

Rehabilitation Policies, Procedures and Guidelines Madison County, Mississippi

1.0 Purpose and Intent

With this adopted policy statement, the Madison County Board of Supervisors hereby sets forth the housing rehabilitation policies, procedures and guidelines. The purpose of this document is to establish guidelines by which persons may obtain housing rehabilitation assistance. These policies apply to the HOME Investment Partnerships Program Grant funded by the Mississippi Home Corporation.

The Madison County Board of Supervisors shall contract with a grant administrator to provide housing rehabilitation administrative services to include, but not limited to the following:

- a. Determine household eligibility once funded by MHC;
- b. Develop work write-ups;
- c. Procure for a New Home (NH) Inspector certified by MHIB;
- d. Assist in securing contract bids;
- e. Assist in bid process and make recommendations for contracts;
- f. Develop necessary forms for carrying out the project;
- g. Maintain program records and documentation;
- h. Develop report on program performance and reports on grant funds as required; and
- i. Obtain all warranty papers and termite certificates.

The Madison County Board of Supervisors shall contract with a New Home inspector to provide housing rehabilitation services as follows:

- a. Provide housing inspections;
- b. Provide work write-ups (where applicable)
- c. Certify that rehabilitation/reconstruction meets International Residential Code;
- d. Provide required forms for inspections and certifications with appropriate signatures to administrators; and
- e. Obtain all warranty papers and termite certificates and provide them to the administrator.

It is the intent of the Madison County Board of Supervisors through the HOME Investment Partnerships Program to serve low income homeowners and to utilize other resources that may be available.

2.0 Applicant Eligibility

2.1 General

No member of the governing body of the Madison County Board of Supervisors shall be eligible for the program. This prohibition shall continue for one (1) year after an individual's relationship with the County ends.

Income eligibility limits for rehabilitation/reconstruction assistance are the same as those income limits established by HUD for low-income persons. The anticipated family annual income is derived from the amount (s) shown for the current 2 most earning statements. Source documentation shall be required to verify the income of the family. The total combined income of all household members shall be used to determine if the household meets the income limits.

2.2 Income Criteria

To be eligible for assistance, families must meet the income limits and criteria. Since funds are limited, assistance will be provided to low-income households in need of repair according to the priority rating guide. Meeting the income criteria does not automatically mean that a family will receive assistance.

2.3 Length of Ownership

The unit must be owned and occupied by applicant at least one (1) year prior to the date of application to MHC.

2.4 Number of Applications

Only one(1) application will be authorized per household.

2.5 Application Processing

Applications will be selected continuously throughout the project area. Applicant's files shall contain an application for assistance, family survey, verification of ownership, verification of income, lead-based paint hazards notices if the home is to be rehabilitated, work write-ups, contractor bids contracts, proof of payments, **IDIS** voucher forms and other HUD required forms, inspections reports, and required family characteristics.

2.6 Work Write-Ups

Work write-ups shall be prepared for applicants determined to be eligible for assistance. The work write-ups shall set forth the scope of work to be performed, description of

materials to be used and the estimated cost of the materials and labor to complete the work.

3.0 Property Eligibility

3.1 Unit Characteristics

Owner occupied units located in the designated project area shall be eligible for rehabilitation assistance (Single family units only). Buildings inspected and found to be structurally unsound or badly deteriorated and the rehabilitation cost would exceed the value of the dwellings after rehabilitation will be determined to be infeasible for assistance under the program. (Foot printing (location of unit on site) is acceptable).

3.2 Location

Units eligible for assistance must be within the local government's legal geographical limits. The units must be located in the designated project area as shown on the project map.

3.3 Conditions

It is the intent of this program to upgrade housing within the project area. Major categories for improvements include plumbing, electrical, wiring, heating system and structural conditions. All work shall at a minimum conform to the 2012 International Code Council International Residential Code For One-And Two-Family Dwellings, and workmanship shall conform to acceptable standards of quality of the respective trades involved.

3.4 Types of Improvements

For a unit to qualify for rehabilitation at least 3 of the health and safety hazards must be addressed and unit must have been constructed after 1978. If a unit addresses all 5 of the health and safety hazards, reconstruction must occur.

3.5 Flooding

Dwellings located within floodways or floodplains as determined by the National Flood Insurance Program are eligible for assistance if Environmental Regulations are met. Please contact the Audit & Compliance Bureau for guidance.

3.6 Historic Buildings

Buildings of historic significance must be rehabilitated according to the requirements set

forth by the Department of Archives and History.

3.7 Reconstruction and Demolition

When a household receives HOME assistance to reconstruct their home, the original unit will be demolished. Manufactured units must be removed from the property and demolished.

3.8 Pre-Bid Conference

Each home in this project will have a pre-bid walk through which clearly defines the scope but not limited to the following items:

- a. Height or elevation of house pad (reconstruction)
- b. Elevation certificate (if required) (reconstruction)
- c. Lot survey (reconstruction)
- d. Tree cutting (reconstruction)
- e. Verify water requirements for sites without public water
- f. Verify water requirements for sites without public sewer
- g. Asbestos abatement (reconstruction)
- h. Site plan showing location on lot (if conditions of lot require it)

4.0 Grant Amount

The maximum assistance under the program shall be based upon HUD's published 221(d)(3) elevator type limits at the time the assistance is received. The minimum of HOME investment funds to be used is \$1,000 per unit, however; if the assistance does not result in a beneficiary local unit of government will repay the funds spent to MHC using non-federal funds.

5.0 Contracting

5.1 All Construction Contracts For Rehabilitation/Reconstruction Will Be Executed Between Homeowners and Contractors.

5.2 Contracting Shall Be Done On A Sealed Bid Basis.

The grant administrator shall prepare bid packages and assist homeowners in securing bids. The grant administrator shall review all bids and determine whether they are reasonable and address all the work items contained in the work write-ups. The grant administrator and homeowner will review all bids together and the homeowner(s) shall make the final selection of the contractor and award the contract to the responsible bidder that possesses the ability to perform successfully under all materials term and conditions of the bid package and whose bid is lowest and best in price.

5.3 Contractor Eligibility

To be eligible to bid for rehabilitation/reconstruction contracts in the project, contractors must submit information to the administrator for review of qualifications. As a minimum, contractors must provide the following;

1. Two (2) references of contracted work within the previous 12 months, the amount of each contract, and the type and quality of work performed under each contract.
2. Two (2) credit references, preferably from banks or building materials suppliers.
3. Certificate of liability insurance and worker's Certificate of Responsibility.
4. Current state licensing.
5. Surety bond will be required in amount of contract price for the construction of each unit awarded under the HOME grant. The Surety Bond shall be assigned to the local unit of government for protection and benefit of the homeowner who received a grant under the HOME Program

5.4 Change Orders

All change orders to the original bid specifications require the signature of the homeowner(s), administrator, contractor(s) and authorized government official. The change orders shall be submitted to MHC Representative for review/approval.

5.5 Payments

Reconstruction payments shall be made in three (3) installments when the specified work is satisfactory completed. The work flow and payment schedule shall be: foundation 33% black-in; 33% and completion; 34%.

Rehabilitation payments shall be made in three (3) installments when the specified work is satisfactory completed. The work flow and payment schedule shall be: 50%, mid completion (determined by MHCHOME Program Inspector); 50% and completion.

Upon satisfactory completion of the work, the Contractor shall deliver Release of Lien Forms properly signed and notarized showing Contractor's Affidavit, Warranty and Lien Waiver and Subcontractor's or Material Suppliers Affidavit, Warranty and Lien Waiver. The Owner will sign a written acceptance of the work completed.

5.6 A Mississippi Home Inspector Board Licensed Inspector with the New Home Designation (NH) shall be utilized for inspections. The Inspector shall make interim inspections of the work to ensure that the rehabilitation/reconstruction is performed according to the construction contract and the construction specifications. These interim inspections shall also serve to verify the progress of the work before progress payments are made. The final acceptance of work will be indicated by passing of the final inspection. Copies of inspection reports shall be maintained in project files and a copy submitted to MHC with request for payment.

In the event of any disputes between homeowners and contractors, the chief elected official and grant administrator shall work with both parties to negotiate a satisfactory solution.

6.0 Residential, Anti-Displacement Temporary Relocation Assistance Plan

Funds are limited, therefore the Board should make every effort not to displace eligible HOME applicants in the project area.

7.0 Integrated Disbursement and Information System (IDIS)

The board shall designate a contact person and (1) alternate who will be authorized to submit cash request for funds to be drawn down. The grant administrator will submit all project set-ups and completion reports to MHC. All copies will be maintained in applicants' files. The grant administrator will submit all other forms and reports required to implement the project. The grant recipient is responsible for maintaining HOME project files at their official place of conducting business at all times.

Be it resolved, that copies of said policies, procedures and guidelines be attached hereto and appended to these minutes.

So be it resolved on this, the 16th day of April, 2018.

Sheila Jones, President

Attest:

Chancery Clerk