



## CDBG/HOME/ADDI PROGRAM POLICY AND PROCEDURES MANUAL

**SUBJECT: CDBG MINOR HOME REPAIR ASSISTANCE – GRANT PROGRAM STANDARDS**

### **PURPOSE**

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable urban communities. This is achieved by: providing decent housing, providing a suitable living environment, and expanding economic opportunities. This activity meets the national objective of benefiting low-and-moderate-income persons.

This program meets the Dane County 2020-2024 Consolidated Plan priority of promoting the rehabilitation of existing owner-occupied housing as a means to maintain affordable housing.

### **HUD CDBG POLICY:**

#### Eligible Rehabilitation Activities – 24 CFR 570.202

CDBG funds may be used by public and non-profit entities to rehabilitate residential properties, whether privately or publicly owned. CDBG funds may be used to assist existing homeowners with the repair or rehabilitation of owner-occupied units.

Under the County's Minor Repair Grant Program CDBG funds may be used to finance the following types of rehabilitation activities and related costs.

1. Costs of labor, materials, supplies and other expenses required for the rehabilitation of property, including repair or replacement of principal fixtures and components of existing structures.
2. Installation of security devices, including smoke detectors and dead bolt locks.
3. Costs required to increase the efficient use of water (e.g. water saving faucets and shower heads) and improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, insulation, and modification or replacement of heating and cooling equipment.
4. Costs of connecting existing residential structures to water distribution lines or local sewer collection lines.
5. Costs to remove material and architectural barriers that restrict the mobility and accessibility of elderly and severely disabled persons.
6. Costs of installation or replacement of landscape materials, sidewalks, and driveways *when incidental to other repairs of the property.*
7. The costs of evaluating and treating lead-based paint, either alone or in conjunction with other repairs.

CDBG funds may also be used to cover the costs and related expenses required for outreach efforts for marketing the program, rehabilitation counseling, screening potential applicant households and structures, energy auditing, preparing work specifications, inspections, and other services related to assisting owners who are participating or seeking to participate in the program.

**ELIGIBLE PROGRAM PARTICIPANTS**

- a. Eligible program participants must occupy the home to be repaired and have no intent of discontinuing occupancy of the home in the foreseeable future.
- b. Eligible program participants must meet the Department of Housing and Urban Development (HUD) income requirements for low-and-moderate income households at the time of application.
- c. Eligible program participants must be current on property taxes for the assisted unit.

**RIGHT TO FINANCIAL PRIVACY ACT OF 1978 NOTICE**

The Department of Housing and Urban Development (HUD) has a right of access to financial records held by any financial institution in connection with the consideration or administration of the grant for which the borrower applied. Financial records involving the transaction will be available to HUD but will not be disclosed or released to another Government agency or Department without the borrower's consent except as required or permitted by law.

**ELIGIBLE PROPERTIES**

- a. Existing owner-occupied, single-family, residential properties containing one to four dwelling units.
  - If the structure contains one unit, that unit must be occupied by a low- and moderate income household.
  - If the structure contains two dwelling units, at least one must be occupied by a low- and moderate income household.
  - a. If the structure contains more than two dwelling units, at least 51% of the units must be occupied by low- and moderate income households and the rent charged must be affordable pursuant to 24 CFR 570.506(b)(4)(iv)(B).
- b. Manufactured housing is eligible when such housing constitutes part of the community's permanent housing stock (24 CFR 570.202 (a)(5)).
- c. Property must be located in one of the participating municipalities of the Dane County Urban County Consortium.
- d. The assessed value of the property may not exceed 95 percent of the median purchase price of a single-family house for Dane County as published by HUD.

Formatted: Not Expanded by / Condensed by

Formatted: Justified

Formatted: Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

**ELIGIBLE WORK ITEMS**

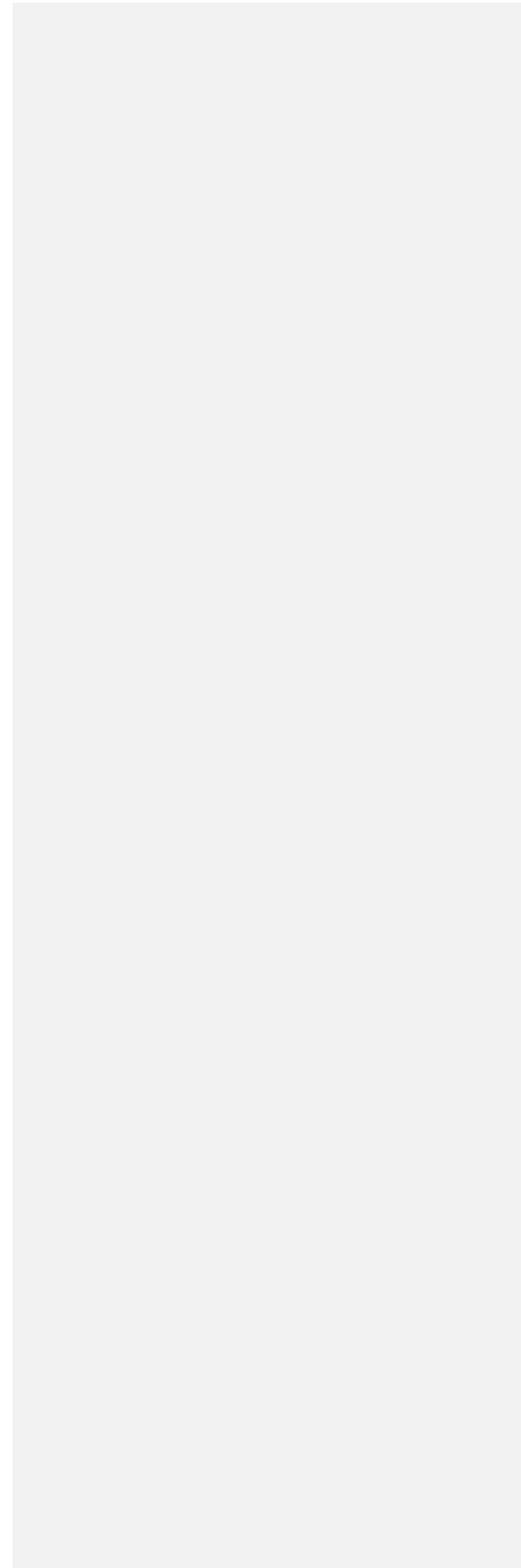
In order for a repair to be eligible under the County's Minor Repair Assistance Grant Program it must correct a failing condition noted on a ~~Housing Quality Standards~~ the Inspection Form. The program will use the Housing Quality Standards Inspection Form until the NSPIRE Inspection Form is finalized.

~~Repairs and/or modifications may also be made to allow accessibility to accommodate a disability. Repairs must be able to be completed within the household assistance limits of the program.~~

Eligible Work Items

- ◆ Abatement of asbestos hazards
- ◆ Chimney repair or replacement or flue liner replacement
- ◆ Code repairs and upgrades for plumbing, heating, or electrical systems
- ◆ Exterior painting
- ◆ Foundation repair
- ◆ Gutter and downspout repair or replacement
- ◆ Wall and attic insulation

- ◆ Plumbing fixture repair or replacement
- ◆ Porch repair or reconstruction (including concrete stairs and stoops), including ramps for ADA accessibility
- ◆ Removal and replacement of deteriorated, hazardous concrete, excluding garage slab replacement



- ◆ Roof repair or replacement
- ◆ Installation of security devices, including smoke detectors and dead bolt locks
- ◆ Siding repair or installation of new siding to increase energy efficiency
- ◆ Replacement of stove or refrigerator to increase energy efficiency
- ◆ Window and door repair or replacement including storm doors

*Rehabilitation does not include:*

Installation of luxury items, such as a swimming pool;

Costs of equipment, furnishings, or other personal property not an integral structural fixture, such as: a window air conditioner; or a washer or dryer (but a stove or refrigerator is allowed);

Labor costs for homeownersto rehabilitate their own property.

General

- a. Assistance will be offered in the form of an annual grant of up to ~~\$75,500~~ \$75,500 per household. Households may be served by the program in multiple years but are not to exceed a lifetime limit of ~~\$2045,000~~ \$2045,000 in assistance. The lifetime Dane County Community Development Block Grant assistance limit is \$100,000 across programs.
- b. Work may not begin until the environmental review requirements at Part 58 are met and the County has given notice to proceed.
- c. There must be an initial inspection conducted that details the work to be done. The participant file must contain a Work Write-Up and Cost Estimate that addresses the issues raised in the initial inspection.
- d. Any work performed on housing constructed before 1978 must comply with the requirements of the Lead Safe Housing Rule.
- e. All contractors and subcontractors used for rehabilitation activities are to be cleared through the HUD listing for debarred and suspended participants (24 CFR 570.506 and 85.3) prior to awarding of contract for work.
- f. If required, local building permits must be taken out for the work. If a permit is required, the building official should sign off on the permit indicating that the work was completed.
- g. No additional assistance (Minor Home Repair/Major Home Rehabilitation) may be provided in a property that has received Major Home Rehabilitation assistance in the last three (3) years. A waiver may be approved by the Division of Housing Access & Affordability staff in extenuating circumstances.