



Paiute Neighborhood Center
Community Development Block Grant
6535 E. Osborn Rd., Bldg. 8
Scottsdale AZ 85251

PHONE 480-312-7647
FAX 480-312-7761
TTY 480-312-7411

Dear Homeowner:

Thank you for your interest in the City of Scottsdale's Emergency Repair Program and Roof Repair and Replacement Program. Please be sure to complete all of the questions in the application in the Scottsdale [Neighborhood Portal](#).

Both Programs are federally funded programs and qualification for the programs is based on income eligibility. Please refer to the enclosed income guidelines for income limits.

Repairs that are eligible under these programs must be posing a serious threat to health, safety and welfare of the home or affecting the immediate livability of the home. The items requested in your application will be evaluated to determine if they are eligible for repair under the guidelines for these programs. Please be sure to include a detailed description of your emergency of roof repairs. Applications will be processed in the order that they are received.

Qualification for the program is based on gross annual household income. Please provide the following information with your application (for all occupants 18 years and older), as this will expedite the processing of your application:

- Affidavit Demonstrating Lawful Presence in the United States
- Copy of driver's license or birth certificate
- Authorization for the Release of Information
- Right to Financial Privacy Act Certification
- Deed to property
- Most Current Property Tax Valuation
- Most recent Signed Federal and State Income Tax Returns, including W-2 and 1099 forms
- Last three (3) Pay Stubs for employment
- Last three (3) Bank Statements (include all pages of each statement)
- Most current Benefit Award letters (Social Security, Disability, Pension, Retirement, Child Support, Alimony, Welfare or other public assistance, Unemployment/Workers Compensation)
- Last three (3) statements of the following Assets (Investments, Stocks, Bonds, IRA's, CD's, Money Market, Trusts, Life Insurance, Real Estate)
- Most current Utility Statement, include all that apply (Electric, Water, Gas)
- Most current Mortgage Statement

Please note that your application shall not be processed, and assistance shall not be granted, until the above information has been received and you have been qualified for the program.

If you have any questions, please feel free to contact me at (480) 312-2576.

Sincerely,

Armando Olivares
Community Grants Specialist



It is the policy of the city to not discriminate and provide equal opportunity to all persons regardless of actual or perceived race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability in the access, provision and treatment of city services, programs and activities. It is the policy of the city that all persons be treated with respect and dignity as specified in sections 15-4 through 15-7. Each person has the right to receive service from the city in a manner that promotes equality under the law and prohibits unlawful discrimination, including harassment and retaliation.





COMMUNITY DEVELOPMENT BLOCK GRANT Emergency Repair and Roof Repair & Replacement Programs Guidelines

The Emergency Repair Program (Emergency Program):

The Emergency Repair Program (or Emergency Program) provides assistance to homeowners in Scottsdale to perform emergency repairs to substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home. Emergency assistance shall be granted based on priority of emergency and eligibility of the program applicant.

The level of assistance is limited solely to the amount required to address the specific emergency. The maximum amount of assistance per household, per year may not exceed \$10,000. Assistance may exceed the \$10,000 maximum under limited circumstances and must address items posing a serious threat to the health, safety and welfare of the household, as determined by the Community Assistance Manager. Emergency Repairs are limited to those issues that affect the habitability of the home such as: lack of running water, electricity or heating/cooling. Applicants who experience more than one emergency situation in the same year may receive assistance through the program a second time in that year providing the maximum grant amount has not been spent.

Accessibility modifications needed for the elderly and disabled are also eligible repairs under the Emergency Program. These improvements must directly affect the immediate livability of the home and the applicants cannot wait for these items to be installed through the Major Housing Rehabilitation Program.

Emergency Program Operation

The Emergency Program shall provide emergency repairs and/or replacement for owner-occupied, income-eligible households within the City of Scottsdale. Eligible repairs and/or replacement shall be made to components that affect the immediate livability of the home, as determined by the Housing Rehabilitation Specialist. Repairs and/or replacement are limited to the following types of assistance:

Heating/Cooling systems:

- Lack of or inadequate heating or cooling (unit shall currently exist)
 - Inadequate heating/cooling systems shall be defined as any unit over 14 years old or does not meet the requirements of the City of Scottsdale Amendments to the International Residential Code.
 - R303.9.2 Cooling
 - Cooling facilities shall be provided, capable of maintaining room temperature at 85°F (29°C) in all habitable rooms, bathrooms and toilet rooms.
- Hazardous or defective system

Plumbing systems:

- Lack of hot and cold running water
- Water heaters over 12 years old
- Defective sewage system



- Leaking waterlines and gas lines or dangerous conditions in plumbing and gas systems
- Leaking or improperly functioning bathroom plumbing fixtures (toilets, sinks faucets, tubs/showers) when only one-bathroom facility exists or when all facilities are inoperable
- Leaking or inoperable water heaters

Electrical systems:

- Lack of electricity
- Exposed or dangerous electrical wiring

Roofing:

- Leaking systems
- Severely deteriorated and structurally dangerous

Carpentry:

- Inoperable door/window locks
- Broken windows or inoperable exterior doors
- Structural deficiencies posing an immediate safety issue
- Perimeter fences not in compliance with City ordinance around yards with pools

Appliances (limited to cook tops, ranges and refrigerators):

- Inoperable units

Accessibility modifications (including but not limited to):

- Wheelchair ramps, widening doorways to accommodate wheelchairs
- Grab bars, railings, door hardware
- Bathtub/shower modifications



The Roof Repair and Replacement Program (Roof Program):

The Roof Program provides assistance to homeowners in Scottsdale to repair or replace deteriorated roofs for qualified homeowners. Deteriorated conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home. Assistance shall be granted based on priority and eligibility.

The level of assistance is limited solely to the amount required to address the specific repairs necessary to alleviate the immediate livability of the home. The maximum amount of assistance per household may not exceed \$20,000 without the written approval of the Community Assistance Manager and it poses a serious threat to health, safety and welfare of the household. Assistance for this program is provided on a one-time basis. All persons receiving assistance under this program are ineligible to receive future assistance from this program.

Homes in need of more extensive, but less urgent repairs and/or replacement that are not eligible for the Roof Program (such as cabinetry, upgrading electrical systems or addressing aging heating/cooling systems that are operable) may be addressed through the Major Housing Rehabilitation Program.

Roof Program Operation

The Roof Program shall provide roof repairs and/or replacement for owner-occupied, income-eligible households within the City of Scottsdale. Eligible repairs and/or replacement shall be made to roof components that affect the immediate livability of the home, as determined by the Housing Rehabilitation Specialist. Roof repairs and/or replacement are limited to the following types of assistance:

- Leaking systems
- Severely deteriorated and structurally dangerous components
- Removal of structural code (“Code”) violations*

* Code violations are considered to be any structural deficiencies that fail to meet adopted building Codes of the City of Scottsdale, or Housing Choice Voucher program Housing Quality Standards (HQS), whichever is greater.



Eligibility Standards

Both programs are only available to income eligible, homeowner-occupied applicants. Assistance is provided to those applicants who meet low and moderate-income standards, mandated by The Department of Housing and Urban Development (HUD.) These guidelines are frequently updated and reflect two income categories based on family size. One is 80% of the Phoenix-Mesa-Scottsdale SMSA median income (moderate income) and the other is 50% (low income.) Eligibility for Emergency Assistance or determination of ineligibility is based on the total gross annual income for the household size in accordance with HUD's income standards. Income qualification is required, even if the applicant is certified as disabled or elderly.

In addition to meeting the income guidelines, applicants must have owned and lived in their homes as their primary residence for the preceding year immediately prior to applying and being qualified for participation in the program. Applicants must be current on Mortgage payments. Persons, who use their home as a rental property, in whole or in part, are ineligible to participate in the program.

The applicant's home must be the applicant's sole and only property unless it is of equal or less value than primary residence. Households with \$50,000 in liquid assets are not eligible for assistance. Liquid assets include but not limited to Checking and Savings Accounts, CD's, Money Market Accounts.

If determined ineligible, applicants may re-apply 6 months after the determination of ineligibility.

Applicants cannot be reimbursed for money that has been spent on repairs prior to receiving assistance

There are special requirements for City employees, elected officials and their relatives and for non-profit rehabilitation providers and their relatives. These requirements, which relate to conflicts of interest, include making public disclosure, obtaining a ruling by the City Attorney and submitting materials for review by HUD. In all cases where an apparent conflict of interest exists, HUD will make a finding regarding the eligibility of the applicant. Assistance shall not be granted unless approved by HUD. The conflict-of-interest process may add, at minimum, forty-five (45) days to the eligibility process.

Applicants shall acknowledge the Housing Rehabilitation Programs are not entitlement programs. The City reserves the right to delay, postpone or deny participation in any of the programs for 5 years. At all times participation requires adherence to terms of the Construction Contract, Program Guidelines, Code of Conduct, applicable Federal Program regulations and any other Program documents.

Application Process

1. Request for application

Homeowner's requesting assistance shall submit complete an application online in the [Scottsdale Neighborly Portal](#). The application will include instructions explaining the application and assistance process.



The completed application shall include copies of the following information:

- Authorization for the Release of Information
- Deed to property
- Most recent Property Tax Valuation
- Most recent Signed Federal & State Income Tax Returns, including W-2s & 1099s
- Last three (3) Pay Stubs for employment
- Last three (3) Bank Statements (include all pages of each statement)
- Most current Benefit Award letters (Social Security, Disability, Pension, Retirement, Child Support, Alimony, Welfare or other public assistance, Unemployment/Workers Compensation)
- Last three (3) statements (include all pages of each statement) of the following Assets: Investments, Stocks, Bonds, IRA's, CO's, Money Market, Trusts, Life Insurance, Real Estate)
- Most current Utility Statement, include all that apply (Electric, Water, Gas)
- Copy of driver's license or birth certificate
- Most current Mortgage statement

Assistance shall not be considered to those applicants whose applications are either:

1) incomplete; or 2) all required income and homeownership documentation has not been submitted. Homeowners shall be notified that their applications shall not be considered, and assistance may not be granted until the requested information has been received.

The City's Housing Rehabilitation Specialist shall review the request(s) for emergency assistance and shall determine the eligibility of the repairs/replacement requested. Repairs determined ineligible for assistance through the Emergency Program or Roof Program shall not be considered for assistance and may be referred to the Major Housing Rehabilitation Program.

2. *Processing of Application*

Upon submittal of an application and all required income and homeownership information, a Community Grants Specialist shall review the documents. All applications will be evaluated based on priority and shall include (at minimum):

- Homeowner's Application
- Maricopa County Recorder's Office ownership and property tax information
- Environmental Review
- Financial and ownership documents as provided by applicant
- Additional information necessary as determined by the City's Community Grants Specialist

A Community Grants Specialist will review the applicant's income and homeownership information to determine client's eligibility (or ineligibility). The applicant's income shall be calculated to determine the total gross household income for the upcoming twelve (12) months. Determination of income eligibility shall be in accordance with the HUD income guidelines. If determined ineligible or the application is deemed incomplete, applicants may re-apply six (6) months after the determination of ineligibility.

The Programs reserve the right to seek third party verification for income, ownership and household composition. Credit reports may be requested and processed on each person whose property receives assistance.



If IRS tax liens or tax certificates are found, the applicant will automatically be disqualified for assistance, unless written satisfaction of lien is presented to the Community Assistance Office. Falsification of income and other required information requested is grounds for disqualification and may result in a \$10,000 fine and one year in prison.

3. *Receiving Assistance*

The City of Scottsdale shall complete the applicant's eligibility status within five (5) business days of the receipt of the completed application, including all required income documentation. Upon eligibility, the Housing Rehabilitation Specialist shall schedule an appointment to inspect the applicants' property to evaluate the repairs requested within five (5) business days.

Painted surfaces that will be affected as a result of the repairs and/or replacements shall be tested for lead based paint, if the home is built prior to 1978 and the area to be affected is greater than the HUD Lead Safe Housing Rule threshold. The lead-based paint inspection and/or risk assessment shall be conducted by a licensed lead consultant company. The Housing Rehabilitation Specialist shall develop a scope of work. The scope shall also include appropriate measures to address lead-based paint findings in accordance to all federal regulations. The scope of work shall be solicited for bid in accordance to the City's procurement requirement

In compliance with federal regulations, rehabilitation projects in residential buildings having 5 or more dwelling units require an asbestos inspection and /or assessment. Associated costs of abatement will be included in all rehabilitation contracts. If abatement costs exceed the program maximum, assistance may not be feasible.

The City of Scottsdale has contractors of varying trades available for emergency and roof repairs in compliance with federal regulations and the City's procurement requirements. In the event a trade necessary for repair is unavailable on contract the following guidelines will be followed.

The homeowner and Housing Rehabilitation Specialist will evaluate the bids as submitted. Bids estimated to be over \$2,000 shall be solicited to two or more responsible contractors willing and able to compete effectively for the job. All bidding contractors must preview the work specified at the property prior to submitting a bid.

The lowest "responsive"¹, responsible contractor is awarded the project. If the low bidding contractor declines the project the contract will be offered to the next lowest bidding contractor.

Upon awarding the project to the lowest responsible contractor, a contract and notice to proceed shall be executed between the applicant and the contractor who will be performing the work. The Housing Rehabilitation Specialist shall monitor the progress and completion of work in accordance to the scope of work, the contract documents and the program guidelines. Upon completion of all work, a final inspection shall be conducted by the Agency and the homeowner shall sign a certificate of completion. Payment shall be submitted to the contractor upon final completion of work and receipt of the signed certificate of completion from the homeowner. For the Emergency Program all work shall be completed within seven (7) calendar days from date of the notice to proceed. For the Roof Program all work shall be completed within fourteen (14) calendar days from date of the notice to proceed.

¹ **"Responsive"** means that the contractor has met the contractor qualifications, that the bid has been submitted on time and includes all work, including addenda of the rehabilitation work.



4. *General Requirements*

All contractors who wish to bid on Emergency Program and Roof Program jobs shall be: licensed with the Registrar of Contractors; be bonded and insured; and shall hold a City sales tax privilege tax license. The Programs reserves the right to exclude any contractor who has unresolved complaints with the Registrar of Contractors office, who has not performed in accordance to the Program's general conditions, bid instructions or contractor application.

All contractors are required to provide a two-year workmanship warranty on all work performed through the Program, as set forth by the Arizona Registrar of Contractors. The homeowner is responsible to contact the contractor for any warranty-related problems. If the homeowner does not feel that the contractor has lived up to warrantee obligations, their appeal is to the Arizona Registrar of Contractors and not to the City of Scottsdale.

Any changes to the scope of work shall be documented through a Change Order and shall address only those changes necessary to correct unforeseen health and safety issues affecting the immediate livability of the home. Change Orders shall be processed after the contractor submits the required documentation and has obtained both the contractor's and homeowner's signatures. The Change Order also requires the signatures of the Housing Rehabilitation Specialist and Community Assistance Manager.

Applicants receiving assistance through the Emergency and Roof Programs may also participate in the Major Housing Rehabilitation Program. Applicants who have received assistance through the Major Housing Rehabilitation Program may not receive Emergency and Roof Programs assistance to address those items repaired and/or replaced through the rehabilitation program for two years following the completion

