

REHABILITATION FOLDER ORDER

All rehabilitation files area maintained in red folders with six (6) dividers. The following documents are kept in the following sections:

Section I (Inside Cover):

- Document & Activity Checklist
- Activity log -- this is a chronological listing of all contacts and activities that occurred with project
- Letters, correspondence, etc.

Section II:

- Request for Construction Payment
- Change Orders
- Final Waiver of Liens

Section III:

- Housing Rehabilitation Questionnaire
- Housing Rehabilitation Application
- Verifications of Income/Assets
- Deed
- Household Characteristic Form
- Eligibility Checklist
- Rehab Cost Estimate
- Replacement Cost Calculation
- Maximum lien to 100% of assessed value or appraised

Section IV:

- Environmental Review Record

Section V:

- Project Authorization Form
- Lead-Based Paint Test results
- Risk Assessor Report
- Work Write-Up for Lead
- Contracts Associated with Lead

Section VI:

- Construction Contracts
- Attachment A - Work Write-Up
- Attachment B - General Conditions for Construction
- Attachment C (draw schedule provided by contractor)
- Program Participation Agreement
- Right of Recission
- Deed of Trust and Promissory Note

**PRINCE WILLIAM AREA
NEIGHBORHOOD REHABILITATION PROGRAM
QUESTIONNAIRE**

Name: _____ Date: _____
 Address: _____
 _____ Phone: _____

Please check (✓) the appropriate box on each line.

1. Residence

<input type="checkbox"/> Prince William County	<input type="checkbox"/> City of Manassas	<input type="checkbox"/> City of Manassas Park
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2. Tenure

<input type="checkbox"/> Owner	<input type="checkbox"/> Renter
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3. Type of Structure

<input type="checkbox"/> Single Family Detached	<input type="checkbox"/> Townhouse
<input type="checkbox"/> Duplex	<input type="checkbox"/> Manufactured Home

4. Ethnicity

<input type="checkbox"/> Hispanic	<input type="checkbox"/> Non-Hispanic
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5. Race

<input type="checkbox"/> Caucasian	<input type="checkbox"/> African-American
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Asian or Pacific Islander

6. Head of Household

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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7. Elderly/Handicapped/Disabled

<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Elderly	<input type="checkbox"/> Handicapped	<input type="checkbox"/> Disabled
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8. Gross Monthly Income (All Household Members)

\$ _____

9. Household Size

1 2 3 4 5 6 7 8

Please check all boxes that apply:

<input type="checkbox"/> Leaking Roof	<input type="checkbox"/> Sagging/unstable flooring
<input type="checkbox"/> Non-operable heating system	<input type="checkbox"/> Extensive drafts around windows & doors
<input type="checkbox"/> No running water	<input type="checkbox"/> Damaged/leaking foundation
<input type="checkbox"/> Failing well/septic system	<input type="checkbox"/> No kitchen present
<input type="checkbox"/> Electrical problems	<input type="checkbox"/> No bathroom present

Other health or safety related problems:

**PRINCE WILLIAM AREA
2005 MEDIAN INCOME LEVELS**

Effective 2-11-05

30%/50%/80% OF AREA MEDIAN INCOME

**Gross household income 30% area median income (AMI), adjusted for household size per the following:
EXTREMELY-LOW INCOME**

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$18,750	\$21,450	\$24,100	\$26,800	\$28,950	\$31,100	\$33,200	\$35,350

**Gross household income 50% area median income (AMI), adjusted for household size per the following:
LOW-INCOME**

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$37,250	\$35,700	\$40,200	\$44,650	\$48,200	\$51,800	\$55,350	\$58,950

**Gross household income 80% area median income (AMI), adjusted for household size per the following table:
MODERATE-INCOME**

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$40,600	\$46,400	\$52,200	\$58,000	\$62,650	\$67,300	\$71,900	\$76,550

Jurisdictions covered by these income limits include the following: Arlington, Fairfax, Fauquier, Loudoun, Prince William, Spotsylvania, and Stafford County, and the Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Manassas and Manassas Park in Virginia; Washington, D.C.; and Calvert, Charles, Frederick, Montgomery, and Prince George's County in the State of Maryland

The Washington, D.C. MSA Median Family Income is \$89,300

Median family income estimates will be available at HUD's Internet site: <http://www.huduser.org/datasets/il/html>

Standard Rehabilitation Item Checklist

The following is a listing of standard rehabilitation items that are apart of every Neighborhood Housing Rehabilitation bid. If you do not wish to have a particular item as apart of your work write-up used for bidding, you will need to check that item.

Health & Safety

- o **Chimney Inspection** - Verify for structural damage, including masonry units and open mortar joints, and for blockage of flue.
- o **Roof** - Replace with 25-year warranty roof when existing roof is more than 10 years old or has visible signs of deterioration.
- o **Floor Covering** - Replace carpet that is torn, worn or over 10 years old with new carpet and pad. Vinyl or tile floor covering that is damaged or torn will be replaced.
- o **Painting** - Interior and exterior surfaces that have loose, scaling, peeling or cracked paint will be re-painted.
- o **Electrical** - Installation of GFI receptacles in baths and kitchen if none exist. Replacement of fuse breaker box with minimum 200-amp 110/220-volt single phase electrical service with circuit breaker panel box and circuit breakers.
- o **Smoke Detector** - Installation of smoke detector(s) on each level of the home if they are absent or not working.
- o **Appliances** - When appliances are not in working order or are more than 10 years old they will be replaced with standard items. Appliances include stove, refrigerators and dishwashers. Items not covered are washers and dryers.

Energy Efficiency & Reduced Maintenance

- o **Siding, Rake and Fascia** - When damaged or when there are visible signs of chipping/peeling paint will be replaced with comparable siding or low maintenance vinyl siding (owners choice).
- o **Doors** - Exterior door are replaced when they do not operate properly or are no longer energy efficient. They are normally replaced with metal insulated pre-hung doors with new lockets and weather stripping. Interior doors that are missing or damaged are replaced with hollowcore doors.
- o **Windows** - Single pane windows, windows with broken seals and windows with air loss will be replaced with vinyl clad double pane windows with screens and locks. This also includes sliding glass doors.
- o **Faucets** - Leaking or damaged faucets and showerheads will be replaced.
- o **Toilets** - Replaced with water saver toilet. Color to be selected by owner.
- o **Heating & Cooling** - Replacement of heating and cooling systems that are 10 year old or older with energy efficient models. If household does not have a cooling system one will be installed if requested.
- o **Hot Water Heater** - If hot water heater is more than 10 years old replace with energy efficient model sized to accommodate household.
- o **Insulation** - When insulation is not adequate, insulation will be added to attic, basement and crawlspace for energy conservation.

Other

- o **Gutters** - When gutters are missing or damaged will be replaced with guttering , down spouts and splash blocks

Standard Rehabilitation Item Checklist (continued)

Elderly (65 and older)

Elderly falls and fall-related injuries constitute a huge, growing, costly and deadly public health crisis in the United States. Every 30 minutes it is likely that at least 360 elderly Americans will suffer a disabling injury from a home accident and that, as a result, two to six Americans will die. The U.S. Public Health Service estimates that 1/3 to 2/3 of these deaths due to unintentional injury are preventable. Home modifications work to prevent home accidents and to reduce the social, personal and public cost of geriatric falls and home accidents. Studies document the fact that substantial percentages of older Americans are keenly aware that their homes are not optimally configured for their safety and their physical functioning. Significant percentages of elders know that one or more home modifications would be desirable to improve their safety and/or their independence.

- o **Grab Bars** - Installation of grab bar on tub wall and one near toilet.
- o **Safety Tread** - Installation of safety tread on floor of bathtub.
- o **Shower** - Installation of hand-held shower nessel
- o **Lighting** - Installation of glow rocker light switch in bedroom, bath and kitchen.
- o **Stair Rails** - Installation of stair railing on both sides of stairs.
- o **Door Knobs** - Installation of paddle door knobs to all exterior and interior doors.

Homeowner Signature

Date

Homeowner Signature

Date

Monthly Housing Rehabilitation Report

Community Development Specialist

Month/Year

Owners Called in From Waiting List

Name	Name
1.	2.
3.	4.
5.	6.
7.	8.

Formal Applications Received

Name	Name
1.	2.
3.	4.
5.	6.
7.	8.

Income Eligibility Determinations

Name	Name
1.	2.
3.	4.
5.	6.
7.	8.

Property Initial Inspections

Name	Name
1.	2.
3.	4.
5.	6.
7.	8.

Cost Estimates and Work Write-up s Performed for Rehabilitation

Name	Name
1.	2.
3.	4.
5.	6.
7.	8.

Contracts for Lead -Based Paint Hazard Testing & Cost

Contractor	Owner	Cost
1.		
2.		
3.		
4.		

Owners Properties Tested for Lead-Based Paint Hazards

Name	Address
1.	
2.	
3.	
4.	

Owners Properties Found to Contain Lead-Based Paint Hazards

Name	Address
1.	
2.	
3.	
4.	

Work Write-ups Performed for Lead-Based Paint Reduction and Rehabilitation

Name	Name
1.	2.
3.	4.
5.	6.
7.	8.

Bids for Lead-Based Paint Reduction & Rehabilitation Work Completed

Name	Name
1.	2.
3.	4.
5.	6.
7.	8.

Contracts for Lead-Based Paint Reduction & Rehabilitation Work

Name	Address	Lead Cost	Rehab Cost	Total
1.				
2.				
3.				
4.				

Owners Properties with Clearance that Passed

Name		Name	
1.		2.	
3.		4.	
5.		6.	
7.		8.	

Owners Properties with Clearance that Failed and Required Re-Testing

Name		Name	
1.		2.	
3.		4.	
5.		6.	
7.		8.	

Number of Inspections for Properties under Contracts: _____

Change Orders and Amounts

Name	Amount
1.	
2.	
3.	
4.	

Properties Completed With Final Payment

Name		Name	
1.		2.	
3.		4.	
5.		6.	
7.		8.	

Deed of Trusts Filed

Name	Amount
1.	
2.	
3.	
4.	

Total Cost of Lead-Based Paint Testing, Lead Hazard Reduction, Clearance, Rehab and Deed of Trust

Name	Testing	Lead Reduction	Clearance	Rehab	Deed	Total
1.						
2.						
3.						
4.						