Newton County Low Income Senior Home Repair Program

PROGRAM OVERVIEW

The Newton County Low Income Senior Home Repair Program (NC-SHRP) provides assistance to senior citizens in Newton County who are homeowners facing financial difficulties and require essential home repairs for safety and habitability. The program is designed for applicants living in a household with an income at or below 80% of the Area Median Income (AMI), who own a residence in Newton County in need of critical repairs that could negatively impact their health and safety. The program focuses on critical repairs, including maintenance of HVAC, plumbing, and electrical systems. Other services could include roof repairs, installation of wheelchair ramps, replacement of windows for energy efficiency, and other necessary measures to ensure the home is safe and habitable.

Application Process

Seniors in Newton County can apply through our straightforward online application. For those with limited access to computers or the internet, local community assistance sites will be available to aid with the application process.

1. Porter Memorial Library: 6191 Highway 212, Covington, GA 30016
2. Newton Branch: 7116 Floyd Street, Covington, GA 30014
3. Newton County Administration Building: 1113 Usher Street NW, Covington, GA 30014

Before visiting an assistance site, please call (770) 786 - 0807 to get the most up-to-date assistance dates and hours.

Application Period

The Program will launch on June 1, 2023, and the application period will be open for 60 days.

Eligibility Criteria

Applicants must meet all of the following criteria to be eligible for the NC-SHRP:

- Homeownership in Newton County and the property in question is their primary residence.
- Be 55 years old or older at the time of application.
- The household income is at or below 80% of the Area Median Income (AMI), as determined by the Secretary of HUD.

* Please note that priority processing will be given to households with income at or below 50% AMI, as well as households located in a Qualified Census Tract (QCT).

Income Limits

Maximum Annual Income (80% AMI) Based on Persons in Household

- 1 Person - $54,000
- 2 Persons - $61,700
- 3 Persons - $69,400
- 4 Persons - $77,100
- 5 Persons - $83,300
- 6 Persons - $89,450
- 7 Persons - $95,650

- 8+ Persons - $101,800

* Prioritized Annual Income limits (50% AMI) Based on Persons in Household
- 1 Person - $33,750
- 2 Persons - $38,600
- 3 Persons - $43,400
- 4 Persons - $48,200
- 5 Persons - $52,100
- 6 Persons - $55,950
- 7 Persons - $59,800
- 8+ Persons - $63,650

Assistance Offered

Up to $30,000 per household. The program focuses on critical repairs, including maintenance of HVAC, plumbing, and electrical systems. Other services could include roof repairs, installation of wheelchair ramps, replacement of windows for energy efficiency, and other necessary measures to ensure the home is safe and habitable.

Documents Needed to Apply

Please ensure all photos and documents uploaded are clear and easy to read. No videos. Address and name on attachments must match address and name on application. Please use your full name.
- Identification (acceptable documentation listed below)
  - Driver's License
  - Government ID
  - Permanent Residence Card
  - Other Government Issued ID Card
  - Passport
  - Birth Certificate
  - Immigration Card
- Proof of Primary Residency (acceptable documentation listed below)
  - Government ID (you may re-use your proof for identification, assuming it also includes your address)
  - Utility Bill (electric, water, gas)
  - Property Tax Bill or Receipt
- Proof of Property Ownership (acceptable documentation listed below)
  - Mortgage Deed
- Proof of Income (all sources, including social security, and MUST be dated on or after March 3, 2021)
  - Food Assistance Program Benefit Statement (notice of case action)
  - One Month Worth of Pay Stubs for ALL Household Employment (dated within the last 60 days)
  - Government Benefits Statement
  - Unemployment
  - Child Support
  - Alimony
  - Letter from Employer
  - Social Security Income Letter
  - W2 from Previous Year
- Two Estimates for Each Repair Being Requested (acceptable documentation listed below)

- o Signed and Dated Contractor Estimates (detailing scope of work, estimated completion of the project, cost, including any taxes, fees, or other expense that may be incurred *) * The document should specify the payment terms, including the total amount due, any deposit or upfront payments required. The document should specify any warranties or guarantees that apply to the work or materials used in the project, if applicable.

Documents Needed if Selected

For applications that are selected for a NC-SHRP grant, the following additional documentation will be required before all awards will be paid:

- Contractor Documentation
  - o Valid Identification (will be requested via an identity verification software, ComplyCube)
  - o Signed and Dated W-9 Form
- Proof of Job Completion
  - o Signed Release Form (from applicant confirming work was done satisfactorily)
  - o Inspection by Newton County that Work was Completed

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-------------------- Please read this document in its entirety before you proceed --------------------

General Instructions

The registration and application processes were developed for use with these devices and browsers:

- Google Chrome on Windows
- Microsoft Edge Chromium on Windows
- Mozilla Firefox on Windows
- Safari on Mac OS X

Two-step Process to Request a Grant

Step 1 of the process is to register with the system by submitting an Applicant Registration Form. You will need to provide your email address.
Step 2 of the process is to submit the Application Intake Form.

Completing the Forms

- Each form is comprised of multiple tabs. You must complete each tab in its entirety before proceeding to the next tab. You can submit the form for processing after you complete the last tab.
- You cannot edit the form after you submit it. The form will be processed after you submit it.
- An asterisk (*) indicates a required field (see "Information to Apply" for the list of required information and documentation).

Step 1: Submit an Applicant Registration Form

You must provide an email address in the registration form. Please note that this email address will be used as the Authorized Representative email address in your application form.

You must complete a basic eligibility check to submit the applicant registration form. Based on your responses to the eligibility check, you may be ineligible for an award. If you are ineligible, you will not be able to submit the registration form.

1. Go to Grant Portal at https://iparametricsbpa.workflowcloud.com/forms/5c3818d5-95b3-4ddd-be22-9a7d286b2e9c to begin the registration process.

2. Begin the registration process by following the instructions on the first tab and then proceed to the second tab and third tabs, in that order. You will be able to submit the form on the third tab.

Introduction | Prequalification | Registration

Preferred Language
● English ○ Español

Newton County Low Income Senior Home Repair Program
Applicant Registration Form

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  - Driver's License
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  - Other Government Issued ID Card
  - Passport
  - Birth Certificate
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  - Utility Bill (electric, water, gas)
  - Property Tax Bill or Receipt
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- Proof of Income (all sources, including social security, and MUST be dated on or after March 3, 2021)
  - Food Assistance Program Benefit Statement (notice of case action)
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- Proof of Job Completion
  - Signed Release Form (from applicant confirming work was done satisfactorily)
  - Inspection by Newton County that Work was Completed

Please note that you must have access to email in order to complete the registration process and to submit the application. For those needing assistance with the online application, local community assistance sites will be available to aid with the application process. INSERT LIST.

Please read the End User License Agreement before proceeding.
Cookies are required - please read the Privacy and Cookies Policy before proceeding.
Please download the Program Overview and Instructions before proceeding. Save the instructions and read them before starting your application.

For any question or assistance with the grant application, please contact us via email at NewtonCountySHR@iParametricsDS.com or by phone at (678) 466-6976. Phone hours are Tuesdays and Fridays from 9 AM to 5 PM. Any messages will be returned on Tuesdays and Fridays.

☐ By checking this box, I acknowledge that I have read and I accept the terms of the End User License Agreement and the Privacy and Cookies Policy *

Next | Siguiente

3. After submitting the registration form, you will receive a registration verification email from Newton County <nintex@workflowcloud.com>. Please click on the link in the email. A form similar to the one below will open. Please click the "Verify Email" button to complete the registration process.

Preferred Language
● English
○ Español

Newton County Low Income Senior Home Repair Program

Thank you for submitting the Applicant Registration Form. Please verify your email by clicking on the button below.

Verify Email | Verificar Email

⚠️ The verification email will timeout after 3 days – if you do not verify your email within 3 days, you will need to restart the registration process.

4. After verifying your email, you will receive a registration confirmation email from Newton County <nintex@workflowcloud.com> with the application links. The application can be started and submitted in one sitting, or can be stated and saved, if additional time if needed. The below section, "Submit an Application Intake Form – To Start an Application" provides instructions on how to start an application and save or submit the form. If the form is saved, please refer to the section, "Submit an Application Intake Form – To Continue on a Saved Application" for instructions on how to access your saved application.

Step 2: Submit an Application Intake Form

⚠️ Do not begin the application form until you have successfully registered for the program. You will not be able to access the form if you have not registered.

To Start an Application

1. Click on the Application Start Link sent in the registration confirmation email.
   a. If the link does not work, please copy and paste the URL into your web browser.
2. You will be prompted for an email address – enter the same email address that you registered with and click "Next".
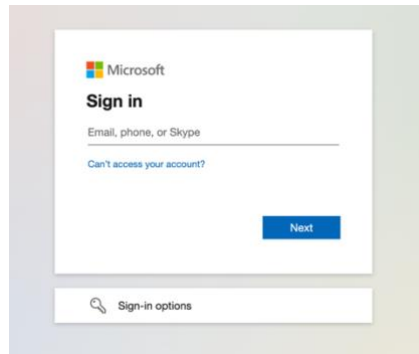
3. If your email address is associated with a Microsoft account (e.g., Microsoft 365 Family, Microsoft, Personal, Microsoft 365 for Business, etc.), you will be prompted to enter your Microsoft account password.
   a. You may need to perform additional security steps, depending on how your Microsoft account is set up.
   b. Note that we do not save your password in our system.

   If your email address is not associated with a Microsoft account:
   a. You will receive an email from iParametrics LLC with a one-time code to use for logging in. Navigate to your registered email address inbox and open the email with the one-time code.
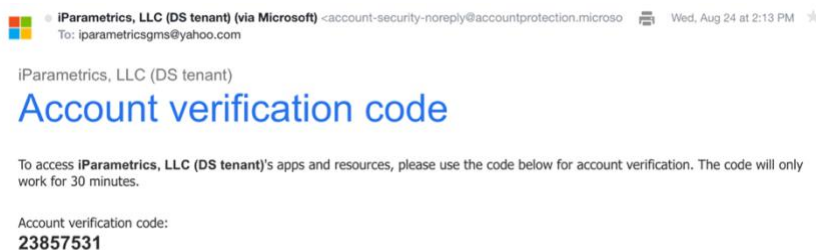
   b. Log in using the one-time code.
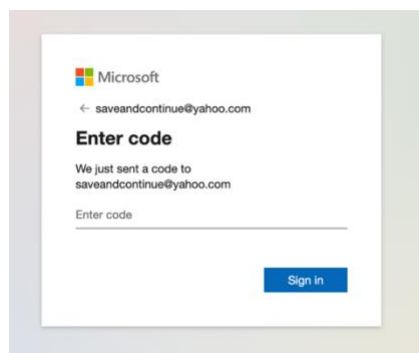
4. If prompted, accept the permission request. For questions or concerns about the request, please contact us via email at NewtonCountySHR@iParametricsDS.com or by phone at (678) 466 - 6976. Phone hours are Tuesdays and Fridays from 9 AM to 5 PM. Any messages will be returned on Tuesdays and Fridays.
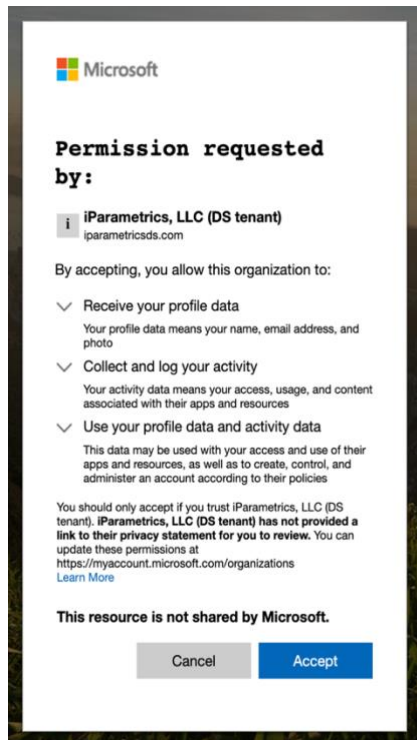
5. Begin the application process by filling out the application form with all required information and supporting documentation.

6. As an applicant, you can opt to complete the entire application in one-sitting or opt to save the application at any point and continue at a later time.

   a. To complete the application in one-sitting, complete the form in its entirety, and click on the "Submit" button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.

   b. To save the application and continue at a later time, click on the "Save and continue" button at the bottom of the form. Please ensure that the "The form has been saved." green ribbon appears at the top of your screen before closing the application form. If the form is saved, please refer to the section, "Submit an Application Intake Form – To Continue on a Saved Application" for instructions on how to access your saved application.

⚠️ All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.

⚠️ While the application undergoes the review process, a Case Manager may contact the Applicant using the 'Authorized Representative contact information if any additional information is needed. It is the Applicant's responsibility to respond in a timely manner. If the Applicant fails to respond to the Case Manager in a timely fashion the application process may be deactivated.

To Continue on a Saved Application

1. Click on the Application Continuation Link sent in the registration confirmation email.
   a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow "To Start an Application" Steps 2 through 4 to log in.
3. Navigate to the "Submit a form" page using the navigation menu on the left of the screen.
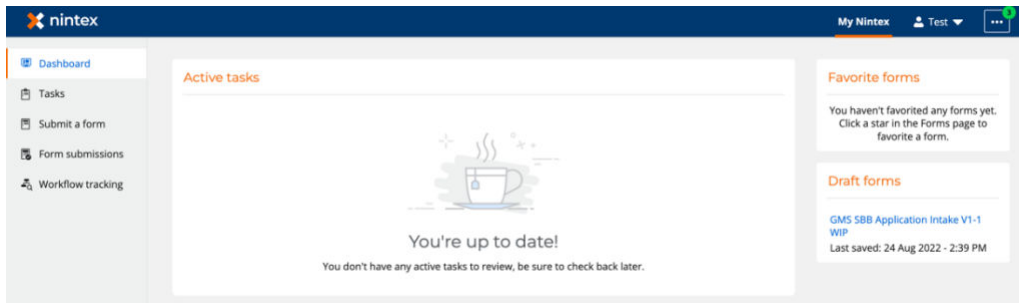
4. Click on your saved form under the "Draft forms" section at the top of the screen.

5. Continue filling out the application form with all required information and supporting documentation.

6. Continue to save and continue on the application as many times as necessary following "To Start an Application" Step 6 and all steps within "To Continue on a Saved Application." Once the form has been completed in its entirety, click on the "Submit" button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.
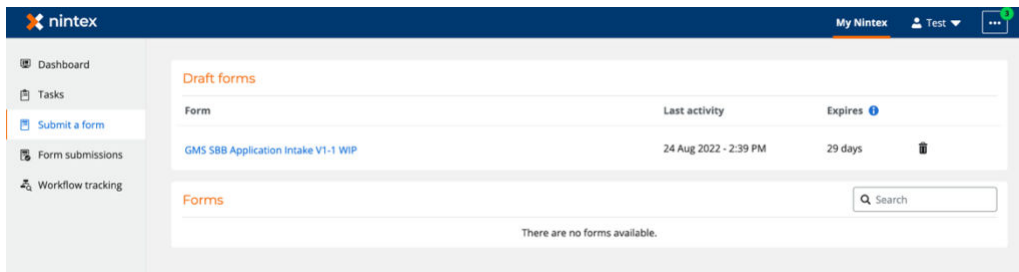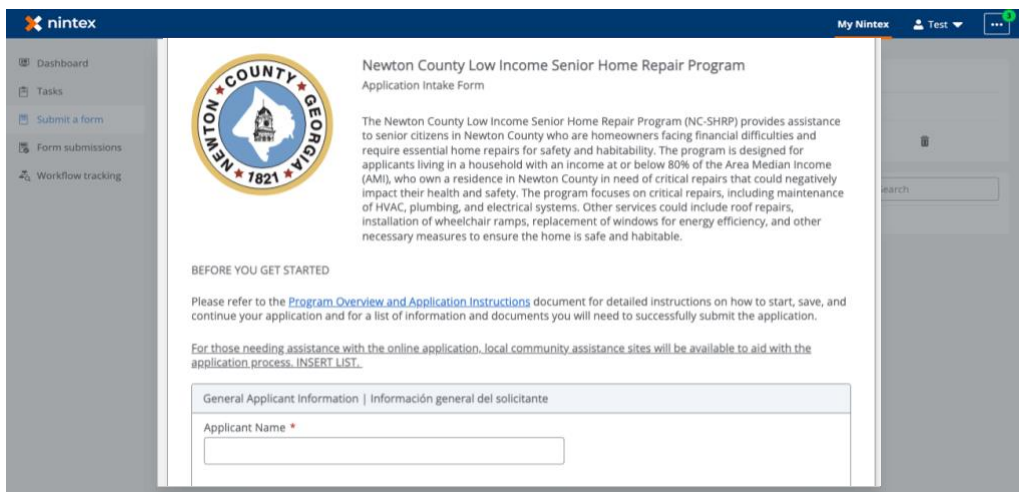
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INFORMATION TO APPLY

This section identifies the required and optional information and documentation that can be entered in the application. Required information must be entered to submit the application. Required documentation must be uploaded to the submit the application. All required information and documentation is denoted with an asterisk below.

Application Information
- Applicant Name *
- Physical Street Address, City, State, and Zip Code *
- Is the applicant a Newton County resident? *
- Applicant Date of Birth *
- Please select which district the applicant's primary residence is in. *
  - Please use the following map to locate the district you reside in: https://co.newton.ga.us/176/District-Maps
- How many people are in the applicant's household? *
- Authorized Representative Name, Email, and Phone *
  - The Authorized Representative will serve as the main contact for the application, review, reporting and administration process. In many cases, the Authorized Representative and Applicant will be the same person. In the case that the Authorized Representative and Applicant are different, the Authorized Representative has received the necessary approval from the Applicant to fill out the application for and act on behalf of the Applicant.
- Authorized Representative Mailing Address, City, State, and Zip Code *
- Applicant Name, Email, and Phone *
  - The Applicant is the party in need of home repairs and must meet all of the eligibility requirements of the Program.
- Applicant Mailing Address, City, State, and Zip Code *
- Does the applicant have home repairs the applicant needs completed for safety or security? *
- *For each project request:*
- Please explain in detail what repairs the applicant's home are in need of. *

Application Documentation
- Identification (acceptable documentation listed below)
  - Driver's License
  - Government ID
  - Permanent Residence Card
  - Other Government Issued ID Card
  - Passport
  - Birth Certificate
  - Immigration Card
- Proof of Primary Residency (acceptable documentation listed below)
  - Mortgage Deed
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For each project request:

- Two Estimates for Each Repair Being Requested (acceptable documentation listed below)
  - Signed and Dated Contractor Estimates (detailing scope of work, estimated completion of the project, cost, including any taxes, fees, or other expense that may be incurred *) * The document should specify the payment terms, including the total amount due, any deposit or upfront payments required. The document should specify any warranties or guarantees that apply to the work or materials used in the project, if applicable.

Additional Questions? Email NewtonCountySHR@iParametricsDS.com or call (678) 466 - 6976