



HOME IMPROVEMENT REPAIR PROGRAM



MIDDLETOWN

About

What is the Home Improvement Repair Program (HIRP)?

The City of Middletown has launched a Home Improvement Repair Program to assist homeowners with necessary repairs and improvements to the exterior of their homes. Under this program, homeowners can receive up to \$3,000.00 for the costs incurred during the repair or improvement process. The Middletown City Council has approved a budget of \$100,000 for this program to start, which will be allocated on a first-come, first-served basis. Applications are now open for interested homeowners. Up to 50% of the grant award may be requested to be paid in advance of the project with the remaining 50% to be paid as a reimbursement after completion.

Who is eligible to participate?

The City is offering the program to all owner-occupied single-family homes in the Middletown neighborhoods identified below. Each homeowner can participate once per year.

Oakland
Sherman
Mayfield

How do I apply?

To apply for the Middletown Home Improvement Repair Program, you need to complete the enclosed application and provide all supporting documentation (see HIRP Checklist) to the City of Middletown Development Services Department at 1 Donham Plaza, 3rd Floor, Middletown, Ohio 45042. Please note that applications must be submitted in-person to the department.

Application review process:

After submitting your application, it will be assessed, and your property will be inspected to verify the necessary repairs and/or exterior projects. The City will take before and after photographs during the inspection. If additional information is required regarding your proposed project, the City may contact you.

If you meet the eligibility criteria and are awarded a grant, you will be contacted to schedule a time to sign the grant agreement. After signing the agreement, you will receive an approval letter with detailed instructions on completing the work. ***It's important to note that you cannot start the work until after you have signed the grant agreement.*** Additionally, all necessary permits must be reviewed and approved before the project can begin.

How am I reimbursed?

After finishing the work, you must submit all receipts to the Middletown Development Services Department. The department will inspect the work to ensure that the improvements have been completed. Once the property has been inspected and the work has been deemed complete, you will receive your reimbursement. Any costs over the approved grant amount will be the responsibility of the homeowner. Please note that all work approved for reimbursement under this program must be finished within three months of the approval letter's date.

Repairs and improvements to the exterior of residential structures and property are eligible.

The following improvements are not eligible:

1. Swimming pools, spas or hot tubs
2. Landscaping, plant materials, or gardens
3. Underground utilities, storm lines
4. Play equipment
5. New detached accessory structures or additions to such structures.

Have questions?

We would be happy to help you with any questions. Please contact Cyndi Peters from our Development Services Department at cyndip@cityofmiddletown.org or 513-425-7939.

HIRP CHECKLIST



INITIAL

APPLICATION

AND

APPROVAL

PHASE

CONSTRUCTION

PHASE

PAYMENT

PHASE

PHASE

MISCELLANEOUS

- 1** Submit the signed application and ALL supporting documents below:
 - Proof of ownership (i.e. recorded deed)
 - Proof of residence: most recent utility bill (must show applicant name and address)
 - Signed W-9 from homeowner
 - Quotes from contractors or material and price lists if homeowner is completing the work. **Homeowner will NOT be reimbursed for their labor.**
- 2** During review of the applications, the City will contact the homeowner to schedule an inspection to verify the necessary repairs and/or exterior projects.
- 3** If the project is approved, you will be notified by the City to sign an agreement. **At the homeowner's request, 50% of the total approved funds can be released to the homeowner after the agreement is signed.**
- 4** **WORK CANNOT BEGIN BEFORE A NOTICE TO PROCEED (the Agreement) IS SIGNED BY THE HOMEOWNER AND THE CITY.**
- 5** Set up a work start date with the contractor and/or gather your materials for your project.
- 6** Make sure the contractor is registered with the City and has all permits and approvals before work starts.
- 7** If there are any changes to the quoted total, the homeowner should be notified by the Contractor before moving forward with repair work. **THE HOMEOWNER IS RESPONSIBLE FOR ANY COST/EXPENSE OVER AND ABOVE THE AMOUNT OF THE APPROVED GRANT.**
- 8** If there are any changes to the scope of the project, the homeowner must notify the City in writing and receive a written approval before moving forward with repair work.
- 9** **Once work is complete, it needs to be inspected by the City in order to qualify for the remainder or full amount of the grant.**
 - Did the work require a permit? If so, Building Inspection will need to inspect. Call (513) 425-7974 to schedule.
 - Contact Cyndi Peters at cyndip@cityofmiddletown.org or (513)425-7939
 - to schedule a Post-Project Inspection. Final payment to the homeowner is contingent upon successfully passing inspections.
- 10** After successful completion of the project, including the passed inspections and submission of all necessary receipts, the remaining funds will be released to the homeowner.
 - Homeowner agrees to give the City permission for any photographs to be used for marketing purposes by the City of Middletown.**
 - City may provide a temporary yard sign to homeowners of approved projects in order to promote further participation in the program.**

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)							
	2 Business name/disregarded entity name, if different from above.							
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.							
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)							
	<small>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</small>							4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Other (see instructions) . . .							Exempt payee code (if any) _____
	<small>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions</small>							Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
	<small>(Applies to accounts maintained outside the United States.)</small>							
5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)							
6 City, state, and ZIP code								
7 List account number(s) here (optional)								

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
-----------	-----------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they