

ALACHUA COUNTY
HOUSING ASSISTANCE PLAN CDBG PROGRAM
REHABILITATION/REPLACEMENT/RELOCATION GUIDELINES AND
GENERAL INFORMATION FOR PARTICIPANTS

I. GENERAL

The Housing Assistance Plan is developed to advise potential participants of the guidelines by which the County will operate its Community Development Block Grant (CDBG) program. The plan is a program overview that includes procedures to ensure compliance with the requirements established by the Florida Department of Economic Opportunity (DEO) and Federal Department of Housing and Urban Development (HUD). The information contained herein is subject to change upon action of DEO, HUD, or the Alachua County Board of County Commissioners (BoCC).

The BoCC established the Affordable Housing Advisory Committee by Resolution 08-40, dated 05/14/2008, which serves a dual function as a Citizen's Advisory Task Force (CATF) to serve as an oversight committee for the County's CDBG program. The CATF meets, as needed, to ensure that the program is operating in accordance with federal, local, and state requirements.

The BoCC is the local governing authority over the CDBG. The BoCC also possesses the authority to set the policies and procedures of the CATF.

The CDBG is governed by Alachua County Housing Programs, and at the discretion of the BoCC, the County has the right to administer the funds under the Housing Program, or through a third party acting as an extension of the Housing Program.

The CDBG is leveraged by the State Housing Initiatives Partnership (SHIP) Program.

The Human Right's Ordinance of Alachua County, Chapter 111 of the Alachua County Code, protects individuals from discrimination in housing on the basis of race, color, national origin, religion, sex, marital status, age, disability, sexual orientation, gender identity or expression, familial status, veterans or service member status, lawful source of income, citizenship status, being the victim of dating violence, domestic violence, or stalking, within the boundaries of Alachua County. Individuals in the County are also protected by the State's Fair Housing Act, Sections 760.20, 760.22, 760.23, and any amendments thereto.

II. OBJECTS OF PROGRAM

- A. To provide a Deferred Payment Loan (DPL - defined in III. Financing) to very low income (up to 30% of Area Median Income), low income (up to 50% of Area Median Income), and moderate income (up to 80% of Area Median Income) participants whose homes are in need of repair or replacement. Each housing unit, considered for inclusion in the CDBG Housing program, must contain a violation pertaining to a building code or HUD Section 8 Housing standards. The purpose is to bring the residence up to Section 8 Minimum Property Standards and/or the standards set forth in the Florida Housing Code currently adopted by the County.
- B. To improve the conditions of housing while maintaining housing costs at a level affordable to lower-income households; to provide a safe and sanitary dwelling.

- C. To reverse the physical deterioration of the community by providing a mechanism to allow for the rehabilitation of existing housing stock in the community. The amount spent on the rehabilitation of a residence should not exceed 50% of the assessed value of that residence when the work is completed.
- D. To eliminate slums and blight and provide a safer and more sanitary environment in which to live.

III. FINANCING

- A. Due to Alachua County having small cities, CDBG is grant funded by the BoCC. The administrative rule that governs the Small Cities CDBG Program is Rule Chapter: 73C-23, Florida Administrative Code.
- B. **This is not a grant program.** Assistance is provided under the CDBG program via a Deferred Payment Loan (DPL) as described below:
 - Deferred Payment Loans (DPL): This loan will be used on eligible owner-occupied rehabilitation projects. The DPL is secured by a lien on the property. DPL payments are deferred for a period of 15 years. At the end of the 15 year term, the debt is forgiven. If the owner sells the property, rents the property, or otherwise violates the terms of the mortgage at any time within the 15 year period, then the full amount of the mortgage will be due and payable.
 - The DPL is a zero-interest loan.
 - If the owner of the property passes away within the 15 year term, the loan is released and the mortgage is satisfied.

IV. ELIGIBILITY

- A. Typically, applications are derived from the application pool. They are deemed eligible based on the following rules:
 - Only **owner-occupied**, conventionally built (brick, concrete block, wood frame, stucco, etc.) structures, manufactured homes, or mobile homes in unincorporated Alachua County are considered for participation in the CDBG Housing program.
 - Mobile homes built before December 31, 1993 are not eligible for rehabilitation. However, they may qualify for replacement under the CDBG program per the Department of Economic Opportunities (DEO).
 - Rental properties are not eligible for assistance under this program.
 - Household income must be within the Section 8 income limit guidelines, as published by the State of Florida and/or HUD for the region.

- CDBG requires personal information to determine eligibility; e.g., an application, financial information, ownership information, and occupancy information. CDBG also requires a home inspection. Any file containing incomplete or missing data is subject to denial.

To qualify for the CDBG Housing program participation, the applicant must:

1. Own the home.
2. Reside in the home as a permanent resident.
3. Be current on property taxes.
4. Own a home located in the unincorporated area of Alachua County that is not located in a flood zone or wetlands (other restrictions will be covered later).

Alachua County has a waiting list of homeowners interested in receiving housing assistance. An initial review of the application and the home will be conducted for eligibility. This information will be provided to the CATF for review, at which time the client will be approved or denied.

Approved applicants' homes are inspected and a housing report is provided defining need and ensuring costs meet the minimum housing property standards. We request that, at the time of the inspection, the homeowner, or their representative, must be present to provide additional insight on problem areas.

Additional bedroom space can only be provided as needed to ensure those household members in permanent residence do not share a bedroom with a member of the opposite sex, except husband and wife.

No more than two individuals of the same sex can occupy the same bedroom.

Alachua County residents who previously submitted their name to the Alachua County SHIP Program for housing rehabilitation assistance will be considered for CDBG Housing Grant Assistance prior to Alachua County advertising for CDBG Housing applicants.

If the list of eligible applicants exceeds available funding, their applications are ranked and forwarded to the CATF and the BoCC for approval. Alternate applicants will also be selected as a backup in the event a client decides not to participate in the program.

Please note: there are financial limitations associated with a Community Development Block Grant housing program. Specifically, addressing the number of units required to be completed under the activity and program contract is an overriding factor in determining which units will be addressed.

Priority will be given to applicants in the following order:

1. Very low income households (30% of Area Median Income or less) will be given priority over low income households (30.01% to 50% of Area Median Income) income households). Low income households (30.01% to 50.00% of Area Median Income) will be given priority over moderate income households (50.01 to 80% of Area Median Income).
2. Disabled and/or handicapped head of household (including if Head of Household is over 62 years of age).
3. Households with large families (five or more).

If any funding remains after exhausting the applicant pool, or not being able to meet DEO income levels, then the county will place a Notice of Funding Availability (NOFA) for housing dollars in one or more local newspapers. Applications will be accepted by the County for a minimum of thirty (30) calendar days after the ad is published.

There is no geographic preference for the distribution of funds in unincorporated Alachua County.

V. CONFLICT OF INTEREST

- No member of the BoCC, CATF, county employee associated with the CDBG Program, or relatives of any of these as defined by HUD and Florida Statutes, shall be eligible for program participation unless they are granted a waiver by the Department of Economic Opportunity. This prohibition shall continue for one year after an individual's relationship with the County ends.
- All applicants will receive a conflict of interest affidavit that will include a list of the names of all local BoCC members, CATF members, and local government employees associated with decision making related to this program. In addition, the conflict of interest affidavit requests disclosure if the applicant is related to any local government employees in general.
- All member of the BoCC, CATF, and/or local government that is involved with decision making related to this program will receive a conflict of interest affidavit listing all names of eligible applicants to determine if any conflicts of interest exist.
- The name of all eligible homeowners will be noticed at a CATF meeting for possible conflicts of interest. Acknowledgment shall include the applicants name and how they are related.
- Voting Conflict: no Commissioner shall vote on a matter when the Commissioner has a voting conflict of interest as specified in Section 112.3143 or Section 286.012, F.S. A Commissioner abstaining from voting due to a voting conflict shall announce the conflict prior to discussion on the matter. Within 15 days following that Board meeting, the Commissioner shall file with the Clerk a Form 8B "Memorandum of Voting Conflict" which describes the nature of the interest in the matter. Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.
- If a conflict of interest exists, it is presented to the Department of Economic Opportunity and a determination or waiver is obtained prior to the applicant receiving final approval.
- A final list of all eligible applicants and their ranking is presented to the CATF and the BoCC for final consideration. It is notated in the meeting minutes for public review.
- A person with a potential conflict of interest is eligible to participate in the program if following steps are taken:
 - a. The person(s) must declare on the application form/conflict of interest affidavit that a conflict of interest may exist.

- b. The potential conflict is presented publically to the CATF and the task force. Both decide whether to recommend the BoCC proceed with requesting a waiver for the applicant, despite the conflict of interest.
- c. The potential conflict is presented to the BoCC at a public meeting. The BoCC decides whether to proceed with requesting a waiver on the applicant despite the conflict of interest.
- d. If the person with whom the conflict of interest exists is a voting member of the BoCC or CATF, the person must declare a conflict of interest and not vote on the applicant.
- e. The County Attorney prepares a written document statement declaring that proceeding with the rehabilitation or replacement of the applicant's residence is not a violation of any state or local law.
- f. A written request for waiver is sent by the BoCC to DEO for review and approval.
- g. If a waiver is obtained, the application is placed on the potential clients list with other applicants. The application is ranked as outlined herein.

VI. CONSTRUCTION

The inspector meets with the local Building Department to ensure compliance with the local building codes and housing code requirements.

The construction work on a dwelling is completed by a state registered or certified contractor. Under no circumstances may the contractor or his/her subcontractors be the owner of the residence, a relative of the owner of the residence, or an occupant of the residence that is to be rehabilitated. Neither shall any of the aforementioned be paid for their own labor with CDBG funds for the rehabilitation of said residence.

Prior to construction, various documents must be completed by the homeowner. E.g., the description of work and estimated cost.

Construction will cause debris. Every effort is to be made by the contractor to leave the work site in a clean and orderly fashion. Work on the foundation and exterior of the dwelling may cause damage to shrubs and lawn ornaments around the dwelling. The owner of the property has the option to remove these items prior to construction. The County, CDBG assessor, nor the contractor will be responsible for any damage done to the trees, shrubs and bushes located on the property during the course of the construction, demolition, or renovation.

Cost for conventionally built structures and modular homes:

- a. Minor rehabilitation – the cost to correct all existing code violations is estimated at twenty thousand dollars (\$20,000.00) or less.
- b. Moderate rehabilitation – the cost to correct all existing code violations is estimated between twenty thousand and one dollars (\$20,001.00) and forty- thousand dollars (\$40,000.00).

- c. Major rehabilitation – the cost to correct all existing code violations is estimated between forty thousand and one dollars (\$40,001.00) and sixty thousand dollars (\$60,000.00).
- d. Replacement housing – the cost to correct all existing code violations is estimated to exceed sixty thousand dollars (\$60,000.00) or the cost to correct all existing code violations exceeds fifty percent (50%) of the appraised value of the property and based upon the local Building Departments direction, the dwelling must be brought up to the current building code, or the housing unit is deemed structurally unsound and not feasible for rehabilitation.

Cost for singlewide mobile homes built after 1993:

- a. Minor rehabilitation – the cost of correcting all existing code violations is estimated not to exceed five thousand dollars (\$5,000.00)
- b. Moderate rehabilitation – the cost to correct all existing code violations is estimated between five thousand and one dollars (\$5,001.00) and ten thousand dollars (\$10,000.00).
- c. Major rehabilitation – the cost to correct all existing code violations is estimated between ten thousand and one dollars (\$10,001.00) and fifteen thousand dollars (\$15,000.00)
- d. Replacement housing – the cost to correct all existing code violations exceeds fifteen thousand dollars (\$15,000.00) or the single-wide mobile home is deemed structurally unsound and not feasible for rehabilitation.

Cost for doublewide mobile homes built after 1993:

- a. Minor rehabilitation – the cost to correct all existing code violations is estimated not to exceed ten thousand dollars (\$10,000.00).
- b. Moderate rehabilitation – the cost to correct all existing code violations is estimated between ten thousand and one dollars (\$10,001.00) and twenty thousand dollars (\$20,000.00).
- c. Major rehabilitation – the cost to correct all existing code violations is estimated between twenty thousand and one dollars (\$20,001.00) and thirty thousand dollars (\$30,000.00).
- d. Replacement housing – the cost to correct all existing code violations exceeds thirty thousand dollars (\$30,000.00) or the double-wide mobile home is deemed structurally unsound and not feasible for rehabilitation.

VII. PROCEDURES FOR REHABILITATION/REPLACEMENT

- A. The CDBG assessor makes initial contact with the resident, explain the program, and provide a copy of the program guidelines.
- B. The CDBG assessor gathers the necessary information to begin the application process including: household size, the names, ages, and incomes of the property owner and all permanent residents, along with any additional information that may be required. The assessor will verify all information including, but not limited to, the following:

- 1. Liabilities

2. Mortgage
3. Taxes
4. Title search/Owner & Encumbrance (O&E) report – from a licensed abstract company
5. Household income
6. Lot size
7. Zoning

C. The CDBG assessor will include the following items, and any other information deemed necessary, in their recommendation to county staff, CATF, and the BoCC. The required information may vary depending on the approval stage:

1. Assigned case number
2. Name and address of applicant
3. Estimated cost of rehabilitation/or replacement cost
4. Description of rehabilitation work
5. Source of household income
6. Size and description of household
7. Property title information
8. Amount of the Deferred Payment Loan (DPL)
9. Legal description of property
10. Lot size
11. Date the County CDBG assessor recommended the application
12. Additional information requested by the BoCC

D. The client information is given to the CATF for review and recommendation. Approvals are forwarded to the BoCC for review.

If an application is rejected, during any phase of the process, the applicant may have the option to appeal. Appeals are heard by Staff, CATF, BoCC, and finally DEO.

VIII. REHABILITATION STANDARDS

- A. The units eligible for rehabilitation must have all local housing code and/or Section 8 Housing Quality Standards (HQS) violations corrected.
1. The following Green elements are implemented for all Housing units addressed under the CDBG program:
 - a. All refrigerators and gas water heaters that are installed or replaced must be Energy Star rated.
 - b. All exterior doors and windows that are installed or replaced must be Energy Star rated.
 - c. All lighting fixtures and ceiling fans that are installed or replaced must be Energy Star rated.
 - d. All HVAC new installations and replacement units must be Energy Star rated and have a minimum SEER rating of 15.
 2. All CDBG rehabilitated homes will receive, at minimum, the following Supplemental Green Standards – Weatherization items:

- a. Installation of attic insulation with a factor of R-30 or greater.
 - b. Housing units containing first floor wood or metal floor framing will receive floor joist insulation, if sufficient access is available within the crawl space for installation of the materials.
 - c. Installation of new weather stripping around all attic access panels and existing doors leading to unconditioned areas.
 - d. The installation of new thresholds and door sweeps on all doors leading to areas absent of heating and cooling.
 - e. All exterior walls must be properly sealed. This includes cracks around windows, exterior faucets, plumbing, electrical boxes, settlement cracks, and open joints.
3. The following components can be rehabilitated, replaced, or added as a part of the CDBG Housing program:
- | | |
|---------------------------|--|
| a. Structural system | i. Roofing system |
| b. Electrical system | j. Extra bedrooms (if required due to family size) |
| c. Plumbing system | k. Handicap accessibility/ADA requirements |
| d. Heating system | l. Weatherization elements |
| e. Windows | m. Green elements |
| f. Insulation | |
| g. Kitchen cabinets | |
| h. Stove and refrigerator | |

IX. CONDITION OF REHABILITATION ASSISTANCE

- A. Maximum amount: The maximum amount of funds available for the rehabilitation of an individual housing unit is the amount required to eliminate all code violations giving consideration to the average amount per structure in the application. This amount must conform to the extent of rehabilitation section and shall be brought to the BoCC for final approval. However, no rehabilitation shall exceed the amount of \$60,000 of available funding.
- B. Community Development funds are to be provided for the benefit of the owner(s) of the residential housing units to rehabilitate their homes. Prior to beginning work on the property, the owner(s) are required to sign a mortgage and promissory note in an amount equal to the cost of the work. This is called a Deferred Payment Loan (DPL) and shall be forgiven in 15 years. If the property is sold within that 15-year period, the owners are required to repay the full note amount. However, if the owner dies within the 15 year period, the BoCC will forgive the total amount of the note. The BoCC shall also retain the option to forgive the note in case of hardship.
- C. The purchase of Comprehensive Home Owner’s Insurance on the property is required prior to the participant moving back into the residence. Comprehensive Home Owner’s insurance must include fire, casualty, and liability coverage. If the property is located in a designated flood zone, flood insurance is required. All property insurance must be maintained until the Deferred Payment loan is satisfied.

X. ELIGIBILITY CRITERIA FOR REPLACEMENT/RELOCATION

- A. For a unit to be eligible, the following criteria must be met:

The estimated cost of rehabilitating the housing unit must exceed fifty percent (50%) of the assessed value of the property. The cost of the lead based paint inspection, lead abatement, and historic preservation requirements shall be included in calculating the rehabilitation cost.

XI. REPLACEMENT HOME CRITERIA

- A. Once a participant is deemed eligible for home replacement, he/she may have a conventionally built home constructed on the property where the house is currently located. Energy Star Certified replacement mobile homes are only considered in areas where zoning requirements do not allow a site built home at the location.
1. The construction of the new dwelling unit must meet all local building and zoning code requirements.
 2. The home construction award process will begin as follows:
 1. The CDBG assessor lists a legal notice in a local newspaper to solicit interested contractors or mobile home suppliers to participate in the program (Contractors must be Licensed by the State of Florida, Department of Business and Professional Regulations and meet all local building department requirements and be to be eligible to obtain a building permit for the construction of the dwelling as a contractor.). Mobile home suppliers/installers must be licensed as required by Alachua County to supply and set up the home and obtain a certificate of occupancy from the Alachua County Building Department.
 2. The CDBG assessor provides the homeowner sample floor plans that meet the program requirements.
 - a. The CDBG assessor develops bid specifications that meet program requirements.
 - b. A pool of preapproved contractors for site built homes will attend a mandatory pre-bid meeting and receive a bid package.
 - c. A non-mandatory pre-bid meeting is held for replacement mobile homes and a bid package is distributed to qualified suppliers.
 - d. Sealed bids are accepted from contractors and mobile home suppliers until the bid deadline.
 - e. A public bid opening is held and the amount of the bids received is read aloud.
 - f. Bids will be reviewed for completeness by the CDBG assessor and a recommendation of award is presented to the BoCC.
 - g. Any bid received that is 15% above or below the CDBG assessors estimate is reviewed. The BoCC reserves the right to approve a bid outside the 15% margin from a qualified bidder, if the BoCC feels the bid price is justified.
 - h. The BoCC awards or denies the bid on each home.

XII. SIZE OF UNITS FOR REHABILITATION/DEMOLITION

- A. The size of each housing unit shall be determined using local zoning requirements, information provided by the permanent residents living in the existing housing unit, and is based upon the following criteria:
- No more than two (2) persons of the same sex may occupy the same bedroom.
 - Two (2) persons of the opposite sex may not occupy the same bedroom (excluding husband and wife or couples).

- Only husband, wife, dependent children, (including those who are mentally and/or physically handicapped of any age and adults over the age of 18 with documentation that they are handicapped) or others that have resided in the residence for a minimum of 6 months prior to the owner submitting an application for assistance, documented full time caregivers, and family members 62 years of age or older who currently reside in the household are counted in calculating family size and the minimum number of bedrooms and square footage allowance.

XIII. SQUARE FOOTAGE ALLOWANCE

A. A displaced family is eligible for the following replacement housing payment allowance:

| Number of Bedrooms | Payment | Est. Square Footage |
|---------------------------|----------------|----------------------------|
| 2 bedrooms | \$80,000 | 900 |
| 3 bedrooms | \$85,000 | 1,000 |
| 4 or more bedrooms | \$90,000 | 1,150 |

Square footage amounts may be increased based upon local deed restrictions and zoning requirements. The deed restricted or zoning requirement minimum square footages is utilized if it exceeds the noted above square footage amount.

XIV. CONSTRUCTION IN A FLOOD PLAIN

Homes located in a flood zone or wetlands are not eligible as part of the Alachua County CDBG Housing program.

XV. MOVING EXPENSES

This procedure will take place, if required, as follows:

The CDBG assessor, with County approval, provides the owner with a storage facility for the belongings and furnishings in the dwelling. The County, at the direction of the CDBG assessor, provides moving expenses to the head of household (not to exceed four hundred dollars \$400.00). Two hundred dollars (\$200.00) maximum to move belongings out, and two hundred dollars (\$200.00) maximum to move the belongings back in upon their return. The owner certifies that he/she accepts full responsibility for moving all personal belongings.

If necessary, the County will supply a standard size storage unit or trailer (from a third party storage company).

The homeowner is responsible for supplying a lock for the unit. The homeowner must remove all items from the storage unit and clean the storage unit (sweeping, etc.) prior to requesting funds for relocating into the rehabilitated or new housing unit. The moving expenses allowance is not provided until the storage unit is empty, cleaned, and approved by the CDBG assessor.

Neither the County nor the CDBG assessor is responsible for any items that are lost, stolen, or damaged during the temporary relocation process.

XVI. TEMPORARY RELOCATION ALLOWANCES

- b. SHIP funds.
- c. Any other available funds.

XIX. OPERATIONAL PROCEDURES FOR THE REHABILITATION/REPLACEMENT PROGRAM

- A. The CDBG assessor lists a legal notice in a local newspaper to solicit interested contractors to participate in the program. Contractors must be licensed by the State of Florida, Department of Business and Professional regulations, and must either be State Certified or State Registered, and meet all local building department requirements. The contractor must be properly licensed to obtain a permit from the local building department to either construct a new residence or rehabilitate an existing residence.
- B. After verification of the participant's eligibility, the property is inspected by both the CDBG assessor and the homeowner. Upon completion of the inspection, a rehabilitation work write-up, or demolition/replacement bid specifications, is completed.
- C. Before the work is advertised for bid, the CDBG assessor and the owner meets to review all the information associated with the rehabilitation or replacement of their dwelling unit to ensure the participant has a full understanding of the program and wants to participate.
- D. The documents are signed and dated by the owner.
- E. The work is advertised for bid. Bidding is limited to prequalified contractors who are licensed by the State of Florida and the Department of Business and Professional Regulation. The contractors must have prequalified in an open and advertised prequalification process.
 - a. All bidders are notified of the bid advertisement.
 - b. The bids are received and tabulated.
 - c. The lowest, most responsive, bid, within 15% of the estimate provide by the CDBG assessors, is presented to County staff for approval by the BoCC.
 - d. The BoCC reserves the right to approve the bid outside of the 15% margin from a qualified bidder if the BoCC feels the bid price is justified.
 - e. The contract is awarded to the lowest acceptable bidder.
 - f. The contractor will agree in writing that any change orders that cumulatively exceed one thousand dollars (\$1,000.00) above the original contract amount of CDBG funding is only paid with CDBG funds if those change orders are to correct documented code violations, health and safety items, or items required to bring the residence up to Section 8 Housing Standards.
 - g. All change orders must be approved by the following; the owner or their legal representative, the contractor, a CDBG assessor, and a representative of the local government, prior to any work being started.

- F. The successful contractor will have 72 hours from the date of notification to produce all necessary licenses and insurances. Should the contractor fail to perform in accordance with the bid, or is unable to produce the necessary licenses and insurances, the BoCC will, at its discretion, award the contract to the next lowest bidder or accept other bids. If there are no other bids, then the work will be rebid.
- G. After the contract is awarded, the participant may be required to temporarily vacate the residence.
- H. The participant is responsible for moving and storing their belongings (See Temporary Relocation Guidelines for details).
- I. After the participant vacates the dwelling unit, the contractor receives a Notice to Proceed (further information is contained in the construction contract and construction specifications) and the Notice of Commencement is recorded.
- J. The house is rehabilitated in accordance with rehabilitation standard specifications, Florida Building Code, and the work write-up. At each draw request a partial waiver, final waiver, or release of liens is required prior to payment.
- K. The CDBG assessor, in cooperation with the local building official, will inspect the residence at various times during the project (particularly at the time of each draw request).
- L. The CDBG assessor does not have the authority to supersede the building inspector, but may require stricter compliance in some areas. As a rule, the most stringent requirement will prevail.
- M. Upon completion of the project, the local building inspector issues a Certificate of Occupancy or similar document verifying that the housing unit meets applicable local codes. The contractor is required to submit to the CDBG assessor a request for final payment, including the following information:
 - a. A waiver or release of liens from the primary contractor.
 - b. A waiver or release of liens from all material suppliers, subcontractors, organizations, or persons that may have supplied material and/or labor to carry out the job, or those who have an investment in the job as a result of the work performed.
 - c. A statement from the contractor that all items in the initial work write-up as modified through the approved change order(s) are complete.
- N. The owner inspects the work and is asked to sign a work acceptance statement. The work acceptance statement shall include language specifying that the work is complete based upon the work write-up and approved change orders. If all of the work requirements are complete, and the homeowner or the homeowner's representative refuses to acknowledge completion of the work, the housing unit case file is documented and a statement detailing the reason the person(s) refused to sign is included.
- O. Copies of the applicant's work acceptance, or detailed explanation for refusal of the acceptance, is included in the administrative closeout package that is submitted to the state at the conclusion of the project.

Note: In the event of any disputes between the participants and the contractor concerning the completion of the rehabilitation work, the CDBG assessor shall work with both parties in an attempt to negotiate a satisfactory solution. If a resolution cannot be obtained, Section 27 "Termination of Owner" of the construction contract shall be invoked. The CDBG assessor shall indicate in writing that the completed housing unit meets the applicable local code and Section 8 Housing Quality Standards.

- P. The participant is given notice to move back to the residence.
- Q. The CDBG assessor will conduct a sixty (60) day inspection of the residence to ensure that all improvements are still in good working order.

Note: Periodic inspections are made by the CDBG assessor to ensure that the terms of the contract between the County and the participants are maintained.

XX. PARTICIPANT NOTIFICATION PROCEDURES

Any applicant that was previously approved for assistance and subsequently denied will be notified by certified mail along with the reason for the action.

XXI. COMPLAINT PROCEDURES

Complaints concerning the Community Development Block Grant Program shall be submitted in writing and mailed to the County Housing Program Manager at: 218 SE 24th St., Gainesville, FL 32641. The County Housing Program Manager will have fifteen (15) days to respond. Additional information is available in the Grievance Procedure for the County's CDBG Grant program.

XXII. PERMANENT RELOCATION

No existing housing units that have the potential to be occupied by low income households will be demolished or converted to non-low income housing as a part of this project. With the exception of the demolition/relocation program.

XXIII. LOCAL TRASH NUISANCE, ENVIRONMENTAL OR HEALTH CODE ORDINANCES

Prior to approval of any residential dwelling unit for final inclusion in the program, all local trash, nuisance, environmental, or health code violations that will not be addressed as part of the CDBG programs **must be eliminated**.

XXIV. LEAD-BASED PAINT POISONING

IN NO INSTANCE SHALL LEAD BASED PAINT BE UTILIZED IN THE REHABILITATION OF A STRUCTURE.

Properties constructed before 1978 may contain lead-based paint. Properties selected for the rehabilitation program will be tested by a certified lead-based paint professional (Licensed).

Housing containing lead-based paint will require removal and/or abatement completed by a licensed lead abatement contractor. Upon completion, a clearance test is performed by the licensed lead-based paint inspector prior to releasing the home for occupancy.

The owner will be provided literature on lead-based paint poisoning and the dangers of lead in the household

XXV. HISTORICAL STRUCTURES

Any home 50 years or older will be documented and forwarded to the Department of State and the Division of Historical Resources for review and comment. Any requirements of the State will be factored into the cost of the work.

XXVI. SITE SPECIFIC ENVIRONMENTAL REVIEWS

The CDBG assessor will conduct a Site Specific Environmental Review for each property and submit their findings to the Department of Economic Opportunity (DEO). A release from DEO is required prior to the commencement of any work.

XXVII. REHABILITATION RECORDS

Housing records shall be completed prior to grant close out. The following data will be provided for each housing unit. It is summarized by activity and made part of the administrative closeout for each activity providing direct benefit:

- a. Address
- b. The date the construction was completed
- c. The amount and type of funds expended spent
- d. Demographic information e.g. (race, ethnicity, gender, age, income etc.)
- e. Handicap status
- f. Total number of occupants
- g. Other additional data that may be requested.
- h. If the head of Household is Hispanic.

IN WITNESS WHEREOF, the parties have hereto set their hands and seals on the day and year first above-written.

ALACHUA COUNTY, FLORIDA

By: _____
Charles S. Chestnut IV, Chair
Chair, Board of County Commission

ATTEST:

J. K. Irby, Clerk

(SEAL)

APPROVED AS TO FORM

Alachua County Attorney

