

**BOARD OF COUNTY COMMISSIONERS**  
**Agenda Request**

**Date of Meeting:** July 1, 2014

**Date Submitted:** June 5, 2014

**To:** Honorable Chairman and Members of the Board

**From:** Robert M. Presnell, County Administrator  
Allara Mills Gutcher, Director of Planning and Community  
Development

**Subject:** Amendment of the Gadsden County Emergency Repair Program

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**Statement of Issue:**

This item seeks Board approval to amend the Gadsden County Emergency Repair Program, first adopted in September 2007.

**Background:**

In 2007 the BOCC began funding rehabilitation projects to address “emergency housing situations”. The Emergency Repair Program was introduced at that time as a guideline to determine qualified residential structures. The intent of the program was to provide funding, with a not-to-exceed amount, to improve the living conditions of homeowners residing in conditions that affect their health, safety, and welfare.

Currently, each district is allotted a specific amount of funds in the annual budget, of which the corresponding Commissioner may make a recommendation to staff to determine if the structure qualifies for improvement under this program. Staff then determines if the request meets the criteria of this program.

**Analysis:**

The Emergency Repair Program is modeled after the State Housing Initiative Partnership (SHIP) Program, as specified in the Gadsden County Local Housing Assistance Plan (LHAP). This program allows for the improvement, repairs and accessibility improvements to owner-occupied residences of low- and very-low income persons.

Currently, the local repair program can be leveraged with the SHIP Program to provide a larger financial impact to property owners. The Gadsden County Local Housing Assistance Program, Owner Occupied Rehabilitation/Replacement Program (Section II, Part C) limits the use of SHIP funds to extremely low, very low and low-income households and prohibits the use of funds on

mobile homes. The Gadsden County Emergency Repair Program also does not currently provide for improvements to mobile homes.

The proposed amendments remove the 2007 income matrix, and remove references to the 2007 fiscal year. Staff is seeking direction regarding the removal of the prohibition of the use of funds for improvements to mobile homes.

**Fiscal Impact:**

There is no fiscal impact associated with this item as this program is currently in effect.

**Options:**

1. Approve the changes to the Emergency Repair Program.
2. Don't approve the changes to the Emergency Repair Program.
3. Board Direction.

**Staff Recommendation:**

Option # 1

**Attachment(s):**

Proposed Amended Emergency Repair Program



**GADSDEN COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
Community Development Department

**EMERGENCY REPAIR PROGRAM**  
**GUIDELINES**

It is the intent of the Gadsden County Emergency Repair Program to provide funding to improve the living conditions of homeowners residing in conditions that affect their health, safety and welfare. The program makes emergency repairs and accessibility improvements to homes owned and occupied by low income and very low income persons. Funds are limited and are available on a first come first serve basis.

**Eligible Repairs**

- Plumbing Repairs
- Structural repairs to the roof, ceiling, walls, floors, stairs and other areas where hazards may exist.
- Roofing repairs or replacements
- Accessibility improvements
  - Wheelchair ramps
  - Hand railings
  - Grab bars
  - Kitchen adaptations
  - Bathroom adaptations
  - Doorway widening
- Window Repairs
- Heat installation
- Electrical repairs if hazards exist
- Sewer/Septic Installation or Repairs
- Other repairs (to be determined on a case-by-case basis)

**Eligibility Criteria**

Homeowners must meet specific income and ownership criteria to be eligible for assistance. The home must be located within Gadsden County. The homeowner must provide proof of ownership and the dwelling must be their primary place of residence. Income guidelines will apply and are based upon the number of person residing in the home and cannot exceed 30% of the current area median income as published by the Department of Housing and Urban Development (HUD).

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$12,300	\$14,050	\$15,800	\$17,550	\$18,950	\$20,350	\$21,750	\$23,150

### **Funding Available**

~~\$75,000 is~~ Funds are available on a first come, first served basis ~~for the 2006-2007 Fiscal Year.~~ The maximum amount per housing unit may not exceed \$7,500.

### **Repair Process**

The home will be inspected to determine the need for the requested repairs. After the inspection is completed an assessment of the costs will be determined and the repairs will be prioritized with the most substantial repairs completed first. If the repairs exceed the maximum amount allowable per unit, the homeowner ~~may~~ will have to seek other sources to complete all necessary repairs.

Only contractors approved by the Gadsden County Community Development Department will be eligible to complete the repairs.

### **Program Limitations**

- Mobile homes are not eligible for repair.
- The home must be owner occupied and not a rental unit.
- The homeowner is not eligible if assistance has been provided from the SHIP or CDBG program within the last five years; however, repairs may be considered on a case by case basis and would depend upon the circumstance causing the emergency.

### **Repayment of Funds**

Repairs will be made in the form of a grant to the eligible homeowner. Repayment of funds will not be required, however, it is expected the homeowner will adequately maintain the home to ensure the repairs are sustainable.

### **Documentation Required**

- Emergency Repair Application
- Deed to document ownership
- Proof of income
- Proof of assets
- Driver License (if applicable)
- Proof of Homeowner's Insurance