



City of Springdale  
Community Development Block Grant Program  
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## **Community Development Block Grant Program Housing Services Program Activities**

Revised 01/18/16

### **HOUSING ADMINISTRATION**

This activity covers the staff cost associated with administering all activities under the Housing Program; postage; translating housing documents; staff cost specifically associated with homes approved for emergency repairs and rehabilitation, includes but not limited to; reviewing and processing applications for Housing Rehabilitation Assistance, conducting Housing Quality Standards Inspections, writing the Description of Work and preparing drawings for each emergency repair, moderate or minor rehabilitation project and projects for volunteer groups. Preparing bid and contract documents, contract administration and project inspections; preparing, processing and recording payment request, change orders and project closeout documents. Scheduling lead-based-paint Inspections; preparing and submitting legal ads to the local newspapers, filing and releasing Deferred Loan Agreements, etcetera.

### **HOUSING SERVICES**

This activity covers cost associated with individual activities under the Housing Program. Some expenses include: truck fuel, maintenance and insurance. Expenses also include the acquisition of tools, supplies and equipment for the Self-Help and Volunteer Programs.

### **HOUSING REHABILITATION**

The primary objective of the Housing Rehabilitation Program is to assist qualified homeowners with repairs and/or improvements to their home. Some goals of the program are to reduce the homeowner's monthly utility expenses; eliminate a condition that maybe unsafe or unhealthy to the occupants and/or eliminate unsightly conditions of the home. The Community Development Block Grant Program may provide a grant up to \$30,000 to qualified homeowners for Housing Rehabilitation. Rehabilitation means to restore to former state or sound operation. A Housing Rehabilitation project is work that is necessary to bring a home up to current energy efficiency standards, building codes or housing standards. Housing Rehabilitation priorities are:

- Making the home safe and secure
- Reducing Lead-based paint hazards to children seven and younger
- Bringing the home up to current housing standards
- Improving the energy efficiency
- Additional work as may be necessary or required

Housing Rehabilitation expenses are paid from the Community Development Block

Grant Program. In some cases homeowner(s) funds are also used. Homeowners wanting to upgrade from a contractors grade material to a higher grade material pays the difference between the two and any additional labor cost. Homeowner funds are also used to pay for any additional work the homeowner may want performed, but not allowed under the Housing Program.

**Moderate Housing Rehabilitation:** Projects estimated to cost over \$10,000 but less than \$30,000 to complete. A single “Description of Work” of all work that is necessary to bring the home up to current housing and energy efficient standards. Work may include upgrading the electrical and plumbing systems if necessary. Replacing hollow core entry doors with metal-clad insulated doors and replacing single pane window units with energy star rated vinyl window units. Replacing 3.5 gallon per flush toilet units with 1.6 gallon per flush toilet units; installing low-flow shower heads, ceiling fans, screen doors and single handle faucets. Insulating the home, installing or replacing central heating/ventilation air conditioning systems, removing and replacing rotten and damaged materials, rehab of the kitchen and/or bathrooms if necessary, installing vinyl siding, and other improvements to improve the energy efficiency of the home. Moderate Rehab expenses are paid from Community Development Block Grant funds and Program Income funds if available. In some cases Private Funds are also used. Homeowners wanting to upgrade from a contractors grade material to a higher grade material pays the difference between the two and any higher labor cost. Private funds are also used to pay for any additional work the homeowner may want performed, but not allowed under the City’s Housing Program. This program requires a ten year Deferred Loan Agreement.

**Minor Housing Rehabilitation:** Projects \$10,000 and less to complete: A rehab project where the labor and material cost is \$10,000 or less; such as: replacing roofing material or heating/ventilation/air conditioning systems. Installing rain gutters, constructing wheel chair ramps, minor carpentry, plumbing and/or electrical work. Minor Rehab expenses are paid from Community Development Block Grant funds and Program Income funds if available. In some cases Private Funds are also used. Homeowners wanting to upgrade from a three-tab shingle roof to a metal roof would pay the cost difference between the two including any higher labor cost. Private funds are also used to pay for any additional work the homeowner may want performed, but not allowed under the City’s Housing Program. This program requires a Deferred Loan Agreement between one and five years.

## **EMERGENCY REPAIR PROGRAM**

The purpose of the Emergency Repair Program is to provide emergency housing repairs to qualified homeowners. Repair means to put back in good condition, after decay or damage. The Emergency Repair Program may provide a grant up to \$10,000 to eliminate a condition that poses a health or safety hazard to the occupants. The extent of emergency work is limited; the nature of the repair must be to alleviate a condition that is hazardous or unhealthy to the occupants. Program funds may be used

to, repair or replace; leaking roofs, broken water and/or sewer lines, inoperative heating systems or hot water heaters, repair electrical hazards, and other repairs necessary to eliminate a health or safety hazard to the occupants. Emergency repairs may be performed on an immediate basis, depending on the situation. For example: The home's heating system becomes inoperable during the winter months, a contractor will be hired to make the necessary repairs or replacement of the unit. Service call fees are not an eligible Housing Services Program expense. The cost to repair a heating system shall be shared by the homeowner(s) and Community Development Block Grant Program. The homeowner(s) shall pay 10% of the cost to repair the system. Once the repair cost has been determined the homeowner shall pay the 10% to the City of Springdale and in-turn the City shall pay the total amount due to the contractor on the homeowner's behalf. Funds disbursed for an emergency repair will apply towards the applicants total project cost. This program requires a Deferred Loan Agreement between two and five years.

### **LEAD-BASED PAINT PROGRAM**

Homes qualified for housing rehabilitation and built before 1978 must be tested for lead-based-paint. The purpose of a lead-based-paint inspection is to determine if lead-paint is present. Lead-paint at or above the Department of Housing & Urban Development's regulated level of 1.0mg/cm<sup>2</sup> will be addressed during the rehab work. The inspection is conducted by an Arkansas State licensed Lead-Paint Inspector. A Lead-paint Inspection Report identifies all locations and materials inside and outside the home that were checked for lead-paint and the level of lead-paint on each surface tested. The Inspection Report is sent to the Community Development Block Grant Program Manager who reviews the report before providing a copy to the homeowner(s) within five (5) days of receiving the report. The report is also necessary before a Description of Work can be completed. Families or individuals with children seven and under and their home tested positive for lead-paint are given top priority for housing rehabilitation. Homes identified as having lead-paint requires a contractor certified in Lead-Based-Paint Interim Controls. All material having lead-paint and identified in the Description of Work will be removed from the property by the contractor.

### **PAINT PROGRAM**

This program provides paint, supplies, equipment and tools to volunteer groups to paint the exterior of homes. Supplies and equipment include paint brushes, paint trays and liners, paint roller handles and pads, plastic sheathing, putty knives, ladders, caulk guns, etcetera. It is the policy of the Community Development Block Grant Program not to use grant funds to pay contractors for painting activities. The homeowner's are required to pay a portion of the cost when a contractor is required to paint any exterior materials installed during the homeowner's housing rehabilitation project. The CDBG Program staff may provide one trim color and one field color of paint to the homeowner(s) to paint the interior and exterior of the home if the surfaces are in need of

painting. The Housing Services Program may provide volunteers if, available to perform the painting work. The homeowner is required to choose the paint colors he/she wants either from a paint selection palette or by going to Lowes Home Center and selecting a color from the sample color palettes. The Housing Services Program may provide the supplies necessary for the painting work and may loan equipment available for homeowner(s) to borrow in order for them to perform any painting work that may be required. The homeowner(s) are required to clean all non-expendable tools before returning them to the Housing Services Program Manager.

### **SELF-HELP PROGRAM**

This program is available to homeowners qualified for the Housing Rehabilitation Program. The program may provide material to homeowners who are physically able and willing to make repairs and/or improvements to their own home. Technical expertise and/or supervision will be provided to homeowners who want to make their own home repairs and/or improvements. Providing material to homeowners allows them to make minor repairs or improvements to their home while keeping the total project cost down. The material(s) must be eligible under the Housing Rehabilitation Program. Materials include but are not limited to: mini blinds, light switch or receptacle face plates, covers for light fixtures, energy star rated lights, paint, etcetera. Paint is provided so homeowners can paint any newly installed material during the rehab of their home, such as doors, frames and casings, window trim, etcetera. The cost of any material provided is considered part of the rehab cost and is charged to the homeowner's total project cost. The program may also loan tools and equipment to complete minor rehab work. Tools include but not limited to: hammers, pry bars, wrenches, putty-knives, caulking guns, screwdrivers, pliers, nail aprons, gloves, drop cloths, ladders, paint trays, rollers and handles, etcetera. The program also has some landscaping tools available for homeowners to use in cleaning up their property, such as hoes, shovels, lawn and garden rakes, pruning shears, wheelbarrows, etcetera.

### **VOLUNTEER PROGRAM**

The Community Development Block Grant Program Director may arrange and setup projects for volunteer groups ranging from a single person to over 50 people. The Housing Services Program will provide a scope of work detailing what work the homeowner would like to have the volunteer(s) perform on their home. The Community Development Block Grant Program may provide the tools, equipment, materials, supplies and other items necessary for volunteers to perform painting, minor rehab, demo or landscaping work. Some of the tools, equipment and/or materials are purchased with Community Development Block Grant funds, some are purchased with private funds and others are donated by businesses, groups, organizations or individuals. Organizations provide volunteers to complete minor rehab and/or landscaping work. Volunteers range from individuals to large groups of seventy-five. Volunteers perform work that may take only an hour or two to complete such as;

cleaning up and landscape work on a property or up to four days to complete, such as; installing vinyl siding and soffit, wrapping fascia boards and interior painting. One group of Volunteers saved the Housing Services Program over \$5,000 in labor cost in one day on a single-family dwelling. The volunteers painted the interior of the home, installed vinyl siding on the exterior, cleaned up the property and performed landscaping work. Another organization spent four days on four separate projects and saved the Housing Rehabilitation Program over \$18,000 in labor cost.

### **RECYCLE PROGRAM**

All recyclable materials removed from homes during the rehab work are required to be recycled. The Housing Services Program recycles all metal materials removed from home by the contractors. This benefits the contractor and the Housing Services Program. The contractors save time and money by not hauling the material to a land fill and the Housing Services Program benefits by recycling the material. Funds earned are placed in the Contribution Program and used to purchase items volunteer groups may need but, are not allowed to be purchased with Community Development Block Grant Program funds such as; drinks, food, tee shirts, tables, chairs, ice chest, storage containers, certain types of tools, materials and equipment, etcetera.

### **CONTRIBUTION PROGRAM**

Businesses donate gift cards, food, drinks, tools, equipment, supplies and materials to this program. Organizations donate drinks, tools and supplies. Individuals (including homeowners that have received assistance) donate tools, material and/or equipment they no longer need. Contractors donate time, money, excess material and/or material that can be recycled.

### **DOLLAR HOME PROGRAM**

The city acquires single family dwellings from the United States Department of Housing & Urban Development through this program. The expenses associated with the rehab of these home(s) with Community Development Block Grant Program funds. Additional cost includes: closing cost, home insurance, pest control, utility cost and lawn maintenance and appraisals of homes acquired. The homes are sold to a qualified low-to-moderate-income person or family after the rehabilitation work is completed.