

## APPLICATION PROCEDURE

An application must be completed by the owner(s) or the home.

A complete application packet consists of:

- 1) Completed application
- 2) Proof of ownership of the home

Preliminary Approval – a city representative will evaluate the application and supporting documentation to determine if applicant meets program requirements.

Preliminary Inspection – an inspection will be scheduled with the homeowner and conducted by City Staff to determine demonstrated need.

Project Review Committee – final determination of award will be made by this committee. Applicant will be notified in writing of the committee's decision.

Rehabilitation Construction Estimates – based on approved repair items, the homeowner shall obtain a minimum of TWO estimates from licensed contractors.

Estimate Review – Once homeowner submits estimates to the City, staff will review them for reasonableness, competitiveness, and completeness.

### Rehabilitation Contractors:

Homeowners may contact any contractor of their choosing as long as they meet the following criteria:

- The contractor must have a City of Belle Plaine plumber's license if applicable
- The contractor must provide a one-year warranty for their work.

### Construction Process:

After contractor is selected & a Notice to Proceed issued, the Contractor shall make arrangements with the homeowner to begin repairs. The homeowner is responsible for submitting proof of any permits/inspections prior to receiving payment. Contractor will have 30 calendar day from date of Notice to Proceed to complete project.

### Homeowner Payment:

Upon completion and inspection of the project, payment will be made directly to the homeowner.

## City of Belle Plaine Owner-Occupied Home Rehabilitation Grant – Program Guidelines

Application forms are available at City Hall, 1207 8<sup>th</sup> Avenue, Belle Plaine, IA.



## APPLICATION PROCESS

### Applicant Eligibility:

- 1) Conflict of Interest – Any city official, employee, or agent of the City government is not eligible for this program.
- 2) Fair Housing – No person shall be excluded from participation or denied the benefit of this program due to discrimination based on religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (children), physical or mental disability, sexual orientation, or any other arbitrary cause.
- 3) Preferences – Assistance is on a first-come, first-served basis. Preference will be given to households living in imminently unsafe conditions.

### Property Eligibility:

- 1) Location – To be eligible, property must be an owner-occupied residence located within the incorporated area of the City of Belle Plaine, Iowa.
- 2) Property Condition – Rehabilitation work must eliminate health & safety hazards to occupants and the public.

### Eligible Property Improvements:

Repairs are limited to items physically attached to the property and permanent in nature. Examples of eligible repair/replacement items include, but are not limited to:

- Water Heaters
- HVAC Systems
- Roofs
- Unsafe Flooring
- Unsafe Porches/Steps
- Architectural barriers for disabled and/or handicapped persons
- Broken/Nonfunctioning windows
- Indoor Plumbing
- Stoves/Ovens
- Electrical

### Non-Eligible Improvements:

- Unnecessary physical improvements
- Repairs of a cosmetic nature
- Wood burning stoves
- Repairs to structures not legally attached to the home (e.g. unattached garages, sheds, etc.)



### Financing:

The applicant pays two-thirds (2/3), while the grant covers one-third (1/3) of costs associated with the improvement.

Maximum grant funding allowed is \$2,000

Term of Financing – the city's assistance is provided as a conditional grant.

Grant Conditions – ownership and occupancy. If the homeowner does not continue to occupy and own the subject property for a period of three (3) years immediately following project completion, the grant funds provided must be repaid in full to the City of Belle Plaine.