

Code Enforcement Housing Assistance Program

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About The Code Enforcement Housing Assistance Program

The Division of Code Enforcement administers a Housing Assistance Program that is designed to help homeowners whose property has received a Notice of Violations from Code Enforcement. Eligibility for the program is for owner occupied properties and is based on income and family size. This program provides funds and technical assistance so that a contractor can be hired to bring their property up to the standards of the property maintenance code and the LFUCG Code of Ordinances. The program provides financial assistance of up to \$7,000 to assist eligible homeowners with needed repairs.

Eligibility

Anyone who has been issued a "Notice of Violations" by Code Enforcement, who owns and occupies the house and whose household income, according to family size, does not exceed 80 percent Area Median Income (AMI), as defined by the U.S. Department of Housing and Urban Development (HUD) is eligible to apply.

Properties having more than one owner may be eligible for assistance provided one or more of the owners occupy the property. Income eligibility will be based upon the income of the owner living in the property. The income of the absentee owners will not be used to determine eligibility.

Ineligible Applicants

Applications will be denied for those homeowners:

- whose incomes exceed the amount on the income/family size chart;
- who have received \$7000 in Code Enforcement Housing assistance within the past 5 years
- for whom the limits of the program are unable to resolve all the code violations.

How to Apply

Interested homeowners should contact Code Enforcement at (859) 425-2255. An application will be sent to the homeowner with a list of required documents.

Application Process

The homeowner will meet with the Division of Community & Resident Services to complete the application and submit all the required documentation.

The following documentation will be required:

- Completed application
- Drivers license or other government issued photo identification
- Verification of income
- Verification of homeowners insurance
- Verification of ownership
- Proof of occupancy

Verification of Ownership

The following documents are accepted as proof you own your home. You only need to provide one of the documents listed below.

- Deed or title.
- Mortgage documentation.
- Property tax receipt or bill.
- Home purchase contracts.
- Last will and testament (with death certificate) naming you heir to the property

Proof of Occupancy

The following documents are accepted as proof you live at the address listed on the application. You only need to provide one of the documents listed below.

- Utility bill (electric, water/sewer, etc.).
- Pay stub.
- Bank or credit card statement.
- Driver's license, state issued identification card, or voter registration card.
- Public official's statement.
- Medical provider's bill.
- Social service organization documents (e.g. Meals on Wheels).
- Motor vehicle registration.
- Affidavits of Residency or other court documentation.
- Letter or mail delivered to your address from an employer, public official, social service organization, local school or school district.

The application and documentation will be reviewed to determine eligibility.

Home Repair

If the homeowner qualifies for the program, the Housing Program Coordinator will contact the homeowner to schedule an inspection along with contractors to assess the violations and estimate the cost of repairs.

After the contractor has been selected and all documents have been signed, the contractor will be given notice to proceed. The contractor will have a certain number of days to finish the job, which will be based on the compliance due date established by Code Enforcement.

Homeowners will not incur fines or penalties from the time of completed, submitted application to the completion of the work on the home.

Division of Code Enforcement

The Division of Code Enforcement works with property owners to bring their property into compliance with the International Property Maintenance Code and the Lexington-Fayette Urban County Government Code of Ordinances in the shortest time frame possible to ensure both a safe and beautiful Lexington.

The Division of Code Enforcement:

- Addresses reported violations of local ordinances related to the maintenance of all homes, apartment complexes, businesses and all yards/lots within Fayette County.
- Provides inspections related to general structure maintenance, sidewalk serviceability, property nuisance violations and the placement of temporary signs in an illegal manner.

Code Enforcement's operations are based on Chapter 12 of the LFUCG Code of Ordinances (housing and nuisance), Chapter 17 of the LFUCG Code of Ordinances (sidewalks) and Chapter 17 of the Lexington Zoning Ordinance (temporary signs).

Code Enforcement

Housing Assistance Program

Operating Procedures

- The Division of Code Enforcement receives a complaint of a housing or nuisance violation.
- The assigned Code Enforcement Officer is to check public records to determine if the property is potentially owner occupied.
- If the property is potentially owner occupied, the case is to be transferred to the Code Enforcement Housing Program Coordinator.
- The Housing Program Coordinator is to conduct an initial inspection.
- **If there are nuisance violations, but no housing violations, the case is to be transferred to the Code Enforcement Officer assigned to the area.**
- If there are housing violations, the Housing Program Coordinator will issue a Notice of Violations to the homeowner. *Note: If there are housing and nuisance violations, the housing violations will be worked through the Housing Assistance Program procedures and the nuisance violations will be worked under the guidelines of the Code Enforcement standard operating procedures.*
- The Code Enforcement Staff Assistant is to send the Notice of Violations to the homeowner, along with information about the Housing Assistance Program.
- The homeowner is to meet with Community & Resident Services to complete the application and submit the required documentation to determine eligibility.
- Community & Resident Services is to initiate the Program Signoff Process Form which will indicate the homeowner's eligibility for the program and send the form to Code Enforcement.
- **If the homeowner is determined not eligible, the case will be worked under the guidelines of the Code Enforcement standard operating procedures.**
- If the homeowner is determined eligible for the program, the Housing Program Coordinator will contact the homeowner to schedule a follow-up inspection along with contractors to assess the violations and estimate the cost of repairs.
- The contractors are to submit bids for the cost of repairs to Code Enforcement within 2 weeks of the inspection. *Note: An approved Certificate of Appropriateness Form must be submitted for properties that are within the historic overlay districts.*
- Code Enforcement is to fill in the bid amounts on the Program Signoff Process Form and send the form along with the bids to Grants and Special Programs for review and selections.
- Grants and Special Programs is to indicate the awarded contractor and bid amount on the Program Signoff Process Form and send the form to Code Enforcement.

- The selected contractor is given notice to proceed and a completion due date by the Housing Program Coordinator.
- The contractor is to notify the Housing Program Coordinator when the work is complete to schedule an inspection.
- Once the inspection is complete and all violations are resolved, the Housing Program Coordinator will close the case, and the Program Signoff Process Form is sent to Grants and Special Programs to indicate that the property meets qualifications for the contractor to be paid.
- The contractor will submit an invoice to Grants and Special Programs for payment.

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