

**CITY OF TUKWILA**  
**Mayor's Office/Human Services Division**  
**Minor Housing Repair Assistance Program**  
**2014 Policies**

The Housing Repair Assistance Program provides and promotes the repair and maintenance of housing for individuals and families of low and moderate income living within the Tukwila City limits.

The Housing Repair Assistance Program is funded through the Community Development Block Grant Program (CDBG) and must conform to CDBG regulations. These regulations provide overall guidelines that must be followed but are designed to allow agencies greater flexibility in program implementation.

Due to increased demand and limited resources of the Housing Repair Assistance Program, the following policies have been adopted to assist staff and contractors in implementing this program. Meeting the eligibility requirements listed below does not guarantee services will be provided. In order to maximize the effectiveness of the limited resources available, staff will be responsible for interpreting and applying the policies set forth below and will make the final determination on the provision of services.

**PROGRAM OBJECTIVES**

- Provide minor housing repair and maintenance services to homeowners with low and moderate incomes.
- Maintain the ability of clients to remain in their own homes and to be independent.
- Encourage the participation of service providers, the business community, and the citizens of the City of Tukwila to support housing maintenance and repair assistance to the local community.
- Housing repair services will focus on maintaining the safety and health of the occupants; preserving the dwelling and/or conserving energy.

## **GENERAL PROGRAM POLICIES**

### Eligibility Requirements

In order to be considered for services in this program, the applicant must:

- A: Reside within the Tukwila city limits.
- B: Own and reside in the dwelling requiring services for at least one year. The home cannot be for sale at the time services are requested. Applicant must give an indication that they have no intent of discontinuing to occupy the home in the foreseeable future.
- C. The gross annual income for the household must not exceed the moderate-income level by household size as defined by HUD current income guidelines.
- D. Applicant must carry current homeowner's insurance.

### Program Limitations

Staff may deny services to any dwelling where an unsafe or unhealthy working or living situation exists.

Services will not be provided if the repair work is covered by the homeowner's property insurance policy or by warranty.

Minor home repair services for condominiums will include interior work only.

Repair work on a duplex will only be to the interior that is occupied by a Housing Repair client. All interior and/or exterior work on a duplex will be done only on the part that is occupied by the client.

Services must comply with all Home Owner Associations and/or Mobile Home Park policies.

Repairs are made to the housing structure. Repairs are not made to free standing items, like fans, heaters, and lamps. Repairs are not made to appliances.

Intentional damage to a home will not be covered. The exception is in the case of domestic violence. Repairs will be made only if the offender is no longer in the home.

Repairs will not be performed on recreational vehicles.

Homes in violation of City of Tukwila building codes, fire or municipal codes will not receive services until the code violations are fixed. The Housing Repair Assistance Program may help a homeowner comply with the code(s), if the services required are within the scope of program.

Financial assistance will not be given to City of Tukwila residents of mobile home parks to relocate to other mobile home parks, nor will they be eligible for any service other than emergency repairs once a mobile home park has received written notice of an impending sale.

A repair may result in finished work that may need additional finishing to match pre-existing conditions. Since cosmetic work, in of itself, is not eligible for funds, finish work will be negotiated at the time of the repair work with the homeowner. It may be impossible to match paint colors, for example, however, it would be unrealistic to have an entire room repainted if a small amount of new paint is added. The priority of the funds is to make the repair to ensure health and safety.

There may be limitations to home repair projects proposed for homes that are located in a floodplain. Projects that are estimated above \$500 will require the home owner to have flood insurance for the value of the project for the life of the project. Homeowners that are live in a "floodway" will not be able to use program dollars.

Maintenance and repairs will be screened for lead based paint impacts and projects may be denied due to the impact of lead based paint disturbance.

### Definitions

The program provides services for single family attached/detached dwellings, duplexes, condominiums, modular and manufactured homes only.

A manufactured home (mobile home) is defined as a factory assembled structure, transported in one or more sections, built on a chassis and designed without a permanent foundation.

A modular home is a factory built assembled structure, designed for permanent installation on a foundation.

A single family detached house is a building containing one dwelling unit which is not attached to any other dwelling by any means except fences, has a permanent foundation and is surrounded by open space of yards.

A duplex is a one-family dwelling attached to another one-family dwelling by a common roof, walls or floor. This definition may also include a dwelling unit or units attached to garages or other non-residential uses.

A recreational vehicle is a vehicular type unit primarily designed as temporary living quarters for recreational camping, travel or seasonal use that either has its own power or is mounted on or towed by another vehicle. Recreational vehicles include: camping trailers, fifth-wheel trailers, motor homes, travel trailers and truck campers.

## Repair Budget Limitations

A maximum of \$5000 per dwelling will be spent every 10 years. No more than \$2000 will be spent in one calendar year. The cost of materials, supplies and labor will be included. Homeowners will be limited to up to \$500 per housing repair referral. Exceptions will be made by the Human Services manager on a case by case basis, keeping health and safety priorities in mind.

## Services Provided

### Safety

- Install smoke detectors
- Install carbon monoxide detectors
- Install, repair/replace security lighting if an existing electrical circuit is available
- Earthquake preparedness – hot water tank straps
- Repair/replace exterior doors, windows and stairways if broken
- Replace broken switches, sockets, and ceiling light fixtures
- Install locks and deadbolts
- Power outage check to see if power can easily be restored
- Circuit breaker replacement
- Repair/replace dangerous or non-working electrical circuits
- Apply non-skid material as needed

### Health

- Replace furnace filters
- Repair/replace furnace fans
- Clogged drains
- Repair furnaces
- Repair heaters that are not free-standing
- Repair/replace garbage disposals
- Rodent control
- Pest extermination
- Repair/replace hot water tanks

### Adaptations for disabilities

- Install exterior ramps
- Install/repair/replace special equipment like handrails, grab bars, door knobs, faucet handles

### Maintenance of basic structure

- Exterior house painting – not cosmetic
- Repair/replace gutters and downspouts
- Repair/replace faucets, toilets, sinks, drains, broken or leaking pipes
- Repair decks only if used as an exit
- Removal of moss on roof/main structure
- Install shut-off valves
- Repair dry rot on the interior/exterior

### Weather proofing

Minor roof leaks; repair/replace soffits, fascia, flashing  
Minimize water damage - caulking/tub surrounds/leaks  
Chimney/flashing

### Energy Efficiency

Weatherstripping  
Insulation

### Use of Contractors

Contractors are hired for all services that need to be addressed. Contractors will be required to provide proof of liability insurance and a business license. Contractors may, with permission of the program manager, sub work out to an appropriate licensed contractor.

### Repairs

Priority for repairs will be determined by the seriousness of the repair relative to other pending repair requests, the hardship to the client if the repair is not completed in a timely manner, the scope of work, date of request, and the income/assets of the household. (The households with the lowest incomes and less than \$50,000 in assets will be considered a higher priority than those with low/moderate incomes and more than \$50,000 in assets.)

The value of a personally owned vehicle or the equity in the house will not be included when calculating household assets.

*The household will be required to report the income and assets for all members but may exclude the income of a care giver assisting them during an illness.*

### Referrals

Repairs estimated to exceed \$1,000 will be referred to King County Housing Rehabilitation Office for a deferred home loan application.

### Exterior House Painting

Exterior house painting is only considered for houses that are peeling or do not have protected surfaces. Due to the costs associated with house painting, only limited areas of the house will be considered. Houses with fading paint will be a lower priority. The same policies apply to decks, stairways, trim, fascia boards, porches, soffits, and eaves. Detached structures will not be painted.

### Grievance Policy

If the applicant believes program eligibility requirements have been met and services have been unfairly denied, applicant must submit a written request for review within 30

days of being notified of the denial. This letter, containing the reasons applicant feels the decision to be in error, shall be addressed to the Human Services Manager who will review the matter and respond with a decision within 10 working days of receipt of applicant's letter.