



## **Michigan City Urban Enterprise Association Residential Improvement Grant Program Application Form**

### **Introduction**

The Michigan City Urban Enterprise Association (hereinafter referred to as MCUEA) desires to financially assist certain low income Michigan City Urban Enterprise Zone residents in improving and repairing their homes. MCUEA has allocated \$ 60,000 to the Residential Improvement Grant Program for 2021.

### **Purpose**

The MCUEA Residential Improvement Grant Program is intended to aid low income residents who live within the Urban Enterprise Zone boundaries in improving and repairing their homes. This grant is for residents who own and occupy their homes. It is intended to cover improvements like roofing, siding, fencing, electrical upgrades and exterior house painting or other expenses that meet the Committee's approval.

### **Eligibility**

There are 4 major requirements to be eligible to apply for this grant:

- 1) The home must be physically located within the Michigan City Urban Enterprise Zone boundaries. It must be a single family residence.
- 2) The homeowner must own and occupy the home.
- 3) The gross annual household income must not exceed the Median Household Income for Michigan City, currently estimated at \$ 35,601 per US Census Bureau 2009-2013.
- 4) The home owner must have lived in the home at least 3 months prior to filing this grant application.

The applicant will file the paperwork below and submit it to the Grant Committee prior to the start of the work. All repairs and improvements are at the discretion of the Residential Improvement Grant Committee who will review and notify the applicant of approval in a timely fashion. The applicants must use local contractors to the best of their ability and cannot do the repairs/improvements themselves. The grant monies will either be paid directly to the contractor, or reimbursed to the owner upon completion of the work and receipt of the payment.

### **What kind of Work Will Be Done and What are the Limits?**

This grant covers roofing, siding, fencing, electrical upgrades and exterior house painting or other expenses that meet the Committee's approval. The MCUEA will reimburse 100% of the eligible costs not to exceed \$5,000 per single family home.

### **What are the Steps in the process, from Application to Completion?**

- 1) Complete the application form including all attachments and bids required and submit the completed form to the MCUEA.
- 2) The Committee will meet to pre-approve the work including the selected bid.
- 3) The contractor declares the work is completed and payment to the contractor is made by the homeowner.
- 4) The homeowner provides proof of payment to the MCUEA and will be reimbursed within 2 weeks of submitting the final paperwork.
- 5) Alternately, the MCUEA directly reimburses the contractor after the homeowner signs off on the satisfactory completion of the work and the MCUEA is also satisfied that the work has been satisfactorily completed.

### **What are the key dates?**

Applications are now available

All repairs and improvements must be pre-approved by December 31, 2021

All repairs and improvements must be completed by July 1, 2022.

### **How do I request an application?**

Contact or pick up an application at the EDCMC office located at:

Two Cadence Park Plaza  
Michigan City, IN 46360  
Phone: 219-873-1211

### **Definitions**

- *Homeowner*: The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 3 months prior to the submission of the family’s application.

Recipients of assistance under this grant will be chosen by the above criteria without regard to race, creed, sex, color or national origin.

**Michigan City Urban Enterprise Association  
Residential Improvement Grant Program  
Application Form**

Applicant Name \_\_\_\_\_

Address of Residence \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Do you own and occupy the home? \_\_\_\_\_

Total grant amount applied for \_\_\_\_\_

Brief Project Description

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Estimated Project Cost: \_\_\_\_\_ Projected completion date: \_\_\_\_\_

- Attach:
- Valid driver's license
  - Proof of Income (prior year tax return and W-2 wage statement) of all household members.
  - Utility bills for the last 3 months
  - Proof that mortgage and taxes are current
  - Statement of consent to assess the ownership documents of the home.
  - A clear description of the proposed improvements (list above).
  - (2) Two bids on the work about to be performed. Local contractors preferred.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Note: We will check the documents to ensure the owner/occupant is indeed listed on the deed to the property. All personal information in this application will remain confidential.

Mail completed application to:

Michigan City Urban Enterprise Association  
P.O. Box 43  
Michigan City, Indiana 46360

or deliver to the EDCMC office located at:

Two Cadence Park Plaza  
Michigan City, IN 46360

You may also contact the EDCMC office at (219) 873-1211 or at email [mcuea1984@gmail.com](mailto:mcuea1984@gmail.com), if you have any questions or need an enterprise zone map.



## **The Michigan City Urban Enterprise Association Residential Improvement Grant Program**

### **Memorandum of Understanding**

**Please initial each statement in the box provided indicating your agreement and understanding of conditions of the program.**

- It is expressly understood and agreed that the applicant is not an agent, servant, employee or subcontractor of the Michigan City Urban Enterprise Association, the City of Michigan City, the Michigan City Chamber of Commerce, the Michigan City Economic Development Corporation, Michigan City's Redevelopment Commission, or the Historic Review Board.*
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations.
- It is expressly understood and agreed that the applicant will not seek to hold the Michigan City Urban Enterprise Association, nor any other entity associated with the Residential Improvement Grant Program liable for any property damage, personal injury, or other loss related in any way to the program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage and records relating to the project.
- The applicant agrees to maintain the property and improvements.
- The applicant agrees to return a prorated amount of the grant money received if the improvements are not completed or in any way removed nor sustainable.
- The applicant authorizes the MCUEA to promote an approved project, including but not limited to featuring the progress and finished project on social media, in local newspapers and other printed and promotional materials.
- The applicant understands that the MCUEA reserves the right to withhold or make changes to the Residential Improvement Grant Program based upon violation of the agreement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_