Bernalillo County Housing Department (BCHD)
Owner-Occupied HOME Rehabilitation Program

What is the Owner-Occupied HOME Rehabilitation Program?

The goal of this program is to assist low-income homeowners, who do not have sufficient resources necessary to make needed repairs so their home meets construction standards.

Eligible Property Types

To be eligible for assistance, a property must be:

- Occupied by an income eligible homeowner; and
- The owner's principal residence
- Must be located in the unincorporated areas of Bernalillo County

The following property types must be included under the program:

- Traditional single-family housing that is owned fee simple (this housing may contain one to four dwelling units)
- A condominium unit
- A cooperative unit or unit in a mutual housing project (if state law recognizes these as forms of homeownership)
- A manufactured home, including a mobile home that is on a permanent foundation

Property Standards

In order for the home to be eligible for HOME funds the rehabilitated property must meet Housing Quality Standards (HQS) and the New Mexico Mortgage Finance Authority's (MFA) Construction Standards, local codes (including the Model Energy Code) and local zoning ordinances. To ensure compliance, verification must be made that all project files contain work write-ups and cost estimates. Bernalillo County Housing Department (BCHD) must conduct and document an initial inspection to identify the extent of rehabilitation necessary and a final inspection to see that rehabilitation standards are met. Finally the work write-up and the inspection documentation must be consistent and demonstrate compliance with rehabilitation and other required property standards.

Contractor Selection

A contractor may be selected after submitting a Request for Bid package that meets Purchasing requirements, which include a bid bond, insurance certificates, license number and the lowest responsible bid. HOME rules require documentation of:

- Contractor eligibility: Contractors selected must be eligible for federal contracts. Therefore, BCHD must check project files for the Contractor Eligibility Certification Form.
- Cost reasonableness: HOME rules also incorporate requirements that the contractor's proposal show reasonable cost. There are no set standards for reasonable cost, but generally accepted practice requires that the bid be within 10% of the cost estimate. In reviewing project files, BCHD will verify that all the proposed costs in the contractor's proposals are eligible and reasonable.

In addition, contractors are subject to procurement guidelines regarding:

- Competitive bidding: If BCHD selects the contractor, a public invitation for bids is issued in an attempt to solicit several bids. In cases where the contractor was rejected, BCHD must document the reasons the contractor was not selected.

Pre-Construction Conference

BCHD will hold pre-construction conferences with the owner and contractor on-site prior to the execution of any construction contract. These conferences enhance program performance by helping to avoid confusion and conflicts between the owner and the contractor.

Prior to the start of construction, it is the homeowners' responsibility to relocate during the rehabilitation process. BCHD will provide storage needs for household items

Construction Management

Once selection of contractor has been made and prior to start of construction the owner and contractor must execute the rehabilitation contract. BCHD must issue a Notice to Proceed up completion of all necessary documentation. The Notice to Proceed is an indicator that all pre-construction tasks have been completed and the project is ready to begin.

After the work is completed, a final inspection of property is conducted to document that all work specified in the work write-up and construction contract were properly performed and that appropriate property standards were met. The final inspection must be performed with BCHD, the owner and contractor present.