

Emergency Housing Voucher (EHV) Repair Fund Grant Program Guidelines + Application

Background

The U.S. Department of Housing and Urban Development recently awarded 283 new housing vouchers to Pittsburgh-Allegheny County (141 to the Allegheny County Housing Authority and 142 to the Housing Authority of the City of Pittsburgh) as part of the Emergency Housing Voucher (EHV) Program through the American Rescue Plan Act. The EHV Program aims to assist individuals and families who are:

- Homeless or at risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or
- Recently homeless or have a high risk of housing instability.

Under the EHV Program, the City and County Housing Authorities may provide various forms of financial assistance to an individual holding an Emergency Housing Voucher (EVH) and to property owners willing to rent to EVH holders. Such financial assistance may include application fees, security deposit assistance, holding fees, utility deposit assistance/arrears, owner incentive and/or retention payments, and moving expenses.

For many property owners in the Pittsburgh region, however, a major barrier to participating in any voucher program is passing the required Housing Quality Standards (HQS) inspection, especially given the region's aging housing stock and the costly nature of upgrading older properties. Funds to help owners willing to rent to EVH holders to make necessary repairs to their properties to satisfy HQS inspections are not included in the list of eligible EHV financial assistance.

Establishment and Purpose of the EHV Repair Fund

More property owners may be willing and able to participate in the EHV Program if they can afford to make necessary repairs to pass the HQS inspection. To increase participation in the EHV Program, the Allegheny County Department of Human Services (DHS) has secured private funding and established a dedicated fund to assist property owners to make necessary repairs to their properties to satisfy HQS so they can rent their properties to an EHV holder. This dedicated fund is known as the EHV Repair Fund.

Grant Amounts Available

Property owners can apply for and receive a grant of up to \$5,000 from the EHV Repair Fund per rental unit to cover minor repairs (or defray the cost of major repairs) to meet HQS for the

EHV Program. Property owners with multiple rental units can apply for and receive a grant for up to four units with the grant from the EHV Repair Fund not to exceed a cap of \$20,000.

Eligible Recipients of a EHV Repair Fund Grant

To be eligible to receive a grant from the EHV Repair Fund, a property owner must satisfy the following requirements:

1. The property owner/applicant must provide adequate proof of ownership of the property for which an application for an EHV Repair Fund grant is being made at the time of application.
2. The property owner/applicant must agree to rent a repaired unit to EHV holder.
3. The property owner/applicant must not have any outstanding City, School, and County real estate taxes.
4. The property owner/applicant must not have had any judgment entered against the property owner/applicant in a housing discrimination case within the past 5 years.

Eligible Properties for a EHV Repair Fund Grant

A property for which a grant from the EHV Repair Fund can be used to make necessary repairs to satisfy HQS must meet the following requirements:

1. The property must be located in the City of Pittsburgh or Allegheny County.
2. The property must comply with zoning requirements.
3. The property owner/applicant must own the property prior to or at the time of dispersal of the EHV Repair Fund grant.
4. The property must comply with Environmental and Historic Review requirements to the extent required by the Federal Government, the Commonwealth of Pennsylvania, and the City of Pittsburgh (if in the City).
5. The property owner/applicant may not live in the unit(s) to be rehabilitated using the EHV Repair Fund grant.

Eligible Uses of a EHV Repair Fund Grant

A property owner must use a grant from the EHV Repair Fund to cover minor repairs (or defray the cost of major repairs) to meet HQS so they can rent their properties to an EHV holder.

Repairs necessary to pass HQS inspection* shall include the following:

- Sidewalk upgrades and repair
- Fire alarm upgrades and repair
- Electrical upgrades and repair
- Roof & gutter upgrades and repair
- Plumbing upgrades and repair
- Window upgrades and repair

- Door upgrades and repair
- Flooring upgrades and repair
- Appliance upgrades and repair
- Painting and dry wall upgrades and repair
- Lead assessment and clearance, if required and not covered by the PHA
- Accessibility enhancements
- Building envelope upgrades and repair
- HVAC and furnace upgrades and repair
- Structural repair (footers, retaining walls)
- Miscellaneous code or other necessary Items
- Pest infestation control/extermination

** Cosmetic upgrades to a property or general repairs made to a property not related to HQS are not eligible uses of the EHV Repair Fund grant.*

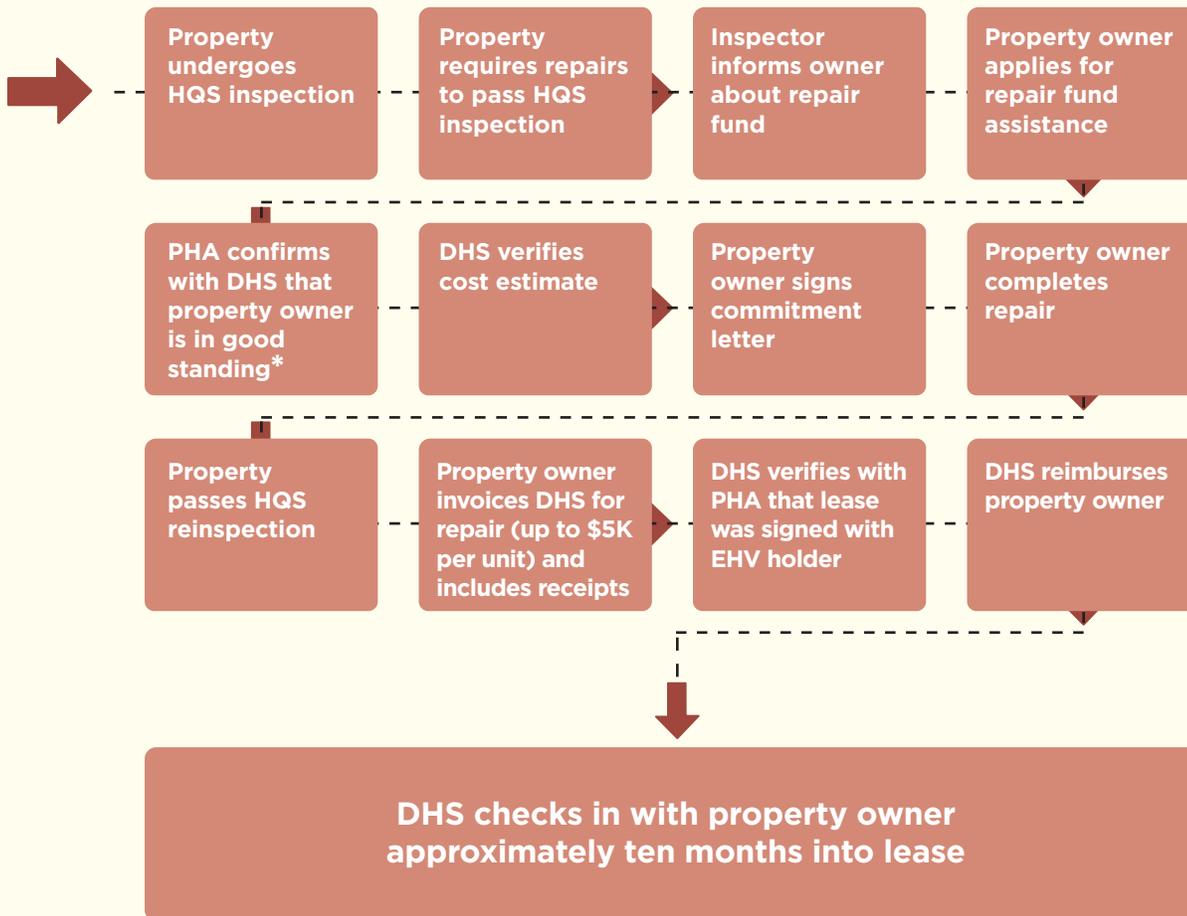
Miscellaneous Terms and Conditions

Property owners who are recipients of a EHV Repair Fund grant must commit to and enter a one-year written lease of the now EHV Program-qualified property to an EHV holder in the City of Pittsburgh or Allegheny County (the Lease Commitment). If the lease is materially breached by the EHV holder, the applicable housing authority will stop paying the EHV holder's housing subsidy voucher. In such an instance, the property owner who has received an EHV Repair Fund grant must make every reasonable effort to rent the property to another EHV holder within 60 days of when the housing authority subsidy ends. If the property owner has provided satisfactory evidence that the property owner has undertaken a reasonable effort to rent the property to another EHV holder and failed to do so, the property owner shall be released from the Lease Commitment.

Property owners who are recipients of a EHV Repair Fund grant are encouraged to continue renting to the same EHV holder beyond one year, and to consider renting to another type of voucher holder (for example, a non-EHV housing voucher holder) should the initial EHV holder tenant move.

Process

Once an EHV holder has submitted a Request for Tenancy Approval (RFTA):



** Via email (address below) stating the following: “The property owner [name] is eligible to rent to an EHV holder and has passed all HCV owner requirements, except for this HQS inspection.”*

Application

The application for a EHV Repair Fund grant is available below. The application includes a checklist of requirements and required attachments.

Point of Contact

Questions about these Guidelines and applications for a EHV Repair Fund grant should be submitted to: landlordfund@allegheycounty.us.

Emergency Housing Voucher (EHV) Repair Fund Grant Program Application

Checklist

Check all that apply

Property owned by Applicant

Property located within the City of Pittsburgh or Allegheny County

Submitted Request for Tenancy Approval (RFTA) with an Emergency Housing Voucher (EHV) holder

Recent Housing Quality Standards Report shows that repairs are needed to pass inspection

Applicant understands that he/she must commit to enter a one-year lease of the property in the City of Pittsburgh or Allegheny County for which an EHV Repair Fund grant has been used to make or defray repairs.

Applicant understands that the EHV Repair Fund grant cannot be used to make cosmetic upgrades to the property or general repairs to the property not related to HQS.

Attachment Checklist

Copy of Housing Quality Standards Report

Construction/repair bid(s), if applicable

Applicant Information

Applicant Name:

Mailing Address:

E-Mail Address:

Phone Number:



Proposal Narrative

Note: For the following section, complete a brief write-up of work to be completed. Attach copies of relevant Scope of Work, Cost Estimates, Contractor Bids, etc.

Rental Property Address

Proposed Improvement(s)

Anticipated Costs for Proposed Improvements

Item	Cost
------	------

Total Cost

Other Information

Note: This space can be used to discuss any additional information related to the unit

Conflict of Interest Disclosure

All Applicants for a grant from the EHV Repair Fund are required to disclose if he/she is an employee of or are related to an employee of the Allegheny County Department of Human Services (DHS) or Allegheny County.

Name:

Please indicate the following condition that applies:

I am not an employee of and am not related to an employee of DHS or Allegheny County

I am an employee of DHS.

I am an employee of Allegheny County.
Department:

I am related to an employee of DHS.
Name:

I am related to an employee of Allegheny County.
Name:

Please indicate the relationship:

Spouse

Parent

Child

Other



Applicant's Signature

Everything that I have stated in this application is correct to the best of my knowledge. I understand that DHS may retain this application whether or not it is approved.

I acknowledge and agree that any misrepresentation contained in the Conflict of Interest Disclosure may result in the cancellation of my grant funding or, if the misrepresentation is discovered after the grant is made, I may be required to repay the grant in full on demand.

Prepared By:

(Signature)

Date:

Return this application to:
landlordfund@alleghenycounty.us

In addition:

If you are working with the Housing Authority of the City of Pittsburgh, include Karen Garrett (karen.garrett@hacp.org) & Celia LaRue (celia.larue@hacp.org), HCV Project Managers, on your submission email.

If you are working with the Allegheny County Housing Authority, include Mike Falce, (mfalce@achsng.com) & Luke Lewis (lulewis@achsng.com), Landlord Liaisons, as well as Teneshia Gillespie (tgillespie@achsng.com), Housing Coordinator, on your submission email.



For DHS Use Only

Approved for \$

Denied because

Housing Navigator

Administrator, Bureau of Homeless Services
