



COMMUNITY DEVELOPMENT BLOCK GRANT EMERGENCY REHABILITATION PROGRAM GUIDELINES

The Emergency Rehabilitation Program (Emergency Program):

The Emergency Rehabilitation Program (or Emergency Program) provides assistance to homeowners in Mesa to perform emergency repairs to substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home.

The level of assistance is limited solely to the amount required to address the specific emergency. The maximum amount of assistance per household, per year cannot exceed \$25,000. Applicants who experience more than one emergency in the same fiscal year (July to June) may receive assistance through the program a second time in that year, provided the maximum grant amount has not been spent.

Emergency Program Operation

Eligible repairs and/or replacement shall be made to components that affect the immediate livability of the home, as determined by the Housing Rehabilitation Specialist. The City reserves the right to implement seasonal prioritization of emergency repairs based on budget availability. Repairs and/or replacement include, but are not limited to the following types of assistance:

Heating/Cooling systems:

- Lack of or inadequate heating or cooling (unit shall currently exist)

Plumbing systems:

- Lack of hot and cold running water
- Defective sewage system
- Leaking waterlines and gas lines or dangerous conditions in plumbing and gas systems
- Leaking or improperly functioning bathroom plumbing fixtures (toilets, sinks faucets, tubs/showers)
- Leaking or inoperable water heaters

Electrical systems:

- Electrical hazards
- Exposed or dangerous electrical wiring and their interruption devices such as circuit breakers, fuses
- Wiring that is not properly grounded and/or wiring that has a floating/open neutral

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Si necesita información en español por favor de llamar al 480-644-3536.



Roofing:

- Leaking systems
- Severely deteriorated and structurally dangerous

Carpentry:

- Inoperable door/window locks
- Broken windows or inoperable exterior doors
- Structural deficiencies posing an immediate safety issue(s)
- Perimeter fences/Concrete Masonry Units (CMU) block walls not in compliance with Mesa City Code §§ 9-5-2 and Title 11, Chapter 30
- Inoperable Appliances (limited to cook tops, ranges, and refrigerators, dishwashers, undercabinet microwaves)

Accessibility and/or Safety modifications (including but not limited to):

- Wheelchair ramps, widening doorways to accommodate wheelchairs
- Grab bars, railings, door hardware
- Bathtub/shower modifications
- Co2 Smoke Detectors
- Ergonomic ease of use devices such as door levers in lieu of doorknobs
- Security such as security screen door

Energy efficiency

- LED lighting
- Ceiling Fans
- Dual glazed systems Low E Argon Gas i.e., windows, exterior sliding glass door
- Insulation systems such as attic, roof, subfloors. i.e., batt, sprayed, rigid foam
- Weather stripping systems at exterior doorways

Application Process

1. Request for Application

Homeowners requesting assistance shall request an Emergency Rehabilitation Program Application packet through the City's Housing & Community Development by submitting an interest form online at <https://www.mesaaz.gov/residents/community-development/repair-my-home> or by calling 480-644-3208. The application packet will include a cover letter explaining the assistance process, a Required Documentation Checklist, and Application.

The completed application shall be returned to the Housing & Community Development Office with copies of the required documentation, as indicated in the Required Documentation Checklist.

Assistance shall not be considered to those applicants whose applications are either:

- 1) incomplete; or
- 2) all required income and homeownership documentation has not been submitted.

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Homeowners shall be notified that their applications shall not be considered, and assistance may not be granted until the requested information has been received.

The City's Housing Rehabilitation Specialist shall review the request(s) for emergency assistance and shall determine the eligibility of the applicant and the repairs/replacement requested.

There are special requirements for City employees, elected officials, and their relatives and for non-profit Rehabilitation providers and their relatives. These requirements, which relate to conflicts of interest, include making public disclosure, obtaining a ruling by the City Attorney, and submitting materials for review by HUD. In all cases where an apparent conflict of interest exists, HUD will make a finding regarding the eligibility of the applicant. Assistance shall not be granted unless approved by HUD. The conflict-of-interest process may add, at minimum, forty-five (45) days to the eligibility process.

2. Processing of Application

Upon receipt of application and all required documentation, a Housing Rehabilitation Specialist shall review the documents. All applications will be evaluated based on the order in which completed applications are received and shall include (at minimum):

- Homeowner's Application
- Maricopa County Recorder's Office ownership and property tax information
- Financial and ownership documents as provided by applicant
- Additional information necessary as determined by the City's Housing Rehabilitation Specialist

A Housing Rehabilitation Specialist will review the applicant's income and homeownership information to determine client's eligibility (or ineligibility). Applicants must have owned and lived in their Mesa home as their primary residence for the preceding year immediately prior to applying and being qualified for participation in the program.

The applicant's income shall be calculated to determine the total gross household income for the upcoming twelve (12) months. Determination of income eligibility shall be in accordance with the HUD CDBG Income Guidelines. If determined ineligible or the application is deemed incomplete, applicants may re-apply six (6) months after the determination of ineligibility.

The Emergency Program reserves the right to seek third party verification for income, ownership, and household composition.

If IRS tax liens or tax certificates are found, the applicant will automatically be ineligible for assistance, unless written satisfaction of the lien is presented to the Housing & Community Development Office. Falsification of income and other required information requested is grounds for disqualification and may result in referral to law enforcement for investigation.

The City of Mesa shall complete the applicant's eligibility status within ten (10) business days of the receipt of the completed application, including all required income documentation. Upon eligibility, the Housing Rehabilitation Specialist shall schedule an appointment to inspect the applicants' property to evaluate the repairs requested. Painted surfaces that will be affected as a result of the repairs and/or

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replacements shall be tested for lead-based paint if the home is built prior to 1978 and the area to be affected is greater than the HUD Lead Safe Housing Rule de minimis threshold. If the de minimis amount is determined to be greater than the allowable square footage, then lead-based paint inspection consultant and/or risk assessment shall be conducted by a licensed lead consultant company shall be retained by the City of Mesa Housing and Housing & Community Development Department. The Housing Rehabilitation Specialist shall develop a scope of work. The scope shall also include appropriate measures to address lead-based paint findings in accordance with pertinent federal regulations.

In compliance with federal regulations, rehabilitation projects in residential buildings having 5 or more dwelling units require an asbestos inspection and /or assessment. Associated costs of abatement will be included in all rehabilitation contracts. If abatement costs exceed the program maximum, assistance may not be feasible.

3. General Requirements for Contractors

All contractors who wish to be on the City's contractor bid list are required to submit a completed Contractor Application initially and then to resubmit their credentials on a yearly basis. A letter is emailed to the active contractors in June requesting they submit the following: Registrar of Contractors (ROC) License, Contractor Verification Form, Bidder Affidavit, and Certificate of Insurance. Additionally, a review of the ROC is conducted verifying the status and types of license(s) that are active. Verification of System for Award Management (SAM) is also verified by the Housing Rehabilitation Specialist annually and prior to each project contract signing. The Program will not fund a contract if a contractor does not have all these items. The Program reserves the right to exclude any contractor who has unresolved complaints with the Registrar of Contractors office, or who has not performed in accordance to the bid instructions or contractor application.

All contractors are required to provide a minimum two-year workmanship warranty on all work performed through the Program, as set forth by the Arizona Registrar of Contractors. The homeowner is responsible for contacting the contractor for any warranty-related problems. If the homeowner does not feel that the contractor has lived up to warranty obligations, they must seek relief through Arizona Registrar of Contractors (ROC), not to the City of Mesa.

Any changes to the scope of work shall be documented through a Change Order and shall address only those changes necessary to correct unforeseen code, health and safety issues affecting the immediate livability of the home. Change Orders shall be processed after the contractor submits the required documentation and has obtained both the contractor's and homeowner's signatures. The Change Order also requires the signatures of the Housing Rehabilitation Specialist and Housing and Community Development Administrator.

4. Small Purchase Procedure for Procuring Contractors

The Housing Rehabilitation Specialist shall issue the Request for Quotations (RFQ) in the Housing Developer Pro (HDP) bid portal system will be sent to all active contractors with the relevant and

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appropriate ROC license type classification(s) per the scope(s) of work. The RFQ will identify the quotation due date and project information.

Contractors receiving the RFQ are provided with the homeowner's information along with the scope of work. Any questions regarding the scope of work are to be addressed to the Housing Rehabilitation Specialist via email. If an addendum is issued, then a revised RFQ shall be sent to all participating contractors which will include the modified scope of work and a revised quotation due date. This will be provided to allow for any additional time needed for the contractors to include the additional and/or modified work identified in the scope of work.

Once the quotation due date and time has arrived the HDP "Bid Comparison Report" shall be opened and witnessed by two members of the Rehabilitation team. The results shall be printed and signed by both team members and added to the project file. The "Bid Comparison Report" shall be distributed to all participating contractors via email within 24 hours of "Lowest Responsible Contractor" bid award selection. The "Winning Bidder Report" shall be added to the project file and become Exhibit A to the executed Contract as the scope of work. The lowest Responsible Bidder shall be scheduled along with the homeowner(s) for a contract signing.

Completion and Payment Process:

When the contractor indicates completion of contracted work and the homeowner concurs, the Housing Rehabilitation Specialist will perform a final inspection with the homeowner. This evaluation ensures that all aspects of the project align with the scope of work for the project. Upon mutual agreement of satisfactory completion, the Rehabilitation Specialist will sign and approve the Certification of Release for Completion and Release for Completion of Contracted Work. This document grants authorization for the city to disburse payment of funds to the contractor.

Date Adopted: April 2, 2024

Revised: October 7, 2024

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