CITY OF ASHEBORO
2015 Urgent Repair Program
Application Checklist

In order for your URP15 application to be complete, please send the following information below:

1. Completed and signed application

2. Documentation from the Register of Deeds office showing your real property ownership or, for manufactured homes located on leased property:

   - a Certificate of Title
   - the Manufacturer's Certificate of Origin
   - the Manufacturer's Statement of Origin

3. Income Verification (for each adult over 18 in the household):

   - For SSI/SSDI income, provide documentation of your benefits. You may go online and register for an account at http://www.socialsecurity.gov/myaccount/ or you may call the national toll-free number, **1-800-772-1213**, to obtain a copy of your benefit letter

   - For earned income (employment), please provide two months of pay stubs or information from your HR Dept stating pay amount

   - For pension or other income, please submit **either** A) two payment stubs showing the amount paid **or** B) two bank statements showing the payment deposits to your account

You may keep the *Assistance Policy* for your records.

When completed, return the application form and support documentation to:

City of Asheboro, Community Development Division
Attn: Trevor Nuttall, Director
146 N. Church Street
PO Box 1106
Asheboro, NC 27204
Phone: (336) 626-1201 ext. 223
Fax: (336) 626-1218

Application deadline has been extended to November 20, 2015.
Please complete and return no later than 5:00pm.
See Assistance Policy Addendum #1 for more information on this extension.

2015 URGENT REPAIR PROGRAM (URP15)

Owner-Occupied Housing Rehabilitation

About the Program

The 2015 Urgent Repair Program provides funds to assist very-low and low-income households with special needs in addressing housing conditions that pose imminent threats to life or safety. Funds also can cover accessibility modifications and other repairs necessary to prevent displacement of very-low and low- income homeowners with special needs such as the elderly and persons with disabilities. Program funding totals $55,000 with the majority provided by the North Carolina Housing Finance Agency.

Eligibility

Residents must:

1) Reside within the Asheboro corporate limits and own and occupy the home in need of repair.
2) Have a household income which does not exceed 50% of Randolph County's median income for the household size.
3) Have a special need (i.e. be elderly, ≥ 62 years old, handicapped or disabled, a single parent with a dependent living at home, a large family with ≥5 household members or a household with a child below the age of six with an elevated blood lead level (between 10µg/dl and 20µg/dl)).
4) Have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs.

Type of Assistance

The City will provide assistance to homeowners whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of $1,000 per year, until the principal balance is reduced to zero. The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety. There is no minimum to the amount of the loan; however, the maximum life-time limit is $8,000.

How to Apply

Contact the City of Asheboro or http://asheboronc.gov/Services/planning.html beginning September 1, 2015. **The deadline to apply has been extended: all applications must be turned in by 5:00 PM on November 20, 2015. A minimum of seven of the most qualified applicants will be chosen according to the city's priority system.**

City of Asheboro - Planning and Zoning Department
146 N. Church St.
Asheboro, NC 27203

(336) 626-1201 ext. 212
asheboronc.gov

This program is sponsored by the City of Asheboro, with funds provided by the N.C. Housing Trust Fund

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
Application & Eligibility Certification

Applicant Data

Name of Homeowner(s) (First, MI, Last): _____

Street Address: _____

City: _____ County: _____ Zip Code: _____

Home Phone: Work Phone:

If the Applicant was referred by someone other than self, complete the following:

Contact Name: _____ Phone: _____

Relationship to Owner: _____

Notes:

Household Membership

Name (First, MI, Last)	Sex	Birth Date	SS# (last 4 digits only)	*Race	**Hispanic	Relation to Homeowner
a.						
b.						
c.						
d.						
e.						
f.						
g.						

Gross Income Work Table — **Dollars / Household Member / MONTH**

Source	a	b	c	d	e	f	g	Total
1) Wages								
2) Retirement/Pension								
3) Social Security								
4) Supplemental Security Income								
5) Public Assistance								
6) Child Support								
7) Interest								
8)								
9)								
10)								
Monthly Sub-Total (sum rows 1-10)								
Annual Sub-Total (12 x row above)								

Annual Gross Household Income (sum Annual Sub-Total for columns a-g):

Applicant Certifications

I hereby certify that:

1) I own and occupy the home described above as my primary residence;
2) The above information is complete and true to the best of my knowledge;
3) This information is provided to qualify me for the Urgent Repair Program (Program). The Program is intended to assist low- and very low-income homeowners with special needs in correcting substandard housing conditions which pose an imminent threat to their life or safety or in performing accessibility modifications or other repairs necessary to prevent imminent displacement.
4) I give permission for City of Asheboro Program project staff to access information to verify the contents of this application and to facilitate the repair of my home.
5) I understand that this Program grant may not rectify all deficiencies in my home nor make the home conform to any local, state or federal housing quality standards.
6) I have been advised that my gender, race and ethnicity will be determined based upon observation and/or surname if I do not self disclose the information.

Applicant Signature _____ Date _____ Co-Applicant Signature _____ Date _____

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
Application & Eligibility Certification

Applicant Data

Name of Homeowner(s) (First, MI, Last): _____

Street Address:

Qualifying Income Table (for reference) Maximum Gross Household Income

Household Size	1	2	3	4	5	6	7	8
a) Statewide non-metro 30%	$12,150	$13,900	$15,650	$17,350	$18,750	$20,150	$21,550	$22,950
b) Statewide non-metro 50%	$20,250	$23,150	$26,050	$28,950	$31,250	$33,600	$35,900	$38,200
c) County 30% NOT APPLICABLE								
d) County 50% NOT APPLICABLE								

Qualifying Questions

Does the applicant own this home? **YES** ☐ **NO** ☐

Does the applicant's household qualify based on the income criteria? **YES** ☐ **NO** ☐

Mark all Special Need(s) by which the Applicant qualifies:

☐ **Owner 62+** ☐ **Member Disabled** ☐ **Single-Parent Household** ☐ **Household Size 5+** ☐ **EBLL Child**

Eligibility Certifications

I hereby certify that:

1) **All of the above information has been reviewed or documented in accordance with the Program Guidelines.**
2) **The Applicant is eligible for assistance under the Program;**
3) **There is no other state or federal source of funds available now, or likely to be available within the next six months, which could pay for the proposed repairs.**

_____	City of Asheboro	_____
Authorized Officer	Organization	Date

Eligible Urgent Repair Needs:

_____

_____

_____

_____

Case Notes (for office use only) Name of interviewer: _____

Non-housing problems: _____

_____

_____

Action taken for referrals? **YES** ☐ **NO** ☐ If yes, specify: _____

_____

_____

Other: _____

_____

*Race: White (11); Black/African American (12); Asian (13); American Indian/Alaska Native (14); Native Hawaiian/Other Pacific Islander (15); Amercan Indian/Alaskan Native & White (16); Asian & White (17); Black/African American & White (18); American Indian/Alaska Native & Black/African American (19); Other Multi-Racial (20); and, Asain/Pacific Islander (21).

**Hispanic: Yes or No.

CITY OF
ASHEBORO
COMMUNITY DEVELOPMENT DIVISION

2015 Urgent Repair Program | Assistance Policy

What is the Urgent Repair Program?
The City of Asheboro (city) has been awarded $50,000 by the North Carolina Housing Finance Agency (NCHFA) under the 2015 cycle of the Urgent Repair Program (URP15). This program provides funds to assist very-low and low-income households with special needs in addressing housing conditions that pose imminent threats to life or safety and also funds accessibility modifications and other repairs necessary to prevent displacement of very-low and low- income homeowners with special needs such as the elderly and persons with disabilities. A minimum of 7 households will be assisted under URP15.

This Assistance Policy describes who is eligible to apply for assistance under URP15, how applications for assistance will be rated and ranked, what the form of assistance is and how the repair/modification process will be managed. The city has tried to design this process to be fair, open, and consistent with the city's accepted application for funding and with NCHFA's URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund.

Eligibility:
To be eligible for assistance under URP15 applicants

1) must reside within the Asheboro corporate limits and own and occupy the home in need of repair

2) must have a household income which does not exceed 50% of Randolph County's median income for the household size (see income limits below)

3) must have a special need (i.e. be elderly, ≥ 62 years old, handicapped or disabled, a single parent with a dependent living at home, a large family with ≥5 household members or a household with a child below the age of six with an elevated blood lead level (between 10µg/dl and 20µg/dl)).

4) must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs.

CITY OF
ASHEBORO
COMMUNITY DEVELOPMENT DIVISION

URP15 Income Limits*:

Number in Household	30% of Median	50% of Median
1	$12,150	$20,250
2	$13,900	$23,150
3	$15,650	$26,050
4	$17,350	$28,950
5	$18,750	$31,250
6	$20,150	$33,600
7	$21,550	$35,900
8	$22,950	$38,200

***Income limits are subject to change based on annually published HUD HOME Limits.**

Advertisement of the Urgent Repair Program:

The city will either advertise or ensure an article about the Urgent Repair Program is published in the local newspaper serving the city (The Courier-Tribune) and will publicize the program at the Harry and Jeanette Weinberg Resource & Education Center, on the local government information channel, on the city's website, and through the city's official social media platforms.

Selection of applicants:

The city has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories of special need and income. The applications will be reviewed by the city's Redevelopment Commission and ranked according to which receive the most points.

Under NCHFA Program Guidelines, a minimum of 50% of households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be the primary factor in the selection of those households to be assisted under URP15.Recipients of assistance under the URP15 will be chosen by the above criteria without regard to race, creed, sex, color or national origin.

CITY OF
ASHEBORO
COMMUNITY DEVELOPMENT DIVISION

Priority Ranking System for City of Asheboro URP15:

Special Needs (for definitions, see below)	*Points*
Elderly Head of Household *(62 or older)*	4
Disabled Head of Household	4
Disabled or Elderly Household Member *(not Head of Household)*	3
Single-Parent Household *(with one or more children in the home)*	3
Emergency *(as determined by Redevelopment Commission)*	3
Large Family *(5 or more permanent residents)*	2
Elevated Blood Lead Level Child	2
Income (See Income Table above)	
Less than 30% of County Median Income	10
30% to 50% of County Median Income	5
Code Compliance	
Property Under Notice of Violation for Non-Compliance - No Abatement	-4
Property Under Notice of Violation for Non-Compliance - Abatement Underway	-2

NOTE: In the event of a tie score, preference will be given to the applicant with the lower income.

The definitions of *special needs* populations under URP15 are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- *Large Family*: A large family household is composed of five or more individuals; at least four are immediate family members.
- *Head of Household:* The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non- immediate family member who has resided in the dwelling at least 3 months prior to the submission of the family's application.
- *Single-Parent Household:* A household in which one and only one adult resides with one or more dependent children.
- *Child with elevated blood lead level*: a child below the age of six with an elevated blood lead level between 10µg/dl and 20µg/dl.

What is the form of assistance under URP15?

The city will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan, forgiven at a rate of $1,000 per year, until the principal balance is reduced to zero.

Client Referral and Support Services:

Many homeowners assisted through the Urgent Repair Program may also need other services. When the Urgent Repair Program staff meet the homeowner during the work write-up process, they will discuss the resources and programs available in the city and provide a list of the agencies with contact information. With the homeowner's permission, a case file will be created and a staff person will follow up with the homeowner concerning the available services in the referral network.

What is the amount of the loan?

The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the program's rehabilitation specialist. There is no minimum to the amount of the loan; however the maximum life-time limit from NCHFA funds according to the guidelines of URP15 is $8,000. Additionally, the city has allocated matching funds in the amount of $5,000 and will use the funds to pay, in the form of a separate loan from the city, for necessary and eligible repair costs that exceed the maximum amount of URP15 funds that can be provided to a household or to augment program funds in order to repair additional home(s) .

What kinds of work will be done?

Only repairs that address imminent threats to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the city's URP. It should be noted that all deficiencies in a home may not be rectified with the available funds. All work that is completed under URP15 must meet or exceed the NC Residential Building Code.

Who will do the work on the homes?
The city is interested in maximizing program benefits and hopes to partner with community organizations, as appropriate, to have quality work completed with skilled volunteer labor when possible. Such work will meet or exceed the NC Residential Building Code.

When work must be bid due the complexity of the job or because skilled volunteer labor cannot be secured, the city is obligated under URP15 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. A minimum of three contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion, (2) that the bid is within 15% (in either direction) of the city's cost estimate, and (3) that they returned an eligible bid by the pre-designated bid due date.

What are the steps in the process, from application to completion?
1. Complete an Application form: Homeowners who wish to apply for assistance must do so by October 30, 2015. Apply by contacting the City of Asheboro Planning and Zoning Department at (336) 626-1201 ext. 212. Proof of ownership and income will be required. Those who have applied for housing assistance from the city or Randolph County in the past will not automatically be reconsidered.

2. Preliminary inspection: The program's Rehabilitation Specialist/Housing Assistant will visit the homes of potential loan recipients to determine the need and feasibility of repairs and/or modifications.

3. Screening of applicants: Applications will be rated and ranked by the city's Redevelopment Commission based on the priority system outlined on page 2. Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other rating factors. From this review, the seven (7) most qualified applicants will be chosen according to the priority system described above ; there also will be three (3) alternates selected. The households to be assisted as well as the alternates will be selected by January 15, 2016.

4. Applicant interviews: Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.

5. Work write-up: The program's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Rehabilitation

Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bidding is completed.

6. Formal agreement: After approval of the work write-up, the homeowner will sign a formal agreement that will explain and govern the repair/modification process. This agreement will define the roles of the parties involved throughout the process.

7. Procurement of Services: If it is appropriate to seek skilled volunteer labor from a qualified community organization, the name of such organization will be supplied to the homeowner; a representative of the organization will need access to those areas of the house, in which work is to be performed, in order to verify that the organization can successfully complete the work described in the work write-up. If skilled volunteer labor cannot be secured, the work write-up and bid documents will be mailed to a minimum of three contractors who will be given ten (10) days in which to inspect the property and prepare bid proposals. The names of the invited contractors will be supplied to the homeowner. Each will need access to those areas of the house, in which work is to be performed, in order to prepare a bid. A bid opening will be conducted at Asheboro City Hall at a specified date and time, with all bidders and the homeowner invited to attend.

8. Contractor selection: If bids are sought, within 72 hours of the bid opening and after review of bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the city's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection.

9. Execution of loan and contract: The loan will be executed as well as the repair/modification contract. This contract will be between the contractor or community organization providing the skilled volunteer labor and the homeowner, with the city signing as an interested third party.

10. Pre-construction conference: A pre-construction conference will be held at the home. At this time, the homeowner, contractor or community organization providing the skilled volunteer labor and program representatives will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). Within 24 hours of the pre-construction conference, the city will issue a "proceed order" formally instructing the contractor or community organization providing the skilled volunteer labor to commence by the agreed-upon date.

11. Construction: The contractor or community organization providing the skilled volunteer labor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the work during the construction period to make sure that it is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. Code Enforcement Officers will inspect new work for compliance with the State Building Code as required by the guidelines of URP15. The homeowner will be responsible for protecting personal property by clearing work areas as much as practicable.

12. Change Orders: All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor or community organization providing the skilled volunteer labor and two representatives of the city. If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by the city, and executed by the owner.

13. Payments to contractor: When used, the contractor will be paid following inspection of and satisfactory completion of all items on the work write-up, as well as, the receipt, by the city, of the contractor's invoice and a release of liens, signed by all any sub-contractors employed on the job and by all material suppliers from whom materials for the job were purchased.

14. Post-construction conference: Following construction the contractor or community organization providing the skilled volunteer labor and the Rehabilitation Specialist will sit down with the homeowner one final time. At this conference the contractor will hand over all owner's manuals and warranties on equipment. Operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.

15. Closeout: Once each item outlined in section 13 & 14 have been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out.

What are the key dates?
If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting September 1, 2015.
- Applications must be turned in to the Asheboro Planning and Zoning Department by 5:00 PM on October 30, 2015.
- Households to be selected by January 15, 2016.
- Loans made to selected households by February 29, 2016.
- All rehabilitation work must be under contract by March 31, 2016.
- All rehabilitation work must be completed by December 30, 2016.

How do I request an application? Contact:
City of Asheboro Planning and Zoning Department
146 N. Church St.
Asheboro, NC 27203
(336) 626-1201 ext. 212

Or pick up an application at the Planning and Zoning Department or online at www.asheboronc.gov.

Is there a procedure for dealing with complaints, disputes and appeals? Although the application process and repair/modification guidelines are meant to be as fair as possible, the city realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeal.

During the application process:

1) If an applicant feels that his/her application was not fairly reviewed or rated and would like to appeal the decision made, he/she should contact the Community Development Director within five days of the initial decision and voice the concern.

2) If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing and delivered to the City Manager, 146 N. Church Street, Asheboro, North Carolina. A written appeal must be made within 10 business days of the initial decision on an application.

3) The city will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

1) If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor or representative of the community organization providing the skilled volunteer labor and the Rehabilitation Specialist.

2) The Rehabilitation Specialist will inspect the work in question. If he/she finds that the work is not being completed according to contract, the Rehabilitation Specialist will review the contract with the contractor or representative of the community organization providing the skilled volunteer labor and request that the problem be corrected.

3) If the Rehabilitation Specialist finds that the work is being completed according to contract, the complaint will be noted and the Rehabilitation Specialist and the homeowner will discuss the concern and the reason for the Rehabilitation Specialist's decision.

4) If problems persist, a mediation conference between the homeowner and the contractor or the community organization providing the skilled volunteer labor may be convened by the Rehabilitation Specialist and facilitated by the Community Development Director.

5) Should the mediation conference fail to resolve the dispute, the City Manager will render a written final decision regarding action to be taken.

Finally, if the Homeowner is not satisfied with the decisions of the project staff, he/she may call or write:

North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609
c/o Mr. Michael Handley, Manager of Housing Rehabilitation

The North Carolina Housing Finance Agency telephone number is: (919) 877-5700.

IMPORTANT NOTE: Do not hesitate to contact the Rehabilitation Specialist at any time during the process, but please keep in mind that the work involved will cause some inconvenience at times during the repair/modification. Repair/modification work in general can be quite stressful. We ask that all recipients of assistance be patient with the workers and any delays that may occur.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential unless otherwise defined as public records under North Carolina's public record laws. Access to information that is not a public record will be provided only to authorized employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

What about conflicts of interest? No officer, employee or other public official of the city, or entity contracting with the city, who exercises any functions or responsibilities with respect to URP15 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of city employees, and others closely identified with the city may be approved for rehabilitation assistance only upon

public disclosure before the Asheboro City Council and written permission from NCHFA.

What about favoritism? All activities under URP15, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color or national origin.

Who can I contact about URP15? Any questions regarding any part of this program should be addressed to: Asheboro Community Development Division
Planning and Zoning Department
146 N. Church St.
Asheboro, NC 27203 (336) 626-1201 ext. 212

This Assistance Policy is adopted this 7th *of August, 2015.*

_____ *Attest*

_____ *John N. Ogburn, III*
City Manager

CITY OF
ASHEBORO
COMMUNITY DEVELOPMENT DIVISION

2015 Urgent Repair Program | Assistance Policy
Addendum #1

This document is in reference to the 2015 Urgent Repair Program Assistance Policy dated 08/07/2015, signed by John N. Ogburn, III, City Manager.

May it be known that the undersigned party does hereby agree to make the following changes that are outlined below. These additions shall be made valid as if they are included in the original stated policy.

Amended Policy for Completing a 2015 Urgent Repair Program Application and Selection of Applicants:

The application deadline shall be extended from October 30, 2015 to November 20, 2015. Any applications received after October 30, 2015 shall be grouped together, prioritized and ranked for assistance separately from applications received prior to October 30, 2015.

The city shall advertise the application deadline extension as provided in this addendum in accordance with the policy's advertisement provision.

No other terms or conditions of the above mentioned policy shall be negated or changed as a result of this here stated addendum.

This Assistance Policy Addendum #1 is adopted this 30th of October, 2015.

_____ *Attest*

_____ *John N. Ogburn, III*
City Manager

CITY OF
ASHEBORO
COMMUNITY DEVELOPMENT DIVISION

2015 Urgent Repair Program

Procurement Policy and Disbursement Policy

PROCUREMENT POLICY

1. To the maximum extent practical, the City of Asheboro (the City) promotes a fair, open and competitive procurement process as required under the North Carolina Housing Finance Agency's Urgent Repair Program (URP). A minimum of three contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" means the contractor (1) is deemed able to complete the work in a timely fashion, (2) that the bid is within 15% (in either direction) of the city's cost estimate, (3) that an eligible bid was returned by the pre-designated bid due date, and (4) there is no conflict of interest (real or apparent).

2. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites shall be considered separate and apart when awarded and shall be awarded to the lowest responsive and responsible bidder(s) for each job site.

3. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.

4. Bids must include a cost-per-item breakdown with line item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.

5. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by all parties to the original contract and two representatives of the City. The change order must also detail any changes to the original contract price.

6. No work may begin prior to a contract being awarded and a written order to proceed provided to the contractor. In addition, a pre-

construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.

7. The City reserves the right to reject any or all bids at any time during the procurement process.

8. In the event of a true emergency situation, the City reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids and the like. Should such methods ever become necessary the transaction will be fully documented.

9. All sealed bids will be opened publicly at a time and place to be announced in the bid invitation. All bidders are welcome to attend.

DISBURSEMENT POLICY

1. All repair work must be inspected by the city's assigned Housing Specialist and the homeowner prior to any payments to contractors or subcontractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 25 business days for processing of the invoice for payment.

2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the city's assigned Housing Specialist, payment may be withheld until such time the work is satisfactory. Contractors may follow the city's Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy.

3. The city assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.

4. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

CITY OF
ASHEBORO
COMMUNITY DEVELOPMENT DIVISION

This Procurement and Disbursement Policy is adopted this the 7th day of August, 2015.

CITY OF ASHEBORO

BY: _____, City Manager
John N. Ogburn III

ATTESTED BY: _____, Community Dev. Director
Trevor L. Nuttall

CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policy.

BY: _____ COMPANY: _____

WITNESS:_____