



AGENDA
ROCK COUNTY HOUSING AUTHORITY

Monday, December 8, 2014
8:30 A.M

Rock County Courthouse
Planning & Development conference Room
51 S. Main Street
Janesville, WI 53545

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting on November 3, 2014
4. Citizen Participation, Communications and Announcements
5. Program Administration Report
6. Information Item: Overview of Policies and Procedures for HOME Projects
7. Action Item: Authorizing Single Payor Checks for Project Payments to Contractors
8. Adjournment

Housing Manual Amendment

- b. The Mortgage and Mortgage Note
 - c. The "Truth-in-Lending" Statement, explaining the terms of the loan
 - d. The "Notice of Right of Rescission" and provide the applicant with 2 copies (staff must provide an explanation of this document at time of receipt)
 - e. The "Authorization to Terms and Conditions of Loan"
 - f. The Applicant's "Proof of Insurance"
 - g. Notice that the property owner (and tenants, if applicable) received a copy of "Protect Your Family From Lead In Your Home"
 - h. "Commitment of Landlords to Rent to LMI Families" (if a rental rehabilitation project)
2. For loans involving Down Payment Assistance, the Planning and Development Agency will review all documents involved in the loan with the applicant at the time of the loan closing for the home purchase and also perform the following:
- a. Secure the signatures of the applicant and a representative of the financial institution providing the home purchase mortgage on the "Financial Institution Payment Request"; and
 - b. Have the applicant sign the Mortgage
 - c. Receive the applicant's proof of insurance for the file
 - d. Explain the repayment of the loan
 - e. Have the applicant sign the Truth-In-Lending Disclosure Statement, the applicant's authorization to terms and conditions, the mortgage note and borrower certification, the lead-based paint notice, and provide the applicant with two copies of the Notice of Right of Rescission, and explain the three-day right of rescission.
 - f. Prepare and issue a two-party check (homebuyer and financial institution) for the amount of the loan.

B. Progress Payments

1. ~~Under no condition may loan funds be used to pay for the same work twice.~~

Remove

Revised October 2013

Remove

2. ~~Payments may not be forwarded to contractors in advance of work being conducted.~~
3. ~~Upon receipt of a Contractor's Payment Request and Lien Waiver, the Planning & Development Agency shall approve and make payment to the contractor an amount not to exceed eighty percent (80%) of the amount due to the contractor for work satisfactorily completed. Up to 3 payments may be made for any one contract. The remaining amount due the contractor will be paid upon satisfactory completion of the rehabilitation project.~~
4. ~~Each contractor payment request shall be made on a form provided by the Planning Agency.~~
5. ~~Each request for progress payment shall contain:~~
 - a. ~~Invoices, receipts and/or bills for materials and a labor statement that the work for which the requested progress payment has been performed is in accordance with the terms of the contract.~~
 - b. ~~A Planning & Development Agency inspection report confirming the work has been satisfactorily performed and is in accordance with the terms of the contract. The Planning Agency will make such inspections.~~
 - c. ~~The signature from an approved member of the Planning and Development Agency denoting approval of the work for which payment is requested~~
 - d. ~~The signature of the property owner~~
6. ~~All payments by the Rock County Planning & Development Agency to the contractor shall be by check, made payable to the property owner and supplier/contractor jointly. Payment for Down Payment or Property Tax Assistance programs will be made by two party check between the applicant and Bank, Land Contract Holder, or County Treasurer's Office.~~

New

1. Upon receipt of a completed Contractor's Payment Request, the Program Administrator shall approve and make payment to the contractor in an amount not to exceed 80% of the amount due the contractor for work satisfactorily completed. The remainder due the contractor shall be withheld pending satisfactory completion of the rehabilitation project.
2. Payment may be made to a contractor ONLY after a Contractor's Payment Request has been completed and signed by all parties. The form contains a clause that informs the project applicant that by signing the form they are releasing payment to the contractor. Payment checks to contractors will be 1 (single) party checks made out directly to the contractor.

New

- 3. Payment may be made for work done or materials purchased and on site only – NO ADVANCE PAYMENTS for materials allowed.
- 4. Each request for progress payment shall contain:
 - a. The contractor's certification that the work for which the progress payment has been requested has been performed in accordance with the terms of the contract.
 - b. Certification by an approved inspector that necessary inspections have been made and the work has been satisfactorily performed in accordance with the contract.
 - c. The signature of the project applicant denoting approval of the work for which payment is requested.
 - d. Lien waivers for all work and materials.

7. For contracts of less than \$2,000, a single payment shall be made to the property owner and contractor upon satisfactory completion of the work. For contracts greater than \$2,000, partial payments may be made to the owner and contractor.

Remember

8. The work will be conducted as specified in the bid document and contract. Deviation from this will be executed only upon written consent of the property owner, contractor, and the County of Rock.

9. In the event a dispute arises between the owner and the contractor with respect to the rehabilitation work, the Planning & Development Agency shall resolve the dispute in accordance with provisions of the Rehabilitation Contract. If such a dispute cannot be readily resolved, the Agency, with approval of the Planning & Development Committee, may make payments directly to the contractor, provided the work has been satisfactorily completed and certified by the Agency.

- i. This procedure must be in compliance with the 2005 Wisconsin Act 201 "Right to Cure" law.

10. The Planning & Development Agency shall advise the owner of any noncompliance with the requirements of the rehabilitation contract or of an incorrect invoice submitted by the contractor. The owner, with the assistance of the Agency, shall be requested to obtain appropriate corrective action from the contractor. No payment shall be made on the rehabilitation contract until the contractor has satisfactorily completed the necessary action.

- i. The contractor must be given the opportunity to correct unsatisfactory work. If a contractor demonstrates that they are not capable of making