



Office of Housing and Urban Improvement
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WHAT TO EXPECT AFTER YOUR NAME IS PLACED ON THE WAITING LIST

City of Pompano Beach Housing Program Waiting List – You are #**«Number»** on the waiting list

Dear Resident,

You have been placed on the City of Pompano Beach Housing Rehab program waiting list. There are two programs available. The Emergency Repair program will address a life-threatening condition. The Housing Rehab program provides improvements to meet local building codes. The inspector will determine which program you qualify for based on a visual inspection. You will be contact when we have funding available to provide home repair assistance. Please be patient as funding for these programs are limited and may take 2 to 8 months before we can reach out to you. The City of Pompano Beach reserves the right to prioritize properties that are in need of emergency repair. Eligible emergency repairs and improvements shall include, but not necessarily be limited to, items such as:

Eligible Rehabilitations:

- Major roof repairs and/or replacement in cases where an excessive amount of water is entering the home because of holes, cracks or other roofing defects;
- Plumbing repairs in cases where water supply or drainage lines have ruptured and the house is without running water;
- Malfunctioning hot water equipment resulting in total lack of running hot water in the household;
- Septic tank is overflowing or the drain field has deteriorated;
- Electrical or gas repairs in electrical fire or gas hazard situations and/or cases where the faulty electrical wiring has resulted in total lack of illumination in the household or inability to use such necessary major appliances as the refrigerator or range;
- Structural damage that creates an emergency safety situation; and
- Other emergencies as may be determined to be a health or safety hazard, on a case-by-case basis.
- All Repairs or improvements, which are needed for decent, safe and sanitary habitation, correction of code or building violations.
- The home must be in need of rehabilitation. **(No beautifications)**

Eligible Properties:

- Single-family **owner-occupied only** units in the City of Pompano Beach.
- Homeowners 100% homestead property only and must be occupied by the property owner not rental or vacant property
- The after-rehab value of the home shall not exceed the HOME affordable homeownership limits provided by HUD for newly constructed housing and for existing housing.
- Taxes, water and sewer charges and mortgage payments must be current. Verification of the status of all payments will be made.
- Homeowners whose property is determined to be located in a special flood hazard area must provide proof of purchase of flood insurance protection equal to the terms and amount of the loan prior to provision of rehabilitation.

Please be advised that the following steps will occur when you are contacted.

- You will be contacted to schedule an appointment with the inspector to determine if your property qualifies for emergency repair or Housing Rehab. If your property does not qualify for either program, you will be notified in writing the reason for the denial or disqualification.
- If your property is eligible for either program, you will be asked to stop by the City of Pompano Beach Office of Housing and Urban Improvement to pick up an application for the program. The application will include a list of documents that must be submitted with the application that are needed to determine your household income eligibility for the program. You will schedule an appointment to bring in your application and all required documents at that time. You will have 7-10 days from the date you pick up the application to schedule this appointment and submit all the required documents. Applicants who fail to attend the scheduled appointment will be removed from the waiting list.
- Due to specific requirements that must be met for each funding source, priority may be given to individuals who are special needs and very low income.
- The total annual household income cannot exceed the program limits 80% of Broward County AMI. *Please see the most recent income limits chart below that became effective April, 2019. Income limits change on a yearly basis.*

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
80% AMI	\$47,150	\$53,900	\$60,650	\$67,350	\$72,750	\$78,150	\$83,550	\$88,950

- The repairs needed on the home must be necessary for the home to be decent, safe and sanitary based on a visual inspection.
- The property must be insured to receive Housing Rehab.
- The property must not be in foreclosure or have delinquent taxes, mortgage payments or liens.

- The property must be your only home. You cannot own any other property.
- The property must be single family, a townhouse or a condominium.
- There must be no conflict of interest.
- The household cannot have assets that exceed \$50,000 in liquid assets.

Once the household income is verified and you are determined income eligible for the program, the following will occur.

- The inspector will contact you and schedule an appointment to conduct a second more thorough inspection of your home and prepare a work write detailing the work to be performed. Only specific repairs are allowed under these programs based on the funding source and program regulations. The inspector will advise you of what repairs are eligible depending on the funding source.
- The work write-up detailing the work to be performed will be provided to you for review and will then be mailed to contractors on the City's approved list of contractors that are licensed and insured.
- A pre-bid meeting will be held in your home on a date and time specified by the inspector to allow the contractors an opportunity to review and inspect the work to be performed.
- The City will schedule a bid opening.
- The work will be awarded to the lowest most responsive and responsible bidder.
- You will execute an agreement, mortgage and note with the City and an agreement with the contractor that will perform the work.
- You will sign payment authorizations for work performed by the contractor.
- When the work is completed, you will receive a warranty and guarantees for the work performed and your case will be closed.
- The staff will verify that you are complying with the long-term affordability requirements, if applicable, on an annual basis over the term of the affordability period.

If you have any questions about the program, please contact us at 954-786-4659. If for any reason, you wish to be removed from the waiting list, please submit the request in writing to our offices.

Sincerely,

Miriam Carrillo, Director

Office of Housing and Urban Improvement