

Town of Oak Buffs Regional Housing Rehabilitation Program
Town of Edgartown Regional Housing Rehabilitation Program

Application and Rehabilitation Procedures

What happens once I turn in my application?

1. Application is received by the Housing Rehabilitation Program staff and is date stamped and put in order of receipt.
2. Once application has come up n the list of receipt said application is reviewed by staff and Program manager to insure all supporting documentation has been received and is less than 60 days old in regards to paystubs and bank accounts. If information is needed client will be contacted and given a time frame to submit missing or outdated information without losing their slot.
3. Once all information is reviewed client is income qualified based upon the information submitted by applicant (s) that is no more than 60 days old unless client is self-employed in which case income qualification will be based on the most current tax return. If your application is reviewed after April 15 of a tax year the current due tax return for that year will need to have been filed and reviewed for income qualification purposes. Housing Rehabilitation staff is required to use the most current HUD Median Income guidelines which may differ slightly from ones on submitted applications depending on when you received your application and when HUD Guidelines were updated for the year.
4. If Application is approved Applicant will receive a letter of Application approval and notice of Inspections to be done. If your home was built prior to 1978 a lead paint inspection is required when Federal Funds are being used to rehabilitate a property. TRI Staff will contact you regarding the scheduling of a Lead Paint Inspection by a certified Lead Paint Inspector. The cost of the Lead Paint Inspection will be covered with your Grant funds. Once the Lead Paint Inspection is complete a property inspection will be done by the Programs Housing Rehabilitation Specialist. The inspection will determine minimum quality housing standards and code violations. Rehab Specialist and Program Manager will discuss work to be done in the home at this time with the homeowner to determine if the project is a viable one. All code violations must be corrected (please see attached "required and Ineligible Housing Rehabilitation Items" for a list of items that are required and the order in which rehabilitation items will be addressed).

5. If after the initial inspections it is determined that the project is not feasible for this Program for documented reasons, a letter of denial of Project will be mailed to the applicant.
6. If project is determined to be feasible a formal Work Write Up is developed and sent to Homeowner for review and approval.
7. Rehab Staff will conduct an Environmental review with Town Boards and the Massachusetts Historic District Commission.
8. A bid package is developed by the Housing Rehab Staff based on the approved Work Write Up and a bid call is put out to qualified contractors who have an application on file with the Housing Rehab Program along with all required supporting documentation. Homeowner is notified of date and time for Contractor Walk through/Bid call. Contractors accompanied by the Rehab Specialist and Housing Rehab Program Manager will convene at the property to review the Proposed Work in the Work Write Up and take measurements if necessary to insure accurate bids by the Contractors. Contractors are given a 7 day date of return for the bid package.
9. Bids are reviewed by Program Manager, Rehab Specialist and Homeowner. The lowest qualified bid is chosen. Homeowner may pick someone on the bid results sheet other than the lowest qualified bid but homeowner is responsible for paying the difference between the lowest qualified bid and the bidding contractor that they choose from said bid results sheet.
10. A Lien closing date is determined. The Housing Rehabilitation Staff will draw up the documents needed to be signed by the Homeowner. The contractor will be present towards the end of the signing so that the Contractors and Homeowners Agreement may be executed by both parties and a construction schedule can be agreed upon.
11. Construction progress is monitored by Rehab Specialist and Program Manager. No Payments will be made unless Homeowner, Rehab Specialist and Program Manager sign off on contractor payment requests.
12. Once a completed payment request is submitted and all parties have signed off the Program Manager will forward the request for payment. Payment will be made directly to the contractor.
13. Once it is determined that all Work according to the Work Write Up has been completed the contractor will call for a Final Inspection. At that time the contractor will have completed all Town required inspections (ie: Building Dept, Plumbing Inspector etc). The Rehab Specialist will do a Final Inspection on the property note punch list items if any a release of liens certificate is required from the Contractor along with a

Warranty for the work. Once the Final Inspection is signed by the Rehab Specialist, Homeowner and Program Manager a Final payment is made to the contractor and the Project will be considered complete and will be closed out.