

# LAYTON CITY

## Emergency Home Repair Program

### Information & Application

#### Objective:

Layton City has established the Emergency Home Repair Program to provide lower income homeowners up to \$3,000 in grant money to immediately correct an emergency condition that has been determined to present an imminent danger to health and safety of the occupants or residential property in Layton City. Homeowners may be assisted only for those repairs urgently required to make the home safe. This program is limited to owner-occupied residences.

#### Target Population:

Funds are targeted to assist single family homes, town homes and condominiums that are owner-occupied which have a household income at or below 80% of the area median income as determined by the U.S. Department of Housing and Urban Development (HUD) and adopted by Layton City. Multi-family units do not do not qualify. Mobile homes may be eligible in some extreme circumstances.

#### Income Limits:

HOUSEHOLD SIZE	2020 MAXIMUM INCOME
1 Person	\$48,350
2 Persons	\$55,250
3 Persons	\$62,150
4 Persons	\$69,050
5 Persons	\$74,600
6 Persons	\$80,100
7 Persons	\$85,560
8 Persons	\$91,150

#### Eligible Applicants:

- All applicants must meet income guidelines.
- The property must be the applicant's primary residence.
- Homeowner must be current on mortgage, lot payment (if applicable) and taxes.
- Must not have a 2<sup>nd</sup> mortgage (original down payment mortgages are allowed) or any liens on the property.

## **Eligible Repairs:**

Eligible repairs include, but are not limited to the following:

- Furnace repair or replacement
- Burst pipes or water leaks
- Water Heaters
- Blocked drains
- Inoperative toilets
- Broken water service line
- Leaking roof
- Electrical
- Other safety hazards

## **Funding:**

The fiscal year for the Emergency Home Repair Program grant program begins July 1<sup>st</sup> of each year. Funds are processed and disbursed on a first come, first served basis until the fiscal year's funds are depleted. Grants are awarded on a 1 to 9 matching basis. Grants from the Emergency Home Repair Program shall not exceed \$3,000. To receive the maximum grant amount, the homeowner would need to contribute \$333.

## **Application Process:**

Applicant must complete and submit the following application to the Davis Community Housing Authority. This application will assist the Davis Community Housing Authority staff to evaluate your eligibility to participate in this program. Incomplete applications may be delayed and other complete applications will be processed first. Please provide the most accurate information possible. All provided information is subject to verification.

**If you have any questions or if you would like to schedule an appointment, please contact Shelly Pace, Special Programs Administrator at (801) 939-9198 or [shelly@daviscommunityhousing.com](mailto:shelly@daviscommunityhousing.com)**

**Once your application is completed, you can return it by mail or bring it to our office. Our address is:**  
**352 South 200 West, Suite 1**  
**Farmington, UT 84025**

You may also email the application to **[shelly@daviscommunityhousing.com](mailto:shelly@daviscommunityhousing.com)**.

The Special Programs Administrator will review your application, explain the program and answer any questions you might have. Notification of program acceptance or denial normally occurs within two weeks of your appointment.

## **Layton City Emergency Home Repair Process**

1. All applicants must begin by submitting an application to the Davis Community Housing Authority, Special Programs Administrator. An incomplete application will not receive priority if there are other applicants.
2. The applicant must schedule an appointment with the Special Programs Administrator to review the application.
3. A short and informal interview of general questions regarding ownership and eligibility will be conducted. At the end of the interview, the Special Programs Administrator will further explain the nature of the program and application process.
4. The Special Programs Administrator will notify the applicant within two weeks of submitting the application.
5. Once the applicant has been notified of program acceptance, the Special Programs Administrator will schedule the property inspection.
6. The inspection of the property will be conducted by the Special Programs Administrator to determine repairs.
7. Contractors will be invited to bid on each project. An approved contractor will be chosen and scheduled to perform the work required.
8. Upon completion of the work, the Special Programs Administrator and homeowner will complete a final inspection of the property. The homeowner will pay the contractor 10% of the amount that was agreed upon. The home owner will sign a Statement of Completion authorizing the housing authority to pay the contractor on their behalf for the completed work.
9. The contractor will sign the Statement of Completion certifying that all work required under the contract has been completed and there are no unpaid claims for labor and materials (including all sub-contractors) for the work. The contractor will provide to the home owner, all warranties for labor and materials. The contractor will submit an invoice to the Special Programs Administrator. Payments will be made to the Contractor within 30 days after signed final inspection.
10. All files with no activity for 45 days will be closed. If the applicant is still interested in Emergency Home Repair, he or she must re-apply and submit all required paperwork once again.





**NOTE: All household members 18 years and older who receive an income must supply the information listed below:**

**Monthly Income**

<b>Source</b>	<b>Applicant</b>	<b>Co-Applicant</b>	<b>Other Household Members 18 or Older</b>	<b>TOTALS</b>
Wages				
Overtime Pay				
Commissions				
Tips				
Bonuses				
Interest/Dividends				
Social Security				
Net Business Income				
Net Rental Income				
Pension/ Retirement				
Unemployment Benefits				
Workers Compensation				
Alimony, child Support				
Welfare Payments				
Other:				
<b>TOTALS:</b>				

**ASSETS**

<b>Type</b>	<b>Cash Value</b>	<b>Type</b>	<b>Cash Value</b>
Checking Account		Other	
Savings Account		Other	
Stocks/Bonds, IRA'S		Other	
Home Equity		<b>Total</b>	<b>\$</b>

