



REDEVELOPMENT AUTHORITY OF THE COUNTY OF WASHINGTON

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To: All Interested Applicants
From: Thomas Moran, Home Improvement Director
Subject: Washington County Home Rehabilitation Program

Enclosed for your use are a Home Rehabilitation Program Pre-Application, Consumer Guidelines and Checklist of items to submit. Please be advised that applications will be received by the Redevelopment Authority BY MAIL ONLY. Applications are funded on a first-come, first-served basis. This could result in you not receiving funding this year. We will maintain a waiting list and there is no need for you to reapply to the program. A letter confirming receipt of your pre-application will be sent to you.

Please be advised that a member of the staff of the Redevelopment Authority will contact you after applications are received to notify you if you will receive assistance. NO CONTRACTOR/VENDOR WILL BE ASKED TO CALL YOU. If any contractor contacts you who indicates that he/she represents the Redevelopment Authority, please contact me before you sign any contracts. We will not be able to fund any rehabilitation work for which contracts were signed prior to completing our review process.

In accordance with the Fair Housing Act of 1988, the American Disabilities Act of 1990, the Equal Credit Opportunity Act, and Section 504 of the Rehabilitation Act of 1973, as amended; the Redevelopment Authority of the County of Washington does not discriminate on the basis of race, color, religion, sex, handicap, familial status, national origin, marital status, or age.

If you have any questions or need assistance in completing your application, please call our office at 724/228-6875, extension 214.

Sincerely,

Thomas Moran
Home Improvement Director

Enclosures

TM/smm
(1/26)



WASHINGTON COUNTY HOME REHABILITATION LOAN PROGRAM CONSUMER GUIDELINES FOR HOMEOWNERS

The U.S. Department of Housing and Urban Development has made Community Development Block Grant and Home Investment Partnership Program assistance available to Washington County for projects and activities, which principally benefit low- and moderate-income persons.

Consistent with the objectives of the Federal Community Development Block Grant Program and Home Investment partnership Program, the County Commissioners have established a program of housing rehabilitation loans designed to assist low- and middle-income homeowners in making needed repairs and improvements to their properties.

The material that follows fully describes the mechanics of the Program and the procedures that must be followed to apply for and receive assistance under this Program when funding is available.

WHAT IS THE PURPOSE OF THE LOAN?

The Loan may be used to correct present, or soon to be present, housing problems, and for energy conservation improvements. In general, most repairs are eligible except for unnecessary luxuries or strictly cosmetic repairs. All properties funded will, at a minimum, meet International Code Council (ICC) International Property Maintenance Code for existing housing upon completion. The loan may not be used to refinance existing debt.

WHO IS ELIGIBLE FOR REHABILITATION LOAN ASSISTANCE?

Homeowners who:

- occupy a residence within the County
- meet certain income requirements
- are current with property taxes and have no municipal, state, or federal liens
- have a home value, after rehabilitation, that does not exceed \$220,000 based on assessed value (which is subject to change without notice)

Applicants in bankruptcy or foreclosure will not be eligible for assistance. Owners of mobile homes may be eligible for assistance if they hold title to the mobile home and own the land on which the mobile home is attached.

Income categories have been established for participation in the Program in accordance with HUD's statistical guidelines. Maximum income allowances are adjusted according to the size of the family:

FAMILY SIZE			Maximum Income *			80 % Median	
1	2	3	4	5	6	7	8+
\$61,850	\$70,650	\$79,500	\$88,300	\$95,400	\$102,450	\$109,500	\$116,600

*Income limits may change periodically

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, RACW does not discriminate on the basis of handicap, in admission or access to, or treatment or employment in, its federally assisted programs and activities.

HOW MUCH CAN I BORROW?

Eligible households may borrow up to \$24,500.00.

WHAT ARE THE REPAYMENT TERMS OF THE LOAN?

Borrowers are eligible for a deferred loan at 0% interest, meaning that no monthly payments are required, but the principal amount of the loan would become due and payable to the County when the property is sold or no longer occupied by the participant. A special provision of this loan is that this loan will be unconditionally forgiven at a rate of 10% of the loan amount each year if the borrower continues to own and occupy the property for 10 years after the loan is made. This loan will be secured by a Mortgage. Please be advised that we will not subordinate our mortgage to allow additional debt to be placed ahead of our loan and depending on the funding source we may not subordinate at all. The amount of the new private mortgage cannot exceed the payoff balance of the existing loan plus reasonable closing costs of a mortgage of record ahead of RACW's Mortgage. *Therefore, if you are planning to refinance your existing mortgage, you may want to consider doing so prior to participating in this program.* Processing fees will be charged by RACW and our solicitor for the review and/or preparation of the documentation necessary to determine if a mortgage subordination request meets our policy.

In addition, processing fees to cover our administrative and legal costs for the review of gas and oil leases and subordination documents will be charged by RACW.

WHO WILL ADMINISTER AND MANAGE THE HOME REHABILITATION LOAN PROGRAM?

REDEVELOPMENT AUTHORITY OF THE
COUNTY OF WASHINGTON
90 West Chestnut Street, Suite 700
Washington, Pennsylvania 15301

WHO WILL SELECT THE CONTRACTOR?

The **HOMEOWNER** will be responsible for selecting the contractor. The homeowner will distribute copies of the corrective specifications and invitations for bid proposals, prepared by RACW, to qualified contractors of his/her choice. Owners are required to obtain at least three (3) bids unless otherwise directed. RACW does not guarantee the work of any contractor. It is highly recommended that you check references and are comfortable with the contractor you select to submit bids for your work. *You will not be happy with the outcome of the program if you are not satisfied with the quality of the work.*

RACW will prepare a construction contract between the homeowner and the lowest responsible bidder, which shall include the scope of work from the General Work Specifications (GWS). Should the owner choose to contract with the higher bidder, RACW will pay the cost of the low bid.

In instances where ICC International Property Maintenance Code performance requirements cannot be achieved within the maximum loan limitations, the property owner must provide evidence of financial capacity to complete the work in an amount up to \$499. Should the cost of corrective work be \$25,000 or more, RACW will not undertake the rehabilitation of the subject property. The additional funding needed must be placed in escrow at the time of loan closing. **Contracts of \$25,000 or more require the use of lead abatement procedures and possibly prevailing wages.**

No rehabilitation loans will be made by RACW unless all ICC International Property Maintenance Code standards are met either within allowable loan limitations or through the provision of homeowner resources. If it is not possible to bring the property to ICC International Property Maintenance Code standards using available funding, RACW will not undertake the rehabilitation of the subject property.

WHEN CAN THE WORK BEGIN?

Once the low bidding contractor has been chosen and the final scope of work and cost are agreed upon, a loan closing and preconstruction conference will be scheduled. This important meeting gives the owner, contractor, and RACW staff a chance to carefully examine the final work specifications and the time schedule. When this is completed, a contract is executed by the homeowner and contractor and the necessary loan documents are signed. One document signed will be a letter from the owner instructing the contractor to begin work. The contractor will not begin the work until the owner issues this Proceed Order directing him to do so.

HOW WILL THE FEDERAL LEAD-BASED PAINT REGULATIONS OF 1999 AFFECT ME?

If lead-based paint or lead hazards are detected in your home, you may be required to vacate your home during the course of the rehabilitation work. Also, the contractor that you select must be trained to perform work in a lead-safe manner. **Please be advised that clutter and poor housekeeping can increase the contractor's cost which may prevent you from participating in the program.**

HOW DO I APPLY FOR ASSISTANCE?

Pre-applications may be obtained at the office of the Redevelopment Authority, 90 West Chestnut Street, Suite 700, Washington, Pennsylvania 15301, by mail upon request by calling RACW at 724-228-6875, or from our website at www.racw.net. Applications are also available at the City or Borough buildings in Monongahela, Washington, Canonsburg, Charleroi, and Donora.

All pre-applications must be mailed via USPS to RACW. Owners are urged not to delay in mailing, as applications are accepted on a first-come first-served basis. Funding for this program is limited.

Applicants will be notified as soon as possible. Accepted applicants will be scheduled for building inspections and financial interviews by the RACW rehabilitation staff. Contractors should not be contacted before the inspection.

QUESTIONS?

Please contact the RACW Rehabilitation Staff at 724-228-6875.

**PRE-APPLICATION FOR HOMEOWNERS
WASHINGTON COUNTY HOME REHABILITATION PROGRAM**

Please complete this form and return **BY MAIL ONLY** to:

Redevelopment Authority of the County of Washington
90 West Chestnut Street, Suite 700
Washington, Pennsylvania 15301

1. Owner(s) Name(s): _____
2. Property Address: _____
 No. Street

 City State Zip
3. Municipality: _____ (City, Township, or Borough)
4. Phone Number (Home): _____ (Work): _____ (Cell): _____
5. Email Address: _____
6. Do you own AND occupy this property/land? Yes _____ No _____
7. If YES, approximate date of purchase: _____
8. What year was the house constructed? _____
9. Have you ever had rehabilitation work done through the Redevelopment Authority?
Yes _____ No _____ If YES, When? _____
10. Are you currently in bankruptcy? Yes ___ No ___ Delinquent Taxes? Yes ___ No ___
11. Number of persons, including yourself, living at this address: _____
12. Do you file a Federal Income Tax Return? _____

13. Household Composition & Income: (Please list the name of every person living at this address and give income source and amount for each).

	Name(s)	AGE	Monthly Amount of Gross Income	Source (i.e. Social Security, Employment, Pension, Interest, Etc.)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

14. Asset Information: (List all checking and savings accounts including Certificates of Deposit of all household members.)

FAMILY MEMBER	BANK NAME	CURRENT BALANCE
_____	_____	_____
_____	_____	_____
_____	_____	_____

List value of all stocks, bonds, trusts, or other assets:

NOTE: All financial information is kept confidential and is used only for the purpose of determining eligibility for this program.

15. Are you a US Citizen or Resident Alien? Yes____ No____. You may be required to submit a copy of your Social Security Card, Birth Certificate, and / or Green Card.

16. Please list the problems you are having with your house:

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Warning: Section 1001 of Title 18 of the United States Code makes it a criminal offense to make willfully false statements or misrepresentation to any department or agency of the United States as to any matter within its jurisdiction. In addition, if you give false information or fail to report any income, you may have to pay back part or all of the money paid by the government on your behalf, as well as standing a chance of losing your home.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

WASHINGTON COUNTY HOME REHABILITATION PROGRAM CHECKLIST

The following must be completed and submitted with your Pre-application to the Redevelopment Authority, 90 West Chestnut Street, Suite 700, Washington, PA 15301 **VIA USPS MAIL ONLY.**

Home Ownership:

- Deed;
- Death Certificate of deceased co-owner(s), if applicable;
- Most recent paid property tax receipts;
- Most recent paid water and sewer bills.

Photo ID:

- Photo ID/driver's license for each adult in household.

Household Income:

- Most recent Federal Income Tax Return (with all schedules and attachments) for each adult in household.

Note: Other documentation and income verification will be required to process your pre-application.