



## Community and Economic Development Department

**City of Sweet Home**  
3225 Main Street  
Sweet Home, OR 97386  
541-367-8113  
Fax 541-367-5007  
www.sweethomeor.gov

### **Sweet Home Code Compliance Assistance Grant Program Policy and Rules**

#### 1.0 PURPOSE AND INTENT

- 1.1 The purpose and intent of the Code Compliance Assistance Grant Program is to provide low-income households with assistance in their efforts to bring their property into compliance with the Sweet Home Municipal Code.
- 1.2 This program is intended to help resolve all code violations on subject properties, and ensure that additional violations, or the expansion of existing violations, do not occur.

#### 2.0 APPLICATION PROCESS

- 2.1 Applications are available at Sweet Home City Hall, and on the City's website under the Community and Economic Development Department. Completed applications include the application form and supplemental material; including: a copy of the courtesy notification or notice of violation from the code compliance officer detailing the violations on the property, cost estimates from businesses or contractors for the resolution of the violation(s), and evidence of the applicant's low-income status, such as a copy of their tax returns, HUD voucher, or other documentation.

#### 3.0 ELIGIBILITY

- 3.1 Eligible Applicants are defined as those that comply with the following:
  - 3.1.1 Applicants must reside within the City of Sweet Home's city limits.
  - 3.1.2 Applicants must be property owners—tenants renting a property must work with their property owner to resolve any violations.
  - 3.1.3 Applicants may not own multiple properties.
  - 3.1.4 Applicants qualify as low income using the HUD Linn County Low Income Requirements. ([Click here to view 2023 HUD income limits.](#))
- 3.2 Eligible Code Violations include tall grass and weeds, open storage, accumulations of junk and trash, and junk vehicles. This program is not intended and will not pay for modifications or repairs to any structure, demolition of any structure, or removal and/or disposal of recreational vehicles or travel trailers.
- 3.3 Any code violations must be stable—that is, actions of the applicant, or persons that the applicant is allowing onto the property, are not causing the problems to grow worse.
- 3.4 If both eligible and ineligible violations are both present on the subject property, grants may still be awarded for the eligible violations, however the City will not issue any reimbursement until all code violations on the property are resolved.
- 3.5 Applicants are limited to one grant award—no repeat awards will be issued.

#### 4.0 GRANT AWARDS

- 4.1 Awards are limited to 50% of the cost of resolving the violation(s), with a maximum award of \$500.



4.2 Awards are only disbursed after all violations on the subject property are resolved.

## 5.0 GRANT REVIEW AND APPROVAL PROCESS

- 5.1 City Staff in the Community & Economic Development Department shall review applications for completeness and verify authenticity of the supplemental materials.
- 5.2 The City Manager, or designee, shall have the authority to approve the applications and grant awards through this program.
- 5.3 After application review and approval, City Staff shall issue an award letter to the applicant, detailing the amount of the potential award, and instructing them to proceed with the work required to resolve the violations.

## 6.0 DISBURSEMENT OF FUNDS

- 6.1 This program issues reimbursement grants only—that is, funds will only be disbursed to the recipient after the applicable violations are resolved.
- 6.2 After violations are resolved, the grant recipient shall contact the Code Compliance Officer to notify the City that the required work is done. The officer shall then verify that the applicable violation has been resolved. The grant recipient shall also provide proof of payment to any service companies or contractors that participated in eliminating the violation(s).
- 6.3 After receiving verification from the Code Compliance Officer that the violation has been resolved and verifying the proof of payment submitted by the grant recipient, City Staff shall process a reimbursement payment in compliance with the grant award.