



STRUCTURAL HOUSING

# PREPARING FOR HOMEOWNER-MANAGED CONSTRUCTION

## [ SOLUTION 2 ]



OVERVIEW

The Restore Louisiana Homeowner Assistance Program offers eligible homeowners the option to manage their own repair or reconstruction work. Under this option, a homeowner chooses to hire a licensed residential contractor or registered home improvement contractor, or they can self-manage repairs. While the Program provides funding based on economy-grade materials and finishes, under this option, the homeowner may select higher grade materials and finishes and pay the difference in price. Once a Homeowner signs a grant agreement with the Program and reviews the details of their ECR with their contractor and begins their repairs, the Program will monitor the work, provide advisory services, and disburse funds, as construction work is completed.

### A

## REVIEW GRANT AWARD



Once the homeowner reviews their award, they can either accept or request to speak to a case manager. In the event a homeowner believes their grant award is not calculated according to program policy, they have the option to appeal prior to closing.

The grant award letter will include an estimated cost of repair (ECR) report which details a comprehensive list of all eligible repairs that the program will fund and associated costs for each item. Any construction work that is completed by the homeowner (or their chosen contractor) will be inspected and compared against the ECR report prior to disbursement of program funds as described in step D. Any costs incurred over the ECR amounts are the responsibility of the homeowner. Additionally, construction must begin within 180 days of execution of the grant agreement unless a written demonstrable hardship extension is approved.

### HOW IS YOUR GRANT AWARD CALCULATED?

The formula for calculating a homeowner's grant award is as follows:

- + Estimated Cost of Remaining Repairs
- + Estimated Cost of Completed Repairs
- Amount of Previous Assistance Received/Offered (Duplication of Benefits)

In the event a homeowner's calculated duplication of benefits exceeds the estimated cost of completed repairs, the homeowner will be responsible for expending that amount on ECR repairs prior to receiving funds from the Program.

NEXT UP: CHOOSE A PREFERRED PATH



Restore LA supports Fair Housing/Equal Employment Opportunity/ADA Accessibility



# B

## CHOOSE A PREFERRED PATH



Under Solution 2, the homeowner has two options to complete the repairs. A Program Construction Technical Advisor (CTA) will be available to provide assistance at this time.

### OPTION 1: HIRE A LICENSED OR REGISTERED CONTRACTOR

Homeowners can hire a licensed residential contractor or registered home improvement contractor to oversee the completion of the repairs included in the Estimated Cost of Repairs (ECR). The following documentation must be provided for review:

- A copy of the contractor's residential building license or registered home improvement contractor registration certificate issued from the Louisiana State Licensing Board for Contractors.
- A current copy of the contractor's certificate of liability insurance with the homeowner's name as the certificate holder.
- The executed contract with the contractor, which includes all of the scope of work identified by the Program in the ECR, and a payment schedule referencing how payments will be required by the contractor.
- A W-9 form completed by the contractor.
- A copy of the applicant's flood insurance policy must be provided for homes located in the 100-year flood zone.
- For reconstruction, a certificate of occupancy will be required. Additionally, a certificate of elevation must be provided for homes located in the 100-year flood zone.

### OPTION 2: SELF-MANAGE PROSPECTIVE REPAIRS (not applicable for reconstruction)

Homeowners who prefer to manage the completion of items included in the Estimated Cost of Repairs (ECR) will be asked to complete our Self-Managed Prospective Repairs Form which outlines responsibilities and requests basic information for any individuals or businesses hired to perform the remaining repair work. If the Prospective Repairs included in the ECR report exceeds \$10,000, applicants are required to submit documentation such as invoices, quotes, bids, estimates or contracts. Please contact your CTA for additional assistance.

**The homeowner is responsible for reviewing the ECR with their contractor to ensure the quantities and costs approved by the program are understood.**

# C

## SIGN GRANT AWARD

Once the required documentation has been vetted by the CTA, the homeowner will be contacted by a member of the closing team to schedule an appointment to sign the grant award. Upon signing the grant award, the following will occur:

- The CTA will contact the homeowner by phone or email within 2-3 business days to issue a Notice to Proceed (NTP) in reference to prospective repairs.
- If the homeowner is eligible for reimbursement, a reimbursement check will be mailed within 3-4 weeks.

NOTE: If repairs to the home are underway or have been completed since the damage assessment was conducted, the homeowner should contact the CTA who issued the NTP so that a progress or final inspection may be scheduled.



# D

## SCHEDULE A PROGRESS INSPECTION

- The homeowner is required to begin their repairs within 180 days of executing the grant agreement unless a written hardship extension is approved.
- Upon the homeowner completing any portion of their repairs, and before 180 days from grant execution, the homeowner should contact their CTA to request an inspection.
- After a successful progress inspection, any completed repairs will be processed for payment.
- Please note that the estimated timeline for each payment is 3-4 weeks following the completion and approval of the progress inspection.

NOTE: If the grant award references a homeowner responsibility, the full amount of those funds must be spent on prospective repairs, and inspected by the program for completion, prior to the release of any program funds.

