

**INDIAN RIVER COUNTY
LOCAL HOUSING ASSISTANCE PROGRAM**

SHIP PROGRAM

**MINIMUM STANDARDS FOR REHABILITATION
OF RESIDENTIAL PROPERTIES**



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INTRODUCTION

This document identifies the minimum standards applicable to rehabilitation work funded through the Indian River County Local Housing Assistance Program (STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) PROGRAM).

GENERAL PROVISIONS

1. A homeowner (The applicant) will submit a completed Local Housing Assistance Program (LHAP) application to the county. The application must include a list of the rehabilitation work that the applicant wants to be done.
2. The county will verify the applicant's income, asset, and credit information. If the applicant meets the Local Housing Assistance Program requirements, the county will issue a conditional award letter and select a housing inspector.
3. For major rehabilitation projects, the housing inspector shall call the applicant and schedule an inspection.
4. For major rehabilitation projects, the housing inspector will meet with the homeowner on site. The housing inspector will make a determination if the house is structurally sound, if it can be rehabilitated, and what needs to be done. The housing inspector then will prepare the work write-up specifications after the house inspection.
5. The work write-up and bid package prepared by the housing inspector will constitute the basis for each job and will detail the material standards, and the application methods for the rehabilitation work.
6. At least two itemized/detailed contractor proposals/estimates from two licensed contractors to undertake the needed rehabilitation work identified in the work write-up must be submitted to the county. All contractors must have the local and state licenses necessary to do the proposed work; have adequate insurance coverage; and have a track record, which demonstrates the financial capacity, and experience necessary to successfully undertake and complete projects.
7. SHIP staff in coordination with the owner will schedule a walk-through for all contractors that want to attend the walk-through and submit a bid.
8. The SHIP staff will e-mail the housing inspector's work write-up to all general, building, or residential contractors who signed up to work with the SHIP program, and will also provide a copy of the work write-up to the homeowner.
9. On the day of the scheduled contractor's walk-through for major rehabs, contractors will meet at the homeowner's (applicant) home. All contractors wishing to bid on a project must sign in at the project site.

Only general contractors, certified building contractors or their authorized representative(s), may participate in the walk-through. Interested contractors may contact the homeowner at a later date to set a time for contractor and his sub-contractors to inspect the house for preparing the bid.

The contractors should not contact the homeowner prior to the walk-through time. After the walk-through, contractors may schedule meeting(s) with the homeowner to provide him or her with samples, provide pictures of previous jobs, provide list of references, and to discuss other work details. Owner/applicant and contractor must discuss and agree on all items related to the bid estimate, including color and type of materials to be used.

Contractors are prohibited from offering any additional work or favors outside the work write-up proposed by the housing inspector. Any additional needed work must be done only through the county's approved change order process.

The contractor and homeowner must meet and decide about materials and colors to be used. Contractor must provide at least 3 samples for the homeowner to choose from.

- 10 The contractor proposal/estimate shall include all labor, materials, equipment, permits, drawings, if any, and services necessary for the proper completion of the rehabilitation of the property identified in the work write-up. General contractors and certified building contractors submitting bids are responsible for any bids submitted by sub-contractors. Sub-contractors shall visit the site and provide bids accordingly. **All bids must be completed in ink, placed in a sealed envelope, and submitted to the LHAP office prior to the date and time identified in the bid package. A contractor cannot have more than 3 open SHIP jobs. This does not exclude a contractor from attending a scheduled contractor walk-through and submitting a bid if at least one of the jobs could be finalized prior to the start of a new job or if it is determined by the SHIP Administrator that it is in the best interest of the applicant and the county to allow a contractor with up to 5 jobs if the contractor has the capacity to work on all these jobs.**
11. Quantities and locations (such as two windows in the master bedroom at the north side of the house) will be indicated in the contractor's proposal/estimate. The contractor shall be responsible for attending the walk-through and inspecting the property identified in the work write-up and providing a written proposal on forms provided by the county. The contractor must complete all necessary paperwork identified by the county.
- 12 All submitted proposals will be opened publicly at a time certain. The local housing assistance plan staff will review the contractor proposals and determines if the proposals are acceptable. The applicant will choose the contractor from those that submitted acceptable proposals to undertake the work.

The homeowner, or Indian River County on behalf of the homeowner, reserves the right to request any additional information and data necessary to complete the review of a prospective contractor's bid, and may reject any bid package submitted by a contractor.

- 13 The contractor must sign the county bid estimate form, which serves as a contract for performing the identified rehabilitation work. All drawings and other similar documents must be attached and be part of the bid estimate. The contractor shall not commence any work until a written Notice to Proceed order is issued by the county. **The contract is between the homeowner and the selected contractor. The county is not party to this contract.**
- 14 The county will review the applicant's loan request and forward the completed application to the county loan review committee for approval. After approval of the loan the county will prepare the mortgage document and promissory note, and will coordinate with the applicant to execute the documents.
- 15 Upon execution of the county's mortgage document and promissory note, the county will issue a Notice to Proceed order.
- 16 The Notice to Proceed will be mailed to the contractor who must submit for necessary permits from the appropriate local government for all rehabilitation work **within 10 working days**. All rehabilitation work must be completed within the time frame indicated in the Notice to Proceed.
- 17 All requests for extensions of time to complete a minor rehabilitation contract must be submitted in writing to the county with a change order. Any such request must be submitted immediately upon the occurrence of circumstances necessitating the extension. The county will review all written requests for extensions of time. The local housing assistance program staff will review and approve extension requests if warranted.

If the contractor is delayed at any time in the progress of the work by any act or neglect of the owner, or by changes in the work, or by strikes, lockouts, fire, unusually adverse weather conditions not reasonably anticipated, unavoidable casualties, or by any cause which the county shall decide justifies the delay, then the time of completion may be extended for such reasonable time as the county may decide.
- 18 No variation from an approved major rehabilitation contractor proposal, regardless of whether or not any cost is involved, shall be made without a duly approved change order. The change order will be prepared by the contractor and approved by the housing inspector. The contractor, the housing inspector, the county local housing assistance program staff and the owner must sign the change order. Any extra work done without an approved change order shall be considered unauthorized work done at the expense of the contractor.
- 19 No substitutions for any item listed in the contractor's proposal will be accepted unless approved in writing by the housing inspector and/or the local housing assistance program staff through the county's approved change order process.
20. The contractor will not be paid for any work deviating from specifications identified on the contractor's proposal unless approved by a change order that is signed by the property owner, contractor, the housing inspector, and the local housing assistance program staff.

21. The contractor shall be held responsible for the completion of all work in accordance with the approved drawings, work write-up, and specifications. The contractor is to furnish all labor and materials to complete the job, whether or not each and every item is specifically mentioned in the work write-up.
22. All materials furnished shall be new and without any damage or breakage. If usually packaged, materials shall be brought to the job in original unbroken containers.
23. Brand names mentioned together with phrase "or equal" (such as 3 ton, 13 SEER, Rheem air conditioner or equal) indicate that another make of equal quality and suitability may be used. THE COUNTY SHIP INSPECTOR WITH THE APPROVAL OF THE COUNTY HOUSING ASSISTANCE PROGRAM STAFF RESERVES THE SOLE RIGHT TO DECIDE QUALITY OF MATERIALS.
24. Materials not specified, but required, shall be the best adapted to the purpose.
25. Installation of all materials or products shall be in accordance with the manufacturers' directions and specifications.

All work shall be performed in accordance with the *Florida Existing Building Code*, and *Florida Building Code*.

The provisions of the *Florida Existing Building Code*, shall apply to the repair, alteration, change of occupancy, addition, and relocation of existing buildings. A building or portion of a building that has not been previously occupied or used for its intended purpose shall comply with the provisions of the *Florida Building Code* for new construction. Repairs, alterations, change of occupancy, existing building to which additions are made, historic buildings, and relocated buildings complying with the provisions of the *Florida Building Code, Building*; the *Florida Building Code, Plumbing*; the *Florida Building Code, Mechanical*; the *Florida Building Code, Fuel and Gas*, the *Florida Building Code, Residential*; and the *Florida Fire Prevention Code* as applicable shall be considered in compliance with the provisions of this code.

All items covered by the contractor's proposal/estimate shall meet all applicable codes and ordinances of Indian River County or appropriate municipality.

26. Workmanship shall be done in accordance with standards of all trades involved in the rehabilitation work.

ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE STANDARDS OF ALL TRADES, AND THIS WORK IS TO BE DONE IN A WORKMAN-LIKE MANNER. NO WORK WILL BE ACCEPTED THAT DOES NOT CONFORM TO ACCEPTABLE WORKMANSHIP STANDARDS.

27. Any surfaces damaged by the contractor resulting from his work shall be repaired and finished to match existing at no additional cost to the owner.

28. The contractor shall comply with all Federal, State, Indian River County, and, if applicable, municipal laws and regulations. In case of conflict, the most stringent requirements shall apply.
29. Upon completion of the work, the job will be inspected by the appropriate jurisdiction's building inspector and the housing inspector.
30. After completion of the work, the contractor shall provide the county with invoices, a copy of the final inspection approvals, and notarized release of lien from sub-contractor, a notarized contractor's final affidavits stating that the contractor has completed all work under the contract, and all individuals, firms or corporations furnishing material, labor or services under the contract have been paid.
31. The county will obtain a satisfaction letter from the owner.
32. **Within 10 working days** of receipt of the contractor's invoice and all other documents identified under item 30 above, the county will process the invoice for payment to contractor.

OTHER PROVISIONS

A. Inspections

All electrical, plumbing, mechanical, or structural inspections required under the respective permits must be made by the proper building inspectors of the local government that issued the permit. For inspections, all improvements must be uncovered and in plain view; the contractor must be responsible for contacting the appropriate inspection division to approve rough-ins, electrical, mechanical, and plumbing.

B. Dispute Resolution Procedures

The housing inspector will monitor the project under construction. The housing inspector and or SHIP staff is also the mediator in the event of disputes. The property owner and contractor will be made aware of job requirements during the walk-through process. The housing inspector will detail each party's responsibilities; the work write-up will explain the work to be done; the contractor's proposal/estimate will indicate what materials are to be used and how the work is to be performed. When a dispute occurs, the parties are reminded of their roles and responsibilities. Reference to the work write-up and/or contractor's proposal is made to determine who is at fault. If an item in question is unclear, it is the responsibility of the housing inspector to interpret the write-up and make a decision. If the parties involved do not agree, the dispute will go up the chain of command. The chain of command in this instance would be the housing inspector, the Community Development Director, and the Loan Review Committee.

C. Contractor Disciplinary Procedures

Permanent Suspension is an action taken that immediately and permanently excludes a contractor from participating in the county's affordable housing programs. Actions that may cause immediate suspension from the SHIP program are the following:

1. Bidding irregularities, bid fixing in conjunction with other contractors
2. Withdrawal of bids that have been accepted and signed by the owner
3. Not obtaining required permits or not obtaining final inspection approvals
4. Not using new materials and/or using any damaged or broken materials
5. Charging for materials that were not used or for work that was not performed
6. Utilizing unlicensed sub-contractors to perform the job
7. Not finishing a job after it is started
8. Not performing works in a workmanlike manner (such as, but not limited to, work that does not meet each trade's standard, not protecting homes under rehabilitation from weather or vandalism, drinking by an employee on the job site, others)

Temporary Suspension is an action taken that immediately excludes a contractor from participating in the county's affordable housing programs for a temporary period. Minor infractions that may cause temporary suspension from the SHIP program are the following:

"Minor infractions" such as the following are causes for an automatic penalty of suspension from the program for 90 days and, if repeated, such actions will result in permanent suspension from the program:

1. Slow progress or work stoppage
2. Lack of supervision at the job site
3. Failure of the contractor to respond to "call backs" during the warranty period
4. "Shortcutting" and using alternatives from the specifications
5. Conflict or arguments with the property owner
9. Performing other work outside of the approved contract without appropriate change orders
10. Performing work outside of contractor's trade or specialty

D. Appeal and Hearing Procedures

A contractor (participant) including any affiliate may, **within thirty (30) days** of receipt of a notice of suspension, or notice of limited denial of participation, request in writing a hearing on the action taken by the county. The Community Development Director and then, if needed, the Loan Review Committee will hear the appeal.

E. Payment to Contractor

Funds for rehabilitation work will be paid by mail directly or made available for pick up to the contractor **within 10 working days** of submitting correct invoices, final passing inspection results, release of all liens, and final affidavits. The funds for rehabilitation loans of up to \$5,000.00 shall be delivered upon completion of all rehabilitation work and a satisfactory final inspection by the corresponding jurisdictional Building Department and the housing inspector that all required rehabilitation activities for the eligible housing unit

have been completed. Funds for rehabilitation loans of more than \$5,000.00 may be delivered in individual draws, not to exceed five draws total, based upon the completion of individual components of the rehabilitation work and inspection by the corresponding jurisdictional Building Department and the housing inspector. Each partial draw including the final draw of funds shall not be less than \$5,000.00 and it shall be delivered upon completion of all rehabilitation work and a satisfactory final inspection by the corresponding jurisdictional Building Department and the housing inspector that all required rehabilitation activities for the eligible housing unit are completed. **No SHIP funds will be paid for any rehabilitation work completed prior to a Notice to Proceed. No SHIP funds will be paid for any rehabilitation work completed without a building permit having been obtained and passing the final inspection, or work performed outside of the accepted and signed contractor's bid without an accepted and signed change order.**

For all jobs more than \$2,500, a Notice of Commencement must be turned into the Indian River County Building Department and posted on the site. For all rehabilitation work, the contractor must sign a contractor's final affidavit indicating that all work under the contract was completed and all individuals, firms, or corporations furnishing material, labor, or services under the contract were paid.

F. Eligible Rehabilitation Work and Rehabilitation Work Not Allowed

Eligible rehabilitation work for which SHIP funds may be used includes any of the following:

Allowed Rehabilitation Work:

1. Roof (shingle or 5V metal), including replacement of all rotten wood
2. Plumbing work as needed
3. Electrical work as needed
4. Heating and air conditioning, including insulation and ceiling fans
5. Replacement of doors, garage doors, and windows, if in poor condition
6. Replacement of kitchen cabinets and countertops, if in poor condition with plastic laminate type
7. Patching or replacement of dry wall as needed
8. Painting, only as part of larger rehabilitation work
9. Replacement of rotted siding
10. Replacement of bathroom tubs, lavatories, and sinks, as needed to bring the units to a safe and sanitary standard
11. Replacement of kitchen sinks as needed
12. Pressure wash, only to prepare for any allowed painting or repair
13. Driveway/culvert (only if no driveway exists)
14. Repairs to make a house accessible for a disabled member of a household
15. Repair or replacement of septic tank, lift station, drain field or private well as required by the public health department
16. Termite repairs and treatment
17. Installation of Aluminum storm window shutters
18. Installation of gutters

19. Hurricane Mitigation work activities
20. Replacement of water heater as needed (including solar panels for a water heater)
21. Other repairs as required by the Building Department to bring the house up to current minimum housing code
22. Replacement of stairs as needed
23. Application of green building standards to increase the energy efficiency of the unit
24. Repair of permitted porch to make it safe

25. Replacement of range hood if existing one is not working; installation if none existing
26. Repair or replacement of existing smoke alarm and/or carbon monoxide alarm; installation if none existing
27. Plastic screen, metal screen, or metal mesh for soffit vents
28. Other needed rehabilitation work approved by the SHIP administrator
29. Replacement of flooring with the same existing flooring type (tile floor in a wet area such as kitchen and bathrooms only)
30. Mold and mildew remediation that is not covered by the homeowner's insurance
31. Payment of an applicant's homeowners insurance deductible in conjunction with a SHIP rehabilitation job when an applicant can get insurance funds for some of the needed work and it is determined by the SHIP administrator that it is in the best interest of the SHIP program and the applicant to pay for the insurance deductible

Rehabilitation Work Not Allowed Includes any of the Following:

1. Appliances
2. Wood flooring
3. Sauna or Hot Tub
4. Tile floor or wall (except in wet areas such as kitchen and bathrooms)
5. Patio and porch addition
6. Painting which is not part of larger rehabilitation work
7. Building a garage or any house addition
8. Landscaping, sodding, and similar work
9. Any kind of cosmetic work
10. Swimming pool and similar facilities
11. Tile or slate roofing
12. Hardi plank siding unless replacing existing portions
13. Fence

GENERAL SPECIFICATIONS

1. Electrical

All electrical panels, wiring, fixtures and equipment shall be installed consistent with the requirements of the NATIONAL ELECTRICAL CODE and approval of the appropriate Building Official.

All habitable rooms and other appropriate spaces requiring electrical service shall be provided with a system of wiring devices and equipment to safely supply electrical energy

to properly accommodate illumination, appliances, residential security, and other electrical equipment. Existing electrical wiring and electrical equipment shall not be a potential source of electrical hazard. Every dwelling shall be wired for electric lights and convenience receptacles. Every habitable room shall contain at least two (2) separate floor or wall type electrical convenience outlets; and every kitchen, bathroom, laundry room, furnace room, corridor, hallway and each porch shall contain at least one (1) ceiling or wall type of electric light fixture which can be controlled by a wall switch. All receptacles in bathrooms, exterior outlets, garage outlets, and receptacles within six (6) feet of a kitchen sink shall be GFI protected.

It shall be the contractor's responsibility to determine any additional wiring needed to complete the job and conform to the NATIONAL ELECTRICAL CODE, and incorporate any such costs in his bid.

2. **Heating**

All heating systems shall be adequate to heat all rooms to a temperature of 70 degrees Fahrenheit, three (3) feet above the floor when the outside temperature is 20 degrees Fahrenheit. Insulation should be adequate to maintain the warm air within the structure.

3. **Plumbing**

Plumbing fixtures, equipment and material shall comply with and be installed in accordance with the current applicable plumbing code.

All tubs, sinks, lavatories, water heaters, and/or water closets, when provided new, shall be installed to the nearest fitting below floor level with types of pipe allowed by the code. All new chrome trim and fittings shall include: faucets, traps, supply and return pipes, stops, diverter valve, lead and brass stubs, water closet in and out parts. When showerheads or supply lines are called for, they shall be accompanied by separate shut-off valves and (whenever necessary) a shower rod.

Plumbing fixtures, which exist and are to remain, shall be placed in good working order. Missing or defective parts shall be replaced. Fixtures shall be left in clean sanitary condition. Fittings shall be equipped with shut-off valves.

The plumbing system, including sewers, shall operate free of fouling and clogging and not have cross connections which permit contamination of water supply or back siphonage between fixtures. Waste lines shall be tied-in to an approved system.

4. **Septic System**

Septic systems shall operate free of fouling and clogging and not have cross connections to permit contamination of water supply or back siphonage between fixtures. Waste lines shall be tied-in to an approved system and shall meet all requirements of the Indian River County Health Department. It is the Contractor's sole responsibility to obtain the necessary

permits for any repairs, replacements, or abandonment of existing or new septic systems and to obtain the final inspections prior to any request for payment. If connecting to a central sanitary system, the existing septic tank must be properly abandoned by pumping it out, filling it with sand, and crushing the tank.

5. **Structural**

Repairs to Foundation and Main Force Resisting System

- Foundation repairs
- Girders, floor joist and floor sheathing
- Exterior bearing wall and interior bearing wall with anchoring and strapping schedule
- Siding and subsiding with nail schedule
- Beams, girders, and roof framing with strapping schedule. Roof sheathing with nail schedule
- Components and cladding (i.e.) doors, windows and shutters

All repairs to the structure and the replacement of component and cladding must be performed consistent with the Florida Building Code; the Florida Existing Building Code; Florida Building Code, Plumbing; the Florida Building Code, Mechanical; Florida Building Code, Fuel Gas; Florida Building Code, Residential; and the Florida Fire Prevention Code.

Caulking: Exterior joints around windows and door frames; openings between wall panels; openings at penetrations of utility services through walls, floors and roofs; and all other such openings in the building envelope shall be caulked, gasketed, weather stripped or otherwise sealed in an approved manner. Caulking material used shall be the proper material as recommended and installed in accordance with the manufacturer's instructions.

6. **Pest Extermination**

Where infestation of termites, carpenter ants, bores, or powder beetles are found, such infestation shall be eliminated by treatment in accordance with the requirements of the State of Florida Pest Control Commission. Any damage shall be repaired.

A certification by the exterminator shall be provided to the county designated inspector and shall state the following: the property is clear of all vermin infestation; should infestation occur within one (1) year from the date of treatment, the premises shall be re-treated at no cost to the owner.

The chemicals used shall be those that will cause the least inconvenience to the owner.

Any damage to the structure, interior or exterior, or to the property (plants, etc.) caused by the termite treatment **SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR.**

7. **Roof**

When replacing an existing roof, the old roof cover must be removed and discarded. All rotted wood must be replaced. The new roof including roof sheathing shall meet all current building code requirements, have a limited warranty for at least 20 years, and be fungi resistant.

8. **Air Conditioning**

All air conditioning systems shall be adequate to cool all rooms to a temperature of 75 degrees Fahrenheit, three (3) feet above the floor when the outside temperature is 95 degrees Fahrenheit. The air conditioning system must have a seer rating of 13 or higher. Insulation must be adequate to maintain the cold air within the structure and utilize rebate advantages from FPL.

9. **Others**

All work shall be performed according to appropriate trade's standards and the appropriate jurisdiction's building code requirements.

Major Rehabilitation Loan Flow Chart

(Alterations/repairs as defined in the FL Building Code Chapter 3, Section 304, and Section 305, Levels 1, 2 and 3)

Local Housing Assistance Program (LHAP)

Applicant submits a completed LHAP application to the county.
(application must include a list of repair work to be done)



If applicant is eligible, the county sends an eligibility letter to the applicant and will schedule an inspection with the housing inspector.



The housing inspector will inspect the house and make a determination if the house is structurally sound and if it can be rehabilitated. If so, the housing inspector, within 14 days, prepares the work write-up specifications and cost estimates.



The county will send a copy of the prepared work write-up and referral list of licensed contractors, who signed up to work with the SHIP program, to the applicant with the date and time of walk-through (staff will also e-mail the date and time of the walk-through and the work write-up to all contractors on the county's SHIP contractor referral list).



Applicant should contact a sufficient number of licensed contractors to be able to receive at least two comparable bids and inform them of the date and time of the walk-through (applicant does not have to use only the contractors on the referral list).



The housing inspector conducts a scheduled walk-through with contractors and applicant, and provides a bid package including bid numbers, and the date and time when the bids are to be received by the county. (The contractor must request in writing any questions/concerns prior to 7 days of the scheduled walk through date).



The contractor submits the bid in a sealed envelope with the applicant's name and bid number noted on the outside of the envelope to the local housing assistance program county office by the designated time.



Two county staff employees will publicly open the bids at a time certain. Local housing assistance program staff will review the contractors' proposals.



If the proposals are acceptable (contractor must be currently licensed and insured and the bid cannot exceed 110% of the county's housing inspectors estimate), the applicant will select and sign the bid(s).



The county's LRC reviews and approves the loan.



The county prepares the mortgage, note and notice of commencement (if required) and closes the loan.



The county will send a 'Notice to Proceed' and a copy of the notice of commencement to the contractor(s).



The contractor must pull the permit within 10 working days (or notify SHIP office) and complete the job per the proposal within 90 days of issuance of the building permit.



A building inspector from the appropriate jurisdiction's building department must inspect completed work.



Inspection finalized (county inspector approves the job and owner satisfaction letter is obtained).



Contractor sends invoice and fully executed "Contractor's Final Affidavit" to the county.



The county pays the invoice.

Minor Rehabilitation Loan Flow Chart
(Alterations/repairs as defined in the FL Building Code, Chapter 3, Section 302, and 303, Level 1, or rehabilitation work in conjunction with a Down Payment/Closing Cost Loan)
Local Housing Assistance Program (LHAP)

Applicant submits a completed LHAP application to the county.
(This must include a list of repair work that needs to be done)



If the applicant is eligible, the county will send an eligibility letter and a referral list of contractors to the applicant.



The applicant within 6 weeks will obtain two itemized/detailed proposals from two licensed contractors to undertake the needed rehabilitation work.



The local housing assistance program staff review the contractors' proposals



If the proposals are acceptable, the applicant will sign the selected bid(s).



The county's LRC reviews and approves the loan.



The county prepares the mortgage, note and notice of commencement (if required) and closes the loan.



The county will send a 'Notice to Proceed' to the contractor(s).



The contractor pulls permits within 10 working days of the Notice to Proceed and completes the job within 30 days of the issued permit.



A building inspector from the appropriate jurisdiction's building department will inspect the completed work.



Inspection finalized (county building inspector approves the job and owner satisfaction letter is obtained).



Contractor sends an invoice and fully executed "Contractor's Final Affidavit" to the county.



The county pays the invoice.