

DHCD MONTHLY PROGRESS REPORT**Warsaw Housing Rehabilitation Project #23-23-14**PROJECT: WARSAW HOUSINGCONTRACT #: 23-23-14LOCALITY: Town of WarsawFROM: Alex EguigurenMONTH: JANUARY 2025

PRODUCTS - Per 08-14-24 Agreement	% COMPLETE	STATUS
Rehabilitation of three houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 6 LMI individuals	10%	The Invitation to Bid for the rehabilitation of three homes was published on 01-15-25. The mandatory pre-bid meeting took place on 01-28-25. The Bid Opening is set for 02-10-25. Our Rehab Specialist has completed the licensing courses for Lead Inspector and for Lead Risk Assessor.
Substantial Reconstruction of two houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 4 LMI individuals.	8%	Staff members from the Northern Neck Planning District Commission, along with our Rehab Specialist and representatives from DHCD, visited the Fleetwood Homes factory in Rocky Mount, Virginia, to learn more about the manufacturing process and get a better idea of how to structure procurement and how to install such HUD-approved homes on permanent foundations.
Implementation of sidewalk improvements with leverage funds (\$30,000)	0%	Sidewalk improvements have been scheduled by the Town of Warsaw.

EXPENDITURES:	Grant Amount: \$ 632,534	Amt Expended: \$20,059	Amt Obligated: \$107,234
	Leverage Amt: \$ 58,250	Doc. Amt Expended: \$ 2,969	Sources: Town, PDC
Last Draw/Remittance #001 submitted on: 01-15-25			
Date of last PMT meeting: 01-21-25		Date of next PMT meeting: 02-18-25	PMT Meeting Minutes: <u>YES</u>
COMMENTS: None			

NOTES – Warsaw Scattered Site Housing Rehabilitation Project - CIG# 23-23-14 Management Team Meeting

January 21, 2025, at 11 a.m. at the Town of Warsaw Town Hall

Attendance: Ogle Forrest, Melissa Coates, Joseph Quesenberry, Ruby Tian, Jerry Davis, and Alex Eguiguren

Jerry Davis: The Warsaw project is what is referred to as a scattered-site project. The contract is for five houses. Three are going to be rehabbed, and the other two are substantial reconstructions, which means the old houses will be demolished and new homes built. Now that the application has been funded by the State, we have gone back, with the assistance of our Rehab Specialist, to update the write-ups that will be used as the scope of work. We have advertised an Invitation to Bid. A pre-bid meeting will take place on the 28th of January, with bid openings scheduled for February 10. For the substantial reconstructions, we are looking at using manufactured housing. We are looking at companies that are approved in the State of Virginia to consider for bids. We will get costs on a square-footage basis. We will do the procurement for the Town and the County at the same time, though separately, so that we can hopefully get a discount. At the Governor's Housing Conference [last November], Fleetwood Homes had models there, and we had conversations with the owner/manager and involved some of the DHCD people and Ruby, and we told them we wanted to consider using premanufactured homes for these projects. Fleetwood Homes invited us to do a tour of their factory, so we'll be going there next week, in Rocky Mount, Virginia. DHCD's view is very favorable, particularly because of the reduced time and reduced cost, since the number of contractors available for these projects is so low, contractors who are willing to do this type of project. There have been a lot of changes in the manufactured-home industry, to a point that, in many ways, manufactured homes are better. Amanda Healey with DHCD told us that she was satisfied with the homes. We also met the president of the Virginia Manufactured Homes Association. Looking at the process: We would solicit bids from a contractor to come in and demo the old structure and prepare the land and the new foundation.

Joseph Quesenberry: Are we the first housing project to utilize this approach in Virginia? I think this is the way affordable housing projects are going. The Town has ordinances, so we want to have that reminder.

Ogle Forrest: If it is built on a frame that is not removable, and with the new building code, it's not that much different in the actual construction. I understand why you would want to go to a process that is faster. With the rehabs, will the work be done while the owners are in the house?

Jerry Davis: Every project is different, but the ideal is to work with the owners and, if there is any disruption, we try for the homeowners to stay with family or friends. If that's not possible, there is some money in the budget to help with that.

Joseph Quesenberry: For permitting and style selection, will it be on us or the company to observe that?

Jerry Davis: We have to work with the Town and the County and what they require, as well as State regulations. We give some choices to the applicants.

Joseph Quesenberry: A new requirement is a paved driveway for new homes.

Ogle Forrest: What happens to the home if the resident passes away?

Alex Eguiguren: There is a five-year lean on the property. During the five years, the person living in the home has to qualify as a Low- and Moderate-Income (LMI) individual.

Jerry Davis: The Rehab Board has the authority to review the bids and the contractors. We have advertised for the bids for the rehab projects. We will need a Rehab Board meeting to review those bids, and it will be the Board's responsibility to select the contractor and award those contracts. We will need separate meetings for the Rehab Board, and we can do them back-to-back with the Management Team meetings. Since we have the bids due on February 10, we can meet on the 18th, the third Tuesday of the month. Rehab Board at 10 a.m., then Management Team at 11 a.m., and then on March 18th, to keep that schedule.

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Visit to Fleetwood Homes in Rocky Mount, Virginia - January 31, 2025

