

**ORDINANCE NO. 2019-23**

**INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN**

**AN ORDINANCE AUTHORIZING THE CREATION OF A PROPERTY MAINTENANCE GRANT PROGRAM TO BE ADMINISTERED BY THE CITY'S HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT.**

**WHEREAS**, the City wishes to create a Property Maintenance Grant Program to be administered through the City's Housing and Community Development Department, for the purpose of providing financial assistance to residential owner-occupants in correcting property maintenance violations and making structural, cosmetic and aesthetic improvements and renovations to their residential structures;

**WHEREAS**, in order for an application to be accepted under the Program, a proposed project must meet program guidelines and the applicant must meet income guidelines;

**WHEREAS**, the Program will aid in improving aesthetics and eliminating blight, by promoting investment in existing residential structures and incentivizing upkeep and renovation of residential properties throughout the City;

**WHEREAS**, it is anticipated that the Program will enhance the look and feel of residential areas within the City, and thereby promote shopping in those areas, to the benefit of the local economy;

**WHEREAS**, the Program will promote investment in exiting residential structures, thereby helping to achieve those goals as set forth in the City's Master Plan; and

**WHEREAS**, under the Program, certain eligible owner-occupants of residential buildings may be reimbursed up to ninety percent (90%) of the total cost of eligible improvement, up to a maximum reimbursement of \$2,500.00;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY OF UNIVERSITY HEIGHTS, CUYAHOGA COUNTY, OHIO, THAT:**

**Section 1:** City Council hereby authorizes the creation of a Property Maintenance Grant Program to be administered through the City's Housing and Community Development Department, pursuant to certain eligibility criteria and guidelines established by the Housing and Community Development Department pursuant to its Guidelines, a copy of which are attached hereto as Exhibit A and incorporated herein by reference as if fully rewritten, and pursuant to the Program Application, a copy of which are attached hereto as Exhibit B and incorporated herein by reference as if fully rewritten.

**Section 2:** The Housing and Community Development Director shall be authorized to amend and modify the eligibility criteria for the Property Maintenance Grant Program from time to time by amending or modifying the Guidelines or the Program Application, provided that any such amendments or modifications are reviewed and approved by the City's Law Director prior to implementation.

**Section 3:** The Council hereby finds and determines that all formal actions relative to the passage of this Ordinance were taken in an open meeting of this Council, that all deliberations of this Council and of its committees, if any, which results in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements, including Section 121.22 of the ORC.

CITY OF UNIVERSITY HEIGHTS, OHIO



MICHAEL DYLAN BRENNAN, MAYOR

FIRST READING: 5/06/2019

PASSED: 5/20/2019

ATTEST:



KELLY M. THOMAS, CLERK OF COUNCIL

APPROVED AS TO FORM:



LUKE F. MCCONVILLE, LAW DIRECTOR

### 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 <i>Please use format MM/DD/YYYY</i>	Pay Frequency <i>Weekly, Bi-weekly, monthly, etc.</i>	Monthly Gross Income <i>(This is income <u>before</u> taxes are taken out)</i>

### 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

## Program Process and Responsibilities

<b>Applying for Funding and Approval</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain three (3) quotes from contractors for the proposed work.</li> <li><input type="checkbox"/> Submit a complete application with all required attachments.</li> <li><input type="checkbox"/> If your application is approved, you will receive a Notice to Proceed. <b>Do not begin work prior to receiving a Notice to Proceed.</b></li> </ul>
<b>Completing the Project</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select your contractor to perform the work and the start date for the project. Notify the Housing Department of the contractor and start date.           <ul style="list-style-type: none"> <li><input type="checkbox"/> Please remember that all contractors performing work in the City <u>must be registered with the Building Department.</u></li> <li><input type="checkbox"/> If the contractor you would like to use is not registered with the Building Department, the contractor shall register prior to beginning work.</li> <li><input type="checkbox"/> The contractor must complete the Vendor Information and IRS W-2 forms to the Housing Department.</li> </ul> </li> <li><input type="checkbox"/> Make sure the contractor has pulled all required permits for the project.</li> <li><input type="checkbox"/> 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></li> </ul>
<b>Payment Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Once the work is complete, it must be inspected.           <ul style="list-style-type: none"> <li><input type="checkbox"/> If the work required permits, the Building Department must inspect the completed work.</li> <li><input type="checkbox"/> Regardless of whether a permit was required, the Housing Department must inspect the work. This is required for your contractor to be paid.</li> </ul> </li> <li><input type="checkbox"/> If all inspections pass, pay your share of the project costs to the contractor.</li> <li><input type="checkbox"/> 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.</li> </ul>

### 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**

## Required Attachments

- **Proof of income** for every occupant who is over the age of 18. Please remove all Social Security numbers.
  - 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.)
  - If you are unemployed:
    - Notarized Declaration of No/Zero Income
    - Current/most recent year tax return OR IRS Form 4506-T
  - 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.



# UNIVERSITY HEIGHTS

## 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 County.

### 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	2018 Income Limits
1	\$39,600
2	\$45,250
3	\$50,900
4	\$56,550
5	\$61,100
6	\$65,600

\*Income limits come from the U.S. Department of Housing and Urban Development's HOME Income Limits. Households larger than 6, contact the Housing Department at (216) 932-7800.

### Please note:

An application submittal does not guarantee grant funding award; funds are awarded on a first-come, first-come 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.**