

Community Building Partnership
Exterior Renovation Grant Program
Program Requirements



Prior to submitting your application for an Exterior Renovation grant, please ensure that all required documents are included. Applications that do not include all required documentation may experience delays or rejection.

Requirements of property:

- Applicants must complete a minimum of \$1,000 in eligible improvements to the exterior of their home. If your project is less than \$1,000, your application will be denied.
- Property **MUST** be located within the City of Canton corporation limits.
- Property **MUST** owner-occupied according to the Stark County Auditor. Community Building Partnership (CBP) makes this determination by checking if the property shows the Owner-Occupancy Tax Credit.
- Property **MUST** be current on property taxes. If not current, applicant will be required to submit documentation of tax payment if pursuing a repayment plan.

Required documentation:

- Completed application, along with signature page (pages 3-4 of application PDF)
- Completed & signed W-9 with all highlighted fields completed (page 5 of application PDF)
- Any associated invoicing or estimates
- Proof of payment for projects (receipts, bank statement, check images, credit card/financing statement,)
- Current copy of Canton City Utilities Statement (water, sewer, sanitation) only; do not send AEP, Dominion, etc.
- Before & after photos of project

Questions?

330-458-0962 | samantha@cbpstark.org | www.cbpstark.org

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Applicant Information

Date

Applicant First Name

Applicant Last Name

Co-Applicant First Name (if applicable)

Co-Applicant Last Name

Address of Real Property

City

State

Zip Code

Phone Number

Email Address

Neighborhood Association (if known): _____ City Ward Number (if known) _____

How did you hear about us? _____

- Are you currently delinquent on taxes or assessments on this property or any others, or associated with a delinquent entity within the state of Ohio? Yes No
- Are you currently delinquent on any City of Canton utility bills on this property? Yes No
- Is this property currently under the burden of foreclosure by any financial institution? Yes No
- Is this property an owner-occupied parcel as indicated by the Stark County Auditor? Yes No

Demographic Information

As a participant in HUD-related programming, Community Building Partnership of Stark County (CBP) is required to gather and report certain demographic information for all program participants. This information is summarized and reported in group format, and all personal information is removed.

- Gross Household Income
- Less than \$38,600 \$38,601-\$44,100 \$44,101-\$49,600 \$49,601-\$55,100 \$55,101-\$59,550
- \$59,551-\$63,950 \$63,951-\$68,350 \$68,351 or more Choose not to respond

Are you a veteran?
 Yes No

Description of Work (attach additional pages if you need more space)

Total Cost of Improvements \$ _____

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I certify that the above and any attached information is true and correct to the best of my knowledge.

I certify that I do not owe nor am associated with any entity which owes;

- Applicants must be current on city taxes and utility payments, or otherwise show proof of payments being made. Any delinquent taxes to the State of Ohio or a political subdivision of the State including any delinquent real or tangible personal property taxes including tax for which it is liable under chapters 5733, 5735, 5739, 5741, 5747, or 5753 of the Ohio Revised Code or if such delinquent taxes are owed, it currently is paying the delinquent taxes pursuant to an undertaking enforceable by the State of Ohio or an agent or instrumentality thereof, has filed a petition in bankruptcy under 11 U.S.C.A. 101, et seq. or such a petition has been filed against him. For purposes of this certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of Revised Code governing payment of those taxes.
- Any delinquent monies to the State of Ohio or a State Agency for the administration or enforcement of any environmental laws of the state.
- Any indebtedness of any nature to the City of Canton which is delinquent, including but not limited to the payment of any outstanding judgements, liens, grant or loan obligations, utility bills for water, sewer and sanitation services, income taxes (to include mandatory wage withholding) and real estate taxes and assessments for any properties owned by the Property Owner within the City.

Eligibility

ERGs are available ONLY to owner-occupant homeowners making exterior improvements to their property in excess of \$1,000 with payment(s) and project(s) completed during the current year. Properties must be located within the City of Canton corporation limits. Funding is available on a first-come, first-served basis, and applications will be processed in the order they are received. Applications will be considered received once the full application and all necessary documentation has been submitted. Grants will be available until funding is depleted, or at the discretion of CBP. Applicants must be current on city taxes and utility payments. Property address must be listed as owner-occupied by the Stark County Auditor. If such determination is believed to be incorrect, the applicant will be asked to contact the Stark County Auditor’s office to make arrangements to correct it.

ERGs can only be granted on specific exterior improvements approved by CBP. Specific eligible improvements might include, but are not limited to: exterior painting, siding, roofing, fascia/soffit, gutters/spouting, porch repair, exterior doors/windows, sidewalks/driveways, and approved landscaping projects. Projects must be approved by CBP as part of the application process in order to be eligible. In the event that homeowner completes the work themselves, CBP will calculate rebate based on costs for building material(s) accompanied by a receipt; personal labor is not subject to rebate. Maximum grant amount: \$2,000.

Recipients must agree to allow CBP to share photos, project details, and results in CBP promotional material, including social media, as well as place signage on homeowner’s property to promote neighborhood improvement. Before and after photo evidence of the project are required as part of the application; CBP ensures that any personal identifying information, such as address numbers, be removed from photos to the best of CBP’s ability. If the applicant is unable to provide photos, please contact CBP for assistance.

Additionally, I hereby release, waive, discharge and covenant not to sue and hold harmless from any and all liability, claims, costs and expenses whatsoever arising out of or related to any loss, damage, or injury that may be sustained to my property through renovations performed by any contractor related to my use of the Code Enforcement Repair Program. In addition, any CBP staff and/or authorized CBP representatives will not be held responsible for any loss, damage, or injury that may be sustained to my property.

By signing this agreement, I acknowledge that the purpose of this grant is to promote revitalization in my neighborhood. I agree to allow Community Building Partnership of Stark County, Inc. (CBP) to place signage on my property to promote neighborhood improvement for a reasonable duration, as well as allow CBP to share photos, project details, and results for program promotion.

Applicant Signature

Date

Co-Applicant Signature

Date

Please submit the following supporting documents along with this completed application:

Before & after photos, copy of most recent Canton City Utilities bill, completed W-9, invoices, & proof of payment

VIA US MAIL Community Building Partnership, 400 Market Ave N, Suite 400, Canton, OH 44702

VIA EMAIL samantha@cbpstark.org

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) _____ 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. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	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 _____ <input type="checkbox"/>	
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional) Community Building Partnership of Stark County 400 Market St. North - Suite 400 Canton, OH 44702-1553
	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.

Social security number														
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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.

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
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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