



NEIGHBORHOOD PRESERVATION PROGRAM

KEYPORT, NEW JERSEY

PAINT/MATERIALS INCENTIVE GRANT

PROCEDURE MANUAL

July 08

INTRODUCTION

This Procedure Manual has been prepared to assist in the administration of the Borough of Keyport's Neighborhood Preservation Program, funded by the Department of Community Affairs.

The State of New Jersey Department of Community Affairs and the Borough of Keyport have entered into a contract for the purpose of rehabilitating and revitalizing a targeted area of Keyport.

This manual will serve as a guide for the Neighborhood Preservation Program Office and the program applicants. The Borough of Keyport reserves the right to update and amend this Procedure Manual, as necessary.

OVERVIEW

Owner occupants of single family homes in the target area may apply for Paint / Material Grant to use to improve the exterior of their home. NPP will reimburse the homeowner 100% of the costs of paint and/or materials used in the repair of their home, up to \$1,000.00, at the completion of the repairs. Labor costs are not reimbursable.

Applications are accepted on a continuing basis and will be processed on a first-come, first-served basis. Grants will be awarded as the funding becomes available.

The NPP Office is located in Keyport Borough Hall at 70 West Front Street. The Program Coordinator is Carla Cefalo. Phone, 732-739-5138 or e-mail at ccefalo@keyportonline.com

APPROVAL

Applicants must be current in their property tax, water and sewer payments.

A brief property inspection will be conducted to ensure that the property is free of any serious health or safety problems prior to grant approval. The Program's Housing Inspection Consultant will conduct this inspection as a service to the homeowner, in an advisory capacity.

All applicants will be advised by letter of the status of their application.

Approved applicants will be requested to complete the Improvement Form (**ATTACHMENT A**), describing their proposed improvements, and including an estimate of quantities and amounts of materials necessary to perform the repair/improvement. If a contractor will be doing the work, a copy of his estimate must be attached, showing a detailed description of the work, and a cost breakdown of labor and materials.

If the homeowner will be doing the work themselves, NPP reserves the right to determine the homeowner's capacity to undertake their own repairs. NPP also reserves the right to determine that the contractor's estimate represents a reasonable cost of materials to be used in the repair.

Please check with the Borough Code Office to see if building permits are required for the repair.

Approved applicants will sign the Grant Agreement (**ATTACHMENT B**) and then proceed with their repairs/improvements. Only one grant per applicant is allowed.

ELIGIBLE REPAIRS

Eligible improvements to the exterior of the property can include repair or replacement of the following: painting, doors, porches, railings, steps, walkways fencing, and some landscaping.

STARTING / COMPLETING THE WORK

If permits are required for the job, the homeowner or contractor must apply to the City Code Office prior to starting the work. All work must be completed by the deadline stated in the Grant Agreement, generally six (6) months after the date the grant is approved.

CHANGE ORDERS

During the course of the improvement, changes to the original scope of work may be required due to unforeseen problems. In these cases, the applicant must notify the Neighborhood Preservation Program Office.

INSPECTIONS

The Program Coordinator will make periodic inspections of all work that is funded by NPP. The Coordinator will take pictures before, during, and at the completion of the job. The homeowner must notify the NPP Office at the completion of the repairs/improvements for a final inspection.

PAYMENTS

At the completion of the job, the homeowner must submit a Reimbursement Request (**ATTACHMENT C**), accompanied by receipts for the paint/materials they purchased, or accompanied by a copy of their contractor's paid invoice for the job.

The NPP Office will submit a Voucher in the amount of the Reimbursement Request to Keyport Borough Council for payment. Bills are paid at the Council meetings held on the first and third Tuesday of each month. Payment will be released to the homeowner five (5) days after approval by Council.

**BOROUGH OF KEYPORT
NEIGHBORHOOD PRESERVATION PROGRAM
IMPROVEMENT FORM**

DATE _____

HOMEOWNER _____

ADDRESS

PHONE NUMBER _____ EMAIL _____

Please provide a description of the work that you intend to undertake using the NPP Paint/Material Grant, including an estimate of quantities and amounts of paint/materials you anticipate purchasing, to the best of your ability. If you will be using a contractor to do the work, please attach his estimate showing the details of the work, with the total cost broken down in materials and labor.

Submit this form, along with verification that your taxes, water and sewer payments are current to:

Carla Cefalo
Neighborhood Preservation Program
70 West Front Street
Keyport, NJ 07735

If you have any questions, or if you would like to meet with me, call me at 732-739-5138. You may also reach me at ccefalo@keyportonline.com.

BOROUGH OF KEYPORT
NEIGHBORHOOD PRESERVATION PROGRAM
PAIN/MATERIAL GRANT AGREEMENT

I have been approved for the Borough of Keyport Neighborhood Preservation Program Paint/Material Grant. In accepting this funding, I agree to the following:

- a. The Paint/Material Grant can only be used for paint and/or materials purchased for the repair/improvement to the exterior of my home, as described on the Improvement Form. I will be reimbursed 100% of the cost of paint and/or materials, up to \$1,000.00, at the completion of the painting and/or repairs, after the work has passed inspection by the Neighborhood Preservation Program Office, and the Borough of Keyport Code Office, if applicable.
- b. At the completion of the repairs, I will submit receipts for the purchase of the paint/materials I used and sign the Reimbursement Request Form. My sales receipts will show the date of purchase, supplier name, quantities (gallons, pounds, etc) purchased and descriptions (paint, nails, lumber, etc) of materials purchased. These sales receipts will determine the amount of reimbursement due me, but in no event will the reimbursement exceed one thousand dollars (\$1,000.00).
- c. If I use a contractor to paint and/or make repairs, I will submit a copy of the contractor's estimate with my Improvement Form. The contractor's estimate must clearly detail materials to be used, and the cost of same. At the completion of the work, I will either:
 - submit my contractor's invoice, indicating that I have paid him in full, and request reimbursement for 100% of the costs of paint/materials up to \$1,000.00, or
 - submit my contractor's invoice and request payment for 100% of the cost of paint/materials to the contractor, up to \$1,000.00.
- d. If I fail to perform the work, or perform the work in a manner not in accordance with acceptable home repair standards, the NPP Office will notify me in writing. If the work is not started/corrected within twenty (20) days of written notification, the Agreement will then become null and void and I will no longer be eligible for reimbursement for any paint/materials.
- e. I shall indemnify and hold harmless the NPP Program and the Borough of Keyport, from liability for any injury or damages to persons or property resulting from the execution of the work I am undertaking with this grant.
- f. I will make every effort to complete the work in a timely manner. The Grant will expire on _____ . If work has not been completed by that date, no reimbursement will be made.

HOMEOWNER

PROGRAM

Signature

Coordinator Signature

Address

Date

Date

BOROUGH OF KEYPORT
NEIGHBORHOOD PRESERVATION PROGRAM
REIMBURSEMENT REQUEST

OWNER _____

ADDRESS _____

____ Attached are my receipts for paint/materials that I used for improvements to my property. All painting/repairs is/are completed in accordance NPP guidelines, and Borough Building Codes, if applicable. I am requesting reimbursement in the amount of \$ _____ from the Neighborhood Preservation Program PAINT/MATERIAL GRANT.

____ Attached is my contractor's paid invoice(s) showing the amount I paid him for paint/materials used on my repairs. All painting/repairs is/are completed in accordance NPP guidelines, and the Borough Codes, if applicable. I am requesting reimbursement in the amount of \$ _____ from the Neighborhood Preservation Program PAINT/MATERIAL GRANT.

____ Attached is my contractor's invoice(s) showing the amount I paid him for materials used on my repairs, and indicating the amount owed for materials. All painting/repairs is/are completed in accordance with NPP guidelines, and the Borough Building Codes, if applicable. I am requesting payment to my contractor in the amount of \$ _____ from the Neighborhood Preservation Program PAINT/MATERIAL GRANT.

OWNER SIGNATURE

____/____/_____
DATE

OWNER SIGNATURE

____/____/_____
DATE