the guidelines set forth below.

All aspects of the Essential Repairs Pilot Grant Program eligibility and approval are at the discretion of the Program Administrator, APCHA staff, and availability of funds. These Guidelines are subject to change and changes are binding upon the applicant.

<p>Eligible Owners</p>	<p>An Eligible Owner is defined by the most recent APCHA Affordable Housing Guidelines and subject to policies contained therein. Applicants must be an APCHA deed-restricted Category 1-3 (category based on income requalification) homeowner. Homeowner must be current on their HOA dues, taxes, and in good standing with APCHA (no outstanding Notice of Violations, bi-annual affidavit must be completed).</p>
<p>Eligible Properties</p>	<p>All APCHA ownership units under the current regulations are eligible for this program. If the Owner property's Deed Restriction is not the current APCHA deed restriction, the owner must sign a new deed restriction. RO units and mobile homes do not qualify (modular homes qualify).</p>
<p>Maximum Allowed Grant</p>	<p>Each unit is only eligible for one grant of up to \$10,000 of assistance during the pilot run.</p>
<p>Grant Application</p>	<p>The grant application opens at 8:00 AM MDT October 16th, 2023. For first round funding, applications and qualification packets must be fully complete and submitted by 8:00 AM MDT October 30th, 2023. First round applicants will be notified of grant funding by November 3rd, 2023. After this, applications will be accepted on a rolling basis until depletion of funds.</p>
<p>Requalification Requirements</p>	<p>For a valid application, you must also complete a requalification for all persons on the unit title. This will include submitting last year's W2 or 1099, last year's tax return, and employment verification form(s) to document full time employment. This requalification does not consider assets. The employment verification form can be found here.</p>

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<p>Grant Match Requirements</p>	<p>Match level will be determined based on the category of requalification. The percentage indicated is the amount of the total repair cost the applicant is required to pay.</p> <p>Listed are the category and required % match level: Category 1 - 10% Category 2 - 20% Category 3 - 30%</p>
<p>Eligible Repairs</p>	<p>Repairs are accepted based on the definition of an essential repair. Essential repairs are defined as repairs that are necessary to improve the health and safety of living conditions for residents. Repairs must occur after the time of application submission.</p>
<p>Eligible Repair Examples</p>	<ul style="list-style-type: none"> ○ Inoperable Furnace or Water Heaters ○ Hazardous Plumbing or Electrical Conditions ○ Roof Hazards ○ Heating Issues ○ Flooring Hazards ○ Accessibility modifications (ramps, grab bars, or shower replacements) ○ Septic System Issues ○ Window Repairs ○ Ceiling Repairs <p>Repairs not included in these categories will be accepted on a case-by-case basis, determined by APCHA staff and the outlined definition of an essential repair. Repairs made using grant funds will not be eligible for recoup. Repairs submitted must be completed after application submission.</p>
<p>Sustainability Requirements</p>	<p>Repairs made are recommended to meet current sustainability standards.</p>
<p>Application Processing</p>	<p>Review and approval within seven (5) business days of the application window closing. Grantees will notify APCHA of the date their repair is scheduled, the repair quote, and who is completing the repair.</p> <p>Upon completion of the repair, the owner has 30 days to upload receipts or invoices, complete the post-repair evaluation form, and submit a capital</p>

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	improvement request in HomeTrek. APCHA will send the owner the allocated funding after receiving the paid invoices.
<p>Application Prioritization</p>	<p>If APCHA receives more eligible grant applications than available funding, staff will implement a prioritization process. This process prioritizes repairs most critical in improving the health and safety of the property. Applications will be categorized into different repair priority levels:</p> <ol style="list-style-type: none"> 1. The item in need of repair is immediately needed for the health and safety of the household and is further damaging the property right now. The repair is an emergency. 2. The item in need of repair is needed for the health and safety of the household but is not an emergency. If the issue is not repaired soon, the house will become unsafe to live in and/or cause further property damage. The repair needs to be completed as soon as possible. 3. The item in need of repair is not immediately needed for the household's health and safety of the household. The issue is stagnant, and it will not worsen anytime soon, but it is still an essential repair. The repair needs to be completed as soon as practical. <p>Level 1 repairs will be prioritized first. If funds are not fully utilized in the first application window, the application will remain open, and grants will be awarded on a rolling basis until funds are depleted.</p>
<p>Other</p>	<p>In the event of policy conflict between this Program and the APCHA Affordable Housing Guidelines and the Administrative Procedures, the Essential Home Repairs Pilot Grant Program Guidelines shall control. Program Guidelines may be amended from time to time to effectuate the intent and goals of the Program, and all changes are binding upon program participants.</p>
<p>Applicability</p>	<p>All aspects of the Essential Home Repairs Pilot Grant Program eligibility and approval are at the sole exclusive discretion of the Program Administrator and availability of funds. These Guidelines are subject to change and changes are binding upon the applicant.</p>

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Program Administrator	APCHA, City, and County staff. The grant program is jointly funded by Pitkin County and the City of Aspen.
More Information	https://www.apcha.org/ or 970-920-5050

These Guidelines are subject to change based on availability of funds, conditions of property and market conditions. APCHA does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, gender identity, or national origin.