



# City of St. James

## Fix-Up Fund Program

### POLICY

#### **Purpose**

By offering a low-interest micro loan, our Fix-Up Fund Program helps households perform minor home repairs that would normally be a financial burden. We assist households with minor problems (e.g. roof leak) before they become big problems (e.g. roof collapse). Dealing with the issues early saves time and money for the homeowners. The Fix-Up Fund Program is intended to provide homeowners with an affordable solution to make their home a better, safer place to live.

#### **Availability**

Each applicant may apply for up to \$4,000 in assistance under the Fix-Up Fund Program by submitting the attached application to the City of St. James. Homeowners will be required to sign paperwork ensuring the loan will be used for home repairs, sign a promissory note, provide an estimate for the work, and secure a building permit- if one is necessary for the scope of work. Loans may be provided to the extent funding is available in the Fix-Up Fund Program. Funds shall be paid back over a period of 3-year at an interest rate of 2.5%. Applicants are not eligible for subsequent Fix-Up Program funding until their existing loan is repaid in its entirety.

#### **Applicant Eligibility**

Loans are available to owners of single family homes, including manufactured (“mobile”) homes built on or after June 15, 1976, located within the City of St. James (including persons who have a property interest in a home pursuant to a contract for deed). Additionally, owners of single family homes must verify that their household income (combined income of all persons living in the home over the age of 18), is not more than the Household Income Limits (80% of the Area Median Income) established for Watonwan County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development (HUD). The current year limits are listed at the bottom of this Policy. Applicant must reside in the home to be repaired for at least one year from the completion date of the approved work.

#### **Eligible Uses for Fix-Up Fund Program**

Fix-Up Fund can provide assistance with projects such as minor roof, siding and window repairs; minor masonry and foundation repair; plumbing, electrical, and mechanical system repairs or change-outs; accessibility improvements; and permits required in conjunction with performing eligible projects approved under this Program. Proposed improvements must conform to the City of St. James’ Building Code and Zoning Ordinance.

#### **When Payment Made**

Payment will be made upon approval of an application and successful execution of all required documents.

*The City of St. James prohibits discrimination against any applicants of the Fix-Up Fund program because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable Federal and State Law.*

#### **2023 HUD Income Limits, by Household Size:**

1 person \$49,400 / 2 people \$56,450 / 3 people \$63,500 / 4 people \$70,550 / 5 people \$76,200 /  
6 people \$81,850 / 7 people \$87,500 / 8 people \$93,150



**APPLICATION MUST BE SUBMITTED PRIOR TO CONDUCTING ANY WORK AND MUST INCLUDE:**

- Verification of home ownership.
- Verification that household income is at or below 80% AMI (Annual Household Income Worksheet)
- Estimate of work to be performed (estimate from contractor or cost of materials included in the scope of work).
- Photo(s) of subject property showing substandard condition(s) and where improvements are to be made (if applicable).
- Building permit obtained, if required.

**Once project work is performed, all work shall be inspected for completion.**

I have read and understand the Policy for the Fix-Up Fund Program of the City of St. James. I authorize this program to verify the information, and understand that false or misleading information provided by me may cause this application to be denied. I intend to use the funds for the purpose(s) stated in this application and will continue to reside in the home to be repaired for at least one year from the completion date of the approved work. I agree that if false or misleading information provided by me in this application is discovered after the work is completed I will be held liable for the cost of the work performed, plus interest, and other fees associated with recovering the funds.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

|   |   |
|---|---|
| <b>Date Application Received:</b>   | <b>Project Completion Date:</b>                               |
| <input type="checkbox"/> Income meets requirements                                    | <input type="checkbox"/> Home ownership verified              |
| <input type="checkbox"/> Project Estimate submitted                                   | <input type="checkbox"/> Photos submitted (if applicable)     |
| <input type="checkbox"/> Building permit issued                                       | Permit # _____  |
| <input type="checkbox"/> Permit not required to conduct work                          |   |
| <input type="checkbox"/> Approved    Amount: \$ _____ <input type="checkbox"/> Denied | <input type="checkbox"/> Check issued:<br># _____ Issue Date: |
| Comments: _____<br>_____  |   |
| <b>Building Official or Designee:</b>   | <b>Date:</b>  |
| <b>Zoning Administrator or Designee:</b>  | <b>Date:</b>  |

*The City of St. James prohibits discrimination against any applicants of the Fix-Up Fund program because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable Federal and State Law.*

## ANNUAL HOUSEHOLD INCOME WORKSHEET

Use this worksheet to calculate TOTAL GROSS Annual Household Income from all persons over the age of 18 years\* who live in the home, including any support income or Social Security for children. You may use extra sheets if necessary, then total all amounts on one worksheet.

*\*Earnings in excess of \$480 for each full-time student over 18 years or older to be excluded (except for head of household or spouse)*

**Use the following calculations for all relevant\*\* Annual Income:**

Wages, pensions, annuities, etc: Paid - weekly x **52**, every 2 weeks x **26**, twice a month x **24**, monthly x **12** (use **Gross Pay (Income)** = amount before deductions, include overtime, commissions, fees, tips, bonuses etc.)

Overtime, commissions, tips, etc: Should be averaged for the last year.

Part Time Employment: Should be averaged for the last year.

Self-Employment: Average of net income from last **2** years tax return Schedules **C, E or F**

Rental: Monthly Rent paid to a household member x **12**; deduct interest on mortgage, insurance, taxes & maintenance

Social Security, Public Assistance, Child Support, Alimony, Disability, Unemployment, Retirement, Worker's

Compensation, etc: Amount x Number of Payments per Year

**\*\*You likely will not have income for all of these categories. These represent common types of income that are required to be reported.**

### Annual Income (based on calculations above)

Wage Income (#1) \_\_\_\_\_

Wage Income (#2) \_\_\_\_\_

Wage Income (#3) \_\_\_\_\_

Self-Employment \_\_\_\_\_

Interest Income \_\_\_\_\_

Dividend Income \_\_\_\_\_

Rental Income \_\_\_\_\_

Child Support \_\_\_\_\_

Alimony \_\_\_\_\_

Social Security \_\_\_\_\_

SSI \_\_\_\_\_

Pension/Retirement \_\_\_\_\_

Disability \_\_\_\_\_

Public Assistance \_\_\_\_\_

Other (State What) \_\_\_\_\_

**TOTAL ANNUAL INCOME**                      \$ \_\_\_\_\_

**Please attach relevant income verification to this Worksheet and submit with your application.**

*I declare under penalty of perjury that everything I have stated in this document is true and correct.*

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



# City of St. James

## Fix-Up Fund Program

### ADMINISTRATIVE PROCESS

The City of St. James is now accepting applications for our new Fix-Up Fund Program. Please see our full policy and application for further information not shown on this summary page.

#### Documentation Instructions:

- Verification of homeownership- Copy of recorded deed
- Verification of income- See annual household income worksheet
- Estimate of work to be performed - estimate from contractor or cost of materials included in the scope of work
- Photos- Printed photos if applicable
- Building permit- A copy of your building permit application if applicable

Applications need to be turned into City Hall during open business hours. Applications will be processed on a first-come, first-served basis. Incomplete applications will not be accepted and will need to be resubmitted as a new application. Applicants will be notified within one week of the application due date if their application was accepted or declined.

If your application is accepted but funds have been exhausted, you will be notified and placed on a waiting list. When funds are available you will be contacted to see if you are still interested in the program at that time.

If your application is accepted and there are funds available, you will be notified by telephone, and will be told when you can pick up your check from City Hall (within two weeks of the application due date).

You will receive a payment stub book with your check. **Requirement: turn in the correct stub with each payment you make at City Hall.**

#### Contact

Brianna Sanders (English Only)

Economic Development Director

City Hall

507-375-1289

[brianna.sanders@ci.stjames.mn.us](mailto:brianna.sanders@ci.stjames.mn.us)