



Housing Minor Rehab Program

Adopted by Ordinance #101-2017 and Resolution #9896-2019
Updated 4/3/25

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Owner's Acknowledgement for Receipt _____
 Signature & Date

Preface

The City of Alexandria's *Housing Minor Rehab Program* will be managed by the Community Development Department (CmDv) and funded through CDBG, authorized by the Department of Housing and Urban Development (HUD). The intent of this program is to be in accordance with the City of Alexandria's Five-Year Consolidated Strategy and Plan, where the goal for affordable housing is "to improve the condition and availability of affordable housing for low/mod-income Owners." All programs are subject to funding availability and may be suspended during any funding year.

The City of Alexandria, as authorized by the rules and regulations governing the proper administration of the CDBG program, must adopt policies and procedures as outlined in this document, to the degree practical, for adequate implementation guidelines that conform to local, state and federal law. This plan was approved for adoption by City Council Resolution Ordinance #101-2017 and Resolution #2896-2019. Minor revisions to the plan, as well as increases in the amount of annual award, may be made as needed, without adoption by City Council, as long as the overall premise of the program guidelines remains consistent. The most current program guideline version shall be implemented for each program cycle, from application taking through project completion.

The City may also have outside funding sources, such as Special Needs Assistance Program (SNAP) or other FHLB defined programs that may be accessed on behalf of the eligible applicant, if available to the City. The funds may have other terms that may be applied in addition to or in lieu of some terms listed in this booklet. If the applicant agrees to accept those terms, CmDv will utilize all known sources to help pay for repairs.

Article I – Program Overview

The intent of the scope of work to be performed under this program is to make deferred maintenance repairs to remove safety and health hazards within an existing Owner-occupied, single-family residential home. The repairs may also help lower maintenance costs, provide energy efficiency and extend the useful life of the structure. These repairs shall also help to maintain the structure within the conditions defined in the current International Property Maintenance Code (IPMC), which is more stringent than HUD's version of NSPIRE or REAC. The program assumes that when the house was originally built that it was constructed in compliance with the building codes of that time period. Any repair work performed must meet the standards of the current International Residential Code (IRC).

Applications will be accepted from residents living within the City of Alexandria that meet certain criteria related to target neighborhoods / location, feasibility, income, age, occupancy and ownership. There are also limits on funding assistance available for houses in the 100-year floodplain. These criteria and other requirements will be explained in subsequent articles.

- To verify if your home is in a floodplain area, call 318-473-6363 for the City Floodplain Manager.
- To verify if your home is in a low to moderate income census tract, call 318-449-5074 for the City Rehab Program Manager.

The City is providing this program as a grant to eligible, awarded applicants. This means that the property will not be lien-ed for the amount invested. In consideration for receipt of funds for Rehab repairs, both the applicant and the subject property location shall be ineligible to apply for any other HUD program managed by CmDv with federal funding for a term of five (5) years. The one exception to that rule is the HUD Lead Remediation Program.

For example: You own a house at 123 Live Street and you receive repairs to the structure through the Housing Rehab program in 2022. Then, in 2024 you move to 456 Run Street and your sister moves into your old house at 123 Live Street. Under this rule, you would not be eligible to receive repairs at 456 Run

Street because “you” personally were qualified for repairs back in 2022. Also, your sister’s house would not be eligible at 123 Live Street because repairs were made to that location in 2022.

If the property is sold, conveyed or transferred during the period of the ineligibility, the grant will not become due or payable according to the provisions set forth in this document. CmDv determined that due to the limited stock of safe, decent affordable housing in the City, any improvements made to these structures far outweigh the potential for a lien / loan repayment. In addition, most Owners are seniors and own their home without mortgages or liens and if liens were imposed as part of this program, it is suspected that many Owners would not apply for much needed assistance. Furthermore, past history of the Weatherization and Senior Minor Repair Programs proves that there was negligible repayment of any liens imposed over their five (5) year lien period.

Therefore, in lieu of a lien, this grant will instead impose an ineligibility period or commitment ban. The term of the ineligibility of applying for future awards will be five (5) years. CmDv’s goal is to provide assistance to as many eligible applicants as possible at least once before qualifying someone who has received assistance before. This means that if the Owner and/or property address has EVER received assistance via any program offered by Community Development, the following conditions will apply:

1. If you have received assistance in the last five (5) years, you are ineligible to apply.
2. If the property address that you own and occupy has received assistance in the last five (5) years, the “property” is ineligible to apply.
3. If you have received assistance more than five (5) years ago, you will be placed on a waiting list until all qualified applicants during the application period who have never received assistance are considered.
4. Again, the one exception is the HUD Lead Remediation Grant. If you have received assistance under that particular program, you are eligible to apply for this one.

The CmDv Program Manager may elect to verify each year that the same Owner / Applicant still owns and resides at the property during this five (5) year commitment ban. This verification can be completed via City utility bills, Parish Tax Assessors Office and/or Parish Clerk of Court Office or other similar sources.

Article II – Maximum Grant Limitation

A. Federal Regulations: There are federal regulations that control the amount of investment that can be made in a property. The main two that affect the *Housing Minor Rehab Program* are for lead testing and floodplain insurance.

1. See Article XX for more on the Lead Safe Housing Rule that requires lead testing for any repairs where more than the allowed de-minimis areas are disturbed or certain scopes of work are exempt from lead testing requirements. If deteriorated lead based paint is found and is within the scope of work to receive repairs, it must also be remediated which could significantly increase the amount of investment in the structure. Note that 24 CFR 35.115, 24 CFR 35.1350.d and §570.608 24 CFR Part 35, exempts replacement of roofs from requiring Certified Risk Assessors Lead Clearance Tests.
2. See Article XXI for more on floodplain regulations. The location of the property, inside or outside of the floodplain, also affects the amount of investment that can be made on repairs. The amount invested will be determined by the costs necessary to correct all eligible repair items and the financial threshold is subject to change per EPA guidelines. The amount requiring flood plain insurance coverage was increased from \$5,000 to \$10,000 in 2020. The financial burden requiring a property owner to carry flood insurance is an extreme cost burden and the insurance is required for the life of the structure, not just the time that the owner occupies the house. Additionally, CmDv would also be required to monitor active insurance annually which would be quite labor intensive and costly.

- B. Tiers of Maximum Funding: There are three tiers for the level of the maximum grant available for *Housing Minor Rehab Program*. These tiers of investment are established to try to help as many property owners as possible with deferred maintenance costs to hopefully keep them in their houses for a longer period of time. The three tiers for the maximum grant of investment shall be defined as:
1. \$5,000 maximum is allowed for electrical, plumbing or carpentry type repairs that do not disturb more than the de-minimis square footage areas defined by the Lead Safe Housing Rule.
 - a. If more than the de-minimis area is disturbed, lead testing is required, as well as abatement to remove the lead, thereby exceeding the maximum grant limitation defined by this program.
 2. \$10,000 maximum is allowed for roof repairs / replacement because that specific scope of work is exempt from lead testing requirements but is located within the floodplain.
 - a. The \$10,000 maximum is the threshold for repairs to structures within the floodplain as defined by EPA because the property owner will not be required to carry flood insurance.
 - i. Even if a property does already have flood insurance on their home, the \$10,000 maximum will still be enforced in effort to remove the monitoring requirements that would be imposed on CmDv for the life of the structure.
 3. \$15,000 maximum is allowed for roof repairs / replacement because that specific scope of work is exempt from lead testing and when the structure is NOT in the floodplain.

Article III – Owner Application

Applications for the *Housing Minor Rehab Program* will be accepted by CmDv. Generally, applications are collected in-person during early March for one week at a local Community Center. Applicants will be required to complete an application and submit required documentation. After application, applicants then have two additional weeks to bring any missing documentation to CmDv. Applications will be processed in the order of completed applications received on a first come, first serve basis. In cases of extreme hardship, the staff can interview the client at a different location by appointment or assist the applicant with an online application in certain circumstances approved by CmDv Administrator. By Owner's signature of application submittal, the Owner is attesting to the following:

1. The applicant certifies that all information furnished in support of this application is given for the purpose of obtaining funds from the *Rehab Program* under the federal CDBG Program at 24 CFR Part 92, and is true and complete to the best of the applicant's knowledge and belief.
2. The applicant understands that they have a limited window of time of two weeks after the application period to provide all required documentation. Any submittals outside of that defined window will be rejected.
3. The applicant further authorizes CmDv to obtain verification of any information contained in the application from any source named therein. It is understood that this information is for the confidential use of CmDv.
4. The applicant certifies that he/she is the Owner and primary is the primary residence of the Owner described in the application, and that the rehab proceeds will be used for the labor and materials necessary to correct all eligible repairs.
5. The applicant hereby understands that if the cost to repair all items necessary to bring the structure into compliance with the current International Property Maintenance Code exceeds the program limit as noted

in Article II, the structure will be disqualified from participation in the program. The City's Inspector will be responsible for verifying the scope of work eligible within each structure.

6. The applicant certifies that he/she has received a copy of the *Housing Minor Rehab Program Policy Guidelines* during contract signing, if applicable, and agrees to abide by those requirements in connection with any funding that may be approved by CmDv pursuant to their application.
7. The applicant further agrees that the City of Alexandria is not the agent of the Owner, or the Contractor; the City of Alexandria does not warranty the work of the Contractor or the quality of construction; nor is the City responsible for warranty repairs. The Contractor will warranty the work. The applicant agrees to hold the City of Alexandria and CmDv harmless for any act or omission on the part of the Contractor.
8. The applicant acknowledges HUD's Conflict of Interest regulations at 24 CFR 570.611(b) for CDBG and 24 CFR 92.356 for HOME. This means that any person who is an employee of the City of Alexandria is a covered person under the rules and serving that person (or an immediate family member) shall require the City to consider a waiver in order to be qualified to obtain financial interest of benefit from these activities either for themselves or for those with whom they have immediate family ties. CmDv will be responsible to collect and process the necessary information to forward to the City's Legal Division for the review of a waiver. The City's Legal waiver process could take as long as six (6) months, therefore, an applicant may not receive benefit that particular year, however, the waiver would still be valid for re-application the subsequent year.
 - a. Furthermore, it is a violation of the Louisiana Code of Governmental Ethics for a public servant, specifically CmDv staff personnel, to do business with an immediate family member. The Code defines "immediate family" relating to public servant as children, spouses of children, brothers, sisters, spouses of public servants' brothers and sisters, parents, spouse and the parents of public servants' spouse. For more definitions and a review of the Code of Ethics, please visit the Louisiana Ethics Administration Program website at www.ethics.la.gov.
 - b. A retired City employee or spouse of a retired City employee does not have a Conflict of Interest for Legal Division to review.
9. The applicant acknowledges that he/she was informed that pursuant to Title VI of the Civil Rights Act of 1964, there will be no discrimination on the basis of race, color, religion, sex, national origin, handicap or familial status in the occupancy of the property receiving funding through the *Rehab Program* from the City of Alexandria. Additionally, pursuant to the requirements of 24 CFR 5.105(a)(2), participation in this program is open to all applicants without regard to actual or perceived sexual orientation, gender identity, or marital status.
10. The applicant, under the PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C., Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement of entry, shall be fined no more than \$10,000 or imprisoned not more than five (5) years, or both."

An application list with date and time will be maintained on all applicants in the order when completed applications are received. An application project number will be assigned, through CmDv project management software, to each participant following the receipt of all required documentation to determine eligibility. Completed applications will not be returned to the applicant, regardless of whether the application was denied or approved.

Article IV – Owner Qualification and Verification

Applicants for *CDBG Housing Minor Rehab* assistance must meet seven (7) basic requirements in order to receive consideration for benefits of the program. However, other considerations, as outlined in this article, are made to ensure compliance with necessary federal regulations. The seven basic considerations are: ownership, household income, location, age, occupancy and feasibility.

A. Ownership

1. An applicant must be the Owner of record and beneficiary of any homestead exemption relief at the Rapides Parish Clerk of Court and Parish Tax Assessor's Office. CmDv will electronically verify ownership to confirm a certified copy of the deed.
 - a. If the primary resident / applicant shares ownership with a sibling or family member through an heir inheritance or legal succession, all other Owners shall be required to sign an Affidavit of Ownership consenting to allow the applicant to reside in the house and apply to receive repairs to the structure. It can take significant time to collect all signatures for an Affidavit of Ownership so the applicant should begin this process as soon as possible.
 - b. If the ownership is shared with a legal spouse, the spouse shall also be counted as an applicant / Owner.
 - c. Other types of homeownership interest are defined in 24 CFR 92.2 and 92.254(c).
2. The applicant / Owner must physically occupy the structure at the time of award and throughout the construction period. Should the Owner pass away, be placed in a nursing home or be confined to a detention center prior to the award of contract, the application shall be considered ineligible. Should any of these circumstances occur after the award of contract but before construction is complete, the CmDv Administrator and/or City's Legal Division shall make a determination at that time on a case-by-case basis on how to address the remainder of the project.
3. Should the property change ownership through inheritance, the heir(s) will be responsible for notifying CmDv of the primary Owner's death and the submittal of a Death Certificate will be required. If the heir(s) plans to reside at the property and they are eligible for participation in the program, CmDv Administrator and/or City's Legal Division shall make a determination at that time on a case by case basis and is subject to meet the minimum criteria for the program.
4. The subject property is prohibited from being offered for sale during the application period and through the entire construction process, if the owner/structure is awarded grant funds. Should the property change ownership through sale or transfer of title during the process, the Owner shall reimburse the City, from the sales proceeds for all expenses incurred on the original applicant / owner's behalf.
5. Other possible Ownership criteria that may be imposed:
 - a. Verification that Parish and City property taxes are paid and current. Property taxes must not be delinquent for any tax year unless the Owner has entered into a written agreement with the taxing authority outlining a payment plan for delinquent taxes and is abiding to the written agreement. CmDv will electronically verify tax status at the time of application.
 - b. Verification that standard property insurance is maintained on the property (with coverage adequate to ensure the City's lien position, if applicable). If a property is located in a floodplain, see Article II and XXI for additional floodplain insurance requirements.
 - c. Verification that any mortgage on the property is paid and not more than sixty (60) calendar days past due at the time of application

- d. Verification that the City of Alexandria utility billing and payments are paid and current at the time of application and through the entire construction process. Owners would also be eligible if they are on a payment plan and making timely, scheduled payments. If utilities are disconnected during the application and/or construction process, the Owner shall be required to pay any outstanding balance to have the utilities reconnected no more than 24 hours later. CmDv will electronically verify utility bill status at the time of application.

B. Occupancy

1. The applicant must be able to prove they have been the primary resident of the house for at least twelve (12) consecutive months prior to application.
 - a. A Driver's license or formal letters or bills may be one method of verification provided.
 - b. Current utility bills has been in the applicants name for the prescribed time period and can be verified electronically by CmDv staff at the time of application.
2. The Owner must reside in the housing unit, must be the primary Owner or the heir of a living trust, and must certify that the structure is the primary residence of the applicant. If at any time during the application process CmDv determines the Owner does not reside in the housing unit to receive Rehab repairs, the application will be disqualified.
3. Eligible occupancy applicants who are veterans may be considered as a priority. Veteran includes any person having served in the armed forces, active or inactive and/or their spouse, even if the Veteran is deceased. DD214 military documentation will be required at the time of application.
4. Eligible occupancy applicants with physical disabilities may be considered as a priority. Disabled is defined as a person who has a disability to have a physical, mental or emotional impairment that is expected to be of long continued and indefinite duration. This disability must substantially impede his/her ability to live independently, and be of such a nature that such ability could be improved by more suitable housing conditions. A disabled person is also defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 USC 6001(5)).
5. Improvements to the dwelling to remove architectural barriers that restrict mobility and accessibility may be authorized for owner-occupied households that include elderly or physically disabled persons and veterans. The necessity for such improvements shall be supported by appropriate written notification from the applicant's physician when no visible evidence of disability is present, referring social service agency, or a similar outside authority familiar with the applicant's living situation. Receipt of Social Security Disability or Supplemental Security income can also be used as verification of disability. Architectural Barrier Removal does not include portable items such as wheelchairs, walking aids, vehicle lifts or other portable personal assistance items.

C. Household Income

The low-income limits are established annually by HUD for Alexandria, Louisiana within Rapides Parish jurisdiction. The applicant's household gross annual income must be within current HOME Income limits for low-income (80% of median) to be eligible for housing assistance. *These limits are subject to periodic changes by HUD to reflect cost of living changes in median income, etc. As HOME Income limit changes occur, the CDBG Housing Minor Rehab Program income limits will automatically be revised to coincide with the new Rapides Parish (Louisiana) HOME low (80%) income limits, which are usually effective annually in the spring.* The formula uses the number of family members in the house with the total amount of income from all defined parties. The current limits, as of April 2025, are as follows:

# of people per household:	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
80 % Median Income:	\$42,200	\$48,200	\$54,250	\$60,250	\$65,100	\$69,900	\$74,750	\$79,550

HUD also defines the level of low to moderate income as follows:

1. Extremely low income = 30% of AMI
2. Very low income = 50% of AMI
3. Low income = 80% of AMI

Annual income is defined as “all amounts, monetary or not, which go to, or on behalf of, the ...(household) head or spouse (even if temporarily absent) or to any other... (household) member... anticipated to be received... during the 12-month period following” the determination of income. Gross annual income includes but is not limited to: child support, social security, pensions, income from annuities, interest income, insurance policies, retirement funds, disability and death benefits, personal assets, business interest and/or assets, other real estate properties, annual casino winnings, etc. All income verification documents must be dated within three (3) months of application. It is possible that income verification may have to be updated if more than six (6) months pass from the time of application to the start of work. A minimum of six (6) months of most recent bank statements shall be required for review. Bank statements cannot be redacted.

Please note that on 4/16/2024, for federally funded programs, HUD clarified that if the City chooses to use the IRS 1040 income definition, certain types of disability compensation may be excluded from the calculation, including disability benefits from the VA. The City may also choose an alternative income definition that does not exclude disability compensation which may inadvertently impact whether prospective beneficiaries who receive disability benefits qualify as low to moderate income.

Household income will be determined in accordance with the requirements of 24 CFR 92.203 which requires the City to “calculate the annual income of the household by projecting the prevailing rate of income of the household at the time the participating jurisdiction determines that the household is income eligible. Annual income shall include income from all persons in the household. Income or asset enhancement derived from the federally-assisted project shall not be considered in calculating annual income.”

In calculating household income, the City will use the definition of annual income in 24 CFR 5.609 (except the value of the applicant’s assistance and the value of the applicant’s principal residence will be excluded from the calculation of their Net Family Assets), also known as the “Part 5” or sometimes referred to as the “Section 8” definition.

The calculation used to determine gross annual household income shall be consistent with HUD regulations and HUD’s definition of income including the sources of income that are to be included or excluded from the calculation. Income of all household residents age 18 or over, unless they are a full-time student, income determinations will be based on not less than two months of source documentation (e.g. pay stub, bank statements, etc.) and will generally be supplemented with third-party verifications including, but not limited to:

1. *Employment* – the City will collect pay stubs from the applicant but a “Verification of Employment” may also be completed and documented in writing or orally, by the employer for each employed member of the family.
2. *Public Assistance* – a “Verification of Income Form” signed by the agency or entity providing the assistance (e.g. social security, SSI, etc.) must be provided by the Owner to CmDv.
3. *Self-Employment and/or Working Income* – applicants will be required to submit the previous year’s Federal Income Tax Return (IRS 1040 or 1040A) as evidence of income, as well as year-to-date profit and loss statements.

If there is a resident within the house that is 18 years or older but claims to not have any source of income and/or zero income, the parents / Owner / applicant shall be required to sign an Affidavit of Household Income. Additionally, their income status will need to be re-verified every three (3) months.

Other sources of income that may be considered is recreational gambling. If bank statements, Federal Income Tax Returns and/or 1099’s indicate profits or losses, the applicant will be required to provide bank statements for six (6) consecutive months to determine income eligibility.

Per 24 CFR 5.618(a)(1), the family’s net asset, including income, assets and legal trusts, thresholds over \$100,000 shall not be eligible to participate under the income requirement because they have ownership and the legal right to sell. Ownership interest in, a legal right to reside in, and the effective legal authority to sell, based on State or local laws where the property is located, shall be considered a source of income that could be sold to provide financial resources to pay for the repairs independently and relieve the need for federal assistance. This information will be verified through the Rapides Parish Clerk of Courts office, Secretary of State’s office and any other established source for ownership interest. This program is intended to target individuals with true financial needs because they do not have another source.

1. *Net income from operation of a business or profession* – per 24 CFR 5.609, expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family. Financial Form 1040, IRS Schedule C (Profit or Loss for Business), IRS Schedule K-1 (Form 1065) (Form 1120-S) or business financial statements may be requested for the past three (3) years to determine net income eligibility.
2. *Interest, dividends and other net income* – per 24 CFR 5.609, income from any kind of real or personal property shall be counted as income. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family. Where the family has family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

D. Location

1. Only a single family dwelling unit located within the Alexandria city limits will be eligible for housing assistance. CmDv will electronically verify location at the time of application.
2. The structure is given priority if located within a Low Mod income Census Tract (as defined by the most current American Community Survey (ACS)) and/or Target Neighborhood (based on a survey in 2010 & 2020 Revitalization Area studies). See Article XXIII for the City's 5 Target Neighborhood map. The City of Alexandria has identified 5 Target Neighborhoods that satisfy a concentrated area of "low to moderate income" residents. HUD requires that 70% of CDBG award funding must be spent on "low to moderate income" applicants at up to 80% LMI. To verify if your house is in a target neighborhood or Low Mod Census Tract, call 318-449-5074 for the Rehab Program Manager.
3. Structures eligible to receive more than \$10,000 of assistance must also be located outside the Floodplain, based on the most current FEMA floodplain maps. Any structures located within the 100-year floodplain requiring more than \$10,000 of rehab assistance shall be automatically disqualified. See Article II and XXII for more information on floodplain regulations. To verify if your home is in a floodplain area, call 318-473-6363 for the City Flood Plain Manager.
 - a. If the property is in the floodplain and were to receive assistance, HUD requires that the property owner then carry flood insurance for the life of the structure, not just the time that the owner occupies the house. Flood insurance is an extreme cost burden to low to moderate income households. Additionally, CmDv would be required to monitor active insurance annually which would be quite labor intensive and costly.

E. Age

1. Applicants must provide documentation to include a copy of the applicant's birth certificate, driver's licenses or other legal, approved identification with photo id and date of birth.
2. A minimum of 50% of all applications shall be awarded to persons 55 years or older. For the purpose of this document, CmDv defines persons 55 years and older as seniors. HUD defines elderly as 62 years of age or older. The internal waiting list will be maintained to identify seniors and non-senior applicants.

F. Feasibility

CmDv Inspectors will perform a CDA Structural Feasibility inspection to evaluate the structural condition of the dwelling unit and the total estimated cost of repairs. CmDv staff will analyze this information to determine if the house itself is worth making an investment in to make repairs and extend the useful life of the home. A structure will be determined ineligible to participate in the program if one or more of the following conditions exist:

1. The lowest responsive proposal received to correct all items in the work description exceeds the program limit as noted in Article II.
2. The residence has structural damage due to termite infestation which may have impacted framing studs, plates, floor joists or sills, rafters, and ceiling joists or other structural components.
3. The residence has evidence of mold damage anywhere in the interior of the structure.

4. The residence has major structural defects such as foundation or roofing issues. Examples would be unlevel piers, rotten floor joists or sills, sagging roof, rafters or ceiling joints, inadequate lower or upper plates allowing settlement to sag to ceiling joists, entry doorways and windows.
5. The owner's personal property and possessions shall be maintained in a clean and orderly fashion. If there is excessive accumulation of furniture, merchandise, hoarding, or unsanitary conditions at the time of initial inspection, the Owner will be given five (5) calendar days verbal or written notice to remove all barriers. This will ensure that the Inspector and Contractor(s) can sufficiently inspect any work within all areas of the house. Failure to remove barriers will prevent the applicant from eligibility in the program.
6. Any pets shall be removed by the Owner, kenneled or chained away from the areas of inspection and/or work while workers are onsite. This shall include animals that typically reside inside the house or in the immediate area of the exterior of the house where inspection or work is to be performed. Any unsanitary conditions related to pets/animals, shall be cleaned immediately. Failure to constrain pets safely will be grounds for rejection.
7. No duplexes or other multi-unit properties or apartment buildings; no mobile homes, trailer houses or manufactured housing built to HUD standards will be eligible.
 - i. Single family dwelling units and/or pre-fabricated modular houses, constructed to the International Residential Code standards, will be eligible to participate in the program.
8. The residence does not meet federal lead hazard reduction requirements under 24 CFR Part 35 based on the CmDv staff evaluation of the site, specifications, estimated costs and interviews with the occupants. This applies only to dwelling units where disturbance of paint above the de-minimis levels are being considered.
9. The house must have all utilities active to the residence. In the event any of the utilities are disconnected, the Owner will have three (3) business days to pay their bill in full and have the utilities reconnected so that work and necessary inspections can be performed.
10. An economic feasibility review will also be an eligibility factor. This is determined as the total amount spent on each house shall not exceed 50% of the after-rehabilitation value of the house. After rehabilitation value will be determined by adding 25% of the rehabilitation grant amount to the Parish Tax Assessor's market value. (Tax Assessor's Market Value +.25 of Rehab Grant = After Rehab Value). This concept is intended to ensure that the current condition of the structure is worth adding the investment of repair costs to a house to extend its useful life.

Article V – Owner Notification of Eligibility

A determination of eligibility will be completed in two phases and all applicants will be notified, in writing, of the status of their application after both phases are completed. This process can take up to three (3) calendar months.

1. The Owner will be determined eligible based on Article IV, items A-E. The CmDv staff will review the documentation submitted and notify the Owner, in writing, of their eligibility status. Initial eligibility does not indicate final approval of the application. Eligibility of the Owner at this stage is determined based on all information provided at the *time of application*.

2. The *structure* will then be determined eligible according to criteria set forth in Article IV, item F. CmDv Inspectors will inspect the structure to determine if the dwelling unit is determined eligible. Eligibility of the structure at this stage is determined based on all information provided at the *time of inspection*.
 - a. If the Owner and structure qualify and the funding is available, CmDv staff will notify the Owner, in writing, that the Owner is fully eligible. There are a series of steps that take place over the next three (3) to six (6) months so the Owner shall be patient as CmDv works through the process. Should the Owner have questions, they can call the Rehab Program Manager for updates.
3. If the Owner and structure qualify but the cost of repairs exceed the maximum benefit allowed, CmDv staff will notify the Owner in writing that they are ineligible. The Owner will not have the option to pay the balance of the maximum benefit available versus the cost to make the repairs.
4. If the Owner and structure qualify, however, the funding is no longer available, CmDv staff will notify the Owner, in writing, that the Owner will then be placed on a waiting list for the remainder of that current program year. After that time, if no funding becomes available, the applicant may elect to re-apply for subsequent year funding of if their circumstances change.
 - a. For example: if the program allocation for that year is \$100,000. The first twenty five (25) applicants have defined scopes of work that are bid out for pricing. The total for all twenty five (25) jobs is \$120,000. CmDv will make awards to only the number of jobs that it can fully pay the cost of repairs. Therefore, if you are applicant #24 or #25, there may not be enough money for you to receive assistance.
5. Applicants have fifteen (15) calendar days from the receipt of the notice of eligibility to contest the findings. Applicants who wish to appeal the decision must do so in writing according to Article XVIII - Grievance Procedures.

Article VI – Eligible Repairs per Structure

Repairs are required to be performed to maintain the structure within the conditions defined in the current International Property Maintenance Code (IPMC). Any new work performed shall be in compliance with the current International Residential Code (IRC). These repairs may include the following:

- A. Eligible repairs:
 1. Replacement of roof decking and shingles;
 2. Repairs to electrical required to meet code standards;
 3. Repairs to plumbing required to meet code standards;
 4. Repairs to gas system required to meet code standards;
 5. Repairs to porches;
 6. Window replacement or repair;
 7. Provide a fire extinguisher;
 8. Door (exterior and interior) replacement or repair;
 9. Installation of weather-stripping and thresholds on exterior doors;
 10. Installation of combination smoke detector /carbon monoxide detector;
 11. Exterior painting or installation exterior wall cladding and/or vinyl siding for weatherproofing;
 12. Installation of handicapped ramp;
 13. Handicap accessibility for disabled Owners defined by type of need;
 14. Repair of central heating and air unit;

15. Replacement / repair of water heaters;
16. Installation of blown attic insulation;
17. Installation of attic access panel in ceiling;
18. Installation / replacement / repair of handrails and guardrails with elevated walking surfaces;
19. Caulking of exterior windows, exterior doors, baseboards, and ceiling registers;
20. Any condition that is determined to meet the definition of "repair" defined in the International Property Maintenance Code, defined by HUD and/or approved by the CmDv Administrator.

B. Prohibited Luxury Items will not be considered under any circumstance:

1. Replacement / repair of metal or tile roofs;
2. Installation / repair / replacement of portable window hvac units;
3. Hot tubs, whirlpool baths, steam showers;
4. Patios or decks;
5. Room additions;
6. Installation of fireplaces or televisions;
7. Window treatments;
8. Carports or garages;
9. Items above standard builders grade or in excess of approved specifications;
10. Any condition that is determined to meet the definition of "luxury" or "structural" as interpreted by the CmDv Administrator.

C. Repair / Rehab Scopes of Work and Cost Estimate

International Code Council (ICC) certified Multi-trades Inspectors shall make a second visit to the home after it is deemed eligible to perform a CDA Rehab Assessment inspection to define a scope of work for repair / rehab and cost estimate for each structure per 24 CFR 251(b)(3). All items in the work description must be eligible according to Article VI above. By simple application submittal and Owner notification process, the Owner is authorizing CmDv to advertise for bid proposals on their behalf.

Due to the limited funding per structure in this program, CmDv will attempt to repair the most critical scope of work first, within the maximum grant amount in Article II. For example: If there is significant damage to the roof and the bid received exceeds the maximum grant amount to repair the roof, then any other work that may be needed, like plumbing, will not be defined since the house will continue to deteriorate until the roof is repaired. The house will be considered ineligible until the roof is fixed. Therefore, work will be prioritized in the following order:

1. Roof repairs;
2. Electrical repairs;
3. Plumbing repairs; then
4. Carpentry repairs.

Article VII – Contractor Eligibility and Registration

Contractors must meet ALL of the following criteria in order to become registered through CmDv to submit a proposal on Rehab projects. The application can be found at www.cityofalexandria.com/community-development. Scroll to the lower section of the page and click on the CmDv Contractor Registration Application link. You can also call the CmDv Permit Tech at 318-449-5072 to request an application.

A. Contractor Eligibility Registration Requirements:

1. State Contractors License / Certification: a current, active Contractor's license issued by Louisiana State Licensing Board of Contractors (LSLBC). The license / certification type shall be specific to cover the scope of work being performed. Regardless of the dollar amount of the scope of work, a State registration / certificate / license shall be required. Some examples are:
 - i. Residential and/or Commercial Contractor's license
 - a. (Home Improvement Certification is not acceptable)
 - ii. Master Electrician's license (electrical work only)
 - iii. Master Plumber's license (plumbing and gas work only)
2. Local Registration: Contractor shall complete an active Contractor's Jurisdiction Registration with City of Alexandria's Community Development Department. This is a specific criteria for registration and shall include an executed Contractor Profile and Statement of Qualification. This is different than other City Registrations and has a different criteria for registration.
3. Local Registration Status: Developer must hold a status of "*in good standing*" with *CmDv*, Construction Development and other Divisions of the City of Alexandria if they have ever worked on City projects in the past.
4. Insurances: The Contractor shall provide verification of current insurance policies and maintain insurance in the types and amounts required by RFP document from the time of bid award through the issuance of the Certificate of Occupancy after all work is complete and passes inspections. Some of these insurance limits may exceed the normal requirements of the *CmDv* Contractor Registration, however, these minimums will be required:
 - a. Workers' Compensation Insurance. The Contractor shall procure and maintain during the term of a resulting contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Louisiana with a minimum limit of \$1,000,000 each accident for any employee.
 - b. Commercial General Liability Insurance. The Contractor shall procure and maintain during the term of a resulting contract. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury and Property Damage, coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) Per Project Aggregate.
 - c. Motor Vehicle Liability. The Contractor shall procure and maintain during the term of a resulting contract, Motor Vehicle Liability Insurance, including Louisiana No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
 - i. The Contractor shall be prohibited from using personal vehicles for the demolition of structures and hauling / removal of debris.
 - d. The cost of any insurance deductibles shall be borne by the Contractor.

- e. An Umbrella Policy or excess may be used to meet minimum requirements.
 - f. Additional Insured. Within five (5) working days after notification of bid award tabulations, the Contractor shall include an endorsement stating the following shall be additionally insured: *The City of Alexandria, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers.* It is understood and agreed by naming The City of Alexandria as additional insured, coverage afforded is considered to be primary and any other insurance the City may have in effect shall be considered secondary and/or excess.
 - g. Cancellation Notice. All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, ten (10) days for non-payment premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to the City's Community Development Department.
 - h. Expiration of Policies: If any of the above coverage expires during the term on this contract, the Contractor shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.
5. SAM Registration: Contractor must provide written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at www.sam.gov/portal/sam. Any bidder that is found listed on SAM's as in violation, shall automatically be rejected from bidding privileges, *CmDv Qualified Contractor Registration* and/or bid award, by Category and/or in its entirety.
 6. Contractor Litigation History: CmDv reserves the right to request information on Contractor's legal history to date. This is intended to verify any litigation that the Contractor has been involved in to provide reasonableness to work through issues and the potential risk of performance if selected to perform work on behalf of CmDv and the City. If the Contractor is or has been in litigation or has pending litigation arising out of the performance or delivery of services similar to those described herein, Contractor shall provide a written explanation of the issues involved and the outcome, if resolved. Results may affect an award to a low bidder since the City is seeking the most responsible, responsive Contractor.
 7. Crimes and Convictions: By application, the Contractor is acknowledging that they have not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes. See Article XXII for more information. Any Contractor found guilty of a felony conviction shall automatically lose any "good standing" and shall be debarred from continued work with the City for two (2) consecutive years.
 - a. Additionally, any arrests made for the following types of offenses may also affect a Contractor's eligibility for award since the Contractor will be working in private residences which could affect the occupant's level of comfort / safety and/or increase the opportunity for similar accusations. A broad overview of offenses may include but is not limited to: assault, theft, drug-related offenses, fraud or financial crimes, sexual offenses, vandalism, weapons offenses, obstruction of justice and/or rioting.
 - b. Contractor will be required to sign an Attestation Affidavit prior to bid submittal.
 8. Excluded Parties: see Article XXII for more information.

8. Non-discrimination: see Article XXII for more information.

9. AFEAT Compliance: see Article XXII for more information.

B. Contractor Registration Approval:

After reviewing the Contractor's application, the CmDv staff will notify the Contractor, in writing, of their Registration status. Only registered Contractors will be eligible to submit a proposal for the Rehab Program. A Contractor ID number shall be assigned to the Contractor once registration is approved.

Contractors do not decide what work will be performed and are not authorized to make any changes to the scope of work without permission from the City's Inspector.

C. Ineligible Contractors:

Contractors determined ineligible to participate will be notified, in writing, stating the reason(s) for the determination. The Contractor will have ten (10) calendar days from the date of written notice to contest the decision based on criteria as outlined in Article XVIII. Failure to comply with any of the requirements in Article VII is reason to prevent a Contractor from becoming registered to work in the *CDBG Housing Minor Rehab Program*. Contractors approved to participate in the program may be disqualified at any time for *cause*, which could include some of the following reasons:

1. Lapse of insurance coverage or reduction in coverage amounts;
2. Contractor failed to disclose litigation, crimes or convictions and/or sign Attestation Affidavit;
3. Contractor did not meet defined timelines;
4. Contractor conflicting with CmDv staff and/or Owner;
5. Items in the work description were not completed according to specifications and/or poor workmanship was apparent throughout;
6. Contractor failed to arrive on jobsites at the preset time;
7. Contractor failed to communicate timely with the CmDv office regarding inspections;
8. Contractor had outstanding complaint(s) more than thirty (30) calendar days old;
9. Contractor did not complete all work within the required time frame; and/or
10. Contractor failed to honor the warranty and perform necessary warranty work.

The Contractor will be notified, in writing, that their name has been removed from the Contractor registration list until CmDv is provided with the necessary documentation clearing the deficiencies. The Contractor shall be considered "Not in Good Standing". If poor work performance is stated as cause for removal, the Contractor must demonstrate added ability (i.e. a new carpenter, or more qualified workers) prior to reinstatement.

Article VIII – Request for Proposal (RFP) Procedure

Solicitation for proposal and award of contracts will be conducted by CmDv, on behalf of the Owner, according to the following procedure:

An advertisement will be placed in the local newspaper announcing Request for Proposal (RFP) for Contractors to submit proposals on certain dwelling units with a pre-defined scope of work for each structure. Bids shall be advertised for a minimum of twenty-one (21) calendar days but generally run for thirty (30) days. Bid publication notices may also be sent via email to all Contractors who are registered with CmDv. RFP Bid Packets can be downloaded from Central Bidding and the City of Alexandria's RFP page at at no charge once the RFP is published.

CmDv reserves the right and may elect to advertise bid proposals and award contracts in any of the following methods, for the most economic and efficient way for the spending of funds, pending the approval of each Owner:

1. For a single property within one (1) bid proposal.
2. For multiple properties within one (1) bid proposal.
 - a. For example: if there is a total of twenty (20) structures advertised for repairs, CmDv may advertise and award those in batches of five (5) properties to one Contractor. The Contractor must still provide a total bid cost for each property; however, the total cost for all five (5) properties would be awarded to the most responsible, responsive low bidder. In this scenario, four (4) different Contractors could be awarded the work or any combination of less. It is also possible that one (1) Contractor could be awarded multiple groupings. The incentive here is to entice Contractors and Subcontractors to participate in the Rehab program. If the Contractor thinks they could be awarded five (5) jobs instead of just one (1), they may be more interested in participating in the bid process.
3. Non-address specific general scope of work proposals may be published for RFP on an annual work order services contract agreement and the Contractor may be selected from that services agreement.

CmDv may also elect to hold a MANDATORY Pre-Bid Conference generally about twelve (12) business days after the advertisement of the RFP. This session could be done in-person and/or virtually to attract as many bidders as possible. The date, time and virtual link for the meeting will be disclosed in the RFP. CmDv would review pictures of areas to receive work and discuss the scopes defined by CmDv so that all interested parties have the same information. Any questions that a bidder may have must be submitted via email to CmDv a minimum of three (3) business days prior to the Pre-Bid Conference date. Questions will also be accepted during the Pre-Bid Conference. All questions shall be addressed during the Pre-Bid Conference and no questions will be answered outside of this timeframe, which is why the Pre-Bid Conference will be mandatory, if held.

If other extenuating circumstances are present after the mandatory pre-bid meeting, an Addendum may be issued to reschedule the bid opening date and offer clarification. Contractors are responsible for obtaining and signing the work descriptions, bid forms, and to include them with their bid at the time of submittal to acknowledge the scope of work for each property location.

Submittal conditions shall be defined in the RFP, but generally, sealed bid proposals are preferred, however, since RFP is not a public bid for public work, the Contractor may elect to submit the proposal electronically via email to cda@cityofalex.com.

As a general rule, any Non-Profit Organizations acting as a Developer, will not be awarded any projects. Past history has shown that most Non-Profits do not have the capacity or expertise to manage the construction, timelines, Subcontractor, finances, and/or warranty issues. There may be exceptions to this rule, however, experience documentation and references will need to be submitted for review and approval by the CmDv Administrator and/or the City's Legal Division.

Article IX – Bid Award Process

Bids will be opened on the date, time and place specified in the RFP and read aloud. Contractors and Owners are welcome to attend the bid opening, however, not required. Upon completion of the bid opening process, CmDv staff will determine the most responsible, responsive Contractor with the lowest bid for each dwelling unit(s) or multiple groupings. The total bid price for all items listed for repair must be within the maximum grant limitation, as described in Article II, to be considered. If the project scope cannot be reduced to fit within the program limits, the project will be deemed ineligible, however, may elect to apply again in a subsequent year.

All Contractors submitting a bid will be notified of the preliminary bid tabulations submitted by the date prescribed in the RFP, however, actual award will not occur until after the Owner approves the Contractor and/or bid price. Any other inquiries interested in getting a copy of the bid tab must submit a Public Records Request for the release of information by sending an email to pr@cityofalex.com.

CmDv staff will review all bids submitted in accordance to the following guidelines:

1. If only one bid is received on a dwelling unit, CmDv reserves the right to advertise the project again in effort to solicit more bids. However, CmDv may elect to present the bid amount to the Owner and award, if within the maximum loan limitation noted in Article II.
2. No contracts will be awarded to a Contractor without evidence of the required insurance coverage or other criteria listed in Article VII.
3. The work performance of a new Contractor will be evaluated prior to awarding of additional contracts. A Contractor with a poor performance record may be disqualified for cause. If the Contractor is disqualified, the dwelling unit(s) will be awarded to the next most responsible, responsive Contractor with the next lowest bid.
4. If a Contractor is awarded multiple contracts, all awards must be completed within the specified time frame per the RFP.
5. A Contractor submitting a bid to CmDv for the first time may sign multiple contracts at one time, however, must satisfactorily complete the first unit prior to the Rehab Permit issuance of any additional contracts. In the event that the Contractor is terminated for cause, all executed contracts will be terminated, then contracts will be awarded to next low bidder or advertised again to solicit more bids.
6. Contractors with outstanding complaints over thirty (30) calendar days old will not be awarded a new contract until all complaints are corrected.

Article X – Contract Signing with Owner

The most responsible, responsive low bidder will be recommended for award of contract to the Owner, for each dwelling unit to receive work. CmDv staff will meet in the CmDv office at a scheduled time with the Owner. This scheduled time will act as the Preconstruction Conference for the Owner. CmDv staff will review and explain the bids received, the scope of work to be performed, the contracts for signature, lead based paint hazards and the process for construction. CmDv will pay only the amount of the lowest responsive, responsible bidder on behalf of the Owner.

Once the Owner accepts the work description, no changes will be allowed in the prioritization of items. Should the Owner insist that a different scope of work be prioritized or selecting a different Contractor, CmDv staff shall have the right to consider the application ineligible. This is to ensure that valid needs are being addressed rather than applicant desires. Additionally, the Owner will not be afforded the opportunity to pay the difference from the lowest responsive bidder to a different bidder. In the past, the payment transaction timing and actual payment has caused issues between the Owner and Contractor and delayed the completion of the work required by CmDv. If the Owner wishes to hire the Contractor after CmDv's defined scope of work is completed, they may elect to do so then.

The Owner must approve and authorize the lowest responsive bid of the Contractor. In cases of extreme hardship, the CmDv staff may sign the contract documents at the Owner's residence. A Notary will be present to witness signatures on all required documentation. All written agreements and contracts shall comply with 24 CFR 92.504(c)(5) and 24 CFR 92.254(b). The Owner will sign and enter into the following contracts:

- i. The Owner and the City will execute the *CDBG Housing Minor Rehab Program Grant Agreement* (not recorded). The Owner and City contract will not be considered valid until the contracts are fully executed, with the Owner and the Mayor's signature, both legally notarized;
2. The Owner will execute the Home Improvement Contract for *CDBG Housing Minor Rehab Program*. Once that step is complete, then CmDv will meet with the Contractor for them to execute their portion of the Home Improvement Contract in order to deem it valid and enforceable.
3. A copy of the fully executed documents will be sent to the Owner for their files.

In order to promote the *CDBG Housing Minor Rehab Program* to City officials and other potential participants, including both eligible Homeowners and Contractors who may wish to participate, in the Grant Agreement, requests the Homeowner may choose to provide consent or not consent to either or both of the promotion requests for permission to:

1. Display a yard/construction sign at the Property, from the date of the Grant Agreement signing, during construction, and for up to 30 calendar days following completion of the rehabilitation identifying the project as having been funded in part by the City and its Community Development Programs.
2. Publish project photos, including before and after pictures and/or pictures of the Owner and/or members of the Owner's household, in advertisements, public service announcements, or other similar means of promoting including but limited to publication in paid newspaper and/or television advertisements, program flyers or promotional materials, and/or on the City's website.

The Homeowner may consent or not consent to either or both of the promotion requests. Their decision will have no impact on the award if they are otherwise eligible.

Also in the Grant Agreement, the Owner further acknowledges that the City will incur project delivery costs, above and beyond the Contractor's bid proposal, necessary to facilitate and execute the project. These project soft costs can include City staff time, site inspections, postage, advertisement fees, filing fees, etc and shall be reimbursable expenses to the City through the CDBG Program. The Owner shall be provided a summary of the proposed Project Budget, to sign for acknowledgement. Only in the event that the Project Budget exceeds the proposed amount by more than 25%, shall the Owner be required to sign a detailed Budget Revision acknowledgement after the project is complete. The soft costs incurred to facilitate the project shall not affect the status of the amount of investment being provided to the Owner and will not be a part of their total lien.

A copy of all of the fully executed documents will be sent to the Owner for their files.

Article XI – Contract Signing with Contractor and Rehab Permit / Notice to Proceed

Once the Owner selects the Contractor for bid award, a "Contract Signing Notice" form will be emailed to the Contractor indicating the date and time they must appear for the contract signing at the CmDv office. This shall serve as official bid award notice and plan to schedule the start of work. This scheduled time will act as the Preconstruction Conference for the Contractor. The prime Contractor and/or their representative with legal contract signing authority must be present. CmDv staff will review the bid received, the scope of work to be performed, the contracts for signature and the process for construction. The Contractor will execute the following documents:

1. The Home Improvement Contract for CDBG Housing Minor Rehab Program that has already been signed by the Owner.

- i. The bid award and signing of the *Home Improvement Contract* shall replace the need for the Contractor to complete a CDA Rehab Permit application.
 - ii. The scope of work to be performed will be an Attachment to the *Home Improvement Contract*.
 - iii. The scope of work to be performed is generally completed in five (5) calendar days from contract execution, however, in no instance will be greater than thirty (30) calendar days.
2. The *Rehab Permit* to acknowledge the inspections required to be performed and act as the *Notice to Proceed*.
 - i. *Rehab Permit* fee is waived since the City is paying to have the work done and the Contractor will just charge more to cover the permit fees.
 - ii. A Contractor securing an award for the first time with CmDv must satisfactorily complete the first unit prior to the issuance of Rehab Permits for additional contracts awarded. This will allow the CmDv Inspector to evaluate the work performance. A Contractor with a poor performance record will be disqualified.
 - a. If the Contractor is disqualified, the dwelling unit(s) may be awarded to the next most responsible, responsive Contractor with the next lowest bid, if it is still within the maximum funding limit. If it is not, the project may be disqualified until re-application the subsequent year.
 - iii. Contractors with outstanding complaints over thirty (30) calendar days old will not be issued new contracts or Permits until all complaints are corrected.
3. Contractor and City Inspector shall schedule a time for the Site Pre-Conference inspection to meet with the Owner. The CmDv Program Manager will coordinate this time with the Homeowner and confirm the date and time to all parties.
 - i. If a Contractor is awarded multiple contracts, all awards must be completed within the specified timeframe per the RFP and the Rehab Permit issued.

A copy of the fully executed documents will be given to the Contractor at the time of contract signing.

After the Owner selects the Contractor for bid award, a "Contract Signing Notice" form will be emailed/mailed to the Contractor indicating the date and time they must appear for the contract signing at the CmDv office. This shall serve as official bid award notice.

The Contractor shall commence the Work no later than ten (10) calendar days after the issuance of the Rehab Permit and shall complete the Work within thirty (30) calendar days after the issuance of the Rehab Permit. No rain days or holidays will be allowed to extend the contract completion date, unless there are noted disasters or other Acts of God (i.e. hurricane, flooding, tornado, etc.) that have caused detriment to the City of Alexandria or part of the City. Any extensions will have to be approved by the CmDv Administrator.

If applicable, multiple Rehab Permits may be issued to a Contractor at any given time. If the Contractor chooses, Rehab Permits may be issued one at a time, as each unit is completed, however no more than fifteen (15) calendar days will be allowed to lapse between the issuance of any subsequent Rehab Permits. The Contractor is also reminded that all construction work must be completed within thirty (30) calendar days from the issuance of the Rehab Permit, regardless of how many were issued at one time.

Should the Contractor need an extension, a written request must be submitted to the CmDv Administrator to explain why and how much additional time is needed. All extension requests will be considered on a case by case basis. In no instance will more than two (2) thirty (30) calendar day extensions will be granted.

It shall be noted that there are specific deadlines that CmDv must comply to HUD, therefore, the Contractor shall not assume that any extension shall be granted. No extension will be granted that will extend the

time to complete the work beyond January 31st of any year. All work paid with CDBG funds must be paid in full before February 15th in order for the City to meet HUD's Timeliness goals.

CmDv shall remind the Contractor that no changes or swaps in the scope of work will be allowed in the prioritization of items. Should the Contractor insist that a different scope of work be prioritized, CmDv staff shall have the right to consider the bid award ineligible. In no instance should any outside agreement exist between the Owner, Contractor or any Subcontractor or other agency during the construction period regarding repair/rehab of the home. Failure to comply with this provision will result in the termination of the contract and require immediate payback of the funds expended by the City of Alexandria. Should the Contractor performing other repairs/modifications be the same as selected on behalf of the Owner for the CDBG Housing Minor Rehab Program, then all funding due that Contractor shall be forfeited.

Should the Contractor fail to complete the work within the time specified on the original issued date of the Rehab Permit, the Contractor may be assessed liquidated damages, in the sum of \$500 (five hundred dollars) for each and every calendar day that the Contractor is delinquent. Liquidated damages may be deducted from the total to be paid or the Contractor may be required to submit payment. It may be in the Contractors best interest to secure a Performance Bond, however, the bid solicitation shall document if the Performance Bond is required.

Article XII – Contractor Responsibility for Construction and Warranty

The Contractor will ensure, through sufficient supervision that tradesmen are skilled and licensed in their profession and that quality workmanship is apparent. This shall also apply to any licensed Lead Subcontractors that may be hired to perform specific scopes of work. Contractor shall schedule hours of work from 7:am – 3:30 pm Monday through Friday. Contractor will need CmDv Administrator and Owners permission to work outside of this timeframe.

By execution of the Grant Agreement, the Owner has agreed to give the Contractor access to their structure within reasonable working hours so that the scope of work can be completed timely. The Owner has also agreed to provide utilities and restroom facilities to the construction crew. In the event this access is denied, the Contractor shall be responsible to provide portable restroom facilities through the duration of the work. This can be handled as a Change Order since this is not the original intent of the agreement.

All new work shall be installed to satisfy code compliance per the current International Residential Code. The Contractor is required to guarantee all materials and workmanship performed (except damages due to abuse, misuse or Acts of God) for a period of one (1) calendar year from the date of issuance for the Certificate of Completion with Occupancy without any additional costs to the Owner. The Contractor will be required to provide all warranties, certificates, guarantees, etc. of materials and workmanship associated with the repairs to the Owner, which the Owner and Contractor will acknowledge by execution of the "Owner and Contractor Acceptance, Warranty and Release of Rehab Repair Work" form.

Owner shall notify Contractor in writing if such warranty repair work is required during the Warranty Period. The Contractor shall have a maximum of fifteen (15) calendar days after notice to visit the site, assess the complaint and notify the Owner and the Community Development Department of actions to be taken and the schedule to complete the work. The Contractor shall have a maximum of thirty (30) calendar days after the assessment to complete the repairs necessary.

If the Contractor does not complete the necessary corrections within a maximum of forty five (45) calendar days from the date the complaint was received, the Owner may notify the CmDv Rehab Program Manager in writing and provide evidence of notification to the Contractor of the claim for warranty work. CmDv will notify the Contractor of the Owner's claim by phone, email and/or certified mail to advise the Contractor that all corrections must be

completed within ten (10) working days from the receipt of formal notice from CmDv. The letter will also state that if corrections are not completed within the specified time, the Contractor will be debarred from further participation in any CmDv Programs for a period of two (2) years. The Owner may bring legal action against the Contractor to honor the warranty.

Contractor shall be responsible for any damages they may cause, whether on public or private property. This shall include but not be limited to: busted sidewalk, curb or City street; utility line or tap; neighboring house or fence; etc. Contractor shall make repairs immediately but in no instance later than fifteen (15) calendar days after all work at the specific address is completed. Special inspection and acceptance may be required by the City Engineer and will be coordinated through CmDv. A Certificate of Completion will not be issued nor will the Contractor will not be paid until all work has been repaired to City standards, as applicable.

Article XIII – Change Orders

Generally, no change orders are allowed. Only in circumstances where work items could not be determined until the course of work had begun (see example #1) or if there is work that was not previously defined in the original scope of work but necessary for operation (see example #2), may be considered. This would apply to things considered as a “latent defect”.

Example #1: Initial scope of work required replacement of a tub with a new tub/shower unit and there is no visible evidence of flooring support issues. After tub is removed, it is determined that supporting wood floor area is rotten due to a tub leak and must be replaced prior to new tub installation.

Example #2: initial scope identified stopped up drain pipe under a sink. After work begins, it is determined that the issue is with a broken sewer drain line that needs to be repaired to enable proper function of the line.

There are also bid specifications that may identify: “No change orders will be allowed” in the actual scope of work description. In that particular instance, the Contractor must assume all factors, even those unforeseen, in their bid price. Bid specifications noted this way will not be allowed to submit related change orders, regardless of the circumstance (see example #3). Oversight shall not relieve the Contractor of the responsibility of complete compliance with the requirements of the City’s adopted codes and ordinance within the bid price accepted.

Example #3: Remove existing roof assembly and replace with new 3 tab shingle roof...Contractor shall be responsible to walk the roof to try to locate soft decking spots that will need to be replaced and tour the inside of the house and attic to determine deteriorated decking and/or water damage spots...No change orders for unforeseen layers or inadequate decking will be allowed.

Any change order requests must be in writing and contain a sufficient explanation documenting the necessity for issuing the change order and the amount requested for the same. CmDv shall review change orders for:

1. Work that is beyond the initial scope of work defined and published for bid, due to “latent defect” or unforeseen circumstances.
2. The dollar amount of the change order, as an increase or decrease, must be reasonable and substantiated by the Contractor with an itemization of all work hours, equipment, materials and associated expenses.
3. The dollar amount may also be accepted, negotiated, or rejected by the Owner, with the concurrent consent of the CmDv Administrator. In the event that a Change Order is rejected, the Home

Improvement Contract may be terminated and the entire scope of work modified and re-advertised for public bid.

The change order must be signed by the City Inspector, Contractor and Owner and approved by the CmDv Administrator prior to performing the work. The Contractor shall carefully study and compare work description with pictures and shall at once report to the City Inspector any error, inconsistency, or omission he may discover. Any change order work performed without written approval first will not be paid and will be at the expense of the Contractor.

Notwithstanding the plans and/or specifications contained within the Housing Rehab Services Repair Bid Packet, or any conflicts or discrepancies therein, no change orders will be allowed for additional, unanticipated, or unplanned work required to meet applicable building (including but not limited to electrical, mechanical, or plumbing codes). Contractor warrants it is fully responsible for complying with such codes and that any such discrepancies or conflicts with applicable codes has been previously identified to the Homeowner and City and resolved prior to the execution of this Contract.

Change Orders will most likely arise after the Grant Agreement has been signed between the City and the Owner. In Minor Rehab, an approved Change Order will likely require a significant scope of work to be performed as described in Example 1 and 2 in the previous page. Therefore, a Change Order resulting in an increase in price that is fifty (50%) percent or less than the initial contract total will be considered a grant / gift to the Owner, and an amended Grant Agreement will not be required. Any increase over fifty (50%) percent of the initial contract total shall result in amended contracts. However, if the change order results in a decrease in price that totals twenty (20%) or more than that initial contract, will also trigger the need to amend all contract documents.

Article XIV – Inspections and Code Compliance

All inspections will be the responsibility of the Contractor to call the CmDv at 318-449-5072 to schedule the inspections 24 hours in advance of work being completed. A list of required inspections will be provided on the second page of the Rehab Permit that will be issued to the Contractor. Inspectors are available from 9:00 am to 3:00 pm, Monday through Friday.

Progress inspections will be made during the construction to assure that all items are being addressed and completed according to work description and general specifications and in compliance with all local, state and federal codes and local ordinances. Random inspections may also be at the discretion of the CmDv Inspector. Any discrepancies will be brought to the attention of the Contractor for explanation and/or correction.

For the final inspection, when all work is satisfactorily completed, the Contractor shall be responsible to make the necessary arrangements to ensure that the Owner and the CmDv Inspector can be present with the Contractor at the time of the final inspection to sign the Acceptance, Warranty & Release form. In the event the Contractor fails the inspection, they must immediately remedy the concerns and/or code violations and reschedule the Final Building Inspection. In the event the Owner elects to not sign the Acceptance, Warranty & Release Form, the CmDv Inspector shall notify the CmDv Administrator to discuss the issues and process for resolution. See Article XVII – Dispute Resolution Request between Owner and Contractor for more information.

A passed Final Building Inspection indicates that all scopes of work were performed in compliance with all federal, state and local codes and ordinances. A Certificate of Completion with Occupancy will be authorized by the CmDv Administrator.

Article XV – Contractor Payment

The Contractor shall be financially prepared to bear the cost of all labor, equipment, materials and supplies necessary to complete all work and retainage will be held. All payments shall be made through funds held by the City on behalf of the Owner.

The first payment for ninety percent (90%) of the contract amount, which may include authorized Change Orders, shall be paid within thirty (30) calendar days of the issuance of the Certificate of Occupancy and submission of all requisite documents listed below has been received and determination that the Contractor has met all federal, state and local laws, regulations and requirements applicable.

1. Passed Final Building Inspection;
2. Issuance of a Certificate of Completion with Occupancy;
3. Fully executed Inspector, Owner & Contractor Acceptance, Warranty & Release Form;
4. Contractor's initial (90%) final invoice

The final payment shall be the remaining ten percent (10%) retainage and will be released after forty five (45) calendar days after the issuance of the Certificate of Occupancy. The Contractor shall also provide CmDv with the requisite documents listed below.

5. Fully executed Contractor Release of Lien Affidavit for all Subcontractors and material suppliers; and
6. Contractor's final (10%) invoice

Only in extenuating circumstances, approved by the CmDv Administrator, may a Contractor request up to two (2) additional draws before the final payment. Any draw will be paid at a maximum of twenty-five percent (25%) of the contract. Such draw shall only be for completed work and materials installed. The Contractor will be responsible for submitting an itemized request for draw, approved by the Owner, to the City for payment. The City will have thirty (30) working days to inspect, approve and process the draw payment.

Should the Owner fail to approve a draw or final inspection and refuse to sign the Work Acceptance form, payment may be withheld from the Contractor. See Article XVIII for Dispute Resolution process.

Article XVI – Warranty Claim Procedure

The Contractor is responsible for all work performed for one (1) calendar year following the issuance date of the Certificate of Completion with Occupancy. The Owner is responsible for notifying the Contractor in writing regarding any warranty claim during the warranty period. Upon receipt of the claim, the Contractor will have fifteen (15) calendar days to assess the claim and determine if it is covered under the warranty. If the claim is covered, the Contractor shall have a maximum of thirty (30) working days after the assessment to complete the repairs necessary.

The Owner may elect to notify CmDv in writing of the warranty repair request made to the Contractor, however, CmDv is not responsible to coordinate or assume responsibility for the work performed or to be performed.

If the Contractor fails to respond to the Owner's claim timely or if there is a dispute between the Owner and the Contractor as to whether the claim is covered under warranty, either party may file a grievance under the procedures set forth in Article XVII and/or Article XVIII.

If the Contractor does not complete the necessary corrections within a maximum of forty-five (45) calendar days from the date the complaint was received, the Owner shall notify the CmDv Rehab Program Manager in writing and provide evidence of notification to the Contractor of the claim for warranty work. CmDv will notify the Contractor

of the Owner's claim via phone and/or email and advise the Contractor that all corrections must be completed within ten (10) working days from the receipt of CmDv's notice. The notification will also state that if corrections are not completed within the specified time, the Contractor will be debarred from further participation in any CmDv Program for a period of two (2) years. The Owner may bring legal action against the Contractor to honor the warranty through the 9th Judicial District Court.

Article XVII – Dispute Resolution Request between Owner and Contractor

The Owner, Contractor and City shall agree that should any dispute arise concerning the work performed under the Home Improvement Contract, payment, or warranty, the parties agree to submit the dispute in writing within ten (10) calendar days to the CmDv Rehab Program Manager. CmDv Administrator and/or City's Legal Division shall review all claims. A dispute resolution, in which the determination will be final and without recourse, will be provided in writing to both parties within thirty (30) working days of receipt of the dispute notice.

Complaints related to "quality of work" are subjective. The CmDv Administrator and Inspectors decision shall be considered final, as related to acceptance of "quality of work" issues. General points to consider shall be:

1. Has the work performed extended the useful life of the structure by at least 5 years?
2. Has the work performed removed a previous hazard?
3. Has the work performed satisfied IRC code compliance?
4. Is the work aesthetically an improvement to the previous existing condition of the area of work performed? (For example: the existing ceiling had multiple visible water stains and was causing mold. The damaged sheetrock was removed in those areas, patched, floated, textured and painted. However, with closer observation, you can tell where the joints in the sheetrock are located, even though standard installation instructions were followed. It may be decided by the CmDv Administrator that the completed work is an improvement to the previous circumstance and therefore, consider the complaint resolved.)

"Quality of work" subjective nature does not, however, provide the Contractor with authority to hire workers that are not skilled in the specific trade of work to be performed nor does it allow worker to not achieve the best quality of work product possible. Continued blatant abuse of "quality of work" issues by a Contractor may result in debarment.

As a general rule, if the complaint is easily identified visibly and there is a simple resolution, the Contractor shall be obligated to remedy the complaint immediately. If it is deemed that the Contractor does not have skilled persons available to correct the work and/or if a current Subcontractor has a conflict with the Owner, both parties may be required to provide bids from other local, reputable sources (such as a paint store for a list of painters, flooring store for a list of installers, the yellow pages and/or published media links) skilled in a specific trade, to select a new subcontractor to perform the work under the existing Contractors contract. Time to collect bids and/or complete work shall be defined in the written Dispute Resolution notice, however, general timeline shall be ten (10) working days to collect alternate bids / prices and thirty (30) additional calendar days to complete the work.

Any amount due will be held out of the original bid price by the Contractor, however, a partial payment may be made to the Contractor for work completed to date. CmDv shall prepare estimated amount necessary to complete the repairs f or material and labor will be withheld, with an additional 25% retainage, from any partial payments. Once the Dispute Resolution is resolved and the "Receipt and Release Settlement Agreement" is signed by both parties, the remaining balance will be paid in full.

Both parties are encouraged to timely resolve any issues prior to filing the Dispute Resolution request. In the event that the Owner continues to complain of "quality of work" that is deemed acceptable by the CmDv Administrator, the complaint shall be considered resolved and may not be allowed to withhold final payment to the Contractor.

Article XVIII – Grievances Procedure

All grievances must be made in writing and submitted to City of Alexandria Community Development Department, Attn: Rehab Program Manager, 625 Murray Street, Suite 7, Alexandria, LA 71301 or by emailing cda@cityofalex.com. Grievances must contain at a minimum, the name and address of the complainant, date of the complaint, nature of the grievance and photos of damage, if applicable. Written notice, in the form of a letter or email, will be sent to the opposing party concerning the grievance for disclosure notification.

The following actions will be taken by the CmDv staff in an attempt to resolve the grievance:

1. If an Owner or Contractor does not agree with the CmDv determination of eligibility, participation in the program, feasibility of repairs, maximum amount to be invested to make repairs, registration status and/or issues with CmDv staff, etc. The complainant must make written notice and must submit documentation that will clearly support their reasons for disagreement. CmDv staff will perform a second review of all documentation and a final decision will be rendered by the CmDv Administrator and/or the City's Legal Division and will be considered the City's final decision. The complainant shall be notified of the decision in writing within thirty (30) working days of the filing of the grievance.
2. CmDv staff and/or the City's Legal Division may arbitrate any disputes arising between the Owner and Contractor concerning work performance, payment or warranty. The complainant must submit the complaint in writing to the CmDv Rehab Program Manager. CmDv staff will perform a second review of all documentation and a final decision will be rendered by the CmDv Administrator and/or the City's Legal Division and will be considered the City's final decision. The complainant shall be notified of the decision in writing within thirty (30) working days of the filing of the grievance.
3. If there is a complaint or conflict between CmDv staff and Owner or CmDv staff and Contractor, the complainant must make written notice and must submit documentation that will clearly support their reasons for disagreement. The Division Director will review all documentation and a final decision will be rendered by the Division Director and/or the City's Legal Division and will be considered the City's final decision. The complainant shall be notified of the decision in writing within thirty (30) working days of the filing of the grievance.

Article IXX – Variances from Policy

Variances from these policies and procedures shall only be granted by CmDv Administrator and/or the City's Legal Division, under extraordinary and extenuating circumstances and by recommendation of the City Inspector, approval of the CmDv Administrator and/or the City's Legal Division, as needed. CmDv will consider a variance to the existing policies that document specific hardship on the part of the Owner and/or Contractor or other parties involved in the project, and that granting a variance will further the goals, purposes and effectiveness of the *Housing Minor Rehab Program* and will conform to all applicable HUD guidelines.

The City of Alexandria, at its discretion, may refer a case involving fraud and/or program abuse to HUD for review and possible criminal prosecution to HUD or any governing agency responsible for ensuring public trust. All decisions made by the City of Alexandria Community Development Department and/or the City's Legal Division regarding this program are subject to review by the Department of Housing and Urban Development (HUD).

All decisions made by the City of Alexandria Community Development Department regarding this program are confirmed by:

Administrator of Community Development

Physical address: 625 Murray Street, Third Floor Room 310, Alexandria, LA 71301

Mailing address: 625 Murray Street, Suite 7, Alexandria, LA 71301

Article XX – Lead Safe Housing Rule

HUD established the Lead Safe Housing Rule in 1999 and amended it in 2004, to protect young children from lead-based paint hazards in housing that receives assistance from the Federal government. This regulation is part of 24 CFR Part 35, which includes Title X of the Housing and Community Development Act of 1992. 24 CFR Part 35, Subpart J established federal thresholds of financial hard cost investment based on the type of program. Costs of site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to compliance with the requirements of this part are not to be included in the hard costs of rehabilitation. All other hard costs are to be included, regardless of whether the source of funds is Federal or non-Federal, public or private. For the purpose of this document for “rehabilitation assistance”, each threshold of federal assistance has different levels of requirements to address lead-based paint:

1. Pre-1978 housing units receiving less than or equal to \$5,000 per unit;
 - a. Conduct paint testing or presume the presence of lead-based paint. If paint testing indicates that the painted surfaces are not coated with lead-based paint, safe work practices and clearance are not required.
 - b. Implement safe work practices during rehabilitation work in accordance with § 35.1350 and repair any paint that is disturbed.
 - c. After completion of any rehabilitation disturbing painted surfaces, perform a clearance examination of the worksite(s) in accordance with § 35.1340. Clearance is not required if rehabilitation did not disturb painted surfaces of a total area more than that set forth in § 35.1350(d).
2. Pre-1978 housing units receiving more than \$5,000 and up to \$25,000 per unit;
 - a. Perform a risk assessment in the dwelling units receiving Federal assistance, in common areas servicing those units, and exterior painted surfaces, in accordance with § 35.1320(b), before rehabilitation begins.
 - b. Perform interim controls in accordance with § 35.1330 of all lead-based paint hazards identified pursuant to paragraphs (c)(1) and (c)(2) of this section.
 - c. Implement safe work practices during rehabilitation work in accordance with § 35.1350 and repair any paint that is disturbed and is known or presumed to be lead-based paint.
3. Pre-1978 housing units receiving more than \$25,000 per unit.
 - a. Perform a risk assessment in the dwelling units receiving Federal assistance and in associated common areas and exterior painted surfaces in accordance with § 35.1320(b) before rehabilitation begins.
 - b. Abate all lead-based paint hazards identified by the paint testing or risk assessment conducted pursuant to paragraphs (d)(1) and (d)(2) of this section, in accordance with § 35.1325, except that interim controls are acceptable on exterior surfaces that are not disturbed by rehabilitation and on paint-lead hazards that have an area smaller than the *de minimis* limits of § 35.1350(d). If abatement of a paint-lead hazard is required, it is necessary to abate only the surface area with hazardous conditions.
 - c. Implement safe work practices during rehabilitation work in accordance with § 35.1350 and repair any paint that is disturbed and is known or presumed to be lead-based paint.

24 CFR 35.1350(d) that states that “if paint is being disturbed, the regulation for lead-based paint hazard evaluation and reduction are required based on the level of assistance, not on the amount of paint being disturbed”. This means that a lead based paint test inspection is required to determine the presence of lead-based paint, then a risk assessment is required to identify lead-based paint hazards which the law requires to be abated. The fact that this

particular program has such a limited maximum cap for repairs, the Contractor shall assume that all areas of work have lead-based paint and shall assume best practices and/or other protections as defined, however, awards shall remain less than \$5,000 in order to not require lead testing and/or interim controls or abatement. It shall be noted that:

1. Roof replacement is exempt from lead testing. However, replacement of fascia and soffit is not, therefore those items will not receive work under any resulting contract, if the intended repair is roof replacement only. Should the Contractor elect to replace the fascia and soffit, the City shall not be held liable for any violation of the Lead Safe Housing Rule.
2. The exemption to the Lead Safe Housing Rule is that repairs that do not disturb painted surfaces of more than the specified de minimis level are exempt from having to perform lead-based paint testing, clearance and notice of hazard reduction and is not required per (35.930(b)(3), 35.1340(g) and 35.125(b)(3).
 - a. If more than the de-minimis area is disturbed, lead testing is required, as well as abatement to remove the lead, thereby exceeding the maximum grant limitation defined by this program.

In addition, educational literature to the Homeowner shall be provided by the CmDv Program Manager during the time of contract signing, which will explain all precautions that they must follow in order to not cross contaminate an area of work. The Homeowner must comply to the greatest extent possible.

Article XXI – Floodplain Regulations

The reason for the \$10,000 cap on lead exempt scopes of work is that if a house is in the floodplain, any amount over \$10,000 invested in repairs shall require the Owner to obtain flood insurance for the life of the structure. Flood insurance can be extremely expensive and place an undue hardship on the affordability of the structure. Additionally, CmDv would be required to monitor that active flood insurance annually for the life of the structure which is an unnecessary hardship on the City.

There are two (2) exceptions to this maximum cap:

1. For roof repairs / replacement only: If the house is located within the 100-year floodplain, the maximum amount of assistance will be up to the same as FEMA's National Flood Insurance Program (NFIP's) maximum deductible, which is subject to change annually. HUD regulations state that any repair investment over NFIP's maximum deductible must require the property owner to obtain flood insurance for the amount of the total federal investment for the life of the structure, regardless of the transfer of ownership.
 - a. For 2024, NFIP's maximum deductible is \$10,000.
2. For roof repairs / replacement only: If the house is not located within the 100-year floodplain, the maximum amount of assistance will be up to \$15,000, as determined annually by CmDv staff. This is because roof repair / replacement is exempt from lead clearance testing requirements and no flood insurance is required.

Article XXII – Federal, State and Local Regulations Apply

Access. The Contractor agrees that he/she will allow access to the City, State of Louisiana, HUD, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions, including right to inspect records and property.

AFEAT. Under the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program), participation by minority and/or disadvantaged working enterprise firms is encouraged. The AFEAT Program should be inquired about through the City's Legal Division. The goals for qualifying disadvantaged, minority and female owned working subcontracting for work performed under prime contracts and other such information deemed necessary, at a minimum for prime Contractors include:

Goal for minority owned working participation	15%
Goal for female owned working participation	7%

The Prime Contractor shall take specific action to ensure that a bonafide effort is made to achieve maximum results towards meeting the established goal percentages. The Contractor shall document efforts and shall implement steps at least extensive as the following in a good faith effort to reach or exceed the established goals:

- a. Establish and maintain a current list of minority and female owned workers in Alexandria, in Rapides Parish and in the State of Louisiana.
- b. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractors and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.
- c. Secure listing of minority and female owned workers from the City of Alexandria Purchasing Department, the Central Louisiana Working League, the Central Louisiana Working Incubator, and the State of Louisiana Department of Minority Affairs.
- d. Participate in associations which assist in promoting minority and female owned workers such as the Central Louisiana Working League, the Central Louisiana Working Incubator, and the Entrepreneurial League System.
- e. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.

During the performance of this Contract, Contractor will make a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program, by making good faith efforts to engage participation by minority and/or disadvantaged working enterprise firms. Required AFEAT compliance documentation is part of the Contractor's registration process with CmDv.

Affirmative Marketing Plan. The houses receiving work under this program are owner-occupied, therefore, Affirmative Marketing Plan does not apply. However, if units were to become available, the Contractor agrees to use affirmative marketing methods including, but are not limited to:

1. An advertisement will be placed in the local newspaper describing the available housing units including a statement regarding equal housing opportunity
2. The Equal Housing Opportunity logo will be used on all correspondence that provides notice of housing availability and any press release or media advertisement.
3. Equal Housing Opportunity posters with the logo will be displayed at the location where applications are taken.
4. At the time the application is taken, all applicants will be provided with an Equal Housing Opportunity brochure.
5. Written selection policies and procedures will be available to all applicants, with a non-discrimination policy statement included at the beginning of the written document.
6. Written communication (flyers) with non-discrimination statement will be sent to Alexandria Housing Authority with request that information be distributed to tenants.

7. Transitional housing providers will be given flyers with a request that they be distributed to persons living in transitional housing shelters.
8. Key churches and other communities of faith serving the population being sought will be informed in writing of the housing available.
9. Neighborhood organizations will be provided with flyers describing the available housing unit.

Amendment. Any agreement resulting in a contract award may be amended by written mutual consent of the respective parties, without further council approval unless it be to modify the object of the agreement; additions to agreement shall only be to comply with federal, state, and/or local regulation changes or modifications. Contractor has agreed to perform the specified services for the City of Alexandria.

Anti-Kickback Clause. Contractor agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Developer, Contractor or sub-grantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

Applicable Law. This Agreement shall be construed and interpreted in accordance with Louisiana law. In the event of legal action resulting from a dispute hereunder, the Parties agree that the state and federal courts of the State of Louisiana shall have jurisdiction and that the proper forum for such action shall be Rapides Parish, Louisiana.

Assignment. Any agreement resulting in a contract award is binding on the Contractor and the City, and their respective successors and assigns. The Contractor shall not assign or transfer its interest in this Agreement without the written consent of the City. -

Code of Conduct / Conflict of Interest. The Contractor must disclose any potential conflict of interest, including if any owner, manager, employee or agent of the Contractor is an employee, agent, consultant, officer or elected official or appointed official of the City, an immediate family member to any such person or has business ties with any such person. In such a case, CmDv will review the potential conflict to determine if it involves any person who presently or in the past year exercises any functions or responsibilities in connection with CmDv's HOME and/or CDBG programs. The City's Legal Division may also investigate to provide a ruling on this issue. If so, the City may seek an exception from HUD under the requirements of 92.356.

The Contractor acknowledges that under the HUD Conflict of Interest regulations at 24 CFR 570.611(b) for CDBG and 24 CFR 92.356 for HOME, in general, any person who is an employee of the City of Alexandria is a covered person under the rules and serving that person (or an immediate family member) shall require HUD to issue a waiver in order to be qualified to obtain financial interest of benefit from these activities either for themselves or for those with whom they have immediate family ties. CmDv will be responsible to collect and process the necessary information to apply to HUD for the approval waiver. The HUD waiver process could take as long as one year or more, therefore, a Contractor may not receive funding that particular year, however, the waiver would still be valid for re-submittal the subsequent year.

Code of Ethics. It is a violation of the Louisiana Code of Governmental Ethics for a public servant, specifically CmDv staff personnel, to do work with an immediate family member. The Code defines "immediate family" relating to public servant as children, spouses of children, brothers, sisters, spouses of public servants' brothers and sisters, parents, spouse and the parents of public servants' spouse. For more definitions and a review of the Code of Ethics, please visit the Louisiana Ethics Administration Program website at www.ethics.la.gov.

Compliance. The Contractor shall comply with all Federal, State and local laws, ordinances and regulations affecting the lead based paint and residential construction. This shall also include all regulations for OSHA, EPA, LDEQ, HUD, etc.

Counterparts. This Agreement shall be executed in two or more counterparts, each of which shall be considered an original, and shall be binding when fully executed by both parties.

Crimes and Convictions. No individual partner, incorporator, director, manager, officer, organizer or member, who has a minimum of ten (10%) ownership in the Bidding Entity, has been convicted of, or has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes. Any Contractor currently under a resulting contract, found guilty of a felony conviction shall automatically lose any "good standing" and shall be debarred from continued work with the City for five (5) consecutive years.

- i. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by CmDv, who is funded by Federal and/or local funds: Public bribery (RS 14:118); Corrupt influencing (RS 14:120); Extortion (RS 14:66); Money laundering (RS 14:230).
- ii. A conviction of or plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes shall bar any person or the bidding entity from consideration as a Qualified Registered Contractor and/or bidding privileges by CmDv for a period five (5) years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere: Theft (RS 14:67) Identity Theft (RS 14:67, 16); Theft of a working record (RS 14:67.20); False accounting (RS 14:70); Issuing worthless checks (RS 14:71); Bank fraud (RS 14:71.1); Forgery (RS 14:72); Contractors - misapplication of payments (RS 14:202); Malfeasance in office (RS 14:134).
- iii. The five (5) year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be re-advertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

Davis Bacon Wages. Contractor will comply with Davis Bacon wages when applicable. Contractor agrees that he will comply with the provisions of the Davis-Bacon Act as amended (40 U.S.C. 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5) where applicable. Contractor agrees that all laborers and mechanics employed by Contractor or any Subcontractors, on work assisted under this contract, and subject to the provisions of the federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.

Davis Bacon federal prevailing wage requirements shall apply to all projects with 12 or more units assisted with HOME funds. When Davis Bacon applies to a project, CmDv must be provided with compliance documentation throughout the construction period. Prior to commencing construction, CmDv must approve current wage determinations applicable to the project. The Contractor will be required to provide weekly payroll forms to the CmDv and allow access to the site and workers for the purpose of completing worker interviews.

Energy Policy and Conservation Act. Contractor recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

Entire Agreement. This Agreement, together with the exhibits hereto and the related Program Policy Guidelines, the RFP and Contractor's response submittal, the fully executed Grant Agreement, and any Homeowner application

for participation in the program, which are specifically incorporated herein, represent the entire agreement between the parties and supersede all prior representations, negotiations or agreements whether written or oral.

Excluded Parties. Contractor hereby certifies that he is not suspended, debarred, or otherwise prohibited from participating in federally-assisted contracts and further certifies that no such parties will be employed as Contractor, Subcontractors and/or vendors on the project. Contractor must provide written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at www.sam.gov/portal/sam . Placement on the SAMS federal excluded parties list of the Contractor and/or use of an excluded party shall be automatically rejected from submittal privileges, *CmDv Contractor Registration* and/or award, by Category and/or in its entirety and immediate termination of this Contract. The Developer or General Contractor shall be required to determine that Subcontractors are also not so precluded.

No proposal or loan application will be processed for any borrower or related entity which is not in good standing with the City of Alexandria, the Louisiana Housing Commission, Louisiana Secretary of State, or any other state housing finance authority, HUD and/or the Federal SAMS ELPS list. A proposal can be denied consideration for funding if the Applicant or its related parties have a history of default or non-performance under any agreement, payment delinquencies, bankruptcy, foreclosure, or activities determined to be unsound or unlawful. CmDv will not fund projects owned, developed, or otherwise sponsored by any individual, corporation, or other entity that is suspended, debarred, or otherwise precluded from receiving federal awards.

Fair Housing. HUD provides funding to state and local government agencies to enforce local fair housing laws that are substantially equivalent to the Fair Housing Act. The State of Louisiana has a fair housing law that meets substantial equivalency requirements of the federal government. The state law contains all the protected classes found in the federal law and meets the enforcement and penalty standards set forth in the federal Fair Housing Act. The City of Alexandria is committed to following compliance and enforcement of the Fair Housing Act, and all Federal, State and local mandated assurances.

Federally Funded. Work performed under this contract may be Federally Funded, therefore, the Developer, Contractor and Subcontractors under the awarded contract must comply with HUD contract provisions 24 CFR Part 85.36(i), Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Documents. This municipality is an Equal Opportunity Employer, businesses owned by women or minorities are encouraged to bid.

Headings and Pronouns. The headings of the paragraphs in this Agreement are for convenience only and do not affect the meanings or interpretation of the contents. Any pronouns used within this Agreement shall be applicable without regard to gender. Additionally, any construction of terms, parties, or pronouns shall be construed in either the singular or plural as may be appropriate regardless of the actual term used herein.

Lead Based Paint Hazards. Contractor agrees to adhere to all EPA and HUD regulations for the use of Lead Safe Work Practices during the course of construction in structures built prior to 1978. Contractor also acknowledges that Lead Clearance testing may be required by an approved State Licensed Hazard Testing Contractor.

Minority Business Enterprise and Women Business Enterprise (MBE/WBE) Plan. Contractors must maintain a MBE/WBE plan that demonstrates marketing and solicitation of MBE/WBE businesses and contractors for the construction of the project.

Non-Discrimination. During the performance of this contract, Contractor agrees that he/she will comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive

Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Article 60). Compliance shall also be required with Title VI of the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans with Disabilities Act of 1990 as amended; the Public Act of 1976 as amended, and all other applicable Federal, State and Local laws and regulations. Specifically, Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, age, sex (including sexual orientation and gender identity), national origin, ancestry, veteran status, political affiliation, familial status or disabilities as defined by law. Any act of discrimination committed by Developer or failure to comply with these obligations when applicable shall be grounds for termination of this contract.

Contractor also agrees to comply with these non-discrimination regulations as it relates to the occupancy of the property receiving funding through the Affordable Single-Family Housing Development Program or the Homebuyer Assistance Program (HAP) from the City of Alexandria. Additionally, pursuant to the requirements of 24 CFR 5.105(a)(2), participation in this program is open to all Contractors without regard to actual or perceived sexual orientation, gender identity, or marital status.

The Contractor, under the PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C., Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement of entry, shall be fined no more than \$10,000 or imprisoned not more than five (5) years, or both."

The following federal non-discrimination and equal opportunity guidelines apply to all projects and affect both development and sales of assisted housing:

1. The Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR part 100 et seq.;
2. Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959-1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107;
3. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1;
4. The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations at 24 CFR Part 146;
5. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794) and implementing regulations at part 8 of this title;
6. Title II of the Americans with Disabilities Act, 42 U.S.C 12101 et seq.; 24 CFR part 8; Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135;
7. Executive Order 11246, as amended by Executive Orders 11375, [[Page 41]] 11478, 12086, and 12107 (3 CFR, 1964-1965 Comp., p. 339; 3 CFR, 1966-1970 Comp., p. 684; 3 CFR, 1966-1970 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR Article 60;
8. Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971-1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development).
9. Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise). The nondiscrimination provisions of Section 282 of the National Affordable Housing Act of 1982.

Contractor shall agree by document signature to show a good faith effort to comply with the City's Non-Discrimination Statement. The Non-Discrimination Program should be inquired about through the City's Legal

Division (318-449-5015). In order to be eligible to participate in work under the direction of City of Alexandria Community Development Department, the Contractor certifies that:

1. No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, religion or gender in connection with any bid submitted to the City of Alexandria or the performance of any contract resulting from this project or any other City of Alexandria project;
2. That it is and shall be the policy of Contractor to provide equal opportunity to all working persons seeking to contract or otherwise interested in contracting with Contractor, including those companies owned or controlled by racial minorities, cultural minorities, and women;
3. In connection therewith, we acknowledge and warrant that we have been made aware of and understand and agree to take affirmative action to provide such companies/subcontractors with the maximum opportunities to do working with us;
4. That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in effect continuously;
5. That the promises of non-discrimination as made and set forth herein, shall be deemed to be made part of, and incorporated by reference, into any contract or portion thereof which Contractor may hereafter obtain from the City of Alexandria;
6. That the failure of Contractor to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Alexandria to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to termination of the contract, suspension, debarment from future contracting opportunities, or the withholding or forfeiture of compensation due and owing on a contract.

Non-Waiver by the Owner. No waiver of any breach or default hereunder shall constitute or be construed as a waiver by the Owner of any subsequent breach or default or of any breach or default of any other provision.

Records. Contractor shall maintain books of accounts, the Contract, and other such records as shall properly and completely reflect this transaction for a period of three (3) calendar years after issuance of the Certificate of Occupancy / Completion and final payment.

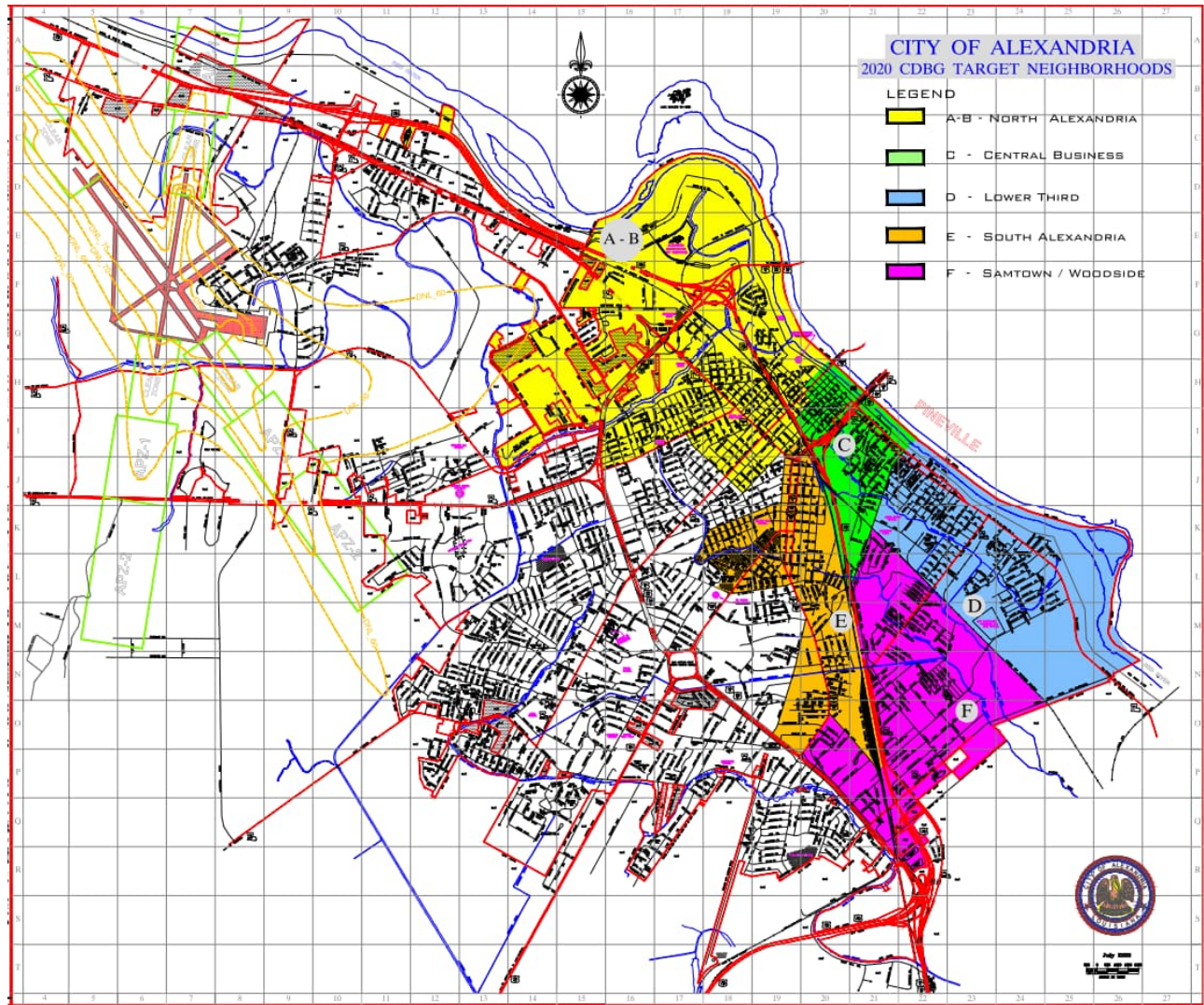
Section 3. Contractor must maintain a Section 3 plan that demonstrates a marketing plan to include Section 3 Contractors in the construction of the project.

Severability. If any provision of this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Uniform Relocation Act (URA). All projects fall under requirements of the URA. Any project in permanent relocation/displacement of households will not be funded by CmDv. Contractors must further document that any purchase of property meets the requirements of URA, including provisions of notices to the seller identifying the transaction as a voluntary sale not under the threat of eminent domain. To ensure compliance with URA, Contractors should consult CmDv to understand the requirements of URA and reference the URA forms included in the proposal prior to submission related to an occupied property.

VAWA: Violence Against Women Act. 24 CFR 92.359.

Article XXIII – City of Alexandria’s LMI Target Neighborhood Map



END.