

# American Rescue Plan Act Housing Repair Mini Grant

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## Guidelines and Application

### OVERVIEW OF PROGRAM

#### A. Purpose of Program

The purpose of the Housing Repair Mini Grant program is to provide financial assistance to eligible homeowner occupants with a vast variety of home repairs. These repairs are intended to bring the home up to proper housing standards as defined by the current New York State and City of Jamestown Building Code.

Eligible applicants may receive up to \$2,500.00 for various housing repairs. Repairs made before application period, or before potential acceptance of the program will **not** be considered for reimbursement.

#### Source of Funds

This program is funded by the American Rescue Plan Act of 2021. The U.S. Department of Treasury is responsible of overseeing this unprecedented program that provides a substantial infusion of resources to eligible state, local, territorial, and tribal governments to help reverse the negative impacts of the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. The Housing Repair Mini Grant program funding is limited to \$500,000.00

#### B. Funding Structure and Awards

Awards will assist with up to ninety-percent (90%) of the total project costs in amounts not to exceed \$2,500.00. Applicants are required to provide a ten percent (10%) match. Financial hardship assistance is available through application. See Section III.

Awards will be **determined** on a first come, first serve basis. Funding assistance will be available to eligible homeowners who meet the requirements of **Section I**.

### C. Program Exclusions

**The following properties are not eligible to receive program assistance:** Commercial rental buildings (3 or more units), condemned buildings, structures outside the City of Jamestown limits, all other non-residential buildings.

If the property has received another ARPA grant through the City of Jamestown, the property will not be eligible for this program.

## SECTION I – ELIGIBILITY

### A. Eligible Properties

Properties cannot have any existing code violations on file with the City of Jamestown Code Enforcement Division, with the exception of violations specific to the repairs that will be made upon acceptance into this program.

Homeowners who apply for this grant must have **owned the property for at least one (1) year prior** to submitting application. **The property must be** reasonably well maintained and structurally sound.

***NOTE - The City of Jamestown will not provide assistance for the repair of structures that have been acquired in "as is" condition as a result of private purchase or tax foreclosure, or that have been damaged by fire or vandalism.***

To be eligible:

- Applicant must own and occupy a single residential unit located in the city of Jamestown **OR**
- Applicant must own and occupy one unit of a two-family unit
- City of Jamestown, Chautauqua County, and school taxes must be paid and not subject to foreclosure, or if owner is on a tax agreement, owner must be current with payments throughout the entire application process
- Homeowner must be current on mortgage payments and not subject to foreclosure
- Homeowner must sign a Property Maintenance Agreement
- Homeowner must be current on Board of Public Utility accounts
- Homeowner must have homeowner's insurance

\* You may not be eligible for the program(s) if the deed to the property lists multiple owners who do not reside in the property

## B. Eligible Activities

Examples of eligible projects that this assistance may be used for:

- Porch Repair
- Sidewalk Repair
- Driveway Repair
- Window Replacement and Repair
- Furnace
- Water Heater
- Painting/Siding
- Junk and Debris Removal

**This is not a major renovation program. Not all of the improvements desired by the applicant may be accomplishable.**

**\*Interior repairs that disturb painted surfaces in houses built prior to 1978 are generally not permitted. Contact the Chautauqua County Health Department for any questions or concerns regarding lead in your home\***

## C. Minimum Zoning Standards

All work performed under this program must meet all applicable standards contained in the City of Jamestown's adopted zoning ordinance and local building and safety codes. For questions regarding zoning and/or building codes and permits, applicants can schedule an appointment with the City of Jamestown Building and Zoning Code Enforcement Officer, Larry Scalise at 716-483-7541 or at [dod@jamestownny.gov](mailto:dod@jamestownny.gov).

## SECTION II – APPLICATION PROCEDURES AND REQUIREMENTS

### A. Application Procedures

- Applications will be received and reviewed by Department of Development (DOD) staff from August 24, 2023 until September 14<sup>th</sup>, 2023 or until such time as this program is suspended or terminated by the City. Award letters and denial letters will be mailed on October 1<sup>st</sup>, 2023. Please allow time for processing.
- All applications complete with **all required documentation** shall be submitted **either** online at [www.jamestownny.gov](http://www.jamestownny.gov) or by mailing to:  
Kasie Foulk  
Department of Development  
200 E Third Street  
4<sup>th</sup> Floor, Jamestown, New York 14701  
Attention: ARPA Housing Repairs
- Incomplete applications or applications sent without all required documentation will be rejected.
- Applicants must indicate if they are requesting a rebate or direct payment on the application form. *A rebate may be appropriate for a minor repair such as paint reimbursement costs or other material costs. Direct payment may be appropriate if a*

contractor is involved in the project where the City of Jamestown can pay the contractor directly.

**B. Application Instructions:** Complete the attached program application and attach all required documentation.

Please attach the following documentation to your application:

1. **Deed:** Provide a copy of the deed to prove ownership of home. Deed must be on file in the County Clerk's office.
2. **Proof of Income:** Documents showing last 1 month, or 4 weeks, of household income for each occupant over the age of eighteen (18).

**Determination of Gross Household Income and Income Limits-** The total income from all sources (taxable and nontaxable) from everyone living in the home (18 and older) will be counted to determine the gross income for the anticipated twelve-month period. Income will include, but not be limited to verification of the following:

- Wages from employment
- Social security income, disability or SSI income, and public assistance
- Compensation/disability pay and unemployment benefits
- Child support and Alimony
- Interest from savings and interest income from investments
- Self-employment or business income
- Retirement/pension plans

3. **Proof of Payment of Property Taxes:** Applicant must provide proof that property taxes are paid and current or that you have an executed payment agreement and are current on your payments.
4. **Proof of Current Mortgage Payments**
5. **Proof of Homeowner's Insurance**
6. **Proof of Flood Insurance:** Properties located in flood zones will be required to have flood insurance.

Number of Persons the Home	Annual Income
1	\$96,125
2	\$103,815
3	\$111,500
4	\$119,195
5	\$125,347
6	\$131,499
7	\$137,657

- C. Property Inspection:** All properties are subject to an exterior inspection by the Department of Development's Code Enforcement Division.
1. Applicants must remove all junk items and debris from the property including unregistered vehicles and grass must be mowed.
  2. The property must be clean and sanitary at the time of housing inspection.
  3. Projects deemed too small, too large, or outside of the scope of normal repair will not be considered.
- D. Expectations for Homeowners:** It is expected that all homeowners will work in **good will** with the Department of Development (DOD) for the administration of this grant program. All homeowners must:
1. Sign a **Liability and Tax Agreement** with the City of Jamestown. This holds the City harmless from any actions resulting from the project, and certifies that all city, county, and school taxes and Board of Public Utilities bills are paid and current, and will be kept current by the owner.
  2. Remain responsive to requests from DOD. Non-response or untimely responses for information or inspections will deem the applicant ineligible.
  3. Allow for safe on-site inspections before, during, and after repair work. All pets must be secured away from workers and inspectors.
  4. **Secure a Permit from the DOD if necessary.**
- NO WORK IS TO BEGIN UNTIL YOU OR YOUR CONTRACTOR HAVE OBTAINED A PERMIT FROM THE DOD. IT MUST BE DISPLAYED IN A FRONT WINDOW.**

### SECTION III – CRITERIA & TRACKING OF OUTCOMES

- **Output Measures-** How many persons will be assisted with this funding?
- **Outcome Measures-** How many properties have been improved with this funding?
- **Serving Disproportionally Impacted Communities-** Does the program serve disproportionately impacted communities? How many persons of low –moderate income have been assisted? How many individuals of minority populations have been assisted with this funding? How many persons in vulnerable populations have been assisted including but not limited to persons with severe chronic health conditions, disabilities, and senior citizens.
- **Program Specific Performance Indicators-** Additional criteria and data based on specific program and as required by oversight body. How has this funding impacted neighborhood stabilization?
- **ARPA Funding Expenditure Category(ies)-** What expenditure category or categories (US Treasury allowable use classification) are being allocated to project and program activities?

\*See City of Jamestown American Rescue Plan Grant Programs-Overview & Requirements for specific criteria and tracking requirements.

**Note:** Willful withholding of information or false statement of material fact will be considered grounds for disqualification and possible prosecution. For more information call (716) 483-7654

**I/we have read, understand, and agree to the terms of the Housing Repair Mini Grant Program Information and Instructions.**

Property address: \_\_\_\_\_ Jamestown, NY

Property owner/s: \_\_\_\_\_ Date: \_\_\_\_\_



# ARPA Housing Repair Mini Grant Program

Name of Applicant: <hr/>
Applicant Phone Number: <hr/>
Applicant Email Address: <hr/>
Address: <hr/>
Total Annual Household Income: <hr/>

Please list all full-time residents in your home. This would include anyone who sleeps in the home at least 5 out of 7 days of the week.

Income Includes: VA Benefits, Social Security, Disability, Public Assistance, Workers Compensation, Child Support, Interest Income, Annuities, Pensions, IRA Distributions, Alimony, Hourly, Salary, and all other sources.

Full Name	Date of Birth / Age	Annual Income	Sex/Gender	Race/Ethnicity	Disability? (Y/N)	Single Parent with Dependent Children (Y/N)

Full Name	Date of Birth / Age	Annual Income	Sex/Gender	Race/Ethnicity	Disability? (Y/N)	Single Parent with Dependent Children (Y/N)

**Desired or Needed Repairs**

Please check appropriate boxes.

Exterior

<input type="checkbox"/> Painting	<input type="checkbox"/> Shutter Repair	<input type="checkbox"/> Porch/Stair Repair	<input type="checkbox"/> Wheelchair Ramp
<input type="checkbox"/> Siding Repair	<input type="checkbox"/> Weatherization	<input type="checkbox"/> <i>Minor</i> Roof Repair	<input type="checkbox"/> Junk Removal
<input type="checkbox"/> Other _____			

Interior

<input type="checkbox"/> Painting	<input type="checkbox"/> Lighting Repair	<input type="checkbox"/> Window Repair	<input type="checkbox"/> Toilet/Shower Repair
<input type="checkbox"/> Flooring	<input type="checkbox"/> Plumbing	<input type="checkbox"/> <i>Minor</i> Wall Repair	<input type="checkbox"/> Junk Removal
<input type="checkbox"/> Other _____			

Please provide a brief description of the work that you would like to be completed:

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HAS ALL JUNK AND DEBRIS BEEN REMOVED FROM PROPERTY?

YES \_\_\_ NO \_\_\_

ARE ALL UNREGISTERED VEHICLES REMOVED FROM THE PROPERTY?

YES \_\_\_ NO \_\_\_

**Please provide the following:**

- A copy of applicant's driver's license or real ID
- A copy of the property deed
- Proof of mortgage pay-off or proof of current mortgage balance
- Copy of property insurance policy
- Copy of the last 4 weeks of paystubs of all income earning residents (this may include a Social Security Income document, retirement stubs, etc.)
- Proof of Current tax balance
- Properties located in flood zones will be required to have flood insurance, please provide proof if this applies.
- If able, please provide photos of the problem areas in your home to be reviewed by inspectors
  - Post project photos shall be submitted at the time of reimbursement or once the contractor has completed all work. Properties may be subject to inspection post project completion.

**Are you able to provide the 10% match required by this program?    Yes     No**

***If no, please contact the Department of Development for additional assistance.***

***Kasie Foulk, Deputy Director of Housing Policy and Development  
716-483-4016 | [Foulk@jamestownny.gov](mailto:Foulk@jamestownny.gov)***

**Are you submitting for reimbursement/rebate or direct payment?**

**Reimbursement/Rebate**

**Direct Payment**

Note: Willful withholding of information or false statement of material fact will be considered grounds for disqualification and possible prosecution.

I understand the information I have provided is to assist in determining the eligibility of the City of Jamestown ARPA Housing Repair Mini Grant Program. I certify the information that I have provided is accurate to the best of my knowledge and if I provide false information, I will be excluded from the program throughout the duration of the grant eligibility period.

Name of Grant Applicant (Printed) \_\_\_\_\_

Signature of Grant Applicant (Required) \_\_\_\_\_

DATE: \_\_\_\_\_

*The City of Jamestown Department of Development will notify homeowners when an assistance determination has been made after the review period.*

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*For Office Use Only*

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Received and Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Denied