



Palute Neighborhood Center
Community Development Block Grant
6535 E. Osborn Rd., Bldg. 8
Scottsdale AZ 85251

PHONE 480-312-7647
FAX 480-312-7761
TTY 480-312-7411

Dear Homeowner:

Thank you for your interest in the City of Scottsdale's Green Housing Rehabilitation Program.

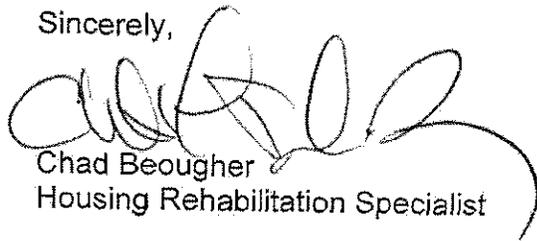
Please read the enclosed information thoroughly for a complete understanding of both the qualifications and requirements, including the Affidavit Demonstrating Lawful Presence in the United States. If you have worked with our program before, please note that the guidelines may have changed.

Please complete the enclosed Pre-Application form, Income Questionnaire, and return it to our office. A self-addressed envelope has been enclosed for your convenience.

Upon receipt of your Pre-Application, your name will be placed on a waiting list. Please be advised that current waiting list is approximately twelve to eighteen months. When your name approaches the top of the wait list you will receive a letter requesting confirmation of your continued interest in the program. An income verification interview will be scheduled at that time.

If you have any questions please contact us at 480.312.7424. Thank you again for your interest in the City of Scottsdale's Green Housing Rehabilitation Program.

Sincerely,



Chad Beougher
Housing Rehabilitation Specialist



COMMUNITY DEVELOPMENT BLOCK GRANT GREEN HOUSING REHABILITATION PROGRAM GUIDELINES

The Green Housing Rehabilitation Program (“Rehabilitation Program” or “Program”) provides assistance to homeowners in Scottsdale through owner occupied housing rehabilitation activities. In providing assistance, we are meeting the following locally adopted goals in the use of Community Development Block Grant (“CDBG”) funds:

Housing Rehabilitation Assistance is provided through technical assistance and a deferred loan to finance a rehabilitation contract between the applicant and a private contractor. City staff are responsible to see that the City’s interests as a funding agency are met. The City staff person who is most directly involved with Rehabilitation Program projects is the Housing Rehabilitation Specialist. Responsibility for the rehabilitation contract is between the property owner (“Owner”) and the contractor (“Contractor”) who performs the rehabilitation work.

Green Housing Rehabilitation - Program Operation

The Green Housing Rehabilitation Program can provide the following types of assistance:

- Provide cost-effective improvements to minimize environmental impact and reduce the energy consumption of homes while contributing to the health of its occupants.
- Remove structural code (“Code”) violations* in an eligible project.

* Code violations are considered to be any structural deficiencies that fail to meet adopted building Codes of the City of Scottsdale, or Section 8 Housing Quality Standards (HQS), whichever is greater.

- Remove incipient Code violations** in an eligible project.

** Incipient Code violations are any structural components that appear to be near failure or might soon become a Code violation. The Housing Rehabilitation Specialist shall make this determination.

- Provide special devices and ramps for the elderly and disabled. These include, but are not limited to, ramps, handrails, bathroom safety grab bars, and special permanent fixtures.

Eligibility Standards

The City of Scottsdale, through the Community Assistance Office, provides Housing Rehabilitation Assistance to persons who meet low- and moderate-income standards. The City utilizes standards called income eligibility guidelines or low- and moderate-income standards. The U.S. Department of Housing and Urban Development (“HUD”) mandates these guidelines. They are frequently updated and reflect two income categories based on family size. One is 80% of the Phoenix SMSA median income (moderate income) and the other is 50% (low income.) Eligibility for Green Housing Rehabilitation Assistance or determination of ineligibility is based on where gross household incomes fall in relation to these income standards. Income qualification is required, even if the applicant is certified as disabled or elderly.

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City of Scottsdale’s Green Housing Rehabilitation Program – Guidelines – Revised 4.15.19

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These guidelines may be amended from time to time to improve program operations in ways that do not modify beneficiaries, priorities or loan limits.

Applicants must have owned and lived in their Scottsdale home as their primary residence for the preceding year immediately prior to applying and being qualified for participation in the program. Persons, who use their home to conduct business or as rental property, in whole or in part, are ineligible to participate in the Program. If determined ineligible, applicants may re-apply 6 months after the determination of ineligibility.

There are special requirements for City employees and elected officials and their relatives, and for non-profit rehabilitation providers and their relatives. These requirements, which relate to conflicts of interest, include making public disclosure, obtaining a ruling by the City Attorney and submitting materials for review by HUD. In all cases where an apparent conflict of interest exists, HUD will make a finding regarding the eligibility of the applicant. The loan shall not be granted unless approved by HUD.

Applicants shall acknowledge the Housing Rehabilitation Programs are not entitlement programs. The City reserves the right to delay, postpone or deny participation in any of the programs for 5 years. At all times participation requires adherence to terms of the Construction Contract, Program Guidelines, Code of Conduct, applicable Federal Program regulations and any other Program documents.

Priorities

The following two circumstances and conditions constitute the sole reasons for granting a priority to an applicant in the Green Housing Rehabilitation Program:

Medical Emergencies

What if repairs are a medical emergency? If the applicant can show evidence by a doctor's written statement that a housing condition is creating a medical emergency, the homeowner may be moved up on the waiting list as a priority. At minimum, a doctor's statement shall indicate how correcting a structural condition will improve an urgent medical condition. If the benefit from structural improvement cannot be clearly demonstrated, placement ahead of others on the waiting list will not occur.

Private Lender Participation

In order to extend the federal resources available to the City for rehabilitation and to encourage homeowner participation in the repair and maintenance of the home, the City will give a priority to income qualified applicants who present a letter from a private lender (bank, savings and loan or credit union) which indicates that they are qualified for a home improvement loan, and that a specified amount of money has been reserved for them.

Application Process

The application is a two-step process: Pre-Application and Application Certification

I. Pre-Application

The City maintains a waiting list for the Green Housing Rehabilitation Program. Any Scottsdale homeowner may call (480) 312-7647 and ask to receive a Green Housing Rehabilitation Application and Guidelines packet. The homeowner will receive a Pre-Application and income

questionnaire, which is required to be completed and returned to the Community Assistance Office.

The waiting list is on a first-come, first-served basis, unless a priority for assistance has been established by other conditions as defined in these guidelines. No placement is made to the waiting list until the Pre-Application and income questionnaire are completed, signed and returned to the Community Assistance Office. After initial review of the submitted documentation, the applicant will be placed on the wait list if they meet the preliminary requirements for eligibility.

When an applicant calls to inquire about the program, the basic income guidelines are discussed and preliminary eligibility questions are asked concerning how many members are in the family and the annual gross household income. The program Pre-Application and Guidelines packet are then mailed to the applicant.

When the Pre-Application and income questionnaire are received, the applicants name is then placed on the wait list.

If the Pre-Application indicates the applicant is over the income limits, they will be notified in writing and their Pre-Application will be denied; the applicant can re-apply for the program in 6 months. If the Pre-Application appears to have a conflict of interest, the applicant will be notified in writing, and additional steps will be followed as defined in these guidelines. However, the applicant's name will still be put on the waiting list and further verification will be confirmed when the application is pulled from the top of the wait list.

As each applicant approaches the top of the wait list, a letter is sent to verify that they are still interested in participating in the rehabilitation of their home and an appointment date and time are scheduled for their income interview. If an applicant no longer requires assistance, the applicant will need to submit a letter to Community Assistance Office declaring they are no longer interested in participating in the rehabilitation program. If the applicant does not attend their scheduled income interview, they will be sent a final letter requesting the applicant contact the Community Assistance Office by a certain date and time to schedule a second and final income interview appointment. If the applicant fails to attend the second scheduled appointment their application will be removed from the wait list; however, the applicant may reapply in 6 months.

II. Application Certification

The Community Grants Specialist will explain the program in detail at the income verification interview. The purpose of the income verification interview is to determine if the applicants' total gross household income for the upcoming twelve months will qualify within the HUD income guidelines. At the interview, the Community Grants Specialist will complete an income certification worksheet for the total gross household income, including assets. Applicants shall bring the following information to the interview:

- a. Deed to property
- b. 2020/2021 Property Tax Valuation
- c. 2019 Signed Federal and State Income Tax Return, including W-2 and 1099 forms
- d. Last three (3) Pay Stubs for employment
- e. Last three (3) Bank Statements (include all pages of each statement)

- f. Most current Benefit Award letters (Social Security, Disability, Pension, Retirement, Child Support, Alimony, Welfare or other public assistance, Unemployment/Workers Compensation)
- g. Last three (3) statements (include all pages of each statement) of the following Assets: (Investments, Stocks, Bonds, IRA's, CD's, Money Market, Trusts, Life Insurance, Real Estate)
- h. Most current Utility Statement, include all that apply (Electric, Water, Gas)
- i. Copy of current Photo ID for all members of the household 18 years of age and older

Applicants will have 10 days to submit any documentation that was not provided on the date of the income interview. A letter will be sent to the applicant that identifies additional documentation required to determine eligibility and the date that the documentation must be submitted by. If the documents are not submitted within this 10-day period, a letter will be sent to the applicant notifying them that they will be removed from the waitlist and their file will be closed. The Program reserves the right to seek third party verification for income, ownership and household composition. Credit reports shall be requested and processed on each person whose property receives major rehabilitation and title reports shall be requested and processed on such property.

If IRS tax liens or tax certificates are found, this will automatically disqualify the application, unless written satisfaction of lien is presented to the Community Assistance Office. Falsification of income is grounds for disqualification and can result in a \$10,000 fine and one year in prison.

Lead Based Paint Abatement

In compliance with Federal Regulations, rehabilitation projects receiving more than \$25,000 per unit require abatement of lead base paint hazards in their residences. Associated costs of abatement will be included in all rehabilitation contracts.

Asbestos

In compliance with federal regulations, rehabilitation projects in residential buildings having 5 or more dwelling units require an asbestos inspection and /or assessment. Associated costs of abatement will be included in all rehabilitation contracts. If abatement costs exceed the program maximum, assistance may not be feasible.

Radon

In compliance with federal regulations, applicants participating in the program will be provided with the opportunity to test their home for radon exposure. If mitigation is needed, the installation of a radon mitigation system will be included in your Scope of Work for your Green Housing Rehabilitation project.

Home Performance Audits

A home performance audit is performed on every home that participates in the program. The results of the audit will help the Housing Rehabilitation Specialist assess how much energy the home uses and evaluate what measures can be taken to improve efficiency.

A professional Building Performance Institute (BPI) certified auditor will use a variety of techniques and equipment to determine the energy efficiency of the home. Special equipment

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such as blower doors, which measure the extent of leaks in the building envelope, and infrared cameras, which reveal hard-to-detect areas of air infiltration and missing insulation will be utilized by the auditor.

Green Building Principles

The Green Housing Rehabilitation Program has adopted elements of the City of Scottsdale's Green Building program that enhance energy efficiency, indoor air quality, health and comfort, water conservation and lower operating costs.

Green building refers to those practices that promote occupant health and comfort and wellbeing of the occupants, while seeking to minimize the use of energy, water, and other natural resources and provide a healthy, productive indoor environment. Additionally, Green Building provides greater economic benefits through reduced operation costs and increased operation and maintenance efficiencies.

Incorporating Green Building principles in the rehabilitation of homes promotes resource conservation by including design features that encourage energy efficiency and water conservation, reducing operation and maintenance costs.

An integrated design approach results in energy savings through the proper utilization of insulated doors, windows and shading devices, insulation and energy efficient heating and cooling systems.

Resource-efficient materials are designed to have minimum impact on the health of the environment and the occupants. A healthy indoor environment can be achieved through proper ventilation, such as the installation of operable windows and exhaust fans, and through the selection of non-toxic materials.

Incorporating water management strategies, such as the use of low-flow plumbing fixtures and appliances, enhances water conservation, maximized water efficiency and reduces utility costs.

The Green Building elements adopted by the Program are incorporated in the Green Rehabilitation Standards.

A Green Rehabilitation permit will be issued for all rehabilitation work performed through the Program. The city building inspector will inspect all code compliance related work and the city's Housing Rehabilitation Specialist will inspect for all of the green building related work. Upon passing final inspection, a Green Certificate of Occupancy will be issued by the city permit services department and issued to the homeowner. To help provide assistance to income-qualified homeowners in maintaining existing housing inventory, encouraging green building principals in housing revitalization, and supporting the option for Scottsdale residents to remain in their neighborhoods, the City will waive the Miscellaneous Permit Fees for Single Family Residential for Minimum Combinations (all disciplines) for Program participants. This fee modification will only be available to eligible recipients of the Green Housing Rehabilitation Program.

Pre-Bid

If the application is approved, an appointment to inspect the home is made with the Housing Rehabilitation Specialist. The Housing Rehabilitation Specialist inspects the home for Housing Quality Standards ("HQS") and documents the condition of the home including, but not limited

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to, roof, exterior/interior paint, HVAC, plumbing, electric, appliances, interior painting, flooring, and fencing, etc. Upon completion of the inspection, the Housing Rehabilitation Specialist will identify all Code violations, incipient Code violations, cost-effective energy conservation, and special mobility needs for disabled or elderly ("Deficiencies"). The Housing Rehabilitation Specialist will define all work needed to remedy all Deficiencies ("Scope of Work"). Where required by federal law, the City of Scottsdale will secure a lead-based paint test before the Scope of Work is completed. The cost of the lead-based paint inspection will not be included in the contract price; however, all necessary abatement and/or interim costs will be included.

The Scope of Work is a document used to itemize every item that will be included in the rehabilitation project. This document is used by Housing Rehabilitation Specialist to obtain bids from licensed general contractors. Neither the homeowner nor the contractor shall add to, delete from, or alter the Scope of Work in any manner without the City's approval. Both the homeowner and contractor are directed to contact the Housing Rehabilitation Specialist for clarifications connected with the Scope of Work. An appointment is arranged with the homeowner to review and sign the Scope of Work. Upon approval of the Scope of Work an invitation to bid, which indicates the pre-bid site inspection ("Walk-through") date and bid opening date, are included with the Scope of Work. The Walk-through, which allows general contractors to receive the Scope of Work and inspect the property, is mandatory for submittal of a bid.

Contractors that have applied to bid on Green Housing Rehabilitation Projects are invited to attend the Walk-through. The City does not endorse any of the contractors on the bid list; it is merely for the convenience of the homeowner. The Housing Rehabilitation Office notifies all minority contractors and an equal number of non-minority contractors of the project. A special emphasis is placed on the City's Affirmative Marketing Initiative by contacting all minority contractors on the Bidders' List.

All contractors who wish to be on the City's contractor bid list are required to submit their credentials on a yearly basis. A letter is mailed to the contractors in June requesting they submit the following: Registrar of Contractors License and Certificate of Insurance. The Program will not fund a contract if a contractor does not have these items. The Program reserves the right to exclude any contractor who has unresolved complaints with the Registrar of Contractors office. The homeowner is encouraged to invite his/her selection of general contractors with the understanding that they must show they are qualified contractors by submitting their credentials as stated above.

The homeowner and Housing Rehabilitation Specialist attend the Walk-through to answer questions and if necessary, make changes through an addendum which contractors are required to obtain to complete their bids for submission to the Community Assistance Office. Contractors are required to submit their sealed bids to the Community Assistance Office on a specified date and time, approximately 10 days from the Walk-through. The contractors and the homeowner are encouraged to be present at the bid opening. Late bids, faxed bids and unsealed bids will not be opened.

The homeowner and Housing Rehabilitation Specialist evaluate the bids as submitted. There shall be a minimum of three (3) bids for projects over \$2,000. If three bids are not received, the job shall be re-bid.

The lowest "responsive"¹, responsible contractor is awarded the project unless the homeowner opts to pay the difference between the low bidding contractor and the contractor of their choice, or if the bid is considered non-responsive. If the low bidding contractor declines the project the contract will be offered to the next lowest bidding contractor. If the homeowner chooses to pay the difference, the homeowner writes a check payable to the contractor and submits it to the Community Assistance Office. The Community Assistance Office retains the check until the first payment is made to the contractor.

In order to facilitate the timely completion of projects to be undertaken, the Green Housing Rehabilitation Program reserves the right to temporarily exclude any contractor from future bid notifications when three (3) or more Housing Rehabilitation Projects are concurrently under contract or have been awarded to that contractor at that time. Contractors will remain on the Green Housing Rehabilitation Program's active list of contractors but will not be invited to bid new projects until one (1) of its three (3) contracts are completed.

All contractors are required to provide a two-year warranty on all work performed on rehabilitation activities, as set forth by the Arizona Registrar of Contractors. The homeowner is responsible to contact the contractor for any warranty-related problems. If the homeowner does not feel that the contractor has lived up to warrantee obligations, their appeal is to the Arizona Registrar of Contractors and not to the City of Scottsdale.

Deferred Loan Payback

The Green Housing Rehabilitation assistance is offered in the form of a Deferred Loan, which is made to an eligible low/moderate income household. The maximum loan amount is the lesser of \$65,000 or the amount needed to bring the house to the property rehabilitation standards. The repair costs to remove all Code violations shall not exceed 50% of the structure's estimated "as is" value. A security instrument (lien) will be recorded against the property.

- If the property is sold before 36 months from the date of contract completion, repayment of the total cost of the construction contract is required.
- After the date of the third anniversary of the date of contract completion, 50% of the rehabilitation loan will be forgiven. The lien will continue to secure the remaining 50% of the loan until it is repaid at the sale or transfer of the property or earlier, if a refinance will take equity from the property, or as a condition of receiving a future rehabilitation loan from the City.
- If the applicant for the Housing Rehabilitation Loan provides at least 50% of the cost of the rehabilitation contract from private resources, then 100% of the City's rehabilitation loan will be forgiven on the third anniversary of the completion of the job.

The Rehabilitation Contract

A contract cannot be executed until the Housing Rehabilitation Loan has been granted and a lien has been placed on the property. The Housing Rehabilitation Specialist shall ensure that the homeowner and contractor understand the conditions and obligations of the Green Housing Rehabilitation Contract. A contract is then executed between the homeowner and the contractor. The City of Scottsdale is not a party to the contract.

¹ **"Responsive" means that the contractor has met the contractor qualifications, that the bid has been submitted on time and includes all work, including addenda. Bids shall be sealed when submitted.

The Notice to Proceed is processed and signed by the homeowner after a contract is executed. Work shall begin within seven days of the start date on the Notice to Proceed and completed within the specified amount of time. A Green Rehabilitation permit will be issued prior to the commencement of work. The Housing Rehabilitation Specialist will perform, at minimum, two progress inspections.

The contractor may request a draw when the work is at least 50% completed. This draw will be subject to a 10% retention, which will be paid in the final payment to the contractor upon completion of the job. Payments will be made payable to the contractor after signatures are obtained from the homeowner, contractor, Housing Rehabilitation Specialist and Community Assistance Manager on a payment release form. If the homeowner has paid the difference for the contractor of their choice, the homeowner's check is submitted to the contractor and receipt of payment is added to file. The check from the City of Scottsdale will be for the difference between the amount of the draw and the amount of the homeowner's check.

A written Change Order shall document any changes to the contract. Only those changes necessary to correct unforeseen Code violations can be paid for with Federal funds. The homeowner, with unsubsidized funds, shall pay all other changes. If additional funds are available to the Owner as a part of the Housing Rehabilitation Loan Program through a Change Order, the Owner must execute a Second Promissory Note for any additional funds required by the Change Order. The Contractor shall not proceed to do the Work under the approved Change Order until the Owner has executed the Second Promissory Note and the Housing Rehabilitation Specialist has authorized the Contractor to proceed.

The Housing Rehabilitation Specialist will process the Change Order after the contractor submits the document with both Contractor and Owner's signature. The Change Order also requires the signatures of both the Housing Rehabilitation Specialist and the Community Assistance Manager.

Change Orders are also required for time extensions. The Change Order is not effective until signed by all of the parties indicated in the previous paragraph. This means that any work done by the contractor or arrangements made by a homeowner prior to executing a written change are unauthorized and non-binding. Regardless of the situation, the only protection for both the homeowner and contractor is to have all changes executed in writing.

Program Checks

All of the following documents shall be completed at various levels of authority including the Housing Rehabilitation Specialist and Community Assistance Manager, homeowner, contractor and verification authorities (i.e., tax, ownership, homeowner's bank, homeowner's employer).

The homeowner's file will contain at minimum the following:

- File checklist
- Contact sheet
- Applicant request for assistance (Pre-Application)
- Environmental Rehabilitation Review
- Post application correspondence
- All eligibility documentation (e.g. tax returns, ownership, Social Security, deed)
- Computation of income and eligibility
- Application Certification of Information
- Release of Information
- Financial Privacy Notice

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These guidelines may be amended from time to time to improve program operations in ways that do not modify beneficiaries, priorities or loan limits.

Applicant-signed Bidding Procedures document
Lead Based Paint Document
Promissory Note
Deed of Trust
Commitment for Title Insurance
Housing Inspection form
Priced Scope of Work
Owner/Contractor Contract
Notice to Proceed
Change Orders (if applicable)
Interim and/or Final Payment Requests
Certificate of Completion
Green Certificate of Occupancy
Photographs
Warranty Notes
Miscellaneous

Binding Arbitration

In the case of any controversy among any of the parties to the contract concerning, but not limited to, the validity, construction, or interpretation of the contract, the parties shall refer such dispute in writing to an arbitrator (“Arbitrator”) to be jointly agreed upon, or, failing an agreement, to the American Arbitration Association for referral to a single Arbitrator. The Arbitrator shall promptly determine such dispute and deliver a written decision to each party by personal delivery or certified mail. The City at its sole option may elect to pay the initial arbitration fee. The parties as determined by the Arbitrator shall pay all costs assigned by the Arbitrator. The decision of the Arbitrator shall be final and binding on all parties.

Completion and Payment Process

When the contractor indicates completion and the homeowner concurs, the Housing Rehabilitation Specialist and another Community Assistance Office staff member will perform a final inspection with the homeowner and the contractor. This inspection is to ensure that the quality of the work provides adequate protection for the City’s security interest in the property. The homeowner and the contractor will sign the Certificate of Completion, which gives authorization to the city to release the balance of the funds to the contractor. When the invoice is received from the General Contractor, the project file is reviewed by the Housing Rehabilitation Specialist and the Community Assistance Manager for conformance with program standards and proper procedures.

At minimum, the request for payment will include the contractor invoice, the Green Housing Rehabilitation Program’s request for payment and the Certificate of Completion. The city building inspector will inspect all code compliance related work and the Housing Rehabilitation Specialist will inspect all of the green building related work. Upon passing final inspection, a Green Certificate of Occupancy will be issued by the city permit services department. The contractor will initial that all warranties have been given to the homeowner. Final payment will be processed and made payable to the contracted General Contractor.

All persons receiving assistance under this program are ineligible to be placed back on the program waiting list for 36 months from the date of contract completion and the promissory note has been completely satisfied.

Date Adopted: March 3, 1997
Date Amended: December 1, 2009
Date Amended: September 22, 2011
Date Amended: January 27, 2015
Date Amended: April 20, 2016
Date Amended: January 18, 2017
Date Amended: June 6, 2017
Date Amended: November 26, 2018
Date Amended: April 15, 2019

It is the policy of the City of Scottsdale not to discriminate against any person on the basis of race, color, religion, age, sex, handicap, familial status or national origin. Persons with special needs for assistance should contact 480/312-7647 or TDD 480/312-7411.

Es la norma de Ciudad de Scottsdale de no discriminar contra ninguna persona a base de la raza, el color, la religion, la edad, es sexo, la desventaja, la posicion familiar ni el origen nacional. Las persons con necesidades especiales para la ayuda en la traduccion o alojamientos deben avisar a 480/312-7647 o TDD 480/312-7411.



COMMUNITY DEVELOPMENT BLOCK GRANT GREEN HOUSING REHABILITATION PROGRAM GREEN REHABILITATION STANDARDS

All homes eligible for rehabilitation through the program will be inspected and evaluated for compliance with the program's rehabilitation standards, developed in accordance with City of Scottsdale's building codes and Green Building Program, Section 8 Minimum Housing Quality Standards and Federal regulations. Homes rehabilitated shall meet all of the following green rehabilitation standards:

1. Each home shall have a proper and adequate electrical service panel for the size of the home. Old fuse boxes or substandard, dysfunctional breaker boxes shall be replaced with new breakers.
2. There shall be at least two electrical outlets in each room. All kitchens and bathrooms shall have GFCI duplex outlets within six feet of water. Each home shall be wired with a 3 wire grounded system throughout. Smoke detectors shall be hardwired in homes requiring electrical re-wiring.
3. All homes built prior to 1978 shall have a lead-based paint inspection and risk assessment completed on all exterior and interior surfaces prior to the commencement of any work. All lead-based paint hazards shall be treated in accordance with The Department of Housing and Urban Development's (HUD) and Environmental Protection Agency's (EPA) federal lead regulations. The use of lead-based paint shall be prohibited.
4. Heat pumps (or air conditioners with gas furnace) over ten years old and/or less than 13 SEER shall be replaced with new Energy Star certified air-source heat pumps (or air conditioners with gas furnace) with variable speed air blower fan and dual-speed or dual-capacity compressor. Units shall be the proper tonnage for the size of the home. Associated ductwork shall be free from leaks and obstructions. Programmable setback thermostats shall be installed with all new units.
5. The return and all registers in the duct system shall be pressure pan tested with a blower door at 50 pascals (unless ducts are located completely inside the thermal envelope); pressure reading shall be equal to or less than 1 pascal in all locations (ducts should be insulated to min. R-8 where located outside the thermal envelope – in ventilated attics)
6. Air filters on the return side of the HVAC system will be replaced with an air filter that has min. MERV rating of 11.
7. Gas furnaces shall be sealed combustion units or located in isolated/air sealed mechanical room(s) with an outside source of combustion air.
8. Outside ventilation shall be provided with a combination of bathroom exhaust fan(s) and a make-up air inlet with damper located in another part of the house. The required ventilation rate and controls shall be in accordance with the mechanical ventilation provisions of the IRC (M1507).

9. Every habitable room with a door and a room pressure difference above 3.0 pascals (not including bathrooms, kitchens, closets, pantries, and laundry rooms) shall have a return air path through the use of return air inlets, transfer grills and/or jumper ducts.
10. Multi-speed ceiling fans with LED bulbs shall be installed in at least 50% of habitable rooms (e.g. - living room, dining room, study, bedrooms).
11. Inoperable water heaters or those eight years old or older shall be replaced. Gas water heaters shall be sealed combustion units or located in isolated/air sealed mechanical room(s) with an outside source of combustion air or located on the exterior of the home. Gas water heaters shall have a minimum energy factor of 0.62 and electric water heaters shall have a minimum energy factor of 0.92.
5. All windows shall be operable and lockable. All defective latches, hardware and worn gear shall be replaced. Cracked and/or broken window panes shall be replaced. Inoperable and/or energy inefficient windows shall be replaced with dual pane, low E horizontal sliding windows. Windows shall be Energy Star certified for the Southern Climate Zone (≤ 0.40 U-Factor and ≤ 0.25 Solar Heat Gain Coefficient (SHGC)).
6. Attic insulation shall be brought up to an R-38 value.
7. Accessibility devices including but not limited to grab bars, handrails, ramps and special permanent fixtures shall be installed for clients with mobility problems. Doorways shall be widened for wheelchair accessibility and improvements for accessibility to showers and sinks shall be made.
8. Each home shall be properly secured with security screen doors. Exterior doors shall be replaced with energy efficient solid core wood or metal clad foam insulated doors with new frames, hardware, dead bolts and peepholes. Inoperable and/or energy inefficient sliding glass doors shall be replaced with energy efficient sliding glass doors shall be replaced with energy efficient, dual pane, low E sliding glass doors.
9. All homes shall be made structurally sound. All interior and exterior cracks, holes, and loose materials shall be corrected. Existing porches and patio covers shall be made structurally sound if they are deteriorated or are determined to be an incipient code violation. Patio covers that are not built to code shall be removed and may be replaced. Other additions that were built without a permit shall be brought up to code. Additions that may not be corrected due to economic feasibility shall be demolished and removed.
10. All homes with failing galvanized water lines shall be entirely re-piped with copper and PEX piping. Plumbing fixtures including sinks, tubs, tub surrounds, shower doors, faucets, hose bibs, toilets and shower heads shall be replaced if found to be dilapidated or have severe leaks. Minor leaks shall be repaired.
11. All plumbing fixtures shall meet the following maximum flush and flow rates:
 - a. Toilets - 1.28 gpf and WaterSense labeled
 - b. Bathroom lavatory faucets - 1.5 gpm and WaterSense labeled
 - c. Showerheads - 2.0 gpm and WaterSense labeled
 - d. Kitchen faucets - 1.8 gpm

12. Hot water distribution systems shall be designed and installed to meet one of the following:
 - a. Central plumbing core where the length of hot water piping from the water heater to the furthest fixture does not exceed 21 feet.
 - b. A hot water circulation pump shall be installed at the fixture that is farthest away from the water heater. Pump shall be demand-controlled or have a built-in temperature sensor that automatically activates the pump at set temperature. All new lines and existing accessible lines shall be fully insulated to minimum R-3.
13. All dilapidated hollow core interior doors shall be replaced with new hollow core doors free from toxic materials. New hardware shall be included if inoperable.
14. Any newly applied interior paints, coatings, adhesives and sealants shall meet the following VOC limits:
 - a. Flat paints - 50 grams/liter (g/l)
 - b. Nonflat: 100 g/l
 - c. Nonflat High-gloss: 150 g/l
 - d. Carpet and carpet pad adhesives: 50 g/l
 - e. Ceramic tile adhesives: 65 g/l
 - f. Wood flooring adhesives: 100 g/l
 - g. Drywall and panel adhesives: 50 g/l
 - h. Multipurpose adhesives: 70 g/l
15. Dilapidated fences and gates shall be replaced.
16. Flooring that is severely worn, lifting or a tripping hazard shall be replaced with vinyl plank flooring with low toxic adhesive. Carpeting that is worn, splitting, torn or determined to be a health or is excessively soiled shall be replaced with Nylon carpeting. Carpeting shall be installed with new padding and shall not be glued.
17. Each home shall be connected to proper water and sewer systems and shall be free from back-up.
18. All homes shall have a second means of egress.
19. All homes that are equipped with ageing gas valves and lines shall be pressure checked for leaks. If leaks are detected, proper corrections shall be made.
20. Interior lighting fixtures shall be Energy Star certified fixtures or certified lamps (CFL or LED) and/or controlled by dimmer switches. Light fixtures shall be replaced when found to be missing, broken or contain an electrical outlet. Ceiling light fixtures in kitchens may be replaced with energy efficient florescent light fixtures.
21. Except where functioning as a component of a whole house ventilation system, exhaust fans in bathrooms with a shower or tub shall be provided with a delay timer or humidity/condensation control sensor. Exhaust fans shall be switched separately from lighting systems. All bathroom exhaust fans shall be Energy Star certified with a minimum ventilation rate of 50 cfm for intermittent ventilation. Each exhaust fan outlet shall be equipped with a back-draft or motorized damper, preferably located near the thermal barrier. Ventilated air shall be exhausted directly to the outside.

22. All homes shall have obstructed drain lines and vents cleaned out.
23. Termite infestations shall be eliminated.
24. All appliances limited to ranges, ovens, stoves, range hoods, refrigerators, dishwashers and garbage disposals found to be dilapidated shall be replaced. Refrigerators, Dishwashers and range hoods must be Energy Star certified. Microwave ovens, washing machines and dryers shall not be eligible for repair or replacement.
25. All homes shall be evaluated for proper occupancy based on the size of the household and number of sleeping quarters per unit in accordance to Housing Quality Standards.
26. Repairs shall be made to deteriorating exterior walls and trim, including window boxes, shutters and carport/garage ceilings. Exteriors of homes shall be re-painted when existing paint is peeling or considered an incipient code violation.



FREQUENTLY ASKED QUESTIONS

COMMUNITY DEVELOPMENT BLOCK GRANT GREEN HOUSING REHABILITATION PROGRAM

What is Housing Rehabilitation?

... Housing Rehabilitation provides assistance to low and moderate-income homeowners to remove structural Code violations, repair and/or replace structural components near failure, provide modifications for the elderly and disabled and provide cost-effective energy conservation improvements.

Who is eligible for the Program?

... An applicant must meet all of the following requirements to be eligible for the program:

1. Income qualified based on the Department of Housing and Urban Development's (HUD) income guidelines;
2. Own the home and lived in the home as their primary residence for a minimum of one year prior to applying for the Program;
3. Shall not use their home to conduct business or as rental property, in whole or in part.

My Household income is only \$100 above the maximum income limit. Can I still receive assistance?

... No, the total gross annual household income may not exceed the maximum limit.

Are mobile homes and co-ops eligible for the Green Housing Rehabilitation Program?

... Mobile homes and co-ops are not eligible for the Green Housing Rehabilitation Program since the land underneath the unit is not owned. However, these units may be eligible for minor assistance through The Emergency Repair Program.

What types of improvements are ineligible?

... Improvements that are defined as unnecessary cosmetic repairs, luxury items or fixtures that are not permanently affixed to the property, including but not limited to: additions, pools, fireplaces, landscaping, washers, dryers and microwaves.

How do I apply for the program?

... You may contact the Community Assistance Office at (480) 312-7156 to request a Housing Rehabilitation information package. Complete the application and income questionnaire and return the packet to: Paiute Neighborhood Center, Community Assistance Office, 6535 E. Osborn Rd., Bldg. 8, Scottsdale, AZ 85251.

... When your application and income questionnaire is received your name will be placed on the waiting list. An income interview for eligibility will be scheduled when your name approaches the top of the waiting list.

How can I receive assistance without being placed on the waiting list?

- ... You may be placed at the top of the waiting if you have an urgent medical situation in which immediate improvements are required. Proof of a medical priority shall be obtained through a doctor's letter specifying the type of medical emergency threatening the occupants' health and how the specific improvements will benefit this condition.

- ... You may also be placed at the top of the waiting list if you will be funding a portion of the rehabilitation through a privately financed home improvement loan. A letter from a private lender shall be submitted with your application, indicating the amount of loan fund you will be receiving for the rehabilitation contract.

When am I required to repay the loan and what percent am I responsible for?

- ... Anyone receiving rehabilitation assistance under this program is subject to repayment of the full balance of the loan when they sell, rent, refinance for equity, secure a home equity loan or otherwise convey the property within 36 months from completion of the contract.

- ... Fifty percent (50%) of the loan becomes forgivable after the third anniversary of the contract completion date. The remaining balance is payable in full when they sell, rent, refinance for equity, secure a home equity loan or otherwise convey the property.

Who is responsible for the rehabilitation of my home?

- ... You are responsible to the City for ensuring that all of the work needed to meet the property rehabilitation standards is completed under a rehabilitation contract between yourself and a licensed general contractor. The City will provide funding and technical assistance, however, is not a party to the contract.

I just found out about the Green Housing Rehabilitation Program after I spent money the last month for repairs on my home. Can I get reimbursed for the money spent?

- ... No, you cannot be reimbursed for money that has been spent prior to receiving assistance.

Do I have to find the contractors to work on my home?

- ... No, Program staff will bid the projects to qualified general contractors licensed through the Arizona Registrar of Contractors. You may request or suggest contractor to be invited to bid your project, however they must also be licensed.



COMMUNITY DEVELOPMENT BLOCK GRANT GREEN HOUSING REHABILITATION PROGRAM PRE-APPLICATION

Please PRINT and complete ALL pages of this application in its entirety and sign the last page. The Green Housing Rehabilitation Program maintains a waiting list for assistance. Upon return of this application, your name will be placed on the waiting list. You will be notified in writing when your name approaches the top of the list.

Date:			
Head of Household Name:		Date of Birth:	
Spouse's Name:		Date of Birth:	
		Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>THIS FOLLOWING INFORMATION IS GATHERED TO COMPLY WITH FEDERAL CDBG PROGRAM REQUIREMENTS:</i>			
Race: <input type="checkbox"/> White <input type="checkbox"/> Black/African-American <input type="checkbox"/> Asian <input type="checkbox"/> Am. Indian/Native Alaskan <input type="checkbox"/> Pacific Islander/ Hawaiian <input type="checkbox"/> Asian & White <input type="checkbox"/> Am. Indian/Native Alaskan & White <input type="checkbox"/> Black/African-American & White <input type="checkbox"/> Am. Indian/Native Alaskan & Black/African-American <input type="checkbox"/> Other Multi-Racial			Ethnicity: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino
Address: (Number) (Street)		(City, State, & Zip)	
Phone Number:		Alternate Phone Number:	
Email Address:			
Do you own any other real estate property? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," please list address:			
Head of Household Social Security #:		Spouse's Social Security #:	
TOTAL Number of persons living in the household:			
Please list the names, relationships, social security numbers and dates of birth of <u>all</u> other adults (18 and older) in the household:			
Name:	Relationship:	Social Security #:	Date of Birth:
1.			
2.			
3.			
4.			
Approximate combined gross income (<i>before taxes</i>) of <u>all</u> persons living in the home: \$ <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			
Age of Home:		How long have you owned <u>and</u> lived in the home as your primary residence?	
Tax Parcel #:		Is your home a co-op? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your home a mobile/manufactured home? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes," do you own the real property on which the home is located? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you operate a business out of your home?
 Yes No If "Yes," please indicate the name and nature of business.

Do you rent out any portion of your home? Yes No

Are you employed by or a relative of any employee of the City of Scottsdale or any non-profit?
 Yes No If "Yes," please list names, relationship, agency, department and dates of employment.

Names: Relationship: Agency: Department: Dates:

1. _____

2. _____

Please certify each of the following statements by initialing on the line next to the statement. (If you cannot certify to each of the following you may not qualify for assistance)		Initial Here
A.	I have received a copy of the Rehabilitation Program Guidelines.	
B.	I understand the Rehabilitation Program Guidelines.	
C.	I understand I will be placed on a waiting list for assistance.	
D.	I understand that assistance may require waiting 6 months or more.	
E.	I have owned <u>and</u> occupied the home listed above for 1 or more years prior to applying for assistance.	
F.	I understand the City of Scottsdale may obtain a title and credit report to verify qualification and hereby give my consent to do so.	
G.	I understand the City of Scottsdale may utilize photographs taken in connection with my participation in the Housing Rehabilitation Programs in marketing materials to promote the programs. I also understand the City of Scottsdale may place marketing materials on my property during the duration of my participation in the Housing Rehabilitation Programs. I hereby give consent to the City of Scottsdale to utilize my property and pictures of my property to promote the Housing Rehabilitation Programs.	
H.	I understand that the Housing Rehabilitation Programs are not entitlement programs. The City reserves the right to delay, postpone or deny participation in any of the programs for 5 years. At all times, participation requires adherence to the terms of the Construction Contract, Program Guidelines, Code of Conduct, applicable Federal Program regulations and any other Program documents.	

A Housing Rehabilitation loan may only be used for the sole purpose of home improvements and/or corrections in accordance to the City of Scottsdale's Green Housing Rehabilitation Standards.

All persons receiving assistance under this program are not eligible to re-apply for Housing Rehabilitation Assistance for 36 months from the date of job completion and the original loan is paid in full.

I certify that all the information I have given and will give in connection with this application, either in writing or orally is true and correct. I understand that false, fictitious or fraudulent statements, or representations to defraud the United States Government of funds voids my application for assistance, as is punishable by fines not to exceed \$10,000 or imprisonment for not more than five years, or both under U.S.C. Title 18, Sec. 1001. I understand that it is the obligation of the City of Scottsdale to prosecute violations.

Signature of Applicant: _____ Date _____
Signature of Co-Applicant: _____ Date _____

Credit and title reports may be processed on each person and their property receiving rehabilitation. If IRS tax liens or tax certificates are found, your application will automatically be disqualified, unless written satisfaction of lien is presented to the Program Coordinator.

Please send this completed application to: *Paiute Neighborhood Center
Community Assistance Office
Housing Rehabilitation Specialist
6535 E. Osborn Rd., Bldg. 8
Scottsdale, AZ 85251*

INCOME QUESTIONNAIRE

Name/Address of Head of Household: _____

We need to know about the income that each member of your household expects to receive in the next 12 months. The following is a list of items the government counts as income in determining eligibility for federal housing assistance. Check **Yes** for a particular type of income if any household member gets it. We'll get the details from you later. Check **No** only if no member of your household gets the particular type of income.

***Warning:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to willfully make false statements, or misrepresentations, of any material fact involving the use or obtaining of federal funds.*

Employment Income: *this does not include income of children younger than 18 or live-in aides.*

	<u>Yes</u>	<u>No</u>
Wages	<input type="checkbox"/>	<input type="checkbox"/>
Salaries	<input type="checkbox"/>	<input type="checkbox"/>
Overtime pay	<input type="checkbox"/>	<input type="checkbox"/>
Commissions	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>
Tips	<input type="checkbox"/>	<input type="checkbox"/>
Bonuses	<input type="checkbox"/>	<input type="checkbox"/>
Any other amounts adult household members earn from working for other people or from their own business	<input type="checkbox"/>	<input type="checkbox"/>

Benefits payments: *this includes lump-sum payments received because of delays in processing benefits, but not lump-sum payments of Social Security or Supplemental Social Security Income.*

	<u>Yes</u>	<u>No</u>
Social Security	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental Security Income (SSI)	<input type="checkbox"/>	<input type="checkbox"/>
Worker's Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Disability pay or benefits	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment benefits	<input type="checkbox"/>	<input type="checkbox"/>
Severance pay	<input type="checkbox"/>	<input type="checkbox"/>
Annuities	<input type="checkbox"/>	<input type="checkbox"/>
Insurance policy payments to you	<input type="checkbox"/>	<input type="checkbox"/>
Pensions	<input type="checkbox"/>	<input type="checkbox"/>
Retirement fund benefits	<input type="checkbox"/>	<input type="checkbox"/>
Death benefits	<input type="checkbox"/>	<input type="checkbox"/>
Any other benefit payments: veteran's disability, black lung sick benefits, dependent indemnity compensation	<input type="checkbox"/>	<input type="checkbox"/>

Welfare assistance: *this includes lump-sum payments received because of delays in processing benefits, but not grants or other amounts received specifically for medical expenses or care and equipment for a disabled person.*

	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>

Alimony or Child Support: *this includes adoption assistance payments.*

	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>

Interest, dividends, and other income from household assets:

	<u>Yes</u>	<u>No</u>
Interest from bank accounts or bonds	<input type="checkbox"/>	<input type="checkbox"/>
Dividends from stocks or mutual funds	<input type="checkbox"/>	<input type="checkbox"/>
Income distributed from trust funds	<input type="checkbox"/>	<input type="checkbox"/>
Money from renting household assets	<input type="checkbox"/>	<input type="checkbox"/>
Any other interest, dividends, or rent	<input type="checkbox"/>	<input type="checkbox"/>
Lottery winnings paid in periodic Payments	<input type="checkbox"/>	<input type="checkbox"/>

Money or gifts regularly given by persons not living in the unit: *this includes rent or utility payments regularly paid by someone on behalf of the household, but doesn't include recurring amounts paid directly to a child care provider, gifts of groceries, utility rebates paid to sr. citizens, payments received for the care of foster children, or gifts received on a non-recurring basis.*

	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>

Any other sources of income?

	<u>Yes</u>	<u>No</u>
	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please specify:

I hereby certify that all of the above information is true and correct to the best of my knowledge.

Signature of Head of Household

Date



COMMUNITY DEVELOPMENT BLOCK GRANT

ANNUAL INCOME GUIDELINES

HOUSEHOLD SIZE (Persons)	INCOME LIMIT
1	\$43,600
2	\$49,800
3	\$56,050
4	\$62,250
5	\$67,250
6	\$72,250
7	\$77,200
8	\$82,200

Effective: July 1, 2020

These limits are determined by the U.S. Department of Housing and Urban Development (HUD).