2013 Housing Conference
Effective CHIP Housing Programs

November 22, 2013

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On Today's Agenda

- OCD File Checklists
- Application Process
- Inspections / Bidding Process
- Successful Bids / Contract Signing
- Construction Management
- Best Practices
- "Driscoll Family" Trivia Breaks

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OCD File Checklists and Monitoring Tools

- Checklists identify OCD mandated file requirements for a complete CHIP project file (samples provided)
- Monitoring tools show specifics OCD will look for when conducting a Monitoring Visit (samples provided)

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Driscoll Family Trivia Break

Guess which of today's presenters is the "Driscoll" of Driscoll Family Trivia?

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Driscoll Family Trivia Break

Beth Snyder

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Application Process

CHIP Application for Assistance

- Need an application for assistance for any/all CHIP activities.

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Important Note:

- Application submissions should be complete with original signatures on all forms

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Application Key Items

- Name, address, phone number, etc.
- Employer(s) Information
- Income/Assets: wages, retirement/pension, social security, disability, child support, other income, bank statements/balances, etc.

(Be sure to have original VOEs/VOIs from employers/other agencies)

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Application Key Items

- Number of Household Members with full names and ages
- Need income verification for household members over 18 years of age/unearned income for minors
- HMDA Information - race/sex for government reporting purposes only (needed for OCD status reports)

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Application Key Items

- Include “Penalty for False or Fraudulent Statements” clause
- Include Lead-Based Paint and Fair Housing brochures with acknowledgements of receipt

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Application Key Items: Other Documentation

- Recorded Deed for Ownership verification and verification of property in service area
- Any other real estate owned (such as rental properties, etc.)
- Real Estate Property Tax Information (usually available online – need year-built for OHPO coordination)

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Application Key Items: Other Documentation

- Homeowner's Insurance Declarations Page (This is not a requirement for HRs; and communities are to pay a one-year policy for PORs if the homeowner does not have insurance, but otherwise qualifies for assistance.)

Application Process

Once all documentation/information is received, eligibility is determined based on household size and income

- Eligibility letter to client; or,
- Rejection letter to client

If Eligible, move on to…

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Driscoll Family Trivia Break

In 2012, which NFL Running Back was only 9 yards shy of breaking the single season rushing record of 2,105 yards held by Eric Dickerson since 1984?

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Driscoll Family Trivia Break

Adrian Peterson

Minnesota Vikings

(2,097 yards)

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Inspections /Bidding Process

- ERR Tier 2, including any necessary floodplain and OHPO coordination
- OHPO coordination includes property age; photos of property/streetscape, as necessary; location map; repair/rehab specs for project

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Inspections / Bidding Process

- Inspection/Priority Ranking Criteria (for Rehab only/Batching). Repair usually first-come-first-served; or emergency-type procurement for immediate needs
- Additional inspections, including LBP testing and results/report, other RRS inspections/ testing (pg. 153 RRS)

Inspections / Bidding Process

- Preparation of Work Specifications
- Preparation of In-House Estimate
- Client selection of contractors; signed by client
- Acknowledgment of review of work specifications; also signed by client

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Driscoll Family Trivia Break

Name the 6 Ohio

Native American Tribes?

(Hint: My mother does wash our socks.)

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Driscoll Family Trivia Break

- Mingo
- Miami
- Delaware
- Wyandot
- Ottawa
- Shawnee

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Inspections / Bidding Process

ITB/Bid Packet Requirements

- Invitation to Bid
- Bid Proposal
- Non-Collusion
- EEO Certification
- Complete itemized scope of work
- Subcontractor's information (if applicable)

Bid Acceptance / Award

Grantees must document that a good faith effort was made to solicit as many qualified contractors as possible. If adequate solicitation has occurred, but only two bids are received and if at least one of the bids does not exceed the staff cost estimate by more than 10%, then that bid may be accepted.

Bid Acceptance / Award

If only one bid is received, the acceptance of that single bid is permitted, if it has been determined that the solicitation was adequate, the bid is reasonable, and the bid is not more than 10% over the staff in-house cost estimate.

Bid Acceptance / Award

A project must be re-bid if an adequate number of bids are not received and it is determined that the solicitation was also inadequate; or, if all bids are unresponsive or otherwise unacceptable; or, if all bids are more than 10% over the staff in-house cost estimate.

Bid Acceptance / Award

- A Homeowner Award letter, Contractor Acceptance letter, and Contractor Rejection letter(s), must be sent out with copies maintained in the file.
- A Bid Summary stating the in-house cost estimate, list of contractors and their bids, and the winning contractor; also maintained in file.
- SAM.gov for contractor eligibility.

Driscoll Family Trivia Break

Which OCD Field Rep has a Black Lab named "Buddy?"

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Driscoll Family Trivia Break

Heidi Crabtree

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Driscoll Family Trivia Break

Which OCD Field Rep has "panned" for gold in the Black Hills of South Dakota?

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Driscoll Family Trivia Break

Marvin Rudd

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Successful Bid / Contract Signing

Documents should include the following:

- Award Letter to Homeowner stating the project cost and successful bidder
- Housing Owner Repair/Rehabilitation Set-Up Form, as needed

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Successful Bid / Contract Signing

Documents should include the following:

- Contract/Agreement for Rehab/Repair
  - Include the project cost (hard costs)
  - Contractor/Homeowner names (interested parties to the contract)
  - Payment Schedule
  - Acceptable Work Practices, etc.

Successful Bid / Contract Signing

Documents should include the following:

- Final work specifications, drawings, bid addendums, etc.
- Pre-construction conference and attendance sheet
- Notice to Proceed
- Change Order Acknowledgment
- Client Complaint Procedure

Successful Bid / Contract Signing

<u>If Rehab Loan, the following documentation should also be included:</u>

- HOME Written Agreement (if HOME funds used)
- Promissory Note
- Mortgage - recorded with 30 days of closing
- Truth In Lending Statement
- Right of Recission

(Review file to ensure complete to this point.)

Driscoll Family Trivia Break

Which OCD Field Rep was a Coach for Bishop Watterson High School, the 2013 Boys State Basketball Tournament Champion?

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Driscoll Family Trivia Break

Bill Bope

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Driscoll Family Trivia Break

Which OCD Field Rep played the violin in elementary school?

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Driscoll Family Trivia Break

Teressa Hickson

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Construction Management

Time for the Rehab Inspector to take over!

The Rehab Inspector is responsible for interim and final inspections, overseeing progress of CHIP work, and documentation of progress and items relating to construction management for the project files.

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Construction Management

Items required for partial payment:

- Request for Payment (must include required test results; signatures of homeowner, contractor, and rehab inspector)
- Itemized Draw (approved by rehab inspector)

Driscoll Family Trivia Break

Which OCD Field Rep has a son named Jake?

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Driscoll Family Trivia Break

John Saunders

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Construction Management

Items required for Final Payment:

- Request for Payment (must include required test results; signatures of homeowner, contractor, and rehab inspector)
- Itemized Draw (approved by the rehab inspector)

Construction Management

Items required for Final Payment:

- Any change orders (change orders cannot be completed/dated the same day as the final payment)
- Request for Pay should include costs for any change orders
- Punch List Complete (Completed prior to the day of the final inspection.)

Construction Management

Items required for Final Payment:

- Release of Liens signed by all contractors, (including subs) used on the project
- Warranty(s) from contractor must list the time of labor warranty, expiration date of warranty, contractor's contact information, and list all manufacturer warranties applicable (Copies of manufacturer warranties should be maintained in project files/given to clients).

Construction Management

Items required for Final Payment:

- Lead clearance results/report (if applicable)
- Proof of Payment (copies of checks, vouchers, purchase orders)
- Final inspection signed by rehab inspector (All tests results received: CAs, Lead, Well, Septic, etc. according to the RRS)

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Construction Management

Items required for Final Payment:

- After pictures
- Homeowner Questionnaire
- Homeowner Satisfaction Statement (make sure homeowner understands that signing this Statement means they are approving all work completed and are 110% satisfied!)
- Hard and Soft Costs Summary

Driscoll Family Trivia Break

Who developed the first flush toilet in 1884?

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Driscoll Family Trivia Break

Thomas Crapper

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Driscoll Family Trivia Break

Name the ingredients in McDonald's Big Mac?

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Driscoll Family Trivia Break

Two all beef patties, special sauce, lettuce, cheese, pickles, onions, on a sesame seed bun!

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CHIP BEST PRACTICES

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Document, document, document:

- Keep notes, emails, etc. with regard to project files and any administrative questions/issues that arise
- Keep correspondence between clients/ program/field reps
- **Have, AND USE,** administrative and client file checklists to stay on track (see samples)

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Client files should be organized in some fashion.

Files that allow "tacking down" documentation work well. Use labels and/or checklists for the various "parts" of the files to keep things in order. "Tacking" documentation in file as you check it off the checklist helps to ensure it stays with that file.

PDG: one main file checklist/"chronological" set-up with section labels.

ORDC: separate checklists for separate sections of the file and CHIP process.

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Driscoll Family Trivia Break

Which R&B/pop musician played the role of the young “Rocket Man” Elton John, in his music video for that song, from his Caesar’s Palace Show, The Red Piano?

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Driscoll Family Trivia Break

Justin Timberlake

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THE EASIER YOU MAKE YOUR JOB AND YOUR FIELD REP'S JOB… THE BETTER YOUR PROGRAM AND MONITORING!

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Driscoll Family Trivia Break

Which Super Hero is seen in every episode of TV's "Seinfeld?"

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Driscoll Family Trivia Break

Super Man

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Assemble "as you go."

Don't throw everything into large "expando" files and expect that you will organize "at a later date."

You'll be busier later and won't have the time to get it organized before monitoring. AND, you may be missing something that may be misfiled in another large "expando" file!

ONCE & DONE.
It's not just a floor cleaner!

When working on a file, try to take care of as many items as you can. The more times you touch it, open it, or leave it out on your desk, the more chances to lose/misfile items/ documents. The more chances you have to "forget" what's been done or not done, and not finish it.

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If it's a walk-away....WALK AWAY.

Not every property will be able to be assisted. Have other referral options available for such clients: Is there a better program/agency that may fit their situation and be able to provide assistance? Coordinate with other local agencies/services to leverage other financial (or other) resources for these clients.

WHEN IT DOUBT - TALK IT OUT!

With colleagues in the same office, start there and you may need go no further. (They may have already experienced the same or similar issue.)

If not, the mantra: "The field rep is my friend." Feel free to contact your field rep with questions, ask for confirmations on your interpretations of income calculations, RRS issues, administrative policies, etc. They are there to assist/help communities run Effective CHIP housing programs.

Your presentation was conducted by:

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Ohio Development Services Agency
Office of Community Development

OCD website:

www.development.ohio.gov/cs/cs_chip.htm

OCD Telephone:

(614) 466-2285

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Driscoll Family Trivia Break

How many times has Ohio State beaten Michigan in 108 meetings?

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Driscoll Family Trivia Break

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GO BUCKS!

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