

## **Cameron County Housing Rehabilitation Program Housing Rehabilitation Process**

1. The County schedules a home inspection with the Homeowner, the Housing Inspector, and subsequently the Lead Based Paint (if the home was constructed prior to 1978) and Asbestos Inspector. If the home was constructed in 1978 or later, ignore the remaining references to lead paint.
2. Housing Inspector inspects the home, which will include a radon test, and prepares a work-write up and submits it to the County for review, which will then be forwarded to the Lead Paint and Asbestos Inspector who will then inspect the home to determine the presence of lead and asbestos in the home and prescribes the remediation to be followed by the Contractor. In the meantime, the County starts the Environmental Review process.
3. Once the lead paint and asbestos inspection reports are received by the County, a bid sheet will be prepared and presented to the Homeowner. The Homeowner will approve the bid sheet and sign it, effectively agreeing to the scope of work.
4. The Homeowner will have 15 days from signing the bid sheet to select and notify the County of the Contractors he wishes to bid on the project. The Homeowner must select at least 2 but no more than 3 contractors to bid. The County cannot and will not select or recommend specific contractors. Contractors who are registered, insured, and, if applicable, have the necessary lead paint certification, are deemed qualified.
5. The bid sheet will be sent to each Contractor selected by the Homeowner to bid.
6. The Contractors selected to bid will schedule an appointment on their own with the Homeowner to look at the work to be performed. The Homeowner will not be required to accept the bid of a Contractor who chooses to not physically look at the work.
7. The Contractors will be given approximately 2-3 weeks to submit a bid depending on the project.
8. Bids are received by the County for review.
9. The County will meet with the Homeowner to discuss the bids and to allow the Homeowner to select the Contractor to be awarded the Contract. The County will not make recommendations to the Homeowner. If the Homeowner does not select the lowest bidder, the Homeowner must pay up front to the selected Contractor the difference between the lowest bid and the bid they select.
10. Assuming the Environmental Review process has been completed, the County prepares the Contract between the Homeowner and the selected Contractor and schedules a pre-construction meeting during which time the project will be discussed and the contract will be signed.
11. The County will prepare the mortgage documents and note for the homeowner to review and sign. The mortgage will be filed with the Cameron County Recorder's office.



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12. The County issues a Notice to Proceed to the Contractor giving the Contractor 60 days to complete the project, weather conditions permitting.
13. The Housing Inspector will conduct 3 progress inspections while work is being performed.
14. Upon the Contractor's submittal of the final pay request, the Housing Inspector will make a final inspection of the home and the Lead Inspector will perform a clearance examination to determine that the Contractor followed the prescribed interim controls and adequately cleaned the home to ensure that the amount of lead dust in the home is below the de-minimis levels. The Contractor will be required to re-clean the home if the home does not pass the clearance examination.
15. The Homeowner, the County, and the Contractor will sign a Certificate of Completion confirming the work is completed to the satisfaction of all parties involved, establishing a 1 year work guarantee period, confirming the Homeowner's understanding of the mortgage that has been filed, and releasing the County from any further administrative responsibility not required by the HOME Program.



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