

# **NRH**

**CITY OF NORTH RICHLAND HILLS**

## **NEIGHBORHOOD INITIATIVE PROGRAM HOME IMPROVEMENT REBATE POLICY**

The following policy applies to the Neighborhood Initiative Home Improvement Rebate.

The purpose of the Home Improvement Rebate Program is to encourage homeowners to make improvements to the exterior of their home including the yard area, enhance the values, improve living standards and prevent deterioration of neighborhoods, as well as supporting our local businesses and encouraging volunteerism. Exterior improvements can motivate surrounding homeowners, as well, and can encourage upkeep of other homes and neighborhoods.

### **Program Eligibility Requirements:**

The applicant must meet all of the following criteria:

- Must live in the City of North Richland Hills
- The home must be single-family and owner-occupied
- The home must have been built on or before December 31, 1985
- The value of the property according to TAD cannot exceed \$140,000
- The home cannot be a mobile home
- Applicant must have lived in the house for at least one year
- Any changes in owner status must be reported

### **GENERAL**

1. Cash rebates under this program apply only to EXTERIOR REMODELING IMPROVEMENTS on single family-detached homes in the City of North Richland Hills.
2. Rebates equal 50% of the total cost of the repairs, up to \$3,000.
3. For the purposes of this program, the term Applicant shall mean an individual person (or persons) that is the owner of the property listed in Section B of the Application.
4. All applications must be received **prior** to any work being completed.
5. City staff will not consider applications unless applications are complete and comply with program policies. Applications must be submitted to the Neighborhood Services Department. Staff will notify the applicant as soon as staff has verified that the application is complete.

6. All applications will be reviewed for approval by the Neighborhood Integrity Task Force (NITF) comprised of city personnel from the City Manager's Office, Neighborhood Services Department, Economic Development Department, Planning and Inspections Department and Police Department.
7. Applicant must be willing to allow for an initial inspection of property by a City Inspector before construction begins on the project.
8. A permit must be obtained from the City's Building Inspections Division, if applicable, **prior** to beginning work, on any project eligible for a rebate under this program. Nothing in this policy shall supersede the requirements set forth in the permit. All work must be completed within the time allotted under the permit, unless an extension is sought and granted by the City.
9. **All incentives will be awarded on a first-come, first-served basis and subject to fund availability.** The completion date, as set by the final inspection by the City inspector, will determine the order in which completed applications will be considered. See below for instructions on scheduling an inspection at the completion of the construction.
10. All construction must comply with all current City requirements and all permits must be obtained in order to receive rebate money.
11. Only one application will be accepted per household.
12. If approved, the cash rebate will only be paid to the Applicant responsible for the improvements as stated under Applicant Information.
13. Only improvements to the exterior of the home are eligible for this program.
14. Upon completion, the improvement must be inspected and verified by a City Inspector in order to qualify. The improvement must be inspected within 7 calendar days of completing the improvement. The application, receipts, and all other required documentation must be presented to the City within 30 calendar days of the date of inspection. In no way will this inspection serve in lieu of any code-required inspection of the home or be deemed to be approval of any aspect of the project.
15. At the time of application, the Applicant's property, as identified in Section B, must be in compliance with all of the City's codes and ordinances to be eligible to receive a cash rebate. Participation in this cash rebate program does not afford Applicants additional time to comply with existing code enforcement violations.
16. If the Applicant is completing the improvement as part of an insurance claim, the Applicant can use only the amount paid out of pocket as the base-qualifying amount for their cash rebate. For example, if insurance is paying \$20,000 for replacing a roof and the Applicant adds another \$20,000 for additional roofing repairs or other qualifying

improvements, the amount used to determine the cash rebate is 50% of \$6,000, or a cash rebate of \$3,000. The insurance deductible is not eligible for the 50% rebate.

17. The cash rebate shall be paid in a lump sum to the Applicant only. Rebate checks will not be split between different parties nor will checks be pro-rated over any time period.
18. Applicant shall not be eligible to receive any cash rebates if there are outstanding debts owed to the City by the Applicant.
19. To be eligible for this program, Applicants must complete all the application requirements.
20. All applicants are encouraged to select contractors whose businesses are located in North Richland Hills. Receipts will be required in order to receive the incentive bonus. **It is the homeowner's responsibility to do their own due diligence in determining the right contractor for their project.**

#### **QUALIFYING IMPROVEMENTS AND UPGRADES**

*(Owners who select "upgraded materials" may receive an **additional \$200 incentive**).*

1. Replacement of soffit and fascia
  - a. Must replace with fiber-cement material such as Hardiplank
  - b. Must replace a minimum of 50% to qualify
  - c. *Upgrade incentive for replacing 100% of soffit and fascia*
2. Re-shingle roof with 30-year shingles
  - a. Must replace a minimum of 50% of the roof area to qualify
  - b. *Upgrade incentive for replacing roof*
3. Replace siding
  - a. Must use fiber-cement material such as Hardiplank
  - a. Must replace a minimum of 50% of the total siding area to qualify
  - c. *Upgrade incentive for replacing all siding*
4. Replace windows with energy efficient windows
  - a. Must replace minimum of 50% of total windows in home to qualify
  - b. *Upgrade incentive with replacement of all windows with energy efficient windows*
5. Replace entire driveway with concrete to city specifications

6. Replace or repair fence to City specifications
  - a. Must replace or repair a minimum of 50% of the total linear feet of fencing to qualify
  - b. *Upgrade incentive for using steel posts and cedar OR for using treated wood pickets and rails*
7. Replace exterior doors, including garage door
  - a. *Upgrade incentive for energy efficient doors*
8. Replace patio cover with an architecturally compatible patio cover
9. Replace carport with an architecturally compatible carport
10. Add or repair garage
11. Add or repair front porch
12. Re-paint house
  - a. Color must be consistent with neighborhood
13. Create landscape beds in front yard
  - a. Must have edge treatment around landscape bed
  - b. Landscape bed must be mulched
  - c. Recommended plant list for the Dallas-Fort Worth area and plant care tips available at <http://www.txsmartscape.com/NorthCentralTX/main.asp>
  - d. *Upgrade incentive for tree plantings greater than 3" in diameter*
14. Install automatic sprinkler system in the front and side yards
15. Install or replace front gutters
16. Foundation repair (when appropriate)
17. Home additions

\*\*For renovations not listed here, City staff will make an initial recommendation of eligibility for incentives under this program to the Neighborhood Integrity Task Force (NITF) prior to the Applicant beginning work. The NITF will make the final determination of eligibility.

## **CASH REBATE:**

There is no minimum improvement value to qualify under the Home Improvement Rebate Program. The applicant will receive a cash rebate of 50% of the total cost of the renovation, up to \$3,000.

## **DOCUMENTATION REQUIREMENTS**

1. For work done by a contractor, Applicant must provide a copy of the contract showing all itemized costs.
2. For work done by the Applicant, the Applicant must provide a signed affidavit stating the qualifying improvements, the cost of each (copies of receipts), and the total amount of the qualified improvements.
3. Applicant must provide a valid Texas driver's license or Texas I.D. card for identity verification purposes.
4. Applicant must provide before and after photographs of the improvements.
5. A copy of the most current appraised value of your home that includes the date the home was built, per Tarrant County Appraisal District.

## **GENERAL TERMS AND CONDITIONS**

Receipt of this application by the City does not commit the City to approve the application for cash rebates, or to pay any cost incurred in the preparation of the application. The award of any cash rebate is at the sole discretion of the City of NRH and the program may be suspended or terminated at any time regardless of availability of funds or pending applications on file.

The City Manager's designee is authorized to modify the name of this program as needed for marketing or public relations purposes.

No application shall be accepted or cash rebate awarded that would result in a violation of the conflict of interest provisions in the City Charter, the City Council, City Manager, City Judge, individual board members and City employees are ineligible for the receipt of benefits from this cash rebate program.

All applications, and information contained therein, that are submitted are subject to disclosure pursuant to the Texas Public Information Act.

**The applicant cannot sell their home within 2 years after receiving their cash rebate check from the City of North Richland Hills.**

## **Neighborhood Initiative Program Application Checklist**

The following forms must be turned into City Hall in order to complete your file to qualify for the incentives offered.

- Completed application
- Notarized acknowledgement form (within application)
- Copy of valid Texas driver's license or Texas ID
- For work done by the Applicant – A signed affidavit stating the qualifying improvements, cost of each and total cost (please attach receipts)
- For work done by a contractor – A copy of the contract showing all costs and project completion date (please attach all receipts).
- Any permits required for improvements
- Before and after Photographs of the improvements
- Insurance documents verifying amount of claim paid (if applicable)
- City inspection\*

\*Once all improvements are complete, the Applicant must contact Planning & Inspections at City Hall to schedule a city inspection. There is no cost for this inspection and it takes approximately 20 minutes. Please call 817-427-6300 to schedule the inspection.

If you have any questions regarding the application, application process, or anything else concerning the Home Improvement Rebate Program, please feel free to call 817-427-6651 for more information.