

# DAUPHIN COUNTY CDBG-DR HOUSING REHABILITATION PROGRAM

## Application for Assistance

### GENERAL INFORMATION

**Purpose:** Dauphin County is providing assistance for housing rehabilitation activities to repair existing residential housing damaged by Tropical Storm Lee in an effort to ensure adequate and safe housing for residents affected or displaced by flooding and related disaster impacts.

**Grant funds must be used to bring the property up to standards that would correct any existing deficiencies or hazards and make it a decent, safe and sanitary place to live.** Grant funds cannot be used as a reimbursement for repairs already made or to pay off a debt incurred to finance previous repairs.

The following basic eligibility requirements will apply to this program:

**Participants must;**

1. Be residents of the County of Dauphin
2. Own and Occupy the dwelling to be rehabilitated; and
3. Not owe back taxes on the property to be rehabilitated.

As a condition of receiving a rehabilitation grant, any project funded with money, the owner(s) must agree that if the property is sold within a period of ten (10) years from the date of the completion of the rehabilitation work, the Department of Community & Economic Development will be reimbursed for the amount of the grant according to the following schedule of prorating:

First Year.....	100%	Sixth Year.....	75%
Second Year.....	95%	Seventh Year.....	70%
Third Year.....	90%	Eighth Year.....	65%
Fourth Year.....	85%	Ninth Year.....	60%
Fifth Year.....	80%	Tenth Year.....	55%

In the case of the transfer of the title of the property due to an inheritance, the heirs will be required to reimburse the Department of Community & Economic Development according to the above schedule only if the property is resold subsequent to the inheritance. If the home owner should sell or refinance the property after year ten, they would be responsible to repay 50% of the original CDBG-DR Rehabilitation Grant.

In the event of foreclosure within the initial ten-year period, the Department of Community & Economic Development will accept the net proceeds of the sale as complete satisfaction of these repayment terms.

**Area To Be Served:** The Housing Rehabilitation Grant Program is available County-wide to home owners directly impacted by Tropical Storm Lee

**Eligible Properties:** Mixed use properties, commercial or industrial properties regardless of location are not eligible. Owner-occupied residential properties are eligible.

**Flood Insurance:** Properties located in FEMA defined Special Flood Areas or the 100-Year Floodplain receiving CDBG-DR assistance are required to obtain and maintain flood insurance on the property. Insurance must be maintained for the life of the property with insurance being transferable upon change of ownership. The amount of

flood insurance required must be at least equal to the lesser of (1) the outstanding principal balance of the loan, (2) the maximum amount available under the NFIP, or (3) the total insurable value of the property.

**Maximum Assistance:** Financial assistance to any one eligible shall be determined based on need. In no circumstance will the funds awarded be greater than \$20,000 per applicant. The County will determine the actual amount of the grant based on the application for assistance.

## **Eligible Activities**

In order to be an eligible repair, a condition must be considered to be affecting health, safety, accessibility, energy efficiency, or code violation and must be directly attributable to damage caused by Tropical Storm Lee. In addition, activities that will contribute to future mitigation or safety measures to avert future losses related to natural disasters will be considered for eligibility on a case by case basis. For this program the PA Department of Community and Economic Development's (DCED) Minimum Housing Rehabilitation Standards, the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, the Federal Uniform Accessibility Standards, will be utilized as the guides for this housing rehabilitation program.

It is possible that lead based paint exists in all properties built before 1978. All rehabilitation work on these properties will be undertaken with the assumption of the existence of lead based paint. All deteriorated paint surfaces will need to be stabilized using interim controls in conjunction with lead based paint safe work practices.

## **Ineligible Activities**

Rehabilitation grants may not be used to pay for luxury or purely cosmetic items including but not limited to burglar alarms or systems, drop ceiling, exterior fireplaces or hearths, greenhouses, saunas or hot tubs, pools, tennis courts or other recreational facilities, and television antennae or landscaping.

As mentioned in the Eligible Activities section above, certain activities that will contribute to future mitigation or safety measures to avert future losses related to natural disasters will be considered for eligibility on a case by case basis.

## **PROGRAM PROCEDURES**

### **Initial Inspection**

Once all pre-applications have been prioritized, the applicants will be contacted in the order of their ranking to schedule an initial inspection.

### **Grant Processing**

Upon satisfactory verification of applicant's eligibility including verification of the applicant's income, ownership, residency, payment of taxes and insurance, the Department of Community & Economic Development representative will perform an initial inspection of the property proposed for rehabilitation. In addition, a lead paint risk assessment will be performed to determine any lead paint hazards and a code inspection will be requested to look for any code deficiencies. These inspections will then be used to prepare the work write-up specifying the rehabilitation work to be done and a cost estimate will also be prepared. This cost estimate is used to determine whether the \$20,000.00 maximum grant amount will be sufficient to pay for the proposed improvements. Also, at this time the homeowner reviews and approves the final specifications and a grant is formally awarded.

### **Estimates Exceeding \$20,000**

If the cost estimate of the work needed to bring the dwelling into compliance as required by the applicable housing standards exceed the \$20,000 grant amount the homeowner will be required to provide the additional funds necessary to bring the property up to the applicable standards. If the homeowner is unable to provide the additional

funds necessary to complete the work, the grant will not be awarded. In that event, the next applicant on the list will be considered.

## **Contractor Selection**

The Rehab Specialist will prepare all bidding documents and send them to the contractors requesting bids on the work to be performed.

The contractors are given two (2) weeks to return their bids. During this time, they may visit the homeowner to inspect the dwelling prior to preparing and returning their bids. The bids are opened at a specified time and place in a public bid opening. The Rehab Specialist will review the bids for errors ensuring that the bid documents were properly prepared.

Once bids are reviewed, the contract is awarded to the lowest responsible bidder. The contract is between the homeowner and the contractor. Neither the County of Dauphin nor the Department of Community & Economic Development is a party to this contract. In this respect, the homeowner bears the primary responsibility of assuring that the contract work is performed in a satisfactory manner. The Department of Community & Economic Development inspector, however, will inspect the work to assure contract compliance. A Stipulation Against Liens is filed by the Rehab Specialist on behalf of the homeowner in the Dauphin County Prothonotary's office.

Once all this is accomplished, the contractor shall complete the rehabilitation of the property within (60) days from the date the bid is awarded.

After the contractor commences the work, the Department of Community & Economic Development inspector will make periodic inspections of the work in progress. These inspections ensure that the work is being done according to the Specifications and other contractual requirements.

## **Progress Payments**

Progress payments are made to the contractor, as provided for in the Contract with approval of the homeowner. Funds to cover the contractor's invoices will be drawn down from the County of Dauphin. Such drawdowns normally take approximately three (3) weeks to receive. Upon completion of the work, the contractor submits a notarized affidavit which indicates all financial obligations related to the job have been met. A final inspection is made and, if the job has been done satisfactorily, the final payment is made to the contractor. The contractor must guarantee the work for a period of one year after completion of the rehabilitation work.

## **Contractor's Requirements**

To ensure the participation of professional, qualified contractors, the Department of Community & Economic Development requires that all contractors meet certain eligibility requirements. These requirements include the carrying of liability and contractual insurance to protect the homeowner in the event of bodily injury or property damage. All contractors whose work entails the disturbance of painted surfaces will be required to have undergone an accepted lead based paint training program for themselves and their workers. They will be required to have the ability to undertake such rehabilitation work in conjunction with accepted lead based paint safe work practices. In addition, all participating contractors must carry Workmen's Compensation Insurance. Three (3) letters of reference must be provided to the Department of Community & Economic Development along with a completed Statement of Qualifications.

## **Lead-Based Paint Requirements**

All rehabilitation work on houses built before 1978 will be undertaken with the assumption of the existence of lead based paint. A third party inspection/clearance will be undertaken before the work is bid to identify lead paint hazards that may need to be addressed. All deteriorated paint surfaces will need to be stabilized using interim controls in conjunction with lead based paint safe work practices. Upon completion of any work involving stabilization or disturbance of existing lead based paint, the contractor will need to have the property cleared by a certified risk assessor or a clearance technician.

**PROPERTY OWNER INFORMATION**

\_\_\_\_\_  
Last Name First Name MI

Are you a US Citizen? Yes  No

\_\_\_\_\_  
Date of Birth Service # Social Security # (Immigration/Naturalization)

\_\_\_\_\_  
Best Contact Telephone # Cell # Alternate Telephone #

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Current Mailing Address 1 Current Mailing Address 2 (if applicable, such as PO Box)

\_\_\_\_\_  
City County State Zip Code

**AFFECTED PROPERTY INFORMATION**

\_\_\_\_\_  
Street Address City PA State Zip Code

Number of buildings: \_\_\_\_\_

Type of Disaster: \_\_\_\_\_  
Approximate Date of Incident Year Built

Building Type:  Single Family  Multi-Family  Other \_\_\_\_\_ \*

Is the Disaster-affected Property located in a flood plain?  Yes  No

If yes,  100 yr  500 yr

\_\_\_\_\_  
First Mortgage Holder/Lender

\_\_\_\_\_  
Second Mortgage Holder/Lender (as applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name & Address & Telephone

\_\_\_\_\_  
Name & Address & Telephone

Estimated pay-off amount (principal due plus any interest or other charges) owed on existing mortgage or real estate purchase agreement: \$ \_\_\_\_\_

What repairs do you feel are needed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you started repairs on your Property?  Yes  No

If yes, what date did you start? \_\_\_\_\_

Have you completed repairs on your Property?  Yes  No

If yes, on what date was the work completed? \_\_\_\_\_

**DAMAGE ASSESSMENT AND PRIOR ASSISTANCE**

***Please complete all of the following information for each property combined within this proposal.***

Are you the owner of record of the Disaster-affected Property and were you the property owner prior to the disaster event?  Yes  No

Is any other person listed with you as owner of record?  Yes  No

If so, who? \_\_\_\_\_

Was this Property occupied at the time of the natural disasters of 2011?  Yes  No

Is the Property occupied now?  Yes  No

***Prior Assistance:*** *The Stafford Act directs administrators of federal assistance to ensure that no person, business concern or other entity will receive duplicative assistance. As such, all applicants are required to accurately report all prior financial assistance received for this project. Please complete the following sections and indicate all applicable assistance received or applied for:*

Have you applied for FEMA Assistance?  Yes  No

If yes, FEMA application status?  Submitted  Offered Assistance  Denied \$ \_\_\_\_\_  
Total FEMA amount received or offered

Is an appeal pending with FEMA?  Yes  No

Real estate damage estimate from FEMA? \$ \_\_\_\_\_

Have you applied for a Small Business Administration (SBA) Loan?  Yes  No

If yes, SBA application status?  Submitted  Offered Assistance  Denied \$ \_\_\_\_\_  
Total SBA amount received or offered

Is an appeal pending with SBA?  Yes  No

Real estate damage estimate from SBA? \$ \_\_\_\_\_

Was the disaster-affected property covered by Flood Insurance?  Yes  No

If yes, please provide a copy of your insurance policy demonstrating active coverage at the time of damage

Was the disaster-affected property covered by property owner's insurance?  Yes  No

If yes, please provide a copy of your insurance policy demonstrating active coverage at the time of damage

Amount received/expected from FEMA	\$ _____
Amount received/expected from SBA	\$ _____
Amount received/expected from Flood Insurance Policy proceeds	\$ _____
Amount received/expected from Property Insurance Policy proceeds	\$ _____
Amount received from any other Governmental Assistance	\$ _____
Total Disaster Compensation (sum of above)	\$ _____

**PROJECT ELIGIBILITY**

Does the project occur in Dauphin County  Yes  No

Does the project address a direct or indirect impact caused by Tropical Storm Lee?  Yes  No

If yes, please describe the impact: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does the applicant have evidence of site control?  Yes  No

The following questions will help determine which of the required Nation Objectives your project meets:

1. Low- and moderate income criteria:

Please indicate whether you qualify as a low-moderate income household by checking one box below:

Household Income by Household Size							
1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<input type="checkbox"/> \$41,200 or less	<input type="checkbox"/> \$47,050 or less	<input type="checkbox"/> \$52,950 or less	<input type="checkbox"/> \$58,800 or less	<input type="checkbox"/> \$63,550 or less	<input type="checkbox"/> \$68,250 or less	<input type="checkbox"/> \$72,950 or less	<input type="checkbox"/> \$77,650 or less
<input type="checkbox"/> \$41,201 or more	<input type="checkbox"/> \$47,051 or more	<input type="checkbox"/> \$52,951 or more	<input type="checkbox"/> \$58,801 or more	<input type="checkbox"/> \$63,550 or more	<input type="checkbox"/> \$68,250 or more	<input type="checkbox"/> \$72,950 or more	<input type="checkbox"/> \$77,650 or more

**Note: All applicants checking a box in the upper row must provide proof of income along with this application. Proof of income may include the prior year's W-2 form(s), two consecutive pay stubs, social security statement or equivalent proof of income.**

2. Elimination of slum or blight criteria:

Has the local municipal government officially designated the area as blighted?  Yes  No

3. Urgent need criteria:

Is this funding request limited to addressing issues directly related to impacts from Tropical Storm Lee?

Yes  No

If yes, please describe the main urgency of this activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the project have a need that has not been met through other funding sources?  Yes  No

Is your property proposed for buyout?  Yes  No

**Note: You must be able to answer No to this question to be eligible for Housing Repair/Rehabilitation Assistance**

Assessed Value of Disaster-affected Property: \$ \_\_\_\_\_

*From latest available assessed value, excluding assessed land value, dated prior to the federally declared disaster of 2011.*

Anticipated amount requested for necessary and reasonable repairs or rehabilitation: \$ \_\_\_\_\_

**Certification**

I/We understand that the rehabilitation of the above mentioned property will be undertaken in accordance with the procedures outlined in this application which I/We have received and that I/We qualify for a rehabilitation grant as required and explained herein.

In the event any of the information provided in this application changes prior to the completion of any rehabilitation work, I/We will notify the Community & Economic Development of the County of Dauphin of any such changes.

Any applicant(s) making any misleading or falsified statements may be required to reimburse the Community & Economic Development of the County of Dauphin for any grant received and may be subjected to penalties under Section 1001 and 1012 of Title 18 of the United States Code.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applications for funding can be hand-delivered or mailed to:  
Dauphin County Department of Community & Economic Development  
112 Market Street, 7<sup>th</sup> Floor  
Harrisburg, PA 17101**