



## HOUSING DEVELOPMENT & BEAUTIFICATION PROGRAMS

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PROGRAM YEAR 2019

**SUMMARY OF THE PROCESS FOR RECEIVING A GRANT UNDER THE HOUSING DEVELOPMENT AND BEAUTIFICATION (“HDB”) PROGRAM**

**Please be sure to read the complete guidelines prior to turning in your application.**

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. For Substantial Redevelopment and Exterior Repairs + Landscaping, be sure to include cost estimates and contractor contact information. For Down Payment Assistance, be sure to include an executed purchase agreement and a loan estimate or other proof that you have obtained a loan commitment and the terms of that loan.
3. If the project and/or contractor changes subsequent to approval, your grant amount may be reduced or the grant may be rescinded.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 office immediately if the project or contractor changes.
4. Wait for an award letter. Allow up to six (6) weeks for review and processing. If you provide an email address in the application, the award letter will be emailed to you. Please do not call to check the application status until six (6) weeks has passed. You may not begin the project until you receive an award letter except for Substantial Redevelopment projects.
5. If the project and/or contractor changes after approval, please notify the Community Development office 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.
6. Complete the project.
7. For Down Payment assistance, please notify the City at least fourteen (14) days prior to the closing date in order for a check to be available at the time of closing.
8. Once the project is complete, provide the following to the Department of Community Development:
  - a. The final invoice demonstrating that the project is complete and the amount due has been paid in full or, alternatively, the portion owed by the applicant is paid in full.
  - b. The attached form (page 13 of this application) 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.**
9. The grant check will be paid to the person or entity that is legally titled to the property or directly to the contractor. Allow up to four (4) weeks to receive the grant check.

Financial assistance is available for new or substantially redeveloped housing units, homebuyers and property owners desiring to undertake enhancements to their property.

**Section I - GENERAL TERMS:**

**FUNDING AVAILABILITY:** No less than \$300,000 is available for calendar year 2019

**ELIGIBILITY REQUIREMENTS:** The properties must be located in the municipal boundaries of the City. All projects must meet applicable zoning requirements and be residential in nature. Mixed-Use properties are eligible to participate for the residential portion of the structure, if 3 units or less. Staff has the ability to modify the program if the project is considered catalytic. Applicants with mobile homes that are permanently affixed to the ground are eligible to apply provided they have an individual permanent parcel number related to the property. Eligibility for condominiums to participate in the Exterior Repair Program will be treated on a case by case basis according to the visibility of the specific project from the main public right of way. Project eligibility will be determined by the Community Development Department.

**Projects with outstanding code violations are eligible to apply – but all code violations must be repaired prior to grant disbursement.**

**APPROVAL PROCESS:** Completed applications will be accepted on a rolling basis throughout the year on a first come – first serve basis. The Department of Community Development reviews applications first for completeness and to ensure compliance with eligibility criteria. Estimates must be included with applications. All approved applications will receive an award letter. Applicants who submit incomplete applications and/or applications with compliance issues will be contacted and will have four (4) weeks to rectify all identified issues. If the issues are not rectified within four (4) weeks to the satisfaction of the City, the application will be discarded and the applicant will need to submit a new application. Please allow up to six (6) weeks for application review. Applications for assistance greater than \$10,000 that are approved by the Department of Community Development will require final approval by the Sandusky City Commission (the applicant is required to attend the Commission meeting at which the grant is being considered). Accepted applications must be for the current program year. Once funds for the current program year are exhausted, applicants must wait until a new application and funding are available. **If the project scope and/or contactor changes after the award is issued, the grant amount may be reduced or rescinded.** If you choose to expand the scope or cost of the project, grant funding will not be increased.

**FAILURE TO COMPLETE:** Applicants will be given a predetermined amount of time to complete projects. If an extension is needed, the applicant must request an extension **PRIOR** to the completion deadline. If an applicant fails to complete a project for which he or she was awarded grant funds, the applicant (not the property) will not be eligible to apply for grant funds in the next program year – there will be no exceptions to this policy.

**WITHDRAWAL OF APPLICATION:** If an applicant determines that they cannot complete the project due to an unforeseen reason and wishes to withdraw their application, they may do so within 90 days of the grant award letter. If the applicant withdraws their application within the 90 day period, they will be able to apply within the 3 year waiting period. This will only be allowed one time per property.

**AVAILABLE FINANCING:** HDB funding is intended to be an additional or secondary financing source and is not intended to cover 100% of a potential project's cost – with the exception of those applying for modest exterior repair assistance. For those applying for other types of funding assistance, all other sources of funding must be utilized before any HDB funds are disbursed. Grant proceeds are provided directly to third party contractors or on a reimbursable basis, payable to the property owner of legal title with the exception of those applying for down payment assistance funding. Applicants have up to 180 days to complete projects after receiving an award letter, subject to adjustment based on the condition of the property.

For those applying for Down Payment assistance funding – grant proceeds will be disbursed only to the Title Company handling the transaction prior to closing. Applicants who receive a Down Payment Assistance grant have 90 days to close on a home purchase.

Grants will generally be disbursed within approximately four (4) weeks following confirmation of all program requirements required for disbursement.

**MISCELLANEOUS:** Applicants are permitted in certain instances to perform improvement work; however, in these cases, City grants will be available for materials only (no labor). The city reserves the right to deny eligibility of certain project expenses at its sole discretion. Applicants will be requested to sign consent for release of information to receive any criminal history which may be in the files of any Federal, State or Local criminal justice agency. Applicants may be requested to sign certain waivers to allow the City to share information with relevant lending institutions and obtain credit reports for those seeking funding for Down Payment Assistance and Substantial Redevelopment.

Requests for funding will be denied if applicants have outstanding collections, judgment liens, other court judgments, delinquent taxes, other tax liens, or any delinquent outstanding money owed to the City. Any previous bankruptcy must be fully discharged prior to submitting an application.

No person shall, on the grounds of race, color, national origin, religion, sexual orientation or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with HDB funds.

**Section II – PROJECT EXCLUSIONS:**

Each program outlined in Section III may have specific and more restrictive eligibility requirements than those listed in this Section. The project exclusions outlined in this Section generally apply to all applications and projects regardless of the type of financial assistance being requested.

PROJECT EXCLUSIONS: Projects will not be considered for financial assistance through HDB if they involve:

1. Rehabilitation, construction or redevelopment that involuntarily and permanently displaces businesses, residents or tenants.
2. Refinancing of existing debts and mortgages.
3. Financing of speculative projects, buildings, or activities such as land banking or acquisition of real estate with no planned capital improvements or re-occupancy.
4. Projects in which the property or project in question does not meet zoning or occupancy codes.
5. Projects for properties that contain four (4) or more units. This exclusion does not apply to new residential units in which each unit is assigned an individual and specific permanent parcel number.
6. Financing to projects in which the applicant has ever or currently owns entirely or in part, real estate that is tax delinquent and not on a payment plan, contains non-registered rental units, or is in foreclosure. Applicants who have previously forfeited real estate due to foreclosure are eligible after a period of seven (7) years from the date of case closure. Applicants who have previously had real estate in foreclosure may apply if the case was dismissed meaning the claim was satisfied.
7. Financing of projects in which the applicant currently has utility delinquencies including but not limited to water and sewer.
8. Financing of projects in which the applicant currently has rental registration and/or administrative penalty delinquencies or has any outstanding delinquent or defaulted liabilities with the City.
9. Financing to projects in which the applicant has ever had a property demolished by the City.
10. Financing of projects in which the applicant has been convicted or has a pending conviction of a felony within seven (7) years from the date of application submittal.

**CONTACT**

Debi Eversole,  
Housing Development Specialist  
Phone: 419-627-5832  
Email: [development@ci.sandusky.oh.us](mailto:development@ci.sandusky.oh.us)

Mailing Address:  
City of Sandusky / Community Development  
222 Meigs Street  
Sandusky, Ohio 44870

**Section III – FUNDING PROGRAMS:**

**(1) Substantial Redevelopment**

The intent of this program is to spur new in-fill housing construction, redevelopment of vacant homes and apartments and major renovations to existing units in order to preserve existing building stock and increase the diversity of housing options and types within the City. Projects that involve the adaptive reuse of non-residential properties into residential units will be considered.

**ELIGIBLE USES:**

- Environmental remediation (i.e. asbestos abatement; lead abatement)
- Demolition
- Physical construction costs (both new construction or rehabilitation)
- Site work and improvements (not including appliances, furniture or electronics)
- Soft costs including but not limited to architectural drawings, surveys, cost estimates, market studies, environmental reports and appraisals

**REQUIREMENTS:**

- Projects must be \$20,000+ per unit in total improvement costs which can include soft costs. Developer fees, when present, will not be considered as part of the total project cost.
- For projects between \$20,000-\$49,999 per unit in improvements, assistance is \$5,000 per unit.
- For projects valued at \$50,000+ per unit in improvements, assistance is \$7,500 per unit.
- The total amount available to a single applicant under Substantial Redevelopment is \$50,000 per project. This cap may be removed if the applicant enters into a development agreement with the City.
- Properties containing three (3) or less units must be assessed or valued at or below \$175,000 prior to work commencing.
- Properties are eligible to receive HDB funding only once every three (3) years. For example, a project awarded funding in 2018 is not eligible to reapply until 2021.
- Applicants must be legally titled owner or authorized representative of the legally titled owner.
- Applicants may be required to seek approval of enhancements by other administrative bodies, including but not limited to the Landmarks Commission or the Planning Commission – **approval which must be obtained prior to a determination of any HDB application.**
- **Funds will be disbursed as reimbursement only or directly to the contractor (if applicable) performing the work. Applicants will be required to show both proof of project completion and, evidence of payment when contractors are not being paid directly by the City. Applicants must pay their portion in full prior to City grant disbursement.**
- **All applications will be reviewed by the Chief Building Official prior to approval and are required to secure all necessary permits and/or Certificate of Plan Approval prior to commencing work. Further, certain work will require completion by licensed and registered contractors and applicants should contact our Building Division at (419) 627-5940 to determine if these requirements apply. Certain inspections may be required during construction. Please inquire with Building Division while obtaining permits. Proof of permits and contractor registration must be included with the final invoice upon requesting grant disbursement – please use the attached form (page 13).**
- **Job name or project address must be listed on all paid receipts/invoices. Please inform your contractor or specify the address when purchasing materials for eligible projects.**

- **If purchasing materials for an eligible project, please purchase materials separate from personal items.**
- **For the Substantial Redevelopment category only, the project may begin before the applicant receives an award letter; but no longer than 6 months prior to the application date. Submitting an application does not guarantee approval.**

**TYPE OF FUNDING:** All funds under this program are grant funds to be provided as reimbursement to the applicant or paid directly to the contractor.

**DISBURSEMENT GRANT:** The grant will be disbursed in one lump sum at the completion of the project and cannot be drawn down during the course of construction. Completion will be achieved when a Certificate of Occupancy is received for the particular unit from the City's Building Division (if required) or the close out of all required permits. **If awarded funds under this program, applicants are not eligible to apply for Exterior Repair + Landscaping funding for a period of 3 years for the same property.**

## (2) Exterior Repairs + Landscaping

The intent of this program is to aid in the redevelopment and beautification of existing housing units. These efforts will preserve the quality and condition of existing housing stock, address major physical needs and code violations, increase property values and spur additional private investment. If an applicant is performing exterior repairs, he or she may also request a Landscaping Grant in order to further beautify the property.

### ELIGIBLE USES:

- Physical construction costs, visible from the public right of way and exclusively for exterior improvements, including but not limited to:
  - Porches and Steps
  - Siding
  - Windows and Doors
  - Roofs
  - Decorative Fencing (must meet the Zoning Code)
  - Driveways and Sidewalks
- Demolition (i.e. porch demolition, dilapidated fence removal, garage demolition)
- Landscaping must also be visible from the public right-of-way and may include new shrubs/trees/flowers, tree removal and landscaping lights. Only eligible with an Exterior Repair

### EXCLUSIONS:

- Foundation work is NOT eligible for grant funding
- Repair to or installation of chain link fences are NOT eligible for grant funding
- Improvements to only the rear of the property are NOT eligible for grant funding
- Repair to or improvement to garages are NOT eligible for grant funding

### REQUIREMENTS:

- City assistance for exterior enhancements cannot be in excess of 50% of eligible project costs or \$3,000 per property –whichever is less
- Eligible projects that cost \$1,000 or less will be funded at 100%. For this instance only, applicants may apply for the program the following year. This is limited to one time only.
- City assistance for demolition projects specifically cannot be in excess of 60% of eligible project costs or \$4,000 per property – whichever is less. This cap may be exceeded in specific instances at the discretion of the Department of Community Development.
- City assistance for landscaping enhancements cannot be in excess of 80% of eligible project costs or \$500 per property – whichever is less. Must accompany an eligible Exterior Repair.
- Owners of multiple properties can apply for financial assistance for multiple properties but can only receive funding for up to three (3) properties in any calendar year.
- Properties are eligible to receive HDB funding only once every three (3) years.
- Applicants must be legally titled owner or authorized representative of the owner.
- Applicants may be required to seek approval of enhancements by other administrative bodies, including but not limited to the Landmarks Commission or the Planning Commission - approval which must be obtained prior to a determination of any HDB application.
- **Funds will be disbursed as reimbursement only or directly to the contractor (if applicable) performing the work. Applicants will be required to show both proof of project completion**

and, evidence of payment when contractors are not being paid directly by the City. Applicants must pay their portion in full prior to City grant disbursement.

- All applications will be reviewed by the Chief Building Official and are required to secure all necessary permits prior to commencing work. Further, certain work will require completion by licensed and registered contractors and applicants should contact our Building Division at (419) 627-5940 to determine if these requirements apply. Certain inspections may be required during construction. Please inquire with Building Division while obtaining permits. Proof of permits and contractor registration must be included with the final invoice upon requesting grant disbursement – please use the attached form (page 13).
- Any work completed prior to notice of award from the City will be ineligible for this program.

TYPE OF FUNDING: All projects funded under the Exterior Repair + Landscaping program receive grant proceeds.

TERM OF GRANT: Provided directly to third party contractors or on a reimbursable basis to the applicant after the completion of all exterior improvements and evidence of expenses incurred.

- Job name or project address must be listed on all paid receipts/invoices. Please inform your contractor or specify the address when purchasing materials for eligible projects.
- If purchasing materials for an eligible project, please purchase materials separate from personal items.

### **(3) Down Payment Assistance**

This program aims to increase home owner occupancy in the City and make the goal of homeownership a reality for residents, including those who may not have enough money saved for a down payment. It further seeks to attract residents to the City.

#### ELIGIBLE USES:

- Assistance with lender down payment requirements and title company closing costs
- Assistance for approved acquisitions will be capped at the lesser of 3.5% of purchase price OR \$5,000

#### REQUIREMENTS – PROSPECTIVE HOMEBUYER: (must meet ALL of the following criteria)

- Have secured a mortgage/loan preapproval from lender which outlines:
  - Type of loan (fixed or adjustable)
  - Term of loan (in years)
  - Interest rate of loan
- Provide a mortgage interest rate that does not exceed the national average rate more than 1.5 percentage points as determined by Bankrate, Freddie Mac or other comparable company as determined by the City
- Provide a mortgage term of at least 15 years with a fixed interest rate for the life of the loan and be fully amortizing

#### REQUIREMENTS – PROSPECTIVE HOMES: (must meet ALL of the following criteria)

- Maximum purchase price shall not exceed \$350,000
- Homes can only be purchased for the purposes of owner occupancy and must remain so for minimally three (3) years by the successful applicant.
- Tenant occupied homes, that intend to remain tenant occupied, do not qualify for the program
- Properties must contain three (3) or fewer units

#### REQUIREMENTS – LENDER/TITLE COMPANY (must meet ALL of the following criteria)

- Be licensed in the State of Ohio
- Lender must provide escrow services to buyers for insurance and property taxes

**The application and approval process normally takes up to six (6) weeks. Delay in submitting required documentation may delay the closing date. Final approval is not determined until the City reviews the sales contract and lender information.**

TYPE OF FUNDING: All projects funded under the Down Payment Assistance program will receive grant funds.

DISBURSEMENT GRANT: The grant will be disbursed in one lump sum at the time of property closing and disbursed directly to the Title Company handling the property transaction. **Applicants must be sure to notify the City at least Fourteen (14) days prior to the scheduled closing date in order to ensure the grant funds are disbursed in time for closing. Disbursement checks will not be available prior to February 15, 2019. For closings that occur during the latter part of the year, the City will need to be notified no later than December 3rd, 2019.**

**APPLICATION TO FOLLOW ON THE NEXT PAGE**

**Program Being Applied for: (Please check only one)**

- Substantial Redevelopment – Projects in excess of \$20,000 per unit
- Exterior Repairs/Landscaping – Repairs to the home that can be seen from the street.  
Applicants may add Landscaping that can be seen from the street to an Exterior Repair project
- Down Payment Assistance – Purchasing a home that you will live in for at least 3 years

**Applicant Contact Information:**  Check if applicant currently resides within the City of Sandusky

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(Authorized Representative Name – if different than Applicant Name)

\_\_\_\_\_  
(Personal Home Address)

\_\_\_\_\_  
(Permanent Parcel Number – Obtained from the Auditor’s web site)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Social Security Number \*will remain confidential)

\_\_\_\_\_  
(Fax Number – if applicable)

**Project Information (if different than Applicant Contact Information):**

\_\_\_\_\_  
(Property Address)

\_\_\_\_\_  
(Permanent Parcel Number – Obtained from the Auditor’s web site)

Type of Property:  Single-Family     Duplex     Tri-Plex  
 Mixed-Use     Other \_\_\_\_\_

Occupancy of Property:  Occupied     Vacant

Occupant Information:  Owner Occupied     Tenant Occupied     Both

Listed on the National Register of Historic Places or in a Historic District:  Yes  No

First Time Homebuyer (for Down Payment Assistance Only):  Yes  No

Date of Property Purchase or Anticipated Date of Purchase: \_\_\_\_\_

To your knowledge, do ANY of your past or current properties have the following:

- (1) Delinquent real estate taxes:  Yes  No
- (2) Delinquent rental registration (if applicable):  Yes  No
- (3) Delinquent utility payments:  Yes  No
- (4) Delinquent administrative fees with City:  Yes  No
- (5) Open code violations:  Yes  No
- (6) A property currently in foreclosure:  Yes  No
- (7) A property formerly in foreclosure:  Yes  No
- (8) A property demolished by the City  Yes  No

If any answers to the above list of questions were "YES" – please explain and provide the address of the property in question: \_\_\_\_\_

\_\_\_\_\_

**Project Description (N/A for Down Payment Assistance \*Otherwise Required):**

Please provide a brief description of the entire project to be undertaken for which City assistance is being sought. Please detail the types of improvements to be completed and anticipated timeline for completion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor Information (N/A for Down Payment Assistance – \*Otherwise Required):**

\_\_\_\_\_  
(Company Name) (Personal Contact  
Name)

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

\_\_\_\_\_  
(Phone) (E-Mail)

Will you be completing the improvement work yourself? YES  NO

**\*\*Please keep all materials receipts for final disbursement. No labor charges will be included.**

**Project Source & Use Of Funds (\*Required):**

**A. Total project cost for the applicable category/categories:**

Substantial Redevelopment (must be \$20,000+) \_\_\_\_\_

Exterior Repair (cost estimate) \_\_\_\_\_

Landscape (cost estimate) \_\_\_\_\_

Down Payment Assistance (purchase price) \_\_\_\_\_

**B. Request from HDB program (calculation as listed):**

Substantial Redevelopment (\$5,000 or \$7,500 per unit) \_\_\_\_\_

Exterior Repair (50% of "A"; \$3,000 MAX) \_\_\_\_\_

Landscaping (80% of "A"; \$500 MAX) \_\_\_\_\_

Down Payment Assistance (3.5% of "A"; \$5,000 MAX) \_\_\_\_\_

**C. Applicant Responsibility (difference between A and B):**

Substantial Redevelopment \_\_\_\_\_

Exterior Repair + Landscaping \_\_\_\_\_

Down Payment Assistance \_\_\_\_\_

D. Do you anticipate paying for the project 100% to the contractor?  YES  NO  
 (This is to determine if the city will draft the check to the property owner or contractor)

**Attachments (Initial Application):**

The following should be submitted with your HDB Application:

- Third Party Construction or Landscaping Cost Estimates (Ext. Repairs, Landscaping)
- Project Proforma, Cost Estimates or Project Budget (Subst. Redevelopment.)
- Copy of Purchase Agreement (Down Payment Assistance)
- Copy of Loan Estimate or Term Sheet (Down Payment Assistance)

**Attachments (Required Prior to Disbursement):**

- Copy of Closing Disclosure/Settlement Statement (Down Payment Assistance)
- Evidence of Cost Incurred (Subst. Redevelopment, Ext. Repairs, Landscaping)
- Evidence of Contractor Registration/Permits** – to be submitted on attached form (page 13) by **applicant** (Subst. Redevelopment, Ext. Repairs, Landscaping)
- Certificate of Occupancy (Subst. Redevelopment, Ext. Repairs – if required)

**Projects require both an initial inspection by City staff prior to work beginning and a final inspection to ensure completion of work prior to disbursement of grant proceeds.**

**Submission Acknowledgment**

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including exhibits, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant and project accurately. Intentionally falsifying information in this document constitutes a criminal offense.

The undersigned hereby authorizes the City of Sandusky to:

- Investigate the credit worthiness of the undersigned, and/or applicant
- Investigate criminal history which may be in the files of any Federal, State or Local criminal justice agency
- Authorizes lenders, title companies, contractors and any other affiliated entity to release any and all documents related to this transaction.

The undersigned is responsible for any tax consequences that arise as a result of award, if any, and should consult a tax professional for additional information. The undersigned understands that information submitted to the City of Sandusky as part of this application is considered a public record. The undersigned also agrees to display signage showing City support on their property for up to three (3) months. The undersigned also agrees to have his or her property photographed for Housing Development and Beautification marketing purposes. The undersigned understands that additional information may be required to finalize the approval process, and that, if the project is funded, **HDB funds cannot pay for expenditures made before grant approval and notice of award. The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.**

By: \_\_\_\_\_  
(Print or type name and title)

\_\_\_\_\_  
(Signature) (Date)

**By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in this document. Please contact the Department of Community Development with any questions.**

**CONTACT**

Debi Eversole,  
Housing Development Specialist  
Phone: 419-627-5832  
Email: [development@ci.sandusky.oh.us](mailto:development@ci.sandusky.oh.us)

Mailing Address:  
City of Sandusky / Community Development  
222 Meigs Street  
Sandusky, Ohio 44870