

**New Albany Redevelopment Commission  
Community Development Block Grant Program Owner-Occupied  
Emergency Repair Program Policies**

- a. The property for which Minor Housing Rehabilitation (Emergency Repair) funds are to be used shall be under the control of and occupied by the owner(s) of said property as his and/or her principal residence. Each household must have an annual income equal to or less than 80% of the area median family income (adjusted for household size) for the target area. For purposes of the CDBG program, section 570.3(n) defines a "household" as all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements. In calculating annual household income, income from each member of the household is to be considered. The income of children over 18 years of age living in the household, whether contributing to the household expenses or not, is to be included in the calculation of annual income for determining household income.
- b. Preferred property for which Minor Housing Rehabilitation (Emergency Repair) funds are to be used shall be located within one of the Redevelopment Commission's officially designated CDBG target areas.
- c. Members of the Redevelopment Commission may not apply for or receive Minor Housing Rehabilitation (Emergency Repair) funds.
- d. All applicants shall comply with all applicable Federal and State conflict of interest and disclosure requirements.
- e. The maximum Minor Housing Rehabilitation or Emergency Repair Program funds allowed for any unit is \$10,000 per one housing unit per lifetime.
- f. Non-Home Assets: Applicants must not have non-home assets exceeding a total value of \$50,000. Non-home assets include but are not limited to savings accounts, stocks, bonds, additional properties, and other investments.

- g. The New Albany Redevelopment Commission, on a case by case basis, may grant exceptions to these policies to the extent that any such exceptions comply with State and Federal law and requirements.
- h. Minor Housing Rehabilitation (Emergency Repair) on a site must be completed by a licensed contractor, or licensed subcontractor through the City of New Albany for all building, electrical, plumbing, and HVAC work. All other trades, such as roofers, framers, dry-wallers, painters, carpenters, competent volunteer, etc., must be vetted by New Directions Housing Corporation through a process, as approved by the New Albany Redevelopment staff. The vetting processing requires contractors to carry a minimum of \$1,000,000 general liability insurance, workers' compensation insurance, and provide references,
- i. If a contractor, or a subcontractor, is to be used on any Minor Housing Rehabilitation (Emergency Repair) project at least two (2) quotes are required. These bids may be negotiated, except as otherwise required by law.
- j. Emergency Repair is to be defined as a combination of circumstances or resulting state that calls for immediate action or an urgent need for assistance.
- k. Minor Housing Rehabilitation (Emergency Repair) shall be done in compliance with all local applicable codes and ordinances, including the Fair Housing Amendments Act (FHAA) of 1988. Any Minor Housing Rehabilitation (Emergency Repair) shall be completed to the satisfaction of the Department of Redevelopment prior to any payments to a contractor or subcontractor.
- I. The Commission retains the right to refuse work on properties deemed unfit for human habitation by the proper authorities.
- m. The Minor Housing Rehabilitation (Emergency Repair) funds constitute a grant to the

owner(s) with no pay back obligation.

- n. Funding under these policies may be used as match to complete an owner-occupied rehab project that is being funded through an affordable housing program from a non City of New Albany CDBG source (i.e., another affordable housing program from the U.S. Department of Housing and Urban Development; Indiana Housing and Community Development Agency; the Federal Home Loan Bank, et cetera.)
- o. When funding under these policies is used as match for an owner-occupied rehab project, the participating owner shall be required to execute a security agreement in favor of the City of New Albany.