



RESTORE RICHMOND

PROGRAM GUIDE

GRANT FUNDS PROVIDED BY:





Restore Richmond Program

The Restore Richmond program was created to help eligible residents improve the safety and appearance of their property, while beginning the process of rehabilitating the City’s aging housing stock. Financial assistance is provided to eligible homeowners based on federal income guidelines. Income limits are based on maximum annual gross income.

People in Household	Tier 1 Max Gross Income	Tier 2 Max Gross Income
1	\$30,350	\$48,550
2	\$34,650	\$55,450
3	\$39,000	\$62,400
4	\$43,300	\$69,300
5	\$46,800	\$74,850
6	\$50,250	\$80,400
7	\$53,700	\$85,950
8	\$57,200	\$91,500
Maximum Award Amount	Up to \$2,000	Up to \$1,000

*Income reflects 50% and 80% of median income limits for Ray County per HUD 2022 Guidelines.

Instructions & Process

To apply for the program please submit the required information to the Economic Development Department in person, by mail, or email at: rswafford@cityofrichmondmo.org.

1. Completely fill out and sign the attached application pages.
2. Submit proof of all income sources for prior tax year.
3. Submit a copy of your current homeowner’s insurance.

Economic Development staff will review your application to ensure that all appropriate forms have been correctly filled out and meet the program requirements.

Correspondence will be sent confirming the acceptance of your application and project. Upon acceptance, further information will be given to you. Three (3) bids will need to be obtained from approved contractors.

Once a bid has been reviewed, approved, and the contractor has submitted all documentation, a bid agreement will be sent from the City to the contractor for work to be performed.

After the work has been completed to satisfaction, the contractor will be paid the agreed amount, with any remaining funds not used released back to Restore Richmond.

Eligible Projects

Qualified Repairs

- Removal of dilapidated small structures, wood piles, yard waste, overgrown vegetation, and fencing.
- Repair or replacement of damaged shutters, wood-siding shingles, guttering, and window seals
- Exterior Improvements & modifications to aid physically disabled persons, i.e. Exterior ramps & handrails
- Exterior painting, minor repair of windows, storm doors, and garage doors
- Repair of damaged fascia & soffits
- Removal/trimming of dead limbs & diseased trees
- Other repairs based on need & funds available

Ineligible Repairs

- New construction, expansion or remodeling
- Any interior repair/changes
- Pool, sauna, or hot tub installation or repair
- Replacement of household appliances or HVAC
- General house cleaning or seasonal yard maintenance or landscaping
- Foundation Repair
- Driveway Repair
- Roof replacement or repair
- Water or sewer line repair or replacement

Program Guidelines

- Each eligible household can receive up to \$2,000 worth of assistance for eligible home repairs per year. Applicants may receive a grant once every three (3) years.
- If the project described in your original application does not use all of your grant funds, and you would like to use the rest of your award amount for another eligible project, you may do so within 14 days of the first completed project. If not used, the remaining balance goes back to the program. ALL PROJECTS MUST BE COMPLETED BY SEPTEMBER 1ST.
- The program may not cover 100% of your project's cost. The homeowner may need to contribute if costs go over the awarded amount.
- The final decision of selecting a contractor for the project will be decided by the homeowner.
- All property taxes & homeowners insurance must be current on the property.

Application

Applicant Name: _____

Phone: _____

Address: _____

Email: _____

Annual Gross Income:

Source:	Amount:
Total:	

Please Answer the Following:

Number of Members in your Household:	
Your Age:	
Are you currently receiving Social Security?	
Are you filling this application to help resolve a code enforcement violation?	
How long have you lived at the residence?	
Have you applied for or been granted City assistance before?	
Are property taxes current on the home?	

Please describe the project:

Restore Richmond Agreement, Release, and Waiver of Liability

This Restore Richmond Agreement, Release, and Waiver of Liability (the "Agreement") is executed on this ___ day of _____, 20___, by _____, (the "Homeowner"), in favor of the City of Richmond, Missouri, it's governing body, officers, employees, and agents (collectively, the "City").

I, the Homeowner, have voluntarily applied to the City's "Restore Richmond Program," for financial support from the City to assist with minor cleanup and repair of my home, located at: _____ (the "Property"). The project's scope is defined by the application I submitted for the Restore Richmond program, unless changed by written notice from the City (the defined scope, the "Project"). The contractor I select to complete the Project is defined as the "Contractor."

In consideration of the financial support, I, the Homeowner, hereby freely, voluntarily and without duress execute this Agreement under the following terms, all effective only if the City chooses to fund the Project:

1. Release and Waiver. I, the Homeowner, do hereby release and forever discharge and hold harmless the City and their successors and assigns from any and all liability, claims and demands which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue with respect to any bodily injury, personal injury, illness, death or property damage which arise or may hereafter arise from or is in any way related to the Restore Richmond Program, whether caused wholly or in part by the simple negligence, fault or other misconduct, other than intentional or grossly negligent conduct, of the City or the Contractor.

I understand and acknowledge that by signing this Agreement, I knowingly assume the risk of injury, property damage, harm and loss associated with the Restore Richmond Program. I also understand that the City does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage.

2. Access to the Property. I, the Homeowner, understand that the City and the Contractor may need access to the Property before, during, and after the Project. I agree to allow the City access to the Property for any purpose related to the Project or Restore Richmond Program, provided that the City gives at least twenty-four hour notice prior to the access.

3. Use of Funds. I, the Homeowner, agree to only use any funds allocated to the Project as approved by the City, which the City and I, the Homeowner, have discussed. I agree to provide any necessary documentation to verify use of said Restore Richmond Program funds. I recognize the amount of funds the City allocates to the Project may not be enough to complete the Project. In the event I misapply any payment under the Restore Richmond Program or misrepresent any material fact regarding the funds or the application for the Restore Richmond Program, I shall repay any disputed funds. I understand that all projects must be completed 90 days after a contractor has been selected, or by September 1st of the calendar year, whichever occurs first.

1. Safety of Property. I, the Homeowner, verify that the Property is safe and free from any dangers or hazards to the City and the Contractor. Furthermore, I, the Homeowner, agree to inspect the Property and maintain the Property so the Property remains safe for the City and the Contractor for the duration of the Project.

2. No Warranties. All warranties express and implied, including, without limitation, any warranty of fitness for a particular purpose, merchantability, good and workmanlike product or service or otherwise, are disclaimed and waived.

3. Indemnity. I, the Homeowner, agree to indemnify, protect, defend and hold harmless the City from and against any claims, damages, costs, judgments, penalties, attorney's fees, expenses, and other liabilities arising out of, involving, relating to, or in dealing with, the Restore Richmond Program, the Property, the Project, and the Contractor, including, but not limited to, my failure, as the Homeowner, to complete any obligation to the Contractor relating to the Project.

4. Photographic Release. I, the Homeowner, do hereby grant and convey to the City all right, title, and interest in any and all photographs and video or audio recordings of or including the Property or Project, made by the City during the Project, including, but not limited to, the right to use such photographs or recordings for any purpose and to any royalties, proceeds or other benefits derived from them.

5. Other. I, the Homeowner, expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of Missouri. I further agree that in the event any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Agreement, which shall continue to be enforceable. Further, a waiver of a right under this Agreement does not prevent the exercise of any other right.

I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF ALL LIABILITY AND, IF MY PROJECT IS SELECTED, A CONTRACT BETWEEN MYSELF AND THE CITY. I SIGN THIS AGREEMENT OF MY OWN FREE WILL.

Homeowner Printed Name: _____

Homeowner Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received:		Date of Funds Distributed:	
Total Project Costs:		Total Disbursement:	