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The State Housing Fund

# Application for Owner-Occupied Housing Rehabilitation Programs

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Arizona  
Department  
of Housing

1110 West Washington Street, Suite 310, Phoenix, Arizona 85007

Telephone (602) 771-1000 Facsimile (602) 771-1002 TTY (602) 771-1001

[www.azhousing.gov](http://www.azhousing.gov)

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**The State Housing Fund (Home and Housing Trust Fund) is a program of the Arizona Department of Housing (the "Department"). For more information contact (602) 771-1000.**

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Title II of the Americans with Disabilities Act prohibits discrimination on the basis of disability in the programs of a public agency. Individuals with disabilities who need the information contained in this publication in an alternate format may contact the Department at (602) 771-1000 or our TTY number, (602) 771-1001 to make their needs known. Requests should be made as soon as possible to allow sufficient time to arrange for the accommodation.



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## APPLICATION INSTRUCTIONS

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### **The State Housing Program Summary and Application Guide**

Because understanding the State's Housing Program policies is key to completing a successful application, applicants must read the *SHF Program Summary and Application Guide*. The Summary and Application Guide is intended to serve as a tool for applicants applying for funding and contains the information necessary to evaluate whether a proposed project can meet all aspects of the State Housing Fund programs.

### **Submission Deadlines**

Submission deadlines will be provided in the Notice of Funding Availability (NOFA).

**Applications are due (must be in the possession of the Department) no later than 4:00 p.m. on the deadline dates noted in the NOFA.** Applications must be mailed or hand delivered to:

**Attn: State Housing Fund  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, Arizona 85007**

### **Funding Decisions**

The Department will make every effort to make its funding decisions within 60 days, depending on the number and complexity of the applications received.

### **Two (2) copies of the completed application (original & 1 copy)**

Applicants must complete their application packages as described under Application Format, completing all required sections and required supporting documentation, submitting one original and one copy. Incomplete applications, application packages missing documentation or application packages not filed in the quantity indicated will not be accepted for review. This application package and any subsequent revisions or clarifications, if approved for funding, will become part of the agreement with the Department.

### **Application Format**

Applications *must be typewritten or computer generated*. **Applicants are not to revise the formatting of these forms in any way.** A copy of this application is available by US Mail, on diskette, by e-mail, or at the Department's website: [www.azhousing.gov](http://www.azhousing.gov).

### **Application material must be:**

- **8 ½ x 11 format**
- **single-sided**
- **inserted in a 3 ring binder**
- **indexed and tabbed to correspond with the application checklist**

In instances where the tab documentation is not applicable to a project, the tab must still be included and a single sheet indicating "N/A" should be included in the designated space with an explanation of why the information is not applicable. The tabulation format should not be altered in any way.

**1. APPLICATION CHECKLIST AND INDEX – OWNER-OCCUPIED HOUSING REHABILITATION**

TAB	Attachment	✓	DESCRIPTION
		<input type="checkbox"/>	Cover Letter
		<input type="checkbox"/>	Checklist/Index (Table of Contents)
		<input type="checkbox"/>	Application Forms
A	✓	<input type="checkbox"/>	Applicant Eligibility.
B		<input type="checkbox"/>	Project Description
C		<input type="checkbox"/>	Organizational Capacity
D		<input type="checkbox"/>	Leverage Funding
E		<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>• Owner-occupied Housing Rehabilitation Program Policies</li> <li>• Copy of the Governing Body Resolution or Motion to adopt the Program Policies.</li> </ul>
		<input checked="" type="checkbox"/>	
F		<input type="checkbox"/>	Loan Instruments
G		<input type="checkbox"/>	Market Demand and Program Readiness
H		<input type="checkbox"/>	Community Revitalization
I	✓	<input type="checkbox"/>	Environmental Review
J	✓	<input type="checkbox"/>	State Housing Fund Self Score Sheet

**Instructions for completion of Application Tabs can be found at section 5 of this Application form.**

2. GENERAL APPLICANT AND PROJECT/PROGRAM INFORMATION

2.1. Applicant Information

**Applicant:** Gila County Community Services Division - Housing Services

**Contact Name:** Malissa Buzan

**Contact Title:** Housing Services Manager

**Mailing Address:** 5515 S. Apache Avenue, Suite 200

**Street Address** 5515 S. Apache Avenue, Suite 200  
*(if different from mailing)*

**City/State/Zip** Globe, Arizona 85501

**Telephone** (928) 425-7631 **Facsimile** (928) 428-9468

**E-mail Address** mbuzan@co.gila.az.us

**Legal Status of Applicant:**

- |  |  |
|--|--|
| <input type="checkbox"/> State-Certified CHDO            | <b>*Private development agencies</b>               |
| <input type="checkbox"/> *Non-Profit ( <i>non-CHDO</i> ) | <input type="checkbox"/> General Partnership       |
| <input checked="" type="checkbox"/> Local Government     | <input type="checkbox"/> Limited Partnership       |
| <input type="checkbox"/> Tribal government               | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Council of Government           | <input type="checkbox"/> Corporation               |
| <input type="checkbox"/> Public Housing Authority        | <input type="checkbox"/> Individual                |
| <input type="checkbox"/> State Agency                    |  |

Federal Tax ID # 86-6000444  
Central Contractor Registry # 5LWX2

DUNS # 02407139

**\*Required materials: Attach articles of incorporation, by-laws, partnership agreement or other relevant entity organizational information, determination letter and Certification of Good Standing from the Arizona Corporation Commission. Non-profits must also submit a copy of a recent IRS nonprofit designation letter in Tab A.**

**An Applicant must be an existing legal entity authorized to conduct business in Arizona. Prior to making application, both governmental, and non-profit applicants must adopt a resolution of their governing board authorizing the submission of an application and acceptance of the entity's Owner Occupied Housing Rehabilitation or Emergency Repair Program Guidelines.**

**2.2. Location of Project**

State and Federal Legislative Congressional Districts: *Complete district number and name of Representative*

Federal	Congressional Rep: Paul A. Gosar	District #: 1
State:	Senator: Michele Reagan Representative: John Kavanagh	District #: 8

**Project**

Name: Gila County Owner Occupied Housing Rehab/Emergency Repair

Address: 5515 S. Apache Avenue, Ste 200

City/Town: Globe County: Arizona Zip: 85501

**Project Description:** Describe the project in detail using Attachment B at Tab B.

**2.3. Amount of State Housing Funds Requested**

Use of Funds	Grant/Loan
Owner-occupied Housing Rehabilitation (project specific funding)	\$ 400,000.00
General Administrative Funds (up to an additional 10% of line 1 above)	\$ 40,000.00

**2.4. Type of funding applicant is willing to accept (check all that apply):**

Check all types of funding you are willing to accept, if funded.

Federal Funds  State Funds

**2.5. Type(s) of Property**

Check all that apply:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Single-family detached        | <input type="checkbox"/> Condominium Units               |
| <input type="checkbox"/> Single-family attached, incl. Townhouses | <input checked="" type="checkbox"/> Manufactured Housing |

**2.6. Relocation Information:**

Yes  No  Maybe

Will this Program involve temporary relocation of homeowners?  
*If yes or maybe, costs must be reflected in the Program Budget at 3.1.2.*

**2.7. Proposed Beneficiaries**

↪ Competitive Scoring: Very-low income targeting.

Targeted Populations by Income Level	Total Number of Units in Program	% of Units in Program	Number of State-assisted Units in the Program	% of State-assisted Units
Households at or below 50% of AMI	2	25.00%	2	25.00%
Households at or below 60% of AMI	4	50.00%	4	50.00%
Households at or below 80% of AMI	2	25.00%	2	25.00%
Other: Hshlds at or below 30% of AMI	0	0.00%	0	0.00%
<b>Total Number of Units in Program:</b>	<b>8</b>	100%	<b>8</b>	100%

**2.8. Priority Population Set-Asides**

Complete only if the Program will specifically set-aside units for a priority population. Set-asides will be enforced through contract provisions. For a definition of qualifying populations, see description of priority populations under *Definitions*, in the *Program Summary and Application Guide*.

↪ Competitive Scoring: Special Needs Populations targeting.

Priority Population	No. of Units	% of Units
Elderly (62 years of age and older)	2	25.00%
Physically disabled persons ( <i>design elements must be accommodating</i> )	2	25.00%
Other Priority Population: <u>Families with children under age 18 years.</u>	4	50.00%
Special needs populations identified in <i>Definitions in Program Summary and Application Guide</i>		0.00%
Other special needs groups ( <i>must be pre-approved by the State</i> )		0.00%
<b>UNITS NOT SET ASIDE FOR PRIORITY POPULATIONS</b>		0.00%
<b>Total Number of SHF Assisted Units in Program:</b>	<b>8</b>	100%

**2.9. Type of Assistance to Households:**

Program design includes (Check all that apply. This should be reflected in your Program Policy):

- Deferred, forgivable loans
- Repayable loans

**2.10. Amount of Funds Invested Per Unit**

**Maximum amount of total** subsidy funding (State funds and any other public funding available. See Appendix E of the Program Summary and Application Guide; you can go lower but NOT higher) to be invested in any one unit: \$ 66,000.00

**Maximum amount of State Housing Funds** to be invested in any one unit: \$ 50,000.00

**2.11. Method to Determine "After Rehab Value"**

Describe how the after rehabilitation value of assisted units will be determined and documented to ensure that units do not exceed maximum property values (95% of the FHA 203(b) insuring limits)

The "After Rehabilitation Value" of assisted units will be determined by adding the estimated amount of SHF funds to be provided at the unit, to the current appraised value of the unit.

**2.12. Recapture Period**

If the program will include recapture provisions, please indicate required terms, including recapture period (i.e., repayable if property sold within 5 years of investment, etc.)

The recapture period for SHF assisted units shall be: Under \$15,000 = 5 years; \$15,000 to \$40,000 = 10 years; over \$40,000 = 15 years.

**2.13. Form of Ownership to be Assisted**

(i.e. fee simple, 99 year leasehold, 50 year leasehold for tribal land)

We will obtain a Property Deed or Fee Simple Title for each SHF Assisted Unit

**2.14. Property Standards**

Properties will meet the state's rehabilitation standards, International Energy Conservation Code or better, Energy Star, Arizona Governor's Office of Energy Policy Weatherization Standards and all applicable local codes, ordinances, and zoning ordinances at the time of project completion.

In the absence of a local code for new construction or rehabilitation, properties will meet the following (check choice below):

- Uniform Building Code (ICBO)
- National Building Code (BOCA)
- Standard Building Code (SBCCI)
- the Council of American Building Officials (CABO) one or two family code;
- the Minimum Property Standards (MPS) in 24 CFR 200.925 or 200.926.

**2.15. Wait List**

Applicant currently:  Maintains a wait list of *income qualified eligible* households \*\*

Number of households on wait list 11 Average length of wait for assistance (months) 30

Date waiting list commenced: 07/01/2000

**\*\*Provide a spreadsheet of income qualified households who have applied to receive assistance and the household demographics including but not limited to household size, race, ethnicity, income, % AMI, etc. with the Market Demand analysis at TAB F of this application.**

Does not maintain a waiting list

**2.16. Basis of Loan**

Describe the basis for the loan terms proposed.

We will provide SHF assistance to units via Deferred Payment Loans

**2.17. Program Team**

Complete for each project or program team member. Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application are subject to review.

Function	Responsible Party	Experience
Project Manager	Malissa Buzan	19 years working with OOHR fund sources
Program Coordinator	Christine Lopez	15 years working with OOHR fund sources
Rehabilitation Specialist	Gabriel Eylicio	7 years experience
Loan Servicing Specialist	Estelle Belarde	9 years experience
Fiscal Manager	Bree'na York	15 years experience
Consultants		
Function	Responsible Party	Experience
Other:	WAP Technician	3 years experience
Other:		

**2.18. Program Timeline:**

**Projected start date** 03/01/2013      **Projected completion date** 06/30/2015

(Approximately 120 days after the date the of the application deadline)

Applicants must provide a schedule for the Program that lists expected completion dates ("Contract Date") for the major program activities. Units can be shown as a group or listed individually in the Program Schedule (i.e. "Unit 1 - 3" or "Unit 1", "Unit 2" etc.) If the applicant receives an award, this program schedule will become an attachment to the Funding Agreement. Columns 2 and 3 of the schedule would then become fill-able.

<b>Program Schedule</b>			
<b>Major Program activities:</b>	<b>Contract Date (expected completion)</b>	<b>Complete Yes/No</b>	<b>Modification Date</b>
<i>Include additional copy of this chart if more room needed</i>			
Execute Contract	3/1/13		
Unit # <u>1</u> Project Scope out to Bid	3/10/13		
Unit # <u>1</u> ERR Appendix A & Initial Project Set-up to ADOH	3/10/13		
Unit # <u>1</u> Contractor Selection	3/20/13		
Unit # <u>1</u> Rehab construction	3/27/13		
Unit # <u>1</u> Final inspection	5/30/13		
Unit # <u>1</u> Rehab Loan Closing	6/15/13		
Unit # <u>1</u> Individual Project Close out	6/15/13		
Unit # <u>2</u> Project Scope out to Bid	4/1/13		
Unit # <u>2</u> ERR Appendix A & Initial Project Set-up to ADOH	4/1/13		
Unit # <u>2</u> Contractor Selection	4/10/13		
Unit # <u>2</u> Rehab construction	4/25/13		
Unit # <u>2</u> Final inspection	6/25/13		
Unit # <u>2</u> Rehab Loan Closing	7/25/13		
Unit # <u>2</u> Individual Project Close out	7/25/13		
Unit # <u>3</u> Project Scope out to Bid	6/1/13		
Unit # <u>3</u> ERR Appendix A & Initial Project Set-up to ADOH	6/1/13		
Unit # <u>3</u> Contractor Selection	6/10/13		
Unit # <u>3</u> Rehab construction	6/15/13		
Unit # <u>3</u> Final inspection	8/15/13		
Unit # <u>3</u> Rehab Loan Closing	8/25/13		
Unit # <u>3</u> Individual Project Close out	8/25/13		
Contract Close out	6/1/15		

**3. BUDGET STATEMENTS**

**3.1.1 Program Budget Sources**

Full disclosure of all financing sources available is required. *Letters of Commitment must be attached at Tab C.* If after submittal of the application, *additional* financing sources are obtained, these sources must be immediately reported to Housing. Additionally, Housing may require a final uses and sources review if all sources are not firm at the time of application.

- Column A** Identify **all** sources of program financing.
- Column B** Include here only funding sources that are **firmly committed** at the time of application submittal.
- Column C** Include here only funding sources that are **tentative (including funding requested in this application)** that is tentative at the time of application submittal.
- Column D** Indicate whether this commitment is a *grant or a loan* that must be repaid. All commitment letters included at *Tab C* should clearly state the *terms of repayment* of any loans.
- Column E** Include date(s) other tentative funding sources were applied for.
- Column F** Include the date(s) of expected award notification for other tentative funding sources.

Program Funding					
A	B	C	D	E	F
Source	Funds Committed	Tentative	Loan or grant	Date applied	Date of notification
State Housing Funds ( <i>Do NOT include general administrative funding</i> ).		\$ 400,000.00			
1. LIHEAP WAP	\$ 108,720.00		grant		07/01/12
2. APS WAP	106,429.00		grant		07/01/12
3. URRD	21,023.00		grant		07/01/12
4. SWGAS WAP	7,150.00		grant		07/01/12
<b>Total Amount of funding</b> ( <i>total of columns B and C</i> )	\$ 243,322.00				

**3 1 2. Program Budget Uses**

- Column A.** If a specific use of funds is not listed, indicate the type of use in "Other" box.
- Column B.** Indicate the amount of State Housing Funds being requested for this specific use.
- Column C.** Indicate amount financed by all other funding sources.
- Column D.** Indicate the total amount of columns B and C for the specified use.
- Column E.** Spell out the source(s) name for sources indicated in column C (e.g., bank loan, CDBG)

A	B	C	D	E
Activity	State Housing Funds	Other Sources	Total All Sources	Source(s)
<b>Site Improvements and Demolition</b>				
On-site			0.00	
Landscaping			0.00	
Demolition			0.00	
<b>Rehabilitation Costs</b>				
Direct Construction	357,600.00	243,322.00	600,922.00	LIHEAP, SWG, APS/WA
Lead Paint Inspection/Clearance	1,200.00		1,200.00	
Permits/Fees			0.00	
Other			0.00	
<b>Professional Fees</b>				
Arch. Design/Supervision			0.00	
Environmental Review (if linked to a unit)			0.00	
Legal Fees			0.00	
<b>Loan Financing Fees</b>				
Title & Recording	1,200.00		1,200.00	
Credit Reports			0.00	
<b>Miscellaneous Soft Costs</b>				
			0.00	
			0.00	
<b>Temporary Relocation</b>				
Rent or Lodging			0.00	
Meals & Misc.			0.00	
<b>Project Specific Administration</b>				
Rehabilitation Specialist	35,000.00		35,000.00	
Travel	2,000.00		2,000.00	
Other: Mat & Supplies	3,000.00		3,000.00	
<b>Subtotal Program Project Costs</b>	<b>\$ 400,000.00</b>	<b>\$ 243,322.00</b>	<b>\$ 643,322.00</b>	
General Admin from 2.3.	\$ 40,000.00			
<b>Totals</b>	<b>\$ 440,000.00</b>	<b>\$ 243,322.00</b>	<b>\$ 683,322.00</b>	

#### 4. STATE HOUSING FUND APPLICANT AFFIDAVIT, RELEASE AND CERTIFICATION FORM

The undersigned Applicant hereby applies to the Arizona Department of Housing, its successors and assigns (the "Department"), for a commitment of State Housing Funds. The undersigned is responsible for ensuring that the program will assist only qualified low income housing as described in the application, and will satisfy all applicable State and Federal requirements in the rehabilitation or construction to receive a commitment of State Housing Funds. The Applicant represents and certifies that the application has not requested more State Housing Funds than is necessary to provide the assistance described in this application. In planning this project or program, the Applicant certifies that it has provided for and will continue to encourage the participation of citizens, particularly persons of low income who are residents of areas in which the State Housing Funds are proposed to be used.

The Applicant understands that the Department will determine the eligibility of the project or program based, at least in part, on the information in and submitted with the application by the Applicant and the readiness of the program to proceed, as presented in the application. The Applicant is responsible for the accuracy of all information submitted. Misrepresentations, mistakes or omissions may be the basis for the cancellation of an award.

The Applicant understands and agrees that should the Department commit more funds than the State of Arizona is entitled to award in any given fiscal year (whether State or Federal), and funding is not available as awarded, the Department shall be held harmless by the Applicant, the Applicant's investors and anyone else relying upon the commitment.

The Applicant acknowledges and agrees that it will at all times cooperate with regard to request(s) for submittal of additional requests for information from the Department as necessary.

The Applicant acknowledges and agrees to fully comply and cooperate with all monitoring activity of the Department after the date of commitment. The Applicant will give the State, the U.S. Department of Housing and Urban Development, and any State authorized representative access to and the right to examine all records, books, papers, or documents related to the application and any resulting funding awards.

By executing this authorization and release, the Applicant does hereby authorize the Arizona Department of Housing, its successors and assigns, to obtain and furnish and release, to all proper institutions and/or agencies, full and complete records, reports and/or information pertaining to the Applicant and its application under the State Housing Fund program.

The Applicant agrees in compliance with State and Federal laws regarding conflict of interest. No elected or appointed officer or employee of the Applicant may seek or accept any gifts, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in that position to depart from the faithful and impartial discharge of the duties of that position. No officer or employee may use his or her position to secure or grant any unwarranted privilege, preference, exemption or advantage for himself or herself, any member of his or her household, any business entity in which he or she has a direct or indirect financial interest, or any other person. No officer or employee may participate as an agent of Applicant in the negotiation or execution of any contract between Applicant and any private business in which he or she has a direct or indirect financial interest. No officer or employee of Applicant may suppress any report or other document because it might tend to affect unfavorably his/her financial interests.

The Applicant agrees that the Arizona Department of Housing, its successors and assigns, its agents, employees, attorneys, contractors and representatives will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities of whatsoever nature or kind (including, but not confined to, attorneys' fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments, and any loss from such judgments or assessments) directly or indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of the Applicant's application for funding.

The Applicant hereby represents and certifies under penalty of A.R.S. 13-2311 and 39-161 that the information set forth herein, and all material submitted by the Applicant to the Department, are to the best of the Applicant's knowledge, true and complete and accurately describe the proposed project. The undersigned is duly authorized to execute this instrument on behalf of the Applicant and possesses the legal authority to apply for an allocation of State Housing Funds and to execute the proposed program.

Further, the Applicant represents that its governing body has duly adopted or passed an official act of resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances required, and directing and authorizing the applicant's chief executive officer and/or other designated official representative to act in connection with the application and to provide such additional information as may be required.

The Applicant understands that all representations made herein, and all documentation submitted, is subject to verification by the Department, and that any misrepresentations or inaccuracies, whether intentional or not, may subject the project to a loss of competitive scoring points or to disqualification. For the purposes of verification, the Applicant and Developer hereby authorize the Department to request information on entities and individuals closely related to this transaction from any lender, investor, or other institution or entity named in this application. Such information includes but is not limited to audits, financial statements, credit history, copies of income tax returns, and other information deemed necessary by the Department.

The Applicant has caused this document to be duly executed in its name as of this 16th day of October, 2012.

Applicant Name: Gila County Housing Services - Tommie Cline Martin

By: Chairman, Gila County Board of Supervisors  
*(Signed by the same person who signed the Resolution)*





**RESOLUTION NO. 12-10-03**

**A RESOLUTION OF THE GILA COUNTY BOARD OF SUPERVISORS AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2012 STATE HOUSING FUNDS (SHF), (WHICH MAY INCLUDE FEDERAL FUNDING THROUGH THE HOME INVESTMENT PARTNERSHIP PROGRAM OR STATE HOUSING FUND) CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE REQUIREMENTS OF THE STATE HOUSING FUND PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.**

**WHEREAS**, the Gila County Board of Supervisors is desirous of undertaking community development activities; and

**WHEREAS**, the State of Arizona is administering the State Housing Fund Program; and

**WHEREAS**, the activities outlined within this application address the community's low and moderate income population housing needs; and

**WHEREAS**, a recipient of State Housing Funds is required to comply with the program guidelines, State and Federal statutes and regulations.

**THEREFORE, BE IT RESOLVED** that the full body of the Gila County Board of Supervisors authorize application to be made to the State of Arizona, Department of Housing for Fiscal Year 2012 State Housing Funds, and authorize the Chairman of the Board of Supervisors of the County of Gila to sign application and contract or grant documents for receipt and use of these funds for Housing Rehabilitation, and authorize the Chairman of the Board of Supervisors to take all actions necessary to implement and complete the activities submitted in said application(s); and

**BE IF FURTHER RESOLVED** that the Board of Supervisors of Gila County will comply with all State Housing Fund Program guidelines, State and Federal statutes and regulations applicable to the State Housing Fund Program (HOME program and/or State Housing Trust Fund) and the certifications contained in this application(s).

**PASSED AND ADOPTED** this 16<sup>th</sup> day of October 2012, at Globe, Gila County, Arizona

Attest:

**GILA COUNTY BOARD OF SUPERVISORS**

\_\_\_\_\_  
Marian Sheppard  
Chief Deputy Clerk of the Board

\_\_\_\_\_  
Tommie C. Martin, Chairman

Approved as to form:

\_\_\_\_\_  
Bryan Chambers  
Chief Deputy County Attorney

Arizona State Housing Fund  
Owner-Occupied Housing Rehabilitation Programs  
Gila County Application  
Project Description

Gila County has been known as the heart of Arizona. This reference not only encompasses its shape and size which consists of 4,752 square miles but also its location within Arizona. Gila County is surrounded by 6 of the 15 counties in Arizona. These include Coconino, Navajo, Graham, Pinal, Maricopa and Yavapai counties. Gila County houses 3 Native American Reservations. These include a portion of the San Carlos Apache, a portion of the White Mountain Apache and the Tonto Apache Reservations.

Gila County is essentially divided into a Northern "Timber" region and a Southern "Copper" region. The Northern and Southern regions are divided by Roosevelt Lake. The major industries consist of mining, ranching, and forestry.

The housing stock in Gila County is old and much of it is in poor repair. Most of the housing in Southern Gila County was built prior to 1974, with many homes built in the early 1900's.

Gila County currently maintains a waiting list for income eligible housing rehabilitation applicants. This project would enable 8 units on the waiting list to be rehabilitated. It is expected that the units would have structural issues such as roof repair, plumbing or electrical repair, or structural modification to meet current codes.

This project will geographically cover all of Gila County. The eight units will be located within the boundaries of Gila County, but may be located in various towns or cities within Gila County.

During the first quarter of the grant, the contract will be executed, ERR will occur and applicable reporting will be submitted. Quarterly reports will be submitted throughout the project period.

Units will be identified in the second and third quarters, and project set up/rehabilitation will immediately follow in the 3<sup>rd</sup>-7<sup>th</sup> quarters. During this time, the projects will be completed and closed out. Contract closeout will occur in the 8<sup>th</sup> quarter along with final reporting.



**RESOLUTION NO. 12-10-04**

**A RESOLUTION OF THE GILA COUNTY BOARD OF SUPERVISORS AUTHORIZING THE ADOPTION OF HOUSING SERVICES PROGRAM GUIDELINES DATED APRIL 3, 2012, IN RELATION TO AN APPLICATION FOR FISCAL YEAR 2012 STATE HOUSING FUNDS (WHICH MAY INCLUDE FEDERAL FUNDING THROUGH THE HOME INVESTMENT PARTNERSHIP PROGRAM OR STATE HOUSING FUND) FOR A HOUSING REHABILITATION ACTIVITY.**

**WHEREAS**, Gila County is desirous of undertaking an owner occupied housing rehabilitation program; and

**WHEREAS**, this program is funded with State Housing Funds provided by the State of Arizona, and

**WHEREAS**, the State Housing Fund Program requires that every local government requesting State Housing Funds for housing rehabilitation adopt specific guidelines for such a program; and

**WHEREAS**, Gila County has developed Owner-Occupied Housing Rehabilitation Guidelines (OOHRG), dated April 3, 2012, which have been pre-approved by the State Housing Fund Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Gila County Board of Supervisors hereby adopts an OOHRG dated April 3, 2012, which shall be used to implement its Housing Rehabilitation Program Guidelines funded through its Fiscal Year 2012 application to the State Housing Fund Program for State Housing Funds; and

**BE IT FURTHER RESOLVED** that Gila County shall utilize such OOHRGs, without revisions except such authorized by the chief elected official or a person authorized in writing to approve such revisions via the State Housing Fund Program's CD-1Form; with such revisions submitted to the State Housing Fund Program within a maximum of 10 working days of authorization.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of October 2012, at Globe, Gila County, Arizona

Attest:

**GILA COUNTY BOARD OF SUPERVISORS**

\_\_\_\_\_  
Marian Sheppard  
Chief Deputy Clerk of the Board

\_\_\_\_\_  
Tommie C. Martin, Chairman

Approved as to form:

\_\_\_\_\_  
Bryan Chambers  
Chief Deputy County Attorney

# GILA COUNTY HOUSING SERVICES PROGRAMS



## GUIDELINES

Adopted 4/5/2006, Revised 10/01/2012

**Gila County Housing Services Program Guidelines  
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**GILA COUNTY  
HOUSING SERVICES PROGRAM GUIDELINES**

**PURPOSE**

The Gila County Housing Services Program is designed to serve low income homeowners with health, safety, energy efficiency, and renewable (green) related home repairs within Gila County. The program is generally defined by these guidelines. These guidelines apply only to the housing rehabilitation loans and/or emergency repair grants funded by Gila County Housing Services Program.

**Goals**

- To improve the quality, health, safety and energy efficiency of the housing stock and to promote neighborhood revitalization in Gila County.
- To benefit elderly, handicapped, and families with children whose income levels are at or below 50% to 80% of Gila County Median Income Limits.

**Objectives**

- To invest sufficient funds in each home, that is owned and occupied as a primary residence by low income homeowners, to meet at a minimum, the State of Arizona Rehabilitation Standards.
- To provide technical assistance, counseling and follow-up services to eligible families, including but not limited to:
  - a. Ownership, revitalization, and neighborhood responsibilities
  - b. Budgeting for property taxes and insurance
  - c. Property maintenance
  - d. Energy conservation
- To bring code enforcement activities in conjunction with emergency repairs and rehabilitation services as an educational process to remove health and environmental hazards and promote cleanliness and pride of ownership.
- To provide referral services to the various agencies offering assistance in the areas of housing, medical, financial hardship, legal aid, etc.

The goals and objectives of the Gila County Housing Services Department can be properly implemented and accomplished by having:

- Properly trained personnel to provide assistance from the initial contact through completion of work and loan services
- Properly trained code enforcement personnel (education/human relations) to serve as liaison for all available programs and tasks associated with the Housing Services Department programs

- Network of County and Social Services agencies which will provide support services for the programs listed under this department.

## **FUNDING**

Funding from a variety of sources, such as, Community Development Block Grant (CDBG), HOME, Housing Trust Funds, Arizona Department of Energy, Low Income Home Energy Assistance Program. Any project may have one or any combination of funds as necessary, to accomplish the goal of providing decent, safe housing. Funding limits per unit are: rehab maximum of \$75,000; and reconstruction maximum of \$90,000. When utilizing various funding sources on a project the property value after completion will not exceed FHA 203b limit for Gila County.

## **TARGET AREA**

The target area consists of all of Gila County with the exception of Indian Reservations. A map reflecting the designated rehabilitation area commonly described as Gila County is attached hereto as Attachment 1. Gila County encompasses 4,752 square miles.

## **ACCESSIBILITY**

The program will provide special technical assistance to potential participants who have special barriers to ensure equal access to benefits. For Spanish speaking persons, we will utilize Spanish speaking staff to assist with the entire rehabilitation process.

## **ELIGIBILITY REQUIREMENTS**

- The property must be located within Gila County boundaries excluding Reservation lands.
- Participants must meet 50% to 80% of area median income guidelines for the area based on family size at the time funds are committed to the property. Income must be verified, whenever possible, by third party verifications. *(Owner must sign an authorization to verify income and income must be re-verified if over 6 months time has elapsed since the commencement of the project.)*
- The applicant must provide verification that the property is owner occupied as a primary residence at least 12 months before application, during construction and for the entire recapture period.
- The property must be free from liens that unduly restrict the marketable ownership interest. If the home is on the market for sale, it will not be eligible for assistance.
- The home must be suitable for rehabilitation under the time and funding constraints of the program.
- Participants must meet 50% to 80% (depending on fund source) of area median income guidelines for the area based on family size at the time funds are committed to the property. Income must be verified, whenever possible, by third party verifications. *(Owner must sign an authorization to verify income and income must be re-verified if over 6 months time has elapsed since the commencement of the project.)*
- Homeowner must provide verification of Total Loss Coverage Insurance at the time of application for services.
- Homeowner must hold a Fee Simple Title or a 99-year leasehold on the property, verifiable by a preliminary title search only, deeds alone do not suffice.

- Property taxes must be paid and current at the time of application for services.
- If all funding assistance is not sufficient to rehab the unit to a minimum standard, the application will be denied.

### **PREFERENCES**

Gila County will give priority to eligible households with specified target populations (elderly, disabled and families with children 18 years of age and under).

### **NON-DISCRIMINATION**

The program will not discriminate against any potential participant based on race, color, religion, gender, family status, handicap, or violate any other applicable federal statute.

### **AFFORDABILITY TO LOW-INCOME HOUSEHOLDS**

Sufficient funds will be invested in each home to meet, at a minimum, the State of Arizona Rehabilitation Standards and local building codes. Lien amounts placed on rehabilitated homes will not be allowed to exceed 100 percent combined loan to value. In some cases, reconstruction will be more cost effective than rehabilitation.

### **GRANT/LOAN**

- **LOANS** – Gila County has the ability to negotiate with local Gila County banks to provide principal reduction loans to moderate income homeowners to rehabilitate their homes. Under such agreement the maximum loan amount would be negotiated with the client being able to borrow a certain percent based on their credit worthiness.
- **DEFERRED PAYMENT LOANS (DPL)** -Any owner-occupied rehabilitation project that exceeds \$14,999, including change orders, shall be provided to the participant in the form of a forgivable non-interest bearing deferred payment loan. This loan shall be secured by a lien and promissory note. The note shall be forgiven over a designated period and as long as the dwelling is occupied by the owner. In the event of the owner's death, a **qualifying\*** immediate family member who has inherited the property may assume the balance of the deferred payment loan. Any un-forgiven balance of the loan during the recapture period shall become due and payable upon the sale, exchange or transfer of the property. If these guidelines are adopted by other entities with whom Gila County is the sub-recipient, then the Grantor entity shall be responsible for securing the lien and promissory note for the deferred payment loan.
- **EMERGENCY REPAIR GRANT (ERG)** – This is an outright grant (not to exceed \$10,000) to low income residents to address emergency conditions for the purpose of eliminating a threat to life, safety, and/or eliminating an imminent health hazard.

*\*qualifying – must meet all State Housing Fund Income Guidelines, and other criteria as applicable.*

## **RECAPTURE PROVISIONS**

<u>Loan Amount</u>	<u>Recapture Period</u>
Under \$15,000	5 years
\$15000 to \$40,000	10 years
Over \$40,000	15 years

At the end of the Recapture period, Gila County Housing Services Program shall contact the title company and the Gila County Recorder's Office and proceed to process the loan as "Paid in Full". Copies of all forms from this procedure shall be retained in the case file, as well as, be provided to the homeowner.

## **PROGRAM INCOME**

Should Gila County Housing Services recapture any funding all the funds recaptured will be sent to the Arizona Department of Housing.

In the event that a homeowner decides to refinance their home after rehab work is completed, the Housing Services Department will make the decision as to whether to allow the refinance to take place. A Rate and Term refinance may be allowed, if the purpose is to re-mortgage the first mortgage for a better interest rate and to lower payment amounts and the new financing is at a fixed interest rate. Balloon interest payments or adjustable interest rates are not allowable. Gila County Housing Services may re-subordinate in these cases. The Housing Services Department will not allow or re-subordinate for refinancing to cash out on equity or to open a line-of-credit, in these situations recapture of outstanding deferred payments will be implemented.

## **DEFERRAL CONDITIONS**

The decision to defer work in a dwelling is difficult, but necessary in some cases. If a decision to defer has been made, work must be postponed until the problems can be resolved and/or alternative sources of help are found.

Deferral conditions may include:

- The client is uncooperative, abusive, or threatening to the crew, sub-contractors, auditors, inspectors, or others who must work on or visit the home.
- There is an animal(s) on the property that poses a health and safety threat to the crew or sub-contractors (ie: a vicious animal, excessive animals)
- The cleanliness or orderliness of the dwelling poses a health and/or safety problem.
- If in the judgment of the Housing Services staff, any condition exists which may endanger the health and/or safety of the crew or sub-contractor, the work should not proceed until the condition is corrected.

## **SELF-HELP OR SWEAT EQUITY**

The Housing Services Department does not operate a self-help or sweat equity program. Gila County will not allow the homeowner to perform any scope of the work. There may be some exceptions but only related to general property improvements, i.e. landscaping. These exceptions must be approved by the Housing Services Manager.

## **THE REHABILITATION STANDARD AND SPECIFICATIONS**

All housing rehabilitation projects will meet State of Arizona Rehabilitation Standards (Attachment 3) or local code. In addition Gila County has adopted the Uniform Building Code (UBC) (1991), National Electric Code (NEC)(1990), Uniform Mechanical Code (UMC)(1991), Uniform Plumbing Code (UPC)(1991), Uniform Conservation Code (UCC)(1991), as well as, the Uniform Housing Code (UHC)(1991). The County uses standard specifications, which are tailored to each specific project.

When projects are located within incorporated areas the Housing Services Staff will implement the appropriate city or town code. If no code has been adopted, staff will utilize the County's code and ordinances as applicable.

In addition, energy conservation measures and abatement of hazardous materials (i.e. lead based paint) as prescribed by HUD including and not limited to State adopted HUD Lead-Based Paint Regulations are also included in the scope of work.

General property improvements are also included to upgrade the physical appearance of the home and the neighborhood as a whole. See Attachment 3 for more detail.

THE FOLLOWING ARE EXAMPLES OF MEASURES THAT **CANNOT** BE CONSIDERED PART OF REHABILITATION:

1. Items that exceed the quality of products as specified, i.e. upgraded carpet/tile
2. Luxury items not considered a necessity, i.e. fireplaces, swimming pools, cable TV connection, etc.
3. Additions for family rooms, recreation rooms, etc. (bedroom additions will be considered based on family structure and over-crowding in existing house).

## **TEMPORARY RELOCATION**

Temporary housing will be used if necessary to house families whose house is under construction through the rehab program. Funding will be utilized from a variety of programs operated by the Gila County Community Services Division.

- a. If the completion of the identified repairs imposes a health and safety risk to the occupants, Gila County Community Services Division will make temporary housing arrangements for the period of time estimated by the contractor to complete the repairs.
- b. Temporary relocation with area relatives or friends will be the first alternative. If this is not available, the occupants will be temporarily relocated to an area hotel/motel that is equipped with a microwave and refrigerator, if available. The occupants will be responsible for their own meals.
- c. If necessary, personal belongings of the occupants will be placed in temporary storage at either a commercial location or a Gila County storage location, if available.
- d. All temporary relocation costs will be included in the total rehabilitation cost.

## **REPLACEMENT REHABILITATION**

Replacement is only allowed under the Rehabilitation Program.

1. Staff will make cost estimates for each dwelling. If the unit is a manufactured home and the cost estimate of the necessary repairs exceeds the budgeted amount and if the repairs that can be made would still not bring the unit “up to code”, the decision can be made to replace the unit with a used manufactured home, providing the cost of transport, hookup and after-rehab value is within the allowable cost of the program.
2. The replacement manufactured/modular home will be competitively procured through the solicitation of three written quotes, in accordance with Gila County Purchasing Department Policy. If the homeowner refuses to accept the unit selected by Gila County during the first round of the selection process, the homeowner will be allowed a second chance to select a unit. Gila County will again attempt to competitively procure a unit for the homeowner. If the homeowner refuses to accept the unit selected by Gila County during the second round of the selection process, the homeowner’s application will be cancelled. The homeowner will be notified in writing of this cancellation and they will have ten (10) days from the date of the cancellation letter to request an Administrative Review/Informal Hearing on the decision to cancel the application. In the Administrative Review/Informal Hearing, the homeowner must prove “just cause” as to the reason for not selecting a unit.
3. On used mobile home replacements, all appliances, utilities and fixtures will be in good working order. However, homeowner understands that if this is not a new mobile home, homeowner accepts it “as is”. All appliances and fixtures will be replaced with new, if enough funding is left in their grant.
4. Staff will first try to replace mobiles with new factory built ones, as costs allow.

## **ACQUISITION**

All acquisition of land, which includes long term leases and permanent use easement, must meet the requirements of the Uniform Relocation and Real Property Acquisition Act. This requires documentation of various notices to the owner, and appraisals (and review appraisals) in most instances.

## **LEAD BASED PAINT HUD REGULATIONS**

In order to comply and implement lead-based paint requirements, the Housing Services Department shall use as guidance the OHD Housing Bulletin #1 issued by the GOHD on December, 2001 (Attachment 6 under Section A). The program shall specifically adhere to the evaluation, disclosure, work requirements, and clearance procedures contained in this Bulletin. Any interim control or abatement procedures of lead-based paint hazards as prescribed by HUD requirements shall be included in the scope of work. The Housing Services Department shall also attempt to obtain lead-based paint general liability insurance for lead-based paint hazards and encourage contractors to secure lead-based paint hazard liability insurance.

Staff will provide the homeowner with the EPA/HUD Pamphlet “Protect Your Family from Lead in Your Home”. Staff shall also provide the homeowner with the Lead Based Paint Notification for the homeowner’s review and signature. Staff shall specifically review the notification form with the homeowner and make every effort to ensure the homeowner is aware of the hazards and

ways to avoid lead based paint poisoning. The executed notification is retained in the homeowner/client's file and a copy is provided to the client. If lead based paint hazards are identified by risk assessment and treated the participant shall be provided with the following notices: Notice of Evaluation and Notice of Lead Hazard Reduction. All brochures are available in alternate format for non-English Spanish speaking persons.

### **MARKETING TO GENERAL PUBLIC/POSSIBLE APPLICANTS**

Gila County makes every effort to promote awareness to the general public by presenting its program to local groups, such as the Chamber of Commerce, the Lions Club, the Rotary Club, Southern Gila County Network Team, and any other group that expresses interest. Public Service announcements and press releases are also sent to local radio, television and newspapers to market our program.

The Housing Services Program makes every possible effort to inform and promote program awareness to every segment of the community. Informational materials are distributed across the county and are freely available through various county departments. Although, "word of mouth" is the best and foremost method of communication in our community, the Housing Services Program also advertises in the local newspapers within the county.

The Housing Services Program has also developed a network for referrals from:

1. Gila County Health Department, Public Health Nursing, Public Environmental Health Dept., Public Gila County Public Fiduciary's Office, Gila County Community Development Office, Gila County Section 8 Housing Program, Workforce Investment Department, Gila County Community Action Program.
2. Gila County Community Development Office advising of dangerous or condemned buildings.
3. Gila County Community Development Office or Gila County Health Department advising of a broken sewer, leaky roof, etc. during their inspections.
4. Various social services agencies (Gila Aging, Child Protective Services, Vocational Rehabilitation Program, etc.) advising of health and safety issues.

All promotional materials and other marketing tasks are done by the Housing Services Program staff on an ongoing basis.

### **MARKETING TO CONTRACTORS**

The Housing Services Department follows the procedures for procurement and contracting as directed in the handbook distributed by the Arizona Department of Housing. This handbook and any updating information/additions to the same are kept by the Housing Services Manager and are available for review and reference by any interested person(s).

It is standard procedure to advertise for rehabilitation bids in the local newspapers (AZ Silver Belt, Copper Country News, Payson Round-Up, etc.) which is distributed throughout Gila County. The Housing Services Department also keeps files on qualified contractors, who are notified by mail, telephone or by fax of any jobs that may be out to bid.

Bids will be solicited from only those contractors who have successfully completed Building Pressures Institute (BPI) training and are currently certified as such.

Every effort is made to obtain a minimum of three (3) bids for each house.

The Administrative Assistant shall retain the files on licensed, insured, bonded and otherwise qualified (not disbarred) contractors who are notified in writing of any bid invitation. Contractors will be encouraged to secure lead based hazard liability insurance as the Housing Services Program will grant preference to those with this type of insurance.

### **STAFFING AND ADMINISTRATIVE STRUCTURE**

The Gila County Housing Services Department currently consists of approximately 5 staff with additional services provided by the county departments listed under the heading of the Community Services Division on an as needed basis. The Housing Services Department is administered and staffed as follows:

Community Services Division Director  
Community Services Divisional Fiscal Manager  
Community Services Division Community Action/Housing Services Manager  
Community Services Division Administrative Clerk, Specialist  
Community Services Division Weatherization/Rehabilitation Technician  
Community Services Division Housing Assistant

The Director provides oversight of the program. The Community Action/Housing Services Manager in monitoring the expenditure of funds for each project and preparing the necessary financial reports.

The Community Action/Housing Services Manager and the Administrative Clerk Specialist, are responsible for writing all grant applications for submission to the funding agency(ies).

The Administrative Clerk Specialist will assist the Community Action/Housing Services Manager with writing/revisions to the program guidelines, compliance issues, and periodical monitoring of the administration of the program(s).

The Community Action/Housing Services Manager is responsible for the implementation of the program, expenditure of funds and compliance with the program rules and regulations. The Community Action/Housing Services Manager secondary tasks are those related directly to rehabilitation services and working on a one to one basis with the applicants from identification to completion of the project.

The Housing Services Assistant is responsible for intake, contacting licensed, minority and women owned businesses to request their participation in the Housing Services programs, qualifying the applicant, maintenance of waiting lists, correspondence between department and homeowner, monitoring and data entry of each project. Also assists the Divisional Fiscal Manager with financial management and contract closeouts, and assists the Weatherization/Rehabilitation Technician with program eligibility

The Weatherization/Rehabilitation Technician is responsible for all necessary disclosures, preliminary and subsequent inspection of the subject property, preparation of the plans and/or specifications for bidding, cost estimating, and final close-out of the project. During construction, the Weatherization/Rehabilitation Technician and Technician conduct periodic inspections of the

work, interfaces with the homeowner and contractor to ensure quality work, approves change orders for referral to the homeowner and participates in the final walk through. Maintenance, energy conservation, and homeowner responsibility/neighborhood revitalization counseling will be provided to each participant by any member of the Housing Services Department.

Training for the Housing Services Program staff is provided by Gila County and by attending workshops training sessions paid for with grant monies. In addition to the Housing Services Department staff, we will utilize the Gila County Planning/Zoning, Community Development, and Engineering Departments for appropriate technical assistance to the program.

### **PRE-SCREENING PROCESS**

The prospective applicant will complete a pre-screening form to determine the individual's preliminary eligibility, specifically:

- a. Applicant presently owns the property
- b. Location of the home is within the county boundaries
- c. Preliminary (self declared) income information
- d. Determination if Property Taxes and Insurances are current on the property
- e. Household size and composition

Determination of eligibility to be placed on a waiting list is performed at the pre-screening process and the individual is notified in writing within ten (10) working days of this determination.

If the individual is found eligible, the individual is placed on a waiting list. Recertification for continuation on the waiting list is performed every six months. When the individual reaches the top of the waiting list Housing Services staff, with the help of the prospective participant, will complete the application to ensure the information accurately reflects the prospective participant's present situation.

### **APPLICATION PROCESS**

Housing Services staff will verify all income via third party verification from employers, Social Security Administration, Veteran's Administration, previously filed income tax returns, check stubs, etc. During rehab, income verification shall be valid for a period of six (6) months, after which it must be recertified if the project has not been completed. All information obtained through this process shall be kept in locked files to ensure confidentiality.

The following definitions aid staff in the application process:

- Income - All wages, financial assistance from Social Security, Veteran's Administration, Department of Economic Security, Temporary Assistance to Needy Families, Unemployment Insurance, Alimony, Child Support, and income from any other source by any member of the household.
- Family/Household – All persons occupying the home, including permanent extended family, i.e., elderly parents, single children with children of their own. In the case of more than one family per unit, every effort is made to provide the non-owner with housing assistance through another program to decrease over-crowding.

Prior to the formal application being approved, two eligibility determinations/certifications are made:

- 1). Family – based on income and home ownership (if on waiting list more than 6 months must be recertified.)
- 2). Property – feasible for rehabilitation

Priority will be given to elderly, disabled and families with children whose incomes fall at or below 50% to 80% of Gila County Median Income limits. An exception to this rule would be if an emergency situation<sup>1</sup> is found in the home, and if so determined, this individual would be expedited on an emergency basis.

Upon the approval of the application, income eligibility requirements, home ownership, and proof of insurability, the participant will be notified within fifteen (15) working days of the eligibility determination.

In the application process staff will review each case with the Community Action/Housing Services Manager. The Weatherization/Rehabilitation Technician and/or Community Action/Housing Services Manager is responsible for approval or disapproval of each application. Housing Services staff will then inform the applicant of the type and extent of assistance being offered and advise the applicant of the estimated time line for the sequence of events that will be necessary in the repair/rehabilitation process.

A title search will be conducted by the staff to determine that there are no liens or taxes owed against the property. Should liens and/or arrearages exist, Housing Services staff will meet with the homeowner to attempt to resolve the situation. The Administrative Assistant will verify ownership by obtaining a copy of the deed or title and a tax valuation from the Gila County Assessor's Office. The participant shall provide the Administrative Assistant with verification of total loss coverage insurance on the home. Eligibility determination will not be made nor will the repairs/rehabilitation of the property be commenced until all information/verifications are received.

If the potential participant has a 504/ADA issue or is non-English speaking, staff provides the necessary assistance through the entire process.

The Community Action/Housing Services Manager shall review and authorize each application prior to the project commencing.

Upon acceptance into program, certified staff will schedule an initial property inspection and will conduct a visual assessment to identify lead hazards and determine the Scope of Work. The homeowner is also informed that all contracts are strictly between the owner and contractor. The Weatherization/Rehabilitation Technician and/or Weatherization Technician will monitor the progress, inspect for proper performance and sign off along with the homeowner after both are satisfied with the completed project.

Copies of all forms that are pertinent to the project will be provided to each homeowner at their request.

## **WORK WRITE-UP**

Work Write-Up Forms are prepared by the Weatherization/Rehabilitation Technician who is experienced in construction and is required to keep abreast of the latest code requirements, construction methods and materials, and particularly, preservation of a designated historical building. It is important in our program to preserve the architectural features of a particular era. In a case where code and preservation conflict, the work shall be done to code, but every effort will be made to provide the “look” of a particular feature, structural or nonstructural. A change order will be prepared, if necessary, and it will bear approval from the homeowner, Weatherization/Rehabilitation Technician, contractor and Housing Services Manager.

The Housing Services Manager is responsible for reviewing the accuracy of the work write-up and the homeowner will approve final work write-up. The work write-up will call for items that meet code as per the Rehabilitation Standards, but will specify brands, sizes, location, etc. The work write-up may be accompanied by a set of plans complete with construction details. The plans will identify all areas of the house and approximate dimensions, door and window location, etc. The work write-up can be specifically cross-referenced.

Only FHA approved improvements are eligible under this program. A Property Inspection Checklist is utilized to assist with ensuring homes meet State Rehabilitation Standards and are safe, sanitary, decent and energy efficient.

The Weatherization/Rehabilitation Technician and staff utilize a computerized specification writing program when preparing the specifications for each project. Sample building specifications are included as Attachment 4, which is a copy of the standardized rehabilitation specifications generated by the Respec program when developing the work write-up for each project. Staff also has the ability to create additional specifications tailored to each project.

## **COST ESTIMATES**

The Weatherization/Rehabilitation Technician is responsible for the preparation of a cost estimate for each job. In addition to the experience and training previously mentioned under the work write-up, the Weatherization/Rehabilitation Technician must keep abreast of the economic conditions in our area with respect to the construction trades, including, but not limited to:

- a. Availability of qualified contractors with emphasis on disabled, women, and minority business enterprises;
- b. Availability/cost of materials;
- c. Present labor costs.
- d. Must have Building Pressure Institute (BPI) and Home Energy Rate Training (HERS) Course Certifications

The Weatherization/Rehabilitation Technician will prepare a cost estimate of each individual dwelling based on the technical specifications as determined in the work write-up. The cost estimate will include all costs for materials and labor, as well as, costs for overhead and profit. In order to stretch the rehabilitation dollars, the county and incorporated areas may waive permit fees on all projects.

## **PRE-CONSTRUCTION CONFERENCE**

A Pre-Construction Conference is held on the property site prior to bidding. The Pre-Construction Conference assists in minimizing any misunderstandings with the staff, contractors and homeowners regarding work to be accomplished during the project.

Gila County will only utilize Contractors who have successfully completed a contractor eligibility package. This package includes verification of licensing, insurances, and that contractor is in good standing with the Arizona Registrar of Contractors. Any Contractor that does not complete the process, or has otherwise been deemed ineligible, will not be able to participate in the program.

## **BID AWARDS**

A. **Bid Award:** Bids are awarded by homeowner, however, housing staff will recommend the award be made to the lowest qualified bidder. The Housing Services Manager reserves the right to reject any and/or all bids for reasons including but not limited to the following:

1. The Contractor is not licensed or has had his license suspended or has been disbarred from projects involving certain funding sources (i.e. HUD)
2. The Contractor is not able to proceed with the project in a timely manner due to other commitments.
3. The bid submitted is more than 15% below the Cost Estimate and, in the Housing Rehab Specialist's judgment, the Contractor will not be able to complete the project as specified for the bid price.
4. The Contractor has failed to complete past projects in a timely or workman like manner or has failed to respond appropriately to request for warranty service.
5. The Contractor has failed to provide lien waivers as required or has had mechanic's liens filed by suppliers or subcontractors on past projects.
6. Bidding forms are improperly filled out or incomplete.
7. All bids submitted are more than 15% above the Cost Estimate.

B. **Owner Bid Rejection:** The Owner may reject any or all bids without cause subject to the following provisions:

1. The Owner may choose to reject the lowest qualified bid recommended by the Housing Services Manager and select a Contractor other than the lowest bidder if the Owner is willing to provide from his own funds and amount equal to the difference between the low bid and the selected bid.
2. The Owner may reject all bids at any time up to three working days after the contract is closed.

C. **Delays in Awarding Contract:** Generally the contract will be closed and work will begin within thirty days of the date of bid submission. If thirty days have passed since the submittal of bids and no contract has been signed, the Contractor has the option of:

1. Honoring the original bid.
2. Withdrawing his bid.

If the Contractor chooses to withdraw his bid, the project will be offered to the next qualified low bid or a new bid process will begin. The Housing Services Manager reserves the right, with the owner's concurrence, to negotiate any bid.

## **AGREEMENTS, CONTRACTS, AND OTHER DOCUMENTS**

Each file contains a checklist noting all documents and verifications (such as check stubs, bank statements, property tax statement, title report insurance, etc) required for the housing rehabilitation program. This checklist will reflect the type of documents included in each file and will note those that do not apply as “N/A”.

## **PROPERTY INSPECTIONS**

Property inspections will be performed by a qualified Building Inspector to ensure all work complies with the applicable building codes.

In addition, Housing Services Staff will conduct frequent inspections to monitor progress, identify problems that may occur, initiate change orders that may arise, ensure compliance with State Rehabilitation Standards requirements and non-code items. Staff is certified in the State Rehabilitation Standards inspections, energy audits and in general code requirements. Training in this area is provided with Gila County and/or grant funds.

## **CHANGE ORDERS**

A Change Order may be requested by the contractor due to circumstances which were unforeseen and not included in the original Work Write-Up. An example would be a safety or code violation that could not be determined until the actual work began. The homeowner must be informed of Change Orders and agree to these changes in writing. The contractor must have written approval from the Community Action/Housing Services Manager and or Weatherization/Rehabilitation Technician before undertaking any Change Order work, for any reason. Change Orders must be in writing and documented in the client file. If the Change Order is costly the project may be adjusted as not to exceed the projects budget.

## **PAYMENT AND WARRANTIES**

Payments for services are not approved until all aspects of the repairs/rehabilitation have been performed to the satisfaction of the contract terms, homeowner, and final inspection by the Housing Services Manager, Weatherization/Rehabilitation Technician. In certain cases, progress payments are allowed on large contract amounts.

Warranty information is provided to the homeowner at the time the project is completed. The homeowner must sign the Warranty Documentation Notice to verify receipt of the documents. The Administrative Assistant will also maintain copies of warranties in the client file.

## **REPORTING, CASEMANAGEMENT AND TRACKING**

The Community Action/Housing Services Manager and Divisional Fiscal Manager are responsible for reporting procedures. The Weatherization Technician and the Administrative Assistant are responsible for maintenance of all case files, and the Housing Services Program staff maintains a real time progress chart detailing the progress on each dwelling under construction. The Weatherization/Rehabilitation Technician and Administrative Assistant prepare monthly progress reports to the Community Action/Housing Services Manager and the Divisional Fiscal Manager. The Divisional Fiscal Manager is responsible for all financial and performance reports to the Arizona Department of Housing including, but not limited to family

and contractor profiles (minority, handicapped, ethnicity, etc.). The Administrative Assistant will enter all project completions into a database for the purpose of tracking all current and previous participants in the program.

### **HOUSING MAINTENANCE COUNSELING**

During the construction phase of the project, counseling will be provided on good neighbor policies; maintenance of property and appliances, keeping landscaping neat, not allowing garbage to pile up, changing appliance filters and pads. After construction is completed Housing Services staff will provide energy conservation education including applications for local utility discount programs, as well as, other topics as necessary to enhance homeowner's understanding of their role in the community.

### **ENERGY EFFICIENCY GUIDELINES**

All single family housing rehabilitation is required to incorporate The Arizona Governor's Office of Energy Policy, Weatherization Standards. All new construction is to achieve a Home Energy Rating System (HERS) index beyond the baseline of 85. Final HERS index must be submitted prior to receipt of the final draw. The projected, pre-construction HERS index must be submitted to the ADOH once the construction drawings have been completed and the final HERS index must be submitted prior to the receipt of the final draw. All of the above assessments and weatherization work are to be completed by Building Performance Institute, Inc. (BPI) certified weatherization professionals.

### **AFTER REHABILITATION ASSESSED VALUE**

Staff will obtain a pre-rehabilitation assessment from the Gila County Assessor's Office and at the completion of the rehabilitation project will add the total project costs to the assessed value of the home to determine the after rehabilitation assessed value of the home. This will be documented on the Project Completion Form. The assessed value of the home plus the rehabilitation assistance will not exceed maximum per state unit investment amounts for Gila County.

### **GRIEVANCE/PROTEST PROCEDURE**

#### **Client Grievance Procedure:**

Clients can be denied services if they do not meet the eligibility requirements of the Housing Services Department. The following procedures will be followed in order to resolve disputes that may arise in the Housing Rehabilitation Program.

- All participants will be provided a copy of the complaint procedures and will be required to provide a signature to document receipt of the articles.
- Complaints arising from disputes regarding the Housing Services Department will first be verbally or in writing addressed to the Community Action/Housing Services Manager. Complaints shall be brought to the attention of the Community Action/Housing Services Manager within 10 days after the client becomes aware of the problem.

- The Community Action/Housing Services Manager will attempt to resolve the dispute within 5 working days after receipt of the initial complaint.
- If the issue is not resolved within 5 working days with the Community Action/Housing Services Manager, the participant may refer his/her complaint in writing to the Director of the Community Services Division at 5515 S. Apache Ave., Globe, Arizona 85501.
- The Director or the Director's designee will be responsible for review and response to the written complaint within 10 working days of receipt.
- Participants who wish to appeal the Director's decision will have 10 working days from receipt of the written decision to notify the Community Services Division of his/her intention to appeal the decision to the Board of Supervisors.
- All complaints submitted to final appeal shall be addressed to the Chairman of the Gila County Board of Supervisors, 1400 E. Ash Street, Globe, Arizona 85501.
- The Board of Supervisors will have 15 working days from receipt of the complaint to render a final decision.

This grievance procedure has been approved by the Arizona Department of Housing. Each participant is given a copy of the grievance procedure with a copy being maintained in the case file in the Office of Community Services/Housing Services Department.

**Contractor Grievance Procedure:**

Bid protests shall be submitted in writing to: Gila County Housing Services Department, 5515 S. Apache Ave., Suite 200, Globe, AZ 85501 within ten (10) days of bid award notification.

Protests must contain at a minimum the name, address and telephone number of the protester, the signature of the protestor or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within *three (3) business days* of receipt, and after consultation with legal counsel, the Housing Services Manager will respond to the protest. The Gila County Housing Services Department reserves the right to reject any or all bids; to waive irregularities of information in any bid; and/or to take any steps determined prudent in order to resolve the protest.

All contractors involved in the bidding process are provided with notice of the protest procedures, which are set forth in the Contractor Protest Procedure Form and in the Bid Award Notification Letter. In the event of a disagreement between the homeowner and contractor, homeowner and Gila County, applicant and Gila County, and/or Contractor and Gila County, to name a few, the Grievance Procedure or Protest Procedure, whichever is applicable, shall be followed. All complaint/protest documentation will be hand delivered or sent by registered mail.

**CONFLICT OF INTEREST**

If a person is:

An employee, agent, consultant, officer, elected officer or appointed official of the Gila County Community Services Division Housing Services Department who has CDBG, SHF or

HOME related responsibilities or access to inside information may not obtain a financial benefit or interest from any housing rehabilitation activity for themselves or those with whom they have family or business ties during their tenure.

## **EMERGENCY REPAIR GRANT GUIDELINES**

### **PURPOSE**

The Emergency Repair Program is designed to assist low income households with minor emergency repairs to their home. This program is available to qualified low income homeowners located within Gila County. The maximum grant amount is \$10,000.

### **ELIGIBLE COSTS**

In order to qualify for an emergency repair grant, the property must be suitable for emergency repairs under the time and funding constraints of the program. If all funding assistance is not sufficient to repair the unit to meet at a minimum, The State of Arizona Rehabilitation Standards, the application will be denied. An emergency situation (in need of immediate correction of a code violation(s), which constitutes: (a) a serious and urgent, life threatening hazard that comes about suddenly and unexpectedly; and/or (b) an incipient health and safety hazard (i.e., a code violation that, if not repaired, will cause serious structural damage to the property) must also be present in the home at the time of application for services.

### **TYPES OF REPAIRS**

Any repairs necessary to provide the household members with safe and sanitary living conditions are considered an emergency. Examples are:

1. Plumbing – overflowing of toilets, defective hot water heater, blockage in sewer line, and defective heating systems.
2. Electrical – shortage in electrical wiring, switches, exposed wires, etc.
3. Miscellaneous – leaky roofs or defective entrance doors with improper locking devices, etc.

### **PROCEDURES**

1. The prospective applicant with the assistance of the Housing Services Administrative Assistant will complete a pre-screening form to determine the individual's preliminary eligibility, specifically:
  - a. Individual presently owns and occupies the property;
  - b. Location of the home is within Gila County boundaries; and
  - c. Preliminary income information.
  - d. Property Taxes and Insurance are paid and up-to-date on the property.
  - e. Household size and composition.
  - f. Determine if an urgent and serious emergency situation exists (in the event of an emergency situation, Step 2 will be eliminated and Steps 3 and 4 will be expedited)
  - g. Home is being occupied as a primary residence for at least 12 months prior to assistance.
  - h. If the home is on the market for sale, it will not be eligible for assistance.

2. Determination of eligibility to be placed on a waiting list is performed at the pre-screening process and the individual is notified in writing within ten (10) working days of this determination.
3. A member of the Housing Services Staff will inspect the property to verify emergency.
4. The homeowner will be required to submit an application for services (following steps defined on page 9 of the housing rehabilitation guidelines).
5. Housing Services Staff shall contact a local licensed qualified contractor to get estimates on the repair(s). The repair(s) will be approved by the staff and then will be performed within either: 1) a one to three day period of the initial application for services; or 2) as immediately as possible to alleviate the emergency situation, the repairs performed *shall* be the minimum necessary to alleviate the emergency and further repairs to the home *may* be placed on hold until such time that the Housing Services staff can schedule the completions.
6. Housing Services Staff will conduct an inspection on the work completed. Counseling and education on the maintenance and care of the home, appliances, property, as well as, energy efficiency/savings will be provided before, during and after the work is completed. The homeowner will be asked to complete a Final Inspection Form prior to the final contractor payment being issued.
7. The Administrative Assistant will enter all project completions into a database for the purpose of tracking all current and previous participants in the program.

### **DEFERRAL CONDITIONS**

The decision to defer work in a dwelling is difficult, but necessary in some cases. If a decision to defer has been made, work must be postponed until the problems can be resolved and/or alternative sources of help are found.

Deferral conditions may include:

- The client has known health conditions that prohibit the installation of materials.
- The building or structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively.
- The client is uncooperative, abusive, or threatening to the crew, sub-contractors, auditors, inspectors, or others who must work on or visit the home.
- There is an animal(s) on the property that poses a health and safety threat to the crew or sub-contractors (ie: a vicious animal, excessive animals)
- The cleanliness or orderliness of the dwelling poses a health and/or safety problem.
- In the judgment of the Housing Services Program Staff, any condition exists which may endanger the health and/or safety of the crew or sub-contractor, the work should not proceed until the condition is corrected.

## **SELF HELP/SWEAT EQUITY**

The Housing Services Department does not allow the homeowner to perform any scope of the work. There may be some exceptions but only related to general property improvements, i.e. landscaping. These exceptions must be approved by the Community Action/Housing Services Manager.

## **AFTER EMERGENCY REPAIR ASSESSED VALUE**

Upon approval of the applicant, staff will obtain an assessment from the Gila County Assessor's Office and at the completion of the project will add the total projects costs to the assessed value of the home to determine the after emergency repair assessed value of the home. This will be documented on the Project Completion Form. The assessed value of the home plus the emergency repair assistance will not exceed maximum per state unit investment amounts for Gila County.

## **AGREEMENTS, CONTRACTS, AND OTHER DOCUMENTS**

Each file contains a checklist noting all documents and verifications (such as check stubs, bank statements, property tax statement, title report insurance, etc) required for the emergency repair program. This checklist will reflect the type of documents included in each file and will note those that do not apply as "N/A".

## **GRIEVANCE/PROTEST PROCEDURE**

### **Client Grievance Procedure:**

Clients can be denied services if they do not meet the eligibility requirements of the Housing Services Department. The following procedures will be followed in order to resolve disputes that may arise in the Emergency Repair Program.

- All participants will be provided a copy of the complaint procedures and will be required to provide a signature to document receipt of the articles.
- Complaints arising from disputes regarding the Housing Services Department will first be verbally or in writing addressed to the Community Action/Housing Services Manager. Complaints shall be brought to the attention of the Community Action/Housing Services Manager within 10 days after the client becomes aware of the problem.
- The Community Action/Housing Services Manager will attempt to resolve the dispute within 5 working days after receipt of the initial complaint.
- If the issue is not resolved within 5 working days with the Community Action/Housing Services Manager, the participant may refer his/her complaint in writing to the Director of the Community Services Division at 5515 S. Apache Ave., Globe, Arizona 85501.
- The Director or the Director's designee will be responsible for review and response to the written complaint within 10 working days of receipt.

- Participants who wish to appeal the Director's decision will have 10 working days from receipt of the written decision to notify the Community Services Division of his/her intention to appeal the decision to the Board of Supervisors.
- All complaints submitted to final appeal shall be addressed to the Chairman of the Gila County Board of Supervisors, 1400 E. Ash Street, Globe, Arizona 85501.
- The Board of Supervisors will have 15 working days from receipt of the complaint to render a final decision.

This grievance procedure has been approved by the Arizona Department of Housing. Each participant is given a copy of the grievance procedure with a copy being maintained in the case file in the Community Services Division/Housing Services Department.

**Contractor Grievance Procedure:**

Bid protests shall be submitted in writing to: Gila County Housing Services Department, 5515 S. Apache Ave., Suite 200, Globe, AZ 85501 within ten (10) days of bid award notification.

Protests must contain at a minimum the name, address and telephone number of the protester, the signature of the protestor or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within *three (3) business days* of receipt, and after consultation with legal counsel, the Community Action/Housing Services Manager will respond to the protest. The Gila County Housing Services Department reserves the right to reject any or all bids; to waive irregularities of information in any bid; and/or to take any steps determined prudent in order to resolve the protest.

All contractors involved in the bidding process are provided with notice of the protest procedures, which are set forth in the Contractor Protest Procedure Form and in the Bid Award Notification Letter. In the event of a disagreement between the homeowner and contractor, homeowner and Gila County, applicant and Gila County, and/or Contractor and Gila County, to name a few, the Grievance Procedure or Protest Procedure, whichever is applicable, shall be followed. All complaint/protest documentation will be hand delivered or sent by registered mail.

**CONFLICT OF INTEREST**

If a person is:

An employee, agent, consultant, officer, elected officer or appointed official of the Gila County Community Services Division who has CDBG, SHF or HOME related responsibilities or access to inside information may not obtain a financial benefit or interest from any housing rehabilitation activity for themselves or those with whom they have family or business ties during their tenure.

## **MINOR HOME REPAIR PROGRAM GUIDELINES**

### **PURPOSE**

Minor Home Repair Program is designed to assist persons aged 60 or over or those under age 60 with a disability with minor home repairs to their home. This program is available to qualified residents living in Gila County. This program is designed to help those who do not have the resources to perform or pay for the repairs themselves.

### **ELIGIBLE COSTS**

In order to qualify for the program, the property must be suitable for repairs under the time and funding constraints of the program. Persons whose income level is at or below poverty level will be given priority over those whose incomes are higher than poverty level. The maximum amount of each grant is \$1,500.00.

### **TYPES OF REPAIRS**

The type of repairs made will provide for the safety and/or structural repairs to the home. The repairs must be made to increase or maintain the independence of eligible individuals and to increase the individual's mobility, safety, and access to and around the home. Repairs done to the home may include, but are not limited to:

- Building of ramps
- Cooler and heater repair/maintenance
- Evaporative Cooler Tune-up Program
- Widening of doorways
- Installation of grab bars
- Screen repair
- Installation of safety mats
- Window repair
- Minor roof repair
- Door repair
- Floor repair

The majority of the funding for this program will be utilized for the Low Income Evaporative Cooler Tune-up Program. The evaporative cooler tune-up program will be bid out to local licensed heating/cooling contractors. The contractor who bids the lowest per cooler price will be awarded the contract and an agreement will be entered into for the evaporative cooler tune-up portion of this program.

### **PROCEDURES**

1. The prospective applicant with the assistance of the Housing Services Administrative Assistant will complete an application by one of several methods. The methods are telephonic, in person, via home visit (for homebound only), and through a downloaded application via the internet.
2. Determination of eligibility is performed at the time of the application.

3. The application is reviewed by the Housing Services staff to determine the best method of resolving the repair.
4. Housing Services Staff shall contact a local licensed contractor to get estimates on the repair(s).
5. The repair(s) will be approved by the staff and then will be performed within either: 1) a one to three day period of the initial application for services; or 2) as immediately as possible to alleviate the emergency situation, the repairs performed *shall* be the minimum necessary to alleviate the emergency and to receive additional repairs to the home *may* be placed on a waiting list for other funding sources.
6. Housing Services Staff will conduct an inspection on the work completed. Counseling and education on the maintenance and care of the home, appliances, property, as well as, energy efficiency/savings will be provided before, during and after the work is completed. The homeowner will be asked to complete a Follow-up Form prior to the final contractor payment being issued.
7. The Administrative Assistant will enter all project completions into a database for the purpose of tracking all current and previous participants in the program.

### **SELF HELP/SWEAT EQUITY**

The Housing Services Department does not allow the homeowner to perform any scope of the work. The intent of this restriction is to avoid any question or misinterpretation of warranty items and workmanship warranty in future “call back” notices. The Contractor is made responsible for any damages, theft or materials, etc. at the house until the house is completed. Therefore, any labor provided by other than those for which the contractor is responsible is not allowed. There may be some exceptions but only related to general property improvements, i.e. landscaping. These exceptions must be approved by the Housing Services Manager.

### **GRIEVANCE/PROTEST PROCEDURE**

#### **Client Grievance Procedure:**

Clients can be denied services if they do not meet the eligibility requirements of the Housing Services Department. The following procedures will be followed in order to resolve disputes that may arise in the Emergency Repair Program.

- All participants will be provided a copy of the complaint procedures and will be required to provide a signature to document receipt of the articles.
- Complaints arising from disputes regarding the Housing Services Department will first be verbally or in writing addressed to the Community Action/Housing Services Manager. Complaints shall be brought to the attention of the Community Action/Housing Services Manager within 10 days after the client becomes aware of the problem.
- The Community Action/Housing Services Manager will attempt to resolve the dispute within 5 working days after receipt of the initial complaint.

- If the issue is not resolved within 5 working days with the Community Action/Housing Services Manager, the participant may refer his/her complaint in writing to the Director of the Community Services Division at 5515 S. Apache Ave., Globe, Arizona 85501.
- The Director or the Director's designee will be responsible for review and response to the written complaint within 10 working days of receipt.
- Participants who wish to appeal the Director's decision will have 10 working days from receipt of the written decision to notify the Community Services Division of his/her intention to appeal the decision to the Board of Supervisors.
- All complaints submitted to final appeal shall be addressed to the Chairman of the Gila County Board of Supervisors, 1400 E. Ash Street, Globe, Arizona 85501.
- The Board of Supervisors will have 15 working days from receipt of the complaint to render a final decision.

This grievance procedure has been approved by the Arizona Department of Housing. Each participant is given a copy of the grievance procedure with a copy being maintained in the case file in the Office of Community Services/Housing Services Department.

Contractor Grievance Procedure:

Bid protests shall be submitted in writing to: Gila County Housing Services Department, 5515 S. Apache Ave., Suite 200, Globe, AZ 85501 within ten (10) days of bid award notification.

Protests must contain at a minimum the name, address and telephone number of the protester, the signature of the protestor or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within *three (3) business days* of receipt, and after consultation with legal counsel, the Community Action/Housing Services Manager will respond to the protest. The Gila County Housing Services Department reserves the right to reject any or all bids; to waive irregularities of information in any bid; and/or to take any steps determined prudent in order to resolve the protest.

All contractors involved in the bidding process are provided with notice of the protest procedures, which are set forth in the Contractor Protest Procedure Form and in the Bid Award Notification Letter. In the event of a disagreement between the homeowner and contractor, homeowner and Gila County, applicant and Gila County, and/or Contractor and Gila County, to name a few, the Grievance Procedure or Protest Procedure, whichever is applicable, shall be followed. All complaint/protest documentation will be hand delivered or sent by registered mail.

**CONFLICT OF INTEREST**

If a person is:

An employee, agent, consultant, officer, elected officer or appointed official of the Gila County Community Services Division who has Pinal Gila Council for Senior Citizens funding related responsibilities or access to inside information may not obtain a financial benefit or interest from any housing rehabilitation activity for themselves or those with whom they have family or business ties during their tenure.

# Utility Repair, Replacement and Deposit (URRD) Program Guidelines

(Excerpted from Arizona Department of Economic Security Division of Aging and Community Services Administration Utility Repair Replacement Deposit (URRD) Policy Manual Insert)

## **PURPOSE**

Utility Repair, Replacement was established by state law to help low income individuals who are in crisis situations with deposits for utility services and to make needed repairs and replacements to utility related appliances or systems.

## **ELIGIBLE COSTS**

In order to qualify for the program the total household income must be at or below 150% of Federal Poverty Guidelines. The person must own the appliance that is being repaired or replaced. The maximum amount of each grant is \$2,000.00.

## **TYPES OF ASSISTANCE**

Assistance may include, but is not limited to:

- Deposits for Gas/Propane, Electricity, Telephone and Water Services
- Repairs to utility related appliances or systems.
- Replacements of heating or cooling systems, water heaters, space heaters and telephones for owners.

The applicant must be the owner of the appliance or system to be repaired and/or replaced.

### **ELIGIBLE APPLIANCES:**

- Water heater
- Cooking Stove
- Furnaces
- Air Conditioners
- Telephone
- Evaporative Coolers
- Refrigerators (energy efficient only)

### **NOT ELIGIBLE APPLIANCES**

- Televisions
- Radios
- Video Cassette Recorder (VCR)
- Hair Dryers
- Blenders
- Water Softeners
- Cable TV
- Satellite Receivers

**All other appliance repair and/or replacement not listed will require prior approval by the DES/CSA Program Manager or the Program Specialist.**

## **PROCEDURES**

### 1. APPLICATION

The prospective applicant with the assistance of the Housing Services Administrative Assistant will complete an application for services.

### 2. CRITERIA FOR REPAIR/REPLACEMENT

Replacement of utility related appliance shall be limited to when repair costs exceed replacement costs or an appliance is found to be inoperable with repairs. Replacement will only occur when a crisis has been documented.

The client must indicate in writing that repairs or replacements have been made prior to payment to vendor. Contractors should establish procedures to assure this occurs.

3. OWNERSHIP AND INSPECTION

Ownership of the appliance or utility system can be ascertained by:

- Client providing a receipt of purchase, or
- Client signs a statement of ownership

Inspection of the needed repair and/or replacement may be completed by a qualified Housing Services staff member.

4. PAYMENTS

Payment for a repair or replacement should be made after the completion of work, inspection and receipt of appropriate documentations, such as an invoice.

5. ELIGIBILITY:

- Income must be at or below 125% of federal poverty guidelines, or 150% if one or more household members is aged 60 or over and/or has a disability.
- Must establish and verify identity,
- Must verify United States Citizenship<sup>1</sup>, or verification of immigrant status<sup>2</sup>
- Must be a resident of Arizona
- Household must be in a crisis situation and meet one of the crisis reasons.
- Applicant must be the owner of the appliance or system to be repaired and/or replaced.

Crisis Reasons:

- A loss or reduction of income or public benefits
- Unexpected emergency expense that caused a lack of resources
- A health or safety related emergency

6. An eligibility determination will be issued. For repair/replacements, the Housing Services Staff will make an assessment of the repairs/replacements and determine what type of assistance is necessary to alleviate the problem.

7. For Utility Payments: a voucher will be issued to the appropriate utility company. The client must take the voucher to the company and arrange for service. The client must provide verification that they have paid the rent prior to receiving assistance with deposits.

For Repair/Replacement: Housing Services Staff shall contact a local licensed contractor to get estimates on the repair(s). The contractor who bids the lowest price will be awarded the bid. In the event that we cannot receive at least 3 bids, the staff member will note it in the file and the job will be awarded to the only bidder.

8. The repair(s) will be approved by the staff and then will be performed within either: 1) a one to three day period of the initial application for services; or 2) as immediately as possible to alleviate the emergency situation, the repairs performed **shall** be the minimum

necessary to alleviate the emergency. If further repairs to the home are necessary, the person will be placed on a waiting list for other program funding.

9. Housing Services Staff will conduct an inspection on the work completed. Counseling and education on the maintenance and care of the home, appliances, property, as well as, energy efficiency/savings will be provided before, during and after the work is completed.
10. The Administrative Assistant will enter all project completions into a database for the purpose of tracking all current and previous participants in the program.
11. The file is then given to the Community Action Program Manager to complete a final quality review.

### **DEFERRAL CONDITIONS**

The decision to defer work in a dwelling is difficult, but necessary in some cases. If a decision to defer has been made, work must be postponed until the problems can be resolved and/or alternative sources of help are found.

Deferral conditions may include:

- The client is uncooperative, abusive, or threatening to the crew, sub-contractors, auditors, inspectors, or others who must work on or visit the home.
- There is an animal(s) on the property that poses a health and safety threat to the crew or sub-contractors (ie: a vicious dog, excessive animals, animal excrement inside the dwelling)
- The cleanliness or orderliness of the dwelling poses a health and/or safety problem.
- In the judgment of the Housing Services staff, any condition exists which may endanger the health and/or safety of the crew or sub-contractor, the work should not proceed until the condition is corrected.

### **SELF HELP/SWEAT EQUITY**

The Housing Services Department does not allow the homeowner to perform any scope of the work. The intent of this restriction is to avoid any question or misinterpretation of warranty items and workmanship warranty in future "call back" notices. The Contractor is made responsible for any damages, theft or materials, etc. at the house until the house is completed. Therefore, any labor provided by other than those for which the contractor is responsible is not allowed. There may be some exceptions but only related to general property improvements, i.e. landscaping. These exceptions must be approved by the Community Action/Housing Services Manager.

### **GRIEVANCE/PROTEST PROCEDURE**

#### **Client Grievance Procedure:**

Clients can be denied services if they do not meet the eligibility requirements of the Housing Services Department. The following procedures will be followed in order to resolve disputes that may arise in the Emergency Repair Program.

- All participants will be provided a copy of the complaint procedures and will be required to provide a signature to document receipt of the articles.

- Complaints arising from disputes regarding the Housing Services Department will first be verbally or in writing addressed to the Community Action/Housing Services Manager. Complaints shall be brought to the attention of the Community Action/Housing Services Manager within 10 days after the client becomes aware of the problem.
- The Community Action/Housing Services Manager will attempt to resolve the dispute within 5 working days after receipt of the initial complaint.
- If the issue is not resolved within 5 working days with the Community Action/Housing Services Manager, the participant may refer his/her complaint in writing to the Director of the Community Services Division at 5515 S. Apache Ave., Globe, Arizona 85501.
- The Director or the Director's designee will be responsible for review and response to the written complaint within 10 working days of receipt.
- Participants who wish to appeal the Director's decision will have 10 working days from receipt of the written decision to notify the Community Services Division of his/her intention to appeal the decision to the Board of Supervisors.
- All complaints submitted to final appeal shall be addressed to the Chairman of the Gila County Board of Supervisors, 1400 E. Ash Street, Globe, Arizona 85501.
- The Board of Supervisors will have 15 working days from receipt of the complaint to render a final decision.

This grievance procedure has been approved by the Arizona Department of Housing. Each participant is given a copy of the grievance procedure with a copy being maintained in the case file in the Office of Community Services/Housing Services Department.

Contractor Grievance Procedure:

Bid protests shall be submitted in writing to: Gila County Housing Services Department, 5515 S. Apache Ave., Suite 200, Globe, AZ 85501 within ten (10) days of bid award notification.

Protests must contain at a minimum the name, address and telephone number of the protester, the signature of the protestor or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within *three (3) business days* of receipt, and after consultation with legal counsel, the Community Action/Housing Services Manager will respond to the protest. The Gila County Housing Services Department reserves the right to reject any or all bids; to waive irregularities of information in any bid; and/or to take any steps determined prudent in order to resolve the protest.

All contractors involved in the bidding process are provided with notice of the protest procedures, which are set forth in the Contractor Protest Procedure Form and in the Bid Award Notification Letter. In the event of a disagreement between the homeowner and contractor, homeowner and Gila County, applicant and Gila County, and/or Contractor and Gila County, to name a few, the Grievance Procedure or Protest Procedure, whichever is applicable, shall be followed. All complaint/protest documentation will be hand delivered or sent by registered mail.

## **CONFLICT OF INTEREST**

If a person is:

An employee, agent, consultant, officer, elected officer or appointed official of the Gila County Community Services Division who has URRD related responsibilities or access to inside information may not obtain a financial benefit or interest from any housing rehabilitation activity for themselves or those with whom they have family or business ties during their tenure.

# **WEATHERIZATION ASSISTANCE PROGRAM GUIDELINES**

## **PURPOSE**

Gila County Weatherization Assistance Program (WAP) is designed to serve low income homeowners with health, safety and energy related home repairs within Gila County. The program is generally defined by these guidelines.

## **ELIGIBLE COSTS**

In order to qualify for the program the total household income must be at or below 150% of Federal Poverty Guidelines. The person must own the home that is being considered for the weatherization assistance program. Cost effectiveness will determine the type and amount of funding that is available per home.

## **TYPES OF ASSISTANCE**

Assistance may include, but is not limited to:

- Repair and/or replacement of heating system
- Installation of ceiling insulation
- Water heater wrap (where allowed)
- Upgrade of evaporative cooler motor to a higher efficiency two-speed motor
- shade screens on all sun struck south, east and west windows and glass doors
- Reflective roof coating on mobile homes
- Storm window or single pane windows on mobile homes
- Water Heater repairs and relocation to a weather protected area if applicable.
- Replacement, of space heating and cooling systems when the cost to repair the equipment is greater than the cost to replace the equipment.
- Installation of low flow shower head
- Space Heating and cooling equipment tune-ups.
- Installation of setback thermostat(s) for persons with mobility problems or other extenuating circumstances.
- Replacement of call, ceiling, and floor forced air supply registers when existing condition limits functioning of control louvers.
- Replacement of evaporative coolers when the cost to repair the equipment is greater than the cost to replace the equipment.
- Fresh air ventilation systems may be installed with prior approval from the Energy Office.
- Installation of a butterfly damper in kitchen or bathroom ceiling exhaust fan(s) or ventilation ports.
- Exterior Doors with LIHEAP/WAP funding.
- Attic ventilation with LIHEAP/WAP funding.

## **RENTAL DWELLING**

No rental dwelling may be weatherized under the terms of the weatherization Assistance Program Contract, unless written permission to perform itemized services is obtained from the owner of the rental unit or the owner's authorized agent. Said written permission is to be

retained, along with such other agreements between the Contractor and the rental owner/agent, as part of the job record and client job file.

- a. The fuel information release form shall be signed by the tenant of a rental dwelling prior to the inception of Weatherization services unless the dwelling is part of a master-metered complex in which case this provision does not apply.
- b. The owner of the rental property or the owner's agent shall agree in writing not to raise the rental charge of said dwelling for a minimum period of one year from the date of the completion of Weatherization services as a consequence of the Weatherization investment.

## **PROHIBITION AGAINST WEATHERIZATION SERVICES**

### **Dwelling Units**

- Dwelling units which are vacant or which are designated for acquisition or clearance by a federal, state, or local program within twelve (12) months from the date of scheduled weatherization shall not be provided Weatherization services under this contract.
- Dwelling units which are known to be for sale as evidenced by "For Sale" signs on the property, realtor listing and offering or classified advertisement, shall not be provided Weatherization services under this contract.
- Weatherization services, under this contract, are prohibited where the dwelling unit of an applicant household is located in a designated flood plain unless said dwelling unit is currently covered by flood insurance.

## **HEALTH AND SAFETY PLAN**

**PURPOSE** – to establish the policies and procedures under which health and safety concerns are addressed in the Weatherization Assistance Program (WAP).

**GOAL** – To ensure energy savings are the result of Weatherization Assistance Programs actions while promoting a health and safe environment for clients and WAP worker and contractors.

**SCOPE** – Energy-related health and safety concerns need to be remedied before, or because of, the installation of weatherization materials. Therefore, energy-related health and safety hazards associated with weatherization activities may be remedied or prevented with DOE funds. Measures and their costs must be reasonable and must not seriously impair the primary energy conservation purpose of the program.

The Health and Safety Procedures are applicable to all activities under the WAP.

- A. **Grantee Health & Safety:** The Arizona Energy Office – WAP field monitors will follow all applicable health and safety rules with respect to the conduct of their on-site job visits including the use of face masks, hard hats, appropriate footwear, and such other applicable attire and equipment so as to minimize personal risks.
- B. **Crew and/or Contractor Health and Safety:** Arizona subgrantees and their contractors will comply with the Occupational Safety and Health Administration (OSHA) requirements in all weatherization activities.
- C. **Client Health and Safety:** Weatherization services can be provided in a manner that minimizes risk to workers and clients. Although the Weatherization Assistance Program does not provide all the solutions, awareness of potential hazards is essential to providing

quality services. A list of the more common hazards and DOE's preferred approach to them are discussed in Section D of the APPENDIX of Exhibit C of the Contract. Other energy-related hazards should be considered on a case-by-case basis. Grantees and sub-grantees are required to take all reasonable precautions against performing work on homes that will subject workers or clients to health and safety risks. If there is any doubt that weatherization work can be conducted in a manner that is safe for all parties concerned, the Sub-grantee must not proceed further. Before beginning work on the residence, sub-grantees will take into consideration the health concerns of each occupant, the condition of the dwelling, and the possible effect of work to be performed on any particular health or medical condition of the occupants. When a person's health is fragile and/or the work activities would constitute a health or safety hazard, the occupants at risk will be required to leave the home during these work activities or the work will be suspended until such a time as it can be performed appropriately.

## **PROCEDURES**

1. The prospective applicant with the assistance of the Housing Services Administrative Assistant will complete a pre-screening form to determine the individual's preliminary eligibility, specifically:
  - A. Individual presently owns and occupies the property;
  - B. Location of the home is within Gila County boundaries; and
  - C. Preliminary income information.
  - D. Household size and composition.
  - E. Home is being occupied as a primary residence for at least 12 months prior to assistance.
  - F. If the home is on the market for sale, it will not be eligible for assistance.
2. Determination of eligibility to be placed on a waiting list is performed at the pre-screening process and the individual is notified in writing within ten (10) working days of this determination.

## **APPLICATION**

The prospective applicant with the assistance of the Housing Services Administrative Assistant will complete an application for services.

## **ELIGIBILITY**

- Income must be at or below 125% of federal poverty guidelines, or 150% if one or more household members is aged 60 or over and/or has a disability.
- Must be a resident of Arizona
- Must own and occupy the home as their primary residence.

An eligibility determination will be issued.

Housing Services Technician will prepare a Scope of Work detailing all measures to be completed on the home. The Scope of Work will be then provided to a licensed contractor(s) to receive an estimate for the cost of the measures. The Housing Services Manager and/or

Technician will review and authorize the work to be completed as per the Scope of Work. Change Orders will be done when the Scope of Work is altered.

Housing Services Staff will conduct inspections on the work as it is completed. Post Work Audits will be completed on the structure at this time, as well as, counseling and education on the maintenance and care of the home, appliances, property, and energy efficiency/savings will be provided before, during and after the work is completed. The homeowner will be asked to complete a Final Inspection Form prior to the final contractor payment being issued.

The Administrative Assistant will enter all project completions into a database for the purpose of tracking all current and previous participants in the program.

### **DEFERRAL CONDITIONS**

The decision to defer work in a dwelling is difficult, but necessary in some cases. If a decision to defer has been made, work must be postponed until the problems can be resolved and/or alternative sources of help are found.

Deferral conditions may include:

- The client has known health conditions that prohibit the installation of insulation and other weatherization materials.
- The building or structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved cost-effectively.
- The house has sewage or other sanitary problems that would further endanger the client and weatherization installers if weatherization work were performed.
- The house has been condemned or electrical, heating, plumbing, or other equipment has been “red tagged” by local or state building officials or utilities.
- Moisture problems are so severe they cannot be resolved under existing health and safety measures and with minor repairs.
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances, and cannot be resolved under existing health and safety measures.
- The client is uncooperative, abusive, or threatening to the crew, sub-contractors, auditors, inspectors, or others who must work on or visit the home.
- The extent and condition of lead-based paint in the house would potentially create further health and safety hazards.
- There is an animal(s) on the property that poses a health and safety threat to the crew or sub-contractors (ie: a vicious dog, excessive animal excrement inside the dwelling)
- The cleanliness or orderliness of the dwelling poses a health and/or safety problem.
- In the judgment of the energy auditor, any condition exists which may endanger the health and/or safety of the crew or sub-contractor, the work should not proceed until the condition is corrected.

### **SELF HELP/SWEAT EQUITY**

The Housing Services Department does not allow the homeowner to perform any scope of the work. The intent of this restriction is to avoid any question or misinterpretation of warranty items and workmanship warranty in future “call back” notices. The Contractor is made responsible for any damages, theft or materials, etc. at the house until the house is completed.

Therefore, any labor provided by other than those for which the contractor is responsible is not allowed. There may be some exceptions but only related to general property improvements, i.e. landscaping. These exceptions must be approved by the Housing Services Manager.

## **GRIEVANCE/PROTEST PROCEDURE**

### **Client Grievance Procedure:**

Clients can be denied services if they do not meet the eligibility requirements of the Housing Services Department. The following procedures will be followed in order to resolve disputes that may arise in the Emergency Repair Program.

- All participants will be provided a copy of the complaint procedures and will be required to provide a signature to document receipt of the articles.
- Complaints arising from disputes regarding the Housing Services Department will first be verbally or in writing addressed to the Housing Services Manager. Complaints shall be brought to the attention of the Housing Services Manager within 10 days after the client becomes aware of the problem.
- The Housing Services Manager will attempt to resolve the dispute within 5 working days after receipt of the initial complaint.
- If the issue is not resolved within 5 working days with the Housing Services Manager, the participant may refer his/her complaint in writing to the Director of the Division of Health and Community Services at 5515 S. Apache Ave., Globe, Arizona 85501.
- The Director or the Director's designee will be responsible for review and response to the written complaint within 10 working days of receipt.
- Participants who wish to appeal the Director's decision will have 10 working days from receipt of the written decision to notify the Division of Health and Community Services of his/her intention to appeal the decision to the Board of Supervisors.
- All complaints submitted to final appeal shall be addressed to the Chairman of the Gila County Board of Supervisors, 1400 E. Ash Street, Globe, Arizona 85501.
- The Board of Supervisors will have 15 working days from receipt of the complaint to render a final decision.

This grievance procedure has been approved by the Arizona Department of Economic Security and the Arizona Department of Energy.

### **Contractor Grievance Procedure:**

Bid protests shall be submitted in writing to: Gila County Housing Services Department, 5515 S. Apache Ave, Suite 200, Globe, AZ 85501 within ten (10) days of bid award notification. Protests must contain at a minimum the name, address and telephone number of the protester, the signature of the protestor or its representative and evidence of authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within *three (3) business days* of receipt, and after consultation with legal counsel, the Housing Services Manager will respond to the protest. The Gila County Housing Services Department reserves the right to reject any or all bids; to waive irregularities of

information in any bid; and/or to take any steps determined prudent in order to resolve the protest.

All contractors involved in the bidding process are provided with notice of the protest procedures, which are set forth in the Contractor Protest Procedure Form and in the Bid Award Notification Letter. In the event of a disagreement between the homeowner and contractor,

homeowner and Gila County, applicant and Gila County, and/or Contractor and Gila County, to name a few, the Grievance Procedure or Protest Procedure, whichever is applicable, shall be followed. All complaint/protest documentation will be hand delivered or sent by registered mail.

### **CONFLICT OF INTEREST**

If a person is:

An employee, agent, consultant, officer, elected officer or appointed official of the Gila County Community Services Division who has Weatherization Assistance Program related responsibilities or access to inside information may not obtain a financial benefit or interest from any housing rehabilitation activity for themselves or those with whom they have family or business ties during their tenure.



## E-12 Request for Release of Funds and Certification

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

### Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) Number (Optional) Housing Rehabilitation	2. HUD/State Identification Number 86-6004791	3. Recipient Identification 86-6000444
4. CFDA Number(s)	5. Name and Address of Responsible Entity Malissa Buzan Gila County Community Services Division 5515 S. Apache Avenue, Suite 200 Globe, AZ 85501	
6. For information about this request, contact (name and phone number) Malissa Buzan Gila County Community Services Division 5515 S. Apache Avenue, Suite 200 Globe, AZ 85501		
7. HUD or State Agency and office unit to receive request Arizona Department of Housing	8. Name and address of Recipient (if different than Responsible Entity)	

The recipient(s) of assistance under the program listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following:

9. Program Activity(ies)Project Name(s) Housing Rehabilitation, Emergency Repairs	10. Location (Street address, city, county state) Gila County
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11. Program Activity/Project Description

CBBG, HOME, HTF, SSP, SHF Activities 1 & 2

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**Part 2. Environmental Certification (to be completed by Responsible Entity)**

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With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the Responsible Entity, certify that:

1. The Responsible Entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the Project(s) named above.
2. The Responsible Entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal  did  did not require the preparation and dissemination of an environmental impact statement.
4. The Responsible Entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
5. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
6. In accordance with 24 CFR 58.71(b), the Responsible Entity will advise the recipient (if different from the Responsible Entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated Certifying Officer of the Responsible Entity, I also certify that:

7. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the Responsible Entity.
8. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as Certifying Officer of the Responsible Entity.

Signature of Certifying Officer of the Responsible Entity  x	Title of Certifying Officer  Tommie Cline Martin Chairman, Gila County Board of Supervisors
	Date Signed 10/16/2012
Address of Certifying Officer Gila County Community Services Division 5515 S. Apache Avenue, Suite 200 Globe, AZ 85501	

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**Part 3. To be completed when the Recipient is not the Responsible Entity**

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The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient  x	Title of Authorized Officer
	Date Signed



## E-13 Authority to Use Grant Funds

<b>TO:</b> (name and address of Grant Recipient and Chief Executive Officer):  Tommie Cline Martin Gila County Community Services Division 5515 S. Apache Avenue, Suite 200 Globe, AZ 85501	<b>Copy to:</b> (name and address of Subrecipient):  Malissa Buzan Gila County Community Services Division 5515 S. Apache Avenue, Suite 200 Globe, AZ 85501
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We received your Request for Release of Funds and Certification, ADOH Form E-12 on	Original RROF received
Your Request was form HUD/State Identification Number	CDBG

All objections, if received have been considered and the minimum waiting period has transpired. You are hereby authorized to use funds provided to you under the above HUD/State Identification Number. File this form for proper recordkeeping, audit and inspection purposes.

A re-evaluation of the ERR by the Gila County's Certifying Officer determined that the original findings are still valid.

Signature of Authorized Officer of the Recipient	Title of Authorizing Officer Chairman, Gila County Board of Supervisors
Name of Authorizing Officer Tommie Cline Martin	Date Signed October 16, 2012



## E-14 Re-evaluation of ERR

Recipient: Gila County  
ADOH Contract No.: CDBG, HOME, HTF, SSP, SHF

1. Project Title:  
Owner-Occupied Housing Rehabilitation
2. Describe the proposed change(s) in the project:  
  
There are no proposed changes to the project.
3. List the circumstances that determined the project to be Categorical Excluded or the findings in the original EA.  
No projects will be undertaken in or adjacent to a floodplain. This project is categorically excluded from Environmental Assessment requirements, per Section 58.35(a) (3) according to 24 CFR Part 58.
4. Describe how the changes either change or do not change the circumstances or findings in question 3.  
  
The project will not change nor will the circumstances or findings change from the original decision.
5. Certification:  
 I certify that the proposed change to the project does NOT affect the original decision of a Finding of No Significant Impact (FONSI) made for this project or the determination of the project's category as a Categorical Exclusion. Further, no new circumstances or environmental conditions have occurred which may have a bearing on the project's impact. The original FONSI or CE project category is therefore still valid and no new assessment needs to be performed.  
  
 I certify that the changes to the project render the original circumstances or findings invalid and that an (new EA or EIS) will have to be conducted.

Certifying Officer *(insert name and title)* Tommie Cline Martin, Chairman, Gila County Board of Supervisors

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date