



CDBG Home Repair Program Procedures Manual

City of Providence, Division of Community Development
444 Westminster, Suite 3A
Providence, RI

Mayor Jorge O. Elorza

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HOME REPAIR PROGRAM Procedures—

The “Step-by-Step” Process:

1. Application will be reviewed for completeness and accuracy. The date received will be recorded.
2. Eligibility will be determined according to:
 - a. Review of client assets & income documentation (account balances, presence of liens or writ of execution, & etc.). Title search performed. Income eligibility is based on projected income at time of assistance (loan closing).
 - b. Does the applicant’s “wish list” conform to the City’s scope of work guidelines?
 - c. Does the presence/disturbance of lead indicate work that will exceed typical budget or require a programmatic referral?
 - d. Is the work due to an emergency?
 - e. Has the applicant received a Home Repair loan before?
3. If a client is eligible they will receive a letter confirming eligibility.
4. Staff will perform HUD-required Environmental Review and include in client folder, and attach current FEMA Firmette and Wetlands maps.
 - a. If property is Flood Area, client must have Flood/Hazard Insurance coverage.
5. City Rehab Specialist will schedule a visit with client to review work requested and inspect the property for hazards and code violations.
6. Staff will review Rehab Specialist’s Report and for all issues associated with property, and
 - a. Compare needs for code compliance/health & safety with client’s original request;
 - b. Determine priorities with homeowner based on budget; Rehab Specialist will then prepare scope of work/specifications, and sign/date.

- c. Determine if work can be performed in conjunction with other services that may be provided by other area programs, such as weatherization programs, or the Lead Safe Providence Program.
7. Rehab Specialist will coordinate invitation of interested contractors to conduct a walk-through of property, where everybody can ask questions publicly for general construction projects. Homeowner may specifically request preferred contractors receive an invitation to attend.
8. The project will be bid as two separate “scopes of work” only in cases where specialty contractors are required (such as lead or asbestos abatement contractors), and only at the discretion of program staff. In all other cases, one contractor will be hired through competitive bidding per job.
9. Determine deadline for bid submissions (typically 1 week after walk-through).
10. Staff will receive bids, review with the homeowner, and typically select the low bidder (client can choose higher contractor, but must pay difference between low bid). If bids deviate substantially from estimates, staff will document and determine discrepancy. Project may be rebid if necessary to achieve cost-reasonable bids.
11. Staff will ensure selected bidder is not on Federal List of Debarred Contractors, and that all applicable contractor licenses are in place and on file.
12. Staff will direct client to sign formal agreement with selected contractor. The City will keep a copy of the client-contractor agreement on file.
13. Staff will conduct a closing on the loan with the homeowner. Client MUST bring \$70 check for Recorder of Deeds filing fee.
14. Staff will record the 0% deferred mortgage deed at the Recorder of Deeds.
15. When loan agreements are signed, staff will initiate internal steps to issue a purchase order.
16. Staff will create HUD IDIS entry for the project. Note: if project lasts longer than 3 weeks, staff must update IDIS with progress reports.

17. Rehab Specialist will prepare paperwork and submit invoices to the Program Compliance Officer after work begins on behalf of the contractor. All invoices must be accompanied by work-in-place inspection documentation, signed by the homeowner and Rehab Specialist.
18. Staff will submit invoice with cover sheet to Director of Community Development for authorization. The invoice is then submitted to City Fiscal staff for payment.
19. Invoices from contractors are generally processed within 5-7 days and checks are mailed from the Treasurer's Office every Friday. Checks will be made payable to the contractor for payment of rehab work completed; copies of all checks issued are kept on file with the City.
20. Change orders: in some instances, unforeseen changes are needed. Construction change orders must be approved by the Director of Community Development and accompanied with pictures.
21. BEFORE issuing final payment, staff or Rehab Specialist will obtain signature from client on "Project Completion" form for project file.
22. Rehab Specialist and City Department of Inspections and Standards must each complete a final inspection of the work completed, and sign off that the workmanship is satisfactory, to code, and to specifications before final payment can be processed. Staff must ensure these final sign-offs are included in the project file.
23. Final payment issued by staff.
24. Rehab Specialist will obtain executed mechanical liens release from contractor and subcontractors (if applicable).
25. Staff will close out file in IDIS.