



**City of Zanesville
Community Development Department**

**Property Improvement
Grant Program**

**FY-21
Guidelines and Application**

Deadline to Apply:

September 3, 2021

2021 Property Improvement Grant Program Overview

The City of Zanesville established the Property Improvement Grant Program in 2021 to maintain and improve owner occupied residential properties and Downtown Commercial Properties by supporting property improvements. This is a competitive grant program that provides financial support for projects that enhance and strengthen the community.

Eligible Projects

Eligible Grant projects fall into two categories:

- **Commercial Building Improvement Projects:**

Examples of Eligible Projects:

Commercial Streetscapes
ADA compliance implementations
Exterior repairs to the property

- **Residential Improvement Projects:**

Examples of Eligible Projects:

House painting
Repair work of porches
Step repair
Sidewalk repairs
Roof repair

How to Apply

Interested applicants should complete and sign a Property Improvement Grant Program application, which must include a description of the project, a project budget, as well as matching grant resources (if applicable). Applications can be submitted by providing a hard copy to the Community Development Department or electronic version to Maria.brent@coz.org.

Community Development Department
(740) 617-4909
401 Market St., Rm 204
Zanesville, OH 43701

Email Contact

Maria Brent, Redevelopment Administrator: Maria.brent@coz.org

Eligibility

Eligible Projects must fall into one of the two categories listed below:

- Owner occupied residential properties; or
- Commercial structures in Downtown Zanesville

Funding Requirements

The maximum grant award is \$2,500, and all requests must provide all documentation for project expenses and receipts must be provided in order to receive reimbursement. An applicant can provide its share of a project's cost through any combination of volunteer labor and donations of material, services, and cash.

If your project is awarded Property Improvement Grant funding, a grant agreement will be developed and must be fully signed before the start of a project. We do not fund projects after the fact nor do we reimburse for projects that have already taken place once the application has been submitted.

Grant funds are paid as reimbursements for eligible grant activities when receipts are submitted to the City. After the project is complete, Property Improvement Grant recipients are required to submit a Grant Reimbursement Form and actual receipts to the Community Development Department. Reimbursement funds are typically dispersed within two weeks of invoice receipt.

Timeline

Grant applications are accepted on a rolling basis and applicants will be notified of the City's decision within two to four weeks of submitting the application. All projects must be completed by **November 30, 2021**.

If your project is awarded grant funding, a Grant Agreement will be developed, and this agreement must be fully signed before the start of a project. The City does not fund projects after the fact nor do we reimburse for projects that have already taken place once the application has been submitted.

Property Improvement Grant recipients will be provided with a Grant Reimbursement Form. This form must be completed and returned to the Community Development Department by **November 30, 2021**, along with the actual receipts for the project expenses.

Application Evaluation Criteria

Applications will be evaluated and reviewed on a total score of 100 points. A desirable application should include completed and detailed sections that let the review committee know that you have planned well, can organize the needed documentation and know how to secure resources needed to complete the project. Applications will be scored based upon the following criteria:

1) Project Readiness and Need (15 Points)

2)

Timeline for Project Completion is included in the Application Yes___(5 Points) No___(0 Points)

All Permits have been filed and approved by the required parties Yes___(10 Points) No___(0 Points)

3) Financial Feasibility (40 Points)

Cost Estimates are included in the application. Yes___ (10 Points) No___ (0 Points)

Property Owner falls within the Low to Very Low Income Chart. Proof of Income Must be included with the Application to gain these points. Yes___ (15 Points) No___ (0 Points)

Matching Portion of the grant is clearly identified Yes___ (10 Points) No ___ (0 Points)

Will the project include using a local contractor or business for completion? Yes___ (5 Points) No___(0 Points)

4) Occupancy (20 Points)

Is the Property Currently Occupied? Yes___ (5 Points) No___ (0 Points)

Will this project resolve an existing code violation? Yes ___ (10 Points) No___(0 Points)

Is the property residential? Yes___ (5 points) No___ (0 points)

5) Is the property located in one of the three (3) historic districts (Brighton, McIntire, and Putnam)?

Yes___ (10 Points) No___ (0 Points)

6) Community Impact (15 Points)

Will the project help make a property ADA compliant? Yes___ (5 Points) No___ (0 Points)

Will the project involve beautification of a blighted property? Yes___ (5 Points) No___(0 Points)

Does the project include rehabilitation of existing structures? Yes___(5 Points) No___(0 Points)

	Number of Persons in Family						
FY 2021 Income Limit Category	1	2	3	4	5	6	7
Very Low (50%) Income Limits (\$)	\$23,250	\$26,550	\$29,850	\$33,150	\$35,850	\$38,500	\$41,150
Extremely Low (60%) Income Limits (\$)	\$13,950	\$17,420	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120
Low (80%) Income Limits (\$)	\$37,150	42,450	\$47,750	\$53,050	\$57,300	\$61,550	\$70,050

*Limits are set by HUD

- Attach additional pages if necessary -

Name of Project Leader: _____ Title (if any): _____

Name of Organization (if applicable): _____

Amount of Funds Requested: _____

Grants are limited to \$2,500 per project.

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Property Owner Information

1. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Section 2: Project Description

Project: _____

Project location and Address: _____

Project Need and Outcomes

Please provide answers to the questions below. These questions ask you to describe the need and positive outcomes that this project will have on your neighborhood/community. Attach additional page if necessary.

1) Please briefly describe the project:

2) Briefly describe the need of the project (provide pictures if possible)

3) A) Is this a new project?

B) Has this project been funded by any other funding program?

4) A) Other information that may help in responding to the scoring criteria

Section 3: Project Expenditures

Please describe the project's expenses below.

Description of Expenditures	Estimated Expense
	\$
	\$
	\$
	\$
	\$
	\$
Total Costs	\$

This is a reimbursable grant program and all receipts must be submitted for reimbursement.