Emergency Repair Program: Overview

The Volusia County Community Assistance Division implements an emergency repair program which may provide funds to repair/replace of one or more substandard housing structure component system or mechanical system with an immediate health or safety need.

Funds up to $20,000 are currently available for:

- HVAC system, septic, well/water, septic or water hook-up, roof or small accessibility improvements (ex: wheelchair ramp or grab bars)

Eligibility Requirements for the Program

- The home must be located in Volusia County **except** the city limits of Daytona Beach or Deltona
- The home must be owned and occupied for a minimum of one year by the applicant as documented by homestead exemption status
- The home must be a site built or a post-1994 manufactured home on land that is owned by the applicant
- The home must need repairs as outlined above
- The property's assessed or appraised value cannot exceed $327,750
- The applicant must be current on Volusia County taxes and be free of all tax liens
- The applicant must agree to execute all County forms, agreements, etc.
- The property must not have any unpermitted or non-conforming structures
- The applicant may not sell, lease, rent, gift or transfer any portion of the property from the prescreen through the close-out of the project
- Cost of home repairs cannot exceed the scope of this program (including cost) as determined by an inspection report provided by the County (if applicable)
- The household annual income cannot exceed the Area Median Income (AMI) income below:

Household Size →	1	2	3	4	5	6
1% - 80% AMI →	$50,650	$57,850	$65,100	$72,300	$78,100	$83,900
81% - 120% AMI → (Limited Funding Available)	$75,960	$86,880	$97,680	$108,480	$117,240	$125,880

How do I receive an application?

Residents interested in applying for assistance must request a prescreen by contacting the Community Assistance Division at (386) 736-5955 or communityassistance@volusia.org. Applicants will need to provide their name, phone number, and time of availability. Prescreens will be reviewed to determine if the applicant and home meet the initial criteria and does not guarantee assistance. If necessary, applicants may be placed on a wait list.

What do I need to apply?

Application packages should include the following items:

- Completed and signed application
- Copies of the supporting documents listed on the application documentation checklist, that are applicable to your household

What happens after I apply?

You will be notified by mail or email as to one of the following:

- That additional information or documents are necessary
- That you are ineligible for the program, including why
- That you are eligible for the program and what will happen next

Program Procedure:

1. Application
    a. An applicant is provided an Emergency Repair Program application package after the applicant has met the initial program criteria.
    b. A complete application and supporting documentation must be submitted within 90 days from the date of the Notice of Opportunity Letter.
    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