

**West Valley City  
Grants Department**

**Emergency Repair Grant Policy &  
Information Packet**

Current Revision: 9/09

## CONTENTS

### **EMERGENCY REPAIR PROGRAM (ERP) POLICY:**

Section I	Program Objectives
Section II	Eligible Activities
Section III	Ineligible Activities
Section IV	Emergency Repair Program (ERP) Applicant
Section V	Limitations of ERP
Section VI	Property and Occupancy
Section VII	Contractors
Section VIII	Federal Requirements
Section IX	File Requirements
Section X	Complaint and Hearing Procedures
Section XI	Policy Modification
Section XII	Monitoring

## **Section I- Program Objectives**

West Valley City has established the Emergency Repair Program (ERP) for low income homeowners within the city limits of West Valley City to correct emergency repairs on their home.

## **Section II- Eligible Activities**

The West Valley City Housing Authority will use funds provided by the Community Development Block Grant (CDBG) and HOME funds.

West Valley City will allow ERP to provide up to \$1,000.00 loan/grant to low income families to correct an emergency condition. Applicants will only be assisted for those repairs urgently required to make a home safe.

In situations where the cost of repair exceeds \$1,000.00, a zero to three (0-3%) percent interest rate rehabilitation loan will be offered to the homeowner (See Rehabilitation Loan policy for rules and procedures).

## **Section III- Ineligible Activities**

ERP funds cannot be used towards any repairs which are not considered eligible repairs under this policy.

## **Section IV- ERP Applicant**

### Target Population

The population served will have an income of less than 50% of the area median income as determined by the Department of Housing and Urban Development (HUD) and adopted by the West Valley City Housing Authority.

### Income Limits

As set by HUD, an approved applicant will have an income of less than 50% median income.

### Application Process

1. All applicants must begin by submitting an application with the West Valley City Housing Authority/Grants. An incomplete application will **not** be accepted.

A complete application will have the following:

- All forms within the application packet must be completely filled out
- All documents listed on the checklist must be turned in such as:
  - property tax statements

- Lot rental statement/current mortgage statement
- Proof of income for the previous 60 days
- Copy of checking and savings account for the last 2 months
- Proof of homeowners insurance
- Last two years Federal Tax returns
- Divorce decree if applicable
- Bankruptcy documents if applicable.

2. The applicant must schedule an appointment with the Grants Technician to review the application.

3. A short and informal interview of general questions regarding ownership and eligibility will be conducted. At the end of the interview, the Grants Technician will further explain the nature of the program and application process.

4. The Grants Technician will submit the application to the loan committee for program denial and/or acceptance. The applicant will be notified within two weeks of submitting the application.

5. Once the application has been notified of program acceptance, the Grants Technician will schedule the property inspection.

6. The inspection of the property will be conducted by a West Valley City Building Inspector and the Grants Technician to determine repairs and be able to select a contractor to complete the work. All items that require repair or replacement and any Uniform Housing Code (UHC) or Housing Quality Standards (HQS) violations will be listed on the Description of Work document.

7. An approved contractor will be sent to perform the work required.

8. Upon completion of the work, the Building Inspector, Grants Technician and homeowner will complete a final inspection of the property. The final inspection must be signed by the homeowner, the Building Inspector and Grants Technician.

9. The contractor will submit an invoice with lien waivers for all labor and materials (including all sub-contractors) for the work to the Housing Authority. Payments will be made to the Contractor within 30 days after signed final inspection.

10. All files with no activity for the last 6 months will be automatically closed. If the applicant is still interested on ERP, he or she must re-apply and submit all required paperwork once again.

### Payment

The loan/grant must be repaid back in full amount, if the applicant sells, changes title, refinances, or moves within six (6) months from completion of work.

## **Section V- Limitations of ERP**

### Availability of Funds

The DPA grant program fiscal year begins July 1<sup>st</sup> of each year. Funds are processed and given on a first come, first serve basis and/or depletion of funds.

### Eligibility Requirement

- The applicant must have owned the home for at least one year prior to requesting assistance.
- The applicant's home must be deficient in at least one Uniform Housing Code (UHC), or must fall below the minimum Housing Quality Standards (HQS).
- Each applicant is eligible to receive ERP assistance once a year from the signed final inspection.
- Homeowner must be current on mortgage, lot payment and taxes.
- The property must be the applicants' primary residence.
- All applicants must meet income guidelines.

### Annual Income

The annual household's income of applicants cannot exceed 50% of the area median income as determined by HUD and adopted by the West Valley City Housing Authority/Grants Division. The annual gross of the applicant's household income shall be determined in accordance with the Code of Regulations 24 CFR 5.609.

- Annual income is defined as the "gross" income of all household members 18 years of age or older received during the last 12-month period.
- Annual income includes, but is not limited to:
  - The full amount before any payroll deductions of wages
  - Salaries
  - Social Security
  - Overtime Pay
  - Commissions
  - Fees
  - Tips
  - Bonuses
  - Other compensation for personal services
  - Net income from the operation of a business or profession
  - Other income

### Eligible Repairs

Emergency eligible repairs include, but are not limited to the following:

- Total loss of heating between October 1<sup>st</sup> to May 15<sup>th</sup>

- Total loss of air conditioning during May 16<sup>th</sup> to September 30<sup>th</sup> (Mobile homes only)
- Burst pipes
- Major water leaks where the leak cannot be contained
- Blocked toilet where it is the only one in the property
- Blocked drain causing waste water to surge in basin, bath, sink or toilet
- Broken water service line
- Leaking roof (limited to area)

## **Section VI- Property and Occupancy**

### Geographic Boundaries

ERP is only to be given for homes located within West Valley City limits.

### Eligible Properties

Eligible properties may be, but are not limited to single family homes, town homes, rental properties, condominiums and/or manufactured homes (mobile homes).

All rental units and properties that share a common space such as, but are not limited to town homes, and or, condominiums must demonstrate and provide evidence that all individuals living in those properties are under the 50% of the median income requirement. In addition, all landlords must demonstrate and provide evidence of the inability to provide the necessary repairs. The owner must also keep the rental unit at an affordable rent not to exceed the Fair Market Rent) as designated by the Fair Market Rent (FMR) guidelines for the Salt Lake City Metropolitan Area for the entire term of the loan in question. The West Valley City Housing Authority will monitor recipient income, tenant income and the rent amounts for the entire term of the loan.

### Inspections

- Housing Quality Standards (HQS) Form HUD-52580
- Lead Based Paint

### Lead Disclosure

The Grants Technician will be responsible for discussing lead based paint issues and providing the applicant with a “Protect Your Family from Lead in Your Home” booklet. The applicant will sign a form verifying they have received and discussed the lead information.

## **Section VII- Contractors**

### Required Documents

All contractors will be required to provide verification of the below listed items and keep all required documents and information current:

- Copy of applicable license (State of Utah only)
- Verification of Workman’s Compensation
- Verification of Public Liability Insurance

### Permits

Contractors are required to obtain all building permits where and when local, state or federal ordinances, laws or regulations require them (even if not specified by the West Valley City Housing Authority in the Work Description or Proposal for Bid Documents).

### Non-bid Projects

West Valley City Housing Authority/Grants department is not required to request any bids from any contractor for any ERP projects. A contractor will be chosen depending on the skill required to complete a specific job and schedule availability.

### Payment

Payment to contractors will be made in the name of the contractor. Contractors are allowed to make two partial draws throughout the period of the contract. The contractor may be eligible to receive up to half of the bid amount prior to completion of the project. The remaining balance will be paid within 30 days after the job is completed and a final inspection has passed.

### Termination of Contractors

Contractors, who consistently fail to meet contract deadlines and/or do not have good working relationships with the homeowner, may be dropped from the approved Contractor List. Contractors with two justifiable complaints filed against him/her will not be allowed to bid on any on any West Valley City Housing Authority work for a period of no less than three years.

The West Valley City Housing Authority has the authority to change and/or update the approved Contractor List at any time.

## **Section VIII- Federal Requirements**

### Lead Disclosure

The Grants Technician will be responsible for discussing lead based paint issues and providing the applicant with a “Protect Your Family from Lead in Your Home” booklet. The applicant will sign a form verifying they have received and discussed the lead information.

### Fair Housing Equal Opportunity

The West Valley City Housing Authority will do all business in accordance with the Equal Opportunity Federal Fair Housing Law (Title III of the Civil Rights Act of 1968, as amended by the Housing and Community Development Act of 1974).

The West Valley City Housing Authority is an equal opportunity provider. The West Valley City Housing Authority also promotes women and minority owned contractors to participate in the ERP Program.

### **Section IX- File Requirements**

The Grants Technician will keep in the files, at minimum, all required documents which verify compliance with policy requirements such as, but not limited to:

- Applicant information
- Copies of proof of income
- Copies of income taxes
- Copy of Homeowner's insurance
- HQS and Lead Based Paint inspections
- Application interviews
- Home Rehabilitation Proposal & Bid
- Bid sheets
- Contractor's receipts
- Certificate of Final Inspection
- Progress notes

The period of record retention for ERP is five years from signed Final Inspection.

### **Section X- Complaint and Mediation Procedures**

All decisions of the West Valley City Housing Authority are subject to an appeal by any of the parties involved. Owners, applicants, and participants will be informed of their right to appeal any and all decisions made by the West Valley City Housing Authority, the West Valley City Housing Authority Loan Committee, or any other agents of the West Valley City Housing Authority. Appeals will first be heard in an informal conference with the West Valley City Housing Authority Administrator and other parties involved.

### **Section XI- Policy Modifications**

West Valley City shall have the authority to make modifications to this policy as necessary for the continued implementation of the ERP program, including but not limited to: 1) policy revisions necessary to do a change in the design of the ERP program; and 2) policy changes necessary due to the revisions in the rules and regulations of the HOME and CDBG monies as administered by the U.S. Department of Housing and Urban Development.

### **Section XII- Monitoring**

The Grant Technician will check the ERP files for six months to monitor continued home ownership compliance after work completion date.