



Non-Metro New Mexico Area Agency on Aging

HOW TO APPLY FOR THE SENIOR HOME REPAIR & MODIFICATION PROGRAM

Aging in place means getting the care and support you need to live safely in your home. The Senior Home Repair Program is available to low and moderate income New Mexico homeowners, age 60 and above, who live outside of Bernalillo County. Our program evaluates homes for safety and provides home modifications, essential repairs, and accessibility improvements to ensure that seniors can continue to live independently and comfortably in their homes.

Examples of Eligible Repairs:

1. Flooring upgrades or replacement to ensure the safety of the person, prevent falling, improve mobility.
2. Roll-in showers, sink modifications, sink cut-outs, bathtub modifications, toilet modifications.
3. Turnaround space modifications, door widening.
4. Cabinet development or adjustments.
5. Ramps (constructed to provide access into and within the home)
6. Widening /enlargement of garage or carport to accommodate primary vehicle and to allow people using wheelchairs to enter and exit their vehicles safely.
7. Grab bars and handrails.
8. Doorbells, door scopes and adaptive wall switches.
9. Other repairs addressing health and safety issues in the home will be considered on a case-by-case basis.

Homeowner Eligibility Requirements

- Applicant must be at least 60 years of age or older.
- Property to be repaired must be the homeowner's primary place of residence.
- The applicant's name must be listed on the property title at the time of applying. Additionally, the applicant's name should have been listed on the title for the past 12 months.
- Applicants must not be under bankruptcy protection at the time of the application.

- Applicants’ Federal & State income taxes must be in a current status.
- Applicants must provide proof of income, and household income cannot exceed 300% of the Federal Poverty Guidelines. For more information about poverty guidelines please see the chart below.
- If the household does not meet the Poverty Guidelines requirement, we may consider other factors like unemployment, heightened food or housing insecurity, and eligibility for programs such as the Children’s Health Insurance Program, Childcare Subsidies through the Child Care Development Fund Program, or Medicaid.

2023 Poverty Guidelines								
Household Size	1	2	3	4	5	6	7	8
Maximum Income 300%	\$38,640	\$52,260	\$65,880	\$79,500	\$93,120	\$106,740	\$120,360	\$133,980

Property Eligibility Requirements:

To be eligible for the program, the property must meet the following criteria:

Location:

The home must be located within the state of New Mexico, with the exception of Bernalillo County.

Property Type:

Eligible property types are single-family homes, town homes, condominiums, multi-unit buildings like duplexes, modular homes and manufactured or mobile homes.

Maximum Repair Cost:

The total cost of repairs should not exceed \$25,000 per home.

Real Estate Taxes:

Homeowners must demonstrate that they have made current payments for property real estate taxes.

Mortgage Payments:

Homeowners must be up to date with their mortgage payments.

Healthcare Professional Evaluation: A qualified healthcare professional will conduct a home visit to assess the situation and recommend the required repairs.

Energy Efficiency Assessment: Funding for the Senior Home Repair program requires that the home be reviewed for energy efficiency improvements and upgrades. An energy efficiency professional will visit the home to recommend improvements.

These requirements help ensure that the program targets eligible properties and focuses on repairs that are recommended by professionals while adhering to the designated budget limits.

If you have any further questions or need clarification on any of the requirements, please feel free to reach out to: Sandra P. Sosa – Housing Coordinator at: 505-920-9257 or via email at ssosa@ncnmedd.com.

Documents needed to process an application.

Completed application: Fill out all the required fields accurately and provide necessary information.

Proof of age: Please provide a copy of your Driver's License or Picture ID to verify your age.

Proof of ownership and occupancy: Documentation confirming your ownership and occupancy of the primary residence is necessary. (See example of documentation you may provide).

- Home Title
- Statement Title to Mobile Home
- Property Tax Statement
- Most Current Mortgage

Proof of Income: If you are currently employed, provide copies of your two most recent pay stubs. For individuals receiving Social Security benefits, include a copy of your Social Security award letter. If you receive retirement or any other form of income, ensure to provide the necessary documentation as proof.

To apply for the Senior Home Repair and Modification Program:

Download the application: The application is provided in PDF format, and you can access it by clicking on the link provided. <https://www.nonmetroaaa.com/senior-home-repair-program>

Be sure to save a copy of the application on your device, or print it out for your records.

Visit your local senior center: Applications will also be available at your local senior center. You can obtain a physical copy of the application from there if you prefer.

Complete the application: Fill out the application form thoroughly, ensuring that all sections are completed accurately. Provide all requested information to the best of your knowledge.

Attach required documents: Make sure to gather all necessary documents for verifying your eligibility. This may include proof of age, proof of ownership and occupancy, proof of income, and any referrals or recommendations from healthcare professionals. Attach copies of these documents to the application.

Submit the application: Use the checklist below to complete your application and submit it for review. We will respond within two weeks of receiving your application.

Checklist

	<u>Application Form</u>	<ul style="list-style-type: none"> • Fill out all the required fields accurately and completely. • Sign the application.
	<u>Acknowledgments</u>	<ul style="list-style-type: none"> • Initial the acknowledgements on the last page of the application.
	<u>Attach Proof of Identity and Age</u>	<ul style="list-style-type: none"> • Provide a copy of your Driver's License or Picture ID
	<u>Attach Proof of Ownership and Occupancy</u>	<p>Provide one or more of the following:</p> <ul style="list-style-type: none"> • Home Title • Title to Mobile Home • Property Tax Statement • Most Recent Mortgage Statement
	<u>Attach Proof of Income</u>	<p>Provide all that apply:</p> <ul style="list-style-type: none"> • If employed, provide the last two copies of your most recent pay stubs. • If you receive Social Security benefits, a Social Security award letter. • Documentation of retirement or any other form of income.
	<u>Submit the Application by Mail, Physical Delivery or Email</u>	<p>Non-Metro Area Agency on Aging Sandra P. Sosa, Housing Coordinator 644 Don Gaspar Avenue. Santa Fe, NM 87505</p>
	<u>Questions?</u>	<p>Call or Email Sandra P. Sosa, Housing Coordinator Email Address: ssosa@ncnmedd.com Phone: 505-920-9257 or 505-391-9231</p>

Approval Process:

The Senior Home Repair will review your application within two weeks of receipt and will inform you if your application is 1) eligible and complete, 2) eligible and incomplete, or 3) not eligible and is therefore rejected.

Once an application is both eligible and complete, the Senior Home Repair program will:

Schedule a Home Visit: A health care professional working with the Non-Metro Area on Aging will visit your home to conduct an assessment of your needs. The assessment will recommend specific home repairs.

Order a Cost Estimate: A contractor working with the Non-Metro Area Agency on Aging will inspect your home to prepare a cost estimate for the home repairs recommended in the assessment.

If the assessment and the cost estimate comply with the criteria of the Senior Home Repair program, your application will be approved.



Non-Metro New Mexico Area Agency on Aging

APPLICATION FOR SENIOR HOME REPAIR AND MODIFICATION PROGRAM

All information provided will be used solely for the purpose of determining eligibility for the Senior Home Repair and Modification Program. Information be treated as strictly confidential and used solely for program-related purposes.

Applicant's Information:

First Name: _____ Middle Initial: _____ Last Name: _____ Phone Number: _____

Gender: F M Other Birth Date: _____ Social Security Number: _____

Applicant's Email: _____

Marital Status: Married Single Widowed Divorced Legally Separated

Property Address:

Street Address: _____ City: _____ State: _____

Zip code: _____ County: _____

Ethnicity/Race: Unknown Hispanic/Latino Not Hispanic/Latino

African American/Black Asian Caucasian/White

Native American /Alaskan Native Pacific Islander Mixed/Multiracial

Other

Other Characteristics:

Disabled: Yes No Homebound: Yes No Receiving Medicaid: Yes No

Primary Language: English Spanish Other Language

Emergency Contact Information:

Please provide the names and phone numbers of two friends or relatives whom we can contact in case we are unable to reach you:

Emergency Contact 1:

Full Name: _____ Relationship: _____

Phone Number: _____

Emergency Contact 2:

Full Name: _____ Relationship: _____

Phone Number: _____

Additional Information:

Have you received prior assistance in repairing your home before? (Select one) Yes No

If yes, please provide the year and the name of the program that provided assistance.

Property Type: Please Select the appropriate property type:

Single Family Home Mobile Home Multi Family Other

What year was your home built?

Do you have homeowner's insurance or property insurance? (Select one) Yes No

Program Referral: How did you hear about the Senior Home Repair Program?

Number of Elderly in Family: How many individuals 60 or older live in your household?

Number of People in Household: How many people live in your household?

Household Information

Name of each Household member	Age	Relation to Head of Household	Gross Monthly Income

Please ensure that the provided information is accurate and up to date.

** Please provide a comprehensive description of the physical issues you are currently facing and the home repairs you are seeking. Please offer as much detail as possible about any areas in your home that pose hazards and require repair. This could include structural concerns, safety issues, or anything affecting your living conditions. Your detailed input will greatly assist us to understand the scope of the necessary repairs and address specific issues.

By signing below:

- 1. I attest that the information provided in this application and attachments is accurate under penalty of law;
- 2. I understand that the Non-Metro Area Agency on Aging may require additional information or documentation to process the application; and
- 3. I understand that I will receive a formal letter from the Non-Metro Area Agency on Aging denying or approving this application. This application is not denied or approved until such a letter is received.

Signature: _____

Date: _____

*****The program is funded through the New Mexico Mortgage Finance Authority as trustee for the New Mexico Housing Trust Fund.***

**Initial
Below**

ACKNOWLEDGEMENTS

_____ As an applicant for and potential recipient of the Senior Home Repair and Modification Program
I/we understand and agree to the following:

_____ **Federal Funding:** I/we acknowledge that the Senior Home Repair and Modification Program is funded by the New Mexico Mortgage Finance Authority with federal funds. Any fraud or abuse of the program will be investigated and prosecuted under applicable regulations.

_____ **Home Access:** I/we will provide access to our home for in-home assessment/s and construction/repair work as required by the program.

_____ **Maximum Cost:** I/we acknowledge that the program has a \$25,000 maximum limit for home repairs. If the repairs exceed the limit, the Senior Home Repair program will prioritize the most critical repairs. The Senior Home Repair program may refer me/us to other programs for repairs that exceed the limit.

_____ **Photo Release:** As the owner(s) of the property listed in this application, I/we agree to allow photographs to be taken of my/our home before, during, and after repair assistance is provided. These photos may be used in by North Central New Mexico Economic Development District/Non-Metro Area Agency on Aging and/or the New Mexico Mortgage Finance Authority.

_____ **Lead-Based Paint:** The pamphlet "Protect Your Family from Lead in Your Home" is accessible on the website at [Protect Your Family from Lead in Your Home \(English\) | US EPA](#). I/we have obtained and reviewed the pamphlet. If you need a printed copy of the pamphlet, please request one from Sandra Sosa at 505-920-9257 or ssosa@ncnmedd.com.