



CITY OF AUBURN HILLS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
MINOR HOME & MOBILE REPAIR GRANT REPAIR PROGRAM

Thank you for your interest in the City of Auburn Hills CDBG Minor Home and Mobile Home Repair Grant Program. This program is designed to assist low-income homeowners with addressing health and safety issues in their homes. This program is **not intended for remodeling, cosmetic work, additions, or repairs to exterior buildings such as sheds or storage buildings.**

Please note that repairs will not be completed on homes that are currently for sale, in foreclosure, uninhabitable, rented, or for the purpose of preparing a home for sale. Approved repairs are based on the greatest need. There is a **\$10,000 lifetime cap per residence**, which is subject to change depending on the availability of funds.

Please remember to include all requested documentation with your completed application. Failure to submit all required documentation will result in a delay in processing your application.

Once your application and documentation have been received and reviewed by our office, you will be notified if your application has been approved and moved to the next phase.

During the second phase, a program administrator will visit your home to review the requested repairs and verify that the scope of work falls within the guidelines of the Minor Home Repair Program. At that time, the proposed job scope will be discussed, and photos will be taken for documentation.

Approximately **30 days after the home visit**, you will receive information to begin collecting quotes, along with the finalized job scope and a list of contractors who participate in the program.

Please **do not obtain or submit price quotes prior to receiving approval**, as any quotes collected beforehand will be considered void.

If you have questions regarding the application or the process, please call **(248) 370-9353** or email **jmonroy@auburnhills.org**.

Thank you,

Jacqueline Monroy Krieg, Director, Senior Services

Enc: Application

SENIOR SERVICES DEPARTMENT
3350 E. Seyburn Drive
Auburn Hills, Michigan 48326

WWW.AUBURNHILLS.ORG
Phone - 248.370.9353
Fax - 248.370.9357



**City of Auburn Hills Community
Development Block Grant (CDBG)**

**Date Received
In Office**

Minor Home & Mobile Home Repair Grant Program Application
PRINT ALL INFORMATION & COMPLETE ALL SECTIONS

Applicant First and Last Name _____

Co-Applicant First and Last Name _____

Physical Address _____ Lot # _____ Year House Built _____

Mailing Address if different _____ Email: _____

Year Purchased Home _____ If less than one year what was the purchase price \$ _____

Day Phone _____ Cell Phone _____

Secondary Contact Name _____ Phone _____ Have
you used this program in the past? Yes / No Year _____

Describe repairs needed:

How did you hear about the program? _____

Is this home for sale, in foreclosure or will it be for sale within the next year? Yes No

Working Smoke Detectors in Home? Yes / No Working CO Detectors in Home? Yes /

No How many are there residing at this residence? _____

List all household members including applicant:

Applicant's Name _____ Age _____

You must meet income guidelines. Total household income includes all adults aged 18 and over earning income. For households with 4 members or more please call for guidelines.

Persons Per Household	Maximum Household Income
1	\$ 56,600
2	\$ 64,650
3	\$ 72,750
4	\$ 80,800

Effective 6/1/25

<u>Annual Household Income of All Members - List the grand total per category</u>	
\$ _____ Employment	\$ _____ Public Assistance
\$ _____ Social Security	\$ _____ Child Support
\$ _____ Pension	\$ _____ Other
GRAND TOTAL OF ANNUAL FAMILY INCOME \$ _____	

The following HEAD OF HOUSEHOLD information is collected for statistical reporting only.

<p><u>SINGLE RACE</u></p> <p>White Black/African American Asian American Indian/Alaskan Native Hawaiian / Other Pacific Islander</p>
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<p>MULTI- RACE</p> <p><u>Complete for Head of Household Only</u></p> <p>Black/African American & White Asian American Indian/Alaskan Native & White American Indian/Alaskan Native & Black Other Multi-Racial</p>

<p>HISPANIC</p> <p><u>Complete for Head of Household Only</u></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Selection of repairs will be based on greatest need as determined by program administrator.

I/We _____, being the owner(s) and residing at the property listed as my principal residence, apply for Minor Home Repair Grant funds under the Federal HUD program.

I / We _____, agree to provide proof of household members, total household income, verification of home ownership and current homeowners insurance.

I/We _____, release the City of Auburn Hills, Oakland County, and all of said entities' officers, employees, representatives, agents and contractors, including, but not limited to, all of said entities' individuals involved, from any and all rights, claims, demands, actions, causes of actions and/or lawsuits, including attorney's fees and costs, for any and all injuries, loss or damages suffered by myself, my child and/or family members and visitors as a result of the Minor Home Repair program services rendered.

I/We _____ agree to allow access to the residential address on this application to City of Auburn Hills Building Officials, Inspectors, Program Administrators, contractors and sub-contractors at their request for purposes of this grant. Failure to do so could result in termination of contracts.

I/We _____ agree and understand that once approved for the service and the contract has been signed, the project will be managed and supervised by the City of Auburn Hills. Neither the homeowner nor the contractors are permitted to make decisions on eliminations, alteration, and modification of project work according to the contract without written authorization from the City of Auburn Hills Administrator or Building Officials. Failure to comply will result in termination of contract. The City of Auburn Hills or Oakland County will not be responsible for any unauthorized work. This agreement is being completed in connection with the receipt of city assistance. I/we understand project officials will verify information on this form

Affidavit

APPLICANTS CERTIFICATION: This 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 my knowledge and belief.

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 subject to penalty of law.

Signature of Applicant

Date

Signature of Co-Applicant

Date

MAIL THIS COMPLETED APPLICATION AND YOU MUST INCLUDE COPIES OF:

- | | |
|---|---|
| Application completed and signed by applicant | Signed Lead Based Paint Certification form |
| Signed Release of Information Form | Proof of residency – copy of driver’s license or State ID |
| Proof of home ownership – last paid tax bill or title | Proof of flood insurance if applicable |
| Proof of homeowner’s insurance | |
| All Sources of Income documentation | |
| - Current Social Security Statement (SS, SSD or SSI) | |
| - Most recently filed federal income tax form (including schedules) including the Michigan property homestead credit tax form | |

Drop off or mail ALL documentation to:

City of Auburn Hills Senior Services Department

Minor Home Repair Program

1827 N. Squirrel

Auburn Hills, MI 48326

PLEASE NOTE: COMPLETION OF APPLICATION DOES NOT GUARANTEE APPROVAL. THE CITY OF AUBURN HILLS RESERVES THE RIGHT TO DENY APPLICATIONS IF IT IS DEEMED IN THE BEST INTEREST OF THE CITY.

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3/5/2026

RETURN WITH APPLICATION

LEAD BASED PAINT CERTIFICATION

Property Address:

I, the homeowner hereby certifies that:

The undersigned have received the federal Department of Housing and Urban Development (HUD) pamphlet “Renovate Right”; “Watch Out For Lead-Based Paint Poisoning” and safe drinking water information.

Homeowner’s Signature

Case Number = Address

**CITY OF AUBURN HILLS –MINOR HOME REPAIR PROGRAM
RELEASE OF INFORMATION FORM**

City of Auburn Hills – Senior Services Department
1827 N. Squirrel
Auburn Hills, MI 48326
248-370-9353

RELEASE OF INFORMATION

The City of Auburn Hills Senior Services Department utilizes information you provide in a safe and sensitive manner. We do receive funding from outside agencies, and as part of that funding, we are required to provide certain information. Be assured that any information provided is held in strict confidence, and the information provided is for statistical purposes. While we do ensure that the information you provide us is kept confidential, we cannot be responsible for it once other agencies receive it.

Under no circumstances do we provide or sell your personal information to marketing agencies, or solicitation agencies.

NAME _____

Please Print

I am aware that the personal information (including financial and medical) I provide to the Senior Services Department may be shared with other City of Auburn Hills staff, and/or other agencies as deemed necessary by the Senior Services staff to provide services to me.

This release is valid for the duration of the program I am enrolled in or receiving services and/or benefits from the City of Auburn Hills.

Signature

Date

RETURN WITH APPLICATION

City of Auburn Hills Minor Home Repair / Mobile Home Repair Grant Program

Common Application Mistakes Checklist

Before submitting your application, please review this checklist to help avoid delays in processing.

Application Forms

- Application is fully completed and signed** by the homeowner
- All required forms are signed**, including:
 - Lead-Based Paint Certification Form
 - Release of Information Form

Income Documentation

- Income documentation provided for ALL household members age 18 or older**
- Current Social Security statement included** (SS, SSD, or SSI if applicable)
- Most recent Federal Income Tax Return included**, with all schedules
- Michigan Property Homestead Credit form included**
- Benefit award letters include** if applicable (Bridge Card, disability, pension, etc.)

Identification and Residency

- Copy of driver's license or State ID included**
- Address on ID matches the property address**

Homeownership Documentation

- Copy of most recent paid property tax bill or title included**
- Proof of homeowner's insurance included**
- Proof of flood insurance included** (if applicable)

Common Reasons Applications Are Delayed

Applications may be delayed if:

- Documents are **missing or incomplete**
- **Income information is missing** for someone living in the home
- **Forms are not signed**
- Copies of documents are **unclear or unreadable**
- Required tax forms or schedules are **not included**

Important Reminder

All required documentation must be submitted before the application can be reviewed for eligibility. Incomplete applications **cannot be processed** until all required paperwork is received.