

**FACT SHEET**  
**City of Batavia**  
**Elevation Certificate Grants Under the Code Enforcement Grant Program**

The Elevation Certificate Grant Program (ECGP) may provide grant assistance for flood elevation certificates to qualified owner-occupied single-family homes. To be eligible, you must be the owner and occupant of a single family dwelling in the City of Batavia’s Special Flood Hazard Area (SFHA) as outlined in Batavia’s Flood Insurance Rate Map published by the Federal Emergency Management Agency dated September 16, 1992. Your total annual household income may not exceed the income limits shown below for your household size:

**HUD Income Limits for Genesee County – 2015**

Household Size	Very Low Income Limit	Low Income Limit	Moderate Income Limit
1	\$14,250	\$23,700	\$37,950
2	\$16,250	\$27,100	\$43,350
3	\$20,090	\$30,500	\$48,750
4	\$24,250	\$33,850	\$54,150
5	\$28,410	\$36,600	\$58,500
6	\$32,570	\$39,300	\$62,850
7	\$36,730	\$42,000	\$67,150
8	\$40,890	\$44,700	\$71,500

Priority will be given to households that qualify as low or very low income households. In addition, the mortgage (if any) and property taxes, property maintenance charges, and water and sewer charges for the property must be current.

**Type of Assistance**

Qualified homeowners who do not currently have an elevation certificate can receive up to a \$125 reimbursement once the certificate is completed and a copy furnished to the City of Batavia. Elevation Certificates (FEMA Form 086-0-33) must be completed in entirety and signed and stamped in Section D by a licensed surveyor, engineer or architect.

**Prequalification and Required Documentation**

In order to be considered for this program, please complete the application and provide the following proof of home ownership and total household income, as shown below (if applicable).

- **Wages & Salaries** – Please provide a copy of the most recent Federal income tax return for each adult wage earner in the household.
- **Income from Assets** – The income earned on assets (interest on savings, dividends, and rents) is counted as part of your income. The value of the assets themselves is not counted as income, but

the income received on these assets is considered as part of your income. Please submit copies of bank statements, rent receipts or other documentation.

- **Other Income** – Please document any other income you receive, whether or not this income is taxable. This includes alimony, child support, disability benefits, annuities, trusts, unemployment or worker’s compensation, public assistance or other income.
- **Social Security or Railroad Annuity Benefits** – Please provide a copy of a recent Social Security, SSI or Railroad Annuity check. If the checks are directly deposited into your bank account, please provide a copy of a recent bank statement that shows the deposit.
- **Pension or Retirement Income** – Please provide a copy of your monthly pension check or annuity check or a statement from the source of the amount.
- **Deed** – Please provide a copy of the deed to your property.

### **Reimbursement**

Once a pre-qualified resident furnishes the City with a signed and stamped *copy* (the owner should keep the original certificate) of an elevation certificate (FEMA Form 086-0-33) for the approved address, the City will issue a check, within 30 days, to the resident in the amount of \$125.

### **Confidentiality of Income and Other Information**

Please be assured that the income information you provide will be held in the strictest confidence and the documentation on individual families will not be released to anyone.

Send updated income documentation and a copy of your elevation certificate to:

Gretchen DiFante  
City of Batavia  
One Batavia City Centre  
Batavia, NY 14020

For more information about the program, please contact Gretchen DiFante at (585) 345-6330.

If you have a question as to whether your property is located in the SFHA, please contact the City of Batavia’s Inspection Department at (585) 345-6345.

APPLICATION FOR FLOOD ELEVATION CERTIFICATE REIMBURSEMENT CONSIDERATION  
UNDER THE CODE ENFORCEMENT GRANT PROGRAM

A. Name of owner: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name of second owner (if applicable): \_\_\_\_\_

Date of birth: \_\_\_\_\_

B. Address of property for elevation certificate: \_\_\_\_\_

C. Is this a single-family dwelling? \_\_\_\_\_ Yes \_\_\_\_\_ No (note: only single-family dwellings are eligible for this grant activity)

D. Telephone: Home or cell: \_\_\_\_\_ Work: \_\_\_\_\_

E. Total members in household, including applicant: \_\_\_\_\_

F. Property information:

1. Are property taxes paid to date? \_\_\_\_\_

2. Are water/sewer charges paid to date? \_\_\_\_\_

G. Please complete the following table for all household members except full-time students and dependent minors (under 18 years of age):

	Name	Social Security #	Employed: yes or no
Head of household			
Spouse			
Others			

H. Did owner(s) or spouse file a Federal or State Income Tax Return for last year?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

I. Financial information: Gross annual Income

	Income Owner #1	Income Owner #2	All Other Household Income
1. Employment			
2. Disability Payments			
3. Social Security			
4. Supplemental Security/ SSI			
5. Unemployment			
6. Pensions			
7. Other-Specify			
8. Interest on Checking/Savings			
9. Total Annual Income			

TOTAL ANNUAL HOUSEHOLD INCOME: \_\_\_\_\_

J. Is the owner(s) related by blood or marriage to a City Official or an employee of the City?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No     If yes, please indicate the nature of the relationship so the City can determine if a conflict of interest exists.

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Note: Please read carefully and sign the Certification on the following page.

CERTIFICATION

City of Batavia Code Enforcement Grant Program – Flood Elevation Certificate Reimbursement Activity

I/We hereby certify that I/we are the owner(s) of the property for which we will obtain a flood elevation certificate and I/we currently reside on the premises.

To the best of my/our knowledge, all of the application I/we have provided is true and correct. I/we understand that any willful misstatement of material fact will be grounds for disqualification and could result in a fine. The City of Batavia is hereby authorized to verify any information provided in this application.

I/We have received written description (FACT SHEET) of the City of Batavia’s Elevation Certificate Grants Under the Code Enforcement Grant Program. I/We agree to cooperate with the Program Administrator and comply with all specified procedures including providing the City of Batavia with a copy of our completed flood elevation certificate.

I/We understand that the City of Batavia is not responsible or liable for any work I/we contract directly with a certified engineer, surveyor or architect to perform. Contracting directly with the certified engineer, surveyor or architect and ensuring the correct forms are completed and submitted to the City of Batavia is my/our responsibility.

(If more than one owner, all must sign. Add names as appropriate.)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## INCOME VERIFICATION CHECKLIST

- \_\_\_\_\_ Wages and Salaries – please provide a cop of the most recent Federal income tax return for each adult wage earner in the household. Also please provide copies of three recent paystubs for each adult wage earner.
- \_\_\_\_\_ Income from Assets – The income earned on assets (interest on savings, dividends, rents) is counted as part of your income. The value of the assets themselves is not counted as income, but is considered as part of your overall eligibility. Please submit copies of bank statements, rent receipts or other documentation.
- \_\_\_\_\_ Other Income – Please document any other income you receive, whether or not this income is taxable. This includes alimony, child support, disability benefits, annuities, trusts, unemployment or workman’s compensation, public assistance or other income.
- \_\_\_\_\_ Social Security Benefits – Please provide a copy of recent Social Security or SSI check. If the checks are direct deposited into your bank account, please provide a copy of a recent bank statement that shows the deposit.
- \_\_\_\_\_ Pension or Retirement Income – Please provide a copy of your monthly pension check or annuity check or a statement from the source of the amount.
- \_\_\_\_\_ Deed – Please provide a copy of the deed to your property.

Return completed application to:

City of Batavia  
Assistant City Manager’s Office  
Attention: Gretchen DiFante  
One Batavia City Centre  
Batavia, NY 14020