



Department of Housing and Community Development

Emergency Home and Accessibility Repair Program (EHARP): *Application Guide for Local Service Providers*

EHARP PROGRAM OBJECTIVES

- 1) To complete minor repairs to housing units occupied by low-income persons, and to remove imminent health and safety hazards.
- 2) To make necessary adaptations and/or improvements to housing units occupied by low-income persons with disabilities.

MAXIMUM ASSISTANCE

\$4,000 per job

EXAMPLES OF ALLOWABLE ACTIVITIES

Emergency Repairs

- Structural hazards (i.e., leaking roof, rotted or unsafe floors, ceilings, walls, stairs, etc.)
- Electric and other fire hazards
- Roof repair/replacement
- Repair/replacement of heating systems
- Repair/replacement of air conditioning systems
- Water sources, plumbing (includes main water line which may include branch lines and well pump repair or replacement) and sewer/septic repairs

Accessibility Repairs *

- Wheelchair ramps
- Hand railings, grab bars
- Kitchen and bathroom modifications
- Doorway widening

* *ALL Accessibility Repairs MUST be made in compliance with current ADA Standards.*

General Repairs

- Plumbing repairs
- Structural repairs where hazards exist, (i.e., roofs, ceilings, walls, floors, stairs, etc.)
- Electrical repairs where hazards exist
- Roof repair/replacement
- Repair/replacement of heating systems

EXAMPLES OF PROHIBITED ACTIVITIES

- Use of EHARP funds for local service provider administrative costs
- Purely cosmetic repairs
- Repairs made on a unit owned entirely or in part by the Local Administrator
- Repairs made to storage sheds, outbuildings or other non-dwelling units
- Repairs made to driveways or other means of ingress and egress which cannot be defined as an accessibility improvement.

EHARP Application and Reimbursement Process

Step 1: Submit Application for Assistance

A complete application will include:

- A client application form with all sections filled out with complete and correct information
- A good quality photo of repair to be made or if a photo cannot be obtained due to the nature of the repair, ie a well pump issue, a detailed explanation must be provided.
- Completed/Signed EHARP Authorization and Release forms
- Completed/Signed Homeowner/Renter Agreement

Step 2: DHCD will contact you via email if your application has been approved and will provide you with a grant number. If your application is denied, DHCD will contact you via email to inform you why your application was not approved. If your application is incomplete, DHCD will return your application and ask that you address the missing items before submitting it for approval.

Step 3: After the emergency and/or accessibility repairs have been made, send DHCD a signed Certification of Completion and attach a good quality photo of the completed repair.

Step 4: Submit a completed request for disbursement along with an invoice.

Step 5: DHCD will process your request for disbursement and will reimburse your agency by mailed check or electronic transfer, whichever payment method your agency specified in its request for disbursement.

LOCAL SERVICE PROVIDER CLIENT FILE MUST CONTAIN

Application for Assistance

EHARP Authorization and Release Form- SIGNED by Local Administrator and Homeowner or Tenant and Landlord

Homeowner/Renter Agreement SIGNED by Local Administrator and Homeowner or Tenant and Landlord

Before photos of repair

Contractor or subcontractor work estimate

Itemized contractor or subcontractor invoice

Certification of Completion

Photos of completed repair

Request for disbursement

EHARP FAQs

Q: Are you saying, if our agency did not spend all funds from our previous contract, those funds are now available to use on DHCD approved projects without matching funds?

A: Yes

Q: I see maximum assistance is \$4,000 (EHR funds) but is there a maximum job cost?

A: There is no maximum job cost if you are leveraging over funds above and beyond the \$4,000.00 from the new program.

Q: Is there a target date of when you think we will be able to begin?

A: October 15, 2011 will be the effective date of the new coverage area contracts and the new program.

Q: Is ARP money in addition to the \$4,000 EHR or would it be a combined \$4,000 available?

A: No, \$4,000.00 total per job.

Q: Our agency has completed the first quarter of 2012 using funds that we thought we would be receiving. How can we, or can we get reimbursed for the amount we allocated for those projects?

A: DHCD will reimburse your agency for its work, provided that the repairs were in line with program requirements. Your agency will be required to submit documentation the jobs it has performed in the interim before the new EHARP program was adopted between July 1, 2011- October 15, 2011.

Q: Do dwellings have to be occupied in order to receive EHARP funding?

A: Yes.

Q: Are administrative costs to run EHARP at the local level an allowable expense?

A: No, administrative related costs are not eligible for reimbursement by EHARP.

Q: How long will it take DHCD to approve or deny my application once I have submitted it?

A: If your agency has submitted a full and complete application, DHCD will contact you via email with a response within 48 – 72 hours.

Q: Does EHRP allow funding for underpinning of mobile homes? Will cool sealing of a mobile home be considered under roof repairs?

A: Although generally not considered an emergency repair, DHCD will consider funding repairs for underpinning on a case-by-case basis. Cool sealing (aka roof sealing) will be considered as a roof repair.

Q: Can agencies submit can send applications, photos, and forms to DHCD electronically?

A: Yes, email is preferred as it expedites the process.

Q: How can I take a photo of a repair like a bad water heater, unseen plumbing leak or electrical issues, etc.?

A: If a photo is truly unable to be obtained, please submit a detailed description of the repair and why a photo is unable to be obtained.