

## **Housing Rehab Matching Rebate Program**

### **Program Information & Application Instructions**

The City of Rocky Mount is offering a 50/50 matching rebate for up to \$12,500 for homeowners to have eligible repairs to their homes that are at least fifty (50) years old.

Those applicants who submit a complete and accurate application will be approved on a first come, first served basis. Only one property, per owner, per year will be eligible for a rebate.

#### **Eligible Repairs**

- Replacement windows
- Replacement doors
- Siding repair and/or replacement
- System upgrades (i.e. plumbing, electrical and HVAC)
- Roof repair and/or replacement
- Lead, mold, and asbestos remediation
- Water heater replacement
- Exterior painting
- Accessibility features for entering and exiting the home (i.e. wheelchair ramps, stair rails)
- Landscaping (removal of and/or planting of trees and shrubs)

#### **Eligible Applicants**

- Must own the home
- Must have homeowners insurance
- Must be current on property taxes for the home being assisted

Homeowner assistance under this program will be chosen without regard to race, color, religion, sex, disability, familial status, or national origin under the Fair Housing Act. And, in addition to these factors, without regard to marital status, age, or source of income under the Equal Credit Opportunity Act. The City of Rocky Mount affirmatively furthers Fair Housing and Equal Credit Opportunities as a HUD grantee.

Those who have applied for housing assistance from the City in the past will not automatically be reconsidered and/or if they are on any prior wait list, no priority will be given.

#### **Eligible Properties**

- Home must be located within the city limits of Rocky Mount, NC
- Home must have been constructed at least fifty (50) years ago per tax records (in or before 1968 for applications taken in 2018)
- Must be a single-family residence or duplex
- If home is under the minimum housing code, work must satisfy any code violations
- Properties located in local historic districts must obtain approval for alterations to home exteriors (local Rocky Mount Historic Preservation Commission (HPC))

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#### **The Rebate**

The amount of the rebate will depend on the scope of work necessary to address the repairs, but will not exceed \$12,500.

The City will not release any rebate funds to the homeowner until the work is considered complete as determined by the Housing Specialist, any necessary final inspections are conducted, and copies of receipts are given.

#### **Contractors Requirements**

The City's Housing Specialist, or a firm contracted for this program, will visit homes of approved program participants and review with the homeowner the proposed renovations, repairs, or improvements. Contracting for work should be done in accordance to the work write-up produced by the Housing Specialist and any applicable permitting and inspection requirements thereunder.

A responsible contractor is required to:

- Hold a contractor's license or other license required for the scope of work being performed issued by the State of North Carolina
- Have proof of valid liability and worker's compensation insurance
- Must be Lead Certified if painted surfaces will be disturbed
- Must be Asbestos Certified if asbestos materials will be disturbed
- Be registered with the Central Contractor Registry. (<http://fedgov.dnb.com/webform>)
- Must be Renovation, Repair, and Painting (RRP) and Lead Certified and must follow specified work practices to prevent lead contamination for work performed in homes built before 1978.

The responsible contractor must comply with the above requirements and be able to complete the work in a timely fashion (14 to 60 days from contract signing). Any project not completed within this time frame, without written consent from the Housing Specialist, will not receive the rebate. The Housing Specialist will only issue work extensions based on extenuating circumstances such as death or severe illness of a family member residing in the home or a dramatic weather event. The homeowner may choose any contractor that fits these requirements. Homeowners may not start work until all requirements under the Matching Rebate Program are met including an executed contract between the City of Rocky Mount and the homeowner. Funds spent or work completed prior to the work write-up will not be credited as part of the homeowner's match. Any and all changes to the scope of work (change orders) that result in an increase to overall cost is the responsibility of the homeowner. The City will not increase the matching rebate amount after the contract agreement is signed.

If lead remediation is required, the homeowner is responsible for relocation during remediation.

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The contractor chosen by the homeowner will be responsible for obtaining any required building permits for the project(s) before beginning work. Permits must be posted at the house during the entire period of construction. The Housing Specialist will closely monitor the contractor during the construction period to make sure that the work is being done in a timely manner and according to the quote and contract. City inspectors will inspect work for compliance with the Building Code as required. The homeowner is responsible for protecting personal property by clearing work areas.

#### ***To obtain an application, contact:***

City of Rocky Mount  
Department of Community and Business Development, City Hall, 2nd Floor  
P.O. Box 1180  
Rocky Mount, NC 27802  
(252) 972-1100  
(252) 972-1581 – FAX

You may also pick up an application at the Department of Community and Business Development located on the 2nd Floor of the City Hall building, located at 331 S. Franklin Street, Rocky Mount, NC 27804. Applications are also available on the City's website. Download the application located under the Department of Community and Business Development tab at [www.rockymountnc.gov/cd](http://www.rockymountnc.gov/cd).

Homeowners who wish to apply for assistance must submit their application to the Department of Community and Business Development. All applications must be complete with any required attachments and received in order to be considered. Any incomplete application will be denied and the applicant will be notified of missing material via mail. Denied applicants must submit a completely new application and the date of the new application determines their timing as it relates to first come, first serve.

#### ***Please Provide Copies of the Following Documents Along with This Application***

- A Quote for Full Scope of Work from Contractors with Valid Applicable Licenses
  - If lead work is required, copies of the contractor's lead certification
  - If asbestos abatement is required, copies of the contractor's asbestos certification
- Proof of Home Ownership
- Copy of Homeowner's Insurance Policy
- Documentation Indicating the Age of the Home (usually found on tax records)
- Photo ID
- Complete W9 Form

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**Indemnification and Hold Harmless:** The applicant agrees to indemnify and hold harmless the City of Rocky Mount and its officials, agents, and employees from all loss, liability claims or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage to any person or persons caused in whole or in part by the negligence or willful misconduct of individuals or contractors hired to perform energy efficiency work related to this program, including, but not limited to any claim or suit resulting from or related to mildew, fungus, moisture intrusion or mold of every type and nature.

**Tax Implication:** You are encouraged to consult your tax advisor concerning the taxability of rebates. The City of Rocky Mount is not responsible for any taxes that may be imposed on you as a result of receipt of the rebate.

I understand the terms and conditions of the Housing Rehab Matching Rebate Program and I certify that all information submitted on my application is accurate and complete.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*(Co)Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Staff Signature*

\_\_\_\_\_  
*Date*

# City of Rocky Mount

## Housing Repair Matching Rebate Program



*Please complete this application in its entirety and attach all required documents.*

Housing Repair Matching Rebate Program Application				
<b>Homeowner/Applicant Name</b>	<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>	
<b>Co-owner/Applicant Name</b>				
<b>Applicant Address</b>	<b>Physical Address of Property</b>		<b>Mailing Address</b>	
<b>City/State/Zip</b>				<b>County</b>
<b>Homeowners Hazard Insurance Company Name &amp; Policy No.</b> <i>(attach proof of policy)</i>				
<b>Phone Number</b>	<b>Home</b>	<b>Mobile</b>	<b>Work</b>	
<b>Email Address</b>				
<b>Year Home Was Built</b>	(Must be prior to 1968)	<b>Type of Home</b>	<b>Single-family</b> <input type="checkbox"/>	<b>Duplex</b> <input type="checkbox"/>

*Please attach copy of deed and the tax record indicating home ownership in applicant(s) name(s) and proof of home's age.*

Eligible Repairs Needed	

*Please attach the chosen contractors' quotes/bids you have received with an itemized listing of repairs and pricing for the work to be done. The chosen contractor must hold a contractor's license issued by the State of North Carolina or other license required for the scope of work being performed including lead and asbestos.*