

Newtown Housing Rehabilitation Program Process

1. Program information, literature describing the program and a formal application form are available from the First Selectman's and Economic and Community Development Offices in the Newtown Municipal Center. The application and program information can be downloaded from this site.
2. Applications are submitted to the Economic and Community Development Office for review of completeness and eligibility. Verification of income, home ownership, taxes and insurance will occur at this point.

The applicant must provide the following documents:

- a) Income verification such as recent payroll stubs, income tax return, social security, etc;
 - b) Home ownership verification such as title or deed;
 - c) Status of property tax payment from Tax Collector; and
 - d) Proof of insurance; homeowners and/or flood, if applicable
3. All applicants will be notified of their eligibility status within two to three weeks of submitting a completed application. A date for a site visit will be established for all qualified applicants.
 4. A site inspection will be undertaken by the Town of Newtown or a Rehabilitation Specialist to determine the need for correction of health or building code problems and energy conservation needs. The Building Inspector, Fire Marshall or Health Department personnel will submit a written report of their findings to the Economic & Community Development office.

Rehabilitation projects will be scheduled according to the urgency of the work. Septic system repairs, health and building code deficiencies will take priority over other required work.

5. The Rehabilitation specialist will meet with the property owner to discuss the findings of the inspection and to review any additional work the owner may want to do. Procedures for ascertaining work specifications and cost estimates will also be discussed at this time.
6. The Rehabilitation Specialist will prepare written work specifications and cost estimate of all eligible rehabilitation projects and meet with the owner to review them and make any necessary changes. The cost estimate will be utilized to determine the applicant's ability to incur a loan or if the rehabilitation will be performed by the deferred loan.
7. Should the applicant be deemed to have the ability to repay a loan the Economic and Community Development Director will determine the length of time, not to exceed fifteen years, for repayment.
8. The applicant will be given copies of the written work specifications and will have the option of providing three proposals for the work to be performed or the Town will formally advertise for bids. The lowest proposal must be chosen by the applicant.

9. Once a contractor is selected, a formal commitment between the applicant, the Town and the contractor will be executed. The applicant's share of the rehabilitation contract will be payable to the program at this time.
10. A contract between the owner and the contractor will be prepared by the Town, signed by the owner and the contractor to certify the work specifications, performance time table and payment schedule. All of the contractor's invoices will be checked against actual work done before any payments are made. Both the Town and Property owner will sign off on all payments.
11. A formal notice to proceed is issued to the contractor by the Owner and the Economic and Community Development Director.
12. Any problems between the Property Owner and the Contractor which cannot be resolved by the Rehab Specialist or the Director of Economic and Community Development will be submitted to a third party for binding arbitration. The decision of the arbitration will be final. It will be binding on both the property owner and the contractor.
13. At the completion of the job, final inspection by the Rehab Specialist and the Building Inspector or Sanitarian will be performed.
14. If any deficiencies are found during the final inspection, they should be addressed to the Contractor by a final punch list signed by the owner as prepared by the Rehab Specialist and/or Town staff.
15. Upon completion of the project, a certificate of completion will be executed by the Rehabilitation Specialist.
16. The owner will then obtain any required waivers, warranties, etc., from the Contractor.
17. When all of the above has been completed, the Contractor will be issued the final payment on the job.
18. Full details of the Housing Rehabilitation Program and Procedures are found in the Guidelines and Procedures document dated May 7, 1993 on file in the Economic and Community Development Office.