Application for City of Novi
Minor Home Repair Program 2026

The City of Novi has established a program to provide grants for minor home repairs to eligible households within the City. A limited amount of grant money will be available and is distributed to eligible households based on the following guidelines:

- The home must be a single family, owner-occupied dwelling located in the City of Novi.
- The household must qualify as a "low income household" under current HUD guidelines.
- The repair must be necessary to maintain the health, safety and welfare of the occupants.
- The repair is estimated to cost less than $5,000.
- No household may receive more than $10,000 in a lifetime.
- Minor Home Repairs include, but are not limited to:

Clean, adjust, test and replace furnaces	Replace defective windows
Replace water heaters	Install storm doors and/or storm windows
Replace garbage disposals	Replace roofs, downspouts, gutters and siding
Replace toilets	Tuckpoint chimneys
Replace shower heads and tub/laundry/kitchen faucets	Paint interior & exterior only homes built after 1978
Repair water and waste lines	Remove large items or large amounts of debris from and around home
Rod sewer lines	Remove architectural barriers
Change electrical services	Correct single code violations
replace defective light fixtures	Repair sidewalk and driveway tripping hazards
Install switches and light at entry ways	Replace wall/ceiling plaster/drywall
Replace accessible defective wiring	Connect residences to municipal water and/or sewer
Replace entrance doors	Install battery operated or hard-wired smoke detectors
Replace porch decks, stairs and handrails	One-time insect/vermin extermination
Reinforce porches	Dangerous tree or limb removal

When more applications are received than money is available, preference will be given based on the following criteria:

1. **Emergency Repairs:** Applications for emergency repairs to make the home safe and prevent further damage (e.g., leaking roof or broken furnace) will be considered before all other applications are considered. If there are more emergency repair applications received than money available, preference will be given based on the need for the repair at the time of application.

2. **Income:** Unless the application is of an emergency nature, applications from "extremely low" income households will be considered first, followed by "very low" income households second and "low income" households third.

3. **First-Time Applicants:** Unless the application is of an emergency nature, any household who has received a Minor Home Repair Program grant in the past will be considered after all other first-time applications are considered.

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To be completed by the applicant. This section of the application will determine if a household and repair project is eligible to receive a City of Novi Minor Home Repair Program grant.

1. **Date: _____**

2. **Name(s) (please print): _____**

3. **Address of property in question: _____**

4. **Daytime Phone #: _____**

5. **Best way to contact you: _____**

6. **Proof of ownership required.** Please provide proof of ownership with this application (for example, a warranty deed or title insurance policy).

7. **Do you have homeowner's insurance?** Yes ◯ No ◯

   If your home is located in a flood plain or flood hazard area, do you have flood insurance? Yes ◯ No ◯

8. **Tax ID Number: _____**
   All property taxes must be paid to date in order to be eligible for a Minor Home Repair grant.

9. **Have you ever applied for or received a City of Novi Minor Home Repair Program grant before?**
   Yes No

10. **Description of Needed Repair: _____**

_____

_____

_____

_____

_____

11. **Estimated Cost of Repair: $ _____**

12. **Year Home Built: _____**

13. **Does the home have a working smoke detector on every floor?** ◯ Yes ◯ No

14. **Number of Persons in Your Household:** (Circle) 1 2 3 4 5 6 7 8

15. **Total Household Income of All Persons over 18:** $_____

EQUAL HOUSING OPPORTUNITY

16. **Proof of household income is required.** Please provide a copy of your most recent Michigan Homestead tax form, Federal Income tax return, Social Security award letter, and/or pension check stubs with this application.

17. **Does your household qualify as low income based on the table below?** ◯ Yes ◯ No

2020 Income Limits, Established by the U.S. Department of HUD

Persons Per Household	Extremely Low-Income (30%)	Very Low-Income (50%)	Low-Income (80%)
1	$22,050	$36,700	$58,700
2	$25,200	$41,950	$67,100
3	$28,350	$47,200	$75,500
4	$31,450	$52,400	$83,850
5	$34,000	$56,600	$90,600
6	$36,500	$60,800	$97,300
7	$39,000	$65,000	$104,000
8	$41,550	$69,200	$110,700

18. **For statistical purposes, please provide the following information.** *This information does not affect your application. It is collected for statistical purposes only.*

Is this a female-headed household? Yes ◯ No ◯

Single Race	Total Number in Household	Number in Household also Hispanic
White		
Black/African American		
Asian		
American Indian/Alaskan Native		
Native Hawaiian/Other Pacific Islander		
Multi-Race		
American Indian/Alaskan Native and White		
Asian and White		
Black/African American and White		
American Indian/Alaskan Native and Black/African American		
Other Multi-Racial:_____		

EQUAL HOUSING OPPORTUNITY

DISCLAIMER AND RELEASE: By signing and submitting this Application, the Applicant:

1. Acknowledges he/she understands the City of Novi's role in the Minor Home Repair Program is as program administrator, that independent contractors will be engaged to perform the home repairs, and that the City does not guarantee or warranty the work performed or materials uses by those contractors; and

2. Agrees, to the fullest extent permitted by law, to release and hold the City and its officials, employees, and consultants harmless from any and all claims or demands for any damages, liability, loss, or costs due to any type of injury, loss, or damage arising from the acts or omissions of said contractors or relating to the administration or execution of this program.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies…or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing, or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than five (5) years, or both."

APPLICANTS CERTIFICATION: The applicant certifies that all information in this application, and all information furnished in support of this application is for the purpose of obtaining funds for the improvement of the above mentioned property, and that these statements are true to the best of the applicant's knowledge and belief.

Applicant Signature Date Applicant Signature Date

Please submit this application, along with proof of homeownership and income verification, to Paige Smith, Novi's CDBG consultant. Applications can be mailed or emailed to Mckenna:

Paige Smith, McKenna
Minor Home Repair Program
235 E Main St #105
Northville, MI 48167
psmith@mcka.com

You will be notified within **three weeks** if you qualify for the program. If your repair is of an emergency nature, you will be notified sooner. If your request for a Minor Home Repair Program grant has been approved, instructions will be provided about how to make arrangements for the repair.

For Planning Department Use Only:

Date Received: _____ Case No. _____

Application Complete (attachments provided)?: Yes No

Action: _____

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