

CHAPTER J:

HOUSING REHABILITATION

14. Terms, Conditions and Considerations for Awards: The Community should set forth certain terms, conditions and considerations which are in effect for the program to include: grant maximum/minimum awards, financial assistance structure, repayment structure for any sale within 5 years of receiving a grant, inspection and monitoring requirements, and other requirements which further national objectives and goals.
15. Grievance Procedure: The Community should establish a grievance procedure to facilitate communication and dispute resolution as a means of resolving homeowner/contractor/community disputes in an effort to avoid litigation where possible.
16. Performance and Contracting: The Community must discuss the criteria for establishing a written contract between the homeowner and community which encompasses the program policies and procedures and all applicable laws and regulations. The homeowner should fully understand or obtain legal counsel to assist with any construction contracts in order to further ensure programmatic compliance. The contracts between community and homeowner or homeowner and contractor should speak to items such as: interest of public officials, kickbacks and discounts, eligible/ineligible activities, work write-ups, relocation/dilapidated dwellings, housing rehabilitation specifications, property inspections, homeowner consultations, clearly written specifications, insurance requirements, contractor licensure, invitation to bid and selection of successful bidder, and general contract award provisions.
17. Inspection, Closeout and Payment: The community should set forth parameters for inspections, progress of payment and final payment, escrow accounts, notice of completion 10-day requirements, and closeout requirements/procedures.
18. Lead-Based Paint Activities: The community must ensure that all housing rehabilitation activities comply with Title X and establish programmatic processes, policies and procedures which comply with, and further the requirements of Title X.

J.7 HOUSING REHABILITATION EXHIBIT LIST
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| J-1 | HOUSING REHABILITATION APPLICATION/FAMILY SURVEY |
| J-2 | INELIGIBLE FOR ASSISTANCE |
| J-3 | WORK WRITE-UP AND COST ESTIMATE |
| J-4 | CONTRACTOR'S DATA FORM |
| J-5 | APPROVAL OF REHAB ASSISTANCE |
| J-6 | CERTIFICATION OF COMPLETION/FINAL INSPECTION |
| J-7 | FINAL INVOICE, RELEASE OF LIENS, AND WARRANTY |
| J-8 | RECEIPT OF FINAL PAYMENT |
| J-9 | LEAD-BASED PAINT COMPLIANCE CERTIFICATION |
| J-10 | LEAD-BASED PAINT STATEMENT OF CLEARANCE |
| J-11 | CERTIFICATE OF ESCROW ACCOUNT |
| J-12 | REHABILITATION FILE CHECKLIST |
| J-13 | INDIVIDUAL CASE FILE CHECKLIST |