

## **RENTAL CONVERSION GRANT PROGRAM**

### **PURPOSE:**

To provide an incentive to restore residential units to their original configuration, to reduce the demand for on-street parking, to eliminate blighted conditions, and to improve the quality of life in Bellevue by reducing the number of multi-family rental units. The incentive shall be in the form of a grant to qualified applicants to reduce the number of living units in individual structures.

### **PROGRAM OPERATION:**

The homeowner shall complete and submit an application provided by the city along with a non-refundable \$25.00 fee.

The homeowner shall submit a complete set of plans and specifications along with cost estimates indicating work to be performed.

The homeowner shall submit any additional information the city deems necessary to make a determination regarding compliance with the program.

The city shall conduct an inspection of the structure prior to approval for participation in the program.

The grant funds shall be awarded on a first-come, first-served basis.

The applicant shall submit to the city a list of intended contractors and sub-contractors to assure compliance with the city's occupational license regulations. Any change in the scope of the work shall be submitted to the city for review and approval.

Any rehab work to be completed on the exterior of any structure located within one of the city's historic districts shall be reviewed by the city's Historic Preservation Officer to assure the intended work complies with the City of Bellevue's Historic Preservation Design Review Guidelines Manual. Some exterior work may need to be considered for approval by the Historic Preservation Commission.

The city's building inspector shall review each approved project to assure compliance with all applicable building and zoning codes. After completion of the performed work a final inspection shall be conducted. All code violations shall be corrected prior to the release of any grant funds.

Once it has been determined that the applicant has complied with the building permit process, certificate of appropriateness process and the occupational license permit process a "Notification to Proceed" shall be issued to the homeowner by the city.

**CONFLICT OF INTEREST:**

If a question regarding eligibility of any applicant or contractor or sub-contractor should arise concerning a conflict of interest a notice shall be sent by the city administrator to the city attorney for final interpretation.

**PAYMENT PROCESS:**

Prior to the release of grant funds, the applicant shall be required to submit to an inspection to confirm that the work approved in the application process was completed. If the final inspection reveals that all work was completed in accordance with the approved plans, and that any code violations have been resolved, the city shall issue the approved grant funds to the applicant subject to the city’s normal “claims” process.

If work is not completed within ninety (90) days of the date of the “Notification to Proceed” the application and award shall be voided. At the applicant’s discretion, a new application may be completed. However, the applicant may apply for, and the city may grant, an extension not to exceed ninety (90) days if said extension has been applied for prior the voiding of an initial application. If an extension is granted and work is not completed within the extension time period, the application shall be voided.

**GRANT AMOUNTS:**

- A. Converting a two-family into a single-family \$5,000
  - B. Converting a three-family into a single-family \$10,000
  - C. Converting a four-family into a single-family \$15,000
  - D. Converting a four-family into a two-family \$10,000
- (Up to a maximum of \$5,000 may be reimbursed for each unit eliminated in a multi-family structure.)

**RENTAL CONVERSION GRANT PROGRAM POOL AMOUNT:**

\$40,000 of grant funds will be available for the program beginning July 1, 2008.

**APPLICATION PROCESS:**

Application may be obtained in person at the office of the city clerk at:

City of Bellevue  
Office of the Clerk  
616 Poplar Street  
Bellevue, KY 41073

**RENTAL CONVERSION GRANT PROGRAM**  
**INSTRUCTIONS**

1. Complete the “Rental Conversion Grant Program” application form. You must answer all of the question on the form.
2. Complete the “Proposed Rehabilitation Work and Conversion” form.
3. Submit a non-refundable application fee in the amount of \$25.00 made payable to the City of Bellevue.
4. Include a copy of a written quote from the contractor for work to be performed.
5. Submit a diagram or a plan describing the rehabilitation work in detail.
6. Attach a picture of the front and rear of the structure to be rehabilitated and converted.

PLEASE NOTE: The maximum interest reimbursed for any one application shall be \$15,000 for the conversion of a four family into a single family structure.



# RENTAL CONVERSION GRANT PROGRAM APPLICATION FORM

\_\_\_\_\_

Address of Property

Name	Current Address	Phone
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Type of Conversion for Which You are Applying (Check Only One):

- Two-family to single-family                      Maximum \$5,000
- Three-family to single-family                      Maximum \$10,000
- Four-family to single-family                      Maximum \$15,000
- Other: \_\_\_\_\_ Maximum \$ \_\_\_\_\_

List the names, addresses and telephone numbers of all other owners of the property to be rehabbed and converted below.

Name	Current Address	Phone
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Name	Current Address	Phone
------	-----------------	-------

Name	Current Address	Phone
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- Submit color pictures of the front and rear of the property to be converted.
- Submit "Proposed Rehabilitation Work and Conversion Form"
- Submit a \$25.00 non-refundable application fee.

I (we) the undersigned agree to fully comply with all terms and conditions of the Rental Conversion Grant Program enumerated in the program guidelines attached hereto.

signed	date	signed	date
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signed	date	signed	date
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**PROPOSED REHABILITATION WORK AND CONVERSION FORM**

\_\_\_\_\_  
Address of Property

\_\_\_\_\_  
Name

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Phone

Type of Conversion (Check Only One):

\_\_\_\_\_ Two-family to single-family                      Maximum \$5,000

\_\_\_\_\_ Three-family to single-family                      Maximum \$10,000

\_\_\_\_\_ Four-family to single-family                      Maximum \$15,000

\_\_\_\_\_ Other: \_\_\_\_\_                      Maximum \$ \_\_\_\_\_

List type of work to be performed. Example: painting, kitchen removal, electric, etc.

Enter below amount of contractor's quote or bid.

- |           |       |
|-----------|-------|
| 1. _____  | _____ |
| 2. _____  | _____ |
| 3. _____  | _____ |
| 4. _____  | _____ |
| 5. _____  | _____ |
| 6. _____  | _____ |
| 7. _____  | _____ |
| 8. _____  | _____ |
| 9. _____  | _____ |
| 10. _____ | _____ |

**Total Estimated Rehab and Conversion Cost:**                      \$ \_\_\_\_\_

## PROJECT CHECKLIST

- A. Completed Application Form \_\_\_\_\_ Date \_\_\_\_\_
- B. Proposed Rehab & Conversion Work Form \_\_\_\_\_
- C. Copy of Contractor(s) Bids \_\_\_\_\_
- D. \$25.00 Application Fee \_\_\_\_\_
- E. COA Required \_\_\_\_\_
- F. Date COA Issued (If Required) \_\_\_\_\_
- G. Building Permit Required? \_\_\_\_\_
- H. Date Building Permit Issued (If Required) \_\_\_\_\_
- I. Current Occupation License(s) issued \_\_\_\_\_
- J. Notice to Proceed Letter Sent \_\_\_\_\_ Date \_\_\_\_\_
- K. Pre-work Inspection by Building Inspector \_\_\_\_\_ Date \_\_\_\_\_
- L. Extension Requested \_\_\_\_\_ Date \_\_\_\_\_
- M. Extension Granted \_\_\_\_\_ Date \_\_\_\_\_
- N. Final Inspection by Building Inspector \_\_\_\_\_ Date \_\_\_\_\_
- O. Notify Clerk of Change in Number of Units \_\_\_\_\_ Date \_\_\_\_\_
- P. Obtained deed restriction (If Required) \_\_\_\_\_ Date \_\_\_\_\_
- Q. Date Project Closed \_\_\_\_\_