UNIVERSITY HEIGHTS

2024 PROPERTY MAINTENANCE GRANT PROGRAM RESTRICTIONS AND GUIDELINES

The City of University Heights offers Property Maintenance Grants to one- and two-family, owner-occupied properties that meet the Program and income guidelines. The Property Maintenance Grant Program provides up to $2,500 to University Heights residents to correct property maintenance violations cited by the Housing Department. Applications will be accepted on a rolling basis and reviewed until funding runs out.

Property Maintenance Grant Program Restrictions:

- The property on the grant application must be owner-occupied. The applicant on the grant application must be the property owner.
- Homeowners who are eligible according to Program guidelines are only eligible to receive grant assistance once per calendar year.
- Grant assistance awarded will not exceed $2,500, and homeowners must provide at least a 10% match as part of the grant award.
- Any costs over the grant award are the responsibility of the homeowner.
- Contractors who are performing work must be registered with the City.
- Grant funds cannot be used for Point of Sale and/or interior violations.
- The property owner must be current on property taxes or on a payment plan with the Cuyahoga County Treasurer's Department.

Program Guidelines:

- The project must be from a Notice of Violations issued by the University Heights Housing Department within the past year for the exterior of your home.
- Household gross income must be at or below federally-established income limits:

Household Size	2022 Income Limits
1	$50,650
2	$57,850
3	$65,100
4	$72,300
5	$78,100
6	$83,900

*Income limits were taken from the 2023 Adjusted Home Income Limits set by the US Department of HUD for the State of Ohio.

**Note: An application submittal does not guarantee grant funding award; funds are awarded on a first-come, first-serve basis while funding is available. If approved, you will receive a Notice to Proceed. Do not begin work prior to receiving an Award Letter and Notice to Proceed.

Contact Information

Name of Homeowner(s): _____

Phone Number: _____   E-mail Address: _____

Emergency Contact, if different from above:

      Name: _____   Phone Number: _____

Property Information

Property Address: _____

Type of Home: ☐   Single Family ☐   Two Family (Are both units currently occupied? Y / N)

How much money are you requesting? _____

Total project cost: _____

Household Information

How many people live in the home? _____

Please list below all the occupants of the home below, and include income information for all those occupants over the age of 18:

Name	Birthdate *Please use format MM/DD/YYYY*	Pay Frequency *Weekly, Bi-weekly, monthly, etc.*	Monthly Gross Income *(This is income before taxes are taken out)*

Project Description

Please provide a brief description of the project or work that you would like to perform with this grant funding:

_____

_____

_____

Were you cited by the University Heights Housing Department for violations related to the above project description? (check one)   Yes ☐   No ☐

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Program Process and Responsibilities

Applying for Funding and Approval	☐ Obtain three (3) quotes from contractors for the proposed work. ☐ Submit a complete application with all required attachments. ☐ If your application is approved, you will receive a Notice to Proceed. **Do not begin work prior to receiving a Notice to Proceed.**

Completing the Project	☐ Select your contractor to perform the work and the start date for the project. Notify the Housing Department of the contractor and start date.
	   o Please remember that all contractors performing work in the City <u>must be registered with the Building Department</u>.
	   o If the contractor you would like to use is not registered with the Building Department, the contractor shall register prior to beginning work.
	   o The contractor must complete the Vendor Information and IRS W-2 forms to the Housing Department.
	☐ Make sure the contractor has pulled all required permits for the project.
	☐ Monitor the work your contractor is performing. If you have concerns about the work that your contractor is performing, contact the Housing Department <u>immediately</u>.

Payment Phase	☐ Once the work is complete, it must be inspected.
	   o If the work required permits, the Building Department must inspect the completed work.
	   o Regardless of whether a permit was required, the Housing Department must inspect the work. This is required for your contractor to be paid.
	☐ If all inspections pass, pay your share of the project costs to the contractor.
	☐ Have the contractor submit an invoice to the Housing Department for the total cost of the work and the payment you made to the contractor to request payment.

Certification *All homeowners must sign*

I certify that the above information is true and correct to the best of my knowledge and that I have read and understand the Program Process and Responsibilities. I understand that any false statement shall be grounds for immediate termination of my application or grant funding and subject me to civil and criminal liability.

_____   _____

Signature   *Date*

_____   _____

Signature   *Date*

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Required Attachments

- ☐ **Proof of income** for every occupant who is over the age of 18. Please remove all Social Security numbers.
    - o If you receive income (all that apply):
        - ▪ pension and/or social security statements showing current monthly benefit amount
        - ▪ 90 days of consecutive pay stubs
        - ▪ rental receipt(s) OR signed lease
        - ▪ proof of other income (e.g. dividends from stocks, alimony, child support, etc.)
    - o If you are unemployed:
        - ▪ Notarized Declaration of No/Zero Income
        - ▪ Current/most recent year tax return OR IRS Form 4506-T
    - o If you are self-employed:
        - ▪ Most recently filed 1040 including all schedules
- ☐ **Proof of Residence**: Proof may include most recent utility bill (gas, water, electric, cable) or deed. The utility bill must have your name and address.
- ☐ **Three (3) quotes** from contractors for the work described in the project description above. If the project has an estimated total cost of less than $500, only one (1) quote is required.