

## **BRADFORD TOWNSHIP**

### **HOUSING REHABILITATION PROGRAM GUIDELINES**

1. Applications will be accepted on a first come, first serve basis. A waiting list of applicants is kept according to the date of first contact with Bradford Township. Based upon availability of funding, the Township will contact each applicant as his or her name comes to the top of the list.

The only exception to first come, first serve is in the case of “urgent need”. Should the Township determine a property to have a safety hazard or the potential for additional property damage (ie. leaking roof), the application for assistance will be processed as soon as possible.

Upon selection, the application for assistance will be processed, first to determine ownership, status of taxes and utilities and income eligibility.

2. Properties to be rehabilitated must be located within the Township limits.
3. The grant recipient must hold title to the property to be rehabilitated and must reside therein. All taxes and Township utilities must be current prior to approval of a rehabilitation grant. The property must be insured prior to grant approval. The grant recipient must maintain the payment of taxes and utilities during the entire term of the Grant Agreement.
4. The grant recipient must be a member of household that falls within the Section 8, Low-Moderate Income limits (80% or below of median income) for McKean County (attached).
5. The grant will be in an amount not to exceed \$25,000. The only exception to the \$25,000 limit will be in cases where the Rehabilitation Staff determines that the rehabilitation work exceeding \$25,000 is necessary to bring the structure up to International Property Maintenance Code (IPMC) standards.
6. Hardship Grants will be forgiven at a rate of 5%-20% per year for a five, ten, fifteen or twenty year period providing that the rehabilitation work has been completed and the grant recipient continues to own and live on the premises. The Township will file a mortgage on property that may be satisfied at the time of sale or after the forgiveness period is up at the request of the property owner. Should the participant sell the property or be found not to reside at the property address prior to the end of the forgiveness period, grant recipient will be required to re-pay the corresponding portion of the grant immediately. CDBG investment under \$15,000 will require a five-year forgiveness period; projects between \$15,000 and \$25,000 will require a ten year forgiveness period; projects between

\$25,000 and \$40,000 will require a fifteen year forgiveness period and projects over \$40,000 will have a twenty year forgiveness period.

7. Bradford Township may grant a waiver on the forgiveness period should circumstances warrant the waiver, i.e. hardship on grant recipient requires the sale of the property and sufficient funds are not available to pay prorated share of grant to Township.
8. The property rehabilitated with a Hardship Grant will be insured against fire and casualty losses in at least the amount of the Grant and contain a loss payment clause in favor of Bradford Township. Prior to receipt of Grant funds all properties located in the 100-year floodplain must be covered by flood insurance the insurance must be maintained over the entire term of the Grant Agreement.
9. Rehabilitation of all properties will be performed in accordance with IPMC Housing Code Standards and all deficiencies must be addressed.
10. All properties will be inspected on behalf of Bradford Township by the City of Bradford Office of Economic and Community Development (OECD)'s rehabilitation staff. A list of housing code violations along with the work write-up and cost estimate will be prepared by the OECD's rehabilitation staff. The listing of code violations and the work write-up will be reviewed with the participant prior to bid. Each participant will review the listing of pre-qualified contractors and select those contractors to which bids will be sent. The OECD will bid out the work and accept the bids. Once received, the bids will be reviewed with the homeowner. All contractors must show proof of liability insurance and provide references for pre-qualification prior to bid. A contract will be awarded to the lowest acceptable bid. The contract will be between the homeowner and the contractor.
11. The OECD will work in conjunction with the program participants in the selection of contractors, bid acceptance and performance of work.
12. OECD staff and the homeowner will approve all contracted work prior to payment. Any extra work performed beyond the scope of the project will be pre-arranged between the homeowner and the contractor.
13. Complaints and appeals, which cannot be resolved between the contractor and the homeowner will be placed in arbitration.
14. In cases where a conflict of interest is present, the situation will be disclosed at a public meeting. A conflict of interest will apply to any person who is an employee, agent, consultant, officer, elected official or appointed official of the Bradford Township. Exceptions to the Conflict of Interest provisions may be granted by the PA Department of Community and Economic Development upon the Township providing the following:

- a. Evidence that a public disclosure of the conflict was made.
  - b. An opinion of the Township solicitor stating that by granting an exception would not be in violation of any state or local law.
15. For all properties constructed prior to 1978, applicants shall be provided with a HUD publication titled "Protect Your Family from Lead in Your Home". Each unit will be evaluated to identify lead hazards. The required method of evaluation depends on the level of rehabilitation assistance. Methods include paint testing of surfaces to be disturbed by rehabilitation and conducting a risk assessment. (Homes receiving between \$5,000 and \$25,000 in rehabilitation assistance. Homeowners will be notified of any lead hazard evaluation results (or the presumption of lead-based paint hazards) and of the hazard reduction activities and clearance. Lead hazard reduction will be coordinated between the homeowner, contractor, lead hazard reduction contractor (if different from contractor) and OECD staff. Homeowners may be temporarily be relocated during lead hazard reduction at the cost of the Rehabilitation Program. Clearance testing will be performed certified professional to determine whether the work area has passed clearance. A copy of the clearance report will be made available to the homeowner.
  16. Bradford Township will publicize the availability of housing rehabilitation program funds from time to time. Efforts will be made to encourage minority applications. Publication will depend upon the size of the waiting list.
  17. Bradford Township will make available to the public information concerning its housing rehabilitation program in general. However, information concerning participant files will be kept confidential.
  18. A copy of these guidelines will be provided to each participant at the time of application processing or at any time to the public upon request.
  19. Bradford Township has made available CDBG funds through its housing rehabilitation program, funding to low and low-moderate income homeowners to enable them to connect their home to a municipal sewer and/ or water line. CDBG funds will pay for the cost of the installation of the water or sewer line from the dwelling to the service lateral. The homeowner must obtain at least three quotes from contractors for the work to be done. The Township will pay up to the amount of the lowest quotation received for the connection work.

Verification of homeownership, current taxes and utilities and household income is required to receive service connection assistance. Assistance will be in the form of a grant, with no mortgage to be filed unless additional rehabilitation work is performed on the dwelling. Lead-based paint requirements do not apply to the connection work.