

Southside@Paducahky.gov

## Program Parameters

- This grant provides a dollar for dollar match towards an applicant's investment (i.e. 50/50 split).
- Minimum: Minimum investment threshold for projects is \$500, that will be matched with a \$250 award.
- Maximum: While there is no maximum investment, grant awards will match up to \$5,000 of the first \$10,000 investment.
- Location must be located within the project area (see map on front).
- Only owner-occupied properties are eligible.
- Applicants must be current on property taxes.
- There must be no liens on any property owned
- Permits shall be obtained for the work to be completed, if required. Any associated permit fees through the Fire Prevention Department may be included as a project expense.
- The funds will only be awarded after completion of the approved project.
- Timeline for completion: 60 days for Beautification Grants. The project must be completed within 60 days of the date listed on the award letter unless a request for extension is submitted and an approval of the extension is granted. If the project is not complete and an extension is not granted, the applicant will be notified by letter and the allocated funds will be released and made available for distribution to other applications.
- Completed applications must be submitted and approved **BEFORE work begins**. Work completed prior to this application is not eligible for reimbursement.
- Upon project completion, contractor must sign an affidavit attesting to the completion and paid status of the project, or must submit paid receipts for reimbursement. Staff verifies that the work was done according to the approved application before authorizing reimbursement. Typically, reimbursements are made within 14-21 days of the submission of approved receipts.

Grant awards will be given based on availability of funds to qualifying projects. The City of Paducah reserves the right to approve or deny any application. A grant letter indicating conditional approval of funding should be received prior to the commencement of work, otherwise funding is not guaranteed.

## Beautification Grant Eligible Improvements

Examples of eligible improvements might include:

- Repair or replacement of siding or exterior finishing
- Repair or construction of porches or accessibility ramps
- Transom, window, door replacements at the same size or greater
- Repair or replacement of architectural details
- Exterior painting (except for applying paint to unpainted brick)
- Priority will be given to applicants proposing to paint the entire structure.
- Exterior lighting fixtures
- Driveway culvert repair
- Mature tree repair by a licensed arborist
- New landscaping will be considered an eligible expense only if it comprises no more than 20% of the total project budget

*Reviewed July 2023*

Southside Housing Grant – Home Repair Microgrant



Work considered routine maintenance will not be eligible for grant funds. Examples of routine maintenance include:

- Cleaning/Power Washing/Cleaning Gutters
- Mowing/ Pruning existing shrubs, replacing old mulch
- Any repairs ordered by the Fire Prevention Department

Incomplete applications will not be considered. An application that does not include all the required documentation will be considered incomplete.

## Project Review Criteria

All decisions are made according to the merit of individual projects with the overall goal of maximizing the City of Paducah and Southside Neighborhoods Initiative resources. Applications which meet the following criteria will be given increased consideration:

Criteria	Description	Points Possible
High Impact	Rated on a scale of 0-4 points. 0 = Does not apply. 1 = Improvements create visual appeal. 2 = Improvements create lasting visual impact. 3 = Improvements create safer living conditions. 4 = Improvements stabilize the structure (foundation, roof, etc.).	5 points
Urgency of the need to stabilize the structure.	Rated on a scale of 0-5. 0 = No urgency, repair is optional. 1 = Some urgency, repair is needed. 2 = More urgent, repair must be timely. 3 = Urgent, repair must be made immediately. 4 = Very urgent, replacement must be considered. 5 = Most urgent, replacement must be made immediately.	5 points
Visual/Architectural Integrity that enhance the building's historic appearance.	Rated on a scale of 0-2. 0 = Improvement degrades architectural integrity. 1 = Improvement neither degrades or improves architectural integrity. 2 = Improvement improves architectural integrity.	2 points
Capital commitment of the owner rehabilitate the entire structure.	Rated on a scale of 0-2 points. 0 = Does not apply. 1 = Owner will complete this project only. 2 = Owner will complete additional investment.	2 points



# Application



## Southside Housing Grant – Home Repair Microgrant

PROPERTY ADDRESS			
APPLICANT NAME			
MAILING ADDRESS			
PHONE		ALTERNATE PHONE	
EMAIL			

Is address located within the Housing Grant Area (see map)? ☐ Yes ☐ No

Do you ☐ Own ☐ Lease ☐ Under contract to purchase this property?

Are the property taxes paid up to date? ☐ Yes ☐ No

Are there any current code violations pending on the property? ☐ Yes ☐ No

Do you have property Insurance? ☐ Yes ☐ No

Have any insurance monies been paid for the repair of the project(s) listed on this application in the last five years? ☐ Yes ☐ No

*If Yes, claim documentation and detail of payment must be provided.*

### Description of the project:

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Reviewed July 2023

Southside Housing Grant – Home Repair Microgrant



## Submission Details

Include the following in your submission:

To apply, mail or drop off to:

Planning Department  
Paducah City Hall  
300 South 5th Street  
P O Box 2267  
Paducah, KY 42002-2267

- ☐ Completed application
- ☐ Photos of existing conditions
- ☐ Copy of Driver's License
- ☐ Completed W9
- ☐ Estimate of project costs

## Attestation

I certify that all statements on this application are true and correct to the best of my/our knowledge. My signature below means that I have read City Ordinance # 2023-06-8782 and that I understand the City's program. I hereby grant permission for the City of Paducah to verify the information supplied on my application.

I understand that this program is funded by the City of Paducah and funds and resources may or may not be available on a yearly basis. By signing this application, I understand there is no guarantee of acceptance into the program. Final deadline for project completion is sixty days into the next fiscal year. Failure to meet the deadline renders the project ineligible to receive grant funding unless a grant extension is provided in writing to the applicant.

I understand that the City of Paducah will review all applications and further reserves the right to approve or deny any application.

I understand that City incentives are considered taxable income, and by law, the City of Paducah is required to report this as taxable income and that a Form 1099 will be sent if an incentive is provided.

I agree to allow the City of Paducah to use illustrations, photographs, or other images of this project for reports, publications and advertisements both print and electronic.

*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Title* \_\_\_\_\_

*Company* \_\_\_\_\_

### **Application Completion Verification**

*Staff* \_\_\_\_\_ *Date* \_\_\_\_\_

**Conditional Approval Amount:** \_\_\_\_\_

*Director of Planning* \_\_\_\_\_ *Date* \_\_\_\_\_

*Reviewed July 2023*

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# Request for Reimbursement

Southside Housing Grant – Home Repair Microgrant

PROJECT ADDRESS	
APPLICANT NAME	
MAILING ADDRESS	

*note: all reimbursement checks are mailed for security purposes.*

TOTAL PROJECT COST \$		GRANT AMOUNT REQUESTED \$	
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*maximum 50% or cap*

REQUIRED DOCUMENTATION	
<input type="checkbox"/>	AFFIDAVIT SIGNED BY CONTRACTOR ATTESTING TO THE FOLLOWING: RECEIPT OF PAYMENT IN FULL, ALL CONSTRUCTION WAS IN ACCORDANCE TO THE MANUFACTURER'S STANDARDS, RECEIPT OF PROOF THAT ELIGIBLE COSTS HAVE BEEN PAID IN FULL TO ANY SUB-CONTRACTORS AND SUPPLIERS, CERTIFICATION THAT THESE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE. THE PERSON COMPLETING THE WORK IS CONSIDERED THE CONTRACTOR. (AND) / (OR) INVOICES FOR MATERIALS WITH PROOF OF PAYMENT (RECEIPT OR CANCELLED CHECK) FOR EXPENSES NOT COVERED BY AFFIDAVIT. NOTE: COPY OF CHECK WILL NOT BE CONSIDERED PROOF OF PAYMENT UNLESS BOTH SIDES OF THE CANCELLED CHECK ARE PROVIDED.
<input type="checkbox"/>	CERTIFICATE OF COMPLETION/OCCUPANCY OF COMPLETION BY THE CITY INSPECTOR (IF APPLICABLE)
<input type="checkbox"/>	PICTURES OF COMPLETED PROJECT

## ATTESTATION:

- I certify that all statements on this application are true and correct to the best of my/our knowledge. My signature below means that I have read City Ordinance # 2023-06-8782 and that I understand the City's program. I hereby grant permission for the City of Paducah to verify the information supplied on this application.
- I understand that I am responsible for the ongoing maintenance of these improvements.
- I certify that all costs for materials and labor have been paid and no one can claim a mechanic's lien against the property in accordance with KRS Chapter 276.
- I understand that City incentives are considered taxable income, and by law, the City of Paducah is required to report this as taxable income and that a Form 1099 will be sent if an incentive is provided.
- I agree to allow the City of Paducah to use illustrations, photographs, or other images of this project for reports, publications and advertisements both print and electronic.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Project Completion Verification

Staff \_\_\_\_\_ Date \_\_\_\_\_

## Approval of Payment of Reimbursement

Director of Planning \_\_\_\_\_ Date \_\_\_\_\_