



NEIGHBORHOOD RENOVATION PROGRAM

Home Renovation/Improvement Grant Program

INTRODUCTION

Somerset, Inc., in partnership with supporting businesses: UPMC Health Plan, Somerset Trust Company, and Global, Inc. through the Pennsylvania Department of Community & Economic Development Neighborhood Partnership Program, is excited to offer a home rehabilitation/Improvement grant program for the S. Center and Edgewood Neighborhoods in Somerset Borough. It is the hope of the Somerset, Inc. team that through an income-based matching grant program, Somerset, Inc. can partner with local homeowners to improve their homes and in doing so, improve the neighborhood health and quality of life. Grant Applicants could be granted up to \$5,000 for projects ranging from necessary home improvements to facade improvements.

GRANT ADMINISTRATION

1. Somerset, Inc. will establish a S.Center & Edgewood Neighborhood Renovation grant review committee, consisting of 3-5 members. Members of the committee shall be approved by the Somerset, Inc. Board of Directors and the Somerset, Inc. Executive Director.
2. The committee will have the authority to review, select and recommend grant applications for approval of the Somerset, Inc. board of directors.
3. Grant applications will be evaluated based on a clear and documented set of criteria including:
 - a. **Urgency & Need** -Determination of the urgency and need of the project with respect to its inhabitation or potential blight
 - b. **Impact** - Overall impact of the project on the neighborhood and individual. Does the project restore an owner-occupied home to a livable condition? Does the project reduce or prevent imminent blight? Will the project eliminate what was previously a liability for the district? Does the project seek to restore the historical or architectural significance of the building?
 - c. **Cost/Schedule** - Is the project feasible from a cost and schedule point of view? Will the grant be spent in a cost-effective manner to achieve maximum value and impact per dollar?
 - d. **Sustainability/Permanence** - How permanent are the improvements and is there a maintenance plan for improvements? Owner Occupied homes will be prioritized.

4. Committee members, if utilized, will be selected at the beginning of each round of grant funding and will serve for the entire round. Committee members may serve for multiple rounds.
5. The Neighborhood Renovation Grant Program shall be administered by the Somerset, Inc. Executive Director who shall be known as the “Administrator”. The Administrator shall explain the Neighborhood Renovation Grant Program to prospective applicants, provide written information, assist applicants in completing applications, and process requests for funding.
6. In the event there is a conflict of interest between a committee member and a particular grant application, the committee member must abstain and an alternate committee member may be appointed by the Chairman of the Board and/or the Administrator to review the application.
7. The Administrator shall be responsible for the maintenance of all other records for the Neighborhood Renovation Grant Program and report annually to the Somerset, Inc. Board of Directors regarding use of Neighborhood Renovation Grant Program funds.
8. Somerset, Inc. reserves the right to cancel a grant agreement in the event of failure to comply with this agreement.
9. Somerset, Inc. may from time to time amend the provisions imposed by the policies and procedures contained within this manual.

ELIGIBILITY CONSIDERATIONS

Eligible Applicants

- Applications may be submitted by a property owner within the Neighborhood Renovation area which spans from S. Pleasant Avenue to S. Edgewood Avenue, between Patriot St. and Cannel Drive.
- Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation or national origin.

Eligible Repairs

These funds are primarily available for exterior home improvements. However, funds may be used for immediate health and safety-related repairs. Examples include...

1. Roof repair or replacement
2. Front and rear porch repair or replacement
3. Window and door repair or replacement
4. Concrete patios and Walkways
5. Faulty wiring, non-functional furnaces or boilers, leaking plumbing, etc..
6. Tuck-pointing and masonry repair

*All improvements must conform to the Borough Building Codes and Zoning Ordinances.

Ineligible activities

- Interior decoration
- Refinancing of existing debt
- Inventory and equipment
- Sweat equity (payments for applicant's own labor) although building materials/supplies are eligible for funding if the applicant does not use an outside contractor
- Landscaping is NOT eligible but if this is your greatest need, please reach out

Eligible Improvements Minimum Requirements

To be eligible for funding, a proposed project must meet all of the following minimum requirements:

- **Income Based Matching Grant:** The applicant must provide all income information. Matching Grant requirements will be based on income, ranging from a no-match grant to, at maximum a 100% matching grant or a minimum of \$1.00 invested from the applicant for every \$1.00 granted.(chart below)

2022 Annual Income Guidelines					
# in Household	100% FPIG	150% FPIG	200% FPIG	250% FPIG	300% FPIG
1	\$13,590	\$20,385	\$27,180	\$33,975	\$40,770
2	\$18,310	\$27,465	\$36,620	\$45,775	\$54,930
3	\$23,030	\$34,545	\$46,060	\$57,575	\$69,090
4	\$27,750	\$41,625	\$55,500	\$69,375	\$83,250
5	\$32,470	\$48,705	\$64,940	\$81,175	\$97,410
6	\$37,190	\$55,785	\$74,380	\$92,975	\$111,570
7	\$41,910	\$62,865	\$83,820	\$104,775	\$125,730
8	\$46,630	\$69,945	\$93,260	\$116,575	\$139,890
For each additional HH member add:	\$4,720	\$7,080	\$9,440	\$11,800	\$14,160
	0% Match Required	0% Match Required	10% Match Required or \$.10 for every \$1.00 granted	50% Match Required or \$0.50 for every \$1.00 granted	100% Match Required or \$1.00 For every \$1.00 granted

- **Historic Preservation.** Exterior renovations shall (to the extent practical), preserve and promote the significant architectural and historic features of the building.

- **Compliance with Applicable Laws.** Applicants shall comply with all applicable local, state and federal laws and codes. Applicants shall disclose any liens or delinquent taxes or noncompliance issues.

Building Design Requirements

- Exterior renovations shall, to the extent practical, preserve and promote the significant architectural and historic features of the building.
- All construction work shall comply with applicable local, state and federal building codes.

TERMS AND CONDITIONS

Minimum standards shall include the following:

- Grant amounts are subject to the availability of program funds. Grantees will be required to sign a grant agreement guaranteeing the project will be completed according to the details included on the grant application and approved by the Committee and Somerset, Inc. Board of Directors.
- Grant Funds will be reserved upon approval of an application.

TIMING AND DEADLINES

- The program will have a continual application period based on program demand and available funding. Grants will be reserved and awarded on a first-come, first-served basis.
- Projects must be completed within 6 months of grant approval unless the approval letter states otherwise.
- Extensions may be requested depending on the scope of the project.

Grant Process

1. **Submit Application for Grant Funds.** Submit a completed application detailing all improvements and an itemized estimate of the total project cost. Be as specific as possible. The project list may contain improvements beyond what would be funded by the grant.
2. **Preliminary Review.** The Administrator will review the application for completeness and verify that the applicant is eligible and the proposed project meets minimum requirements.
3. **Formal Review.** The façade grant committee will review the application and either recommend approval to the Somerset, Inc. board of directors or reject an award. If Neighborhood Renovation committee is not available the request will go before the board of directors.
4. **Notice of Award and Grant Funds Reserved.** Upon approval of the grant application, including scope of work and timeline, an agreement will be signed between the applicant and Somerset, Inc. Grant funds will be reserved until the successful completion of the project.

5. **Open House Bid.** Grantee will work with Administrator to schedule an open house for contractors, wherein contractors selected by the Grantee will be invited by Administrator to view the project. Contractors will submit bids to Administrator. The Grantee and Administrator will select a bid, usually the lowest bid.
6. **Building Permit Approval.** If a Building Permit is required, the applicant and contractor are responsible for submitting project plans to obtain the permit.
7. **Complete Work.** After receiving all required approvals and permits the contractor shall receive 2/3 of the contract fee with 1/3 withheld until completion. The contractor must complete the improvements within 6 months. The applicant shall be responsible for contacting Somerset, Inc. Staff to request an extension if necessary. An extension is not guaranteed.
8. **Notification of Completion.** Upon notification of completion, Administrator and inspector will evaluate the work and will award the final amount of the grant in a check to be signed by both the grantee and the contractor.

DOCUMENTATION

Prior to releasing grant funds, the following documentation must be in place:

1. **Notice of Award.** Somerset, Inc. will provide written notice of the award after the review and approval of the committee.
2. **Grant Agreement.** The Administrator shall prepare a grant agreement and it shall be signed by grantee and administrator.
3. **Open House Bid.** The Administrator will invite selected contractors to attend a project open house.
4. **Evidence of Permits, etc.** Documentation shall be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.
5. **Insurance.** Proof of Insurance must be provided to Somerset, Inc. for all contractors.
6. **Lien Waivers.** Lien waivers must be submitted from all contractors and subcontractors.
7. **Inspection.** The Administrator shall perform a visual inspection to ensure that project activities were completed per the grant agreement. A photograph of the completed project will be filed.

UNDERSTANDING OF GUIDELINES

I, _____ have read and received a copy of these guidelines.

(Printed Name)

(Date)

(Signature)