

# **CITY OF JAMESTOWN CDBG COVID-19 RESPONSE – ROUND 2**

**BOARD OF PUBLIC UTILITIES ASSISTANCE PROGRAM  
APPLICATION FORM**



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Mayor

Department of Development

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**CITY OF JAMESTOWN CDBG COVID-19 RESPONSE  
BOARD OF PUBLIC UTILITIES ASSISTANCE PROGRAM APPLICATION**

The City of Jamestown with funding provided by the U.S. Department of Housing and Urban Development (HUD) is offering financial assistance to Jamestown residence of low to moderate income who, due to economic hardship caused by the response to the Coronavirus (COVID-19) Pandemic, have fallen dramatically behind in their Jamestown Board of Public Utilities (BPU) payments and are currently in jeopardy of having their utilities, electric and/or water, terminated resulting in unlivable conditions and possible homelessness. This assistance program will be offered to households who have received a termination notice from the BPU and who are not receiving assistance from the Department of Social Services for utilities. To qualify households must provide income eligibility documentation, provide proof of, or self-certify, loss of income due to the pandemic, and provide an official notice of utility termination from the BPU.

Income Guidelines: 2020 for the city of Jamestown

For the purposes of this BPU Assistance Program Grant, use your projected income for 2020. Low-to-moderate income levels (80 percent of the current local median income)

HOUSEHOLD SIZE:	MAXIMUM HOUSEHOLD INCOME:
1 person	\$37,650.00
2 persons	\$43,000.00
3 persons	\$48,400.00
4 persons	\$53,750.00
5 persons	\$58,050.00
6 persons	\$62,350.00

The City of Jamestown will partner with the Jamestown BPU to pay the utility bills for households that have received a termination notice. The applicant's name must be the same name on the termination notice. This program is open to all income eligible residents of the City of Jamestown. Grants will be issued to eligible households on a first come, first serve basis. The amount of the grant will be based on the amount owed to the BPU; however, funding is limited to amounts owed the BPU for services from March 2020 through October 2020. Payments will be made directly to the BPU with households being notified in writing of the payment.

All applicants must sign a City of Jamestown Property Maintenance Agreement before grant is disbursed. (Electronic signature is acceptable.) This agreement stipulates that the applicant will keep the property code compliant. The property for which BPU assistance is given must remain free of junk and debris, tall grass and overgrown landscaping, unregistered vehicles, and remain compliant with City of Jamestown codes.

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NAMES and AGES of all members of the household: \_\_\_\_\_

\_\_\_\_\_

ADDRESS of PROPERTY: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

LAST DATE BPU BILL WAS PAID: \_\_\_\_\_ Was the amount full or partial? \_\_\_\_\_

Household income includes income from all persons 18 years of age and older who occupy the home. Proof of household income at March 1, 2020 and current household income is required when application is submitted.

HOUSEHOLD INCOME ON MARCH 1, 2020: \$ \_\_\_\_\_

CURRENT HOUSEHOLD INCOME: \$ \_\_\_\_\_

It is of the highest importance to the U.S. Department of Housing and Urban Development (HUD), who is funding this grant, that there be no duplication of financial assistance. Therefore, all applications will undergo a rigorous review to ensure that applicants are not receiving financial assistance from the Department of Social Services for utilities.

OCCUPANT 1: LAST PLACE of EMPLOYMENT

OCCUPANT 1: LAST DATE of EMPLOYMENT

\_\_\_\_\_

\_\_\_\_\_

OCCUPANT 2: LAST PLACE of EMPLOYMENT

OCCUPANT 2: LAST DATE of EMPLOYMENT

\_\_\_\_\_

\_\_\_\_\_

DOES THIS PROPERTY HAVE A HISTORY OF CODE VIOLATIONS? \_\_\_\_\_

IS THE PROPERTY FREE OF JUNK AND DEBRIS, UNREGISTERED VEHICLES, AND TALL \_\_\_\_\_

GRASS AND OVERGROWN LANDSCAPING? \_\_\_\_\_

\_\_\_\_\_

Required Documents: The applicant must provide the following documentation when submitting application to the Department of Development:

- MOST RECENT BPU BILL AND TERMINATION NOTICE
- 2019 TAX RETURNS
- LAST PAYSTUB DETAILING YEAR-TO-DATE INCOME FOR ALL OCCUPANTS 18 YEARS OF AGE OR OLDER
- PROOF OF FINANCIAL HARDSHIP (Documentation of job loss, furlough, or layoff, reduction in hours of work or pay. If no documentation is available, applicant may self-certify by writing a statement of financial hardship experienced due to New York State’s response to the COVID-19 pandemic.)

I attest that neither I nor anyone in my household are receiving any kind of financial rental assistance; Social Security, Social Security Disability Insurance, Section 8 Housing Choice, STEL, Evergreen Health Services, Veterans Affairs, Housing Options Made Easy (HOME), or any other agency providing rental assistance. Furthermore, by signing my name I am certifying that this statement is true and accurate, and I understand that if my statement is found to be fraudulent, I will repay the City of Jamestown the amount granted to me for the purpose of rental assistance.

In addition, I understand that an exterior inspection of the property for junk and debris, unregistered vehicles, tall grass and overgrown landscaping, and a history of code violations and current status as a nuisance property with the Jamestown Police Department will be reviewed and considered. Furthermore, I understand that I must sign a City of Jamestown Property Maintenance Agreement at the time of grant disbursement and that I must maintain my property compliant with the residential codes of the City of Jamestown.

\_\_\_\_\_  
APPLICANT 1 signature

\_\_\_\_\_  
APPLICANT 2 signature

Contact information:

- For questions regarding the application process or your application status, please email [wright@jamestownny.gov](mailto:wright@jamestownny.gov).
- Upon application approval, for questions regarding payment status, please call 716-483-7654 or email [wright@jamestownny.gov](mailto:wright@jamestownny.gov).

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**FOR CITY OF JAMESTOWN DOD USE ONLY**

Application Received Date: \_\_\_\_\_

Staff Recommendation: \_\_\_\_\_

Approval Date (denial date if applicable): \_\_\_\_\_

Approved Funding Amount: \_\_\_\_\_