



**CITY OF BLUE SPRINGS  
MINOR HOME REPAIR PROGRAM  
(Program Year 2020-2021)**

The purpose of the Minor Home Repair Program is to assist low-moderate income homeowners in making needed exterior home repairs and certain utility replacements for property maintenance and neighborhood conservation. The program is designed to assist homeowners in completing repairs that will help keep them in their current home. **Completed applications are now being accepted for repairs to begin spring 2021. Applications will be accepted continuously until funding has been depleted or until June 30, 2021, whichever comes first.**

**Only detached single-family owner-occupied residential units will be eligible for the program (duplex and townhouse units are not eligible). Each property is limited to up to \$5,000.00 in eligible repairs per program year. Notice: Each applicant and/or property is limited to a \$25,000.00 lifetime cap, which will go into effect for the anticipated 2021-2022 program year. Therefore, if you will reach or exceed that cap this program year, this will be the final year in which you can apply for the program. Applicants will be prioritized into 3 categories: new/first time applicant, returning applicant, and active property maintenance code violation.**

Eligible repairs include the following:

- Window/Glass Repair
- Exterior Door Repair
- Minor Roof Repair
- Flashing or Gutter Repair
- Exterior Paint
- Minor Repair of Porch, Exterior Steps, and Railings\*
- Repair of Exterior Siding or Trim
- HVAC and water heater repair or replacement\*
- Accessibility ramp improvements\*

\*Note: these items require building permits review and approval, which will add additional time and costs.

**Only low-to-moderate income homeowners are eligible for grant funds based on the total household income (per HUD LMI Guidelines for Kansas City Metro Area, 2020):**

Number of Persons in Household	Maximum Income
1	\$ 48,200
2	\$ 55,050
3	\$ 61,950
4	\$ 68,800
5	\$ 74,350
6	\$ 79,850
7	\$ 85,350
8	\$ 90,850

For more information on the program or to apply contact:  
 Matt Wright, Asst. Director Community Development, at (816) 220-4504 /  
[mwright@bluespringsgov.com](mailto:mwright@bluespringsgov.com) / Community Development Department, City Hall, 903 W.  
 Main St., Blue Springs, MO 64015

## Frequently Asked Questions

**All applicants must review the following Frequently Asked Questions. Some processes and requirements have changed from past program years.**

Q: How long does the selection process take and what is the review criteria?

A: Staff will begin reviewing applications for completeness as soon as they are submitted. Staff will notify applicants in writing by mail and email (if provided) if they are determined to be ineligible. If determined to be eligible, staff will perform an initial inspection on the property and document requested repairs. Staff will review requested repairs based on the following criteria:

- Safety: conditions of a structure which are deemed to be a potential hazard to the life, health, safety, or welfare of the occupants of public.
- Weather protection: conditions of a structure which do not adequately protect the occupants or structure from the elements (roof leak, broken windows, exterior walls allow water penetration, etc.). Leaking basements or foundations are not considered for this program.
- Overall neighborhood impact: the positive impact that the property and immediate neighborhood might realize should the requested repair activities be performed.
- Abatement of property maintenance violations: consideration shall be given towards eligible property owners who either have been cited or could be cited for property maintenance violations.
- Physical ability of the property owner to perform requested repairs: extent to which the property owner may be able to conduct requested repairs without the utilization of the Minor Home Repair Program.

Once requested repairs have been documented, staff will further prioritize applicants based on the following 3 criteria:

1. New applicant – first time applicants will be given priority provided that requested repairs are eligible and need is warranted.
2. Returning applicant – applicants who have received a Minor Home Repair Program grant in the past will be placed on a waiting list until April 1, 2021 if funds are still available.
3. Active property maintenance code violations – both new and returning applicants will be given priority when the program is being utilized to abate an active property maintenance code violation. A minimum number of applications for property maintenance code violations will be retained throughout the program year to respond to code violations as needed.

The internal review and approval process will generally take 60-90 days after a complete application has been received. This allows time for staff to perform initial inspections, complete environmental reviews, and submit documentation and an approval request to the U.S. Department of Housing and Urban Development (HUD) to proceed (if applicable). Once all reviews have been completed (and, if applicable, approval from HUD has been received), staff will notify the applicant of pre-approval.

Q: My application has been pre-approved. What are my next steps and does pre-approval guarantee funding?

A: The pre-approval notice will provide additional instructions on the next steps. The notice will state which repairs may be funded by the grant and instruct you to receive a minimum of three (3) bids for each scope of work. A draft grant agreement will be provided to you for your review. This agreement will not be accepted until you have submitted the minimum number of bids required. The notice will state the length of time in which your grant funds will be reserved. **If you do not submit the required bids by the stated deadline, your pre-approval may be terminated.** You are required to receive a minimum of three (3) bids for each scope of work requested (i.e. if you are having both your windows and your roof repaired, you are required 3 separate bids for windows and 3 separate bids for the roof, unless you have a contractor who will perform both repairs). Bids

must detail what work will be completed and the cost to complete the work. All bids must be submitted to staff for review. The applicant should let staff know which bid(s) they prefer. Staff will verify that the contractor has a current business license, is not debarred from receiving federal grant funds through SAM.gov, and if applicable, is a certified lead-based paint contractor. **Once bids have been reviewed and approved and a grant agreement has been executed by the City Administrator, staff will send the applicant a Notice to Proceed.** This will allow the applicant to proceed with scheduling repairs with the selected contractor. Again, grant-funded work shall not begin until all bids have been reviewed and approved by staff and a Notice to Proceed has been issued to the applicant.

Q: My home was built before 1978, what is required for me to proceed with repairs through the program?

A: All homes built before 1978 (construction date according to Jackson County tax records) are subject to lead-based paint (LBP) requirements. The applicant must have any painted surfaces to be disturbed tested for LBP, or presume the presence of LBP. If LBP is present, all LBP surfaces disturbed is part of the repairs must be abated using "Safe Work Practices" by a certified contractor per federal regulations. Once repairs have been completed a clearance test is required. Applicants with homes built before 1978 must mention these requirements to each contractor prior to bid so that costs can be figured correctly. Lead-based paint testing, abatement, and clearance generally will add additional costs to the project and may exceed the maximum \$5,000. The homeowner must cover any costs over \$5,000.

Q: Once I have received pre-approval and my bids have been submitted, can I begin repairs?

A: **Grant-funded work shall not begin until all bids have been reviewed and approved by staff, the grant agreement executed by the City, and a Notice to Proceed has been issued to the applicant. You must not sign any bids, nor pay any down payments or fees for services until a Notice to Proceed has been issued to you. The grant will not cover any of these costs and you may end up not being able to recover these costs from the contractor should your contractor not agree to the program requirements. The Minor Home Repair Program does not cover down payments and will not reimburse you for these costs. Any work that begins prior to the Notice to Proceed will not be eligible for grant funds.**

Q: Can City staff assist me in finding and selecting a contractor?

A: City staff maintains a list of pre-approved contractors who are interested in participating in the program. The pre-approved contractors must have a current business license and are not debarred from receiving federal funds at SAM.gov. Pre-approved contractors with lead-based paint certification will also be noted on the list. The purpose of this list is to help homeowners find contractors that are aware of the program and are willing to abide by the program requirements. In most cases, there are not enough pre-approved contractors to solicit 3 bids from, therefore, it is the homeowner's responsibility to search for other contractors to solicit bids from and submit bids in a timely manner to staff. Each applicant will be given a deadline for submitting bids. If bids are not submitted by the deadline, pre-approval may be terminated.

Q: My contractor has requested that I pay a down payment before repairs begin. How will I be reimbursed?

A: Contractors selected from the pre-approved contractor list are aware of the program requirements that the grant funds will only be paid in full following completion of repairs. When contacting a contractor, it is recommended that you mention that you are requesting a bid as a recipient of the Minor Home Repair Program, which does not cover any down payments. The City of Blue Springs will only provide a final payment to the approved contractor and NOT the homeowner. A final payment will be made to the contractor upon a final inspection to ensure all work was completed and a final invoice has been submitted. Any required down payment is at the homeowner's expense and will not be reimbursed. The City will only cover the remaining balance at completion.

Q: My bid states that I can receive a rebate from a local utility provider. How does that work with the grant?

A: Some types of eligible repairs, primarily HVAC system replacements, may be eligible for rebates through local utility companies. It is important to understand that grant recipients cannot receive cash back or profit from the program. Therefore, recipients who receive an offer of a rebate will be required to cover the amount of the rebate (the rebate amount will be subtracted from the grant).

Q: Do my repairs require a building permit?

A: Most eligible repairs do not require a building permit. However, any repairs made to porches/decks and railings that are over 30" above grade (including accessibility ramps), HVAC systems, and water heaters will require a building permit. It is the approved contractor's responsibility to apply for and be issued a building permit before repairs begin. Building permit fees apply, which depending on the costs of construction, will range from a minimum of \$65 up to a few hundred dollars. It is between the homeowner and the contractor to determine who will pay the permit fees. Any repairs requiring a building permit must pass a final building inspection by the City before a final payment will be made. Please note that repairs to porches/decks, railings, and ADA ramps require plot plans/surveys and plan drawings, which are not covered under the grant and will be homeowner and/or contractor's responsibility to provide to receive a building permit. If the homeowner cannot meet the building permit requirements, it is recommended that they not request repairs in which a permit is required.

Q: Why is a 3-year lien placed on my property?

A: As part of the Minor Home Repair Program agreement, the homeowner consents to the City of Blue Springs recording a lien on the property for three (3) years. The purpose of the lien is to ensure the applicant is utilizing the grant funds so that they can continue to live in the home. The 3-year lien begins after repairs have been completed on the date staff performs the final inspection. The lien amount is for the total cost of repairs that were covered by the grant. **The applicant is responsible for repaying the grant in full plus 10% interest if they move during the 3-year lien period. If for any reason you believe that you will be relocating and selling your home during the 3-year period after repairs, you are advised not to apply for the Minor Home Repair Program.**

Q: If I have a 3-year lien on my property, can I refinance?

A: Yes! The primary purpose of the Minor Home Repair Program is to assist homeowners in making needed repairs to help them remain in their home. Refinancing shows a commitment to that purpose. However, mortgage companies generally require the lien to be subordinated to ensure that the refinancing takes precedent. City staff can assist you and your mortgage company with a subordination agreement that can be recorded that allows the refinancing to proceed.



**CITY OF BLUE SPRINGS  
MINOR HOME REPAIR PROGRAM  
2020-2021 APPLICATION**

**Before you fill out the Minor Home Repair Program application, you must review the Program Information Packet, Frequently Asked Questions, Eligibility Checklist (page 2 of the application), and Income Restrictions to determine if you are eligible for the program. Please read the Program Information Packet, Frequently Asked Questions, and Eligibility Checklist carefully, as several eligibility requirements and processes have changed.**

The following items must be submitted for the application to be considered complete. Your application will not be considered for the program until all required documentation has been submitted, reviewed, and determined to meet all grant program requirements.

Completed applications are now being accepted for repairs to begin spring 2021. **Applications will be accepted continuously until funding has been depleted or until March 31, 2021, whichever comes first.** Applications for active property maintenance code violations may be accepted after March 31, 2021 if funding is still available. All repairs must be completed by September 30, 2021.

#### APPLICATION CHECKLIST

The following items must be submitted for a complete application:

- Eligibility Checklists (pages 2-3)
- Completed and signed application (pages 4-6)
- Proof of Ownership (copy of Missouri Warranty Deed for the property)
- Income documentation (see page 5)
- Project narrative of requested repairs (see page 5) \*must be attached to the application
- Affidavit for Public Benefit – signed and notarized for both applicant and co-applicant (pages 7-8)

Attachments (only applicable attachments need to be submitted based on income and/or date of construction of house):

- Lead-Based Paint Acknowledgement – required for each home built before 1978
- Certification of Self-Employment Income – required if self-employed
- Certification of Zero Income – required if no income
- *Renovate Right* pamphlet – required to be reviewed by each application with a home built before 1978 (for reference only, does not need to be printed for submittal).



**CITY OF BLUE SPRINGS  
MINOR HOME REPAIR PROGRAM  
2020-2021 APPLICATION  
ELIGIBILITY CHECKLIST**

**The following checklists must be completed and submitted with the completed application packet. The information in the checklists are not intended to be inclusive for eligibility determination.**

**General Checklist**

<b>QUESTIONS</b>	<b>YOUR ANSWERS</b>	<b>ELIBILITY CONSIDERATIONS</b>
Do you own a single-family home within Blue Springs city limits?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Only persons living within the Blue Springs city limits are eligible for this program. <b>Only owner-occupied primary <u>single-family detached</u> structures qualify for this program.</b>
Is this single-family home your primary residence now?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If you own multiple residential properties and the referenced property is not your primary residence, you are not eligible for this program.
Have you owned and lived in your home for at least six (6) months?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Only applicants who have owned and lived in their home for at least six (6) months from date of application submittal are eligible for the program.
Do you intend to remain the owner and occupant of this home for at least 3 years after repairs are completed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If repairs are made to this home using the program funds, a 3-year lien is placed on the property from the date repairs are completed. If "NO," you are advised <u>not</u> to apply for the funds.
Are your requested repairs eligible for the program?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Only the home repairs listed in the application qualify.
Was your home built before 1978?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "YES," your home is subject to lead-based paint regulation compliance, which means that a lead-based paint inspection will be required and lead-based paint abatement may be required. This normally translates to longer processing time and higher costs the program may or may not support.
Have you read the Program Information Packet and Frequently Asked Questions?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Failure to follow instructions may result in longer processing time and out of pocket costs to the homeowner, up to and including <u>denial</u> of your grant application.</b>

### Financial Checklist

QUESTIONS	YOUR ANSWERS	ELIBILITY CONSIDERATIONS
Do you meet the income restrictions for the program?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Only those applicants that meet income restrictions will qualify for the program.
Are you able to keep up with your mortgage payments and will you be able to do so within the next 3 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If it is likely that you may lose ownership of your home, it would be advisable to wait and apply when your finances are more stable.
Do you or any members of your household own or co-own any rental property in the U.S.?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "YES," you are not eligible for the program.
Are you or any members of your household an owner or co-owner of a business (including an online business)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If you or any members of your household own or co-own a business, business income must be included in the household income for eligibility determination.

### Application Type Checklist

QUESTIONS	YOUR ANSWERS	ELIBILITY CONSIDERATIONS
Have you received funding from the Minor Home Repair Program in the past?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "YES," you may apply and your application will be reviewed, but will be placed on a waiting list*. If "NO," your application will be treated as a "new/first time applicant" and will be reviewed and processed for pre-approval. The pre-approval process may take up to 90 days.
Have you received \$25,000 or more in Minor Home Repair Program funding since 2009?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "YES," you have reached the lifetime cap for funding and the 2020-2021 will be the final year you are eligible for the Minor Home Repair Program.
Were you referred to the Minor Home Repair Program to abate an active property maintenance code violation?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If "YES," your application will be reviewed and processed for pre-approval. The pre-approval process may take up to 90 days.

*\*A waiting list will be established to prioritize first time applicants. The length of time a returning applicant will remain on the waiting list is subject to the following: (A) returning applicants who've received \$10,000 or less in funding or have not received funding in more than 5 years from application date will remain on the waiting list through December 31, 2020 and will be re-evaluated if funding remains; and (B) returning applicants who've received more than \$10,000 in funding and have received funding within the past 5 years from application date will remain on the waiting list through February 28, 2021 and will be re-evaluated if funding remains.*

*Depending on timing of initial submittal, applicants on the waiting list may be asked to provide updated income documentation after as evidence that they still met income qualifications.*



**CITY OF BLUE SPRINGS  
MINOR HOME REPAIR PROGRAM  
2020-2021 APPLICATION**

**GENERAL INFORMATION**

**Applicant:** \_\_\_\_\_  
 Last First Middle

**Co-Applicant:** \_\_\_\_\_  
 Last First Middle

**Address:** \_\_\_\_\_  
 Street  
 \_\_\_\_\_  
 City State Zip

**Contact:** Preferred Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**HOUSEHOLD INFORMATION**

A household is defined as all persons occupying the same housing unit, regardless of their relationship to each other.

Household Size (Total Persons): \_\_\_\_\_ Female Head of Household: Yes  No

Number of persons in household by age: Under 18: \_\_\_\_\_ 18-61: \_\_\_\_\_ 62 or older \_\_\_\_\_

**Racial Characteristics (You must select at least one race and whether or not you are Hispanic):**

One Race Household:

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander

**Are you also Hispanic?** Yes  No

Multi-racial Household:

- American Indian/Alaskan Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaskan Native & Black/African American
- Other Multi-Racial

**Are you also Hispanic?** Yes  No

**How long have you owned and resided in this house?** \_\_\_\_\_ years

\*Proof of ownership is required – staff will confirm ownership and that a Warranty Deed has been recorded at Jackson County. If staff cannot locate this information, the owner must provide it, or may be deemed ineligible.

**INCOME INFORMATION**

**List all income sources of all adult persons in the household 18 years of age and older.**

Person #1  
 (Applicant): Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Employer(s): \_\_\_\_\_  
 Full-Time Student: Yes  No   
 Sources of Income:  
 Employment /  Social Sec. /  Pension /  Child Support /  Other /  None  
 If "other," please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Person #2  
 (Co-Applicant): Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Relationship to Person #1: \_\_\_\_\_  
 Employer(s): \_\_\_\_\_  
 Full-Time Student: Yes  No   
 Sources of Income:  
 Employment /  Social Sec. /  Pension /  Child Support /  Other /  None  
 If "other," please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Person #3: Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Relationship to Person #1: \_\_\_\_\_  
 Employer(s): \_\_\_\_\_  
 Full-Time Student: Yes  No   
 Sources of Income:  
 Employment /  Social Sec. /  Pension /  Child Support /  Other /  None  
 If "other," please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The following documentation is required as proof of household income:**

- An IRS Tax Return / 1040 Long Form (most recent year filed). If tax returns were not filed for the most recent tax year, all adults must provide copies of all W2s from the tax year and provide a written reason for not filing in the space below.**
- Current income (all that apply/received):**
  - Employment – minimum of 3 most recent pay stubs showing current and year-to-date income for each job/employer
  - Benefit statements – social security, pension, SSI, AFDC, unemployment, disability, workmen’s compensation, child support, etc. (any non-employment income received)
  - Any other income received not listed above

**Additional income documentation may be requested. Please note that overtime, bonuses, and seasonal income is still counted as income regardless if it is regularly or sporadically anticipated.**

Indicate below any changes of income status as a result of circumstances such as marriage, divorce, death, etc., or a reason for not filing tax returns the most recent tax year. Documentation is required.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## REPAIRS REQUESTED

You may select up to 3 eligible repairs for consideration. All requested repairs are subject to review and pre-approval (see the FAQs for more information on how repairs are reviewed). Selecting 3 repairs does not mean that all or any will be approved. Funding availability and costs of repairs may also limit how many repairs may be financially feasible under the program.

Please check your top 3 repairs and rank them (“1” – 1<sup>st</sup> priority, “2” – 2<sup>nd</sup> priority, & “3” – 3<sup>rd</sup> priority). Note that “repair” may be used interchangeably with “replacement.” Please see descriptions below for more information about each repair.

Repair	Is this repair in your top 3? ("Yes" to only 3)	If in top 3, is 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> priority? ("1", "2", and "3")
Window/Glass Repair		
Exterior Door Repair		
Minor Roof Repair		
Flashing/Gutter Repair		
Porch/Steps/Railings Repair		
Siding/Trim Repair		
HVAC/Water Heater Repair		
Accessibility Ramp Improvements		

### Repair Descriptions:

- Window/Glass Repair – repair/replacement of exterior windows
- Exterior Door Repair – repair/replacement of exterior doors, which may include patio doors, garage doors, and screen doors
- Minor Roof Repair – repair/replacement of shingles
- Flashing or Gutter Repair – repair/replacement of flashing, gutters, and downspouts
- Exterior Paint – repainting of exterior siding and trim
- Minor Repair of Porch, Exterior Steps, and Railings – repair/replacement porches/decks, steps to porches/decks, and railings.
- Repair of Exterior Siding or Trim – repair/replacement of exterior siding and trim
- HVAC and water heater repair or replacement – repair/replacement of furnaces, air conditioners, heat pumps, and water heaters.
- Accessibility ramp improvements – repair/replacement or new addition of accessibility/handicap ramp to accommodate persons with disabilities residing within the home.

Describe what types of repairs are being requested. Refer to the eligible repairs in your top 3 above. Be specific about the deficiencies and locations on the house. Repairs needed to correct code violations, safety hazards, and weather protection must be priorities. If your request includes HVAC or water heater replacements, note the current condition and age of the system. Repairs exclusively for cosmetic purposes will not be approved. Expansions of existing features, such as decks, porches, etc. are not permitted, exceptions may be made for new accessibility ramps to accommodate ingress/egress to the home. Only the above listed repairs are eligible for the program. Failure to provide information on the eligible repairs requested will result in delayed processing or denial of your application. Additional documentation, such as photographs, to support your request is encouraged.

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*I hereby submit application to the City of Blue Springs for the Minor Home Repair Program. I further certify that all occupancy information provided is true and correct, and that the income I stated above represents the total household income for the past year preceding this application and includes the income of all persons in the home. The income information provided above is subject to verification by the City of Blue Springs and the U.S. Department of Housing and Urban Development (HUD). I agree to submit to the City, upon request, any additional documentation requested to verify current income and project future income, and I am aware that all employers may be contacted to verify income received as a result of employment.*

***I declare, under penalty of perjury, that in submitting this grant application, I am the owner of the property addressed on page 4 of this application and that the statements herein and all information herewith submitted are, to the best of my knowledge and belief, true and correct. With the signing and submittal of this grant application, I authorize the City of Blue Springs and its designees to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City of Blue Springs and its designees.***

**Applicant's Signature:**

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

**Co-Applicant's Signature:**

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

Blue Springs is an equal opportunity community and does not discriminate against any individual regardless of race, gender, sexual orientation, gender identification, ethnicity, family structure, physical ability, religious affiliation, age, color, language, national origin, veteran status, or ancestry.

**APPLICANT AFFIDAVIT FOR PUBLIC BENEFIT FROM THE CITY OF BLUE SPRINGS**

(a separate affidavit is required for each applicant)

STATE OF MISSOURI )  
 )ss  
COUNTY OF JACKSON )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared the Affiant \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, who being by me duly sworn by me, deposed as follows: My name is \_\_\_\_\_, and I am of sound mind, capable of making this affidavit, and I personally certify the facts herein stated, as required by Section 208.009, RSMo, for failure to provide affirmative proof of lawful presence in the United States of America in order to receive a public benefit from the City of Blue Springs:

I am applying for a public benefit (grant, contract, and/or loan) administered or provided by the City of Blue Springs

**I am classified by the United States of America as: (check the applicable box)**

- a United States citizen.       an alien lawfully admitted for permanent residence.

I am aware that Missouri law provides that any person who obtains any public benefit by means of a willfully false statement or representation, or by willful concealment or failure to report any fact or event required to be reported, or by other fraudulent device, shall be guilty of the crime of stealing pursuant to Section 570.030, RSMo, which is a Class C felony for stolen public benefits valued between \$500 and \$25,000 (punishable by a term of imprisonment not to exceed 7 years and/or fine not more than \$5,000 – Sections 558.011 and 560.011, RSMo), and is a Class B felony for stolen public benefits valued at \$25,000 or more (punishable by a term of imprisonment not less than 5 years and not to exceed 15 years – Section 558.011, RSMo).

I recognize that, upon proper submission of this sworn affidavit, I will only be eligible for temporary public benefits until such time as my lawful presence in the United States is determined, or as otherwise provided by Section 208.009, RSMo.

I understand that Missouri law requires the City of Blue Springs to provide assistance in obtaining appropriate documentation to prove citizenship or lawful presence in the United States, and I agree to submit any requests for such assistance to the City of Blue Springs in writing.

I acknowledge that I am signing this affidavit under oath and as a free act and deed and not under duress.

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Affiant's Social Security Number or Applicable  
Federal Identification Number

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
My commission expires:

\_\_\_\_\_  
Notary Public

**APPLICANT AFFIDAVIT FOR PUBLIC BENEFIT FROM THE CITY OF BLUE SPRINGS**

(a separate affidavit is required for each applicant)

STATE OF MISSOURI            )  
  )ss  
COUNTY OF JACKSON        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared the Affiant \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, who being by me duly sworn by me, deposed as follows: My name is \_\_\_\_\_, and I am of sound mind, capable of making this affidavit, and I personally certify the facts herein stated, as required by Section 208.009, RSMo, for failure to provide affirmative proof of lawful presence in the United States of America in order to receive a public benefit from the City of Blue Springs:

I am applying for a public benefit (grant, contract, and/or loan) administered or provided by the City of Blue Springs

**I am classified by the United States of America as: (check the applicable box)**

- a United States citizen.            an alien lawfully admitted for permanent residence.

I am aware that Missouri law provides that any person who obtains any public benefit by means of a willfully false statement or representation, or by willful concealment or failure to report any fact or event required to be reported, or by other fraudulent device, shall be guilty of the crime of stealing pursuant to Section 570.030, RSMo, which is a Class C felony for stolen public benefits valued between \$500 and \$25,000 (punishable by a term of imprisonment not to exceed 7 years and/or fine not more than \$5,000 – Sections 558.011 and 560.011, RSMo), and is a Class B felony for stolen public benefits valued at \$25,000 or more (punishable by a term of imprisonment not less than 5 years and not to exceed 15 years – Section 558.011, RSMo).

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I acknowledge that I am signing this affidavit under oath and as a free act and deed and not under duress.

\_\_\_\_\_  
Affiant Signature

\_\_\_\_\_  
Affiant’s Social Security Number or Applicable  
Federal Identification Number

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
My commission expires:

\_\_\_\_\_  
Notary Public

## ATTACHMENTS:

- **Certification of Self-Employment** – must be signed by any household member 18 years or older who is self-employed at the time of application submittal and provide detail on type of employment, income over the past 12 months, current income, and future income within the next 12 months.
- **Certification of Zero Income** – must be signed by any household member 18 years or older claiming zero income at the time of application submittal and not anticipating income within the next 12 months. Documentation of income over the past 12 months is still required.
- **Lead-Based Paint Acknowledgement** – required to be reviewed, agreed to, and signed by all homeowners requesting grant funds for repairs to homes built before 1978. The homeowners must also review the *Renovate Right* pamphlet provided as an attachment.
- ***Renovate Right* pamphlet** – required to be provided to and reviewed by all homeowners making repairs to homes built before 1978. **This is included as a reference and does not need to be submitted to the City staff with your application.**

**Certification of Self-Employment Income**

Name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I, \_\_\_\_\_ (Name) received a total of \$ \_\_\_\_\_ for the following work:

\_\_\_\_\_

I expect to earn \$ \_\_\_\_\_ for the coming 12 months for the following work:

\_\_\_\_\_

Under penalty of perjury, I certify that the information in the certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud.

\_\_\_\_\_  
Signature Date

STATE OF MISSOURI     )  
)     ss.  
COUNTY OF JACKSON    )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged that he/she/they executed the same as his/her/their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the State aforesaid, the day and year first above written.

Notary Public: \_\_\_\_\_ My Term Expires: \_\_\_\_\_

**Certification of Zero Income**

Name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I, \_\_\_\_\_ (Name) do not receive income from any sources of employment, self-employment, business, real or personal property, assets, retirement funds, pensions, public or private assistance and/or benefits, or from any other sources not listed, and that there is no imminent change expected in my income during the next 12 months.

Under penalty of perjury, I certify that the information in the certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud.

\_\_\_\_\_  
Signature Date

STATE OF MISSOURI     )  
)     ss.  
COUNTY OF JACKSON    )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged that he/she/they executed the same as his/her/their free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in the State aforesaid, the day and year first above written.

Notary Public: \_\_\_\_\_ My Term Expires: \_\_\_\_\_



**CITY OF BLUE SPRINGS  
MINOR HOME REPAIR PROGRAM  
LEAD-BASED PAINT ACKNOWLEDGEMENT  
(Program Year 2020-2021)**

**Required for all homes built before 1978:**

**Applicant and Co-Applicant must review and initial each statement:**

\_\_\_\_\_/\_\_\_\_\_  
I acknowledge that I have received lead-based paint information (*Renovate Right*) as it may pertain to my home.

\_\_\_\_\_/\_\_\_\_\_  
I acknowledge that a lead-based paint test must be completed on all painted surfaces to be disturbed prior to program approval or presume the presence of lead-based paint.

\_\_\_\_\_/\_\_\_\_\_  
I acknowledge that if lead-based paint is presumed or is found to be present by a lead-based paint test, all repairs completed under the program impacting painted surfaces must be performed by an EPA-certified contractor under "Safe Work Practices." A clearance test is required post-repairs.

**I, the undersigned, acknowledge that I have read and understand all statements above apply to my home and repairs requested to be made under the Minor Home Repair Program. I understand that refusal to comply with federal lead-based paint regulations will disqualify me from receiving grant funding.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Printed Name

\_\_\_\_\_  
Date