

R3 DOWNPAYMENT PROGRAM 2022

The City of Riverdale is now offering (R3) HOME assistance for homebuyers purchasing or owning homes in the city. This program is funded by the U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program through Clayton County HUD division. The grant is administered by the Community Development Department.

The R3 assistance program consists of a one-time grant for 1st time home buyers in the City of Riverdale, providing up to \$20,000 for down payment or closing costs. And if funds are available A one time grant for existing Homeowners (5 years or more) in the City of Riverdale, providing up to \$10,000 in home repair assistance for siding, roof and window repairs/replacement ONLY.

Please Note: You cannot apply for this funding if you have received funding previously. Priority will be given to first-time home buyers.

Who is Eligible?

First-time Homebuyers that: (First come, first serve)

- Meet HUD income requirements (see HUD Guidelines below)
- Are Riverdale City employees (Public Safety, Teachers)

Or Existing Homeowners (5 years or more): (Lottery)

- Low Income Homeowners (see HUD Guidelines)

The application time frame is **Jan. 15, 2022 to May 31, 2022.**

Note: Only complete applications will be entered into the lottery drawing or considered.

Frist-time Homebuyers

Funds can be used for down payment or closing costs.

Borrower is required to complete 8-hr homebuyer education course.

Property must be owner occupied for aa minimum of 5 years

Buyer must contribute a minimum of \$1,000.

Funds will be wire-transferred to the Closing Attorney

Funding is based on as assessed value sliding scale:

Assessed Value Range	Payment Amount
\$89,999 or less	\$5,000.
\$90K- \$119,999	\$7,000.
\$120K - \$139,999	\$10,000.
\$140K- \$159,999	\$15,000.
\$160k +	\$20,000.

*Based on the appraised value as determined by the Clayton County Board of Accessors digest.

Existing Homeowners Lottery

Funds can ONLY be used for siding, roof, and window repairs and/or replacement.

The Homeowner must select a Georgia Certified Licensed and insured contractor to conduct the work and obtain all permits that are required to perform the work. All work must be completed by October 31, 2022. **The homeowner must provide a minimum of three (3) bids for planned repairs. (City staff does not recommend contractors)** The building official will also conduct an initial inspection of the property prior to the start of the work.

Upon the completion of the work, a final inspection signed by the homeowner, the contractor and the City Building Official is required. In addition, the contractor will provide a limited one (1) year warranty on labor and materials, a one-year warranty on roofing repairs and two-year warranty on the removal of all existing roofing and replacement with a single new layer.

Once the final approval by all parties is given on the completed work, the contractor can submit an invoice the Community Development Department to request payment. **No payments will be issued until the work is completed.**

HUD Income Guidelines 2021

Family Size	Maximum Income
1	\$48,300
2	\$55,200
3	\$62,100
4	\$68,950
5	\$74,500
6	\$80,000
7	\$85,500
8 or More	\$91,050

Program Requirements

Participants must commit to:

- Home must be principal residence (for a minimum of 5 years) and Homestead exemption claimed.
- Homes must be maintained and fully up to code one (1) year after purchase.
- Home inspections will be required prior to funding approval for existing home improvements.

How do I Apply?

Submit a completed application with supporting documents. **We will not accept incomplete applications.** Only complete application with supporting documents will be processed.

Notifications and all communications will be sent out via email.

Applications may be submitted as follows:

Scan the completed application and supporting documents into a single PDF and email it to Communitydevelopment@riverdalega.gov

OR

Mail the completed application and supporting documents to:

**Community Development Department
City of Riverdale
971 Wilson Rd
Riverdale GA 30296**

All application must be received by May 31, 2022.



R3 Down Payment Program 2022 Application

INSTRUCTIONS: PLEASE READ ALL INSTRUCTIONS BEFORE YOU APPLY

You can not apply for this program if you were previously awarded. This is a one-time grant.

Fill out the application completely and attach all required documents. Make sure to include your email address. We will not hold incomplete applications. Only complete submittals will be processed. This program is for existing homeowners of 5 years or more And Persons currently purchasing a home in the City of Riverdale. **This program is ONLY for properties located within the City limits (see attached map).** Please check with Clayton County GIS:

<https://cccd-gis.maps.arcgis.com/apps/webappviewer/index.html?id=20bb677504f64402b7fe67c67eb15986>

Funds are awarded on a first come first serve completed applications basis for new homebuyers first and the remaining funds are distributed via lottery to existing Homeowners with completed applications.

Home Repair-

You must submit your 3 bids for any work your requesting funding for i.e. roof (3) quotes, Siding (3) quotes or (3) Window quotes. We do not recommend contractors. Awards are based on the **Lowest bid** for the work requested.

No prepayments (for quotes, deposits or otherwise) will be made. Grant funds are paid directly to the contractor upon approved/inspected completed work. Grant awards are not guaranteed to cover the complete cost of requested improvements.

Mail, email or hand-deliver the application with supporting documents by COB May 31, 2022

***to: Community Development Department
971 Wilson Rd, Riverdale, GA 30296***

*****If emailing application please scan into a single PDF.***

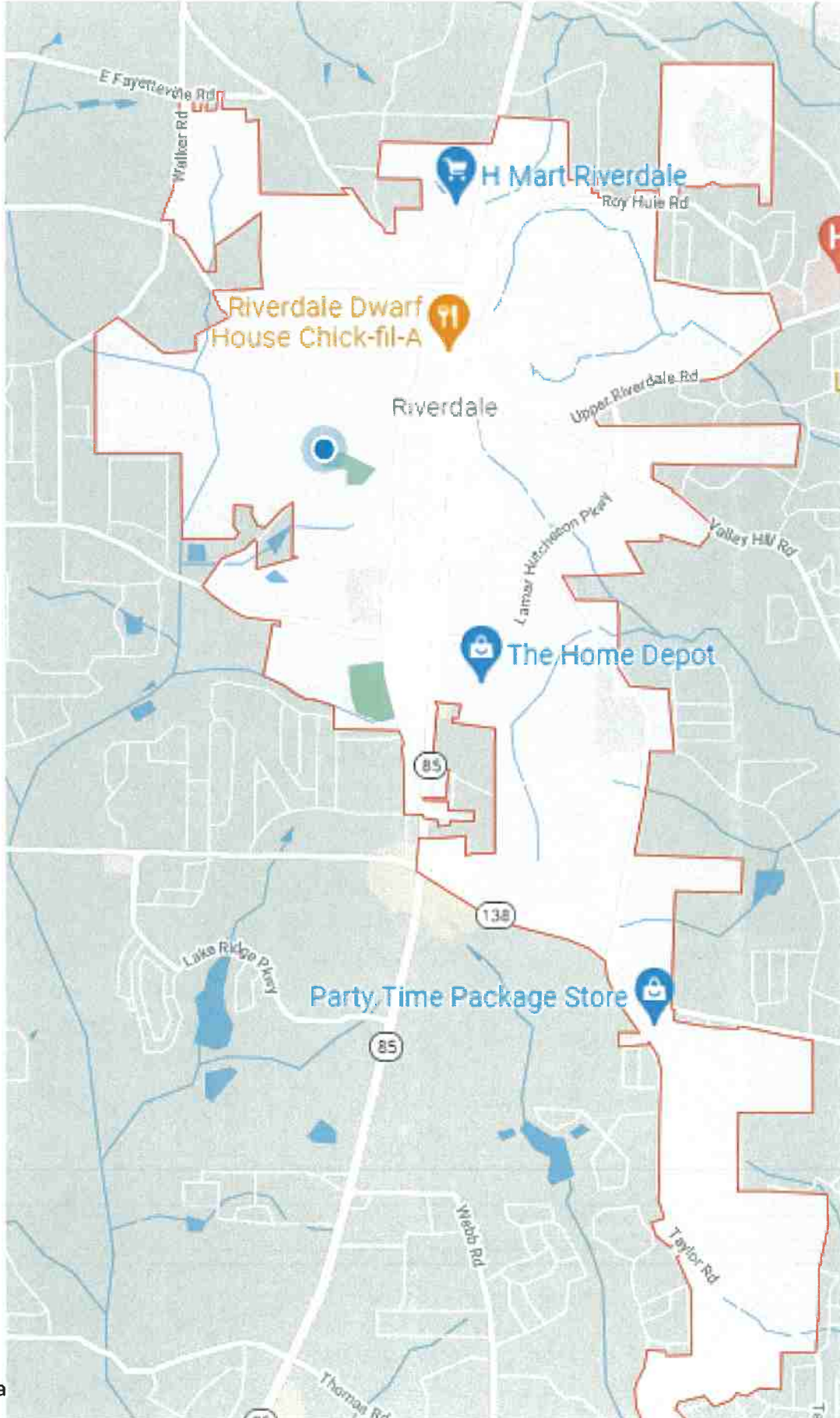
Only **complete** applications (with attached documents as listed) will be processed. Make sure to check your email for award notices. Awards are selected via lottery until the funds are depleted.

If you have any questions, contact the Community Development Department

communitydevelopment@riverdalega.gov



R3 Down Payment Program 2022 Application





R3 Down Payment Program 2022 Application R3 Home Assistance Checklist

Collect and submit all the following information:

- Copy of Driver's License
- Proof of Ownership (Deed) -*Home Repair applicants*
- Sales contract - *Down Payment applicants**
- Copy of earnest deposit payment*
- 8-hr Homebuyers class certificate*
- Current pay subs for the last 2 months

- Adjusted Income page of Income Tax Returns **for the last 2 years-**

Finding Your AGI

Various versions of Form 1040 reflect the AGI amount on different lines:

- Line 8b on Form 1040
- Line 8b on Form 1040-SR
- Line 7 on Form 1040
- Line 21 on Form 1040A
- Line 4 on Form 1040EZ
- Line 35 on Form 1040NR

You can find the name of your tax form on the upper left hand corner of your return.

If you used online tax software, you can typically login and download a copy of your prior year's 1040 tax return to find your AGI.

- Social security statements (if applicable) Form SSA-1099
- Disability benefits (if applicable)
- Pension statements (if applicable)
- Evidence of child support or alimony (if applicable)
- Your employment contract (signed, if applicable City of Riverdale Employees **only**)
- Contractor Information (name, license(s)/insurance information)- **The Homeowner must select a Georgia Certified Licensed and insured contractor to conduct the work and obtain all permits that are required to perform the work. The homeowner must provide a minimum of three (3) bids for planned repairs. (City staff does not recommend contractors.)**
- Scope of services for proposed improvements and cost - A scope of improvements is required to be submitted and approved the City Building Official. The building official will also conduct an initial inspection of the property.
- Project completion timeline- **All work must be completed by November 1, 2022**



R3 Down Payment Program 2022 Application

Q & A

DO I HAVE TO MEET THE HUD INCOME GUIDELINES FOR THE LAST 2 YEARS TO QUALIFY? Yes

DO I HAVE TO RESIDE IN THE HOME? Yes, it must be your full-time residence and homesteaded.

HOW DO I VERIFY THAT MY PROPERTY IS IN THE CITY OF RIVERDALE? Check on the Clayton County GIS map:

<https://cccd-gis.maps.arcgis.com/apps/webappviewer/index.html?id=20bb677504f64402b7fe67c67eb15986>

type in your address in if it's in the shaded area -you're in the city limits

I JUST BOUGHT MY HOME LAST YEAR, DO I QUALIFY? No, the program is for persons currently purchasing a home or has owned a home for at least 5 years in the City of Riverdale.

I'M ON SOCIAL SECURITY I DID NOT FILE TAXES HOW DO I PROVE INCOME? You can submit your SS Benefit Statement (SSA-1099 Form)

I APPLIED LAST YEAR BUT DID NOT RECEIVE THE GRANT DO I HAVE TO APPLY AGAIN? Yes, you must submit a new application.

DO I HAVE TO SUBMIT BIDS WITH MY APPLICATION? Yes, you must submit 3 bids for each improvement requested. Incomplete applications will be returned.

DOES THE CITY HAVE A LIST OF CONTRACTORS WE CAN USE? No, the city cannot make recommendations

HOW WILL I KNOW THE STATUS OF MY APPLICATION? You receive an email

WHO DO I CONTACT IF I HAVE QUESTIONS? Communitydevelopment@riverdalega.gov

WHEN IS THE APPLICATION DUE? MAY 31, 2022

CAN I SUBMIT MY APPLICATION AND SEND MY BIDS LATER? No

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION? In early June the applications will be reviewed.

Complete application will be awarded (to new home buyers. 1st received, 1st complete basis) or entered in drawing (for existing Homeowners)

Award Emails will be sent out

Non-award emails will be sent out

Incomplete applications will be returned or shredded



R3 Down Payment Program 2022 Application

Date: _____

*Applicant(s) Name: _____

Email: _____

Cell/Phone#: _____

CHECK ONE

Application Type: Down Payment

Home Repair **(* If funds are available)**

Down Payment

Do you work for the City of Riverdale? Y N

Job Title: _____ Annual Household Income: _\$ _____

Do you have a real estate contract in the City of Riverdale? Y N

Purchase Price: \$ _____

Purchase Property Address: _____

Closing Date: _____ Title Company name, # and email: _____

Home Repair

Current Address: _____ # of Years at residence _____

Number of persons in Household: _____ Annual Household Income: \$ _____
(Includes all persons in your household.)

Proposed Improvements: _____

*Applicant name should be the name of the person on the Deed

If I participate in the Home Repair program, I understand that it is my responsibility to obtain a contractor (3 bids) to preform repairs and complete the work within the required time frame or the funds will be forfeit.



R3 Down Payment Program 2022 Application

Declarations	Yes	No	Initials
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If you are currently purchasing a home:

I/ We are first time home buyers	<input type="checkbox"/>	<input type="checkbox"/>	_____
I/ We have completed an 8-hr pre-purchasing mortgage Class. I have attached the certificate.	<input type="checkbox"/>	<input type="checkbox"/>	_____
I/We have an executed real estate sales contract to purchase a house in the City of Riverdale *Attach copy of contract & earnest deposit.			_____
Name of Mortgage Lender: _____			
Phone #/Email _____			
Name of Sale Realtor: _____			
Phone #/Email: _____			

If you currently own a home (for at least 5 years):

I/We have a total annual household equal to or less than The HUD designated maximum. _____

I/We have been residents of the City of Riverdale for at least 5 Years.

List names of household member along with corresponding relationship and age:

Name	Relationship	Age

Number of All persons living in your household _____

Number of persons 18 or older with income/wages _____

Total yearly household income (before taxes) all persons 18 or older _\$ _____

I understand that in order to obtain this funding I must purchase or own and reside in a home in the City of Riverdale, commit to 5 years of service to the city (if employee) and/or reside on the property for at least 5 years. In addition, I must comply with all the requirements of the program. If I leave the city prior to my



R3 Down Payment Program 2022 Application

employment contract timeframe, I will pay back the funds immediately. Payments will be due monthly, 30 days after my departure from the city and the amount must be paid back in full in accordance with the Default Repayment plan.

If I participate in the Home Repair program, I understand that it is my responsibility to obtain a contractor (3 bids) to preform repairs and complete the work within the required time frame or the funds will be forfeit.

Applicant Signature: _____ Date: _____

We consider all applicants without regard to race, color, religion, sex, national origin, citizenship, age mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

Staff Only

Pre-App # _____

- Eligible
- Ineligible

Payout Date: _____

Received: _____

Signed

Date

Notes: _____
