



SEVERELY DAMAGED SIDEWALK REPAIR GRANT PROGRAM

Background

As a community, one of our most fundamental shared values is that of safety. A sidewalk panel that is lifted, uneven, or deteriorated is a tripping hazard for our family, friends and neighbors.

The Town recognizes that the maintenance and repair of existing sidewalks within the Town is necessary to protect the health, safety and welfare of residents and community. Town Code Chapter 11, Article 2, Sections 020-050 place the responsibility for sidewalk maintenance and repair upon adjacent property owners.

This grant program was developed by the Mayor, Town Council, Mountain View Public Works, and Town Hall Clerk, in recognition that this obligation can come with significant cost. The primary goal of the program is to begin sidewalk code enforcement efforts in Town, prioritizing the most severely damaged portions, and making funds available to assist residential owner-occupied properties that need it the most.

Please note that your application and/or participation in this program does not release you from compliance with all related provisions of the Town Code, including but not limited to Sections 11-02-020 through 11-02-050.

Grant Eligibility

1. Only existing severely damaged sidewalks which have received a code violation within the year of 2022 will be approved for repairs by the Severely Damaged Sidewalks Repair Grant. These portions of sidewalks were listed on the 2017 RG & Associates, LLC Sidewalks Assessment Project Report in categories termed, "Major Raised" and "Major Deterioration."
2. Property owners must be living at the property where the grant will be applied.
3. Property owners may only apply for one grant per calendar year.
4. Town fees must be current or must be in good standing on a payment plan. The Town Clerk will verify this information during the application process.
5. If there are outstanding Town fees, the Town Clerk will work with the property owner to set up a payment plan. The payment plan *must* include an automatic payment in the Town's online payment system.
6. Annual combined adjusted gross income as reported on Federal Income Tax filings (including all income of all residents who are over 18 years of age that live in the home at least 50% of the year) will be used to determine eligibility.
7. Eligible residential properties must have a total household income of 80% or less of the area median income (AMI) as determined by the United States Department of Housing and Urban Development (HUD), with adjustments for household size.

8. Income verification documents must be provided to the Town Clerk and will be kept strictly confidential.
9. Applications must be received and approved by the Town of Mountain View before the work begins. Retroactive applications will not be accepted.
10. The intent of the grant program is to improve sidewalk useability by initially addressing the most severely damaged sidewalks in Town. Only property owners who have received a code violation for a severely damaged sidewalk may apply.
11. Property owners who do not meet the income requirements for a grant may still participate in the program but will be charged the full cost of the repairs. They will, however, avoid paying permit and inspection fees, thus save money on the cost of the sidewalk repairs.
12. Incomplete applications may be rejected.

Use of Funds

1. For the year 2022, the Town Council has budgeted \$30,000 for this program. In order to make this budgeted amount cover as many of the severely damaged sidewalks as possible, the Town will manage the repairs. By repairing multiple severely damaged sidewalks throughout Town at the same time, the Town is better able to maintain the highest quality standards for repairs and obtain better prices from potential contractors. Additionally, the Town is better able to limit the necessary construction disruption and be efficient with Public Works staff time related to permits and inspections.
2. For repairs that require concrete removal and new slabs poured, the grant amounts for each property will be \$1,500 or 50% of the cost of the repairs, whichever is more.
3. For repairs that do *not* require concrete removal nor new slabs poured, and instead need grinding or leveling of existing concrete, the grant amounts for each property will be \$500 or 50% of the cost of the repairs, whichever is more.
4. In no event will the Town grant money in excess of the cost of the repairs.
5. The Town Council has budgeted a total of \$30,000 for the Town portion of the cost of this work in 2022. After this amount has been spent, the Town will assess the impact of the program and the budget before continuing the program for another year.
6. Property owners will be responsible for payment of any repair charges in excess of the grant award. Unpaid balances can be assessed against the property as a property tax lien.
7. Property owners can avoid liens by being in touch with the Town Clerk, setting up an account in the Town's online payment system, and submitting a completed grant application with the requested supporting documents.
8. Grant funds may cover all or a portion of the cost of sidewalk repair/replacement, depending on the nature of the damaged sidewalk, the cost of the repairs, and the income eligibility of the property owners.
9. Assessment of the amount of the grant award cannot be determined until after the work is completed. The property owner will be notified regarding the amount of the grant they were awarded and the amount they still owe after the work has been completed.
10. All grant awards will be made on a first-come, first-served basis, subject to project approval and the availability of funds in the Town budget. Once the

budgeted amount has been expended in the Public Works budget for the year, no further awards will be made for that year.

11. The lack of sufficient funds to cover the number of applications received by the Town in any given year will not excuse the property owner from the responsibility of maintaining the sidewalk in a safe condition nor create any liability to the Town for any unsafe sidewalks.
12. Repairs must comply with the ADA.

Procedure

1. The Code Enforcement Officer uses the list of severely damaged sidewalks created by R.G. & Associates in 2017, to assess which sidewalks are the priority.
2. When the sidewalk code violation is sent, a grant application and brochure explaining the program is also included in the same envelope.
3. The property owner completes the application and submits it along with income verification documents to the Town Clerk.
4. The Town Clerk verifies eligibility and confirms Town fees are up to date. If the Town fees are not up to date, the Town Clerk informs the property owner, helps them enroll in the online payment system (if not already enrolled) and works out a payment plan with automatic payments.
5. The location is added to the next available Town contract list for repairs, regardless of whether the income eligibility is met or not. The income eligibility is only used to determine what amounts will be owed, not whether or not the property owner can participate in the repair schedule managed by the Town.
6. The Director of Public Works manages repairs based on best bids for work as the applications come in.
7. Repairs are performed by the Town's contractors.
8. The Town applies the grant award to the cost of the repairs, paying the contractors in full for the work done and invoicing the property owner for any remaining balance from their specific repairs, after grant awards (if any) are applied.
9. The property owner pays the amount owed to the Town within 30 days of invoice. (Like all outstanding balances, if amounts are unpaid and if a payment plan is not entered into, the Town may submit a property tax assessment against the property.)
10. After the amount budgeted is spent, the Town Council is informed of the results including how many sidewalks were repaired, the percentages of invoices paid in full by property owners, and the amounts outstanding that have been set up with payment plans. Included in the program results used to assess the success of the program will be the number of invoices that have *not* been paid in full nor set up a payment plan to pay for the repairs managed by the Town. Additionally, the Council will be informed of the numbers of severely damaged sidewalks that remain in Town, according to the most recent list managed by the Public Works Director.