



Housing Authority of Cochise County

100 Clawson Avenue Old Bisbee High School – First Floor

P O Box 167
Bisbee, AZ 85603

Anita M. Baca
Executive Director

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HOUSING AUTHORITY OF COCHISE COUNTY BOARD OF COMMISSIONERS

Board of Commissioners

Resolution 11-05

Resolution for adopting the Memorandum of Understanding (MOU) between Cochise County Planning and Zoning (P & Z) and the Housing Authority of Cochise County (HACC) to administer the Owner-Occupied Housing Rehabilitation, Weatherization, and Emergency Home Repair Programs.

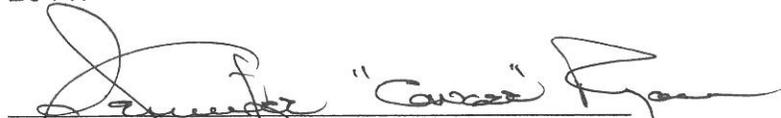
WHEREAS, HACC will continue administration of the Owner-Occupied Housing Rehabilitation, Weatherization, and Emergency Repair Programs as outlined in the MOU dated October 27, 2011, and

WHEREAS, P & Z will administer the Programs as set forth in the MOU dated October 27, 2011.

WHEREAS, the proposed operating budget of \$9,624 a year submitted by the Community Development Department to administer the field work necessary for each program.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Commissioners of HACC approves the Memorandum of Understanding between the Housing Authority of Cochise County and Cochise County Planning and Zoning Department.

PASSED AND ADOPTED by the HACC Board of Commissioners this 17th day of November 2011.



Jennifer "Ginger" Ryan
Chair

Board of Commissioners

Chair: Jennifer "Ginger" Ryan Vice Chair: R. Keith Newlon
Melissa Herrera-DiPeso Sarah Montoya-Lewis Kathleen A. Calabrese



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MEMORANDUM OF UNDERSTANDING

Date: October 27, 2011

To: Carlos A. De La Torre, P.E., Community Development Director

From: Anita M. Baca, Housing Director

Subject: Memorandum of Understanding (MOU) between the Housing Authority of Cochise County (HACC) and Cochise County Building Safety Division to combine resources to administer Owner-Occupied Residential Rehabilitation Programs.

The purpose of this MOU is for HACC and the Community Development Department will work together to ensure the Residential Rehabilitation Programs are administered throughout Cochise County in accordance with HACC's Residential Rehabilitation Programs Policies and Procedures. (Attachment A)

Responsibilities of HACC:

Qualifying of applicant for Emergency Home Repair and Rehabilitation Programs:

- ✓ Accept and process completed application
- ✓ Run credit report
- ✓ Verify Income: Last 3 consecutive pay stubs or Employment verification for sent to employer for all household members over 18 years of age.
- ✓ Verify most current bank statement and income tax return.
- ✓ Collect birth certificates and social security cards for all members of household and photo ID's for all household members over 18 years of age.

Qualifying of property for both programs:

- ✓ Obtain a copy of Warranty Deed or Title.
- ✓ Send a Limited Title search order form sent to Pioneer Title.
- ✓ Obtain a Limited Title search report from Pioneer Title.
- ✓ Verify Home Owner's Insurance. (Certificate of Insurance or Evidence of insurance sent from insurance company to our office)
- ✓ Verify that property taxes are current.
- ✓ Verify from Assessor's office of property ownership and Full cash value.
- ✓ Complete Public Notice and Invitation to bid and send to Cochise County's paper of record. Invitation to bid will have mandatory contractor walk thru date and bid opening date on it.

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- ✓ Verify that the Contractors are pre-qualified before they may be eligible to win a bid.
- ✓ Forms needed from contractors are completed contractor pre-qualification form, verification of contractor's licenses and insurance, ROC documentation of complaints on contractor, and Excluded parties verification to check if they have been barred from participating in Federal programs.
- ✓ Maintain a list of any sub contractors to be used should be included with bid.
- ✓ Send letter of award and non-award to contractors.

Emergency Home Repair Closing Documents: (Grant)

- ✓ Fair Lending Notice.
- ✓ Truth in Lending Disclosure Statement.
- ✓ Authorization to Disburse Funds.
- ✓ Construction Contract.
- ✓ Conditions of Warranty.
- ✓ Notice to Proceed.
- ✓ Rehabilitation Program Closing Process: (Deferred payment Loan)
- ✓ Fair Lending Notice
- ✓ Formal Application
- ✓ Truth in Lending Disclosure Statement.
- ✓ Promissory Not
- ✓ Consent to Mortgage or Deed of Trust with Rider.
- ✓ Loan Agreement.
- ✓ Request for Notice
- ✓ Authorization to disburse funds.
- ✓ Right of Rescission (3)
- ✓ Public Body certification / Truth in Lending compliance
- ✓ Construction Contract
- ✓ Conditions of Warranty
- ✓ HOME project set up report.
- ✓ Title Policy (order for Pioneer Title)
- ✓ Verification of completed document recording. (All of these documents must be recorded. Request Title Policy after recording.)
- ✓ Notice to proceed.

Responsibilities of the Community Development Department:

- ✓ Process to start project for the programs.
- ✓ Contact client to schedule initial inspection
- ✓ Conduct initial inspection, take pictures of property, complete Individual Environmental Review Appendix A., Draw rough floor plan, and complete preliminary work write up.
- ✓ If residence is over 50 years old or in a Historic area, send SHPO Concurrence letter. (They have 30 days to respond. Call them after 30 days to inquire about Concurrence.)
- ✓ Complete final work write up, blue prints or plans. (Cost estimate and Bid Document)
- ✓ Take final work write up blue prints or plans and Scope of Work Acceptance and Authorization to obtain bids to client for approval and signature.
- ✓ Complete Documentation of after Rehab value form.

- ✓ Conduct pre-bid conference with contractors at residence and have all contractors' signatures on sign in sheet.

Emergency Home Repair Construction Process:

- ✓ Obtain a copy of building permit application.
- ✓ Obtain a copy of the building permit and schedule of inspections.
- ✓ Change order, with approval (if necessary)
- ✓ Payment request from contractor.
- ✓ Periodic inspection certification and disbursement order.
- ✓ Waivers of Lien Full or Partial. (Emergency Home Repairs are generally paid at completion of project)
- ✓ Final utility inspections. (If applicable)
- ✓ Final City or County inspections report.
- ✓ Certificate of Final inspection
- ✓ Copy of Product warranties.
- ✓ Complaint / Warranty call back notice. (If applicable)
- ✓ Certificate of Owner's Acceptance of work.
- ✓ Submit copies of check request, contractor final invoice with any change orders, Inspection and Progress payment disbursement order, Full waiver of lien, Certificate of final inspection, Certificate of Owner's Acceptance of work and Authorization of Payment to HACC. (Originals must be turned in to Ana Valenzuela for Payment)

Combined Responsibilities:

- ✓ Conduct bid opening at specified time and date and complete bid tabulations form. (Minimum of 3 people must be at bid opening. The public and contractors may also be there. All persons present must sign the bid tabulations form.)
- ✓ Meet to discuss check requests, contractor invoice, change orders, payment disbursements, Certificate of Owner's Acceptance, and Authorization of Payment.

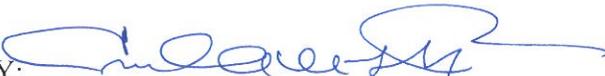
Rehabilitation Close out process:

- ✓ HOME project completion report
- ✓ Amortization schedule.
- ✓ Final pictures.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 17th day of November, 2011

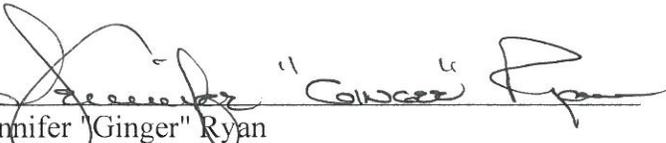
By: _____

Anita M. Baca
Executive Director
Housing Authority of Cochise County

BY: 

Carlos A. De La Torre, P.E.
Community Development Director

APPROVED BY HACC Board of Commissioners:


Jennifer "Ginger" Ryan
Chair

Date: 11-17-11

APPROVED BY Cochise County Board of Supervisors:

Patrick G. Call
Chairman

Date: _____

IN ACCORDANCE WITH A.R.S. 11-952 THIS MOU HAS BEEN REVIEWED BY THE UNDERSIGNED WHO HAVE DETERMINED THAT THIS MOU IS IN APPROPRIATE FORM AND WITHIN THE POWERS AND AUTHORITY GRANTED TO EACH RESPECTIVE PUBLIC BODY.

This _____ day of _____, 2011

By: _____
Cochise County Attorney