

Union County CDBG Pilot Septic Repair Program

Rehabilitation Program Appeal & Reapplication Policy

Purpose: This policy offers guidance for Union County CDBG Pilot Septic Repair Program Grant under the Community Development Block Grant (CDBG) rehabilitation program. Rehabilitation grant assistance is designed to address health and safety repairs to help clients remain in their own homes.

Policy Statement: The objective of the rehabilitation programs is to address the health and safety related housing needs of low-income persons or families at or below 80% of the Area Median Income (AMI). The goal of the Appeal and Reapplication Policy is to clarify program guidelines for current and previous applicants of the rehabilitation programs. Each application received by Union County for assistance through the Union County CDBG Pilot Septic Repair Program Grant will be processed in a fair and consistent manner. Each application will be processed according to guidelines already set forth in the department's program guidelines. The HUD Income Calculator and HUD guidelines are used when determining eligibility criteria for income, assets, who is included in the household unit and other pertinent eligibility factors.

Appeal Process

If an applicant receives a denial as a final decision on an application submitted for the program, the denied applicant has the right to request an appeal in writing within 15 business days of notification. The written appeal should include what grounds the applicant is appealing and may provide supporting documentation for consideration. The department will adhere to the established program guidelines when evaluating a request for appeal. The file information, written appeal and supporting documentation will be reviewed by the Program Manager to uphold or deny the request.

The process for submitting an appeal is as follows:

- The applicant should first discuss the denial with the Grants Specialist to understand the reason(s) for denial.
- The Grants Specialist will notify the applicant of their right to appeal and follow all applicable policies for collection and submission of an appeal.
- The applicant has 15 business days to submit a written appeal with supporting documentation. The Grants Specialist will provide the written appeal, documentation and client file to the Program Manager for review.

- The Program Manager will review all relevant information to uphold or overturn the denial within 15 business days of written appeal.

If it has been determined that potentially fraudulent information was provided by the applicant or their representative to make an applicant eligible, the application will be an immediate denial.

Reapplication Process

If an applicant receives denial following a final or appeal decisions for any grant, the applicant is required to wait a minimum of six-months (180 days) from the date of denial before completing another application. The appeal process will not be available if previously appealed prior to reapplication.

Additionally, if an applicant is approved for a grant, but chooses not to participate in the program, the applicant is required to wait a minimum of six-months (180 days) from their communication of program withdrawal before completing another application.

If an program participant abandons an approved application by failing to communicate with County staff or a contractor scheduling within 30 days of receiving approval, then County staff will consider the application withdrawn. Program participants are encouraged to maintain communication with County staff and inform staff of any planned situation that may create the inability to respond (trip, surgical procedure, etc.) in a timely manner.

For any applicant reapplying to the rehabilitation program, a new application with current supporting documentation will be required. Previous information will not be used to verify and process the application. All applications will be reviewed and processed according to HUD and departmental guidelines.

III. Definitions:

- Applicant: Union County resident submitting information to receive rehabilitation services.
- Area Median Income (AMI): Refers to the midpoint of the income distribution for a specific geographic area, as defined by the U.S. Department of Housing and Urban Development (HUD) using data from the U.S. Census Bureau.
- Rehabilitation: Physical property repairs to address health and safety concerns such as structural integrity, code regulations, or accessibility accommodations.

IV. Applicability:

The Appeal and Reapplication Policy applies to all applicants for the Union County CDBG Pilot Septic Repair Program Grant offered by Union County. Rehabilitation funding is limited to addressing the Septic Repair and/or replacement needs of low-income persons living in Union County outside of Marvin Village, Hemby Bridge, Unionville, and Lake Park Village municipal limits.

V. Policy Responsibility and Management:

- Union County Manager's Office: Responsible for policy development & revision.
- Schedule of policy review: annual (at a minimum to ensure adherence with HUD policies) or when new directives/guidelines are released from HUD.