

CITY OF GLOUCESTER

HOUSING REHABILITATION PROGRAM POLICY



EFFECTIVE April 14, 2016

Program Policies

The purpose of the City of Gloucester's Housing Rehabilitation Program is to foster and maintain affordable, decent, safe, and sanitary housing in the City. The Housing Rehabilitation Program is funded by the City through its allocation of federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD). The level of funding for the program varies annually.

The City of Gloucester's Program is available to income-eligible owners of single- and multi-family residential homes in Gloucester.

Note: The Community Development Office reserves the right to change, modify or amend the Program at any time to facilitate the administration of the program and to implement HUD notices and monitoring findings. The current "Step-by-Step" procedural process is included in the Appendix of this document.

Assistance Available:

All funding assistance to approved single family or owner-occupied multi-family homeowners is in the form of a Deferred Payment Loan at 0% interest with a maximum value of \$20,000. Investor owners seeking assistance should contact Program Staff to discuss funding options. This loan becomes due and payable upon sale, change of primary residence, refinance with cash out, or transfer of the property title. Loans are subject to the availability of funds.

Eligible Work:

Work eligible for assistance is categorized as "High Priority" and "Low Priority" by the City. The primary purpose of the City of Gloucester's Housing Rehabilitation Program is to correct code violations and substandard living conditions to bring local housing up to federal "Housing Quality Standards".

"Substandard", as defined for the purpose of this program, is a structure exhibiting significant deviation from the Housing Quality Standards (HQS) of the Section 8 Existing Program (882.109). The following criteria will be used to determine whether a structure will be eligible for assistance under the City of Gloucester Program. Section 8 Housing Quality Standards (HQS) define the existence of substandard conditions as:

- a) Serious deficiencies representing an immediate threat to the health or safety of the occupants;
- b) Serious deterioration to individual components of the structure has occurred due to poor design, poor workmanship, or premature failure of materials;
- c) Periodic maintenance to individual components of the structure, or the structure as a whole, has been deferred to the extent that if left further unattended,

serious conditions will result; or

d) The building systems (plumbing, heating, electrical) are antiquated to the extent that they are generally accepted to be no longer the standard and may constitute a health or safety hazard or an unrealistic financial hardship on the structure's occupants.

It is not the intention of the program to eliminate further maintenance costs to a property owner and/or make general property improvements to the structure.

Property owners must recognize periodic maintenance as unavoidable.

The City will prioritize applications which request emergency repairs (such as failed furnaces, failing electrical systems, or elevated blood lead levels). All work completed must comply with the Commonwealth of Massachusetts State Building Code and the Massachusetts State Sanitary Code, as applicable, and meet federal Housing Quality Standards ("HQS"). The City of Gloucester will determine priority work, and may not be able to assist all eligible applicants in a program year. Eligible applicants may be placed on a waitlist for later funding if they wish. Intake of waitlisted clients will be handled as follows: 1) applicants seeking emergency repairs or hazard remediation; then 2) date of application received. When new Program funding is received in July, homeowners on the waitlist (if one exists) will be prioritized over new applicants. First-time applicants will also receive priority over returning clients. Clients seeking assistance within four years of receiving a prior housing rehabilitation loan are ineligible to receive additional services unless the work requested is an emergency.

High Priority Work:

Emergency Work: Work requests will only be considered an emergency if staff determines that not addressing the issue will adversely impact the health or safety of the property's residents. Examples of work that can be classified as an emergency include: no hot running water, blocked plumbing due to failed or deteriorated pipes, broken/unusable/leaking furnaces, and documented evidence of elevated lead levels in the blood of a child under age six. Emergencies will be handled on a case-by-case basis, and may take precedence over applicants on the waiting list for funding. Housing Rehabilitation Program Staff and other applicable City departments (such as the Health, Police, Fire, or Building Departments) will determine whether the requested work is an emergency.

Correction of Code Violations: Depending on the circumstances, the correction of some code violations may be considered an emergency. Proposed work is considered eligible if not addressing the issue could adversely impact the health or safety of residents. Examples of this type of work could include the replacement of boilers or furnaces, repair or replacement of broken windows and doors posing a security or safety issue, lack of legal egresses, installation of railings, electrical system upgrades, installation of carbon monoxide or smoke detectors, and repair or replacement of deteriorated or leaking roofs. *All existing Building or Sanitary code violations must be corrected through, or by the completion of, the City-assisted rehab work, and approved by the City's Inspectional Services Department.*

Structural Failure: Correction of building structural or maintenance deficiencies. Examples of eligible work include repair/replacement of deteriorated stairs, entranceways (small porches), emergency egresses, hand railings, chimneys, and ceilings.

Incipient Code Violations: Correction of deficiencies or conditions of deterioration that if left unattended would continue to deteriorate into a code violation, such as replacement of building components that have exceeded their life expectancy.

Hazard Abatement: Remediation of environmental hazards such as mold, lead paint, and asbestos. Radon reduction may also be an eligible expense.

Removal of Architectural Barriers: Removal of architectural barriers for persons with disabilities, such as the installation of ramps and stair lifts or interior modifications, is an eligible expense. However, at this time, the City typically refers applicants seeking this type of rehabilitation to partner agencies who specialize in home improvements for the elderly and/or disabled.

Lower Priority Work:

Energy Efficiency/Weatherization Improvements: installation of insulation, reduction of air infiltration, window/door replacement, weather-stripping, and replacement of inefficient heating systems are lower priority work items. When possible, this work is referred to partner agencies.

Ineligible Work:

The purpose of the City's federally-funded rehabilitation activities is to correct housing code and/or health code violations, perform emergency repairs, or other necessary activities that will make the property safe and livable. Funds will not be used for cosmetic or luxury improvements on the property, repairs to outbuildings, or improvements/installation of porches/decks that do not affect safe egress. Cosmetic improvements include, but are not limited to: landscaping work, additions, fireplaces, pools, hot tubs, area rugs, steam showers, skylights, and kitchen/bath cabinetry.

Eligibility & Underwriting Criteria:

Any work that will eliminate or address substandard living conditions, incipient or existing code or sanitary violations, remove architectural barriers for the disabled, and/or conserve energy is eligible for assistance, as long as the household meets Program income and underwriting guidelines. Current Program income limits are included in the Appendix.

To approve a loan, the City must establish that:

- 1) The borrower has the ability, and is willing to repay, the debt.
- 2) The property is sufficient security for the loan.
- 3) The borrower is unable to secure conventional financing for needed home repairs.

The City determines borrower eligibility by the following guidelines:

- 1) Location: The residence must be located in the City of Gloucester.
- 2) Beneficiaries: Eligible applicants must be low- to moderate-income at the time of assistance. Income is determined on a household basis. In the case of multi-family properties, at least 51% of the units must be occupied by income-eligible households. If funds are assisting rental units, at least 51% of the tenant household(s) must be low- to moderate-income, and the owner must sign an Affordable Housing Restriction (AHR) agreement stating that he/she will rent the apartment(s) to income eligible tenants at Fair Market Rent (as determined by HUD; see Appendix for additional information) for a period of 15 years. This agreement will be recorded along with the mortgage at the Southern Essex Registry of Deeds, and all recording fees will be the responsibility of the client.
- 3) Income Eligibility: In order to be eligible for assistance, the cumulative adjusted gross household income for all persons occupying a program-assisted unit cannot exceed 80% of area median income as defined by HUD at the time of loan closing. Low- and moderate-income guidelines for the City of Gloucester are defined by HUD, and revised annually. Program staff will use the most current income limits to verify eligibility at the time of intake and at the time of assistance. If a household is placed on the waitlist for funding, Program staff may request that the household recertify their income and provide updated household and/or tenant income documentation to ensure that the household is still eligible for funding at the time of assistance. *If updated documentation is not provided, the City reserves the right to reject the application and remove it from the waitlist.*
- 4) Property Condition: Residential structures may be assisted under the Program if at least one of the following conditions exists: a health, safety, or building code violation(s); an emergency situation requiring immediate assistance; a member of the household is disabled and requires accessibility improvements; or abatement of lead, mold, or asbestos is required.
- 5) Ownership: Owner-occupant applicants must be the listed owners on the property title. Applicable deed and/or trust documents must be provided to Program staff. If an applicant holds only a life estate in the property, Program staff will require the holder of the remaining interest's consent to proceed with a loan.

- 6) Household Size: The size of the applicant household will be determined as part of the income eligibility process. Household size refers to all persons occupying the housing unit. Occupants may be a single family, a single person living alone, multiple families living together, a multi-generational single family, or any other group of related or unrelated persons sharing living arrangements. All residents of the housing unit must be reported on the application. In the event that there is a change in the size of a household after the application is submitted, Program staff will review the eligibility of the project in light of the change prior to final loan closing.
- 7) Property Status: The property must be occupied as the applicant's principal residence. All mortgages or notes on the property must be in good standing to be eligible to receive a Program loan. It is the responsibility of the applicant to inform Program staff if existing mortgages on the property are in arrears, foreclosure, or default. The property must not have any federal, state, or municipal tax liens. Applicants in bankruptcy or foreclosure proceedings are not eligible to apply for the Program. Applicants in the process of seeking a loan modification are not eligible to apply until the mortgage company has approved the modification and the client can document successful payment history. A title search will be performed by Program staff prior to approval of an application. *Note: rehabilitation funds will not be provided if there is an existing reverse mortgage on the property.*
- 8) Loan-to-Value Ratio: The total value of all liens on the property may not exceed 100% of the property's assessed value. (At staff's discretion, a recent bank or realtor appraisal will be accepted in lieu of the assessment if one can be provided.) This "loan-to-value ratio" cannot exceed 100%. This guideline is in place to ensure the City does not knowingly place a low-to moderate-income homeowner in an "underwater" mortgage situation. If any mandatory lead-based paint hazard reduction is required, the City will request the client apply for funds for hazard reduction through its Lead Hazard Control Program, which is not subject to a loan-to-value guideline.
- 9) Taxes, water/sewer payments: At the time of assistance, the property's real estate taxes, water, and sewer payments must be current and in good standing with the City.
- 10) Certificate of Occupancy; 106 Inspection: Multi-family property applicants (3+ units) must document that a Certificate of Occupancy granted after a 106 Inspection (5-year mandatory inspection) exists on file with the City. If one does not exist, a documented effort must be made to obtain this document to demonstrate compliance with 780 CMR. In some circumstances, the City Program may be able to waive the Certificate requirement if a recent Certificate was documented to be denied due to the code violation(s) for which the applicant is applying for remediation. A letter from the Building Inspector will be required as documentation, and this exception will be granted at the discretion of Program staff.
- 11) Certificate of Rental Dwelling: The City of Gloucester Certificate of Rental Dwelling Regulation #4 of the Board of Health, City of Gloucester, and Massachusetts State Regulation 105 CMR 410:000: State Sanitary Code Chapter II: Minimum Standards of Fitness for Human Habitation laws require

all multi-family rental properties be inspected by the City's Health Department periodically in order for units to be legally rented. The legality of all rental units must be documented to be eligible for funding as a multi-family property. Again, the City Program may grant a waiver at its discretion for properties identified by the Health Department to require rehab services in order to address inspection findings which prevent a current Certificate of Rental Dwelling from being issued, as long as the rental units are not occupied until after rehabilitation services are complete or the Health Department documents that the violation will not affect the habitability of the unit while it undergoes rehabilitation. In that case, all violations must be corrected through the rehabilitation of the property, and a Certificate of Rental Dwelling must be obtained before the project can be closed out.

- 12) Flood Insurance: Evidence of flood insurance coverage will be required if the property is determined to be located in the FEMA-designated Floodplain.
- 13) Homeowner's Insurance: The homeowner must have homeowner's insurance on the property to be assisted, and must maintain coverage throughout the period of the loan.

Additional Program Policies:

All dwellings rehabilitated with federal funds must comply with all statutory requirements of the CDBG Program, with the Federal Lead Safe Housing Rule, and the Massachusetts Lead Law. Applicants must comply with all Federal, State and local regulations pertaining to Fair Housing and Equal Opportunity, as well as comply with all other local, State and Federal regulations, which may include the Uniform Relocation Act, state and local building and sanitary codes, affirmative marketing, environmental review, labor standards, conflict of interest provisions, and refusal to use federally debarred or suspended contractors as well as other regulations not listed here. Potentially historic properties (those located in a historic district or over 50 years old) may require additional review for some exterior improvements.

City Employees and Officials: Program staff and any other City employees or officials who may have authority with respect to the administration of the program are not eligible to receive Program assistance. City employees or relatives of Program staff may apply, but a Conflict of Interest determination must be made prior to funding approval. All exceptions to a Conflict of Interest determination are granted at the discretion of HUD.

Providing False Information: If an applicant falsifies or provides misleading information in an application, the applicant may be permanently disqualified from participation in the Program and will be required to repay any Program assistance already expended. Examples of this include failure to report income from employment, or failing to report an accurate account of residents in the household.

Temporary Relocation Policy: The City of Gloucester recognizes that it may be necessary to temporarily relocate residents when undertaking hazard abatement. Every effort will be made to minimize the need for temporary relocation if it is required during project work, but it is the City's policy to provide relocation benefits to tenants or residents who may need temporary relocation. Tenants and owners will receive reasonable advance, written notification whether or not temporary relocation will be necessary, and, if so, the kinds of assistance available. Residents temporarily displaced as a result of Program rehabilitation work are eligible for temporary displacement benefits, and will be notified of their eligibility at least 15 days prior to the estimated relocation date. Please see Appendix: Temporary Relocation Policy.

Lead Paint Policy: Federal regulations require a lead paint risk assessment be conducted for all projects receiving loans over \$5,000/unit. The risk assessment will identify any lead paint hazards requiring interim control or abatement measures. A lead paint inspection and risk assessment will be conducted by the City's qualified inspector. The costs of this lead inspection will be borne by the Program, not the homeowner. Specifications for work will be developed based on applicable state and federal lead paint laws. Contractors will be required to observe lead-safe work practices when performing rehabilitation.

Projects receiving Program assistance will require full lead paint abatement if lead paint is identified through the risk assessment and children under age six reside in the home. The inspection report will identify the levels of hazard present, prioritize risks, and recommend interim measures of abatement or full abatement if required (full abatement is mandatory when rehab costs are over \$25,000, or children under age six are present). *All homes where children under six years old reside must receive abatement regardless of the overall rehabilitation cost of the project.* All occupants will be temporarily relocated during the deleading process. (See the Appendix for the City's Temporary Relocation Policy.) All deleading projects must be performed by experienced and certified deleading contractors by law.

All multi-family properties with rental units will be legally required to notify tenants of the presence and associated risks of lead paint. Homes built after 1978 are exempt from Program lead paint requirements.

In the event that deleading requirements are triggered by rehab activities, the City will refer all eligible Rehab clients seeking lead hazard control to its **Lead Hazard Control Program**, which offers forgivable loans (\$10,000/unit, or \$15,000/single family) through a one-time competitive grant award from HUD's Office of Lead Hazard Control and Healthy Homes. In the event that deleading costs exceed Lead Hazard Control Program limits, clients will need to utilize Rehab Loan funds to cover the balance of cost to achieve compliance. In the event that it is not possible to achieve compliance, the City cannot offer rehab assistance.

Denial of Service Policy:

The policy of the City of Gloucester is to provide rehabilitation loan services when those services may be delivered safely and effectively, without undue hazards to staff, independent contractors, or clients. In some circumstances, assistance may be denied due to the magnitude of health and safety issues and associated costs. It is the policy of the City of Gloucester and HUD to correct all code violations during the rehabilitation of the unit. Refusal by the homeowner to correct code violations or to abide by any other applicable program policy such as those listed above may result in denial of assistance.

Gloucester staff and contractors must be able to perform rehab measures without threats to their health or safety and in a non-hostile work environment. Work will not be performed in homes that are structurally unsound and should be condemned, substantially infested with vermin, or homes with electrical or plumbing hazards that cannot be resolved prior to or during the rehab. The dwelling must be free of animal feces, excessive garbage, and illegal controlled substances during the period of rehabilitation.

In all cases of denial, the applicant will be informed in writing when services are denied or withdrawn. The denial notice will include instructions for appeal of the denial or steps that can be taken to allow for rehabilitation services to proceed, if applicable.

Amendments and Revisions:

Program guidelines and forms may be revised periodically as deemed necessary by Program staff or HUD. Major revisions to the Program Guidelines will require the approval of the Community Development Director.

To Apply for Funding Assistance:

Applications are available by request, or online at <http://www.gloucester-ma.gov/index.aspx?nid=499>.

Applications for assistance are accepted by mail, or in person at:

City of Gloucester Community Development Department

3 Pond Road

Gloucester, MA 01930

Applications are accepted on a first-come, first-served basis.

For more information, call the Community Development Department at 1-978-282-3027.

APPENDIX

HUD Maximum Qualifying Income* & Rents

FY 2016 Income Limits

Units assisted under this program must be rented to, or occupied by, income-eligible households earning at or below 80% area median income, as defined by HUD, for the Boston-Cambridge-Quincy MA NH HUD- Metro FMR Area. *Maximum income amounts are updated by HUD periodically. These income limits are effective for Program Year 2016.

Household Size:	1	2	3	4	5	6	7	8
80% AMI	\$51,150	\$58,450	\$65,750	\$73,050	\$78,900	\$84,750	\$90,600	\$96,450

The Final FY 2016 Gloucester City FMRs for All Bedroom Sizes

The following table shows the Final FY 2016 FMRs by unit bedrooms for Gloucester, Massachusetts. **All rental units rehabilitated under the Program must be rented to income eligible households at an affordable rent for a period of 15 years.** Fair Market Rents (FMRs), as defined by HUD, are used as the standard. The homeowner will be required to sign an Affordability Housing Restriction Agreement with the City of Gloucester, which will be recorded at the Registry of Deeds. Marketing of all current and future vacancies shall be done to affirmatively further Fair Housing Opportunity to all individuals. All public advertising of vacancies shall contain the phrase “Equal Housing Opportunity.” The City will monitor units on a periodic basis after the completion of work to ensure ongoing compliance with the Affordability Restriction.

Final FY 2016 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$1,056	\$1,261	\$1,567	\$1,945	\$2,148

Temporary Relocation Policy

The City of Gloucester recognizes that tenants and owners may need to be temporarily relocated and housed due to housing rehabilitation activities funded by CDBG, Lead Hazard Control, and/or HOME.

The use of CDBG funds mandates that the City of Gloucester provide a “temporary, decent, safe and sanitary” unit of housing for temporary relocation, plus provide cost-reasonable storage/moving costs for the temporary relocation.

The City of Gloucester will select the lessor of:

- 1) D.O.T. schedule of moving expenses, (if applicable); or
- 2) Actual moving expenses. Motel costs and storage costs, if any, will be by lowest bidder.

The temporary relocation, storage and moving costs will be financed by the owner, CDBG or HOME funds. The preferred source of funds will be the owner of the property under rehabilitation.

The length of stay in a temporary relocation unit will be stated in writing to tenant at time of relocation. Occupants will be notified of their eligibility for temporary displacement benefits at least 15 days prior to the estimated relocation date.

The City of Gloucester through the Grants Office recommends the following sites by order of preference:

- A. Temporary unit on site of rehabilitation property;
- B. Other site owned by rehabilitation property owner;
- C. Motel;
- D. Rental Unit.

HOUSING REHABILITATION PROGRAM Procedures—

The “Step-by-Step” Process:

1. Application will be reviewed for completeness and accuracy. The date received will be recorded.
2. Eligibility will be determined according to:
 - a. Is current loan-to-value ratio under 100%?
 - b. Review of client assets & income documentation (account balances, presence of liens or writ of execution, & etc.). Title search performed. Income eligibility is based on projected income at time of assistance (loan closing).
 - c. Does the applicant’s “wish list” conform to the City’s scope of work guidelines?
 - d. Does the presence/disturbance of lead indicate work that will exceed typical budget or require a programmatic referral?
 - e. Is the work due to an emergency?
 - f. Has the applicant received a REHAB loan before?
 - g. If a multi-family property, can the client provide a valid Certificate of Occupancy and Certificate of Rental Dwelling?
3. If client is eligible, notice of acceptance will be provided to the homeowner that repeats expectations that appear on ComDev website, as well as timeline with Housing Rehab inspector.
4. Staff will start a (green) Project Checklist & Routing Sheet.
5. Staff will perform required Environmental Review and include in client folder, and attach current FEMA Firmette and Wetlands maps.
 - a. If property is Flood Area, client must have Flood/Hazard Insurance coverage.
6. Housing Rehab Specialist will schedule a visit with client to review work requested and inspect the property for hazards and code violations.
7. Staff will review Housing Rehab Specialist’s Report and HQS Checklist for all issues associated with property, and
 - a. Compare needs for code compliance/health & safety with client’s original request;
 - b. Determine if an additional lead inspection is required;

- c. Determine priorities with homeowner based on budget; Housing Rehab Specialist will then prepare scope of work/specifications, and sign/date.
 - d. Evaluate whether estimate will put client significantly over 100% L/V ratio.
 - e. Determine if work can be performed in conjunction with other services that may be provided by other area programs, such as the weatherization program at Action, Inc., the Mass Save Program, or MassHousing programs.
8. Housing Rehab Specialist will coordinate invitation of interested contractors to conduct a walk-through of property, where everybody can ask questions publicly. Homeowner may specifically request preferred contractors receive an invitation to attend.
 9. The project will be bid as two separate “scopes of work” only in cases where specialty contractors are required (such as lead or asbestos abatement contractors), and only at the discretion of program staff. In all other cases, one contractor will be hired through competitive bidding per job.
 10. Determine deadline for bid submissions (typically 2 weeks after walk-through).
 11. Staff will receive bids, review with the homeowner, and typically select the low bidder (client can choose higher contractor, but must pay difference between low bid). If bids deviate substantially from estimates, staff will document and determine discrepancy. Project may be rebid if necessary to achieve cost-reasonable bids.
 12. Staff will ensure selected bidder is not on Federal List of Debarred Contractors, and that all applicable contractor licenses are in place and on file.
 13. Staff will direct client to sign formal agreement with selected contractor. The City will keep a copy of the client-contractor agreement on file.
 14. With proof of contract between client and builder, staff will schedule a meeting to sign City loan agreement with project manager and client. Client MUST bring \$175 check for Registry of Deeds filing fee. If Affordable Housing Restriction is also required, client must also pay the additional \$75 fee for recording that agreement as well.
 15. Client income will be re-verified prior to final loan closing to ensure eligibility for assistance.
 16. When loan agreements are signed, staff will request from Purchasing that the client become a vendor in the City accounting system.

17. Staff will create a purchase order requisition with ComDev bookkeeper (including green sheet and scope of work).
18. Staff will record P.O. requisition number and outgoing date in contracts binder.
19. Staff will route 5 loan agreements through the City departments with Cover Sheet and tabs indicating signature lines for next responsible party.
20. When loan agreements are returned to ComDev, staff will log receipt of same in contracts binder, including newly assigned P.O. number (not to be confused with P.O. *requisition* number).
21. Staff will mail one copy of loan agreement to vendor (client).
22. Staff will create IDIS entry for the project. Note: if project lasts longer than 3 weeks, staff must update IDIS with progress reports.
23. Staff will issue a “Notice to Proceed” to the selected contractor with caveat that a BUILDING PERMIT must be obtained before work can begin.
24. Rehab Specialist will prepare paperwork and submit invoices to Project Manager after work begins on behalf of the contractor. All invoices must be accompanied by work-in-place inspection documentation, signed by the homeowner and Rehab Specialist.
25. Staff will submit invoice with cover sheet to ComDev Director for authorization (with “OK to Pay” plus project manager initials and date). Invoice is then submitted to bookkeeper for payment.
26. Invoices from contractors are generally due every other Wednesday. Processing generally takes 5-7 days and checks are available at Treasurers Office on every other Friday. Checks will be made payable to the property owner (vendor) for payment of rehab work completed; but held at the Grants Office until the property owner signs the check as “Payable to...” the contractor. The contractor then signs for and receives the check directly from the Grants Office. Copies of all checks issued are kept on file with the City.
27. Change orders: In some instances, unforeseen changes are needed. C.O. forms are self-explanatory, but first of several required signatures is that of the client.
28. BEFORE issuing final payment, staff or Rehab Specialist will obtain signature from client on “Project Completion” form for project file. Note: invoices can be processed and checks cut BUT NOT ISSUED prior to project completion.

29. Staff will verify that the client has received all appropriate warranties for work completed and equipment installed, and obtain copies for project files.
30. Housing Rehabilitation Specialist and City Building Department must each complete a final inspection of the work completed, and sign off that the workmanship is satisfactory, to code, and to specifications before final payment can be processed. Staff must ensure these final sign-offs are included in the project file.
31. Final payment issued by staff.
32. Rehab Specialist will obtain executed mechanical liens release from contractor and subcontractors (if applicable).
33. Staff will close out file in IDIS.
34. Staff will submit 2 original mortgages, \$175 filing fee check (and a memo to return one copy to ComDev) to Registry of Deeds with SASE. Affordable Housing Restriction will also be filed if applicable (\$75 fee).
35. When Registry returns one original, it will be kept locked on file at the Community Development office.
36. Staff will record mortgage on Treasurers database on shared drive.
37. Staff will record Mortgage on ComDev database on shared drive.
38. Staff will return file to main filing area. All relevant forms can be found at **G:\Grants Division\Housing Rehab**.