



# Spruce Up Elyria

## ARPA | HOUSING BEAUTIFICATION PROGRAM GUIDELINES & APPLICATION RENTAL PROPERTY

The Housing Beautification Program provides financial assistance to property owners for exterior improvements to aid in the redevelopment and beautification of the City of Elyria's housing stock. This is accomplished by correcting code violations and improving the curb appeal, which will in turn increase property values and serve as a catalyst for neighbors to invest in their homes. A grant of up to \$5,000 is available per residential property to assist with specific home repairs or activities that eliminate blighted conditions. Funds are provided through the American Rescue Plan.

### ELIGIBLE REPAIRS

**Eligible activities or repairs include but are not limited to the following:**

- Physical construction costs of improvements facing the public right-of-way.
- Porches/Steps
- Paint/Siding
- Windows/Doors
- Roofs
- Driveway/Sidewalk Repair
- Landscaping improvements are eligible only with an approved exterior repair project and must be visible from the public right-of-way.
- Demolition of dilapidated porches and fences facing the public right-of-way.

**Ineligible activities or repairs include but are not limited to the following:**

- Improvements to rear of property
- Foundations
- Chain link fencing
- Debris removal
- Routine Maintenance

This is a one-time grant program. No funds will be provided for partial correction, for non-eligible improvements or to the owner in cash as reimbursement for the repair work completed (or to the owner directly for labor or materials purchased by the homeowner). If the approved scope of work is more than the funds provided by the grant, the property owner is responsible to pay the difference.

Because funds are limited, applications must be accepted on a "first come, first served" basis.

### ELIGIBILITY REQUIREMENTS

- The following requirements must be met to be eligible for program funding:
- The structure must be residential in nature, within the boundaries of the city of Elyria Ohio, and meet all zoning requirements.
- Mobile homes are ineligible.
- Residential portions of Mixed-Use properties are eligible if they are three (3) units or less
- The property must be located in a Qualified Census Tract (QCT) or property owner must be at or below 185% of the federal poverty guidelines. The applicant must provide income source documentation if not located in a QCT.
- Projects with code enforcement violations are eligible to apply with the condition that all violations are corrected in the scope of work.

- Property taxes on the parcel must be current.
- No utility delinquencies including sewer and water.
- Applicant must disclose all funding sources and funding amounts for the scope of work to verify there will not be a duplication of benefit.
- Owners of multiple properties can apply for assistance on up to three (3) properties per calendar year and may only have three open projects at any point in time.
- Contractor that will be used by the owner must be licensed to operate in the city of Elyria.
- Contractor must have the appropriate certifications/licenses (RRP) if the scope of work will impact/involve surfaces that are suspected to have lead-based paint, and have licensed workers on the job site as required along with any requisite lead clearances as needed.
- Contractor must provide a 1-year contractor's warranty on the work completed.

## PROCEDURE

1. Review the guidelines and completely fill out an application – if not completely and correctly filled out, it will delay the processing of the application.
2. Include cost estimates and contractor contact information.
3. A preliminary verification of ownership, QCT determination and income eligibility are completed. (The computer records at the County will be checked.)
4. A representative from the Department of Community Development will visit the property to:
  - a. Inspect the property to verify existing conditions.
  - b. Housing Inspector will explain the program and begin income verification.
  - c. Obtain the signature of the owner on a document which states that he/she understands he/she will have to abide by the program regulations.
5. If the project and/or contractor changes subsequent to approval, your grant amount may be reduced or the grant may be rescinded. Please notify the Community Development Department immediately if the project scope or contractor changes.
6. Wait for a conditional award letter. Allow up to six (6) weeks for review and processing. If you provide an email address in the application, the conditional award letter will be emailed to you. You may not begin the project until you receive a conditional award letter.
7. Proper permits must be obtained. To ensure proper permits are obtained, you may contact the Building Department directly at (440) 326-1491. If required permits are not obtained, your grant award or disbursement may be delayed, or the grant may be rescinded.
8. If the project and/or contractor changes after approval, please notify the Community Development Department immediately. You may expand the scope and cost of the project, but the grant award will be based on your original estimates and funding will not be increased.
9. Contract documents will be prepared and executed, contractor will execute a contract, and a purchase order number will be requested, and the Housing Inspector will issue a Notice to Commence.
10. Once the project is complete, provide the following to the Community Development Department:
  - a. The final invoice demonstrating that the project is complete and the portion owed by the applicant is paid in full. **HANDWRITTEN RECEIPTS WILL NOT BE ACCEPTED. INVOICE MUST BE A STATEMENT OF PAYMENTS RECEIVED AND BALANCE OWED (if any) ON CONTRACTOR LETTERHEAD.**
  - b. The attached form showing proof that permits were obtained and proof that the contractor(s) are registered, if applicable. **Failure to provide this information may delay grant disbursement or lead to revocation of the grant.**
11. The grant check will be paid directly to the contractor. Allow up to four (4) weeks to receive the grant check. Contractor must execute a Release of Liens prior to payment.

## PRE-CONSTRUCTION REQUIREMENTS

Debris removal is a pre-construction requirement to program participation. The property must be in a clean and sanitary condition before a contract can be approved.

## GENERAL

- Repairs may only be completed by contractors who are licensed and registered as required by the Elyria Building Department.
- Only completed applications will be accepted. See the Application Checklist for requirements.
- The City of Elyria administers all programs without regard to race, creed, color, sex, ancestry, national origin, or handicap.

## AUTHORIZATION FOR RELEASE OF INFORMATION

If the attached Authorization for Release of Information form is returned with the application for assistance, but this specific part of the form is unsigned or this form is NOT returned with the application, the application is incomplete and no assistance with home repairs can be provided. ***Please complete a separate release of information form for each adult household member who has an income.***

If you are within the income guidelines, in need of the eligible repairs, and would like to be considered for assistance, you MUST reply to all the questions in the Application and return the application to the City of Elyria Community Development Department, and provide a copy of all applicable requested documents. Because funds are limited, complete applications must be accepted on a “first come, first serve” basis.

Applications are taken on an on-going basis as long as funds are available.

**Please print or type and submit copies of requested information with this application.**

**We will not return any documents you enclose with this application.**

The City of Elyria is an equal opportunity provider. No person shall be denied benefits or be subject to discrimination based on race, color, religion, sex, age, national origin, familial status, or disability.

**APPLICATION CHECKLIST:** *If not applicable indicate with N/A.*  
*Incomplete applications will not be considered for assistance.*

Application completed. ***Sign & answer all questions***

Contractor Estimate(s)/Scope of Work

Current on property taxes.

*\*Please submit the following if property is NOT located in a Qualified Census Tract.*

Release of information completed for each adult member who has income.

All household income listed for family members 18 years and older must be included.

Copies of wage statements for all members working in household. (Four months most recent pay stubs for each household member)

Not employed? Please provide signed statement of circumstances indicating there is no income. If receiving unemployment, submit four most recent statements.

**2023 Annual** statements for Social Security, Disability and/or Pensions.

Provide all Bank Account information for all members of household over the age of 18 years old. Submit most recent four months statements (Savings and Checking).

If Self-employed, provide complete copies of Federal Tax Returns for last 3 tax years filed.

# CITY OF ELYRIA

## ARPA HOUSING BEAUTIFICATION PROGRAM APPLICATION

### A. Applicant Information

Applicant Name \_\_\_\_\_  
(Last) (First) (MI)

Applicant Name \_\_\_\_\_  
(Last) (First) (MI)

Home Address \_\_\_\_\_, Elyria, OH 44035

Home Phone (440) \_\_\_\_\_ Work Phone or Cell Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

### B. Project Information

Type of Property: \_\_\_\_\_ Single-Family \_\_\_\_\_ 2-Unit \_\_\_\_\_ 3- Unit \_\_\_\_\_ Mixed Use

Occupant Information: \_\_\_\_\_ Tenant Occupied \_\_\_\_\_ Vacant

Provide a brief description of the entire project:

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**Contractor Information:**

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Company Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Are you related to the person performing the improvements?    Yes            No

Is the contractor currently debarred or suspended?    Yes            No

**Project Source & Use of Funds:**

Project Cost    \$ \_\_\_\_\_

Grant Request    \$ \_\_\_\_\_

Owner Responsibility \$ \_\_\_\_\_

\*Projects require initial and final inspection by City staff to verify scope of work and to ensure completion prior to disbursement of grant proceeds.

**C.      Personal Information- Must be completed by applicants not located in a QCT**

Head of

Household Name \_\_\_\_\_ Age \_\_\_\_\_ Male/Female  
(Last)                                      (First)                                      (MI)                                      (Circle One)

Employer \_\_\_\_\_

Work Address \_\_\_\_\_ Job Title \_\_\_\_\_

Spouse \_\_\_\_\_ Age \_\_\_\_\_ Male/Female  
(Last)                                      (First)                                      (MI)                                      (Circle One)

Spouse's Employer \_\_\_\_\_

Work Address \_\_\_\_\_ Job Title \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_

Note: Roommates are also considered household members. Other household members' employment information (including children 18 or older who are not full-time students) may be listed on back if applicable.

Name (first/last)	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please continue on back if additional space is needed.

**D. Annual Income & Assets- Must be completed by applicants not located in a QCT**

**YEARLY INCOME**

Family or Other Household Members	a)Wages/Salaries (Gross)	b)Benefits /Pensions	c)Public Assistance	d)Other Income
<b>1 )Totals</b>				

**2) Enter total of items 1a) through 1d).** \$ \_\_\_\_\_

Please provide the **last Four months of pay stubs or statements** for all income listed above. Current Disability Statements and/or SSI Benefit Statements are also acceptable, as are yearly pension statements. Household Income will be evaluated and calculated based upon Federal Income Poverty guidelines. All sources of income will be verified with documentation from the income source. This documentation will be made a permanent part of the case file. Include most recent W2 forms and income tax filings if self-employed.

ASSETS — Refer to page 10 for Asset Inclusions & Exclusions			
Family Member	Asset Description	Current Cash Value of Assets	Actual Income from Assets
3. Net Cash Value of Assets.....		3.	
4. Total Actual Income from Assets.....		4.	
5. If line 3 is greater than \$5,000, multiply line by ____ (Passbook Rate) and enter results here; otherwise, leave blank		5.	

**E. Banking Information- Must be completed by applicants not located in a QCT**

List the following information regarding accounts you may have at banks, savings and loans, or credit unions. If you need additional space, please complete on the back of this form.

Bank Name \_\_\_\_\_ Bank Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Type of account/s: CHECKING SAVINGS CD OTHER \_\_\_\_\_ (circle appropriate ones)

**Also, please indicate the following concerning any stocks, bonds, or securities you may have.**

Type of security \_\_\_\_\_ # of shares \_\_\_\_\_ and/or certificates \_\_\_\_\_

Value per share \$ \_\_\_\_\_ or bond account \$ \_\_\_\_\_

Name and address of company issuing security \_\_\_\_\_

**Provide us with copies of the last 4 official statements for each bank and/or securities account.**



**F. Housing Information** (Please circle the appropriate answer below)

1. Do you own the home?                      YES    NO
2. Are property taxes current?              YES    NO
3. Do you have homeowner's insurance?    YES    NO
4. Do you have any liens against your property?    YES    NO
5. Are Federal, State and Local taxes current?    YES    NO
6. Are you current with City of Elyria's Rental registration?    YES    NO
7. Open Code Violations?    YES    NO

If yes, please explain.

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- 8. Are you receiving or requesting financial assistance for project?**    YES    NO

If yes, please explain.

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**Please list name, address and policy number of insurance company and provide copy of Declaration page.**

Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

Address \_\_\_\_\_

**G. Racial Information: (optional)**

**Please circle all appropriate answers.**

Head of Household	Spouse/Other Adult(s)
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**Racial Composition:**

Single or multiracial

**Ethnicity:**

Hispanic or non-Hispanic

**Race:**

White

Black/African American

Asian

American Indian

Native Hawaiian/Pacific Islander

Multi-Racial

Other

**Racial Composition:**

Single or multiracial

**Ethnicity:**

Hispanic of non-Hispanic

**Race:**

White

Black/African American

Asian

American Indian

Native Hawaiian/Pacific Islander

Multi-Racial

Other

**I CERTIFY ALL THE INFORMATION ON THIS APPLICATION AND ALL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY BELIEF AND KNOWLEDGE. VERIFICATION MAY BE OBTAINED FROM ANY SOURCE NECESSARY.**

Signature of Applicant\_\_\_\_\_

Date\_\_\_\_\_

Signature of Applicant\_\_\_\_\_

Date\_\_\_\_\_

**Please return your completed application to the:**

**City of Elyria  
Office of Community Development  
131 Court Street, Suite 302  
Elyria, OH 44035**

**For Office Use Only**

Application # \_\_\_\_\_

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

Application Received By \_\_\_\_\_

## AUTHORIZATION FOR RELEASE OF INFORMATION

*This document is for authorization to release information regarding your City of Elyria Housing Beautification Application for the purpose of verifying information supplied in your application and for reports to the U.S. Treasury.*

I \_\_\_\_\_(your name) hereby grant permission to the City of Elyria to verify information provided in this application and to release to its authorized representatives and U.S. Treasury to the attached information (all information pertaining to the application and all related documents).

I hereby state that I have read and fully understand the above statements as they apply to me and do herein express my consent to disclosure for the purpose or need and the extent or nature as stated above.

The information provided is for confidential use in determining your eligibility for the Housing Beautification Program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**If this form is not signed and returned with the application, the application is incomplete and no assistance with home repairs can be provided. Please complete a release of information form for each adult household member who has income.**

The City of Elyria is an equal opportunity provider. No person shall be denied benefits or be subject to discrimination based on race, color, religion, sex, age, national origin, familial status, or disability.

## ASSET INCLUSIONS AND EXCLUSIONS

### INCLUSIONS: IF YOU OWN ANY OF THE FOLLOWING LIST THEM AS ASSETS ON PAGE 6 OF THE APPLICATION.

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewellery, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

### EXCLUSIONS: THE FOLLOWING ARE NOT CONSIDERED ASSETS AND ARE EXCLUDED.

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "**Business**" does not include rental of properties that are held as an investment and not a main occupation.