

Key Steps in the Housing Rehabilitation Process:

Step 1: Application

-complete the application form and return

Step 2: Selection Process:

-Projects are addressed in ***Lottery Selection Order***. New applications go to the end of the waiting line.

-Emergency Request Procedure: There is an emergency Request Process which addresses emergency issues that are **threats to health and safety**.

-The owner must fill out a request for emergency assistance.

-The Housing Rehabilitation Specialist and Health Inspector make a determination.

Step 3: Income Verification: We are required to income qualify the household prior to proceeding with the project.

-Low income households receive 100% assistance.

-Moderate income households receive 75% assistance.

Income Documentation includes:

1. 8 weeks proof of earnings from each household member.
2. Copy of interest earning for same 8 week period from all accounts.
3. Proof of any other income/retirement/dividends/child support.
4. Copy of latest Federal Tax Return.

Step 4: Work Write-Up Specifications are developed by the Housing Rehabilitation Specialist.

-Your approval of those Specifications with cost estimate is required before Bidding the job.

Step 5: Bidding Process/Choice of Bid:

-Invitation to Bid is issued to Contractors registered with the program.

-Bid Showing is scheduled at the site with approval of the owner.

-Bid Opening at City Hall.

-Owners Acceptance of Bid: The owners have their choice of bidders, however, the Program will only incur the cost of the lowest bid. If the owner selects other than the low bid, the owner is responsible for the cost difference between the low bid and the bid of choice.

Step 6: Contracting Process:

- Assistance Agreement executed with the City for the grant funds.

-Contract executed between Owner and Selected Contractor.

-Estimated Mortgage on Property.

-Sign off on Program's Non-Liability Insurance Form.

Step 7: Construction:

-Approval of Contractor's Invoices.

-Sign off on Contractor's grant checks.

-Sign off approval on any and all Change Orders on the Project.

Step 8: Completion of Project:

-Sign off on Certificate of Final Inspection.

-Amend Mortgage with a Final Cost and a Project Completion Date.