



COMMUNITY SERVICES

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TO: Community Development Commission Executive Committee

FROM: Mary A. Keating, Director,
Department of Community Services

DATE: November 18, 2024

SUBJECT: Notice of a Single-Family Rehabilitation Project Exceeding
\$15,000

Action Requested: None. This item is informational only.

Details: Community Services Department in collaboration with the Community Development Commission operates a Single-Family Rehabilitation Program, providing eligible homeowners with a Community Development Block Grant (CDBG) Program grant up to \$15,000 for home rehabilitation addressing accessibility issues, code violations, and health and safety issues.

Per the Community Development Commission "Underwriting Standards for Rehabilitation Programs" policy, "if a rehab is started and unforeseen issues are encountered, CDC staff may use their best judgment to resolve such issues and will report any rehabs that exceed \$15,000 to the Community Development Commission Executive Committee and/or HOME Advisory Group."

SFR file #1815 applied for assistance with a roof replacement and replacement of three inoperable windows. The bids for window replacement came in slightly over estimated costs and a change order was requested to account for costs associated with reframing three windows due to unforeseen rot, bringing total project costs in at \$15,915.00. SFR staff exercised their best judgement and determined it was reasonable to allow the costs, and therefore approved the Change Order.

SFR staff strive to adhere to the maximum \$15,000 grant award. In certain circumstances, overages can occur.

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