



Building Contractor's Request for Payment

County: _____ Contract Number: _____
Homeowner: _____ Contractor: _____
Address: _____

Building Contractor's Certification and Request for Inspection and Payment

I hereby certify with my initials and signature that:

_____ The information presented on this form is true and complete to the best of my knowledge.

_____ Construction or other work performed to date on the above-referenced address has been satisfactorily completed according to the attached itemized invoice.

_____ All expenses for which payment is being requested herein were incurred on the above-referenced address.

I hereby request inspection and authorization of payment for work completed to date in the amount of:

\$ _____

Signature of Contractor: _____ Date: _____

Homeowner Certification

_____ I agree that the work performed to date by the above-referenced contractor has been satisfactorily completed in accordance with the construction contract and the attached itemized invoice, contingent upon concurrence with the Colonia Self Help Center authorized representative.

_____ For **small home repair**, I certify that I have received the attached list of materials in accordance with the work write-up and that all work has been completed, inspected, and approved by the Colonia Self Help Center authorized representative.

I hereby approve and authorize payment to the contractor or the small home repair activity in the amount of:

\$ _____

Signature of Homeowner: _____ Date: _____

Colonia Self Help Center Certification

_____ I agree that the work performed to date by the above-referenced contractor has been satisfactorily completed in accordance with the construction contract and the attached itemized invoice.

_____ For **small home repair**, I certify that the attached list of materials is in accordance with the work write-up, was delivered to the above-referenced home and that all work has been completed, inspected, and approved.

I hereby approve and authorize payment to the contractor or the small home repair activity in the amount of:

\$ _____

Signature of CSHC Representative: _____ Date: _____

Printed name of CSHC Representative: _____



EL PASO COUNTY SELF HELP CENTER SMALL REPAIR PROGRAM GUIDELINES

PURPOSE

El Paso County, Texas, administers grant programs that provide assistance to low to moderate income (LMI) colonia residents who reside within the target area **Agua Dulce Units 1-5/Horizon 90, 91 & 94, El Paso Hills Units 1-4 Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22**. The purpose of these program guidelines is to provide a small scale home improvement program. This program is designed to address an immediate dangerous living condition by providing construction materials to colonia residents and teaching them to perform the small home improvement project themselves thereby eliminating an unsafe living condition and improving quality of life.

PROGRAM OBJECTIVES

The primary objective of the Small Repair Program is to provide construction material to eligible colonia residents to address an immediate dangerous living condition and teach them to repair their home themselves.

APPLICANT ELIGIBILITY

INCOME ELIGIBILITY In order to receive assistance, the total household income of everyone 18 years and older residing in the assisted household cannot exceed 80% of the area's median income. The area median income limits shall be determined utilizing the income limits established yearly by HUD for the El Paso County area.

PROOF OF OWNERSHIP

The applicant must be an individual or family who owns and occupies a single-family residential unit within the target area. Ownership can be documented as follows:

- Possess a valid deed to the property
- Possess a life estate
- Maintain a 99-year leasehold interest in the property

LENGTH OF OWNERSHIP

The property to be repaired must have been owned and occupied by the assisted homeowner as his/her primary residence for at least two (2) years prior to the date of the application for assistance.

PROPERTY TAXES

Applicant must furnish evidence such as a current tax statement with a date of thirty (30) days within the time of application date, verifying that all property taxes assessed on the property for repair are current or on a payment plan.

PROGRAM ELIGIBILITY

All applicants will be considered on a case to case basis. Applicants who are assisted under the El Paso County Self Help Center Small Repair Program must reside on the lot being assisted. In all cases the occupant cannot exceed 80% of the areas median income.

		1	2	3	4	5	6	7	8
El Paso	30%	10650	12150	13650	15150	16400	17600	18800	20000
	50%	17700	20200	22750	25250	27300	29300	31350	33350
	60%	21240	24240	27300	30300	32760	35160	37620	40020
	80%	28300	32350	36400	40400	43650	46900	50100	53350

Source: <http://www.hud.gov>

2013 Adjusted Home Income Limits

APPLICANT REQUIREMENTS

Applicants are required to submit the required application along with supporting documentation to El Paso County Self Help Center with supporting documentation within the allotted time period. El Paso County will allow reasonable amount of days by which the applicant must submit the required documentation. El Paso County Self Help Center may disqualify applications for failure to submit documents within the allotted time or if false information is provided in the application.

Tenant Eligibility Properties occupied by renters will not be considered for assistance.

PROPERTY ELIGIBILITY

Location

Property must be located within the boundaries of the targeted areas of Agua Dulce Unit's 1-5/Horizon 90, 91 & 94, El Paso Hills Units 1-4 Lakeway Estates Units 1-3, Horizon View Estates Units 17, 20, 21 & 22.

Minimum Requirements

Applicant must meet income eligibility requirements of the Colonia Self Help Center Program. The total household income cannot exceed 80% AMFI. The assisted address must be the applicant's primary residence.

MAXIMUM CEILING OF THE SMALL REPAIR ASSISTANCE

The cost of a Small Repair project to a single housing unit shall average approximately \$15,000.00 per home. El Paso County reserves the right to "walk away" from any prospective grant recipient if the total cost to provide service exceeds the average cost.

TYPE OF ASSISTANCE

The Small Repair Program shall be in the form of a one time grant. The Small Repair Program requires labor to be performed by the homeowner using self-help methodologies learned during the Construction Skills Training. The El Paso County Self Help Center or its provider will procure and contribute the materials needed and oversee the construction. Participation in the Small Repair Program is voluntary and the El Paso County Self Help Center cannot be held liable for any loss or damage which occurs as a result of the project.

SELECTION OF APPLICANTS

Applicant Policies

1. Program applicants will be selected on a first come first serve basis.
2. Applicants who are low to moderate income (up to 80% area median family income) will be considered for assistance.
3. Every individual will be treated with fairness and consistency. The adopted Small Repair Guidelines will apply equally to each applicant. El Paso County Self Help center reserves the right to "walk-away" from any case if the total cost of the proposed repairs exceeds the average cost of that activity.

Income Limits

1. The Gross income of all household members to be benefited must not exceed HUD's current Maximum Income Limits.
2. All anticipated income will be calculated from independent source documentation such as pay check stub, letter from employers, benefit letter from the Social Security Administration, valid income tax returns or affidavits.
3. HUD's definition of annual income is the GROSS amount of income before deductions of all adult members that is anticipated to receive during the coming 12 month period.

CONSTRUCTION STANDARDS

It is not expected that any assisted home under the Small Repair Program meet minimum construction standards as a result of assistance. **Only** the specific area assisted shall meet Colonia Housing Standards if applicable. The intent of this program is to address hardship cases and improve unsafe living conditions for applicants who do not qualify under any other Housing Assistance Program.

INSPECTIONS

Initial Inspections

1. An initial inspection shall be conducted by a licensed TREC inspector to inspect the house to be assisted. A cost estimate will be compiled that will ensure that the project can be successfully carried out within the housing unit and will not exceed the average amount allowed under these guidelines. A copy of the initial TREC inspection report shall be provided to the homeowner. Items to improve unsafe living conditions will be discussed with the homeowner and the repairs will be prioritized accordingly.
2. Progress inspections by Self Help Center staff will document the progress of the repairs and ensure that the project is completed correctly.

Warranties

The Small Repair Program requires labor performed by the homeowner using self-help methodologies learned during the Construction Skills Training. As such, warranties are not required unless a portion of the work must be done by licensed contractors (i.e. HVAC, electrical, plumbing).

CONFLICT OF INTEREST

- A. Conflict of interest regulations contained in the TXCDBG contract between the El Paso County and the Agency prohibit local elected officials, Administering Locality employees, and consultants who exercise functions with respect to grant program activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, from receiving any benefit from the grant program activity either for themselves or for those with whom they have family or business ties, during the tenure of contract and for one year thereafter.
- B. For purposes of this section, The Texas Community Development Block Grant Program has defined "family" to include parents (including mother-in-law and father-in-law), grandparents, siblings (including sister-in-law and brother-in-law), and children of an official covered under the CDBG conflict of interest regulations at 24 CFR Sec. 570.489(h).

COMPLAINTS AND DISPUTES

Any applicant wishing to appeal any construction-related disputes or submit a complaint with regard to the Housing Assistance Program shall have the right to do so as follows:

- A. The applicant submits a written description of the complaint to the Self Help Center staff.
- B. The Program Manager for the Self Help Center must respond in writing to the complaint within five (five) days of the complaint.
- C. If the complaint is not resolved by the Program Manager, the complaint will be forwarded to the Department Director or the Commissioners Court's designee.
- D. Any decision rendered by the Department Director will be in writing to the applicant within ten (10) working days of receipt of complaint.
- E. If the complaint is not resolved by the Department Director the assisted homeowner may choose to address the Commissioners Court.
- F. The Commissioners Court will make the final decision.
- G. All complaints must be in good faith. No one will be retaliated against for filing a complaint under this procedure.

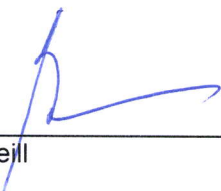
All matters such as work schedules, contractor access, signing payment draws, reporting a change in address and/or the vacating of assisted primary residence will be addressed as conditions of assistance in the Housing Assistance Agreement to mitigate any potential program disputes.

CHANGES

The Director Family and Community Services will be authorized to make word changes and amendments to these guidelines, on a case-by-case basis, in order to address urgent issues that were unforeseen but will facilitate or assist in carrying out the overall objective of the program. All changes need to be approved by TDHCA. Details and back up documentation for each particular case is maintained in the files to justify all changes or amendments including TDHCA approval. The County Commissioners Court has the right to change, modify, or revoke all or any part of these guidelines. The County must inform TDHCA of such changes to make sure changes are not substantial to TDHCA requirements.

Approved by:

Date



6-20-13

Rosemary V. Neill

Director