

HOME REPAIR PROGRAM

HOMEOWNERS INSTRUCTIONS

and

ADDITIONAL INFORMATION

GUIDE



Monmouth County
Office of Community Development
Approved: February 5, 2020

The Monmouth County Home Repair Program

(HRP)

Homeowner's Guide and Additional Information Guide

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Approved: February 05, 2020 / April 01, 2020 Income Limits Standards

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PURPOSE

The Monmouth County Home Repair Program (HRP) provides limited financial assistance for repairs, code compliancy, and accessibility modifications to eligible, income qualified Homeowners including the elderly, and disabled. Repairs are limited to those issues that affect the habitability of the home such as lack of running water, electricity, or heating/cooling. These repairs must directly affect the immediate habitability of the home.

Chapter 1 - Eligibility

A. Program Eligibility

The HRP is open to all income eligible Homeowners in Monmouth County excluding those residing in Asbury Park, Long Branch, or Middletown. Applicants may only receive HRP assistance once within a five-year period. Assistance cannot be provided for items that are eligible for repair or replacement through a private insurance claim or are the legal responsibility of a third party entity such as a condominium or homeowner association. Applicants must own and occupy the subject residence for at least one-year prior to making application. Eligibility Requirements are more specifically described below.

During the applications review process, the application will also be considered for eligibility for other housing programs administered by the Office of Community Development.

B. Program Income Limits

Assistance is provided to applicants who meet Department of Housing and Urban Development (HUD) mandated low and moderate-income standards. Determination of eligibility is based on the total gross annual household income based on household size in accordance with HUD's income standards. The combined income of all adult household members is used to determine program eligibility. Income qualification is required, even if the applicant is certified as disabled or elderly.

Households must have incomes that fall below the following annual income guidelines chart Department of Housing and Urban Development (HUD) income limits as of **April, 01, 2020**.

Family Size	Income
1	\$54,950.00
2	\$62,800.00
3	\$70,650.00
4	\$78,500.00
5	\$84,800.00
6	\$91,100.00
7	\$97,350.00
8	\$103,650.00

Note: Income Standards are subject to change annually. Please verify with the Office of Community Development that you have the most current schedule.

C. Eligible Unit

- 1) Owner occupied dwelling units only.
- 2) For a duplex unit, only the owner occupied unit is eligible (except for shared common appurtenances such as a roof or heating unit.)
- 3) The home must be the primary residence of the owner.

D. Ineligible Units

- 1) Second homes, investment properties and/or vacation homes and the like are excluded.
- 2) Units are not eligible for improvement if they are listed or advertised “for Sale” or “under contract” for sale.

Chapter 2 – Permitted Repairs by Category

The Program offers repairs that are categorized as follows; A. Major, B. Minor, and C. Barrier Free.

- Assistance through this program is provided to address specific repairs and/or replacements involving faulty, defective, non-code compliant, or imminently hazardous home situation or to prevent further deterioration from occurring that would later require more extensive repairs. It is not to be used for cosmetic improvements or to provide a higher level of replacement.
- Assistance through this program is provided to address specific repairs and/or replacements and modifications to allow persons with disabilities to function more independently.
- The program is not to be utilized for cosmetic improvements including but not limited to: 1) interior or exterior painting; 2) floor covering material such as carpet, vinyl, tile or hardwood
- The assistance does pertain to necessary repairs to the subfloor and/or joists; such as repairs to a floor that is sagging.
- Major and Minor repairs are limited to one specific component of the home and not intended to cover multiple unrelated repairs. For example: if the repair is a window replacement that would be one specific component with the window and trim would be the approved components of the repair.

Specific types of repairs are as follows:

A. Major Repairs

Major repairs are intended to remedy emergency housing conditions which could pose a risk to the health and/or safety of occupants. Examples of major types of repairs may include but are not limited to:

- Faulty or inadequate heating/cooling systems ;
- Unsafe electrical systems;
- **Inoperable plumbing systems including:**
 - Lack of hot and cold running water
 - Inoperable water heater
 - Failing sanitary sewage system

- Failing well or septic systems
- leaking or ruptured waterlines

1) Electrical systems

- Lack of electricity;
- Exposed or dangerous electrical wiring;
- Structural deficiencies posing an immediate threat to health or safety;
- Includes incidental repairs related to a major system replacement or repair.

B. Minor Repairs

Minor repairs are intended to prevent further deterioration of structures or systems which, if not corrected, could eventually lead to more extensive and/or major repair work. Examples of minor types of repairs may include, but are not limited to:

1. Carpentry;
 - Inoperable or damaged windows and doors;
 - Minor home repairs to prevent further deterioration;
 - Interior walls, ceilings and drywall;
 - Other small carpentry repairs;
2. Plumbing and associated fixtures such as sinks and toilets;
3. Concrete such as outdoor concrete porches, stairs and private walkways;
4. Roofing;
 - Roof Leaks;
 - Severely deteriorated or rotting roof material;
 - Gutters;
5. Electrical;
 - Circuit breaker panel;
 - Switches;
 - GFI outlets/code compliance;
 - Smoke and/or carbon monoxide detectors.

C. Barrier Free Accommodations

For the purpose of this program, any combination of barrier free modifications listed below is considered (1) Minor Repair. Barrier free modifications allow persons with disabilities to function more independently. Modifications include but are not limited to:

- Wheelchair ramps;
- Stair Lifts and Platforms;
- Bath modifications;
- Widening of doorways to accommodate wheelchairs;
- Lowering of household fixtures such as cabinets and light fixtures;
- Grab bar installation.

Exception –Stair lifts, platforms, and bath modifications qualify as (1) One Major Repair

The Project Manager will determine the need for, type, and category of repair during the initial inspection. They will also prioritize repairs based on health and safety first, with secondary consideration given to efficiency and other factors. All repairs and installations become the responsibility of the homeowner upon project completion.

D. FINANCIAL ASSISTANCE LIMITS FOR ELIGIBLE REPAIRS

Financial assistance limits are not intended to provide Homeowners with a maximum dollar amount in eligible repair assistance by category, but rather, to provide only those repairs deemed necessary within the program guidelines.

Homeowners may not apply for more than one of the following (1) repair categories:

- One (1) major repair not to exceed \$10,000 or
- Minor repairs not to exceed \$5,000 or
- Barrier Free accommodations are not to exceed \$5,000.00, unless authorized for a stair lift, platform, or bath modification.

Chapter 3 – Program Participation

A. Program participation guidelines are as follows:

- 1) Clients must own and occupy the subject residence for at least one (1) year prior to submitting an application.
- 2) Financial assistance limits identified above are not intended to provide clients with a maximum dollar amount in eligible repair assistance, but to provide only those repairs deemed necessary within the program guidelines.
- 3) Applicants are not eligible to re-apply in the Home repair Program within five (5) years of a project closeout.

B. Rehabilitation Standards

- 1) Rehabilitation standards used in the Monmouth County Housing Repair Program is the New Jersey Department of Community Affairs Rehabilitation Subcode. The Subcode is incorporated herein by reference.

Chapter 4 – Application Request

A. Request an application:

Please contact the Monmouth County Office of Community Development to request an application.

- Written requests to: Attn: Home Repair Program
 Office of Community Development
 Hall of Records Annex
 1 East Main Street, 2nd Floor
 Freehold, NJ 07728

- E-mail requests to: homerepair@co.monmouth.nj.us
- Phone requests to: 732.431.7460
- Fax requests to: 732.308.2995

B. Required Documentation for Application Submittal

The application packet will include a cover letter explaining the assistance process and a check list. Applicants and co-applicants are to complete and sign the application jointly.

The following information/documentation must be included with the application to confirm program eligibility:

- 1) Applicant/Co-Applicant Information;
- 2) Marital Status;
 - If married, a copy of the marriage certificate;
 - If divorced, a copy of the divorce decree;
 - If widowed, a copy of the spouse’s death certificate;
- 3) Additional Related and Unrelated Household Members;
- 4) Income & Employment Data – Provide the following that apply:
 - Copies of the last two years Federal income tax returns for all household members 18 years of age or older. Tax returns must include all schedules and attachments. Those not required to file a Federal income tax return, must submit a notarized copy of the Affidavit of Non-Filing included in the application packet;
 - Copies of the last four paystubs for each employed household member 18 years of age and older. Also include a Verification of Employment form (VOE) from each employer;
 - Verification of employment form (VOE) from each employer;
 - Copies of most recent Social Security benefit award letter(s);
 - Copies of most recent pension benefit award letter(s);
 - Any household member collecting unemployment must provide documentation from the NJ Department of Labor related to the individual’s claim;
 - Any household member 18 years of age or older not receiving income must submit a notarized Affidavit of Zero Income, included in the application packet;
- 5) Property Information, to be verified by the Office of Community Development;
 - Address;
 - Block and Lot;
 - Current mortgage statement or letter from mortgagee;
 - A copy of recently paid utility bill ;

- Property tax statement from the municipality;
- 6) Repair(s) requested to be verified through property inspection;
- 7) Household Demographic Information (optional);
- 8) Homeowners' Insurance, proof that coverage is current and in effect;
- 9) Proof of Flood Insurance coverage in accordance with 24 CFR 58.6;
- 10) Certification of Accuracy and Completeness, signed;
- 11) Lead Based Paint Receipt, signed;
- 12) Privacy Act, signed; and
- 13) Affidavit of Policy Guidelines signed and notarized.

Homeowners shall be notified if their application is either incomplete or missing required documentation. The Office of Community Development cannot provide assistance until all information that is required as part of the application is submitted and deemed complete.

C. Return the Application:

Return the completed, signed, and dated application to:

Attn: Home Repair Program
 Monmouth County Office of Community Development
 Hall of Records Annex
 1 East Main Street, 2nd Floor
 Freehold, NJ 07728

Chapter 5 – Application Review and Determination of Eligibility

Upon receipt of the application and all required documentation, the Housing Repair Coordinator shall review the submission and shall determine the eligibility of the repairs/replacement being requested as follows:

A. Household Income:

- 1) The applicant's income shall be calculated to determine the total gross household income for the upcoming twelve (12) months. Determination of income eligibility shall be in accordance with the HUD income guidelines. If determined ineligible, applicants may re-apply six (6) months after the determination of ineligibility.
- 2) Generally, estimated gross annual income figures shall be based on income reported to the IRS. Income includes but is not limited to wages, salaries, tips, commissions, alimony, overtime, pensions, social security, unemployment compensation, AFDC, disability, net income from business or real estate, and income from assets such as savings, CDs, Money Market, Mutual Funds, stocks, and bonds.

B. Unit eligibility:

The HRP Coordinator shall verify the following:

- 1) Property ownership through the Monmouth County Clerk's Office by conducting a deed search. A copy of the deed shall be placed in the applicant's file.
- 2) For mobile homes, a copy of the motor vehicle title and a copy of the mobile park rental agreement, both of which shall be placed in the applicant's file.
- 3) The property is located in an eligible municipality as identified on the applicant's deed, not the application.
- 4) The property is the applicant's primary residence as identified in the documentation submitted with the application (e.g. utility bill, benefit letters, tax returns, etc.).

The property is not listed or advertised 'for sale' either 'by owner' or on a multiple listing service (MLS) website.

C. Property Status:

The HRP Coordinator shall verify that the property is properly insured and not at risk of foreclosure by:

- 1) Confirming that the current mortgage statement(s) indicate all payments are current.
- 2) Confirming with municipal officials that property tax, water, and sewer payments are current. Property taxes must not be delinquent for any tax year unless the Homeowner has entered into a written agreement with the taxing authority outlining a payment plan for delinquent taxes and is abiding by the written agreement.
- 3) Confirming through insurance declaration page that the Homeowners insurance on the property is current and in effect.

D. Flood Insurance

Flood insurance is required for properties located in a special flood hazard area (SFHA) as identified on the Flood Insurance Rate Maps (FIRM) that is in effect for the community the property is located in. The HRP Coordinator shall verify flood insurance applicability using FEMA's online FIRM Address Lookup tool:

[http://www.region2coastal.com/view-flood-maps-data/what-is-my-bfe-address-lookup-tool/current-effective FEMA](http://www.region2coastal.com/view-flood-maps-data/what-is-my-bfe-address-lookup-tool/current-effective-FEMA)

- 1) SFHA Zone V/VE: An area of high flood risk subject to inundation by the 1% annual-chance flood event with additional hazards due to storm-induced velocity wave action (a 3-foot or higher breaking wave).
- 2) SFHA Zone A/AE: An area of high flood risk subject to inundation by the 1% annual-chance flood event.

- 3) SFHA Zone AO: An area of high flood risk subject to inundation by 1% annual-chance shallow flooding where average depths are between one and three feet.
- 4) Non-SFHA Zone X: Areas of low flood risk outside the 1%- and 0.2%-annual chance floodplains.

Where flood insurance is required, the applicant must provide proof that existing coverage exceeds the cost of repairs anticipated through the HRP.

E. HUD Lead Safe Housing Rules

Federally funded rehabilitation assistance of requires pre-1978 property units to be evaluated by a risk assessment and all lead hazards must be addressed by interim controls using lead safe work practices. Interim control measures will be evaluated on a case by case basis to determine if the financial feasibility of the project affects program eligibility. The Project Manager will conduct a lead risk hazard assessment for the proposed scope of work to determine compliance with HUD's Lead Safe Housing Rules, 24 CFR Part 35 www.hud.gov/sites/documents/DOC_12347.pdf

F. HRP Approval/Disapproval

- If Approved: The HRP Coordinator will notify the Applicant by both mail and e-mail (if available) to inform them that a Project Manager will be contacting them to arrange a home inspection.
- If Disapproved: The HRP Coordinator will notify the Applicant by both mail and e-mail (if available) that the application has been disapproved. The correspondence to the Applicant will outline the reasons for disapproval and ways to rectify eligibility if possible. The HRP Coordinator will then close the file.

Note: The Office of Community Development reserves the right to close any file that remains inactive for a period of 30 days or longer.

Chapter 6 – Scoping and Approving the Repair

The assigned Project Manager (PM) shall schedule an appointment with the Applicant to conduct an initial inspection to evaluate the request for assistance which includes evaluation of the following:

- Determination of the actual need and scope for the home repair requested;
- Designation of the appropriate category of repair (Major, Minor, or Barrier Free) based upon estimated costs, materials, skills and/or amount of labor necessary to complete the scope of work.
- Based on the estimated cost, the PM will initiate and coordinate the lead hazard risk assessment per HUD 24CFR Part 35.
- The financial feasibility of repairs within the limits of the Home Repair Program.

Note: HRP may not be used to refinance repairs or improvements already in progress or completed.

- 1) During the appointment, the PM will provide the applicant with a verbal overview of the Housing Repair Program. The client's participation in gathering the quotes and the basic steps involving the repair process will be discussed in detail. The PM will advise Homeowner of their responsibility to pay for any and all costs in excess of the approved HRP financial assistance limits.
- 2) If the PM determines the proposed repair(s) meets program criteria, they will proceed to creating the written Scope of Work. The PM will also provide additional verbal information and instructions helpful to the client in preparation of the repair such as pre-construction tasks (e.g. relocating personal items, cleaning and preparing, providing unobstructed access, and disclose anticipated time frames relating to the specific work.)
- 3) If the PM determines the proposed repair(s) do not meet program criteria, they will perform a cursory inspection of the residence to see if any initially unidentified repairs could qualify for the program.
- 4) Following the cursory inspection, if the PM is able to identify eligible repairs, then she/he will draft a detailed report for the file explaining the findings on the premises. Pending the Applicant's approval, the PM will proceed to the cost estimate process. (or)
- 5) Following the cursory inspection, if the PM is unable to identify eligible repairs, then they will draft a detailed report for the file explaining the findings on the premises. The HRP Coordinator will then notify the Applicant by both mail and e-mail (if available) the reason why proposed 'Scope of Work' is ineligible under the guidelines of the Home Repair Program. The HRP Coordinator will then close the file.

Note: From This point forward, The Applicant is now a Client of the Home Repair Program.

Chapter 7 – Obtaining Three (3) Contractor Quotes

The Project Manager will instruct the Homeowner that they must obtain quotes from at least three (3) qualified contractors. The Client shall have the three (3) quotes scheduled and completed by their choice of contractor within three (3) week period from receipt of their written notification. Extensions to the three (3) week period may be considered for approval via verbal or written request to the Project Manager. The contractors shall submit their quotes directly to the Project Manager.

Note: The client must provide the contractor with a copy of the approved Scope of Work at the time of the scheduled visit. Three (3) copies are provided to the client with the approved contractors list via mail by the project Coordinator.

The Client will have the following three (3) options to choose from for the contractor selection process:

Option 1 | The Project Manager will provide the Homeowner with a list of eligible contractors from the HRP approved Contractors' List, who are able to perform the approved scope of work. The Homeowner will then obtain proper quotes from three (3) contractors of their choosing from the list.

Option 2 | The Homeowner may invoke their privilege to obtain a quote by choosing a contractor that is not on our Approved Contractor's List, from any qualified state licensed contractors of their choice. When choosing this option, additional time may be necessary in the quote process due to the following steps that are required to be completed: Contractors applying shall be properly assessed for current licensing, insurance, and a verified reference check. The Project Coordinator shall conduct a complete review of the required documentation and shall submit a reference check to the New Jersey Department of Community Affairs. Once the requirements have been satisfied the final approval and/or denial shall be provided in writing by the Project Coordinator to the contractor.

Note: The program requires a minimum of three (3) quotes in total to be submitted using either Option 1 and/or Option 2.

Homeowners wishing to choose their own contractor must provide the Project Manager or HRP Coordinator with the following contractor information:

- 1) Copy of the W-9 Tax ID Form;
- 2) New Jersey Business Registration Certificate;
- 3) Current New Jersey contractor's License ;
- 4) Certificate of Insurance for Liability and Workman's Compensation with a minimum coverage of \$1,000,000.00; and
- 5) Lead Safe Work Practices Certification (if required).

Option 3 | The Homeowner may authorize the Project Manager to solicit quotes on their behalf from all the contractors on the HRP Approved Contractors' List. Assistance in soliciting quotes on the client's behalf is offered to accommodate clients with special circumstances or needs. Requests shall be made in either written or verbal for to the Project Manager.

The Client shall not authorize anyone to perform work without approval from the County. If a client authorizes work to commence without prior consent from the County in the form of a Proceed to Work Order, the Homeowner shall assume all responsibility for payment of said work to the contractor.

Contractors that submit the above referenced information will be added to the potential contractors list upon satisfactory completion of one (1) Home Repair Program project in accordance with program requirements.

In the event the contractor finds an omission of information with the approved Scope of Work, the contractor shall promptly notify the Project Manager to request the missing information. Clients should not be presented with questions or suggestions regarding the scope of work, omissions, alternate designs, methods and/or deviations directly. It is the Project Managers duty to ensure all suggested materials and methods are listed and approved per the HRP Operating Procedures Manual

and the Department of Housing and Urban Development (HUD) Regulations prior to presenting alternate design and/or material changes.

Chapter 8 – Award of Contract

A. Guidelines are as follows:

- 1) The Project Manager will review the submitted cost estimates by selected contractors and determine which proposal best meets the program requirements and satisfies the scope of work at the lowest cost. The final approval of quote is at the sole discretion of the Project Manager and the Director of Community Development. Upon completion of the review, the Project Manager will provide the HRP Coordinator with the information necessary to award the contract.
- 2) The contractor will be notified by the HRP Coordinator of the pending contract award. All contractor information (see Chapter 7, Option 2 above) must be received before the contract is formally awarded. The HRP Coordinator will mail the contract to the contractor, which must be executed (signed) by both (1) the contractor and (2) the Client and returned to the HRP Coordinator prior to the issuance of a 'Proceed to Work Order'
- 3) If the 'Scope of Work' needs to be revised during the performance of the contract due to unforeseen conditions, a Change Order including a revised cost estimate must be proved by the contractor. A revised Scope of Work must be reviewed and approved by the Project Manager and the Director of the Office of Community Development.

Chapter 9 – Property Conditions and Client Provisions

A. Responsibilities per the client are as follows:

- 1) It is the sole responsibility of the Client to provide and maintain safe, sanitary, and unobstructed working environment. The environment must be suitable to accommodate the safety, health, and well-being of the construction workers, and inspectors. This also includes adjacent areas that may need to serve as access for the repair. The environment shall be maintained from the commencement of the initial inspection through to the completion of the project. The Project Manager shall determine the suitability of the environment and notify the client in writing immediately if there are concerns. Failure to mitigate the concerns may result in delay or denial of the application, project delays and/or termination of the contract.
- 2) It is the clients' responsibility to have all personal items and/or furniture to be temporarily relocated if required by the PM. Contractors and inspectors shall not move personal items.
- 3) It is the obligation of the client to adhere to the agreed scheduled dates of work arranged with the contractor throughout the project. If the work requires re-scheduling due to unforeseen circumstances both the contractor and Project Manager shall be notified immediately for re-scheduling.
- 4) The client or a designated person shall be present for all interior repairs. The designated person must be age eighteen (18) years or older. Work cannot be performed without a designated person present. Exterior work is exempt from this requirement.

- 5) It is the obligation of the client to provide permissions to access the property at all stages of the project to fully allow work and/or inspections to be conducted and completed by all parties. Failure to comply may result in project delays and/or termination of contract. Failure to permit a reasonable inspection and/or completion of work shall result in a waiver of the Homeowner's complaint, to which the Homeowner shall indemnify and hold harmless the County of Monmouth for any claims relating thereto.

Chapter 10 - General Contract Provisions

A. Permits:

- 1) It is the responsibility of the contractor to secure all necessary building permits prior to beginning work. The contractor must post the permits in a front window or door of the residence as prescribed by law. The contractor must notify the Project Manager and local building official before closing up walls on plumbing and electrical improvements to allow for proper inspections.
- 2) All required building permits and associated fees (e.g. Gas main line connection fees, Meter connection fees, Health Department fees, etc.) must be itemized on all quotes that are submitted. Change orders cannot be approved for permit or related fees that were omitted from the approved quote.
- 3) The contractor must provide copies of all required permits or a letter from the municipal building department stating that permits are not required to the Program Manager before requesting payment.
- 4) Failure to comply with these requirements will result in a delay of payment or nonpayment to the contractor.

B. Liability and Workers Compensation Insurance: As stated in Section K, the contractor shall provide a Certificate of Insurance for Liability and Workman's Compensation to be kept in the Homeowner's file. The Certificate of Insurance shall specifically name the County of Monmouth and the Homeowner as the insured parties.

- 1) The contractor shall indemnify and hold harmless the County of Monmouth and the Homeowner from liability for any injury or damages to persons or property resulting from his prosecution of work under this agreement. Coverage shall be not less than \$1,000,000.00.
- 2) The contractor must carry and require all sub-contractors to carry full and complete workers compensation insurance for all employees and those of sub-contractor(s) engaged in work on the contract premises. Furthermore, the contractor shall procure and maintain all insurance necessary to compensate and indemnify the County of Monmouth and the Homeowner for any or all claims arising from the contract.

- 3) The contractor and Homeowner shall indemnify and hold harmless the County of Monmouth for any work completed by the Contractor that is not approved by or covered under the applicable contract.

C. Assignment:

The contractor shall not assign the Construction Agreement in whole, to a sub-contractor or to another contractor without the prior written consent of the homeowner and the HRP Project Manager.

Chapter 11 - Warranty of Work

The contractor must warrant that all work under the contract shall be free from defect arising from the equipment, material, and performance of the contractor and any sub-contractor for a period of one-year. The one-year warranty becomes effective from the date the Homeowner signs the Certificate of Completion.

Homeowners that believe they are experiencing a warranty related issue must contact the HRP Project Manager who will record the notification in the Homeowner's file. To verify the Homeowner's complaint, the Project Manager will conduct an inspection and document the findings.

- If the Project Manager determines that the complaint is unrelated to work performed through the HRP, they will inform the Homeowner in writing.
- If the Project Manager determines the complaint is covered under warranty, then she/he shall contact the contractor in writing, cc'd to the Homeowner, instructing the contractor to resolve the warranty issue.

The contractor will be allowed fifteen (15) business days from receipt of notice to resolve a valid warranty complaint. Emergency warranty items (e.g. No heat in winter, burst pipes, etc.) require action within 24 hours of verbal notification of a problem which shall be followed up in writing.

Failure to resolve any valid warranty issue within the prescribed time frame may result in temporary and/or permanent removal from the HRP Approved Contractors List.

Chapter 12 – Materials, Methods and Restrictions

A. Materials and Methods are as follows:

- 1) All building materials are classified standard residential building materials, standard contractor's grade.
- 2) Commercial grade and or upgraded materials are not permitted in any case.
- 3) All installation work is considered standard residential building installation methods, installed to meet the current minimum code requirements, and determined by the most cost effective layout design.

- 4) Aesthetic preferences are not required to be given consideration in any case above these standard values for materials or methods.
- 5) If Lead Abatement is a requirement of the approved Scope of Work, the Lead Abatement must be performed and completed in advance of any additional repair or replacement. Non-Lead related work cannot be started prior to satisfying this requirement.

Side work, defined as any additional work that is negotiated between the contractor and client that is not listed in the Approved Scope of Work is not permitted to be started before the contracted work has been completed and signed off by all designated parties. The HRP Project Manager shall have the ability to inspect the property during the work and upon its completion. The Homeowner shall provide reasonable access of the property to the Project Manager. Failure to permit access may result in a termination of this agreement.

Chapter 13 – Project Closure

The contractor shall notify the HMP Project Manager when the project is complete and ready for final inspection. The Project Manager will then make an appointment with the Homeowner to conduct a final inspection of the property.

Once the Project Manager has determine that all items in the scope of work have been satisfactory completed, the Project Manager will issue a 'Certificate of Completion' for signature by the both the contractor and the Homeowner. The Project Manager will then provide the contractor with a 'Voucher' to be signed and submitted to the Project Manager along with invoices for payment of work completed in accordance with the approved scope of work.

Note: The 1-year materials and labor warranty on the contractor's repair(s) becomes effective from the date the Homeowner signs the Certificate of Completion. The Homeowner's signature is not a requirement in order to pay the contractor for work determined to be satisfactorily completed by the Project Manager.

Requests for payments are submitted by the Director of Community Development to the County Finance Department for placement on the Board of Chosen Freeholder agenda for authorization.

All repairs and installations are the responsibility of the homeowner upon project closure.



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