



CITY OF ROCKY MOUNT

HOUSING REHAB MATCHING REBATE PROGRAM POLICY

Purpose of Program

In an effort to continue moving forward to address Rocky Mount's Housing Plan, the City Council authorized a matching rebate program to help homeowners with repair and rehabilitation of older structures. Funds were made available for the 2018-2019 fiscal year and the program is anticipated to continue as long as funds are made available.

The program aims to stabilize and preserve older housing throughout the City. It seeks to address vacant, deferred maintenance, and distressed residential properties. Homeowners and homebuyers addressing housing conditions which pose threats to life and/or safety, accessibility, site/structural repairs, and façade improvements are eligible to participate in the program. Funding is not intended to support comprehensive rehabilitation or renovate project. This assistance will match homeowner dollars (dollar for dollar) in the form of a matching rebate up to \$12,500 to improve homes in the City limits of Rocky Mount. The number of homes than can be assisted is dependent on the availability of funding. Program participants cannot reapply within five (5) years of their last participation in the program.

This Assistance Policy describes who is eligible to apply for assistance, how applications for assistance will be reviewed, what the form of assistance is and how the repair/modification process will be managed. The City has tried to design this program to be fair, transparent, and consistent in its implementation.

Eligible Applicants

To be eligible for assistance the applicant:

- Must own the home
- Must be current on property taxes
- Must have homeowner insurance

Eligible Properties

- Properties constructed at least fifty (50) years ago, based on tax records (i.e. 1968 or earlier for applications taken in 2018)
- Single family residences or duplex
- If the property is under the minimum housing code, the scope of work must satisfy ALL code violations
- Home must be located within the city limits of Rocky Mount, NC



Eligible Repairs

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

Selection of Applicants

Eligible applicants will be selected on a first come, first serve basis. However, the following criteria will be used in the selection process as well:

- Properties located in local historic districts must obtain approval for alterations to home exteriors; (local Rocky Mount Historic Preservation Commission (HPC))

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.

Form of Assistance & Repayment

The City will provide assistance to homeowners, whose homes are eligible for repair/modification, in the form of a rebate. Homeowners will need to pay for the entire renovation up front, provide receipts of work completed, and have the work verified by the housing specialist in order to be eligible for the rebate.

The Amount of the Matching Rebate

The amount of the rebate will depend on the scope of work necessary to address the renovations and improvements as verified by the City's Housing Specialist. If the total cost of repairs exceeds



\$25,000, the homeowner is responsible for providing any amount over \$25,000.

Acceptable Contracting for Work on the Homes

Contracting for work should be done in accordance to 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>) and
- 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.



STEPS IN THE PROCESS, FROM APPLICATION TO COMPLETION

Completing an Application form

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 – OFFICE
(252) 972-1581 – FAX

Or pick up an application at the City of Rocky Mount, Department of Community and Business Development, 2nd Floor, located at 331 S. Franklin Street, Rocky Mount, NC 27801. Applications will be available on the City website located under the Department of Community and Business Development tab at www.rockymountnc.gov/cd.

Applications may be turned in directly to the office, faxed to 252-972-1581, or mailed with the original mailed and received by the due date above. To obtain applications contact the City of Rocky Mount, Department of Community and Business Development at (252) 972-1100. Proof of ownership will be required. 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.

Screening of Applicants

The homeowners to be assisted will be selected on a first come, first serve basis. Household income will be verified for the low-income program purposes only (information will be kept confidential). Ownership of property will be verified. From this review, applicants meeting program requirements will be chosen accordingly. If lead remediation is required, the homeowner is responsible for relocation during remediation. 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.

Intake Meeting

Approved homeowners will be provided detailed information on the matching rebate program, repair/modification standards and the contracting procedures associated with their project at this informational interview.



Preliminary Inspection

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.

Formal Agreement

After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process. This agreement will define the roles of the parties involved throughout the process.

Pre-construction Conference

After the agreement has been signed, a pre-construction conference will be held at the home. At this time, the homeowner, and Housing Specialist will discuss the details of the work to be done. Attendance by the contractor is strongly encouraged.

Construction

The contractor chosen by the homeowner will be responsible for obtaining any required building permits for the project 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 according to the rehabilitation contract and in a timely manner. City inspectors will inspect applicable work for compliance with the Building Code. The homeowner will be responsible for protecting personal property by clearing work areas.

Change Orders

Any change orders are the responsibility of the homeowner. The City will not increase the matching rebate amount after the contract signing.

Payments to Homeowner

Upon receipt of the final contractor's invoice, release of liens signed by all sub-contractors employed on the job, satisfactory inspection report, and homeowner's signed Certificate of Satisfaction, the City will disperse fifty (50%) of the total contract amount to the homeowner as a rebate payment.

Closeout

After the final check to the homeowner is dispersed, the job is closed-out.



COMPLAINTS, DISPUTES AND APPEALS

Although the application process and repair/modification guidelines are meant to be as fair as possible, the City of Rocky Mount realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During The Application Process

The City of Rocky Mount will respond in writing to any complaints or appeals within thirty (30) business days of receiving written comments.

If an applicant feels that his/her application was not fairly reviewed and would like to appeal the decision made about it, he/she should contact the Community Development Administrator at City of Rocky Mount, P.O. Box 1180, Rocky Mount, North Carolina 27802 or 252-972-1100, within thirty (30) days of the initial decision and detail the concern in writing. A written response by the Community Development Administrator will be made to any person who places a complaint in writing within thirty (30) business days.

If the applicant continues to feel he/she has been treated unfairly after the Community Development Administrator's written response, a written appeal must be made within ten (10) business days of receipt of that written response. Appeals should be directed to the Director of Community and Business Development, City of Rocky Mount, P.O. Box 1180, Rocky Mount, North Carolina 27802 or 252-972-1100. The final decision will be left to the Director of Community and Business Development.

During The Repair/Modification Process

If the homeowner feels that the Housing Specialist has unfairly determined that the work completed does not warrant a rebate, the homeowner should contact the Community Development Administrator at City of Rocky Mount, P.O. Box 1180, Rocky Mount, North Carolina 27802 or 252-972-1100.

Conflicts of Interest

No officer, employee or other public official of the City, or member of the City Council, or entity contracting with the City, who exercises any functions or responsibilities with respect to this Housing Rehab Matching Rebate Program shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. All other City employees, relatives of City employees, and others closely identified with the City, may be approved for rehabilitation assistance but must be disclosed publicly. Applications from City employees will be reviewed and approved by the City Manager's Office or their designee.



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DEVELOPMENT
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For additional Information:

Any questions regarding any part of this Matching Rebate program should be addressed to:

Community Development Administrator

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 – OFFICE

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