

New Jersey Reconstruction, Rehabilitation, Elevation, and Mitigation (RREM) Program

CERTIFICATION OF CONSTRUCTION REQUIREMENTS

HOMEOWNER INFORMATION

HOMEOWNER NAME:	RREM ID#:	DATE:	ENV. CLEARANCE DATE:
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DAMAGED PROPERTY INFORMATION

ADDRESS:	MUNICIPALITY:	GRANT AWARD DATE:
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Purpose: This *Certification of Construction Requirements* form is designed to define and to acknowledge understanding and compliance with the requirements Homeowners must meet when performing remaining construction, having accepted RREM grant funding. This document should be read carefully by Homeowners to ensure construction meets program standards, is eligible for payment via RREM funding and to avoid potential forfeiture of RREM grant money.

Instructions: *Completion of this form is a mandatory condition for accepting a RREM Program grant award, when remaining construction is required after the date of environmental clearance. The following Certifications section summarizes the requirements reviewed with the Homeowner by his/her RREM Project Manager. The Homeowner shall initial next to each statement, acknowledging an understanding of the statement and an agreement to conduct their construction in accordance with the terms of the program. The form ensures the Homeowner is aware of and accepts his/her responsibilities to meet program requirements as a condition of accepting RREM grant funding. The signed Certification of Construction Requirements must be completed and submitted to the RREM Project Manager prior to the program releasing any remaining construction draws to the Homeowner.*

THE UNDERSIGNED hereby certifies that he/she has examined the following acknowledgments and is authorized to execute this Certification as the owner and primary resident of the damaged property address listed above (hereinafter “Homeowner”):

Applicant Initial	Acknowledgments
<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<p>1. <i>Licensed and not debarred.</i></p> <p>Homeowner shall submit Contractor(s) information to the RREM Program to confirm Contractor(s) are properly licensed and in good standing with the State of New Jersey and Federal government to undertake construction work. The RREM Program <u>will not</u> process disbursements to the Homeowner until the RREM Project Manager has validated the Contractors are licensed and not on the federal or state debarment lists.</p> <p>A. I understand I cannot begin invoicing the RREM Program until my RREM Project Manager has validated my contractor(s) are licensed and not on the state or federal debarment lists.</p>
<div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<p>2. <i>Specifications in Estimated Cost to Repair (ECR)</i></p> <p>If performing rehabilitation and/or elevation work, Homeowner has reviewed and understands the <i>Estimated Cost to Repair (ECR)</i> prepared by the RREM Program, and will ensure remaining construction meets or exceeds specifications listed in the ECR.</p> <p>A. I have been provided a copy of my ECR (if performing rehabilitation/elevation) and will ensure my remaining construction will be built to the minimum specifications identified in the document.</p>










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<div style="border: 1px solid black; width: 80%; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 80%; height: 30px;"></div>	<p>3. <i>Environmental/historic review requirements.</i></p> <p>Homeowner has reviewed a copy of his/her Tier II Environmental Review report prepared by the RREM Program and will ensure his/her Contractor(s) comply with all environmental/historic review construction requirements listed in the <i>Conditions for Approval</i>. These environmental costs are eligible to be paid within the Homeowner’s grant award.</p> <p>A. I have been provided a copy of my Environmental Review and have read my <i>Conditions for Approval</i> and <i>Findings Section</i> listed in my Tier II Review and understand and agree to the requirements that need to be met for my remaining construction performed after my date of environmental clearance.</p>
<div style="border: 1px solid black; width: 80%; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 80%; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 80%; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 80%; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 80%; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 80%; height: 30px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; width: 80%; height: 30px;"></div>	<p>4. <i>Lead-based paint and asbestos requirements.</i></p> <p>For properties built prior to 1978 being rehabilitated and/or elevated, where the presence of lead-based paint has been determined through a lead risk assessment, Homeowner will ensure its Contractor(s) comply with the HUD Lead Safe Housing Rule and the EPA Renovation, Repair and Painting Rule (RRP), including the use of lead safe work practices if lead-based paint is present, lead abatement from a State-certified Lead Abatement contractor if lead hazards are present, and completion of a third-party lead paint clearance examination.</p> <p>Homeowner will ensure Contractor(s) will properly remove and dispose of any asbestos which is friable or will be disturbed by renovation or demolition in compliance with federal and state regulations. All abatement work shall be performed by properly licensed contractors. Homeowner will provide a waste manifest documenting proper disposal for all asbestos-containing materials removed from the site.</p> <p>A. I have received a copy of the LBP risk assessment and have been provided a list of New Jersey State-certified Lead Abatement contractors, if applicable.</p> <p>B. I understand I cannot use the same contractor who performed my Risk Assessment to conduct my lead abatement, if applicable.</p> <p>C. I understand my lead-based paint risk assessment <input type="checkbox"/> does <input type="checkbox"/>does not identify lead based paint hazards that are required to be addressed using a State-certified Lead Abatement contractor in accordance with State and HUD requirements, and I should have my contractor conduct an interim lead clearance prior to completing the remaining renovations.</p> <p>D. I understand my lead-based paint risk assessment <input type="checkbox"/> does <input type="checkbox"/>does not identify the presence of lead-based paint that requires an EPA-certified renovator firm to conduct the renovations in my home. If lead is present, all workers in renovations must be trained in lead safe work practices or a lead abatement supervisor must be on site at all times during construction.</p> <p>E. I understand that if my property contains lead-based paint, my contractor must obtain a third-party independent lead clearance examination at the conclusion of my construction.</p> <p>F. I understand my asbestos assessment survey <input type="checkbox"/> does <input type="checkbox"/>does not identify asbestos hazards that are required to be disposed of in accordance with State requirements and, if applicable, that I must obtain a copy of a signed waste manifest documenting disposal of any asbestos-containing materials. I have received a copy of the asbestos survey. I understand that that if construction activities do not disturb asbestos material, I am not required to remove asbestos from the house.</p>
<div style="border: 1px solid black; width: 80%; height: 30px;"></div>	<p>5. <i>Green Building Standards</i></p> <p>Properties undergoing rehabilitation and/or elevation must comply with the Green Building Retrofit Checklist. Properties undergoing reconstruction must comply with ENERGY STAR standards. If</p>

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<div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div>	<p>Homeowner has completed construction, started construction or is under contract with their Contractor(s) prior to the date of receiving RREM grant assistance, as defined by date the Homeowner signs the RREM Grant Agreement, these standards shall be met to the extent feasible for remaining construction but are not required. Homeowner will ensure, if contract is executed or if construction is not started until after signing the RREM Grant Agreement, that they will have their reconstruction plans reviewed and certified by a HERS rater as meeting ENERGY STAR standards, using the ENERGY STAR Plan Review Checklist version 3.0. For projects with a contract executed or construction is not started until after date of RREM Grant Agreement signing undergoing rehabilitation and/or elevation, Homeowner must provide a signed copy of the <i>Green Building Retrofit Checklist Certification</i> demonstrating repairs completed meet the required standard.</p> <p>A. I acknowledge that I <input type="checkbox"/> was <input type="checkbox"/> was not under contract, started construction or completed construction prior to signing my RREM Grant Agreement and understand how this impacts my obligation to meet Green Building Standards.</p> <p>B. I understand the Green Building Retrofit Checklist <input type="checkbox"/> does <input type="checkbox"/> does not apply to my construction and I will meet this standard as required. If I am not under contract and have not started rehabilitation/elevation work prior to my date signing my RREM Grant Agreement, I am required to sign the <i>Green Building Retrofit Checklist Certification</i> to demonstrate compliance.</p> <p>C. I understand that ENERGY STAR <input type="checkbox"/> does <input type="checkbox"/> does not apply to my construction and I will meet this standard as required. If I am not under contract and have not started reconstruction work prior to my date signing my RREM Grant Agreement, I am required to have my reconstruction plans certified as meeting ENERGY STAR standards using the ENERGY STAR Plan Review Checklist version 3.0.</p>
<div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div>	<p>6. Housing Standards</p> <p>All construction completed after date of environmental clearance must meet state and local building code requirements and meet or exceed RREM Housing Rehabilitation Standards (if performing rehabilitation) and HUD Housing Quality Standards. If elevating, property will be elevated at minimum to the most current Base Flood Elevation maps plus one foot, or municipal requirements if more stringent.</p> <p>A. I understand that construction completed after my date of environmental clearance must meet or exceed RREM Housing Rehabilitation Standards (if rehabilitation) and HUD Housing Quality Standards.</p>
<div style="margin-bottom: 10px;"><input type="checkbox"/></div> <div style="margin-bottom: 10px;"><input type="checkbox"/></div>	<p>7. Funds Requests and Timeline for Construction.</p> <p>Upon receiving a construction advance payment, homeowner shall submit no more than two (2) additional construction payment requests, which upon review, will be approved and disbursed. Costs may only be submitted for payment after they have been incurred. Only work completed after date of environmental clearance is eligible for consideration for construction payments. Construction, including elevation if applicable, must be complete within one year from the date of grant award, unless an alternate date is approved in writing by DCA. A ten percent (10%) retainage (or the value of the estimated cost to repair, if less), will be withheld for payment until Homeowner completes a RREM Program final inspection, demonstrating the project has been completed to program standards and all funds disbursed are cost reasonable.</p> <p>A. I understand that I am responsible for submitting draw requests after costs are incurred to</p>



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  	<p>receive payment of grant funds through no more than two installments, plus a retainage draw, after which payment to my contractor must be made. I have been informed of the required supporting documentation when submitting invoices and received a copy of the <i>Homeowner's Request for Payment for Use of Own Contractor</i> form.</p> <p>B. I understand I may submit payment requests only for work completed after my date of environmental clearance.</p> <p>C. I acknowledge that I must complete construction, including elevation if applicable, and re-occupy my home within one year from the date of my grant award, unless otherwise approved in writing by DCA.</p> <p>D. I acknowledge that I will have ten percent (10%) of my grant funds, or the value of the estimated cost to repair, if less, withheld until satisfactory completion of a final inspection documenting compliance with program standards. I understand that if the work completed on my property does not meet the minimum specifications used when estimating my costs for my reconstruction or rehabilitation/elevation, or if my expenditures are not cost reasonable, I may not be eligible to receive my full retainage payment and may be subject to repayment of grant funds already disbursed.</p>
  	<p>8. Eligible Costs</p> <p>Homeowner shall receive RREM grant funds only for costs which are deemed reasonable and necessary under HUD and RREM guidelines. All costs must be directly tied to the rehabilitation, reconstruction or elevation of the Homeowner's Sandy-damaged primary residence.</p> <p>A. I acknowledge that the RREM Program will only approve payment for costs that are deemed eligible, reasonable and necessary and that I may not invoice the RREM Program for ineligible program costs.</p> <p>B. I acknowledge that I am responsible for managing the costs of preconstruction activities, including any required engineering, design, and zoning. I understand that eligible preconstruction costs can be invoiced to the RREM Program, not to exceed \$15,000, if these costs were incurred either prior to my application date or after the date of clearance of my Environmental Review.</p>
  	<p>9. Records Retention and Communication with RREM Project Manager</p> <p>During the course of construction, the Homeowner will be responsible to communicate with his/her RREM Project Manager to ensure construction is completed in accordance with program guidelines. Upon completion of construction, Homeowner and the Contractor will make records related to the RREM-funded rehabilitation, reconstruction or elevation available for a minimum of five (5) year period and cooperate with HUD and the State of New Jersey if requested to conduct an audit of RREM funds. The RREM Program reserves the right to conduct on- site inspections and review documents to ensure compliance with this Certification.</p> <p>A. I agree to communicate and respond to my RREM Project Manager's inquiries related to the construction activities of my damaged property address and cooperate with the requests for information and submission of necessary documentation asked of me.</p> <p>B. It has been explained to me and I understand that I must keep records documenting all of my construction costs and other items covered in this Certification for a period of five years from the date of my grant award. I understand that these records may be requested by the federal or state government to ensure program compliance.</p>

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<div style="margin-bottom: 20px;"><input style="width: 80px; height: 20px;" type="checkbox"/></div> <div><input style="width: 80px; height: 20px;" type="checkbox"/></div>	<p>10. <i>Homeowners Using a General Contractor</i></p> <p>Homeowners who use a general contractor to perform remaining construction are responsible for having their Contractor execute the <i>Mandatory Contractor Addendum</i> to ensure all work completed after date of environmental clearance is performed in accordance with program and federal requirements.</p> <p>A. I understand if I choose to use a general contractor for my remaining construction, I must have that Contractor sign and agree to the terms of the <i>Mandatory Contractor Addendum</i>, and that this signed addendum should be submitted to my RREM Project Manager.</p>
<div style="margin-bottom: 20px;"><input style="width: 80px; height: 20px;" type="checkbox"/></div> <div style="margin-bottom: 20px;"><input style="width: 80px; height: 20px;" type="checkbox"/></div> <div style="margin-bottom: 20px;"><input style="width: 80px; height: 20px;" type="checkbox"/></div> <div style="margin-bottom: 20px;"><input style="width: 80px; height: 20px;" type="checkbox"/></div> <div style="margin-bottom: 20px;"><input style="width: 80px; height: 20px;" type="checkbox"/></div>	<p>11. <i>Homeowners Acting as their Own General Contractor or Self-Performance of Work</i></p> <p>Homeowners who elect to act as their own general contractor, as defined by being responsible for soliciting subcontractors and coordinating the hiring and scheduling of multiple contractors performing different trades on site, are directly responsible for ensuring that all subcontractors are accountable for meeting the terms of this <i>Certification of Construction Requirements</i> and has read and agreed to any additional terms listed in the <i>Mandatory Contractor Addendum</i>.</p> <p>Homeowners choosing to self-perform any of their construction must similarly meet these stated requirements and also understands that the program will not pay for labor costs for work performed directly by the Homeowner.</p> <p>A. I understand that if I choose to act as my own general contractor or self-performing work, I am directly responsible for ensuring my employees and/or any subcontractors comply with program requirements.</p> <p>B. I understand if I am an unlicensed contractor self-performing work, I may only invoice for the cost of material (cost of labor is not to be included) and material receipts must be provided to receive my construction draws.</p> <p>C. I understand if I am a licensed contractor self-performing work (with the applicable license for the defined type of construction), I may invoice for the cost of material and labor, but must provide certified payrolls (or equivalent) with each construction draw request.</p> <p>D. I understand that by choosing to self-perform my construction, I cannot invoice for profit and overhead for the work that is self-performed.</p>
<div style="margin-bottom: 20px;"><input style="width: 80px; height: 20px;" type="checkbox"/></div> <div><input style="width: 80px; height: 20px;" type="checkbox"/></div>	<p>12. <i>Final Inspection</i></p> <p>Homeowner must notify his or her designated RREM Program Manager when all construction is completed, and provide a copy of all required documentation, as applicable, needed to demonstrate compliance with program requirements, including, but not limited to a Certificate of Occupancy, elevation certificate, lead-based paint clearance examination report, asbestos waste manifest and a final bills paid affidavit. If homeowner did not request a construction payment prior to final inspection, all additional required documentation, as applicable, listed in the <i>Homeowner's Request for Payment for Use of Own Contractor</i> form must be provided prior to final inspection. A restrictive covenant is filed against the property and will be removed upon satisfactory completion of a final inspection and receipt of all required documentation.</p> <p>A. I have reviewed the Final Inspection form that will be used to verify compliance with RREM Program guidelines and performance of work to the minimum specifications used to determine my grant award, and will complete my construction in accordance with these requirements.</p>

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 	<p>B. I understand that a restrictive covenant has been filed against my property and will not be released until I demonstrate I have completed construction in accordance with RREM Program requirements.</p> <p>C. I understand that if the work completed on my property does not meet the minimum specifications in the estimated cost to repair for my reconstruction or rehabilitation/elevation, is not cost reasonable, or is not in compliance with the RREM program requirements, I may not be eligible to receive my full retainage payment and may be required to repay grant funds already disbursed.</p>
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EXECUTED THIS DATE _____ day of _____, 20__ .

[Printed Name of Applicant]

[Signature Name of Applicant]

[Printed Name of Co-Applicant]

[Signature Name of Co-Applicant]