



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITIZEN ADVISORY COMMITTEE
AGENDA

CDBG CITIZEN ADVISORY COMMITTEE
REGULAR MEETING
April 20, 2022
1:30 PM

Council Chambers and Zoom
201 S Cortez St
Prescott, Arizona 86303
(928) 777-1205

The following agenda will be considered by the CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) CITIZEN ADVISORY COMMITTEE at its meeting to be held on April 20, 2022 at 1:30 PM in Person at 201 S. Cortez St., Prescott AZ and via Zoom. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02. Zoom Information is located below.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82292075021?pwd=dzI4cUJkSEgwM1A3NWx2VkRmN3ZjQT09>

Webinar ID: 822 9207 5021

Passcode: 823627

US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

1. **Call to Order** – Housekeeping – Please keep your phone on mute and speak into the microphone.

2. **Roll Call**

MEMBERS	
Mary Ann Suttles, Chair	Sandy Griffis, Vice Chair
Jon Rocha	Deborrah Miller
Janie Evans	Tom Benson
Debbie Savoini	Council Liaison
	Clark Tenney

3. **Discussion and Action Items**

- A. Approve the minutes of the March 16, 2022 CAC meeting.
- B. Discuss the City of Prescott – Minor Home Repair Program, Polices and Procedures, Handbook and Infographic
- C. Announcements – Fair Housing Workshop April 27th, Fair Housing Proclamation and Annual Action Plan Presentation April 26th.

4. **Adjournment**

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 4/14/22 at 3:30 pm in accordance with the statement filed by the Prescott City Council with the City Clerk.

Sarah M. Siep
Sarah Siep, City Clerk

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 48 hours advanced notice, special assistance can be provided for sight and/or hearing-impaired persons at this meeting. Reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 777-1272 to request an accommodation to participate in this public meeting. Prescott TDD number is (928) 445-6811. Additionally, free public relay service is available from Arizona Relay Service at 1-800-367-8939 and more information at www.azrelay.org



CITIZENS ADVISORY COMMITTEE

March 16, 2022, MINUTES

PRESCOTT, ARIZONA

MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZENS ADVISORY COMMITTEE (CAC) MEETING held on March 16, 2022, at 1:30pm in Council Chambers and Via Zoom (Virtual Meeting).

I. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30 p.m.

II. ATTENDANCE

MEMBERS PRESENT	STAFF PRESENT
Mary Ann Suttles, Chair	Michelle Chavez, CDBG Program Coordinator
Sandy Griffis, Vice Chair	George Worley, Planning Manager
Janie Evans	Tammy DeWitt, Community Planner
Tom Benson	
Deborrah Miller	
Jon Rocha	COUNCIL PRESENT
Debbie Savoini	Clark Tenney (Absent)

III. REGULAR ITEMS

1. Approve the minutes of the February 16th 2022 CAC meeting – A motion to approve these minutes was made by member Griffis, seconded by member Benson, and approved unanimously
2. Discuss the 2022 CDBG Annual Action Plan (AAP)
Ms. Chavez gave the committee a staff report on the 2022 Annual Action Plan. She discussed the possible appropriation and how the funds must be distributed (20% admin, 15% public service, and 65% construction). She also recapped the CAC’s funding recommendations for 2022 and re-iterated all the proposed projects.

Members and staff discussed the 2020 Census, Annual Action Plan, Prescott Cares, and minor edits to the report.

The committee and staff discussed what would occur if a reduction of CDBG Entitlement Funds happens in 2022. The minutes from the previous meeting were referenced and it was indicated that if there is a reduction of funds, the reduction would be spread across all sub recipients equally. Staff indicated that they would let the CAC know when and if a reduction occurs.

There was also discussion regarding conflict of interest disclosure, participation in discussion, and possibly asking conflicted committee members to leave the room similar to what occurs with the City Council. This would be determined for the next round of funding in 2023.

A motion was made by member Griffis to approve the funding recommendations for CDBG PY22, open the 30-day review and comment period, and approve staff submittal of the AAP to City Council. That motion was seconded by member Miller and approved 7 zero.

3. Discuss the City of Prescott Minor Home Repair Program, Policies and Procedures

Ms. Chavez gave the committee a staff report on the Prescott Minor Home Repair Program (MHRP). She included a history of how the funds came about, potential future funds and how the program will be managed. Staff and committee had a discussion if there should be a commitment to own the home for five years. There was no final decision that made. In general, the committee members had concerns about this part of the program and recommended lessening the commitment or removing it all together.

IV. OTHER – Ms. Chavez and the committee discussed the possibility of having an April meeting that was not tentatively scheduled. Ms. Chavez agreed to schedule a meeting to discuss the Minor Home Repair Program (MHRP) further.

Members of the Citizen Advisory Committee took their oath of office. They will serve two-year terms 2022-2024.

V. ADJOURNMENT

Meeting adjourned at 3:20pm

Mary Ann Suttles, Chairwoman

Michelle Chavez, CDBG Coordinator



MEETING DATE: April 20, 2022

AGENDA ITEM: Staff Report on Pilot Minor Home Repair Program for the City of Prescott

Approved By:

Date:

Director:	Bryn Stotler	3/11/22
Planning Manager:	George Worley	3/11/22
CDBG Coordinator:	Michelle Chavez	3/11/22

Item Summary

This item is to provide a Staff Report on a Minor Home Repair Program using CDBG Entitlement Funds

Background

Back in July of 2021, the CDBG Citizen Advisory Committee (CAC) approved the allocation of approximately \$50k of CDBG Entitlement funds toward a Minor Home Repair Program for eligible City of Prescott homeowners.

The City issued a Request for Qualifications and has chosen the Prescott Chamber of Commerce Foundation to administer the pilot program. The Chamber is familiar with the federal paperwork requirements because of their administration of the Prescott Cares Program (Cares Act / HUD Covid relief program).

The purpose of the City of Prescott’s Minor Home Repair Program is to foster and maintain affordable, decent, safe, and sanitary housing in the City. The Home Repair Program is funded by the City through its allocation of federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD). The level of funding for the program varies annually.

This is a pilot program with very limited funding initially. If the program is successful, the City may choose to add additional CDBG dollars and possibly expand the scope of eligible activities.

The City of Prescott’s Program is available to income-eligible, owner-occupied, single-family residential homes in Prescott.

Repairs eligible in the pilot program are limited to accessibility improvements, life safety repairs, and code violation repairs. Maximum grant per home is \$5000.

Note: The Community Development Department reserves the right to change, modify or amend the program at any time to facilitate the administration of the program and adherence to Federal HUD requirements.

Attachments: Home Repair Program Policies and Procedures / Recommended Action: Receive and File



Prescott Minor Home Repair Program Policies and Procedures

What is the purpose of the Prescott Minor Home Repair Program?

The purpose of the City of Prescott's Minor Home Repair Program (Administered by the Chamber of Commerce Foundation) aligns with the CDBG federal goals "to develop viable communities by helping to provide decent housing, and suitable living environments, principally for persons of low-to-moderate income. The Prescott Minor Home Repair Program is funded by the City through its allocation of federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD). The level of funding for the program varies annually.

This is a pilot program with very limited funding initially. If the program is successful, the City may choose to add additional CDBG dollars and possibly expand the scope of eligible activities.

The City of Prescott's Program is available to income-eligible, owner-occupied, single-family residential homes in Prescott. Repairs eligible in the pilot program are limited to accessibility improvements, life safety repairs, and code violation repairs. Maximum grant per home is \$5000.

Note: The Community Development Department reserves the right to change, modify or amend the program at any time to facilitate the administration of the program and adherence to Federal HUD requirements.

Must residents live in Prescott to be eligible for Funds?

Yes. Residents must reside in the City of Prescott and have owned their home for 12 months prior to applying for funds.

What types of home repairs are eligible for the grant?

- 1). Electrical Hazards
- 2). Lead Based Paint Abatement, Mold Abatement, Asbestos Abatement
- 3). Accessibility Improvements – such as: Grab Bars, Hand Railings, Steps and Sidewalks, Ramp Construction
- 4). Heating, Plumbing and Cooling Repairs
- 5). Fire Protection Systems, Carbon Monoxide Detectors

What types of home repairs are not eligible for the grant?

- 1). New Roofs
- 2). Aesthetic improvements such as painting (Unless it is part of a lead abatement / mold abatement project)
- 3). Internal Remodels
- 4). Expansions
- 5). Repairs to properties which are not the primary home of the owner or are vacation rentals
- 6). Homes located in the floodway that lack flood insurance





Prescott Minor Home Repair Program Policies and Procedures

How does an individual / family qualify?

1. The family must be low-moderate income (LMI).

The City and Chamber can certify eligibility as LMI based on household size and income limits, using the "HUD 2021 Income Guidelines." The owner will initially indicate the number of persons (related or not) that reside in owner's household and the combined annual gross income in the household pursuant to the table below, based on the most current Adjusted CDBG Income Limits from HUD. However, owner household income will have to be verified as per paragraph 2 below.

Number of persons in household	With gross annual income not to exceed:	Number of persons in household	With gross annual income not to exceed:
1	\$35,750	5	\$55,150
2	\$40,850	6	\$59,250
3	\$45,950	7	\$63,350
4	\$51,050	8	\$67,400

2. LMI residents must provide documentation of their income such as the most recent tax returns, asset report, any public assistance the family receives, etc. The City will rely on Annual Income as defined in accordance with [24 CFR Part 5.609](#).

3. Residents must sign legal affidavit that what they are submitting is true and accurate and agree to remain in the property for a minimum of five years.

Do residents have to pay back Home Repair funds to Prescott?

If used for eligible costs and the resident agrees to live in the home for five years, funds do NOT have to be repaid. Residents will be asked to sign a declaration of subrogation which means that they certify that none of the funds received by Prescott's Home Repair Program will be a duplication of benefits of other awards from other entities. If it is discovered that recipients have been double paid for the same items, the City will ask the residents to repay the grant funds.





Prescott Minor Home Repair Program Policies and Procedures

What is the maximum grant allowed?

The maximum grant for low-moderate income Prescott residents is \$5,000. Grant size depends upon the requested amount, funds available and the ability to demonstrate need.

When can residents apply for the Minor Home Repair funds?

Applications are accepted until all funds have been expended. Applications submitted with ALL required supporting documents will be considered for funds; partial or incomplete submittals will not be reviewed for eligibility.

What types of residents are NOT eligible for Prescott Home Repair funds?

Residents who do not live in the City of Prescott, or meet the eligibility guidelines including being over the Low/Moderate income threshold.

What other factors must the City establish via application, documentation or records?

1. That the individual or family is not currently behind on their mortgage, in default, or has not declared bankruptcy in the last 12 months.
2. That the individual or family can demonstrate family size, income and assets via applicable documents.
4. That the individual or family can supply proof of insurance
5. That the individual or family can supply a recorded deed

How does an individual or family obtain Prescott Minor Home Repair Funds?

An applicant must complete the required individual assistance application and submit ALL required supporting documents to the Chamber. The application is available at: www.prescott.org or calling 928-445-2000.

1. Complete the application form that is in Adobe Acrobat fill able format online, and save completed form to your desktop. The application may be completed online, but not SUBMITTED online.
2. Print out the completed form and make sure it is signed by you (applicant). Attach all required supporting documents.
3. Send the completed application AND required supporting documents by regular mail to 117 W. Goodwin Street, Prescott AZ 86303. Do NOT send original sensitive documents such as tax returns! Send copies.





Prescott Minor Home Repair Program Policies and Procedures

4. Once submitted, The Chamber and City of Prescott will review applications and required supporting documents for completeness. Chamber staff will contact you if to obtain any missing documents, which you must send as soon as possible as only complete application packages will be reviewed for grant eligibility.
5. All applications are subject to required City of Prescott underwriting analysis.
6. Incomplete application packages (e.g., incomplete application form, failure to submit ALL required supporting documents) WILL NOT be accepted by the Chamber.
7. The Chamber and City will review the completed application package and based on it and any required underwriting analysis will either accept or deny the application and will notify applicant by email. If an application is denied, the Chamber will state the reason why.
8. If an application is approved, the home-owner will receive a detailed description of the next steps.
9. The applicant will be required to sign, under penalty of perjury, an AFFIDAVIT stating that there are no outstanding state or local tax liens or legal judgments. Finally, the AFFIDAVIT requires that if the applicant decides to sell the property within the five-year time frame, they will immediately notify the Chamber and may be required to reimburse the City some or all Prescott Minor Home Repair Funds.

What documents must an applicant submit with the application?

Documents required to be submitted with a Prescott Minor Home Repair Funds Application include:

- A. Proof of Self and Residency: State ID, Passport, Social Security Card, Utility Bill, etc.
- B. Proof of Income: Income tax return, letter from employer, pay stubs, social security or disability income statement, retirement benefits letter or statement, child support statement.
- C. Last three months Bank Statements
- D. Asset Certification Form (Attachment A):
- E. Copy of Homeowners Insurance
- F. Copy of the Property Deed
- G. Signed AFFIDAVIT regarding the funds and agreement to own the home for five years minimum. This will be provided to you by the Chamber IF and WHEN your application for assistance is approved.

I certify that the information provided herein is true and complete and that any misrepresentation of income or household size reported herein shall be cause for program disqualification. I also understand that this information is to be used only for determining my preliminary eligibility for rental assistance and does not obligate me or the City of Prescott.

City reserves right to amend Policies and Procedures - The City cannot foresee all contingencies and therefore reserves the right to make exceptions to these Policies and Procedures.





Minor Home Repair Program

MHRP – Pilot Program 2022

Community Development Department

4/20/2022



Enclosed in this document is an overview of how the Minor Home Repair Program (MHRP) will be administered by the Prescott Chamber of Commerce Foundation

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Prescott Minor Home Repair Program Policies and Procedures

What is the purpose of the Prescott Minor Home Repair Program (MHRP)?

The purpose of the City of Prescott's Minor Home Repair Program is to foster affordable, decent and safe housing in the City. The MHRP is funded by the City through its allocation of federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD). The level of funding for the program varies annually.

The MHRP is administered by the Prescott Chamber of Commerce Foundation with on-going oversight by City of Prescott Community Development Department staff.

This is a pilot program with very limited funding initially. If the program is successful, the City may choose to add additional CDBG dollars and possibly expand the scope of eligible activities.

The City of Prescott's Program is available to income-eligible, owner-occupied, single-family residential homes in Prescott.

Repairs eligible in the pilot program are limited to accessibility improvements, life safety repairs, and code violation repairs. Maximum grant per home is \$5000.

Note: The Community Development Department reserves the right to change, modify or amend the program at any time to facilitate the administration of the program and adherence to Federal HUD requirements.

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- 1). New Roofs
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- 6). Homes located in the floodway that lack flood insurance

How does an individual / family qualify?

1. The family must be low-moderate income (LMI).

The City and Chamber can certify eligibility as LMI based on household size and income limits, using the “HUD 2021 Income Guidelines.” The owner will initially indicate the number of persons (related or not) that reside in owner’s household and the combined annual gross income in the household pursuant to the table below, based on the most current Adjusted CDBG Income Limits from HUD. However, owner household income will have to be verified as per paragraph 2 below.

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2. LMI residents must provide documentation of their income such as the most recent tax returns, asset report, any public assistance the family receives, etc. The City will rely on Annual Income as defined in accordance with [24 CFR Part 5.609](#).

3. Residents must sign a legal affidavit that what they are submitting is true and accurate and agree to remain in the property for a minimum of five years.

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If used for eligible costs and the resident agrees to live in the home for five years, funds do NOT have to be repaid. Residents will be asked to sign a declaration of subrogation which means that they certify that none of the funds received by Prescott’s Home Repair Program will be a duplication of benefits of other awards from other entities. If it is discovered that recipients have been double paid for the same items, the City will ask the residents to repay the grant funds.

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The maximum grant for low-moderate income Prescott residents is \$5,000. Grant size depends upon the requested amount, funds available and the ability to demonstrate need.

When can residents apply for the Minor Home Repair funds?

Applications are accepted until all funds have been expended. Applications submitted with ALL required supporting documents will be considered for funds; partial or incomplete submittals will not be reviewed for eligibility.

What types of residents are NOT eligible for Prescott Home Repair funds?

Residents who do not live in the City of Prescott, non-legal US residents, residents who cannot meet the eligibility guidelines including being over the Low/Moderate income threshold.

What other factors must the City establish via application, documentation or records?

1. That the individual or family is not currently behind on their mortgage, in default, or has not declared bankruptcy in the last 12 months.
2. That the individual or family can demonstrate family size, income and assets via applicable documents.
4. That the individual or family can supply proof of insurance
5. That the individual or family can supply a recorded deed

Application Processing

Application Process

An applicant must complete the required individual assistance application and submit ALL required supporting documents to the Chamber. The application is available at: www.prescott.org or calling 928-445-2000.

1. Complete the application form that is in Adobe Acrobat fill able format online, and save completed form to your desktop. The application may be completed online, but not SUBMITTED online.
2. Print out the completed form and make sure it is signed by you (applicant). Attach all required supporting documents.
3. Send the completed application AND required supporting documents by regular mail to 117 W. Goodwin Street, Prescott AZ 86303. Do NOT send original sensitive documents such as tax returns! Send copies.
4. Once submitted, The Chamber and City of Prescott will review applications and required supporting documents for completeness. Chamber staff will contact you if to obtain any missing documents, which you must send as soon as possible as only complete application packages will be reviewed for grant eligibility.
5. All applications are subject to required City of Prescott underwriting analysis.
6. Incomplete application packages (e.g., incomplete application form, failure to submit ALL required supporting documents) WILL NOT be accepted by the Chamber.
7. The Chamber and City will review the completed application package and based on it and any required underwriting analysis will either accept or deny the application and will notify applicant by email. If an application is denied, the Chamber will state the reason why.
8. If an application is approved, the home-owner will receive a detailed description of the next steps.
9. The applicant will be required to sign, under penalty of perjury, an AFFIDAVIT stating that there are no outstanding state or local tax liens or legal judgments. Finally, the AFFIDAVIT requires that if the applicant decides to sell the property within the five-year time frame, they will immediately notify the Chamber and may be required to reimburse the City some or all Prescott Minor Home Repair Funds.

What documents must an applicant submit with the application?

Documents required to be submitted with a Prescott Minor Home Repair Funds Application include:

- A. Proof of Self, Residency and Citizenship: State ID, Passport, Social Security Card, Utility Bill, etc.
- B. Proof of Income: Income tax return, letter from employer, pay stubs, social security or disability income statement, retirement benefits letter or statement, child support statement.

- C. Proof of Homeowners Insurance
- D. Last two months Bank Statements
- E. Asset Certification Form
- F. Proof of Mortgage Status – Copy of latest mortgage statement
- G. Proof of Tax Status – Statement from Yavapai County
- H. Proof of Home Ownership – Copy of the deed
- I. Signed AFFIDAVIT regarding receipt of other funds. This will be provided to you by the Chamber IF and WHEN your application for assistance is approved.

I certify that the information provided herein is true and complete and that any misrepresentation of income or household size reported herein shall be cause for program disqualification. I also understand that this information is to be used only for determining my preliminary eligibility for home repair assistance and does not obligate me or the City of Prescott.

City reserves right to amend Policies and Procedures - The City cannot foresee all contingencies and therefore reserves the right to make exceptions to these Policies and Procedures.

Ranking System

The City of Prescott and Chamber of Commerce Foundation may utilize a ranking system to prioritize the neediest residents if more applications are received than can be helped with the available funding. Applicants are ranked according to the following factors. An eligibility list is maintained on an ongoing basis.

Applicants will receive points according to the following criteria:

- Meet minimum requirements 10 points
- Elderly applicant or household member (>62) 5 points
- Disabled family member 5 points (each)
- Require ADA upgrades 5 points
- Single Head of Household with minor children 5 points per child
- Resided in community for more than 10 years 5 points

Reapplication Process

Applicants who have been deemed ineligible for the program are eligible to reapply at any time they can show that the circumstance(s), which resulted in the ineligible status, have been mitigated.

Grievance / Appeal Process

In the event of a disagreement between any of the parties involved in the Prescott MHRP, namely the contractor, homeowner, staff, suppliers, or other interested parties, regarding any process of the program including, but not limited to the Procurement, Bid Process, Bid Award, Payment Schedule, Change Orders, Workmanship, and Warranties, a formal grievance procedure must be followed. Steps and periods are described as follows:

A. Informal Complaint

1. An informal complaint can be filed with the City of Prescott through verbal notification of the complaint at 928-777-1205.
2. The CDBG Administrator will review the complaint and attempt to resolve the complaint through negotiation.
3. The complainant will be notified of the proposed resolution within 10 working days of the complaint.
4. If the proposed resolution is not satisfactory to complainant, a formal complaint may be filed.

B. Formal Complaint

1. Formal complaints shall be made in writing and directed to the Community Development Director at 928-777-1317, who will review the findings.
2. Review of the complaint may include an informal hearing of the parties involved.
3. The Community Development Director shall provide a written response to the formal complainant within 10 working days after evidentiary facts have been discovered.
4. The Community Development Director's determination is to be considered final.

This process has been created to resolve any complaints resulting from the Prescott MHRP. If assistance is needed in processing a complaint, the Prescott Chamber of Commerce Foundation may be contacted at 928-445-4000, and reasonable assistance will be arranged.

Program Standards for Minor Home Repairs

All work performed must meet the State of Arizona's Rehabilitation Standards, Arizona Registrar of Contractors Workmanship Standards, International, State and local building codes.

Contractors will be required to obtain all required licenses and building permits. When appropriate, repairs will include energy efficiency measures, such as furnace replacements, windows, doors, etc. Energy and water conservation features will be included in the work to the greatest extent feasible. No luxury items will be considered, i.e. fireplaces, swimming pools, etc. Additions to family rooms, recreation rooms, etc., will not be allowed. When it is necessary for health and safety, disability accessibility will be provided.

Allowable Minor Repairs

- 1). Electrical Hazards
- 2). Lead Based Paint Abatement, Mold Abatement, Asbestos Abatement
- 3). Accessibility Improvements – such as: Grab Bars, Hand Railings, Steps and Sidewalks, Ramp Construction
- 4). Heating, Plumbing and Cooling Repairs
- 5). Fire Prevention (Sprinklers, Smoke Detectors), Carbon Monoxide Detectors

Ineligible Repairs

- 1). New Roofs
- 2). Aesthetic improvements such as painting (Unless it is part of a lead abatement / mold abatement project)
- 3). Internal Remodels
- 4). Expansions
- 5). Repairs to properties which are not the primary home of the owner or are vacation rentals
- 6). Homes located in the floodway that lack flood insurance

Repair Process

Property Inspection and Bid Process

When an applicant has been declared eligible and is ready to be served, MHRP staff from the Chamber and a City Inspector will arrange to visit the home, assess the needed repair, and prepare a work plan/scope of work after consultation with the homeowner.

Chamber staff will work with the homeowner to obtain needed repairs. Purchases should be made with as much economy as practicable in the open market and prevailing price. If the work is more extensive, we may need to prepare bid documents and solicit contractor bids. Only licensed contractors will be solicited; no part of the repair work associated with the CDBG funds shall be completed by the homeowner.

Chamber MHRP staff will attempt to obtain at least three bids on each project, whenever possible and needed.

Contractor Selection

Chamber MHRP staff will recommend the lowest responsible and responsive bid to the Homeowner. The lowest bid may be rejected if all or part of the bid is unreasonable or impractical and may result in substandard work. The Homeowner may award a higher bid if the dollar difference between the low bid and the selected contractor is deposited by the Homeowner into the program account before the start of construction.

Chamber MHRP Staff will check the Contractor on the HUD's List of Excluded Parties to assure they are not disbarred from working a federal project and with the Arizona Registrar of Contractors to assure they are currently licensed in the appropriate field. The Contractor will present a copy of his insurance and W-9 prior to beginning work.

Once all required documentation has been reviewed and approved, a work order or agreement will be signed, and the staff will ensure the contractor and homeowner understand the project specifics and what to expect during construction and to close out the file.

The projects are small, and payment is made at completion, so contractor bonds are not required. The Arizona Registrar of Contractors regulations require that currently licensed contractors carry bonds; proof of current license and ability to contract will suffice as proof of bonding.

Payments to Contractors and Change Orders

Contractors will be paid at the completion of the project. Contractors may request a change order, but only for problems that have arisen from work included in the bid outline and cost proposal, and only for problems that were unforeseeable at the time of the inspection. The MHRP Program Staff may approve a change order request with the consent of the Homeowner. The Contractor will not be reimbursed for any work performed that is not included in the scope of work listed in the agreement or provided for by an approved change order.

Agreements, Construction Contracts and Other Documents

Please see Appendix for sample forms, contracts, and other documents. These include the Application, Contract, Lead Based Paint Notification, and Grievance Procedure. A checklist is maintained in each individual file noting all required documents such as those in the Appendix, and additional documentation such as income verification. The checklist will reflect the type of documents included in each file and will note those that do not apply as "N/A".

Contractor Payment and Reimbursement

Chamber MHRP Staff will inspect the job to certify completion of the work, obtain pictures, and the homeowner will sign off that the work has been completed and approved.

Chamber MHRP Staff will issue a check for the requested amount and keep a copy of the check. All of the payments will be made directly to the contractor and any materials reimbursed must include itemized receipts.

The City of Prescott will require itemized receipts including labor and materials for all work and supplies paid by the MHRP. The Chamber Foundation will be reimbursed from the City of Prescott CDBG Program for the projects approved and completed via the MHRP.

Warranties and Homeowner Education

The contractor will provide a warranty on all labor, materials, and equipment incorporated into the project consistent with Arizona Statutes in effect at the time of completion. Such warranties will be in the form of manufacturer's documents, installation manuals, and any other instructions for the maintenance and upkeep of installed items. Chamber and City staff will review these documents with the Homeowner and be available to answer any questions arising from the warranty process.

Tracking

The Chamber of Commerce CEO is responsible for reporting procedures and for the maintenance of all case files. The City of Prescott CDBG Coordinator is also responsible for all performance reports to US Housing and Urban Development Department (HUD) and for the maintenance of a current log of all properties that have participated in the Prescott MHRP. The Community Development Director is responsible for the contact and counseling of families regarding violations of conditions of the program.

APPENDIX

- A. Prescott MHRP Application
- B. Homeowner Understanding and Application
- C. Lead Based Paint Flyer
- D. Example Homeowner Contractor Contract
- E. Change Order Form
- F. Owner Acceptance and Approval for Payment
- G. Homeowner Education Kit



Application for Prescott Minor Home Repair Program

Please Note: It is strongly recommended that all applicants read the Minor Home Repair Policies and Procedures before applying for the program. The City of Prescott's Program is available to income-eligible, owner-occupied, single-family residential homes in Prescott.

Repairs eligible in the pilot program are limited to accessibility improvements, life safety repairs, and code violation repairs. Maximum grant per home is \$5000.

Contact Information

Full Name	Date
Address	Mailing Address (if different)
Phone Number	Alternate Phone
Date of Birth	Email Address
Employer Name	Employer Phone
Year Home was Built	Year Purchased

Statement of Need

PLEASE INDICATE WHICH OF THE FOLLOWING ITEMS APPLY TO YOUR SITUATION (CHECK ALL THAT APPLY):

- I AM ELDERLY (AGE 62 OR OLDER)
- I AM DISABLED (SEE [SSA](#) OR [ADA](#) FOR MORE INFORMATION)
- MY HOME NEEDS LIFE SAFETY REPAIRS
 - o PLEASE INDICATE TYPE: ELECTRICAL PLUMBING HEATING/COOLING
- MY HOME NEEDS ADA ACCESSIBILITY REPAIRS
- MY HOME HAS AN ACTIVE BUILDING CODE VIOLATION
- I AM SINGLE, HEAD OF HOUSEHOLD, WITH DEPENDENT CHILDREN
- I HAVE LIVED IN PRESCOTT MORE THAN 10 YEARS

Eligibility Questions

1. ARE YOU IN ARREARS/BEHIND IN PAYING YOUR MORTGAGE, HOMEOWNERS INSURANCE, OR PROPERTY TAX?
YES NO

IF YES STOP: YOU ARE INELIGIBLE FOR THIS PROGRAM

2. IS THIS YOUR PRIMARY RESIDENCE? YES NO

IF NO STOP: YOU ARE INELIGIBLE FOR THIS PROGRAM

Household Composition

- Please provide information for everyone living in this household starting with the mortgage holder and spouse/partner, if any.
- Continue to list the names and ages of every person who lives in your house from oldest to youngest.
- For Employment Status, please use the list below.

Employment Status

- | | |
|---------------------------------------|-----------------------------|
| 1. Working Full-time | 7. Temporarily laid off |
| 2. Working Part-time | 8. Retired |
| 3. Self-Employment | 9. Permanently disabled |
| 4. Unemployment, looking for work | 10. Temporary disability |
| 5. Unemployment, not looking for work | 11. In school |
| 6. In-job training | 12. Something else, specify |

Name	Gender	Age	Relationship to Mortgage Holder	Disabled Yes/No	Employment Status

2021 CDBG Income Limits – Please circle the household income closest to yours

Current Household Income

Number of persons in household	With gross annual income not to exceed:	Number of persons in household	With gross annual income no to exceed:
1	\$35,750	5	\$55,150
2	\$40,850	6	\$59,250
3	\$45,950	7	\$63,350
4	\$51,050	8	\$67,400

In the table below, please list each member of your household and their gross income (before taxes and deductions). Start with Head of Household.

- Employment and Wages - Includes full-time employment, part-time employment and overtime.
- Social Security and Pensions - includes retirement benefits, disability insurance benefits, social security benefits and social security disability
- Public Assistance - Includes unemployment benefits, public assistance income, student financial aid, temporary assistance for needy families (TANF), mortgage assistance, etc.
- Other Income - Includes self-employment, contract child support, rental income.

Name	Monthly Wages	Monthly SSA and/or Pension	Disabled? Y/N (SEE SSA OR ADA FOR MORE INFORMATION)	Monthly Public Assistance – Mortgage Assistance, TANF, etc.	Other Income: Dividends, Child Support, etc.	Total Monthly Income
Total Household Annual Income: Add all household members monthly income and X by 12						

Race/National Origin for Head of Household

- White
- Black or African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Prefer not to answer
- Hispanic or Latino

-END OF QUESTIONS-

Required Documentation:

- A. Proof of Self, Citizenship and Residency: State ID, Passport, Social Security Card, Utility Bill, etc.
- B. Proof of Income: Income tax return, letter from employer, pay stubs, social security or disability income statement, retirement benefits letter or statement, child support statement.
- C. Proof of Homeowners Insurance
- D. Last two months Bank Statements
- E. Asset Certification Form
- F. Proof of Mortgage Status – Copy of latest mortgage statement
- G. Proof of Tax Status – Statement from Yavapai County
- H. Proof of Home Ownership – Copy of the deed
- I. Signed AFFIDAVIT regarding receipt of other funds. This will be provided to you by the Chamber IF and WHEN your application for assistance is approved.

Certifications

I certify that the information provided in this application as well as information contained within any and all documents required to be submitted as part of this application are true and accurate under penalty of perjury.

Under Section 1001 of title 18 of the United States Code, it is a federal crime to knowingly and willfully make a materially false, fictitious, or fraudulent statement in any matter within the jurisdiction of the executive, legislative, or judicial branch of the United States. Copies of required documents are included with this application.

Name _____

Signature _____

Date _____



CITY OF PRESCOTT MINOR HOME REPAIR PROGRAM

TIMELINE



Complete the Program Application

Must Provide Supporting Documentation



Program Coordinator determines income eligibility

Applications are reviewed by Chamber and City Staff only.



Coordinator Contacts Applicant to make appointment for initial inspection

Applicants must work with Chamber and City staff on establishing site visit



Coordinator Prepares Written Scope

Scope outlines work to be done and requires signatures from both parties on scope of work.



Environmental Review of Property

Federal guidelines require an ERR of properties who wish to use federal dollars for repairs. This review is done by City staff.



Licensed contractor begins work

Only work in the scope of service can be performed.



Program Coordinator and Contractor Sign Work Completion

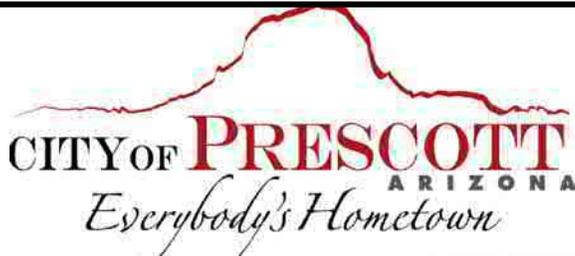
Payment Request Form is filled out and receipts attached. Chamber get's reimbursement from City and pays contractor directly.



Final Inspection and Photos taken

Chamber does final walk through, photographs work and receives warranties and instructions for care and maintenance. Chamber staff answers any questions the property owner has.





APRIL 27, 2022

**FREE FAIR HOUSING 101
ORIENTATION/REFRESHER CERTIFICATE
CLASS* 9:00 AM -12:00 PM**

Address: 201 S. Cortez St. Prescott Arizona (in Council Chambers and on Zoom)
Doors open promptly @ 8:30am

Back by Popular Demand

In celebration of Fair Housing Month, the City of Prescott in collaboration with Southwest Fair Housing Council is offering a Free Fair Housing 101 training. Through examples contained in scenarios, questions, and interactions, attendees will acquire an understanding of the provisions of Federal, State, and Local Fair Housing Laws. This training is for EVERYONE! Consumers, Real Estate Professionals, Housing Providers, Social Service Agencies, Tenants, Advocates, and Applicants for housing. Come learn ways to help your community fight housing discrimination!

To attend via Zoom:

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/89054027831?pwd=Y1NPcFQyMDdZTisxZ1RQbWtuRW5TQT09>
Webinar ID: 890 5402 7831
Passcode: 426318

*Certificates of Attendance will be given to all who attend the entire training session. This course counts for ADRE FH 3Hr Credit only if you attend in person.



FREE Fair Housing
WORKSHOP

Learn about all the
new fair housing
facts!

HUDs 2020 Guidance
about Rentals and
Animals. What You
Need to Know!

HUDs Guidance-
Rentals & the Use of
Criminal Records in
Housing.

New 2021 Extended
protections under
Sex/Gender.

SOUTHWEST FAIR HOUSING
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