



COMMUNITY DEVELOPMENT BLOCK GRANT EMERGENCY REHABILITATION PROGRAM GUIDELINES

The Emergency Rehabilitation Program (Emergency Program)

The Emergency Rehabilitation Program (or Emergency Program) provides assistance to homeowners in Mesa to perform emergency repairs to substandard housing conditions. Substandard conditions include those posing a serious threat to the health, safety or welfare of the household or affecting the immediate livability of the home.

The level of assistance is limited solely to the amount required to address the specific emergency. The maximum amount of assistance per household, per year, cannot exceed \$25,000. If the total cost of eligible expenses exceeds this maximum, the homeowner is responsible for covering any additional costs beyond the program's funding limit. The homeowner must secure and provide payment for these excess expenses before project completion to ensure compliance with program requirements.

Emergency Program Operation:

Eligible repairs and/or replacement shall be made to components that affect the immediate livability of the home, as determined by the Housing Rehabilitation Specialist. The City reserves the right to implement seasonal prioritization of emergency repairs based on budget availability. Repairs and/or replacement include, but are not limited to the following types of assistance:

Heating/Cooling systems:

- Lack of or inadequate heating or cooling (unit shall currently exist)

Plumbing systems:

- Lack of hot and cold running water
- Defective sewage system
- Leaking waterlines and gas lines or dangerous conditions in plumbing and gas systems
- Leaking or improperly functioning bathroom plumbing fixtures (toilets, sinks faucets, tubs/showers)
- Leaking or inoperable water heaters

Electrical systems:

- Electrical hazards
- Exposed or dangerous electrical wiring and their interruption devices such as circuit breakers, fuses
- Wiring that is not properly grounded and/or wiring that has a floating/open neutral

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Roofing:

- Leaking systems
- Severely deteriorated and structurally dangerous

Carpentry:

- Inoperable door/window locks
- Broken windows or inoperable exterior doors
- Structural deficiencies posing an immediate safety issue(s)
- Perimeter fences/Concrete Masonry Units (CMU) block walls not in compliance with Mesa City Code §§ 9-5-2 and Title 11, Chapter 30
- Inoperable Appliances (limited to cook tops, ranges, and refrigerators, dishwashers, undercabinet microwaves)

Accessibility and/or Safety modifications (including but not limited to):

- Wheelchair ramps, widening doorways to accommodate wheelchairs
- Grab bars, railings, door hardware
- Bathtub/shower modifications
- Co2 Smoke Detectors
- Ergonomic ease of use devices such as door levers in lieu of doorknobs
- Security such as security screen door

Energy efficiency

- LED lighting
- Ceiling Fans
- Dual glazed systems Low E Argon Gas i.e., windows, exterior sliding glass doors
- Insulation systems such as attic, roof, subfloors. i.e., batt, sprayed, rigid foam
- Weather stripping systems at exterior doorways

Application Process:

1. Request for Application

Homeowners requesting assistance shall request an Emergency Rehabilitation Program Application packet through the City's Housing & Community Development by submitting an interest form online at <https://www.mesaaz.gov/residents/community-development/repair-my-home> or by calling 480-644-3208. The application packet will include a cover letter explaining the assistance process, a Required Documentation Checklist, and Application.

The completed application shall be returned to the Housing & Community Development Office with copies of the required documentation, as indicated in the Required Documentation Checklist.

Assistance shall not be considered to those applicants whose applications are either:

- 1) incomplete; or
- 2) all required income and homeownership documentation has not been submitted.

Homeowners shall be notified that their applications shall not be considered, and assistance may not be granted until the requested information has been received.

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The City's Housing Rehabilitation Specialist shall review the request(s) for emergency assistance and shall determine the eligibility of the applicant, and the repairs/replacement requested. To determine eligibility for the program, applicants must submit all required documentation. In cases where additional time is needed to submit documentation, a maximum of two extensions may be granted. The first extension may be granted for up to 14 calendar days. A second and final extension may be granted for up to 7 additional calendar days. If the required documentation is not submitted within the timeframes allowed, the file will be denied and formally closed. Applicants will receive written notification of the denial and file closure, and the program will proceed with assisting other applicants. If an application is denied, the applicant may not be eligible to reapply for six (6) months from the date of denial.

There are special requirements for City employees, elected officials, and their relatives and for non-profit Rehabilitation providers and their relatives. These requirements, which relate to conflicts of interest, include making public disclosure, obtaining a ruling by the City Attorney, and submitting materials for review by HUD. In all cases where an apparent conflict of interest exists, HUD will make a finding regarding the eligibility of the applicant. Assistance shall not be granted unless approved by HUD. The conflict-of-interest process may add, at minimum, forty-five (45) days to the eligibility process.

2. Processing of Application

Upon receipt of application and all required documentation, a Housing Rehabilitation Specialist shall review the documents. All applications will be evaluated based on the order in which completed applications are received and shall include (at minimum):

- Homeowner's Application
- Maricopa County Recorder's Office ownership and property tax information
- Financial and ownership documents as provided by applicant
- Additional information necessary as determined by the City's Housing Rehabilitation Specialist

A Housing Rehabilitation Specialist will review the applicant's income and homeownership information to determine client's eligibility (or ineligibility). Applicants must have owned and lived in their Mesa home as their primary residence for the preceding year immediately prior to applying and being qualified for participation in the program.

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 CDBG Income Guidelines. If determined ineligible or the application is deemed incomplete, applicants may re-apply six (6) months after the determination of ineligibility.

The Emergency Program reserves the right to seek third party verification for income, ownership, and household composition.

If IRS tax liens or tax certificates are found, the applicant will automatically be ineligible for assistance, unless written satisfaction of the lien is presented to the Housing & Community Development Office.

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Falsification of income and other required information requested is grounds for disqualification and may result in referral to law enforcement for investigation.

The City of Mesa shall complete the applicant's eligibility status within ten (10) business days of receipt of the completed application, including all required income documentation.

Upon eligibility, the Housing Rehabilitation Specialist shall schedule an appointment to inspect the applicants' property to evaluate the repairs requested. Painted surfaces that will be affected as a result of the repairs and/or replacements shall be evaluated for lead-based paint if the home was constructed prior to 1978 and the area of paint disturbance exceeds the HUD Lead Safe Housing Rule de minimis threshold, in accordance with the HUD Lead Safe Housing Rule. When the de minimis threshold is exceeded, a lead-based paint inspection and/or risk assessment shall be conducted by a licensed lead consultant retained by the City of Mesa Housing and Community Development Department.

The Housing Rehabilitation Specialist shall develop a scope of work that incorporates all required lead hazard reduction measures identified through the inspection and/or risk assessment. The scope of work shall include appropriate occupant protection measures, including containment, lead-safe work practices, and consistent with applicable federal, state, and local requirements.

All contractors performing work that disturbs painted surfaces must be properly certified, where applicable, in lead-safe work practices and shall comply with all federal, state, and local lead-based paint regulations. Upon completion of any lead hazard reduction activities, clearance testing shall be performed by a certified lead professional. Clearance results demonstrating compliance shall be required prior to final project approval and re-occupancy of affected areas.

All lead-based paint evaluations, hazard reduction activities, clearance testing results, and related documentation shall be maintained in the project file in accordance with HUD recordkeeping requirements.

General Requirements for Contractors

All contractors who wish to be on the City's contractor bid list are required to submit a completed Contractor Application initially and then to resubmit their credentials on a yearly basis. A letter is emailed to the active contractors in June requesting they submit the following: Registrar of Contractors (ROC) License, Contractor Verification Form, Bidder Affidavit, and Certificate of Insurance. Additionally, a review of the ROC is conducted verifying the status and types of license(s) that are active. Verification of System for Award Management (SAM) is also verified by the Housing Rehabilitation Specialist annually and prior to each project contract signing. The Program will not fund a contract if a contractor does not have all these items. The Program reserves the right to exclude any contractor who has unresolved complaints with the Registrar of Contractors office, or who has not performed in accordance to the bid instructions or contractor application.

All contractors are required to provide a minimum two-year workmanship warranty on all work performed through the Program, as set forth by the Arizona Registrar of Contractors. The homeowner is responsible for contacting the contractor for any warranty-related problems. If the homeowner does not feel that the contractor has lived up to warranty obligations, they must seek relief through Arizona Registrar of Contractors (ROC), not to the City of Mesa.

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Any changes to the scope of work shall be documented through a Change Order and shall address only those changes necessary to correct unforeseen code, health and safety issues affecting the immediate livability of the home. Change Orders shall be processed after the contractor submits the required documentation and has obtained both the contractor's and homeowner's signatures. The Change Order also requires the signatures of the Housing Rehabilitation Specialist and Housing and Community Development Administrator.

Small Purchase Procedure for Procuring Contractors

For the Emergency Rehabilitation Program, the City shall use small purchase procedures in accordance with 2 CFR 200.317–200.327, as applicable, for procurements that do not exceed the Simplified Acquisition Threshold.

The Housing Rehabilitation Specialist shall issue a Request for Quotations (RFQ) through the Housing Developer Pro (HDP) system to all active and qualified contractors holding the appropriate Arizona Registrar of Contractors (ROC) license classification(s) required for the scope of work. The RFQ shall include the project information, scope of work, quotation due date, and applicable federal requirements.

Contractors shall receive the homeowner's contact information and scope of work necessary to prepare quotations. All questions related to the RFQ shall be submitted in writing to the Housing Rehabilitation Specialist. If revisions or clarifications to the scope of work are required, a written addendum shall be issued to all participating contractors and, if necessary, the quotation deadline shall be extended to allow adequate response time.

At the RFQ closing date and time, quotations shall be opened in the HDP system, and a bid comparison report shall be generated. The opening and review shall be witnessed by two Rehabilitation Program staff members. The bid comparison report shall be signed and retained in the project file to document competition and internal controls. Quotations shall be evaluated for responsiveness, contractor responsibility, licensing, and price. Award shall be made to the lowest-priced, responsive, and responsible contractor, and price reasonableness shall be established through adequate price competition.

Notification of award and the bid comparison results shall be provided to all participating contractors within twenty-four (24) hours. The winning bidder report shall be retained in the project file and incorporated into the executed construction contract as the approved scope of work. No work shall commence until the contract is fully executed and all applicable federal requirements are met.

Completion and Payment Process:

When the contractor indicates completion of contracted work and the homeowner concurs, the Housing Rehabilitation Specialist will perform a final inspection with the homeowner. This evaluation ensures that all aspects of the project align with the scope of work for the project. Upon mutual agreement of satisfactory completion, the Rehabilitation Specialist will sign and approve the Certification of Release for Completion and Release for Completion of Contracted Work. This document grants authorization for the city to disburse payment of funds to the contractor.

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