

CITY OF ROUND ROCK

COMMUNITY HOUSING REPAIR AND REHABILITATION PROGRAM POLICIES AND PROCEDURES



Office of Community Development
221 East Main Street
Round Rock TX 78664
512-341-3328 phone

CITY OF ROUND ROCK

HOME REPAIR AND REHABILITATION PROGRAM POLICIES AND PROCEDURES

TABLE OF CONTENTS

1.	General Provisions.....	1
	A. Purpose of the Program.....	1
	B. Program Funding Source.....	1
	C. Applicability of Other Federal/State Regulations.....	1
2.	Types and Terms of Program Assistance.....	1
	A. Type of Award.....	1
	B. Terms of Assistance.....	1
	C. Maximum Number of Awards.....	2
	D. Minimum Award	2
3.	Household Selection and Eligibility.....	2
	A. Ownership.....	2
	B. Occupancy.....	2
	C. Property Taxes.....	2
	D. Maximum Income	3
	E. Priorities.....	3
4.	Property Selection and Eligibility.....	3
	A. Location.....	4
	B. Types of Structures.....	4
	C. Maximum Number of Awards Per Property.....	4
	D. Applicant’s Insurance.....	4
5.	Determination of Gross Income.....	4
	A. Method of Determining Income.....	4
	B. Annual Gross Income Calculation.....	4
	C. Sources of Income.....	4
	D. Income Exclusions.....	6
	E. Federal Income Tax Returns.....	7
6.	Implementation Procedures.....	7
	A. Program Application.....	7
	B. Application Review.....	8

C.	Environmental Review.....	9
D.	Initial Property Inspection.....	9
E.	Statement of Work.....	9
F.	Transmittal of Statement of Work	9
G.	Bid Estimates and Selection of Contractor.....	9
H.	Best Bid Evaluation.....	9
I.	Award Notification.....	10
J.	Notice to Proceed.....	10
K.	Commencement of Work.....	10
L.	Fund Disbursement/Contractor Payments.....	11
7.	Contractor Selection.....	13
A.	Performance of Work.....	13
B.	Letters of Intent.....	13
C.	Warranty.....	13
8.	Appeals.....	14
9.	Program Changes.....	14
10.	Files and Records.....	14
11.	Property Close-Out.....	14
12.	Awardee Employees Not Held Liable.....	14
	Attachment 1- Application Checklist.....	15
	Attachment 2 - Verification of Employment	16
	Attachment 3 - Verification of Mortgage or Deed of Trust	17
	Attachment 4 - CDBG Program Eligibility Release Form.....	18
	Attachment 5 – Verification of Assets on Deposit.....	20
	Attachment 6 - Property Rehabilitation Standards.....	21

1. GENERAL PROVISIONS

A. Purpose of the Home Repair and Rehabilitation Program (Program)

The primary Program objectives are to make health and safety related repairs to owner-occupied homes. Priority will be given to very-low income applicant and income eligible elderly or disabled occupants.

B. Program Funding Source

The funding source for this Program is through Community Development Block Grant (“CDBG”) funds, received from the U.S. Department of Housing and Urban Development (“HUD”).

C. Applicability of Other Federal/State Regulations

While all rehabilitation awards are subject to the requirements of these Home Repair and Rehabilitation Program Policies and Procedures (Program Procedures), there may be additional special provisions and limitations on rehabilitation awards depending on the funding source. Consequently, additional requirements not shown in these Program Procedures may apply and thus, these Program Procedures may be amended from time to time by the CDBG Coordinator to reflect changes in the requirements of the funding source for this Program.

2. TYPES AND TERMS OF PROGRAM ASSISTANCE

A. Type of Award

Rehabilitation: Maximum \$25,000 per applicant;

B. Terms of Assistance

Assistance is in the form of a grant.

C. Maximum Number of Awards

An applicant may not be awarded more than one award for rehabilitation in a three-year period even if the award is less than \$25,000.

D. Minimum Award Amount

No award will be made for less than \$1,000 or more than \$25,000.

3. HOUSEHOLD SELECTION AND ELIGIBILITY

Eligible applicant will be accepted into the Program in the order that their name appears on the City's existing rehabilitation Program waiting list. In the case where no waiting list exists, applicant will be selected on a first-come, first-served basis. Household eligibility will be assessed on the following:

A. Ownership

Applicant must be named on the Warranty Deed or Title, as the owner of the Property and principal resident. A Contract for Deed is not an acceptable form of ownership.

B. Occupancy

Homeowner must reside in and been the owner(s) of the Property to be rehabilitated for at least twelve (12) months prior to the submission of its application. Applicant will retain ownership for at least five (5) years from the date of project completion.

C. Property Taxes

All delinquent property taxes shall be paid on the property prior to the Program award, or the applicant must have qualified for and received the tax deferral as allowed under Section 33.06 of the Texas Property Tax Code. Written verifications must be placed in each applicant's file. For verifications conducted via telephone, a fully completed telephone confirmation form (including, but not limited to the date of contact, name of contact, and phone number of contact) must be completed.

D. Maximum Income

For the purposes of this Program, all persons named on the title and all persons on the Property are considered household members for the purposes of determining income eligibility unless it can be proven through evidence satisfactory to the City that a person named on the title is NOT living on the Property. The **GROSS** annual income for **ALL** household members cannot exceed the applicable income shown in the following chart:

FY 2020 Income Limits Documentation System

FY 2020 INCOME LIMIT CATEGORY	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Very low (50%) Income Limits	\$34,200.00	\$39,050.00	\$43,950.00	\$48,800.00	\$52,750.00	\$56,650.00	\$60,550.00	\$64,450.00
Extremely Low (30%) Income Limits	\$20,550.00	\$23,450.00	\$26,400.00	\$29,300.00	\$31,650.00	\$34,000.00	\$36,350.00	\$38,700.00
Low (80%) Income Limits	\$54,700.00	\$62,500.00	\$70,300.00	\$78,100.00	\$84,350.00	\$90,600.00	\$96,850.00	\$103,100.00

NOTE: Williamson County is part of the **Austin-Round Rock-San Marcos, TX MSA**, so all information presented here applies to all of the **Austin-Round Rock-San Marcos, TX MSA**. The **Austin-Round Rock-San Marcos, TX MSA** contains the following areas: Bastrop County, TX ; Caldwell County, TX ; Hays County, TX ; Travis County, TX ; and Williamson County, TX . as of July 1, 2020

E. Priorities

1. First priority shall be given to Applicants whose annual family income is thirty percent (30%) or less than median as identified in the chart above and income eligible elderly or disabled occupants.
2. Second priority shall be given to Applicants whose annual family income is fifty percent (50%) or less than median as identified in the chart above.
3. Third priority shall be given to Applicants whose annual family income is eighty percent (80%) or less than median as identified in the chart above.
4. If there is no waiting list, then applications will be considered on a first come, first served basis.

4. PROPERTY SELECTION AND ELIGIBILITY

Eligibility will also be assessed on the following:

A. Location

To qualify for an award, the Property must be located within the corporate city limits of Round Rock.

B. Types of Structures

Eligible structures include owner-occupied single-family property (one unit), condominiums, and town homes.

C. Maximum Number of Awards Per Property

A limit of one award during a three-year period, with no more than two awards total for single family rehabilitation.

D. Applicant's Insurance

Proof of insurance is required.

5. DETERMINATION OF GROSS INCOME

A. Method of Determining Income

The City shall follow 24 CFR Part 5 requirements for computing annual income.

B. Annual Gross Income Calculation

Income is defined as the gross amount, before any deductions have been taken, of income that is anticipated to be received by all adult household members and persons during the upcoming twelve (12) months.

C. Sources of Income (24 CFR Part 5 Annual Income Inclusions)

Sources of income used in determining gross annual household income are as follows:

1. All wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services (before any payroll deductions).
2. Net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness cannot be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest, dividends and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in Section 5, Part C, Paragraph 2. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where family has net assets in excess of \$5,000, excluding property, annual income shall include the greater of the actual income derived from all net family assets or percentage of the value of such assets based on the current passbook savings rate .

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment.
5. Payments in lieu of earnings, such as unemployment, worker's compensation, severance pay and welfare assistance, excluding, however, lump sum payments under health and accident insurance such as worker's compensation (except as provided in Section 5, Part D, Paragraph 3).
6. Welfare Assistance. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:
 - A. The amount of the allowance or award exclusive of the amount specifically designated for shelter or utilities; *plus*
 - B. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph is the amount resulting from one application of the percentage.
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling to the extent that such payments are reasonably expected to continue.
8. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is the head of the family, spouse or other person whose dependants are residing in the unit (except as provided in Section 5, Part D, Paragraph 7)

D. Income Exclusions

The following income exclusions shall apply in the determination of gross income:

1. Income from the employment of children under the age of 18 years.
2. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone). **Note: Foster children shall not be used in the determination of the number of persons in the household.**

3. Lump-sum additions to family assets, such as inheritance, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses. These items shall be considered as assets for the purposes of this Program.
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income from a live-in or periodic medical care assistant (e.g. visiting nurses or care attendants) Note: A live-in or periodic medical care assistant shall not be used in the determination of the number of persons in the household. Live-in aide means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:
 - (1) Is determined to be essential to the care and well-being of the persons;
 - (2) Is not obligated for the support of the persons; and
 - (3) Would not be living in the unit except to provide the necessary supportive services
6. Amounts of education scholarships paid directly to the student or the educational institution and amounts paid by the government to veterans for use in meeting the costs of tuition, fees, books and equipment. Any amounts not used for these purposes are to be included as income.
7. The special pay for a household member serving in the Armed Forces who is exposed to hostile fire.
8. Amounts received under HUD-funded training Programs or received under a public assistance Program that are specifically for out-of-pocket costs made solely to allow participation in a specific Program.
9. Temporary, non-recurring or sporadic income.
10. Reparation payments paid by a foreign government pursuant to claims under the laws of that government by persons who were persecuted during the Nazi era.
11. Annual earnings in excess of \$480.00 for each full-time student 18 years and older (excluding the head of household or spouse).
12. Adoption assistance payments in excess of \$480.00 annually per child.
13. Lump sum payments of SSI and lump sum payments of Social Security benefits, the value of the allotment provided under the Food Stamp Act of 1977.

E. Federal Income Tax Returns

All household members and all persons named on the title shall be required to provide Federal Income Tax Returns for the two previous calendar years. The Federal Tax Return will be used as a basis to verify gross income as well as household composition.

6. IMPLEMENTATION PROCEDURES

The following implementation procedures may be modified at the discretion of the CDBG Coordinator:

A. Program Application

Applications will be provided to persons in the order that their name appears on the City's Program waiting list. If no waiting list exists, applications will be provided on a first-come, first-served basis. The applicant must submit the following documents:

1. Signed application for all persons named on the title including, but not limited to, the following attachments:

- Attachment 1- Application Checklist
- Attachment 2 - Verification of Employment
- Attachment 3- Verification of Mortgage or Deed of Trust
- Attachment 4- CDBG Program Eligibility Release Form
- Attachment 5 – Verification of Assets on Deposit

2. Copy of Warranty Deed or Title for single family homes, condominium, or town homes.
3. Copy of signed complete set of most current and previous Federal Income Tax Returns, including all schedules and attachments for all persons in the household and named on the title.
4. Copies of paycheck stubs for the last thirty (30) days for all wage earners in household or verification of wages from current employer.
5. Other income documentation (supply a copy of the award letter or a copy of the check or direct deposit bank statement):
 - a. Social Security/SSI
 - b. Retirement
 - c. Disability
 - d. AFDC
 - e. Interest on Savings/Income Earning Accounts

6. Six (6) most recent bank statements;
7. Proof that property tax payments are current;
8. Copy of Social Security Card;
9. Copy of valid **current** identification (e.g. driver's license or State of Texas ID);
10. Signed Lead Based Paint Notification Form (required for properties built before 1978;
11. Other support documentation as requested by the City.

B. Application Review

Upon receipt of the completed Application, City Staff reviews the application as follows:

1. City Staff determines if applicant and property are eligible based on application and other supporting documentation.
2. If applicant does not satisfy the Program requirements, City Staff sends notice of ineligibility to applicant documenting the reasons for ineligibility.
3. If applicant is deemed eligible, City Staff arranges for initial inspection of the property to determine eligibility of the scope of repairs for the property.

C. Environmental Review

Upon receipt of the Application, City Staff prepares environmental documentation assessing the environmental eligibility of the rehabilitation Property. City Staff shall determine the level of Environmental Review required as per 24 CFR §58:

D. Initial Property Inspection

Once it has been determined that the applicant meets the basic financial and property eligibility requirements, a meeting will be scheduled with the applicant at the property site with City Staff to discuss repairs being requested. Upon confirmation of the need for repair, City Staff shall arrange for another inspection of the home by the City Inspector and a purchaser with the applicant to inspect and identify home maintenance items for repair or replacement, building code

violations, local code violations, and health and safety deficiencies, as appropriate.

E. Statement of Work

Once the initial inspection has been conducted, the City Inspector and the purchaser prepares a Statement of Work, which details the repair work to be done on the property.

F. Transmittal of Statement of Work

Once the Statement of Work is completed, it is review and signed by the applicant. The applicant must submit the Statement of Work to City Staff for review. City Staff will determine if Statement of Work is reasonable.

G. Bidding and Selection of Contractor

Bids will be obtained in accordance with the City's policies and procedures.

H. Best Bid Evaluation

City shall select a contractor using the following guidelines. All bids received shall be evaluated based on the best value for the City. Best value will be determined by considering all or part of the criteria listed, as well as any relevant criteria specifically listed in the solicitation.

1. Bid price
2. Reputation of the bidder and of bidder's goods and services.
3. The quality of the bidder's goods or services.
4. The extent to which the goods or services meet the City's needs.
5. Bidder's past relationship with the City. All vendors will be evaluated on their past performance and prior dealings with the City to include, but not limited to, failure to meet specifications, poor quality, poor workmanship, late delivery.
6. City Staff will evaluate the bids received for each Statement of Work utilizing the R.S. Means Residential Cost Data 2006 or latest version and/or local estimating experience.
7. City Staff reviews Contractor bids for cost reasonableness. Any equipment being replaced or repaired shall be substantially equal to the original condition, unless an upgrade is required for Code compliance. If

the bids are determined to be unreasonable, City Staff will rebid and revise Statement of Work.

I. Award Notification

1. City Staff approves the funding award and will notify the Applicant with an award letter.
2. Upon acceptance of terms and conditions stated in the award letter, Applicant shall sign the Community Housing Repair Program agreement and the City shall enter into an agreement with the contractor.
3. Prior to the execution of the agreement with the contractor, City Staff shall verify that the Contractor is not listed in HUD's Federal List of Debarred Contractors, a listing of Contractors who are debarred from participating in federally funded Properties.

J. Notice to Proceed

Upon the execution of all award documents, City Staff shall issue a written Notice to Proceed to the Contractor with a copy to the Applicant.

K. Commencement of Work

Work will commence no later than thirty (30) calendar days after receipt of the Notice to Proceed.

L. Fund Disbursement/Contractor Payments

1. Request for Payment

Upon completion of work set out in the Award Letter and Agreement, the Contractor will submit the following to City Staff:

- a. Original invoice identifying the work items completed and their cost;
- b. Original, completed and signed material and labor release forms; and
- c. Copy of signed-off building inspection cards.

2. Pre-Payment Inspection

Upon receipt of all items in Section 6, Part K, Paragraph 1, a City Inspector shall:

- a. Inspect the property to ensure all work has been completed;
- b. Determine if all applicable permits have been obtained; and
- c. Obtain a signature from the Applicant on the Contractor Payment Request form that indicates the Applicant is satisfied with the work and the amount to be paid to the Contractor.

3. Prompt payment policy:

Payments will be made within thirty days after the city receives the supplies, materials, equipment, or the day on which the performance of services was completed or the day on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Contractor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

- a. There is a bona fide dispute between the City and Contractor concerning the supplies, materials, or equipment delivered or the services performed that causes the payment to be late; or
- b. The terms of a federal contract, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- c. There is a bona fide dispute between the Contractor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- d. The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or contract or other such contractual agreement.

4. Processing Payment

- a. City Staff will request payment. Attached to the request will be:
 - i. The original invoice; and
 - ii. Copy of the Contractor Payment Request Form.

- b. The check will be made payable to the Contractor.
- c. City Staff will make a copy of the check, making a “Received by” notation where the Contractor or person picking up the check will sign. If the check is to be mailed, a notation of the mailing date is to be noted on the copy of the check.

5. Change Orders

When in the course of rehabilitation it becomes necessary to expand the Statement of Work, a Change Order is processed as follows:

- e. The Change Order is submitted to the City by the Contractor and must be signed by the Applicant. Any change order is subject to City approval and a City Inspector opinion.
- f. The Change Order identifies:
 - i. the date of the Change Order; and
 - ii. a description of the items to be deleted, modified or added and the change in cost.
- g. The total cost of the award may not exceed twenty-five percent (25%) of the maximum amounts established for each rehab category. If a contingency amount is not available, it may be necessary to delete less critical work in order to be able to cover the cost of the more serious repair work.
- h. In the event that the total contract amount is changed, an amendment to the agreement with the contractor will be made.

7. CONTRACTOR SELECTION

A. Performance of Work

Applicants may **NOT** perform repairs themselves. All work must be performed by Contractors meeting the requirements listed in Paragraphs B, C, D, E, and F below.

B. Letters of Interest

The City of Round Rock will accept letters of interest from qualified Contractors for the purpose of bidding on rehabilitating properties. Eligible Contractors shall submit the following documentation to the City:

1. A photocopy of their current license from the State of Texas Contractors State License Board indicating the classification (“B” for general and “C” for specialized work).
2. Certificate of Insurance for general liability in an amount not less than \$100,000, naming the City of Round Rock as additional insured.
3. Evidence of current worker’s compensation coverage, if applicable.
4. Not less than three (3) references.
5. Certification that that the Contractor will not discriminate against any protected group of persons under State and Federal law.
6. A performance bond, if applicable.

C. Warranty

All work performed by the Contractor shall be warranted for a period of not less than one (1) year. (The equipment shall be warranted against defects in material and workmanship for a period of not less than twelve (12) months beginning with the date of acceptance. If the manufacturer's standard warranty exceeds the minimum required time, then the manufacturer's standard warranty shall be in effect. The successful Contractor shall furnish a copy of the manufacturer's warranty at time of delivery. Such warranty shall be stipulated in the bid submitted from the Contractor to the City. For the warranty period, the Applicant may require the Contractor to correct defects or problems arising from his or her work. Should the Contractor fail to do so, the Applicant may take any necessary legal recourse.

8. APPEALS

If City Staff has disapproved an application for funding, an applicant may appeal the decision in writing to the Director of the Planning and Community Development Department within ten (10) days following receipt of the City’s written notification. The Director shall notify the applicant in writing of the final decision on the appeal of the application for funding.

9. PROGRAM CHANGES

At the discretion of the Community Development Coordinator, the Program may be modified to ensure timely expenditures of Program funds and to otherwise meet the intent of assisting lower income applicants in improving their homes through the Program.

10. FILES AND RECORDS

The Community Development Coordinator shall maintain accurate files and records on each applicant and shall retain all pertinent documentation for a period of five (5) years after the completion of the Program. Such files shall be open for inspection in accordance with the Texas Public Information Act.

11. PROPERTY CLOSE-OUT

City Staff shall ensure that upon completion of each rehabilitated Property, the following close-out forms are retained in the files:

- A. Homeowner Rehab Completion Report – CDBG;
- B. Minority/Women Owned Business Enterprise (M/WBE) Report; and
- C. Certificate of Completion and other such forms as may be required by the City.

12. EMPLOYEES NOT TO BE HELD LIABLE

No member, officer, agent or employee of the City of Round Rock shall be held personally liable concerning any matters arising out of or in relation to the commitment of CDBG Program funds with regard to feasibility or viability of the proposed project.

ATTACHMENT 1

Check off and attach to the front of completed application.

Name: _____

Date: _____

Property Address: _____


- Signed application for all persons named on the title including, but not limited to, the following attachments:

Attachment 1- Application Checklist
Attachment 2 - Verification of Employment Form
Attachment 3- Verification of Mortgage or Deed of Trust Form
Attachment 4- CDBG Program Eligibility Release Form
Attachment 5 - Verification of Assets on Deposit Form

- Original application form, completed and signed by applicant and co-applicant
- Copies of Tax Returns for the previous 1 years (must be provided for every member of your household who is age 18 or older and employed)
- Copies of W2's for the past 1 year (W2's must be provided for every member of your household who is age 18 or older and employed)
- Wages & salaries: Four (4) of the most recent pay stubs (Four consecutive; must be provided for every member of your household who is age 18 or older and employed). We do not accept bank statements or copy of checks in lieu of pay stubs
- Verification of Benefits and/or Pensions (, Support/Alimony Statement, Military/VA Pension, TEC Form, Trust Fund Benefits, Annuities, etc.)
- Verification of other income (net income from the operations of business, child support, welfare assistance, unemployment letter)
- Verification of assets (Last 6 most recent statements of bank accounts, equity, retirement and pension accounts, life insurance)
- Copy of Warranty Deed of your property
- A copy of your social security card
- A copy of picture identification by the applicant and co-applicant (Texas Driver's license or Texas Identification Card or Passport.
- A copy of Home Insurance Policy
- Original and notarized Affidavit (Attached)
- Last bank mortgage statement (if applicable)
- Other income documentation (supply a copy of the award letter or a copy of the check or direct deposit bank statement):
- Social Security/SSI
 - Retirement
 - Disability
 - AFDC
- Interest on Savings/Income Earning Accounts
- Proof of property tax payment;
- Copy of valid **current** identification (e.g. driver's license or State of Texas ID);
- Signed Lead Based Paint Notification Form (required for properties built before 1978;

ATTACHMENT 2

Verification of Employment

<div style="text-align: center;">  <p>City of Round Rock Office of Community Development 221 East Main Street Round Rock, TX 78664</p> </div> <p>AUTHORIZATION: FEDERAL REGULATIONS REQUIRE US TO VERIFY EMPLOYMENT INCOME OF ALL MEMBERS OF THE HOUSEHOLD APPLYING FOR PARTICIPATION IN THE CDBG PROGRAM WHICH WE OPERATE AND TO REEXAMINE THIS INCOME PERIODICALLY. WE ASK YOUR COOPERATION IN SUPPLYING THIS INFORMATION. THIS INFORMATION WILL BE USED ONLY TO DETERMINE THE ELIGIBILITY STATUS AND LEVEL OF BENEFIT OF THE HOUSEHOLD.</p> <p>YOUR PROMPT RETURN OF THE REQUESTED INFORMATION WILL BE APPRECIATED. A SELF-ADDRESSED RETURN ENVELOPE IS ENCLOSED.</p>	<p>EMPLOYED SINCE: _____ OCCUPATION: _____</p> <p>SALARY: _____</p> <p>EFFECTIVE DATE OF LAST INCREASE: _____</p> <p>BASE PAY RATE: \$_____/Hour; or \$_____/Week; or \$_____/Month</p> <p>Average hours/week at base pay rate: _____ Hours</p> <p>NO. WEEKS _____, OR NO. WEEKS _____ WORKED/YEAR</p> <p>OVERTIME PAY RATE: \$_____/HOUR</p> <p>EXPECTED AVERAGE NUMBER OF HOURS OVERTIME WORKED PER WEEK DURING NEXT 12 MONTHS _____</p> <p style="text-align: center;">Any other compensation not included above (specify for commissions, bonuses, tips, etc.):</p> <p>FOR: _____ \$_____ PER _____</p> <p>IS PAY RECEIVED FOR VACATION? • YES • NO</p> <p>IF YES, NO. OF DAYS PER YEAR _____</p> <p>TOTAL BASE PAY EARNINGS FOR PAST 12 MOS. \$_____</p> <p>TOTAL OVERTIME EARNINGS FOR PAST 12 MOS. \$_____</p> <p>PROBABILITY AND EXPECTED DATE OF ANY PAY INCREASE: _____</p> <p>DOES THE EMPLOYEE HAVE ACCESS TO A RETIREMENT ACCOUNT? • YES • NO</p> <p>IF YES, WHAT AMOUNT CAN THEY GET ACCESS TO: \$_____</p>
<p>RELEASE: I HEREBY AUTHORIZE THE RELEASE OF THE REQUESTED INFORMATION.</p> <p>_____</p> <p>(SIGNATURE OF APPLICANT)</p> <p>Date: _____</p> <p>OR A COPY OF THE EXECUTED "CDBG PROGRAM ELIGIBILITY RELEASE FORM," WHICH AUTHORIZES THE RELEASE OF THE INFORMATION REQUESTED, IS ATTACHED.</p>	<p>Signature of _____ or Authorized Representative _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>TELEPHONE: _____</p>
<p>WARNING: TITLE 18, SECTION 1001 OF THE U.S. CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OF THE UNITED STATES GOVERNMENT.</p>	

ATTACHMENT 3-

Client # _____

VERIFICATION OF MORTGAGEOR DEED OF TRUST

The applicant identified below has applied for a housing rehabilitation loan from _____. The applicant has authorized this Agency in writing to obtain verification of the status of existing mortgages on the property from any source named in the application. The requested information in this verification of mortgage is for the confidential use of this Agency and the U.S. Department of Housing and Urban Development. Please furnish the information requested below and return this form using the stamped, addressed envelope provided. If you have any questions, please feel free to contact our office. Thank you for your cooperation.

Name Title Telephone No. (_____) _____

PART I. APPLICANT INFORMATION (To be completed by applicant)

Name of Applicant _____
Address of Applicant _____
Address of Mortgaged Property _____
Mortgage Account Number _____

PART II. LENDER INFORMATION (To be completed by applicant)

Name of Lender _____
Address of Lender _____

PART III. MORTGAGE INFORMATION (To be completed by LENDER)

Date of Mortgage _____ Original Principal Amount \$ _____
Date of Maturity _____ Current Principal Balance \$ _____
Monthly Payment: Principal and Interest \$ _____
Mortgage Insurance \$ _____
Real Estate Tax Escrow \$ _____
Hazard Insurance Escrow \$ _____
Other _____ \$ _____
Total Monthly Payment \$ _____

Type of Mortgage: _____ Conventional _____ FHA _____ VA _____ Other _____
Terms: _____ Fixed _____ ARM _____ Other _____
Lien Position: _____ 1st Mortgage _____ 2nd Mortgage _____ Other _____
Are Payments Current? _____ Yes _____ No If No, amount in arrears \$ _____ and periods of arrears _____
Termination fee or prepayment penalty \$ _____

Completed By: Name _____ Telephone No. _____
Title _____ Date _____
Signature _____

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

ATTACHMENT 4

CDBG Program Eligibility Release Form

**CDBG Program
Eligibility Release Form**

CITY OF ROUND ROCK, OFFICE OF COMMUNITY DEVELOPMENT
221 EAST MAIN STREET
ROUND ROCK, TX 78664

~~Information Covered: Inquiries may be made about items initialed by applicant/tenant.~~

Purpose: Your signature on this CDBG Program Eligibility Release Form, and the signatures of each member of your household who is 18 years of age or older, authorizes the above-named organization to obtain information from a third party relative to your eligibility and continued participation in the CDBG Minor Home Repair Program

Privacy Act Notice Statement: The Department of Housing and Urban Development (HUD) is requiring the collection of the information derived from this form to determine an applicant's eligibility in a CDBG Program and the amount of assistance necessary using CDBG funds. This information will be used to establish level of benefit on the CDBG Program; to protect the Government's financial interest; and to verify the accuracy of the information furnished. It may be released to appropriate Federal, State, and local agencies when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in a delay or rejection of your eligibility approval. The Department is authorized to ask for this information by the National Affordable Housing Act of 1990.

Instructions: Each adult member of the household must sign a CDBG Program Eligibility Release Form prior to the receipt of benefit and on an annual basis to establish continued eligibility. Additional signatures must be obtained from new adult members whenever they join the household or whenever members of the household become 18 years of age.

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.

	Verification Required	Initials
Income (all sources)		
Assets (all sources)		
Child Care Expense		
Handicap Assistance Expense (if applicable)		
Medical Expense (if applicable)		
Other (list) _____ _____		
Dependent Deduction ____ Full-Time Student ____ Handicap/Disabled ____ Family Member ____ Minor Children		

Authorization: I authorize the above-named CDBG Entitlement City and HUD to obtain information about me and my household that is pertinent to eligibility for participation in the CDBG Program.

I acknowledge that:

- (1) A photocopy of this form is as valid as the original.
- (2) I have the right to review the file and the information received using this form (with a person of my choosing to accompany me).
- (3) I have the right to copy information from this file and to request correction of information I believe inaccurate.
- (4) All adult household members will sign this form and cooperate with the owner in this process.

Head of Household—Signature, Printed Name, and Date:
Family Member #1

X

Other Adult Member of the Household—Signature, Printed Name, and Date:
Family Member #3

Other Adult Member of the Household—Signature, Printed Name, and Date:
Family Member #2


X

Other Adult Member of the Household—Signature, Printed Name, and Date:
Family Member #4

X

ATTACHMENT 5

VERIFICATION OF: ASSETS ON DEPOSIT

<div style="text-align: center;">  <p>City of Round Rock Office of Community Development 221 East Main Street Round Rock, TX 78664</p> </div> <p>AUTHORIZATION: Federal Regulations require us to verify Assets on Deposit of all members of the household applying for participation in the CDBG Program which we operate and to reexamine this income periodically. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household.</p> <p>Your prompt return of the requested information will be appreciated. A self-addressed return envelope is enclosed.</p>	Checking Account No. _____ _____	Average Monthly Balance for Last 6 Months _____ _____	Current Interest rate _____ _____		
	Savings Accounts _____ _____	Current Balance _____ _____	Current Interest Rate _____ _____		
	Certificate of Deposit Account No. _____ _____	Amount _____ _____	Withdrawal Penalty _____ _____	Current Interest Rate _____ _____	
	IRA, Keogh, Retirement Accounts				
	Account No. _____ _____	Amount _____ _____	Withdrawal Penalty _____ _____	Current Interest Rate _____ _____	
Money Market Funds _____ _____	Amount (Average 6-month Balance) _____ _____	Interest Rate _____ _____			
<p>RELEASE: I hereby authorize the release of the requested information.</p> <p>_____</p> <p>(Signature of Applicant)</p> <p>Date: _____</p> <p>Or a copy of the executed "CDBG Program Eligibility Release Form," which authorizes the release of the information requested, is attached.</p>	Signature of _____ or Authorized Representative _____ Title: _____ Date: _____ Telephone: _____				

ATTACHMENT 6

REHABILITATION STANDARDS

Code Correction Repairs:

At a minimum, at the completion of each Property, health and safety issues and code violations shall be corrected. Every award made in this Program shall be used to finance rehabilitation standards that address all health and safety issues and code violations, and no award can be approved which would permit a dwelling unit, after rehabilitation, to be out of compliance with applicable codes.

Applicable codes include:

1. the 2015 International Building Code;
2. the 2017 National Electrical Code;
3. the 2017 International Plumbing Code;
4. the 2017 International Mechanical Code;
5. Chapters 5-10 of the Uniform Housing Code;
6. ADA, Section 504, and
7. relevant sections of Title 24 that pertain to disability access;
8. City of Round Rock Code of Ordinances.

In addition to requiring that the building be brought into compliance with applicable codes, the Program requires specific additional upgrades in all Properties. These include:

1. upgrade of electrical equipment grounding and bonding system;
2. GFCI replacement in kitchens, bathroom and exterior areas;
3. fire extinguishers;
4. smoke detector upgrades to current 2015 International Building Code;
5. installation of carbon monoxide detectors, if needed; and
6. exterior painting, if needed.

Removal of Architectural Barriers to Improve Accessibility:

Properties occupied by a disabled household member qualifies for services aimed at removing architectural barriers under the Program. In cases where it is not structurally or financially feasible to bring units into full compliance with Title 24 and Section 504, limited repairs or improvements increasing overall accessibility may be undertaken provided such repairs are conducted under a plan check, permit and inspection by the City of Round Rock Building Inspection Division.

Examples of eligible repairs or improvements that will alleviate architectural barriers include, but are not limited to:

1. Widening doorways and hallways;
2. Replacement of doorknobs with lever action handles;
3. Sliding doors;
4. Grab bars;
5. Ramps;
6. Transitional floor coverings;
7. Bathtubs and showers;
8. Toilet (alterations or modifications);
9. Electrical switches and convenience outlet relocation;
10. Kitchen cabinet modifications; and
11. Plumbing alterations or modifications.

ELIGIBLE IMPROVEMENTS UNDER THE HOME REPAIR AND REHABILITATION PROGRAM

In addition to the above-noted eligible improvements, Program funds are available for rehabilitation improvements that are considered necessary repair or replacement items:

1. Water heater;
2. Plumbing fixtures;
3. Window screens;
4. Heating units;
5. Doors;
6. Door locks;
7. Windows;
8. Porch and step structures;
9. Handrails and guardrails;
10. Plumbing;
11. Faulty sub-flooring (and floor covering if sub-flooring causes it to be removed/ replaced);
12. Electrical wiring (outlets and switch replacement);
13. Weatherization, such as window caulking;
14. Modifications which aid the mobility of the elderly and physically disabled, such as shower units with seats, lever hardware, retrofitting toilets to achieve adequate height, moving power points and light switches, ramping, reconstructing doorways, lowering sinks in kitchens and bathrooms;
15. Fumigation and treatment of termites and pest control;
16. Air conditioners; and
17. Roofing.

INELIGIBLE IMPROVEMENTS UNDER THE HOME REPAIR AND REHABILITATION PROGRAM

Ineligible improvements include the following:

1. Recreational items, such as BBQ's, bathhouses, greenhouses, swimming pools, saunas, television antennas, tennis courts;
2. Luxury items, such as burglar alarms, burglar protection bars, dumbwaiters, kennels, murals, flower boxes, awnings, patios, decks storage sheds/workshops, microwaves and dishwashers;
3. Carpeting (other than carpet that is water-damaged carpet or shows excessive damage or wear); and
4. Other items deemed ineligible by the Community Development Coordinator.

ELIGIBLE IMPROVEMENTS UNDER THE LIMITED HOME REPAIR AND REHABILITATION PROGRAM

When it is not feasible to rehabilitate a home due to extensive repairs needed, limited repairs can be made up to and not exceeding \$10,000. These repairs are limited to the following:

- (1) HVAC repair or replacement;
- (2) Roof repair or replacement;
- (3) Electrical system repairs
- (4) Plumbing repairs



**Office of Community Development
221 East Main Street
Round Rock TX 78664**

Elizabeth Alvarado
Community Development Coordinator

**512-341-3328 CDBG Dept.
512-341-3301 CDBG fax**

www.roundrocktexas.gov