



City of Warwick Office of Housing & Community Development



Home Improvement Loan Program
Lead Hazard Reduction Program
Sewer Connection Grant Program

Updated June 15, 2023

General Information

The City of Warwick is committed to the belief that decent safe affordable housing is of paramount importance. And that the City should take an active role in its development and implementation.

As a result of this commitment, the City of Warwick’s Office of Housing & Community Development is charged with providing resources and assistance to those individual property owners and developers interested in developing safe affordable housing units in the City of Warwick.

In addition, the Office provides financial resources, in the form of low cost fixed rate loans, to low-to-moderate income homeowners and owners of affordable rental units to facilitate improvements to their properties and simultaneously providing decent housing and improving the quality of life of those involved.

Eligibility

In general, all of the Programs administered by the Office of Housing & Community Development require that the housing unit receiving assistance meet income eligibility requirements. Additional Program specific requirements will be reviewed under the Program descriptions to follow.

Income eligibility is determined by the household size of the individual housing unit(s) receiving assistance. Household income is calculated by using current gross income, from all sources, from all occupants of the unit 18-yr of age and older. Sources of income includes but is not limited to salaries, wages, pensions, interest & dividend income, public assistance, Social Security Benefits, alimony, SNAP benefits, child support, and all other sources of direct income.

A Household is defined as all persons who occupy a housing unit. Occupants may be a single family, one person living alone, two or more families living together or any other group of related or unrelated persons who share living arrangements.

HUD Federal Income Guidelines

Owner-occupied homeowner(s) and tenant(s) may earn no more than:

One person household \$57,350	Five person household \$88,500
Two person household \$65,550	Six person household \$95,050
Three person household \$73,750	Seven person household \$101,600
Four person household \$81,900	Eight person household \$108,150

Household income is calculated by the aggregate of all persons over the age of 18 residing in the residence at the time of application. Certain exceptions apply.

Programs

Home Improvement Loan Program

Purpose of the Program

The purpose of the Home Improvement Loan Program is to assist low-to-moderate income homeowners and owners of affordable rental units to make improvements to those units that provide a direct benefit to the inhabitants of those units.

Eligibility Requirements

Participation in the Home Improvement Loan Program is open to the following types of residential housing units:

- Owner Occupied Single Family Homes
- Owner Occupied Multi-Family Homes (2-4 Units)
- Non- Owner Occupied/Investment Property (1-4 Units)
- Long-Term Affordable Housing Units

Participating properties must be current on all real estate taxes, water/sewer usage, and sewer assessment. Properties can not be involved in a foreclosure proceeding and have a lien in the form of a reverse mortgage recorded on the property.

All housing units must meet the income guidelines in addition to the above referenced eligibility requirements.

Types of Improvements

The following types of improvements can be covered under the Home Improvement Loan Program replacement windows, heating systems, roofs, electrical systems, septic systems. Other improvements not listed above will be allowed on a case by case basis.

Property owners must correct all Property Maintenance Code Violations and comply with HUD's Regulation on Controlling Lead-Based Paint Hazards. These regulations control how the work is to be performed and who is allowed to perform the work.

Financial Assistance

Financial assistance for the Home Improvement Loan Program is provided in the form of a low-interest fixed rate loan. The interest rate is a maximum of 4% for owner occupied single family and owner eligible multi-family (2-4 units) properties. The interest rate for non-owner occupied and non-owner eligible multi-family (1-4 units) is 6%.

The terms of the loan are negotiable in order to make the loan affordable to the borrower's. The amount of assistance and exact terms of the loan shall be determined by the Office.

Contractor Selection

Participants in the Home Improvement Loan Program can select any contractor they choose to perform the eligible work or can have the Office assist them in identifying a contractor to perform the work. Ultimate responsibility of contractor selection resides solely with the participant.

All contractor's must be licensed by the State of RI and must provide evidence of liability insurance coverage and worker's compensation coverage (if required by RI Law) in order to be allowed to participate in the Program. In addition, if lead based paints are to be disturbed, the contractor must possess the appropriate State of RI Lead License.

Building Permits for all work, requiring a permit, must be obtained by the contractor prior to commencement of work.

Additional licenses and certifications maybe required by the Office in accordance with RI General Law, RI Contractor's Registration Board, HUD's Regulation on Controlling Lead-Base Paint Hazards and the City of Warwick's Building Department.

Lead Hazard Reduction Loan Program

Purpose of the Program

The purpose of the Lead Hazard Reduction Program is to assist low-to-moderate income homeowners and owners of affordable rental units make improvements to those units that reduce the exposure of children under 6-yrs of age to lead-based paint hazards.

Eligibility Requirements

Participation in the Lead Hazard Reduction Program is open to the following types of pre 1978 residential housing units:

- Owner Occupied Single Family Homes
- Owner Occupied Multi-Family Homes (2-4 Units)
- Non- Owner Occupied/Investment Property (1-4 Units)
- Long-Term Affordable Housing Units

Participating properties must have at least one child under the age of 6-yrs old residing in the participating housing unit at the time of work starting. The Program is **not open** to properties that have frequent visitors.

Participating properties must be current on all real estate taxes, water/sewer usage, and sewer assessment. Properties can not be involved in a foreclosure proceeding and have a lien in the form of a reverse mortgage recorded on the property.

All housing units must meet the income guidelines in addition to the above referenced eligibility requirements.

Types of Improvements

The Lead Hazard Reduction Program requires a comprehensive approach to determining what types of improvements are needed in the housing unit. A Comprehensive Lead Inspection will be performed on the participating property – this inspection will identify all lead hazards both on the interior and exterior of the property.

All items listed as hazards in the Inspection Report will be required to be either replaced or repaired.

Upon completion of the lead hazard reduction work the property will receive a lead safe certificate for the interior and exterior.

Contractor Selection

The Office of Housing & Community Development will provide the necessary technical assistance to participating property owners in selecting contractors. All contractors must be lead hazard abatement contractors as licensed by the RI Department of Health in addition to a licensed General Contractor.

Financial Assistance

Owner Occupied Single Family Properties

Financial assistance for the Lead Hazard Reduction Program is provided in the form of a 0% deferred loan up to \$10,000. There are no payments due so long as there is no change of ownership or re-finance. Additional terms may apply and will be discussed prior to loan closing.

Assistance in excess of the \$10,000 will be through the Home Improvement Loan Program (described above).

Specific terms and conditions will be presented during the application process and prior to closing.

Non-Owner Occupied Properties

Financial assistance for non-owner occupied properties shall be the same as that of the Home Improvement Loan Program, fixed interest rate of 6%.

Sewer Tie-In Grant Program

Purpose of the Program

The Sewer Tie-In Grant Program is designed to assist low-to-moderate income property owners in the City of Warwick connect their properties to the municipal sanitary sewer system.

The Sewer Tie-In Grant Program is funded annually through the Warwick Sewer Authority and managed by the Office of Housing & Community Development. Availability of funds fluctuates from year to year, grants are only written when funds are available.

Eligibility Requirements

Participation in the Sewer Tie-In Grant Program is restricted to owner occupied single-family properties.

Participating properties must be current on all real estate taxes, water/sewer usage, and sewer assessment.

In addition, the household must meet the income guidelines set forth for the household size.

Contact

For information on the above described programs – please contact:

Melissa J. Foley, Coordinator
Office of Housing & Community Development
3275 Post Road
Warwick, RI 02886
(401) 921-9691
melissa.j.foley@warwickri.gov

Application Process

Home Improvement & Lead Hazard Reduction Programs

Applications for the Home Improvement & Lead Hazard Reduction Loan Programs are taken by appointment only. Once you have compiled the information listed below, please contact the Office to schedule an appointment.

Please note all property owners **MUST** attend the appointment.

HOMEOWNERS MUST bring with them, at the time of their appointment, the following documentation:

- Social Security Number(s)
- Proof of income – recent pay stub(s), copies of statement showing gross income received, such as – Unemployment, Social Security, Veteran’s Administration, Worker’s Compensation, Child Support/Alimony, and/or Foster Care, etc.
- Copy of the deed for the property
- Copy of mortgage for the property (documents received at closing)
- Evidence that Real Estate Property Taxes are paid
- A completed signed copy of the most recently filed Income Tax Form 1040 (Federal & State) and W2 Forms or 3 years if borrower(s) is self-employed
- Copy of Homeowners and Flood Insurance Policy Declaration Page (if applicable) showing amount of coverage, name, address of insurer, policy number and expiration date.
- Copy of most recent checking & savings account statement(s)
- Copy of most recent mortgage statement(s) with original and current balances
- Outstanding loan/credit card balances and account numbers

LANDLORDS/INVESTORS MUST bring with them, at the time of their appointment the following documentations:

- Social Security Number(s)
- Copy of the deed for the property
- Evidence that Real Estate Property Taxes are paid
- Copy of Homeowners and Flood Insurance Policy Declaration Page (if applicable) showing amount of coverage, name, address of insurer, policy number and expiration date
- Copy of mortgage for the property (documents received at closing)
- Copy of most recent mortgage statement(s) with original and current balances

Sewer Tie-In Grant

Applications for the Sewer Tie-In Grant are mailed to interested applicants. To request an application packet please call 738-2009, option 2. Once all the application is complete and you have received a proposal from a licensed drain layer or Master Plumber, please contact the Office to schedule an appointment to apply for the Grant.

Please note all property owners MUST attend the appointment.

Applicant MUST bring with them, at the time of their appointment, the following documentation:

- Completed Sewer Tie-In Application
- Proof of income – recent pay stub(s), copies of statement showing gross income received, such as – Unemployment , Social Security, Veteran’s Administration, Worker’s Compensation, Child Support/Alimony, and/or Foster Care, etc.
- Signed Evidence of Homeownership (Title) – See Homeownership/Title Form
- Signed Evidence that Real Estate Property Taxes are paid - See Real Estate Tax Form
- Completed Proposal Form – form must be completed by a Warwick Sewer Authority Licensed Drain Layer or licensed Master Plumber. A proposal written on the company’s letterhead is also a suitable alternative.