

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 (updated on a yearly basis on July 1st):

HOUSEHOLD SIZE	2022 MAXIMUM INCOME
1 Person	\$56,300
2 Persons	\$64,350
3 Persons	\$72,400
4 Persons	\$80,400
5 Persons	\$86,850
6 Persons	\$93,300
7 Persons	\$99,700
8 Persons	\$106,150

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 2nd 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 1st of each year. Funds are processed and disbursed on a first come, first served basis until the fiscal year's funds are depleted. Grantees are to contribute 10% of the total cost of repair. In order to receive the maximum grant amount of \$3,000, the homeowner would need to contribute \$300.

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

Once your application is completed, you can return it by mail or bring it to our office:

**Davis Community Housing Authority
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. Our office hours are 7:00 am – 5:30 pm Monday through Thursday.

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. All complete applications will be reviewed within ten business days of receipt by the Special Programs Administrator.
2. The Special Programs Administrator will reach out to the applicant to verify general questions regarding ownership and eligibility. If the homeowners are found to be eligible, the Special Programs Administrator will further explain the nature of the program process.
3. Once the applicant has been notified of program acceptance, the Special Programs Administrator will schedule a property inspection to determine if the repairs are necessary and appropriate.
4. After work has been approved, a minimum of three contractors will be invited to offer bids to complete the approved repair(s). The homeowner is encouraged to schedule appointments with contractors to offer bids. If the homeowner experiences difficulty in scheduling contractors, they will inform the Special Programs Administrator for additional assistance.
5. Based on a comparison of the bids, the Special Programs Administrator will approve a contractor and initiate a contract to be signed by the homeowner and contractor.
6. 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.
7. The contractor will submit an invoice to the Special Programs Administrator showing the payment made by the homeowner. The contractor will provide to the home owner all warranties for labor and materials. Payments will be made to the Contractor within 30 days after signed final inspection.
8. All files with no activity for 45 days will be closed. If the applicant is still interested in Emergency Home Repair, they 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

Source	Applicant	Co-Applicant	Other Household Members 18 or Older	TOTALS
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:				
MONTHLY TOTALS:				

ASSETS

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

