



FIXUP! Home Repair Program

Guidelines

FIXUP! HOME REPAIR PROGRAM

PURPOSE AND DEFINITION:

The purpose of this program is to provide a safe, sanitary, and suitable dwelling which encourages continued ownership.

Limitations—only those units considered to be habitable will be considered for the program and only then after a complete inspection by MCRA for its FIXUP! Home Repair Program and the completion of a repair cost estimate and application. If the costs of repairs exceed \$10,000 the work will be prioritized. If additional funds can be secured, the goal will be to complete the full project. Priority will be given to life safety items that will prevent further deterioration of the house. Applicants whose homes are not salvageable due to excessive deterioration will not be eligible.

Below are examples of eligible repair work which include, but are not limited to the following:

- Roof replacement
- Plumbing where there is no running water to the kitchen sink, shower, or tub and/or toilet or to maintain sewer lines
- Faulty electrical wiring that poses a fire hazard
- Replacement of sub floor/and or flooring exterior cleaning, caulking, and painting
- Replace water heaters which comply with building codes
- Exterior repair of holes in walls exposing interior to weather conditions
- Replacement of inadequate heating and cooling (unit shall currently exist)
- Wheelchair ramps and grab bars to remove mobility impairment
- Bathroom accessibility improvements for qualified applicants
- Repair or replacement of natural gas lines that pose a safety hazard.
- Weatherization
- Repair or replacement of exterior fascia, soffit, and/or siding to prevent further deterioration
- Repair or replacement of windows and/or exterior doors

APPLICANT SELECTION

Final determination of eligibility and priority for each applicant for home repair participation will be based on need and willingness to provide proof of ownership and other required documentation.

POLICY PROCEDURES

Outlined below are the eligibility and procedural guidelines that will be used in the FIXUP! Home Repair Program.

- A. **Eligibility Requirements** – In order to participate in the FIXUP! Home Repair program an applicant must meet all of the following eligibility requirements:
 1. **Need** -- The applicant must show need of critical home repairs which may include leaking roof, rotted subfloor, faulty electrical wiring, or plumbing with no running water. The subject dwelling will be inspected by the selection committee to determine this need.

2. Homeowner -- The applicant must be the owner occupant of the subject dwelling at the time of application. The dwelling must have been the principle residence for the owner for one year prior to the application. The subject dwelling may NOT be a manufactured home.
 - a. Taxes – All property taxes of the home must be current. There must not be any IRS tax liens attached to the property.
 - b. Location – The applicant must reside within East Baton Rouge Parish when applying for CDBG funds.
3. Income – An applicant must have total household income verification from all persons residing in the household. See chart below for income guidelines.

When a home is found to be constructed prior to 1978, MCRA will ensure lead based paint testing will be included in the work scope. All applicants will be provided a copy of the brochure *Protect Your Family From Lead in Your Home*. And all applicants will disclose whether home was constructed before or after 1978.

Family Size

	One	Two	Three	Four	Five	Six	Seven	Eight
80 % Low Income	41,900	47,900	53,900	59,850	64,650	69,450	74,250	79,050

Eligible income ranges are based on HUD breakdown of Area Median Income by Parish

- B. Applications – Homeowners residing within East Baton Rouge Parish may apply for program. MCRA staff will assist in application preparation, as well as to answer any question an applicant might have concerning the program. Application forms will be available and each applicant must sign the form acknowledging that the information given is true to the best of his/her knowledge. All applications will be kept in strictest confidence and used only by the MCRA and OCD staff with the consent of the applicant.
- C. Application Processing – Each application will be reviewed by the program coordinator to eliminate those applicants who are clearly not eligible for the program for any number of stated reasons. In every case, each applicant will be notified within four weeks of application submission in writing as to the status of the application and reasons relating to that status. Phases of the application process are as follows:
 1. Ownership – The applicant must have clear title to the property. Each applicant must provide a copy of the deed to the property and subject dwelling for which home repairs are being applied. The MCRA staff will review each completed application to determine if the applicant is a homeowner, and if so, resides in the subject dwelling.
 2. Income and Data Verification – Each applicant must provide one month income verification to determine the applicant’s annual income, and any other documentation deemed appropriate to verify the application. Based on the verification process the applicant will be assigned an income category. All income for members of the household must be included.

3. Preliminary Dwelling Inspection and Bidding – Each applicant who passes the preliminary review, income and data verification, will be contacted to arrange a preliminary inspection of their dwelling by the MCRA staff to determine feasibility. Those applicants whose dwellings are determined not to be eligible for the home repair program will be notified in writing of the findings.
 4. Selection by Critical Need – Those applicants determined to be eligible for the home repair program will be evaluated as to the severity of the critical need. Those determined to have the most critical needs for critical home repair will be selected to receive the repair work before those applicants with less critical home repair needs. The order of repairs will not be determined on a first come, first serve basis, but on severity of critical needs.
 5. Eligibility Communication – Those applicants whose income qualifies for participation, and whose homes are determined to be eligible for the program, shall be notified by letter. This letter will include a meeting date for finalization of the application process. Upon final determination and approval of the application, a meeting is scheduled where a detailed write-up of the project will be provided to and acknowledged by the owner. Write-up will include estimate of maximum total construction cost.
- D. **Contracting** – All contractors hired by the FIXUP! Mid City Critical Home Repair Program will be licensed as required by the local permitting department and/or the State of Louisiana. Building or work permits will be required acquired by the contractor when the scope of work requires permitting. All contractors will be required to submit estimates within the time frame specified by MCRA. All estimates shall include separate labor and material cost. Contract agreements will include the scope of work, contract price, start date, and a completion date. Actions by the contractor that cause delays, cancellations, or failure to meet the completion dates, can result in fines or the termination of the contract.

At time of contract award, the funds for the overall contract price will be designated for the contract payment.

During construction, MCRA staff will conduct periodic inspections to ensure general contract compliance, but does not guarantee the work of the contractor.

No funds will be distributed to the contractor until all work is completed and acceptable to the homeowner. Final payment will be made after the final inspection and work acceptance. The contractor will deliver all manufacturers and/or workmanship warranties.

- E. **Warranties** – All work done by contractors will be warranted by the contractor for one year from the date of the final inspection. All work done by MCRA volunteers will be warranted by MCRA for 90 days from completion of project. All warranty issues should be submitted to the program coordinator **in writing within 90 days** of the completion of work done.

MCRA has a Procurement Contracting and DBE Policy for Federally Funded Projects which will be followed in the execution of projects included in the FIXUP! Home Repair Program. Each set of projects will be accepted in Rounds and those collective projects will be presented for bid by eligible contracting parties. MCRA will select from a minimum of three (3) bids.

A signed certificate (contractor, homeowner, and MCRA coordinator) will document the completion of each project performed under the FIXUP! Home Repair Program.

Mid City Redevelopment Alliance pledges to the letter and spirit of U.S. and state policies for the achievement of equal housing. We do not eliminate applicants or discriminate because of race, color, religion, gender, sexual orientation, handicap, family status, ethnicity, national origin, or public assistance as a source of income.

