

Housing Repair Process

The program will follow the guidelines as set forth below:

- ◆ **Application** – The applicant will need to complete a full application for the program that requires proof of property ownership, verification of income, and other eligibility requirements.
- ◆ **Application Ranking** – All applications submitted that are complete, signed, and accurate that include all the requested supporting documents will be ranked as per the date they arrive. Households that participated in the survey process and requested to be on the waiting list will have the first chance to apply for the funds. After 60 days, the applications will be opened up to the entire targeted areas. UCAP will review applicants for verification of eligibility based on the ranking system. All households will be served on a first-come, first-served basis.
- ◆ **Property Inspection** – UCAP will inspect the property, identify any housing problems, and will work with the applicant to determine what repairs should be done. **LEAD RULES AND REGULATIONS DO APPLY.**
- ◆ **Work Write-Up** - The UCAP Housing Inspector will develop specifications on the work to be completed and how the work should be done. The homeowner will select the contractor from a list of UCAP approved contractors that they would like to bid on their project and bid packets will be distributed to these contractors.
- ◆ **Bid Awards** – Following receipt of bids from the contractor, UCAP will meet with the owner and review the bids. The owner will then accept or reject the bids which have been submitted.
- ◆ **Repayment Agreement** - The owner shall enter into a repayment agreement with the City to accept the conditions of the loan. The repayment agreement will be filed at the County Recorder's Office.
- ◆ **Proceed to Work** - The UCAP inspector will send a letter notifying the contractor that work may begin at the owner's property. The contractor will be required to secure any necessary building permits from the City's Building & Zoning Office. In addition to the inspections made by the UCAP housing inspector, the City's Building Inspector may also make required inspections to verify compliance with building code requirements.
- ◆ **Payments** - Payments to contractors can be made on a full or partial basis as each contractor's work has been completed. One partial payment is allowed. In order to receive payment, the contractor must submit a lien waiver, a billing statement, and a signed completion certificate (all furnished). In order to make payment, the UCAP housing inspector must inspect the property. The homeowner must give signed permission to pay the contractor.
- ◆ **Project Completion** - Upon completion, a final inspection will be done and the project will be closed.