



## Coral Hills Façade Renovation & Energy Retrofit Grant Program Guidelines

The Coral Hills Façade Renovation & Energy Retrofit Grant Program provides grants of up to **\$10,000** to eligible homeowners in the Coral Hills area to renovate or restore the exterior and interior of their homes.

The renovation & retrofit grant program is designed to significantly improve the facades and increase the number of certified energy-efficient homes in the Coral Hills Community and the objectives of the County Executive's Transforming Neighborhood Initiative program.

### Program Objectives

- Improve the external and interior appearance of residential homes in order to enhance the attractiveness of the community
- Preserve and restore the architectural significance of the community
- Improve property value by beautifying deteriorating homes and through installing multiple energy efficiency features.

The Redevelopment Authority of Prince George's County (RDA) manages the Program and provides technical assistance to homeowners including:

- Architectural services for property assessment, development of a scope of work, conceptual designs, renderings and project budgets; and
- Contractor vetting and construction management.

### Applicants Must

- Be a homeowner of a single-family residential property;
- Have a household income that is at or below 80% of the area median (see chart)
- Be current on their mortgage, all property taxes, fees, ordinances and codes prior to participation in the program;
- Comply with all state and local laws and regulations pertaining to licensing and permits.

Grants are awarded on a first-come first-served basis and may be combined with other loans or revitalization programs approved for the homeowner.

### Recoverable Grant

- Grants are recoverable, if during the first 5 years after the date of the signed Declaration of Covenants the following occurs:
  - The approved homeowner receives 3 or more exterior property standard violations in any one calendar year from the Department of Permits, Inspections, and Enforcement (DPIE); or
  - The homeowner sells the home or moves out of the home.

- Each approved homeowner must enter into a *Homeowner Cooperative Agreement* with the RDA prior to the initiation of their project, and a *Declaration of Covenants* (which will be recorded in the land records) upon completion of the project.

**Income Eligibility Chart**

Household Size	1	2	3	4	5	6	7	8
Maximum Income	49,150	56,150	63,150	70,150	75,800	81,400	87,000	92,600

Examples of eligible repairs include:

**Eligible Interior Improvements**

- Painting of Façade
- New Windows
- Doors & Lighting
- Porches
- Drive ways and Walkways
- Landscaping and code compliance violations.

\*Other improvements may be considered and are at the discretion and approval of the RDA. The RDA reserves the right to disqualify any application where the home is structurally deficient, contains outstanding code violations or liens on the property.

**Eligible Interior and Exterior Energy:**

- Energy Star Qualified Programmable Thermostats
- Energy Star rated hot water heaters
- HVAC Tune-up
- Dual-flush toilet converters
- Weather stripping around doors and windows
- Energy efficient LED or CFL light bulbs
- Solar Panels

**The Application**

- Completed applications are accepted starting on **February 10, 2017.**
- Completed applications must be delivered or post-marked by close of business on the application deadline **May 15, 2017.**
- All necessary documentation outlined on the Program application must be submitted along with the application.
- If clarification or more information is needed the RDA will contact the applicant. Applications must be approved before work begins.

### Application Selection Process

- Applications are reviewed by the RDA staff and its Architect Consultant as they are submitted for completeness, cost review and appropriateness.
- The RDA will evaluate the application and determine whether to approve, deny or return for modification. The RDA will take into consideration the condition of the existing building, the appropriateness of the façade project on the neighborhood, and the applicant's readiness to begin work.
- A decision on applications will occur within 30 days of the application deadline. All applicants will be notified in writing of the decision. The selection panel's decision is binding; therefore no appeals will be heard.
- Due to limited funding, not every application that conforms to these guidelines can be funded.

### Program Procedures

1. The homeowner submits a completed application.
2. The RDA staff will review the application and notify the applicant of whether the RDA approves or denies application.
3. After approval of the Application, the Project Manager requests Tier 2 Environmental Reviews (ER). (45 Days)
4. The RDA submits applicable information to the Architect.
5. The Architect will conduct an initial home inspection and site assessment of the exterior of approved homeowner's property with the homeowner and RDA Project Manager. (7 days)
6. The RDA will conduct a Lead Inspection on the home if built prior to 1977. (7 Days)
7. Based on the Architect's assessment, and the applicant's proposed scope of work, the architect will develop a final scope of work, project specifications, cost estimates, and other documents as needed. The homeowner will sign off on the scope of work, complete assessment, reports and renderings and submit all such completed documents (the "Project Submission") to the Project Manager for approval. (21 Days)
8. The Project Manager Reviews the Project Submission and either approves the submission or sends back with proposed revisions. (7 Days for initial review and determination)
9. Following approval of scope of work by Project Manager and the completion of the Environmental Review, the Project Manager will work with the Architect to complete all bid related documents. The Project Manager will issue a Request for Bid (RFB) to acquire a cost estimate for the construction budget from the pool of RDA pre-approved licensed contractors.

- The Project Manager shall schedule an on-site walk-through with the homeowner and potential contractors within the allotted 5 calendar days.
  - The Project Manager will schedule a post-bid meeting with the homeowner to present all contractor bid proposals and to recommend a contractor. The homeowner must then select a contractor within 2 days following the post-bid meeting – except if extension is approved by the Project Manager.
  - The homeowner shall select the contractor based on a combination of (i) consistency of vision and proposed scope of work, (ii) cost, and (iii) applicable experience. (Bid is open for no more than 5 Days)
  - The Project Manager and the Architect will work with the homeowner and contractor to adjust the bid proposal to ensure the amount does not exceed \$10,000 or the pre-estimated project amount.
10. Following the homeowner’s contractor selection, the Project Manager will send a written Project Approval Notice to the homeowner and architect.
11. The homeowner must execute the following agreements and contracts within 14 calendar days after the date of the Project Approval Notice:
- Redevelopment Authority/Homeowner Cooperative Agreement;
  - Contractor/Homeowner Cooperative Agreement with the selected prequalified contractor; and
  - Declaration of Covenants.
12. Homeowner sends original signed copies of the Agreements to the Project Manager.
13. The selected contractor must secure all applicable construction/building permits which must be completed **5 calendar days** following the signed agreement with Homeowner.
14. Project Manager sends Notice to Proceed to Contractor, with a copy to homeowner and architect.
15. Construction Begins. (**60 Days**)
16. Site visit by Architect and Project Manager. (**30<sup>th</sup> Day or Midpoint**)
17. Final Site Visit by Architect & Project Manager. (**60<sup>th</sup> Day or after construction ends**).
18. Homeowner/Architect reviews project at final completion and either approves all work or documents deficiencies. Homeowner/Architect sends approval/dispute notice to Project Manager and Contractor. (**7 Days following 60 days after construction began or 7 days after construction work is complete**)
19. The selected contractor is required to present copies of all original invoices and receipts of payment upon completion of project along with a copy of a recorded deed and title certificate for the property. Grant funds are paid directly to the selected RDA Pre-Qualified Contractor.

### Funds Distribution

The RDA will pay the selected contractor based on agreed upon draw schedule after scope of work has been inspected and approved by the Architect and Project Manager. Additionally, all necessary County inspections for code-controlled work must be completed prior to disbursement of funds. Projects must be completed within 60 days after the Notice to Proceed date – except if an extension is approved by the Program Manager.

### RDA Pre-Qualified Construction Contractors

To ensure the program's success and viability, the RDA conducted an extensive request for qualifications process to establish a pool of highly qualified and licensed contractors. All applicants shall select a contractor from this pool of prequalified contractors.

An estimated budget, project description, drawings/ plans (if necessary), and two construction cost quotes or RFB's, must be transmitted to the Project Manager for approval.