



County of Volusia
 Community Assistance
 121 W. Rich Avenue
 DeLand, FL 32720
 (386) 736-5955



Owner-Occupied Housing Rehabilitation - Emergency Repair Program Overview

Volusia County Community Assistance implements an owner-occupied housing rehabilitation program which may provide funds to repair/replace of one or more substandard housing structure component system or mechanical system.

The maximum assistance amount is \$20,000.

The home must have an immediate health or safety need related to:

1. HVAC system
2. Septic
3. Well/water
4. Septic or water hook-up
5. Roof
6. Accessibility improvements to meet the needs of a household member with special needs as defined by s420.004, F.S., has a disabling condition or is elderly

To determine eligibility for the program:

1. The home must be owned and occupied for a minimum of one year by the applicant as documented by homestead exemption status
2. The home must be located in Volusia County **except** in the city limits of Daytona Beach or Deltona
3. The home must be site built or a post-1994 manufactured home on land that is owned by the applicant
4. The home must need repairs as outlined above
5. The property’s just value cannot exceed \$321,100
6. The applicant must be current on Volusia County taxes and be free of all tax liens
7. The applicant must agree to execute all County forms, agreements, etc.
8. The household income cannot exceed the Area Median Income (AMI) requirement below:

Household Size →	1	2	3	4	5	6
1% - 50% AMI	\$29,000	\$33,150	\$37,300	\$41,400	\$44,750	\$48,050
51% - 80% AMI	\$46,400	\$53,000	\$59,650	\$66,250	\$71,550	\$76,850

Additional program eligibility requirements will apply.

The intent of the screening and application process is to determine eligibility, it does not guarantee acceptance into the program. Therefore no commitment is made by either party.

Application pre-screening process:

1. All persons interested in the Housing Rehabilitation – Emergency Repair Program must request a phone interview by emailing communityassistance@volusia.org. If you do not have access to a computer please call 386-736-5955 to schedule a phone appointment. Applicants will need to provide their name, phone number, and time of availability.
2. Phone interviews will be reviewed to determine if the applicant and home meet the initial criteria.
3. If necessary, eligible applicants may be placed on a wait list.

Volusia County does not discriminate against applicants on the basis of their race, religion, sex, color, national origin, age, disability or familial status.

Program Procedure:

1. Application
 - a. An applicant is provided a Housing Rehabilitation – Emergency Repair Program application package after the applicant has meet the initial program criteria.
 - b. A complete application and supporting documentation must be submitted within two weeks from the receipt of the application package.
 - c. Once the complete application package is received, the review process may take up to 30 days.
2. Determination of scope of work
 - a. Upon the completion of the review of the applicant’s submitted application packet, a scope of work is prepared.
3. Approval
 - a. Applicants who are determined income and program eligible will be provided with a rehabilitation agreement and income summary forms (additional forms may be applicable) for signature.
 - b. Upon receipt of the signed documents, approved applicants will be provided with a commitment letter and a bid package.
4. Bid and Contractor selection
 - a. Applicants are responsible for obtaining bids from licensed and insured contractors.
 - i. Septic repairs/replacements are completed by an approved contractor that has a master agreement with the County.
 - b. The selection of the contractor is at the County’s sole discretion and is based on the lowest responsive and responsible bid or the appropriate master agreement.
 - c. The owner must use the contractor selected by the County in order to qualify for funding.
 - d. The owner and contractor must sign a Construction Agreement and Funding Agreement.
5. Rehabilitation work underway
 - a. All submitted contractor invoices are reviewed and if approved, paid pursuant to the purchase order.
 - b. If there are any unforeseen conditions, this may result in a change order. The owner must agree to execute a change order if applicable.
6. Completion of work
 - a. The rehabilitation work is usually completed within 60-90 days.
 - b. Upon the completion of construction, the contractor will need to provide supporting documents showing that the work was completed.
 - c. The contractor shall provide a full one-year warranty to the owner from the date of the final payment.