



Housing Authority of Cochise County
EMERGENCY HOME REPAIR PROGRAM
Guidelines for Rehabilitation
And Application

PURPOSE

To benefit very low, low, and moderate income homeowners to correct hazardous conditions that will result in a unit that is decent, safe and sanitary and meets federal and state housing standards. This will be achieved by making grants up to \$15,000 per owner/occupied single family home, available to households that have an urgent need for repairs to their unit. These grants will be available to applicants in the unincorporated areas of Cochise County.

Revised October 2011

Cochise County Resolution 11-__
EXHIBIT "A"

Section 1

PROGRAM OVERVIEW

- 1.1 The County of Cochise is authorized to submit application to the State of Arizona Community Development Block Grant Program for activities that comply and meet one of the three National Objectives:
 - ① Low to Moderate Income Benefit- Activity must benefit low and moderate-income persons either area wide, limited clientele, or low/mod housing
 - ② Slum/Blight- Activity must aid in the prevention or elimination of slums or blight
 - ③ Urgent Need- Activity meets other community development needs having a particular urgency that poses a serious and immediate threat to the health or welfare of the community
- 1.2 Since 1982, the State of Arizona has administered the CDBG Program. The Governor of the State of Arizona has designated the State of Arizona Department of Housing to administer the CDBG Program in partnership with the regional Council of Governments (COGs), which allows the state to respond to unique and varied needs of local governments throughout the non-entitled regions. (Non-entitlement communities are all cities and towns in Arizona except the cities of Flagstaff and Yuma, and for all counties except for Maricopa and Pima Counties and the incorporated communities within their jurisdictions.)
- 1.3 Cochise County is not an entitlement community. Therefore it receives its funding from the State of Arizona through the Southeastern Arizona Government Organization (SEAGO). The seven incorporated cities and the County are eligible to receive funding every other year. This funding is available on a sub-regional rotational basis to each community. During each rotation funding cycle, the Cities and the County conduct a public participation process, where community groups or individuals have the opportunity to present their proposed activities during public hearings and meetings for possible CDBG funding.
- 1.4 The Housing Authority of Cochise County will be assisting low to very low income homeowners throughout the unincorporated areas of Cochise County. Repairs will be made to the dwelling to ensure that the unit is safe for habitation. This is not a beautification program. Repairs will only be completed to replace, install, or repair an item that removes a health hazard or may endanger the safety of the occupants. The unit must be suitable for rehabilitation, not dilapidated, and the emergency home repair must not exceed \$15,000 (fifteen thousand dollars).

- 1.5 Repairs will be completed under a grant program. No liens will be placed on the property and no money repaid by the applicant. The applicant must own and occupy the property as their only place of residence. The unit must have been owned and occupied by the applicant at least one (1) year prior to date of application.
- 1.6 Emergency home repairs will be made on units that qualify on a first come, first served basis. The Housing Authority Director will have the ability to bump a client to the top of the list if one unit is in more need than another (i.e., an elderly client living in a unit with a roof starting to collapse versus the repair of a hot water heater).
- 1.7 Only one grant up to \$15,000 will be awarded to a homeowner under the CDBG funded Emergency Home Repair Program every five years. If repairs exceed the \$15,000 limit then the applicant will not qualify for assistance under this program, but may qualify for other Housing Authority owner/occupied home rehabilitation programs. If a repair is being made and the contractor finds additional structural problems, it will be at the discretion of the Housing Authority Director how much additional funding can or will be allocated to complete necessary repairs.
- 1.8 Repairs will be made to units under this program that are classified as real estate or real property; single family owner occupied site built homes or permanently placed mobile homes. These units must also meet County (or city where applicable) Building and Planning Guidelines or Section 8 Housing Quality Standards. Permits will be obtained and components inspected by the County Building Inspector, if applicable.
- 1.9 The County of Cochise and the Housing Authority of Cochise County does business in accordance with the State and Federal Fair Housing Law. It is illegal to discriminate because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin. If an applicant, grant recipient or contractor feels they are discriminated against, they may file a claim with the Arizona Attorney General's Office.

Section 2

APPLICATION AND QUALIFICATION

- 2.1 Housing Authority of Cochise County (HACC) staff will take EHR Program applications and maintain a separate waiting list for the CDBG funded Emergency Home Repair Program. HACC will obtain pertinent information from applicants in person or by telephone for pre-qualification process to determine eligibility. If the applicant is determined eligible HACC staff will mail out an application package to be completed by the applicant. A completed application package will include the following:
- 1) Program application
 - 2) Consumer Guidelines Acknowledgement
 - 3) Program Forms (Fair Lending Notice, Lead Based Paint Notification, Signed verification forms, Application checklist)
 - 4) Prior Income Tax returns (2 years)
 - 5) Recent paycheck stub and employer information
 - 6) Mortgage book or statement showing account number and proof of payment
 - 7) Proof of property tax payment
 - 8) Documentation of other sources of income
 - 9) Deed to property
 - 10) Recent bank statements
 - 11) Homeowner's insurance policy
 - 12) Social Security cards for all household members
- 2.2 Homeowners will be given a firm deadline date of 10 working days for submitting all required documentation. Homeowners who fail to meet the deadline date will receive one follow-up reminder and after that, will be notified of incomplete application and the file will be closed. If the homeowner wishes to reapply he or she must be re-pre-qualified.
- 2.3 Once a completed application package is compiled, HACC staff will make a preliminary approval based upon the applicant's income information and place the applicant on the EHR waiting list. This program operates on first come, first serve bases. The Housing Authority Director does have the discretion to bump someone to the top of the list if it is determined that an extreme emergency exists.

2.4 Income for an entire household must not exceed the Department of Housing and Urban Development Low and Moderate Income Limits for Cochise County. The June 1, 2011 State of Arizona Income Limits for Cochise County are the following:

1 Person	\$30,350
2 Persons	\$34,650
3 Persons	\$39,000
4 Persons	\$43,300
5 Persons	\$46,800
6 Persons	\$50,250
7 Persons	\$53,700
8 Persons	\$57,200

Section 3

WORK WRITE-UP

- 3.1 After pre-approval, HACC Rehabilitation Specialist will make an appointment at the house to conduct an inspection with a County Building Inspector.
- 3.2 The Building Inspector will note all code violations. The Rehabilitation Specialist will note all additional items that may be addressed during emergency repair, including any items specifically requested by the applicant.
- 3.3 The Rehabilitation Specialist will complete a full work write-up and cost estimate, which will include the following:
- 3.4 All code violations, in priority order
 - a. All non-code related rehabilitation work
 - b. Estimated costs
 - c. House photos

ELIGIBLE EMERGENCY REPAIR ACTIVITIES

- 3.5 The Rehabilitation Specialist and the Building Inspector will inspect each property for health, safety and habitation deficiencies. Inspection will be in accordance with the Uniform Building Code (UBC), National Electric Code (NEC), Uniform Mechanical Code (UMC), and Uniform Plumbing Code (UPC). It is HACC's intention that all repair work under this program is up to State Housing Rehabilitation Standards. Eligible activities include repair or replacement of the following:
 - (1) Roof repairs- serious leaks or roof collapsing
 - (2) Heating or cooling repair or replacement
 - (3) Electrical or plumbing repairs
 - (4) Replacement of hot water heater
 - (5) Lead based paint removal
 - (6) Flooring weak and in need of replacement
 - (7) Septic tank replacement or septic tank installation
 - (8) Other structural items that could effect the health and safety of Occupant(s)
 - (9) Connection to existing sewer system if such system is located in close proximity

The following energy conservation measures will be incorporated when feasible:

- Insulation: R-19 on exterior walls; R-12 water heater blanket; R-30 ceiling insulation
- Heavy duty turbine ventilators
- Curved blade registers
- Dual glazed aluminum windows

ELIGIBLE CONTRACTORS

3.6 Insurance

Contractor must carry Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damages of not less than \$1,000,000, each occurrence on all vehicles, whether owned or leased, used in performance of the work. Commercial General Liability in the amount of \$1,000,000 for each occurrence and \$2,000,000 General Aggregate Limit is required. Umbrella/Excess Liability insurance in the amount of \$1,000,000 per occurrence is also required.

3.7 Licensing

The contractor must be licensed in the State of Arizona Registrar of Contractors to perform the type of work required and have a required business license where applicable.

3.8 Debarment

Contractors on the HUD debarment list are not allowed to participate in this program. Contractors will be required to provide a CDBG Housing Rehabilitation Contractor/Subcontractor Certification before inclusion to the contractor list. A background search will also be conducted through the Excluded Parties Listing System.

3.9 Contractor List

HACC will maintain a list of eligible contractors. HACC encourages minority and women-owned businesses to participate in the Program.

Twice a year HACC will advertise for contractors interested in participating with the program. HACC will also maintain a tickler to ensure licensing, insurance and debarment information is kept current.

3.10 Insurance

The applicant shall maintain homeowner insurance on the property and it must be an amount adequate to cover all encumbrances on the property.

3.11 Contractor Selection

The Housing Authority will obtain bids for services from three or more licensed contractors from the eligible contractor list maintained by the HACC, in order to ensure the lowest responsible bid can be obtained. If the homeowner decides to select a contractor other than the lowest responsible bidder, then the homeowner must agree to pay the difference. This difference must be deposited in the Project account prior to the award of contract and start of construction work. The lowest bid is not always a factor in selection. Quality of work, reputation, and accountability will also be considered.

Based on the homeowner's selection, HACC staff will send notice of award to the selected contractor. The construction contract will be jointly entered into with the Homeowner, the Contractor, and the HACC. The HACC serves as the homeowner's representative in respect to monitoring the progress of work, inspections, and direct payment to contractor for services provided. Neither the HACC nor Cochise County recommend or endorse contractors participating in the program.

3.12 Construction Start

The contractor may begin work after receiving the Notice to Proceed and a copy of the Homeowner/Contractor Agreement.

3.13 Property Inspections

City/County Inspectors and the Rehabilitation Specialist, in order to ensure that all work complies with the applicable contract work; permit procedures, will perform inspections during the course of construction. In addition, program staff will conduct inspections to ensure and monitor progress, identify problems that may arise, initiate change orders that may arise and ensure compliance with CDBG requirements.

3.14 Payments and Warranties

The contractor must submit a release of liens, a signed Authorization for Payment and backup documentation to HACC for each payment request. The Rehabilitation Specialist will inspect the job to determine the percentage of work completed and certify the same by signing the Authorization for Payment. The homeowner will also be asked to sign the Authorization for Payment. Payment will not be made to the contractor without authorization from the homeowner. HACC will determine the amount of draw, ensuring a minimum of ten per cent (10%) retention before approving payment. The Rehabilitation Specialist will review the Authorization for Payment for appropriate signatures signifying approval prior to authorizing payment. HACC will process the payment request through the County Finance Department.

Upon completion of work, the contractor must submit with the standard documentation of a statement of warranties. HACC will conduct a final inspection. Upon satisfactory completion, HACC will issue an acceptance of final inspection. Upon issuing an

acceptance of final inspection, the Rehabilitation Specialist will review the Authorization for Payment and process the final disbursement.

For projects less than \$5,000, payments will be made in one lump sum payment at completion.

For projects greater than \$5,000, payment will be made on a progress basis, less 10% retention.

For example, if a contractor bills HACC for \$1,000 HACC would pay \$900. A typical progress payment schedule is as follows:

- a. 30% of total, minus 10%, upon 30% completion of contracted work
- b. 50% of total, minus 10%, upon 50% completion of contracted work
- c. 90% of total upon approximately 100% completion of contracted work
- d. 100% upon issuance of acceptance of final inspection

3.15 Change Orders

Every effort shall be made to do a thorough work scope, however HACC recognizes that occasionally unforeseen additional work arises during construction. In such an event, Staff, the homeowner and the contractor must all approve a change to the work scope, even if such change does not alter the contracted price. The Rehabilitation Specialist will prepare the change order. The maximum cost for change orders will be 5% of the rehabilitation cost, not to exceed the maximum loan amount of \$15,000

3.16 Homeowner Labor

The program does not allow the homeowner to perform any portions of work outlined in the Scope of Work. This restriction helps avoid disputes arising as to warranty, workmanship, and responsibility of the parties of the completed product. An Authority approved contractor must complete all work.

PROJECT COMPLETION AND CLOSE-OUT

3.17 Substantial completion is the stage in the progress of work when the owner can occupy or utilize the work for its intended purpose. When the contractor feels that the work is substantially complete he shall ask the homeowner to prepare a list of items he/she feels need to be completed or corrected. This list serves as the agenda for the final walk through inspection. Failure to include an item on the punch-list does not limit the contractor's responsibility to complete the work in accordance with the contract for construction.

3.18 The final phase of this project is the walk through with the homeowner, the HACC rehab specialist, and the contractor. If necessary, a punch list of items that need attention will be prepared at this time. When all repairs are made the contractor will submit his final invoice for payment and warranty period will begin. The homeowner's obligation for maintenance and upkeep also begins at this time. If

all work is not completed in accordance with the contract for construction, the contractor shall complete or correct the item needing attention and then request an additional inspection.

- 3.19 The contractor shall provide the homeowner with all relevant project paperwork, warranties and instructions to include the general contractor information, copies of receipts and invoices, and safety information about the newly installed repairs or improvements.
- 3.20 The HACCC will handle all disputes or issues between the homeowner and the contractor. The Housing Authority Director will act as mediator and try and bring out an agreement that both parties are satisfied with. The Rehabilitation Specialist will also be involved with this process since he/she has been working closely with both parties.

Section 4

CASE MANAGEMENT AND TRACKING

- 4.1 The Housing Authority Director is responsible for the completion of all reports to the County CDBG Contract Person and the State CDBG Program. The Director will monitor staff work to insure that all case management files are maintained properly, cost write-ups and contracts are accurate and the work is progressing on target.
- 4.2 In certain cases, an applicant may not meet the requirements of the program, because he/she have not furnished information as requested, they are over income, the repairs requested do not meet the emergency home repair definition or the unit cannot be made habitable with the \$15,000 threshold. The Director will send the applicant a letter notifying them that they or their unit do not qualify for the EHR program. The Director will inform the client of any other programs that he/she may qualify for, if applicable.
- 4.3 Marketing, guidelines, and program design is completed by the Housing Authority Director. The Director will submit reimbursement requests to the CDBG Program through the CDBG Contact Person for the County. The Director will also approve payment requests from contractors.

Section 5

MARKETING

- 5.1 The Emergency Home Repair Program will be marketed by placing display advertisements in the newspapers countywide. Social Service agencies will be sent flyers along with copies of these guidelines. A Spanish version of these guidelines will also be available.
- 5.2 Public service announcements about the EHR Program will be announced from the radio stations available in Cochise County.
- 5.3 Emergency Home Repair Program Guidelines for Rehabilitation and Application Packet will be directly sent by mail to those citizens who expressed interest in such a program during the FY11 CDBG public hearings and public meetings.
- 5.4 Person with disabilities requiring reasonable accommodations, such as interpreters, should contact Ms. Chris Mullinax, Loss Control Analyst at (520) 432-9720, TDD (520) 432-9297, 1415 Melody Lane Building F, Bisbee, Arizona 85603.

Section 6

GRIEVANCE PROCEDURE

The following Grievance Procedure is for individuals who wish to file a complaint in regards to the Emergency Home Repair Program application, qualification, or contracting process initiated by the Housing Authority of Cochise County.

1. A grievance (or complaint) must be filed in writing to the attention of the Housing Authority of Cochise County Attention: Housing Director, PO Box 167, Bisbee, Arizona 85603.
2. The grievance (or complaint) must be filed promptly in writing, since a delay in filing a complaint may affect the Housing Authority's options to address the complaint. **If a grievance is not filed within fifteen (15) calendar days of when the grievant knows or should know of the act or condition on which the grievance is based, then the grievance shall be waived.**
3. The written grievance (or complaint) shall specifically state the following:
 - a. What the grievance (or complaint) is, providing both a description of the act or condition upon which the grievance is based, and a coherent explanation as to why it is objectionable;
 - b. When it happened or came to the attention of the grievant;
 - c. What (if anything) the grievant has done already to negotiate a preferred outcome, i.e., with whom (if anyone) the grievant has already spoken, when that communication took place, and what the outcome of that communication was (if any).
4. The Housing Director is responsible for addressing all written grievances (or complaints). All complaints will be addressed in writing within ten (10) working days of receipt.
5. Should the complainant have a basis to appeal this response, a written request for an appeal and the basis for the appeal must be submitted within ten (10) working days of receipt of the original determination to the Housing Director, PO Box 167, Bisbee, Arizona 85603.
6. The Housing Director will issue a final decision in writing within fifteen (15) working days.

Accommodations for written complaints and appeal procedures are available for individuals with disabilities or those with limited English ability by calling the Cochise County Risk Management Office at (520) 432-9720 or TDD (520) 432-9297.

APPENDIX I

DEFINITIONS:

Contractor:

A licensed, bonded and insured residential rehabilitation contractor eligible to enter into contracts and perform work for the Housing Authority of Cochise County Emergency Home Repair Program.

Dilapidated:

A unit that will not be made habitable by the repairs that we can make under this program. The unit will need extensive rehabilitation to make it safe and sanitary for occupants.

Fair Housing Choice:

The ability of persons regardless of race, color religion, sex, familial status, handicap or national origin of similar income levels to have available to them the same housing choices.

Forgivable Grant:

Emergency Home Repairs paid for by the County through the Community Development Block Grant. Money paid for the repairs does not have to be repaid by the homeowner and no liens will be placed on their property.

Homeowner:

An income qualified owner/occupant voluntarily participating in the Cochise County Emergency Home Repair Program.

Household:

All persons living in the same unit or home that are related by birth, marriage, or adoption.

Housing Authority of Cochise County (HACC):

An independent authority established by the Cochise County Board of Supervisors and governed by a Board of Commissioners appointed from the local community. The HACC is responsible for administration of the federal Housing Cochise (Section 8) Voucher program and housing rehabilitation programs.

Income:

Applicant must qualify for assistance by not exceeding the Low to Moderate-Income limits (Section 2.4 of these guidelines).

Mobile Home

A dwelling unit built prior to June 15, 1976 on a permanent chassis, capable of being transported in one or more sections and designed to be used with or without a

permanent foundation as a dwelling when connected to on-site utilities. This does not include recreational vehicles or factory-built buildings (manufactured homes).

Punch List:

List of items included in the emergency repairs that need to be completed at the time of the final walk through.

Unincorporated Areas

Those areas within Cochise County that are outside city or town limits (incorporated areas).

Housing Authority of Cochise County

**Program Application
Home Improvement Loan Program
Owner Occupied Housing Rehabilitation Program
Owner Occupied Emergency Home Repair Program**

Date:	Interviewer:	Target Area:	Census Tract No.	Parcel ID No.:	Application No:	No. of Units
Address		Date of Construction	Date Purchased	Historic District YN	Present Value of Home:	
Applicant				Co-Applicant		
Name:				Name:		
Is this Address Your Permanent Place of Residence? Y N				Is this Address Your Permanent Place of Residence? Y N		
Date of Birth:		Social Security No.:		Date of Birth:		Social Security No.:
Home Phone:		Work Phone:		Home Phone:		Work Phone:
Former Address if less than 2 years at present Address:				Former Address if less than 2 years at present Address:		
No. of years at former address: _____ Own Rent				No. of years at former address: _____ Own Rent		
Martial Status:				Martial Status:		
Single Married Separated Widowed Divorced				Single Married Separated Widowed Divorced		
The following information is requested by the Federal Government in order to monitor the Authority's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it.				The following information is requested by the Federal Government in order to monitor the Authority's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it.		
Ethnicity: Black White Hispanic American Indian, Alaskan Native Asian, Pacific Islander Other (specify): _____		Household type: Elderly Disabled		Ethnicity: Black White Hispanic American Indian, Alaskan Native Asian, Pacific Islander Other (specify): _____		Household type: Elderly Disabled
Sex: Female Male		Sex: Female Male		Sex: Female Male		
Name and address of employer:				Name and address of employer:		
Type of business: _____				Type of business: _____		
Position: _____				Position: _____		
Date of employment: _____ Self Employed				Date of employment: _____ Self Employed		
If retired, date of retirement:				If retired, date of retirement:		
Did/Will you file an income tax return for the previous year? Y N If no, in what year did you last file a return? _____				Did/Will you file an income tax return for the previous year? Y N If no, in what year did you last file a return? _____		
Name and address of nearest relative not loving with you:				Name and address of nearest relative not loving with you:		
Relationship: _____ Home Phone: _____				Relationship: _____ Home Phone: _____		
These Questions Apply to Both Applicant and Co-Applicant						

Debts: List all fixed obligations and installment accounts (if more space is needed, list on attached sheets.) If no outstanding debt, list three previous references							
A: App. C: co- App.	Creditor's name and address	Account No.	Date Incurred	Original Amount	Present Balance	Monthly Payment	Amount Past Due
	Auto Lien Holder:	Year & Make:					
	Real Estate: Name & Address of first lien Holder:						
	List debts on other real estate owned:						
List any additional names under which credit has previously been received:		If not included in monthly mortgage payment, enter the following:					
		Monthly payment for tax and insurance:					
		Monthly payment of homeowner association dues:					
		Total Monthly Obligations:					

Do you own or have any interest in any real property other than the property to be approved by this application?
 Yes No If yes, list:

Have you been issued a "Notice and Order" by the Building Department? Yes No
 Do you owe property taxes of more than one installment? Yes No
 Do any of properties that you own or have an interest therein have zoning violations? Yes No
 If yes to any of the above questions, please explain:

Are any improvements presently being made to this property? Yes No
 If yes, please explain:

Is any part of your home used for other than residential purposes? Yes No
 If yes, please explain:

Are you aware of any work completed on the house without a permit? Yes No
 Are you aware of any work completed with a permit that was not finalized? Yes No
 Is yes, please explain:

Federal, State and County law prohibit employees and public officials of the County of Cochise from participating in any Residential Rehabilitation Program in which they have a financial interest, or in which they perform any policy or decision making functions. The following questions determine if the applicant exercises and functions or responsibilities with respect to the Programs and would, therefore, be in conflict of interest:

Are you currently, or within the previous 12 months, have you been, a Cochise County employee, advisory committee member, Authority member, Commission member, or in any way affiliated with Cochise County.
 Yes No If yes, please list the Department with which you are/were employed or affiliated, and the date you left, if applicable: _____

1. Is any member of your immediate family a Cochise County employee, advisory committee member, Authority member, Commission member, or in any way affiliated with Cochise County?
 Yes No If yes, please list the Department with which the family member is employed or affiliated, his/her names and his/her relationship to you: _____

- I grant permission to the Housing Authority to obtain photographs of my home to use for the “before and after” display section of my program application file.
 - I grant permission to the Housing Authority to obtain photographs of my home to submit to the State Historic Preservation Office if my home is over fifty (50) years old.
 - I grant permission to the Housing Authority to obtain photographs of my home to use for the “Before and after” display portfolio/album, which may be viewed by future rehabilitation applicants or the public. The information contained in the portfolio/album will contain only “before and after” photos of the homes as well as the location of the home. Names and confidential information will not appear in the portfolio.
- The Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, handicap or familial status. I received a copy and have reviewed the “Fair Lending Notice”, which outlines my fair lending rights

IMPORTANT -APPLICANT READ BEFORE SIGNING

I/We certify that I/we am/are the owner/s and occupant/s of this property and that to the best of my/our knowledge, all statements made in this application are true and correct and are made for the purpose of obtaining the loan. The Housing Authority of Cochise County and its designated agents are hereby authorized to obtain and receive all records and information pertaining to but not limited to my/our employment, income (including IRS returns), credit, residency and banking from all persons, companies or firms holding or having access to such information. This authorization hereby gives to The Housing Authority of Cochise County or its designated agents the right to request all information that I/we can or could obtain from any person, company or firms on any matter referred to above. I/We agree I/We have no claim for defamation, violation of privacy or other claims against any person or firm or corporation by reason of any statement or information released by them to The Housing Authority of Cochise County or its designated agents.

I/We apply for the loan indicated in this application, which may be secured by a mortgage or deed of trust on the property described herein and represent that the property will not be used for any illegal or restricted purpose. The lender will retain the original or a copy of this application, even if the loan is not granted. I/We hereby consent to and authorize the lender, after the giving of reasonable notice, to inspect the property prior to loan approval and following work completion.

I/We understand that the selection of a contractor or dealer, acceptance of material used and work performed is my/our responsibility. The Housing Authority of Cochise County does not guarantee the material or workmanship.

I/We understand that it may be a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code.

I/We understand that I/we can only qualify if I/we meet the eligibility criteria and guidelines of this program and that if I/we qualify, once work is completed, I/we cannot request additional work to be done at a later date.

Applicant's Signature

Date

Co-Applicant's Signature

Date