Urban Enterprise Association
Of South Bend Inc.

Urban Enterprise Association of South Bend, Inc.
VACANT TO VALUE (V2V) REPAIR GRANT PROGRAM GUIDELINES

Vacant & Abandoned Property Initiative Partner Program

If you have any questions about the Repair Grant or process please contact the Urban Enterprise Association of South Bend, Inc. at (574)235-5821 or emaradik@southbendin.gov.

Program Overview

In partnership with the City of South Bend, the Urban Enterprise Association of South Bend, Inc. (UEA) is offering the V2V Repair Grant Program, which provides matching grant funds to repair a vacant & abandoned property within the City of South Bend. The applicant can receive up to $10,000 to make repairs – which first must be used to address any and all code enforcement violations – to a house that they will reside in as their primary residence for at least three (3) years. The applicant is required to provide a minimum of 20% matching funds for the qualifying repairs (i.e. to receive the full $10,000 grant, the applicant must contribute $2,000 making the total improvement cost $12,000).

Purpose of the Program

The intent of the V2V Repair Grant is to work in conjunction with the City of South Bend's Vacant & Abandoned Property Initiative in order to:

- address all code enforcement violations at qualifying residential properties,
- offer the opportunity to improve and maintain the vacant & abandoned housing stock in the City of South Bend, and
- offer the opportunity to individuals and families to live in safe and affordable housing.

Grant Terms

Grant Amount (of total project cost)	Up to 80%
Maximum Grant Amount	$10,000
Minimum Grant Amount	$5,000
Minimum Private Investment	$1,000

The applicant commits to owning and residing in the house, as their primary residence, for a minimum of three (3) years from the date of the grant funds dispersal. The project will be complete once all approved work has been done and there are no code enforcement violations existing at the house, as determined by the UEA. Applicants are able to submit up to three (3) claims for payment of grant funds (at 45 days, at 90 days and at project completion). The claims must represent approved project items and you must contribute a pro-rated portion of your private match before grant funds will be released.

Eligibility

In order for a property to be eligible for a matching grant, the following must be met:

- Property is within the boundaries of the City of South Bend and is designated by the City as abandoned.*
  **Abandoned properties are defined as a house where no one has lived in at least 90 days AND has a housing related code enforcement violation that has not been addressed for more than 30 days. Abandoned property information can be found at www.southbendin.gov/vap; properties determined by the City as having an outcome of repaired are not eligible.*
- Applicant holds the deed, or has a signed purchase agreement, for a qualifying abandoned property. The applicant must hold the deed prior to signing the grant agreement.
- Property may not:
  - have an affirmed demolition order** through the City of South Bend's Department of Code Enforcement
  - be identified as a property under contract for demolition**
    ***Demolition information can be found at www.southbendin.gov/demolitionorders*
- Applicant will own and live in home, as their principal residence, for a minimum of three (3) years from the date that grant funds are dispersed.
- Applicant home must be a single family structure.
- Eligibility of a property that is occupied by the applicant will be determined on a case by case basis following consultation with the Department of Code Enforcement.

In order for an applicant to be eligible for a matching grant, the following must be met:

- Applicant must be current on property taxes on all properties owned.
- Applicant must not own any additional property with an outstanding code enforcement violation.
- Applicant must not have collections or judgments, of any type, that total $2,000.00 or more.
- Applicants must invest matching funds in order to complete qualified repairs to the property in the amount of no less than 20% of the approved grant amount.
- Applicant must not have a negative history associated with repairs, violations, or complaints on file with the Department of Code Enforcement.
- Applicant must not have past or current affiliation or association with any individual, group, organization, company, or entity (collectively, "entity") that has managed, owned, or had pecuniary, business, or similar interest in any entity that has a property on the City's Vacant & Abandoned List or property with a history associated with repairs, violations, or complaints on file with the Department of Code Enforcement.
- Applicant must not have any unpaid collection or judgment with the City of South Bend, or with any State or Federal agency.

All repairs to the house are eligible, however at a minimum any and all code enforcement violations at the property must be addressed in order to be eligible for a matching grant. **Grant and matching funds must first be used to address any code enforcement violations present at the vacant & abandoned property.** Only repairs to the residential structure are eligible. The grant will not fund repairs made to accessory structures such as sheds, garages, fences or other improvements on the property.

Grant Process

1. Review the Vacant to Value Repair Grant Guidelines.

2. Submit the Matching Grant Pre-Application Form, signed by all individuals listed on the deed and pay the $5.00 (per person) application fee.

3. The UEA will review the pre-application to verify qualification, including performing a credit check for each applicant. Following review, UEA staff will contact you to either inform you of ineligibility or to arrange a meeting at the property in order to conduct an interior and exterior inspection of the property and identify code enforcement violations / required improvements. At the meeting, you will be provided with an application.

4. Obtain at least two (2) detailed written estimates for your project. The applicant is required to provide two (2) estimates be from **licensed** contractor for any electrical, plumbing and HVAC work. (You must contact the Building Department in downtown South Bend at 125 S. Lafayette Blvd, Suite 100 or (574) 235-9554 to verify that your contractors are licensed.) **At least two itemized estimates for an identical scope of work for each project component are required with the application.** All sales taxes and permit fees should be included in the estimates. When appropriate, provide color and material samples with the application. See *Additional Information.*

5. Submit a completed, and signed, application form. All individuals listed on the recorded deed must sign the application. Due to limited funding, **completed applications will be reviewed and, if approved, awarded on a first-come, first-served basis.** Applications may be submitted at any time, but will not be accepted after October 7, 2016. A completed application must include the following:

   - Completed application form;
   - Proof of ownership in one of the following forms:
     i. Deed – A copy of the recorded deed that indicates the applicant is the homeowner of the qualified abandoned property.

     OR

     ii. Purchase Agreement – A copy of a signed purchase agreement to acquire the qualifying abandoned property. The property must be in the applicants name prior to signing a grant agreement. Applicant will be required to provide a copy of the recorded deed prior to signing the grant agreement.
   - Two Itemized Estimates – At least two (2) estimates detailing scope of work with itemized prices. Estimates should include all sales taxes and permit fees.
   - Proof of Match / Private Investment – Applicants must provide proof of resources to cover the required 20% match. Match will be calculated based on 20% of the lowest itemized quote submitted. If the proposed work is more than $12,000 ($10,000 grant plus $2,000 required match), the applicant must submit proof of resources to cover the additional costs. Proof of resources can include loan preapproval, bank statements, etc.

6. The UEA will review applications for completeness, accuracy, and scope of work and then will approve or reject the application. You will receive notice of this decision. If it is determined the applicant provided false information the application will immediately be denied. Applications will be reviewed on a first-come, first-served basis until all funding is committed or the application deadline of October 7, 2016, whichever occurs first.

7. If your application is approved, you must sign a grant agreement within 60 days of approval. **Grant payment(s) will not be made if approved work begins prior to the grant agreement signing.** If the property was not owned at time of application, a copy of a recorded deed must be provided prior to signing the grant agreement. In addition, a copy of the building permit(s) must be provided prior to beginning the project.

8. Complete your project as approved. Projects must be complete within 120 days of signing the grant agreement. Grant extensions may be considered under special circumstances, but are not guaranteed.

9. During the repair process, you may submit up to three (3) claims to request that grant funds are dispersed. The first claim may be submitted no sooner than 45 days after signing the grant agreement, the second claim may be submitted no sooner than 90 days after signing the grant agreement and the final claim may not be submitted until the project is 100% complete. The final claim must be for a minimum of 20% of the total project cost. Each claim will require invoices and/or proof of payment as well as a property inspection before being approved. Claim payments will be less the pro-rated portion of the required private investment of the project (it will be pro-rated based on the percentage of the claim request to the total project cost).

10. Notify the UEA when your project is 100% complete and schedule a property inspection prior to the end of the grant agreement. The inspection will be of the interior and exterior of the property. The inspector will ensure all work submitted during the application process is complete and that there are no outstanding code enforcement violations at the property. If all approved work is not completed or a code enforcement violation is found the property owner must address them prior to receipt of final payment of grant funds.

11. Provide final claim paperwork, proof of private investment, such as paid invoices or receipts, and a copy of the homeowner's insurance policy declaration page (must include the name and telephone number of the homeowner's insurance agent) to the UEA. **The final grant payment will not be distributed until proof of private investment and homeowner's' insurance is submitted and the project – including addressing any and all code enforcement violations - is completed as determined and approved by the UEA.** Any and all grant checks will be made payable to you. You are responsible for providing full payment to your contractor(s). Payment processing may take 2-3 weeks following claim approval.

Additional Information

- Grant amount offered will be based on the cost of repairs as noted within the lowest submitted estimate, but shall not exceed $10,000. If the applicant wishes to use the contractor that submitted a higher estimate, they are responsible for the difference between the two estimates. This increased cost to the applicant will NOT count towards the 20% match requirement.

- If an applicant wishes to complete work themselves, they must submit estimates for the cost of materials, labor is not eligible. If the applicant is licensed to complete electrical, plumbing and/or HVAC work in order to complete the relevant work at the property they must provide proof of licensing. In addition, the two (2) detailed estimates must be for materials and parts only, labor costs are not eligible.

- If the cost of repairs exceeds the maximum grant of $10,000 plus the required 20% match, without proof of other resources to cover the remaining costs, the application will be denied.

- All proposed work for approved projects is subject to compliance with the Residential Building Code, the 2000 International Property Maintenance Code, and the City Municipal Code. The project must follow all permit and inspection procedures as outlined by the City of South Bend Building Department and the City of South Bend Department of Code Enforcement.

- First and foremost, all grant and matching funds must be used to address code enforcement violations at the property. Upon completion of the project there may not be any pre-existing or new code enforcement violations at the property, otherwise matching grant funds will not be disbursed.

- If the house has not been brought up to applicable code, approved work is not completed, or an inspection is not completed which confirms code compliance and project completion, prior to the grant deadline then grant funds will be forfeited and funds will not be disbursed.

- The UEA enters into an agreement with the property owner. As such, any and all grant checks will be made payable to you. You are responsible for providing full payment to your contractor(s). Payment processing may take 2-3 weeks following claim approval.

- The Urban Enterprise Association reserves the right to reject any and all applications up to the time of closing.

- The specific program guidelines detailed herein are subject to revision or amendment without notice. Subject to the availability of program funding, the Urban Enterprise Association may discontinue this program at any time.