

## APCHA Essential Repairs Grant Program | 2026 Program Guidelines

### **Please read all guidelines carefully before applying.**

The APCHA Essential Repairs Grant Program assists qualified Category 1 - 4 APCHA homeowners with home repairs that are essential to the health, safety, and longevity of the household and unit.

The grant program will be administered by APCHA pursuant to the guidelines set forth below. Applications will be accepted on a rolling basis until depletion of the \$500,000 of allocated funds. All aspects of the Essential Repairs Grant Program eligibility and approval are at the discretion of the Program Administrator, APCHA staff, and availability of funds. These Guidelines are subject to change and changes are binding upon the applicant.

<b>Eligible Owners</b>	<p>An Eligible Owner is defined by the most recent APCHA Affordable Housing Guidelines and subject to policies contained therein. Applicants must be an APCHA deed-restricted Category 1 - 4 (Category based on income re-qualification <u>not unit category</u>) homeowner. Homeowners must be current on their HOA dues, taxes, and in good standing with APCHA (no outstanding Notice of Violations, bi-annual affidavit must be completed).</p> <p>If the owner is in the process of buying their unit, they must first close on their unit.</p> <p>Owners are fully responsible for acquiring permits and hiring a contractor. If you need assistance finding a contractor, CORE keeps a list of recommended contractors on their <a href="#">website</a>.</p>
<b>Eligible Properties</b>	<p>All APCHA ownership units under the current regulations may be eligible for this program. <b>APCHA will review if you need to go under a new deed restriction to qualify.</b></p> <p>Units that do not qualify include:</p> <ul style="list-style-type: none"><li>• RO units</li><li>• Employer-owned units</li><li>• Mobile homes</li></ul>
<b>Maximum Allowed Grant</b>	Each unit is eligible for one grant up to \$10,000. Owners who received grant funding through the 2024 and 2025 programs can reapply for a different project during the 2026 program.

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<b>Requalification Requirements</b>	<p>For a valid application, all unit owner(s) must submit a partial requalification. Required requalification forms include 2024 year's tax returns (2025 tax returns required starting April 16, 2026) And 2025 W2s starting February 1, 2026.</p> <ul style="list-style-type: none"> <li>• If self-employed, personal and business tax returns and year to date profit and loss are required to submit.</li> </ul> <p>This requalification does not consider assets. Requalification forms must be submitted within 2-weeks of applying. If forms are not turned in within 2-weeks, the application will be denied.</p>
<b>Grant Match Requirements</b>	<p>Match level will be determined based on the category of requalification. The percentage indicated is the amount of the total repair cost the applicant is required to pay. Listed are the requalification category and required percent to match:</p> <ul style="list-style-type: none"> <li>• Category 1 - 10%</li> <li>• Category 2 - 20%</li> <li>• Category 3 - 30%</li> <li>• Category 4 – 40%</li> </ul> <p>For example, if a Category 3 owner has an \$8,000 repair, the owner must contribute \$2,400 (30%) to the final repair cost and would be eligible for \$5,600 in grant funding.</p>
<b>Eligible Repairs</b>	<p>Essential repairs are defined as repairs that are necessary to improve the health and safety of the home, protect the integrity of the asset, or bring the unit to code. APCHA defines health and safety standards as any repairs or replacements that ensure the home is free of hazards that could endanger the residents.</p> <p>Repairs with paid invoices completed within 4-months prior to applying are eligible for the program.</p> <p>Ineligible repairs include:</p> <ul style="list-style-type: none"> <li>• Common areas or repairs that are the responsibility of HOA Capital Reserves.</li> <li>• Repairs which came with a credit at the time of sale.</li> <li>• Carpets, flooring, painting, and true “capital improvements”— for example, replacing counter tops, bathtub/faucets, or cabinets for an upgrade.</li> </ul> <p>Additionally, repairs completed using grant funds from APCHA are not eligible for any capital improvement recuperation.</p>

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<b>Eligible Repair Examples</b>	<ul style="list-style-type: none"> <li>○ Furnace/Boiler Repairs or Replacements</li> <li>○ Hot Water Heaters</li> <li>○ Windows</li> <li>○ Plumbing/Leaks</li> <li>○ Roof Repairs or Replacement</li> <li>○ Radon, mold or other environmental risks</li> <li>○ Essential repair items on inspections reports during unit turnover</li> </ul> <p>Repairs not included in these categories will be accepted on a case-by-case basis, determined by APCHA staff and the outlined definition of an “essential repair.”</p>
<b>CORE Partnership</b>	<p>Owners considering any of the below repair/replacement, are encouraged to work with CORE.</p> <ul style="list-style-type: none"> <li>• Boiler Repairs or Replacements with fuel switching projects</li> <li>• Heat Pump Repairs, Replacements or Additions</li> <li>• Hot Water Heater Replacements</li> <li>• Insulation</li> </ul> <p>CORE can provide technical assistance with repairs in these categories to assist in selecting which products to choose from. CORE also offers rebates for projects that can be utilized. Owners making replacements within these categories will be automatically connected with a CORE representative.</p>
<b>Application</b>	<p>A complete application includes:</p> <ul style="list-style-type: none"> <li>• Completing the Google Form           <ul style="list-style-type: none"> <li>○ Including professional estimates for the repair(s)</li> </ul> </li> <li>• Submitting all required requalification forms within 2 weeks of application submission.</li> </ul> <p>Review and application status will be completed within seven (7) business days of the application submission. The application deadline for 2026 is December 1<sup>st</sup>, 2026.</p>
<b>Required Timeline</b>	<p>Upon receiving notice of grant approval, grantees <b>must</b> put the repair into motion. Grantees have until December 1<sup>th</sup>, 2026, to complete their repair and must provide progress updates to the program administrators.</p> <p>Grant approval may be rescinded if the grantee fails to meet the project deadline or provide regular updates.</p>

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<b>Permit Requirements</b>	<p>Proof of permit for all repairs or replacements which require a permit through the City or County will be required to receive the grant.</p> <ul style="list-style-type: none"> <li>• Pitkin County Permits:           <ul style="list-style-type: none"> <li>○ <a href="mailto:builderoftheday@pitkincounty.com">builderoftheday@pitkincounty.com</a></li> <li>○ <a href="https://pitkincounty.com/192/Building">https://pitkincounty.com/192/Building</a></li> </ul> </li> <li>• City of Aspen Permits:           <ul style="list-style-type: none"> <li>○ <a href="mailto:builderoftheday@gmail.com">builderoftheday@gmail.com</a></li> <li>○ <a href="https://aspen.gov/236/Building-Permit-Process-Payment">https://aspen.gov/236/Building-Permit-Process-Payment</a></li> </ul> </li> </ul> <p>In most cases, the contractor will acquire the permit for the project. It is the responsibility of the owner to ensure this step in the process is completed.</p>
<b>Completed Repairs</b>	<p>Upon completion of the repair, the grantee must complete the post-repair form. To receive the post-repair form after completing your repairs, contact the program administrator. This form will require:</p> <ul style="list-style-type: none"> <li>• Final paid invoices</li> <li>• Proof of permit</li> <li>• Photos of the completed repair</li> <li>• Description of the replacement or repair           <ul style="list-style-type: none"> <li>○ E.g. the type of boiler replaced with.</li> </ul> </li> <li>• W-9 Form (<b>grants are taxable income</b>)</li> <li>• Contractor information</li> <li>• Address for where you would prefer your check to be mailed</li> </ul> <p>Upon completion of the form, the grant will be processed and sent within 2-3 weeks.</p>
<b>Applicability</b>	<p>All aspects of the Essential Home Repairs Grant Program eligibility and approval are at the sole exclusive discretion of the Program Administrator, APCHA Staff, and availability of funds. These Guidelines are subject to change and changes are binding upon the applicant.</p>
<b>Program Administrators</b>	<p>The grant program is jointly funded by Pitkin County and the City of Aspen. The program administrator is:</p> <ul style="list-style-type: none"> <li>• Emily Maynard – APCHA Housing Policy Analyst           <ul style="list-style-type: none"> <li>○ <a href="mailto:emily.maynard@aspen.gov">emily.maynard@aspen.gov</a></li> </ul> </li> </ul> <p>Direct any program questions to the program administrator.</p>

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<b>More Information</b>	<a href="https://www.apcha.org/">https://www.apcha.org/</a> or 970-920-5050.

*These Guidelines are subject to change based on the availability of funds, conditions of property and market conditions. APCHA does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation, gender identity, or national origin.*



## **APCHA Essential Repairs Pilot Grant Program | 2024 Program Guidelines**