

**CITY OF QUINCY
HOUSING REHABILITATION Program
Program Guidelines
2020**



Supported by:

**Department of Planning and Community Development
34 Coddington Street 3rd Floor
Quincy, MA. 02169**



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Mayor Thomas P. Koch

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City of Quincy Housing Rehabilitation Program Guidelines

PROGRAM SUMMARY

The City of Quincy, through its Office of Healthy Homes, administers a housing rehabilitation program to provide safe and habitable housing for low-income homeowners in Quincy. The program provide zero percent and low interest rate loans to eligible property owners for eligible property repairs. The three programs are detailed below:

Homeowner Rehabilitation and Improvement Program

- 0% interest loans payable for up to 15 years
- For senior homeowners (62 or older), 0% interest loans with payments deferred until the home is sold, transferred or refinanced
- Maximum amount of assistance per homeowner is \$30,000/unit

Handicapped Home Adaptation

- 0% interest loan with payments deferred until the home is sold, transferred or refinanced
- Maximum amount of assistance per homeowner is \$30,000/unit

Applications to the programs are reviewed on a first-come, first-served basis and are subject to funding availability.

PROPERTY ELIGIBILITY

Eligible properties include owner occupied single-family and two-family homes, condominiums, and townhomes. All properties receiving assistance through the programs must be located in Quincy. Investor owned properties where the owner does not reside at the property are not eligible for the program.

ELIGIBLE REPAIRS

Funding through the programs is used to support necessary and critical home repairs. This includes repairs and improvements to address sanitary and building code violations, home modifications and adaptations for household members with mobility and sensory impairments, and energy efficiency and conservation improvements. Eligible repairs include, but are not limited to, the following:

Roof/gutter replacement/repair; porch replacement/repair; siding replacement/repair; window replacement; insulation; electrical upgrades; plumbing repairs; heat and hot water system replacement; asbestos removal; mold remediation; lead paint abatement; structural/foundation repairs; and other improvements necessary for the dwelling to be safe and habitable.

HOW DO I QUALIFY FOR THE PROGRAM?

In addition to meeting the property eligibility requirements and seeking assistance for eligible repairs, the property owner must be a low-moderate income household with a household income that does not exceed the income limits detailed in the table below.



Income Limits

HH Size	1-Person	2-Person	3-Person	4-Person	5-Person	6-Person	7-Person	8-Person
80% AMI Income Limit	\$67,400	\$77,000	\$86,650	\$96,250	\$103,950	\$111,650	\$119,350	\$127,050

Income limits subject to annual change as determined by the U.S. Dept. of Housing and Urban Development

In determining household income, income from all household members who are 18 years of age or older will be included in the income eligibility determination. Please see “Attachment A: Determining Income Eligibility” for a detailed list of income sources that are included or excluded from the household income calculation.

Applicants to the program must be current on property tax and water and sewer bills with the City of Quincy.

FORM OF ASSISTANCE, LOAN REPAYMENT, AND LOAN AMOUNT

The assistance offered through the program will be in the form of a loan that will be secured by a mortgage on the property. Loans made on owner-occupied, condominiums and single-family and multifamily properties will be 0% interest with monthly payments up to a 15-year term.

Senior households (aged 62 years or older) and households with a resident with a disability are eligible to defer the payment on their loans until the property is sold, transferred, or refinanced.

Loan Terms

Program Type	Loan Term
Homeowner Rehabilitation	0% interest, 15-year term
Senior Citizen Homeowner Rehabilitation	0% interest, deferred payment
Disabled Homeowner Rehabilitation	0% interest, deferred payment

Loan Amount

Program Type	Maximum Loan Amount
Homeowner Rehabilitation	\$30,000
Senior Citizen Homeowner Rehabilitation	\$30,000
Disabled Homeowner Rehabilitation	\$30,000

HOW TO APPLY AND APPLICATION AND PROGRAM PROCESS

All applicants to the program must submit a complete application with all the required supporting documentation to the City of Quincy’s Office of Healthy Homes. Applications will be reviewed on a first-come, first-served basis. Applicants should review the program guidelines and application prior to submitting their application. The application and program process is detailed below.

Step 1: Submit Application

- Submit complete application and provide all required backup documentation (information provided is strictly confidential) to the City of Quincy Office of Rehabilitation.
- All homes to be assisted through the Program will be subject to the Environmental Review requirements found at 24 CFR Part 58. The City of Quincy will conduct an Environmental Review of the subject property once a Program application has been reviewed and approved for Eligibility.



- Applicants who are determined to be eligible for the program will have their property inspected (see Inspection and Bidding); applicants who are not eligible for the program can retrieve their application materials from the Office of Healthy Homes or request that their materials be destroyed.

Step 2: Inspection and Bidding

- OHH staff/Program Manager will conduct an HQS inspection of the property; based on the inspection, a scope of work (Work Write Up) will be developed with an estimate of total project cost. Lead Based Paint regulations will be reviewed for applicability based on project scope. If necessary, a lead paint hazards inspection will be completed.
- The Work Write Up will be reviewed and approved by the property owner and a bid proposal package will be created by the OHH Program manager for bidding;
- The OHH Program Manager will bid the project out to pre-approved, licensed, and insured contractors. The homeowner may choose to have another contractor bid, as long as they are licensed and insured. The bidding process will involve a site visit/walk through with contractors.
- The lowest bidder will be awarded the project. If the homeowner prefers another higher priced contractor, then they will be responsible to pay the difference directly to the contractor.

Step 3: Loan Closing

- Once the bid has been accepted, the contract and loan documents will be drafted and executed. The loan closing will be held at the Office of Healthy Homes. The contract and loan documents include:
 1. Loan Agreement (between the City of Quincy and Property Owner)
 2. Owner/contractor agreement
 3. Promissory Note (evidencing the loan)
 4. Mortgage (securing the loan repayment), promissory note, rental restriction (if applicable) and additional closing documents will be executed
 5. Affordable Housing Restriction (for rental properties)

Step 4: Project Completion

- The OHH Program Manager will issue the contractor and the owner a Notice to Proceed authorizing the work to commence;
- The OHH Program Manager will complete interim inspections (as needed) of the project and review invoices prior to payment authorization by the homeowner;
- Once the project is complete, OHH Program Manager will complete a final inspection and review invoices prior to final payment authorization by the homeowner.
- The contractor will provide the owner with a one-year warranty for all work completed.

APPLICATION AND REQUIRED DOCUMENTATION

To apply to the program, all applicants must submit the City of Quincy Housing Rehabilitation Program Application to Office of Healthy Homes. Applications must include all of the required supporting documentation detailed in the application. Applicants who fail to provide **all of the required documentation** will not be reviewed for eligibility for the Program.



Complete applications, with required supporting documentation, should be returned in person or mailed to:

**Office of Healthy Homes
Attn: Housing Rehab
34 Coddington Street, 3rd Floor
Quincy, MA 02169**

Questions about the application or the application process should be directed to: Office of Healthy Homes at (617) 376-1428 or at quincyohh@quincyma.gov



ATTACHMENT A: DETERMINING INCOME-ELIGIBILITY

In order to be eligible for Program assistance, beneficiaries must meet income limits established by HUD (Under the Program, annual income is defined in 24 CFR 5.609 which is used by a variety of federally-assisted programs. The Part 5 definition of annual income is the gross amount of income of all adult household members (over 18) that is anticipated to be received during the coming 12-month period. The table below details what is included and what is excluded in determining a household's income.

Calculating annual income: Inclusions and exclusions

Sources of income 24 CFR 5.609 (b)	Sources of income that are <i>included</i> in calculating household income
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services. Overtime earnings must be based upon the average of the year to date and projected over the next 12 months.
2. Business income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income
3. Interest and dividend income	Interest, dividends, and other net income of any kind from real or personal property. If assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a % of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement and insurance income	The full amount of periodic amounts received from SS, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount .
5. Unemployment and disability income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except as provided in number 3 of Income Exclusions).
6. Welfare assistance	If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income.
7. Alimony, child, gift support,	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces	All regular pay, special day and allowances of a member of the Armed Forces.

Sources of income 24 CFR 5.609 (c)	Sources of income that are <i>excluded</i> from calculating household income (<i>Partial list. Other exclusions include reparations; income from full-time students; adoption assistance payments; deferred periodic social security and SSI benefits; property tax refunds; home care assistance and other federal exclusions.</i>)
Income of children	Income from employment of children (including foster children) under the age of 18 years.
Foster Care payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
Inheritance and insurance income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
Medical expense reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
Income live-in aides	Income of a live-in aide (as defined in 24 CFR 5.403).
Gifts	Temporary, nonrecurring, or sporadic income (including gifts).



ATTACHMENT B: FREQUENTLY ASKED QUESTIONS

What Types of Housing Rehabilitation Programs are offered through the City of Quincy' Office of Healthy Homes?

The City of Quincy, through its Office of Healthy Homes, administers a housing rehabilitation program to provide safe and habitable housing for low-income homeowners in Quincy. The program provides zero percent and low interest rate loans to eligible property owners for eligible property repairs. The three programs are detailed below:

1. **Homeowner Rehabilitation and Improvement Program**
 - 0% interest loans payable for up to 15 years
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DO I QUALIFY FOR THE PROGRAMS?

Refer to page 2 to determine if your income is within the limits for the size of your household. Refer to Attachment A for details on what to include/exclude from household income.

WHAT ARE THE PROCEDURES?

- Read over the enclosed application and gather the documentation listed on page 5 of the application form.
- Complete the application and submit it, along with your documentation, to the City's Office of Healthy Homes (OHH).
- Applications are processed on a first-come first served basis, based on fully completed application.
- The City may also perform a preliminary credit check.
- Refer to page 3-4 for a step-by-step overview of the process

HOW LONG DOES IT TAKE?

Qualification notice is mailed based upon information provided on the application. The City seeks a turnaround time of four weeks upon receipt of all required documents.


If your application is approved, the OHH staff will schedule a HQS inspection of the home. Based on the inspection, a Work Write Up is written with an estimate of total project cost. An agreed upon Work Write Up and proposal package is completed and reviewed and approved by the homeowner.

The OHH will send an Invitation to Bid on behalf of the owner to obtain sealed bids from a qualified list of licensed and insured contractors. The contractors are invited to meet at the property at an agreed upon time for a property walk through and review the project scope. The Homeowner may choose to invite other contractors to bid, as long as they are licensed and insured. Sealed bids are to be sent directly to the OHH. The lowest qualified bid will be accepted. If the homeowner prefers another higher priced contractor, they will be responsible to pay the difference directly to the contractor. A contract will be drawn up between the property owner and the contractor.

WHAT REPAIRS CAN BE MADE?

Repair of code violations, addressing conditions caused by deferred property maintenance and energy efficiency improvements are the program's priority. Homeowners will provide initial details of proposed property repairs as part of their application. A Housing Quality Standard (HQS) inspection of the property will be conducted by the OHH staff to identify housing and sanitary code violations, and review eligibility of proposed work. Luxury improvements are not allowed under program guidelines. Final determination of eligible work items rests with the OHH. Repairs include but not limited to:

Roof replacement/repair, structural repairs, siding and exterior repairs, window replacement, insulation/building envelope, porch replacement/repairs, electrical repairs, plumbing repairs, heating repair/replacement, hot water repair/replacement, lead paint abatement, accessibility improvements, carbon monoxide/smoke detector replacement and others.

 **CAN I DO SOME OF THE WORK MYSELF?**

No. Only licensed and insured general contractors can bid on the work specifications. This program will not allow “sweat equity”.

 **I STARTED A PROJECT AND DIDN'T FINISH, CAN I GET A LOAN?**

No. This program will not complete work in progress.

 **CAN I HAVE THE CONTRACTOR DO EXTRA WORK IF I PAY FOR IT?**

You may work with the contractor on additional work not specified by the OHH staff/Rehab Specialist, but any additional projects should not be undertaken until the Rehab Program work is completed and signed off, and you will be responsible for any additional costs for the extra work.

 **DO I HAVE A SAY IN THE WORK BEING DONE?**

You will be able to pick out colors and styles for roof singles, siding, flooring etc., as long as the cost is within the estimate provided by the OHH staff/Rehab Specialist. Luxury items will not be allowed. You will have the opportunity to review the work specifications and make changes before you sign off. Sometimes the work must be prioritized. Code violations are the top priority, then energy efficiency repairs.

The PCD housing program manager and staff/Rehab Specialist will work with you throughout the project to ensure that you are satisfied with the quality of the work. If you have any questions, do not hesitate to call the OHH office.

 **WHAT ARE DEFERRED PAYMENT LOANS?**

Qualified property owners will be eligible to receive 0-2% interest rate deferred payment home improvement loans depending on the type of programs; regular loan requires monthly payment while deferred payment loan does not. Deferred Payment Loans are due and payable on property sale, refinance or change in ownership interest. Owners may repay the loans at any time with no penalty.

 **WHO DO I CONTACT FOR MORE INFORMATION?**

Office of Healthy Homes
34 Coddington Street
Quincy, MA 02169

Telephone: (617) 376-1428
Email: quincyohh@quincyma.gov

This program is subject to change in funding, rules, and to availability of funds

FAIR HOUSING and EQUAL OPPORTUNITY

We do business in accordance with federal fair lending laws. Under the federal fair housing act, it is illegal, on the basis of race, color, national origin, religion, sex, handicap, or familial status (having children under the age of 18), to: deny a loan for the purpose of purchasing, constructing, improving, repairing or maintaining a dwelling, or deny any loan secured by a dwelling; or discriminate in fixing the amount, interest rate, duration, application procedures or other terms or conditions of such a loan, or in appraising property.

We are pledged to the letter and spirit of U.S. Policy for the achievement of EQUAL HOUSING OPPORTUNITY throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

