

HOME REHABILITATION PROCESS USING BEST PRACTICES

Sara Berger, Jillisa Schoenbauer, Jessica Schroeder
Couleecap, Inc.



FUNDING

- **CDBG**

- 0% deferred loan (lead grant)
- Decent, Safe & Sanitary
- Considers equity

- **AHP**

- Granted
- Requires match
- Limited

- **HOME**

- 0% deferred loan
- All HQS fails must be addressed
- Max home value

- **HPG**

- 0% deferred loan
- 50% CMI
- Rural only
- Requires match

PROCESS OVERVIEW

1. Vetting Process
2. Project Approval
3. Bidding Process
4. Contracting
5. Closeout Process



VETTING PROCESS

- Pre-screen
- Determine potential eligibility
 - Priority?
- Make proper referrals
- Send application
- Waitlist



PROJECT APPROVAL PROCESS

- Income
 - Property Taxes
 - Homeowners Insurance
- HUD Financial Counseling
- Environmental Review
 - Radon Testing
- Equity Calculation (CDBG Only)



PROJECT APPROVAL PROCESS (CONT'D)

- Inspection
 - Radon
 - Initial Paperwork
 - Post Purchase Info
 - Lead & Asbestos Testing
- Bid Specs & Cost Estimate
- Rehab Review

BIDDING PROCESS

- TIMEFRAME
- BID OPENING
- DETERMINE FUNDING





CONTRACTING

- Homeowner
 - Mortgage & Note
 - Truth in Lending, Right of Rescission
 - Add funder as mortgagee to insurance policy
- Contractor
 - Payment Request & Change Order Forms
 - Requesting Insurance
 - Certifications
 - Debarment



Southwest Wisconsin Housing Region

Notice to Proceed

10/11/2023



To: Company Name

Re: Jane Doe Project



Congratulations, you have been awarded the above-referenced project. **Work is to begin within 15 days of the date shown above.** It is expected that the contracted work will be completed within 4-6 months of the date of the Notice to Proceed. Notify the Homeowner and the Southwest Wisconsin Housing Region project manager immediately with any change in schedule.

NOTE:

If the work is not started by the above noted timeframe, the Homeowner reserves the right to disqualify the designated contractor and offer the bid to another contractor.

If the work is not completed within the agreed upon timeframe, the Homeowner reserves the right to charge the contractor \$100 per day or 10% of the contract amount. The Homeowner also reserves the right to cancel the contract and offer the remaining work to another contractor if the work is not being completed according to the agreed upon timeline.

_____ - Homeowner

_____ - Southwest Wisconsin Housing Region Project Manager

NOTICE TO PROCEED

- File Review
- Notice to Proceed



MANAGING ACTIVE PROJECTS

- Progress checks
- Change Orders
- Interim Inspections

CLOSE OUT



Final Inspection



Submit Payments & Request
Fee's



Closeout Forms



Final File Review



BEST PRACTICE HIGHLIGHTS

- Financial Wellness
- Income calculation spreadsheet
- 2nd person verifies all income calculations
- Complete radon testing internally, procure for mitigation
- Post-Purchase
- Lead testing for all CDBG/HOME projects built before 1978
- Have homeowners procure for bids
- Pairing funding & collaborating with partners
- Lien all costs up front and remove granted costs at completion of project
- File Reviews



THANK YOU

Sara Berger – Community Development Manager

608-632-6512

Sara.berger@couleecap.org

www.Couleecap.org