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2025

**HOUSING  
REHABILITATION  
AND  
PROPERTY  
IMPROVEMENT  
PROGRAM**

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## PROGRAM OVERVIEW

### PROGRAM PURPOSE

- To help owners of residential properties, who are low to moderate income, with exterior repairs and property improvements that they would not otherwise be able to undertake.
- To improve the housing stock in Perkins Township.
- To maintain or increase property values.
- To improve neighborhood aesthetics.

### PROGRAM SUMMARY

- Perkins Township has made available a total of \$100,000 for exterior home repairs to owner occupied residential properties in Perkins Township.
- Residents may apply for up to \$10,000.
- This is a first approved, first serve program.
- Property owners with an existing code or nuisance violation will take priority.
- Each year the township will establish a target neighborhood that will be given priority.
- Applications that are not complete once submitted will not be processed, Perkins Township staff may contact the applicant to submit missing required documentation.
- Eligible properties include owner occupied homes.

### ELIGIBLE PROJECTS

- Physical construction costs, visibly facing the public right-of-way and exclusively for exterior improvements to the home, including but not limited to:
  - Porches
  - Steps
  - Siding
  - Windows and Doors
  - Roofs
  - Gutters
  - Paint
  - Detached garages, as determined viable by the Building Department
  - Fencing, new and/or repair
  - Tree trimming and removal
- Demolition projects, visibly facing the public right-of-way, including but not limited to:
  - Porch
  - Dilapidated fencing
  - Garage

## INELIGIBLE PROJECTS

- Foundation work
- Landscaping
- Improvements to only the rear of the property
- Driveways and Sidewalks
- Interior work, including furnaces, plumbing and electrical
- Commercial or mixed-use properties

## REQUIREMENTS

- Household income shall not exceed 80% of the county median (Low Income Table listed below)
- The property owner shall pay a \$100.00 contribution towards the project at the time of approval.
- Grants shall be a minimum of \$500 and a maximum of \$10,000.
- The owner shall provide a cost estimate from a contractor with a complete application. The township will review the submitted estimate and determine if it is acceptable or further information and/or a new estimate is required.
- Any nuisance and/or building code violations must be corrected as part of the project.
- Properties are eligible to receive funding only once every five (5) years.
- Only owner-occupied applicants may apply, must be title owner on Deed. If submitted as a representative of the Owner, a copy of the Power of Attorney will be required with the application.
- Building Permits must be pulled by the contractor.
- Building permits must be applied for and issued by Perkins Township.
- Contractors must be registered with Perkins Township.
- Project must be completed within six (6) months of application approval.
  - Should the project require more time, an extension may be requested prior to the six-month deadline. Extensions will be determined by the progress shown prior to the deadline and not every request may be approved.
- If your application is approved but you are unable to be served during the calendar year program, your application will be added to the waiting list.
  - After twelve (12) months, income documentation must be recertified.
  - After twelve (12) months, a new estimate must be submitted.

## ACCEPTABLE PROOF(S) OF INCOME

- **One** of the following proofs of income must be submitted with your application for each person over the age of 18. If more than one source of income, each source of income **MUST** be documented.
  - Prior year tax return
  - Prior year W-2 or 1099
  - Last 90 days pay stubs
  - Social Security Verification Letter
  - Pension Benefits Verification Letter

- Past 90 days history of Child Support Payments
- Unemployment benefits letter
- Workers Comp. Benefits Letter
- If over the age of 18 and no income, provide a signed and notarized letter from the individual stating they have zero income.

If the project is approved, an award letter will be issued to the property owner. Prior to starting the project, the property owner, the Perkins Township Code Enforcement Officer, and the contractor shall meet to review the program guidelines and proposed project.

## **DISBURSEMENT OF FUNDS**

- Assistance from the Perkins Township Housing Program is limited to a maximum of \$10,000.00
- Any project that exceeds \$10,000.00 the homeowner will be responsible for the remaining balance.
  - a. The remaining balance, in excess of \$10,000.00, must be paid by the property owner prior to the contractor starting the project.
  - b. Proof of payment and a receipt from the contractor must be submitted to the Community Development Department of Perkins Township.
- Upon completion of the project the contractor must submit an itemized invoice documenting any prior payments to Perkins Township Community Development Department for request of payment.
- The township will confirm that a Code Enforcement Officer and/or the Building Inspector has inspected and approved the work and that any noted code or nuisance violations are corrected.
- If the project is complete **and** all violations noted at the time of the application have been corrected, the Township will disburse a check to the contractor for the remaining balance of the invoice.
- Once the final invoice is submitted, please allow up to six (6) weeks for inspections and issuance of final payment to contractor.
- Funds will be disbursed directly to the contractor after the work is completed, inspected and approved by the Township and property owner.

If the project is approved, an award letter will be issued to the property owner. Prior to starting the project, the property owner, the Perkins Township Code Enforcement Officer, and the contractor shall meet to review the program guidelines and proposed project.

## **CAUSE FOR DENIAL**

- Funds are not available.
- Applicant's household exceeds income level requirements.
- The property owner has delinquent taxes on any property in Erie County.
- Property Owner is going through bankruptcy.
- The property has nuisance or building code violations that will not be corrected as part of the project.

If the project is deemed ineligible a letter will be issued to the owner confirming why the project is ineligible for assistance.

## **PERKINS TOWNSHIP CONTACT INFORMATION**

Arielle Blanca, Interim Community Development Director  
Community Development  
Phone: 419-609-1435  
Email: [arielleb@perkinstownship.com](mailto:arielleb@perkinstownship.com)

Mailing Address:  
Perkins Township  
Community Development Attn: Housing Program  
2610 Columbus Ave.  
Sandusky, OH 44870

The Community Development Office is open Monday-Friday 8:00 am – 4:00 pm

If you need further clarification, please feel free to e-mail questions to [arielleb@perkinstownship.com](mailto:arielleb@perkinstownship.com) or call the number above. This will be the quickest method of communication and questions will be responded to on a first come, first served basis.

Applications may be e-mailed, hand delivered or sent by hard mail to the address listed above. All incoming applications will be stamped with a time and date upon receipt.

The Township reserves the right to deny eligibility of certain project expenses at its sole discretion.

*No person shall, on the grounds of race, color, national origin, religion, sexual orientation, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program offered by Perkins Township*

*APPLICATION BEGINS  
ON THE NEXT PAGE*

**HOUSING REHABILITATION AND  
PROPERTY IMPROVEMENT PROGRAM  
APPLICATION**

**Owner Contact Information:**

\_\_\_\_\_  
(Owner Name)

\_\_\_\_\_  
(Authorized Representative Name – if different than Owner)

\_\_\_\_\_  
(Home Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_ (Phone Number)                      \_\_\_\_\_ (Email)

*\*An Authorized Representative may submit an application if a power of attorney is submitted with the application*

**Project Information:**

\_\_\_\_\_  
(Project Address)

*\*Perkins Township will verify that the property is owner occupied and a single-family residential property. Ownership will be verified utilizing the Erie County Auditor’s Tax Parcel information.*

**Provide YES or NO answers to ALL questions below:**

Do **ANY** of the owner’s current properties have the following?

- 1. Delinquent real estate taxes:  Yes  No
- 2. A property currently in foreclosure:  Yes  No
- 3. Does the owner or anyone listed on the property owe past Federal, State or Local Taxes?  Yes  No

If any answers to the above list of questions were “YES” – please explain and provide the address of the property in question: \_\_\_\_\_

\_\_\_\_\_

**How are you improving your property?**

Please provide a brief description of the entire project.

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**Who will perform the projects described above?**

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(Company Name) (Personal Contact Name)

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(Company Address) (City, State, Zip)

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(Phone) (E-Mail)

**Project Source & Use Of Funds (\*Required):**

Estimated cost of entire project: \$ \_\_\_\_\_

Grant amount requested (Min. \$500 and Max. \$10,000): \$ \_\_\_\_\_

Owner’s share (refer to page 3 “REQUIREMENTS”): \$ \_\_\_\_\_

**TOTAL GRANT AMOUNT:** **\$ \_\_\_\_\_**

**Income Limit Table:**

Circle the owner’s family income that corresponds to the number of persons in immediate family residing at the residence. *Table subject to change as updated federal limits are released.*

FY 2024 Income Limit Area	Median Family Income	FY 2023 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Erie County, OH	\$94,400	Low (80%) Income Limits (\$)	\$51,050	\$58,350	\$65,650	\$72,900	\$78,750	\$84,600	\$90,400	\$96,250



**REQUIRED Attachments (Initial Application):**

The following must be submitted with your application. **Applications will not be processed until all attachments are submitted.** Please attach the following:

- Third Party Construction Cost Estimates
- Power of Attorney if an Authorized Agent is submitting the application.
- Proof of income for all persons over the age of 18.
- A copy of the deed to the home.

**Projects require both an initial inspection by Township staff prior to work beginning and a final inspection to ensure completion of work prior to disbursement of grant proceeds.**

**Submission Acknowledgment**

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense.

The undersigned understands that information submitted to Perkins Township as part of this application is considered a public record. The undersigned also agrees to have his or her property photographed for use by Perkins Township. The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, **Perkins Township grant funds cannot pay for expenditures made before grant approval and notice of award. The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.**

By: \_\_\_\_\_  
(Print or type name and title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Perkins Township does not discriminate because of race, color, national origin, religion, sex (including gender, gender identity, sexual orientation, and sexual harassment), familial status, and disability

**By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. Please contact the Department of Community Development with any questions.**

**Contact Information:**

Arielle Blanca, Interim Community Development Director  
Community Development  
Phone: 419-609-1435  
Email: [arielleb@perkinstownship.com](mailto:arielleb@perkinstownship.com)

Mailing Address:  
Perkins Township – Community Development  
2610 Columbus Avenue  
Sandusky, Ohio 44870



## REQUEST FOR REIMBURSEMENT

***(Keep this form until the project is complete)***

**Applicant/Owner Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Type of Project:** \_\_\_\_\_

**1. Attach the following documents to secure your reimbursement:**

- Final Invoice showing payment to contractor and remaining balance to be paid through Perkins Township Grant (HANDWRITTEN RECEIPTS/INVOICES NOT ACCEPTED)**

**2. Sign this form to begin the process of reimbursement.**

The undersigned verifies that the project that was conditionally awarded grant funding at the above address is complete, and that all information included in the grant application and final documents are complete and accurate and presents fairly the condition of the applicant and project accurately. I understand that intentionally falsifying information in this or any previous document constitutes a criminal offense.

Signature: \_\_\_\_\_

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

Please submit form and attachments to:

Perkins Township  
Community Development  
2610 Columbus Avenue  
Sandusky, Ohio 44870

Email: [arielleb@perkinstownship.com](mailto:arielleb@perkinstownship.com)

