

HOME PRESERVATION GRANT PROGRAM PROCEDURES

- 1.** An Interest form and Home Improvement Questionnaire is collected from the interested applicant.
- 2.** Homes on Interest List are rated and ranked based on Questionnaire and visual Home Assessment.
- 3.** Pictures are taken during visual Home Assessment.
- 4.** Projects are prioritized based on review of Questionnaire and Home Assessment.
- 5.** Notification letters along with an application are mailed out to selected homeowners.
- 6.** Homeowners have 15 days to return a completed application.
- 7.** Applications are reviewed and applicants are income qualified.
- 8.** Planning file is reviewed to ensure that there are not unpermitted structures and existing building code violations on the property.
- 9.** A second walk-through is performed of selected properties to take measurements and prepare a detailed plot plan to be included in the scope of repairs.
- 10.** A scope of repair is prepared and the home is evaluated for lead/asbestos testing.
- 11.** Lead/Asbestos Testing/Inspection to be completed.
- 12.** Abatement bids are requests and reviewed (if necessary).
- 13.** Property walk-through with construction contractors to review scope of repairs.
- 14.** A request for bids is sent out and bids from contractors are collected.
- 15.** Bids for abatement and construction review and selection is made (lowest bidder).
- 16.** Abatement and construction contractors are notified of selection.
- 17.** Program documents including Program Agreement, Contract, City's General Guidelines, and Notice to Proceed are prepared.
- 18.** Program documents are executed by homeowner, contractor, and the City. Once agreements are executed, the homeowner and the contractor will receive copies and the original will remain in the case file with the City.

- 19.** After obtaining building permits, a Notice to Proceed will be provided to contractor.
- 20.** Contractor has 120 days to complete the work (30 days for abatement).
- 21.** Contractor and homeowner set construction schedule for work to be completed. Staff will follow up with both on a weekly basis to check status and to ensure proper permits have been pulled. City staff will document in writing any issues that arise throughout construction process.
- 22.** Progress photos of repairs are taken during construction.
- 23.** Contractor submits building and safety finalized permit(s). Copy is kept in project file.
- 24.** “After” photos for client files are taken and a final walk-through with property owner is performed.
- 25.** Staff completes a Certification of Work Completed form and obtains homeowner signature prior to final payment.
- 26.** Program Satisfaction survey is completed and signed by homeowner.
- 27.** Invoices for work completed are processed. Invoices for materials only may be submitted prior to completion of the work; however invoices for labor must be submitted after finalized building permit is received.
- 28.** An unconditional waiver and release upon final payment form for any liens against the home must be submitted by the contractor prior to final payment.
- 29.** Invoices for payments are processed only after file is completed. At this time a copy of any checks issued are stored within the project file.