



Request for Action

TO: Faribault Housing and Redevelopment Authority

FROM: Kim Clausen, Community Development Coordinator

MEETING DATE: August 12, 2019

SUBJECT: Heat Tape Program Guidelines

PURPOSE: Review proposed guidelines for the new mobile home Heat Tape Program.

BACKGROUND: At the last meeting the HRA approved the creation of a program to assist residents in the manufactured home parks with installing heat tape to prevent their pipes from freezing. Draft guidelines are attached for review and comment.

REQUESTED ACTION: Review the guidelines and approve or direct staff to make changes.

**FARIBAULT HOUSING & REDEVELOPMENT AUTHORITY
MANUFACTURED HOME HEAT TAPE PROGRAM
POLICY GUIDELINES**

The Faribault Housing and Redevelopment Authority (HRA) has established a locally funded program to provide heat tape installation assistance to owners of manufactured homes within four of the manufactured home parks in the City of Faribault. The goals for the program are to increase the safety and habitability of the units, decrease water consumption, prevent frozen water pipes and associated damage, and preserve affordable housing opportunities for residents.

ELIGIBLE PROPERTIES

1. The property must be located in one of the following manufactured home parks:
 - a. Evergreen Estates
 - b. Sunrise
 - c. Cannon River
 - d. Knollwood
2. Owner-occupied and rental properties are eligible. Renters must obtain permission from the mobile home owner to participate in the program.
3. Property cannot have delinquent lot rent or property taxes.

PROGRAM DESCRIPTION

Due to Minnesota's harsh winters, it can sometimes be difficult to prevent manufacture home water pipes from freezing. Residents often run their water all year in order to keep the pipes open, which results in significant water consumption, high utility bills and excessive wear on pipes and infrastructure. If pipes freeze, residents sometimes use dangerous methods to thaw the pipes, which has resulted in injuries and fires.

To help combat this problem, the HRA will contract with one or more contractors to properly and safely install heat tape and insulation on the water pipe(s) between the mobile home and the hydrant. Residents will be required to contribute \$100 towards the installation. The HRA will cover the rest of the material and installation costs with no repayment requirements.

PROJECT FUNDING AND APPLICATION

1. The Faribault Housing and Redevelopment Authority will solicit and hire qualified contactors to do the work.
2. A maximum of \$30,000 is available.
3. Participants must submit an application along with the \$100 fee. Applications will be processed in the order they are received until the budget maximum is reached.

PROPERTY INSPECTIONS AND MAINTENANCE

1. An inspection will be conducted by the City of Faribault Fire Department to ensure the heat tape is installed per the manufacturer's instructions.
2. The mobile home owner or his/her designee will be responsible for future maintenance of the heat tape, conducting periodic inspections of the heat tape, ensuring it is plugged in and maintaining electricity to the outlet

AMENDMENTS

Program amendments may be made periodically. In this event, the HRA will issue revised guidelines, which will become effective the date of the amendments approval.

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