

Land Bank Healthy Housing Rebate Program



Guidelines and Application

OVERVIEW OF PROGRAM

The purpose of the Land Bank Healthy Housing Rebate Program is to provide financial assistance to eligible Jamestown homeowner occupants to address lead, mold or radon, sewer or water line, porch repairs. These repairs are intended to mitigate health or safety issues, especially for children and/or elders, and bring the home up to proper housing standards as defined by the current New York State and local municipality Building Code.

Eligible applicants may receive up to \$10,000.00 for various housing repairs. Repairs made before the application period, or before potential acceptance of the program will not be considered for reimbursement.

Please note, That this program is a funding assistance program. The homeowner is responsible for contracting the work to be completed

Source of Funds

This program is funded by the Sheldon Foundation and APRA through the city of Jamestown

A. Funding Structure and Awards

Awards will assist with up to 80% of the total project cost but not exceed \$10,000. Applicants are required to provide a twenty percent (20%) match. Awards will be determined on a first-come, first-serve basis.

Funding assistance will be available to eligible homeowners who have purchased a Land Bank home and currently occupy that home as a resident. This includes any home that was once in the Land Bank inventory, whether or not the current owner-occupant was the original buyer.

B. 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, and all other non-residential buildings.

If the property has received another ARPA grant through the City of Jamestown, the application will need to be overviewed but not guaranteed.

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 purchased the property through the Chautauqua County Land Bank or the City Of Jamestown "19A" Program. The property must be reasonably well-maintained and structurally sound.

To be eligible:

- Applicant must **own** and **occupy** the affected single residential unit located in the city of Jamestown OR
- Applicant must **own** and **occupy** one unit of the affected two-family unit
- City of Jamestown, Chautauqua County, and school taxes must be paid and not subject to foreclosure, or if the owner is on a tax agreement, the the 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
- Window Replacement and Repair
- Painting/Siding where lead paint is identified
- Lead-safe Activities Interior/Exterior
- Mold Remediation
- Radon Reduction
- Plumbing

Resources for lead mold and radon testing are available to interested homeowners if these hazards are suspected.

** You'll need to provide a receipt or invoice from the contractor whom we will pay directly**

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.

SECTION II - APPLICATION PROCEDURES AND REQUIREMENTS

A. Application Procedures

- Applications will be received and reviewed by Chautauqua County Land Bank Corporation (CCLBC)
- Applications will be accepted until funds are expended

All applications complete with all **required documentation** shall be submitted by mailing to:

Chautauqua County Land Bank
PO Box 603, Fredonia, NY 14063

Incomplete applications or applications sent without all required documentation may be rejected

- 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 the home. *Available from the county clerks office located in Gerace office building in Mayville*
2. *Proof of Income: Documents showing the last 1 month, or 4 weeks, of household income*
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. *Tax certification are available at the city clerks office*
4. *Proof of Current Mortgage Payments*
5. *Proof of Homeowner's Insurance * your insurance company will provide at no cost*
6. *Proof of Flood Insurance: Properties located in flood zones will be required to have flood insurance*

- C. Property Inspection:** All properties are subject to a final inspection by Chautauqua County Land Bank Personnel prior to reimbursement

- Applicants must remove all junk items and debris from the property including unregistered vehicles and grass must be mowed.
- The property must be clean and sanitary at the time of housing inspection.

- D. Expectations for Homeowners:** It is expected that all homeowners will work in good faith with the Land Bank Personnel for the administration of this grant program. All homeowners must:

1. Sign a Liability and Tax Agreement with (CCLBC) and the City of Jamestown. This holds the organization and 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.

City of Jamestown Department of Development
Code Enforcement Office 4th Floor
City Hall 3rd St Jamestown, NY

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.



LAND BANK HEALTHY HOUSING REBATE PROGRAM

Name of Applicant: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Address: _____

Total Annual Household Income: _____

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.

Please list all full-time residents in your home

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 the appropriate boxes.

Exterior

- Painting
- Lead Safe Activities
- Weatherization
- Porch/Stair Repair
- Siding Repair

Interior

- Painting
- Window Repair
- Radon Reduction
- Plumbing
- Lead Safe Activities
- Mold Remediation

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

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 the 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 of this applies.

If able, please provide photos of the problem areas in your home to be reviewed by (CCLB) Personal

- 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 20% match required by this program? Yes or No

If no, please contact the Chautauqua County Land Bank Corporation for additional assistance.

716-969-7843

Are you submitting for reimbursement or Contractor direct payment?

Reimbursement [] or Contractor Direct Payment []

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

I understand the information I have provided is to assist in determining the eligibility for the Land Bank Healthy Housing 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: _____

Chautauqua County Land Bank will notify homeowners when an assistance determination has been made after the review period.

For Office Use Only

Address: _____

Name: _____

Phone Number: _____

Received and Reviewed By: _____ Date: _____

Approved

Denied