



## Property Improvement Program (PIP) Guidelines

### Objective

The PIP is designed to address exterior minor repairs with the goal of sustaining homeownership in aging neighborhoods. Examples of eligible repairs include weatherization and/or window replacement, roofing repair/replacement, accessibility modifications, exterior house painting, gutter installation, fence replacement, siding, fascia and exterior trim repair, and other general exterior repair/improvement projects.

### Program Guidelines/Eligibility

The PIP shall follow the same general processes and guidelines as the City's CDBG Programs, unless otherwise stated below. The PIP is offered citywide to income qualified homeowners owning a home 25-years-old or older. Projects addressing a Code Enforcement concern may be considered regardless of the age of the home at City Staff's discretion.

### Funding Source

The PIP is financed through a variety of grant funding sources that are not guaranteed; therefore, PIP grants will only be provided as funding is available.

### Eligible Projects

Eligible projects include exterior repairs to the dwelling unit that improve the quality of the dwelling unit, and/or bring the dwelling unit up to the City's housing standards.

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### Funding Assistance Levels

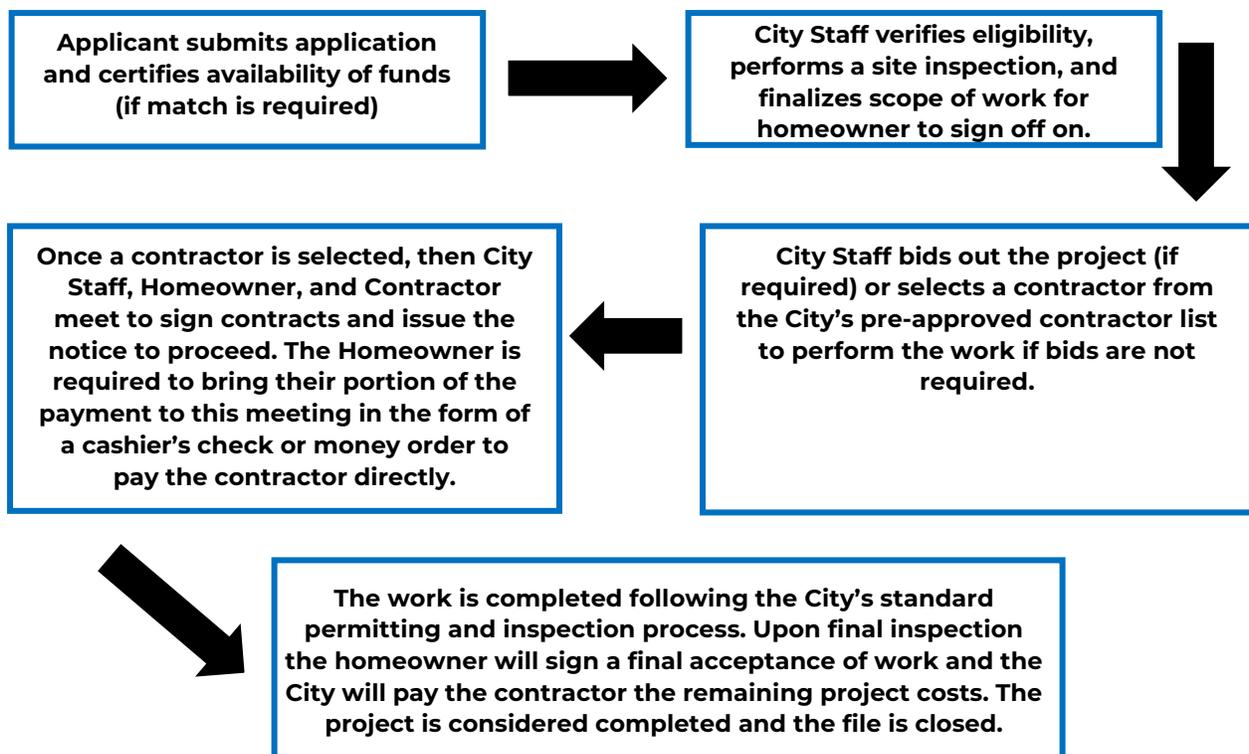
Eligible applicants and projects may be approved for a **matching grant** once each fiscal year, capped at the amounts listed below:

- The City will match a homeowner's investment up to \$5,000 if his/her income is within the moderate-income range as provided in the current income limits established by HUD– see Appendix A. *Example: If a fence replacement is \$5,000, then the homeowner would pay \$2,500 towards the cost of the replacement and the City would pay \$2,500. If the cost is \$11,000, then the homeowner would pay \$6,000 and the City would pay \$5,000.*
- For homeowners falling at or below the low-income range, the match will be waived for projects that are deemed a Code Enforcement concern. If the desired repair is not a Code Enforcement concern, then the homeowner will be responsible for 10% of the project costs. In those cases, project costs will be capped at \$10,000. *Example: If a fence replacement is \$7,000, then the homeowner would pay \$700 towards the cost of the replacement and the City would pay \$6,300.*

From time to time, some approved projects may be eligible for coverage under a homeowner's insurance policy—for example, roof repairs or replacements. In such an event, the budget will be offset by the difference of the cost to repair and the insurance proceeds. For example, if a homeowner receives \$3,000 for a roof claim, but the average cost of a new roof is \$4,500, then the City would contribute \$1,500 to the roof project. This provision will be enforced regardless of the homeowner's income limits. The City will not exceed half of the cost of the project under any circumstances. For example, if a homeowner receives \$4,000 for a fence claim and the average cost of a fence is \$9,000, then the City will only pay up to \$4,500 leaving the homeowner with an additional \$500 responsibility.

Once the project is completed, no additional assistance may be requested for the same type of project for a minimum of 10 years. For example, if a homeowner receives a grant for a fence repair, then they could request a grant for exterior painting the next fiscal year but will not be eligible for fencing repairs through any City programs again for 10 years.

### Process Flow Chart



The PIP is primarily designed to be implemented by professional contractors who meet the City's vendor requirements. However, on a case by case basis, at the City's sole discretion and with the homeowner's approval, trained volunteer groups may be considered. Examples of trained volunteer groups include but are not limited to organizations such as Habitat for Humanity, Change the World, and Lowes Foundation, all of which have a proven home repair/construction basis to their volunteer efforts.

### How to Apply for Assistance

Allen residents can apply for the PIP by filling out an application. Further information on the program can be obtained by calling **The Community Development Department** at (214) 509-4176.

***PIP is subject to the availability of funds. Applicants are subject to all guideline changes. These guidelines are subject to change without notice.***

## Appendix A

### Extremely Low to Moderate Income Limits 2019

FY 2019 Income Limit Area	Median Income	Income Categories	Persons in Family					
			1	2	3	4	5	6
Collin County	\$83,100	Extremely Low	\$0- \$17,500	\$0- \$20,000	\$0- \$22,500	\$0- \$24,950	\$0- \$26,950	\$0- \$28,950
		Low	\$17,501- \$34,920	\$20,001- \$39,900	\$22,501- \$44,880	\$24,951- \$49,860	\$26,951- \$53,880	\$28,951- \$57,840
		Moderate	\$34,921- \$46,550	\$39,901- \$53,200	\$44,881- \$59,850	\$49,861- \$66,500	\$53,881- \$71,850	\$57,841- \$77,150