

Wanda R. D.
Williams

Mayor



City of Harrisburg
MLK Jr. City Government Center
10 N 2nd St
Harrisburg PA 17101

Date of Approval: _____

_____ *DBHD Director or Designee*

Date of Denial: _____

HOMEOWNER OCCUPIED IMPROVEMENT PROGRAM

- The City is accepting applications for the Homeowner Occupied Improvement Program. Applications will be accepted until the one-time available federal funding has been exhausted.
- If this Application is approved, the City will sign the attached signature sheet. At that time, this document will become a grant agreement between the City and approved Applicant.
- An Application can be obtained from the Department of Building and Housing in the City Government Center, or on the City's website www.harrisburgpa.gov.
- Applications are limited to one per property and only a property owner is eligible to apply. A jointly owned property needs the signature of all owners. [NOTE: *For the purposes of this program, a double-block property with a single owner shall be considered one property*].
- Applications will be reviewed for eligibility and the City will notify the resident of the approval or denial.
- To be eligible the applicant(s) must be the property owner and a City resident. The property must be in the City, your primary residence, and you must meet the Program's financial guidelines. Only Owner-Occupied properties are eligible.
- Applicants will be eligible for up to \$30,000.00 for home improvements to the property.
- All applications and supporting documentation shall be returned to the Department of Building and Housing, 10 N. 2nd St, Suite 206, Harrisburg, PA 17101 or submitted electronically DBHDHousing@harrisburgpa.gov. Applications will only be accepted and processed upon receipt of a completed application, including **ALL** necessary documentation. An Applicant reserves their place on the list when a completed application is returned to City Hall and date and time stamped or the date and time stamp on the e-mail.

- Total household income may not exceed the outlined income guidelines provided.
- Applicants will be required to provide proof of income in accordance with these guidelines.
- Applications must include proof of ownership, proof of home insurance, and proof of flood insurance if within the 100-year floodplain. Property owners with unpaid city taxes and/or unsatisfied municipal fines or liens are not eligible for the program. [NOTE: *Property Owners who are current on payments under a payment plan for city taxes or liens will still be eligible*].
- Applicants must outline the scope of the intended home improvements, an initial cost estimate from at minimum 2 licensed contractors, and all contracted work must be completed by contractors who are approved and licensed by the City of Harrisburg. **Improvements or work performed prior to approval of the application are not eligible.**
- All documentation is subject to independent review and confirmation by City employees.
- Applications will be processed on a first come first serve basis, based on fully completed applications, with all back-up documentation. If an applicant voluntarily leaves the program or does not meet the program requirements, the next application will be selected until funding has ceased.
- Once the application is accepted for review, a City employee will contact the property owner to schedule an inspection of the property and proposed project. Photos will be requested and/or may be taken of the current condition of the property as a part of the inspection.
- Applicants will be notified of the results of the inspection and review of the Application. If there are major safety concerns that must be addressed by the homeowner prior to participation in the program, the owner will be notified in writing of such. The City reserves the right to prioritize home improvements that are necessary to bring a property compliant with City of Harrisburg Building Code.
- By signing this Application, Applicants acknowledge that this will become a binding agreement with the City for the Homeowner Occupied Improvement Program if the City approves the Application, and each Applicant is agreeing to all terms and conditions of the program, for the scope of the work to be mutually agreed to by the City and the property owner prior to the City's approval of the Application.
- Approved Applications will receive written final approval to proceed with the work. All necessary building permits must be secured prior to the start of the work.
- Applicants acknowledge they must enter into a binding written agreement with their contractor for the approved scope of work and provide the City with a fully signed copy of the agreement.
- Upon job completion, the Applicant(s) must notify the City and a final inspection will be performed by a designated City employee.
- All work must be certified as satisfactory under the program conditions.

- Each Applicant must "sign off" that the work has been completed satisfactorily and the Applicant accepts the work as being finalized. Applicants must provide photos of the completed project to the City.
- The Contractor will be paid in three (3) installments as work progresses, said installments not to exceed eighty (90) percent of the value of the work completed and the materials on the PREMISES as determined by DBHD, and to be paid in accordance with the following estimated schedule:
 - Draw No. 1 – Not to exceed 33% of AGREEMENT price less 10%
 - Draw No. 2 – Not to exceed 33% of AGREEMENT price less 10%
- After each Applicant "signs off" that the work has been completed satisfactorily and the Applicant accepts the work as being finalized, the City will pay the Contractor the third installment, which will be balance of the approved Agreement. FINAL PAYMENT will be made no later than 60 days from the sign-off.
- All payments will be made directly to the contractor(s).
- Each Applicant agrees to maintain ownership of the property for a minimum of 24 months after the improvements are completed. If the owner sells the property within 24 months of the improvements being completed, the owner will reimburse the City for the total dollar amount of the improvements.

***I, the undersigned, do hereby attest that I have thoroughly reviewed the Homeowner Occupied Improvement guidelines and procedures and hereby attest to abide by all terms and conditions contained therein.*

Name [Please Print]:

Applicant: _____

Property Address: _____

Does any other person co-own the property? YES _____ NO _____

If yes, Co-Applicant: _____

Signature: _____ Date _____

Signature: _____ Date _____

2024-2025 HOMEOWNER OCCUPIED IMPROVEMENT PROGRAM

City Signature Sheet ‡

[ONLY UPON GRANT APPLICATION APPROVAL]

The City of Harrisburg, intending to be legally bound hereby, approves and agrees to the foregoing terms of this HOMEOWNER OCCUPIED IMPROVEMENT PROGRAM Grant Award:

APPROVED AS TO FORM
AND LEGALITY:

CITY OF HARRISBURG*

By: _____
LAW BUREAU Date

By: _____
Wanda R. D. Williams Date
Mayor

By: _____
Charlie DeBrunner Date
City Controller

‡ Not valid without all required signatories.

*The City of Harrisburg is governed under Pennsylvania’s Optional Third Class City Charter Law, 53 P.S. § 41101, *et seq.* Section 53 P.S. § 41413(c) of the law requires that “all bonds, notes, contracts and written obligations of the city shall be executed on its behalf by the mayor and the controller.”