

Ashe County

CDBG Scattered Site Housing Rehabilitation Program



What is the Community Development Block Grant (CDBG) Scattered Site Housing Program?

The CDBG program aims to make better communities by improving housing and providing a suitable living environment. County governments receive funding from North Carolina Community Investment & Assistance every three years to improve the housing conditions within the community. The money is used to make repairs to low-income, owner-occupied homes.

What types of repairs can be made to my house?

The goal of the CDBG Scattered Site Housing Program is to make all of the homes that participate in the project decent, safe, and sanitary. All homes that receive help will be brought up to North Carolina Housing Rehabilitation Standards. The work done on each house will be different because the needs of each house is different. Common repairs to homes on the program can include, but are not limited to, the following:

- ◆ A new roof
- ◆ Replacement of broken and dilapidated windows
- ◆ Repairs to poor foundations
- ◆ New porches and steps
- ◆ Replacement of inadequate or unsafe heating
- ◆ Replacement of unsafe or outdated wiring
- ◆ Installation of septic systems
- ◆ New wells for homes with contaminated water or an exhausted water supply
- ◆ Installation of insulation

Am I eligible for the program?

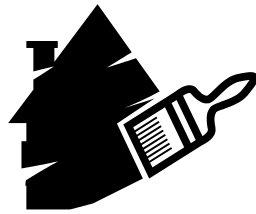
To be considered eligible for the CDBG Scattered Site Housing Program homeowners must meet **all** of the following requirements:

- ✓ The property must be located in Ashe County.
- ✓ The property cannot be located in a floodplain.
If you think your property may be in the floodplain you may contact the Ashe County Planning Department at (336) 846-5528 for verification.
- ✓ Applicants must prove that they own and occupy the property full-time..
An occupant is considered a homeowner if a legal "life-estate" is in place or life-time occupancy rights are mentioned in the original Deed. However, all parties that have an interest in the property must agree to all repairs being done.
- ✓ The total **gross** income (before taxes are taken out) for everyone living in the home over the age of 18 may not exceed the income limits for Ashe County as determined by HUD. (see chart next page)

2011 Income Limits for Ashe County*

Number in Household	Annual Household Income Limit	Monthly Household Income Limit
1	\$17,350.00	\$1,445.83
2	\$19,800.00	\$1,650.00
3	\$22,300.00	\$1,858.33
4	\$24,750.00	\$2,062.50
5	\$26,750.00	\$2,229.16

*as determined by HUD



How are the homes chosen for the program?

Anyone may get an application by contacting Michelle Ball at High Country Council of Governments (828) 265-5434 or the Ashe County Manager’s Office at (336) 846-5501.

To make sure your application will be considered it must be received by **Tuesday, January 31, 2012.**

The County has formed a Housing Selection Committee made up of representatives from the County and Towns. The Committee will review and weigh all of the applications received. Ten to twelve homes will be selected to receive a home visit from the Program Administrator who will then meet with the Committee and report on each home visited. The Committee will then discuss the applications and will make the final decision on which homes will be included in the program. Those homeowners not selected for the program will be encouraged to apply again during the next round of funding.

Will there be any restrictions on my property?

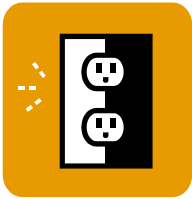
Homeowners must agree to sign a Deed of Trust, Recapture Agreement, and a Promissory Note stating that they will reside in the home for at least 8 years after the repairs are complete.

These documents will be signed and filed at the County Register of Deeds before repairs begin. If the property is sold, the homeowner will pay back a pro-rated portion of what was originally spent on the home. In other words, if the house is sold after 4 years, a payment of 50% of the original amount is due, if after 6 years only 25% is due. At the end of the 8 years, if the homeowner still resides in the home, the Deed of Trust will be canceled.

What do I need to send in with my application?

Your application will not be complete without the following information. Arrangements may be made to supply the documents after submitting the application, but it must be in our hands before the home can be considered in the selection process.

- ◆ Verification of ownership of the property to be treated (Copy of the deed to the property or the recorded life-estate).
- ◆ Verification of income. Any **one** of the following will be acceptable:
 - Copies of pay stubs
 - A statement from employer’s payroll department stating yearly income.
 - Government benefit check photocopies (ex. social security, SSI, VA)
 - Copies of last month’s bank statement if government benefits are direct deposited into your bank account
 - A statement from the Department of Social Services or the Social Security Administration stating your benefits.
 - Income tax return for the most recent year.



What happens next?

Those households selected to take part in the program will be informed of their advancement to this level of the of the project. The following requirements will be necessary to complete the application process:

1. Any outstanding County taxes must be paid in full.
2. The County Attorney will conduct a title search and deem the title clear.
3. The County will verify that your property is not in a floodplain.
4. Verification of household income (if not provided with the application).

Each home selected for the program will be repaired based on a priority list established by the Selection Committee. Each participant will receive assistance per this list as long as the program has funding.

When it's your turn per the list your home will be thoroughly inspected by the Program Administrator. The County Building Inspector may be asked to inspect the home with the Program Administrator to help determine complicated repairs. A detailed work write-up of the planned repairs will be prepared and sent to a list of qualified, licensed contractors. The contractors will then submit an itemized bid on the work included in the work write-up. The contract will be awarded to the contractor with the lowest and most reasonable bid.

What happens after the contractor is selected?

The Program Administrator will then arrange to meet with the homeowner and the contractor to conduct a Pre-Construction Conference and sign the required program documents, which include the following:

- * **Rehabilitation Agreement** – a legal document between the Homeowner and the County
- * **Rehabilitation Contract** – between the Homeowner and the Contractor
- * **Promissory Note** – detailing the terms of the grant.
- * **Deed of Trust** – to be filed with the County Register of Deeds.

Inspections will be made several times during the project by the Program Administrator to check on the contractor's progress and to verify that each item of the work write-up is finished before payment is issued. Contractors are normally paid in installments throughout the work on each home, with the final payment being withheld until everything is completed to the satisfaction of both the homeowner the Program Administrator.



What if the work on my home is deemed beyond repair?

If it is determined from the initial inspection that the home cannot feasibly be brought up to CDBG Rehabilitation standards then the homeowner may be asked to consider a replacement home. In other words, the existing home would be demolished and a double-wide mobile home on a permanent foundation would be brought in to replace it.

Selected participants living in mobile homes will automatically be given the option to receive replacement housing. Per program guidelines we cannot use program funds to repair a mobile home more than 8 years old

How can I get an application?

An application should be attached to this document. Please fill it out and send it in before **Tuesday, January 31, 2012**

You may send your application to either of the following addresses:

Ashe County Scattered Site Housing Program
High Country Council of Governments
468 New Market Blvd.
Boone, NC 28607
Attn: Michelle Ball
(828) 265-5434
(828) 264-5439 (fax)

Or

Ashe County Scattered Site Housing Program
Ashe County Manager's Office
150 Government Circle
Suite 2500
Jefferson, NC 28640
(336) 846-5501

If there is not an application attached please contact one of the above agencies.

Applications will also be available at the Ashe County Managers Office, the Department of Social Services, the Ashe County Cooperative Extension Office, the Ashe Tax Office, and the Ashe Senior Center and on the High Country Council of Government's website www.regiond.org.



ASHE COUNTY SCATTERED SITE HOUSING PROGRAM

HOMEOWNER APPLICATION

Name of Applicant(s): _____

Mailing Address: _____

911 Address (if different): _____

Phone: Home: (____) _____ Work: (____) _____

Persons Living in Household (use a separate sheet of paper if necessary):

<u>Name</u>	<u>Sex</u>	<u>Date of Birth</u>	<u>Relationship to Applicant</u>	<u>Disabled</u>
_____	_____	_____	<u>Applicant</u>	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Household Income: Please list total gross income (before taxes are withheld) for everyone living in the house over the age of 18. This includes employment wages, Social Security, SSI, Veterans benefits, disability benefits, public assistance, alimony, child support, interest earnings, etc. Please be aware that this information will be verified by the proper agency.

Name	Source(s) of Income	Amount
_____	_____	_____ per _____
_____	_____	_____ per _____
_____	_____	_____ per _____
_____	_____	_____ per _____

Total Household Income: \$ _____

Number in the household who are the following:

African American _____
Alaskan Native _____
Asian or Pacific Islander _____

Hispanic _____
Native American _____
White _____

Are you the owner of the home or have life time rights ? _____

Who is listed on the Deed as owner of the property? (list all names as on recorded deed)

You may contact the Ashe County Register of Deeds office at (336) 846-5580 or visit their website at www.ashencrod.com for deed and property ownership information

Is the house a mobile or manufactured home? _____

To the best of your knowledge when was the house built? _____

Is anyone living in the household related to an official or employee of the County? If so, please explain. Please note that disclosure should not have an impact on your application.

Give detailed directions to your house from Jefferson. (Use separate sheet of paper if necessary).

Housing Needs

Check all that apply.

Structural

- Missing or deteriorated foundation
- Unstable or shaky floors
- Leaking roof.
- Unsafe porch or steps

Plumbing

- Water Supply (circle one) : Spring Well Town Water None
- Contaminated or low well/spring
- No hot water
- No running water
- Wastewater system (circle one): Septic Tank Town Sewer None
- Failing septic system
- Persistent plumbing problems

Electrical

- How old is the wiring in the house? _____
- Problems with current wiring or outlets

Energy

- Unacceptable insulation in walls, floors, and/or ceiling
- Window in need of repair
- Exterior doors in need of repair

HVAC

Current Heat System in home (circle one):

Monitor Heat Pump Furnace Heater Stove None Other _____

Fuel Source

Kerosene Propane Electric Wood

- Heating system unable to heat habitable rooms and bathroom to 60°F

Other Housing Repairs Needed:

Include photos of needed repairs. (Not required)

******* Please Note *******

By signing this application I give permission for High Country Council of Governments, or Ashe County to access any information needed to verify the contents of this application and to facilitate the repair of my home.

I certify that the information given in this application is true and accurate. I understand that any false information will result in my disqualification from this program.

Applicant's

Signature _____ Date _____

The deadline for all applications is Tuesday, January 31, 2012.

Mail your completed application and requested information to **Michelle Ball, High Country Council of Governments, 468 New Market Blvd., Boone, NC 28607.**

Additional Information

**** For Ashe County Use Only ****