



SHAKER HEIGHTS

Transit Village Model Block Program GRANT APPLICATION—2017

These grant programs are designed to assist single- and multi-family properties located in the Transit Village district. The Transit Village Model Block Grant Program will provide financial assistance to property owners and renters to help ensure that the historic legacy of the neighborhood is celebrated, residents' pride in the community is strengthened, and private investment in surrounding properties is increased.

Eligibility Requirements

- Property must be located within the Transit Village district (includes all Sutton Road and Sutton Place addresses, 3254 Van Aken Blvd, & 3284, 3286, 3287, 3291, 3292, 3298, 3301 Milverton Road)
- Both owner-occupied and rental properties are eligible; renters must obtain an approval signature from Homeowner/Authorized Agent; rental Certificates of Occupancy must be current
- Property must be current on property taxes or in an approved County repayment plan
- Property must not be involved in a current/active foreclosure
- Other restrictions may apply

Available Grants

- **Exterior Maintenance Grant** – Up to \$2,500; 10% homeowner contribution required. Funds must be used toward cost of correcting outstanding or potential exterior code violations. Grant funds paid directly to contractor.
- **Curb Appeal Grant** – Up to \$500; \$50 homeowner contribution required. Funds must be used toward exterior improvements or repairs that are visible from the street. Reimbursable grant paid directly to applicant.

Please Note

- Grants may be combined, but only one of each grant type may be awarded per property.
- See individual grant program sheets for additional requirements and details.
- Grant applications will be reviewed on a first come, first serve basis; limited funding is available.
- Required matching funds must be paid in full prior to release of grant funds.
- Application deadline is June 30, 2017; all projects must be completed by November 1, 2017.

Questions? Contact Ann Klavora at 216-491-1436 or ann.klavora@shakeronline.com.

REQUIRED SUPPORTING DOCUMENTS CHECKLIST

- Copy of driver's license or state-issued ID; must show the applicant picture and address
- Copy of most recent gas, electric, water or sewer bill
- Copy of most recent mortgage statement
- Copy of **current** rental lease agreement, signed by both parties (*Renter Applicant Only*)
- Signed Homeowner/Authorized Agent Release Form (*Renter Applicant Only*)
- Signed Applicant Responsibilities Checklist
- Signed application with ALL information completed

APPLICATION PROCESS

1. Complete application in its entirety and sign
2. Provide all required supporting documentation
3. **Submit complete application package to: Planning Department, City of Shaker Heights, 3400 Lee Road, Shaker Heights, OH 44120**
4. All application determinations will be sent via mail
5. Upon application approval, you will be contacted to schedule an appointment for project review

PLEASE NOTE

1. You are not approved for any grant(s) until you receive an approval letter in the mail from the Planning Department. A site visit is mandatory to review proposed project(s).
2. **Estimates Required** - Upon review/approval of proposed project, applicant must obtain three (3) estimates if project cost is \$500 or more; only one (1) cost estimate is required for projects that cost less than \$500. Forward to the Planning Department for review.
3. Applicant is responsible for contractor selection and notifying the Planning Department in writing of selection.
4. Applicant will enter into a contract for work with Contractor for project completion.
5. **A Notice to Proceed Order must be issued by the city prior to commencement of work.**
6. Grant funds can be used to correct exterior Point-of-Sale violation(s).
7. All original documents will be returned to you upon your written request.

HOMEOWNER/AUTHORIZED AGENT RELEASE FORM

ALL rental applicant(s) must have this form signed to become eligible for any grant funding

I, _____ (Name of Homeowner/Authorized Agent)
certify that I am the owner/authorized agent for the Shaker Heights property located at the following
address:

I further certify that I have given my permission to allow work on the property listed above which may include the following:

- | | | | |
|-------------------------|------------------------------|-----------------------------|------------------------------|
| 1. Exterior Maintenance | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 2. Curb Appeal | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

I understand that the grant applicant must enter into a contract with selected contractor to complete approved scope of work. Homeowner/renter is responsible for ongoing project review. I further certify that I understand that all work must be done in accordance with the rules and regulations governing the Transit Village Model Block program.

SIGNATURE: _____ **DATE:** _____
(Owner/Authorized Agent)

(Name, Printed)

(Address)

(Phone Number)

LEAD-BASED PAINT NOTIFICATION RECEIPT

The applicant certifies that: I have received a copy of the notice entitled:

“PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME”

(Print Name)

(Signature)

(Date)

GRANT RECIPIENT RESPONSIBILITIES

Application & Approval Phase

1. Complete application and submit with ALL required documentation to Planning Department.
2. If application is approved (you will be notified via mail), agree upon grant scope of work with Housing Programs Specialist.
3. Obtain **three (3)** estimates if project cost is > \$500; only **one (1)** estimate is required if < \$500.
4. Select contractor and sign estimate for acceptance. Inform Housing Programs Specialist of your selection. *Always check references first!* Contact the Better Business Bureau at 216-241-7678 or request contact information for client(s) who had similar work done. For information on how to select a contractor see enclosed brochure.
5. Be clear of what YOUR project entails and discuss directly with your selected contractor. *Do not wait until after the job begins!*
6. Ensure your contractor returns required **Contractor Information Packet** to the Housing Programs Specialist. I understand the selected contractor must be registered with the Shaker Heights Building Department or obtain current year registration prior to release of the Notice to Proceed.
7. **Wait for written approval notice and the Notice to Proceed before starting work.**

Construction Phase

1. Once Notice to Proceed is received, set up work start date with contractor. Work started before receipt of a Notice to Proceed will not be eligible for the City grant.
2. Make sure the contractor has all required building permits and design review approvals before work starts. This is the homeowner responsibility; the Housing Programs Specialist can help with questions.
3. Pay any required down payment to contractor (if necessary).
4. Monitor work.
5. Contact Housing Programs Specialist at 216-491-1433 if you have any concerns while work is underway. *Don't wait until the job is complete!*

Payment Phase

1. Once work is complete, contact the Housing Programs Specialist at 216-491-1433 to schedule necessary City inspections. Payment to contractor is contingent upon successfully passing all inspection(s).
2. If work required a building permit, ALSO have contractor contact the Building Department at 216-491-1468 to schedule a final inspection.
3. Contact the Housing Programs Specialist to come out and review the work.
4. Pay your match portion of the job cost to contractor upon City inspection approval(s) per the scope of work stated in the written contract.
5. Have contractor submit their invoice to the Housing Programs Specialist (showing proof of your paid match portion) to request payment of grant funds.
6. Curb Appeal Grant (only) – submit original receipts to the Housing Programs Specialist for review and reimbursement.

I have read the above and understand my responsibilities to participate in the City's Transit Village Model Block Grant program.

Print Name

Signature

Date



SHAKER HEIGHTS

Transit Village Model Block Program Exterior Maintenance Grant 2017

Grant Amount = up to \$2,500; 10% applicant contribution required

Purpose

The Exterior Maintenance Grant assists property owners located in the Transit Village district with exterior improvements to their homes. Homeowners are required to provide a contribution to the funds the city invests in the projects, and the project must be completed within a reasonable amount of time. EMG improvement projects must make visible improvements to the exterior of the property; address outstanding or potential code violations; and improve neighborhood image.

Eligibility Requirements

Grants are available to all single family and multi-family residential properties located in the Transit Village district.

- Owner-occupied and rental properties eligible
- Renters must obtain an approval signature from Homeowner/Authorized Agent; Certificate of Occupancy must be current
- Current on property taxes or in an approved County repayment plan
- No current/active foreclosure status

Eligible Projects

Funds must be used to correct outstanding exterior violations cited by the City (or on projects to prevent a future Notice of Violation) such as:

- Roof repairs
- Driveway repairs
- Front porch repairs
- Tuckpointing
- Painting
- Sidewalk violations

Grant Procedures

- Applicant must contribute 10% of project cost or overage of grant ceiling (whichever is greater).
- Submit a fully completed application for consideration.
- Grant funds will be paid directly to contractor upon completion of work and final approval.
- See grant application for additional information.



SHAKER HEIGHTS

Transit Village Model Block Program Curb Appeal Grant 2017

Grant Amount = up to \$500; \$50 applicant contribution required

Purpose

The Curb Appeal Grant provides properties located in the Transit Village district with funds to make exterior property improvements. Curb appeal improvement projects must make a visible improvement to the exterior front façade or front yard of the property. These improvements will improve the overall neighborhood image.

Eligibility Requirements

Grants are available to all single family and multi-family residential properties located in the Transit Village district.

- Owner-occupied and rental properties are eligible
- Renters must obtain an approval signature from Homeowner/Authorized Agent; Certificate of Occupancy must be current
- Current on property taxes or in an approved County repayment plan
- No current/active foreclosure status

Eligible Projects

Funds must be used for “curb appeal” improvements to the exterior front façade or front yard of the property (visible from the street) such as:

- Front porch/step repair
- Windows, trim, shutters
- Fascia, soffits, gutters
- Front door (repair/replacement)
- Lighting, mailbox, house numbers
- Painting
- Landscaping

Grant Procedures

- Applicant must contribute a flat fee of \$50 toward cost of project.
- Submit a fully completed application for consideration.
- Applicant will be reimbursed upon completion of project and submission of original receipt(s).
- See grant application for additional information.