

### **Application Process**

Homeowners who are residents of Hall County may contact the Housing Information Specialist by mail, telephone, e-mail or in person to request a copy of the Rehab Application Package. The package includes the following: Rehab Process Description, Official Application, Authorization for Release of Information, Certification of Income.

The homeowner must complete and return the above mentioned forms, a copy of most current pay stub or proof of income for occupants ages 18 and over, a copy of deed and a copy of current Homeowners' Insurance.

### **Verification Process**

Upon receipt of the above items, the Housing Information Specialist will check the application for completeness and if complete, date stamps the application. If incomplete, the application will be returned to the homeowner with instructions on what needs to be completed. If the application is complete; the Housing Information Specialist will order a credit report, title opinion and Third Party Verification of Income. In addition, the Housing Information Specialist will secure a copy of the tax record and complete the Home Income Calculation Worksheet to verify Income Limits.

All applicants will be served on a first-come first-served basis, with the date stamp serving as the order of service.

### **Contractor Solicitation**

The Housing Information Specialist will advertise for contractors who wish to be considered eligible to bid on Homeowner Rehabilitation projects. Following the advertisement, the Housing Information Specialist will hold an information conference to describe the program and distribute Contractor Registration Application Packages. Contractors must complete and return the registration package, which includes: owner's name, individual authorized to bid, credit history, previous job references, current city business license, all required state licenses, and proof of liability, auto and workman's compensation insurance certificates.

All contractors who complete and return the application with the required documents will be placed on an approved contractor's list.

### **Home Inspection and Work Write up**

The Housing Information Specialist will inspect the property with the owner(s) along with a building inspector from the Hall County to determine if it is feasible to rehab the property. At the time of inspection, photographs emphasizing rehabilitation needs will be taken, a work-write-up will be prepared and drawings made, if appropriate. The work-write-up will become a part of the application and bid proposal. Using the work-write-up, a cost estimate will be prepared and used

as a guide. If the house was built prior to 1978 a lead-based paint inspection will be ordered. A separate lead work-write-up will be prepared, if necessary. A copy of the Risk Assessment along with the "Summary Notice of Lead-Based Paint Risk" will be sent to the homeowner.

The Hall County CHIP Program is committed to providing all persons with equal access to its services, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age.



If the house is more than 50 years old; the Housing Information Specialist will request Historic Preservation Clearance.

The repairs and work-write-ups will be discussed with the homeowner to obtain a mutually agreed upon work-write-up. All code related items will be required to be brought up to local adopted standards which include the International Residential Code, 2012 Edition, with Georgia Amendments. General property improvements may not exceed 40% of the rehab.

### **Bidding Process**

An Invitation to Bid is prepared and sent to the Hall County Purchasing Department. They will arrange to advertise in the local newspaper, The Times, and send bid packages to all approved contractors. The ad shall provide instructions on how to receive a bid package, date and time the Pre-bid Conference will be held and when and where the bid opening will take place.

Contractors shall have not less than fifteen (15) days to prepare and submit sealed bids. At some point during the first seven (7) days of the bidding period, a Pre-bid Conference will be held with the contractors to inspect the property. The Hall County's Purchasing Department shall open all sealed bids, read aloud and record all bids received. The Housing Information Specialist will check contractors for City or HUD debarment.

The Housing Information Specialist will prepare an Abstract of Bids form and send all bids received and the abstract to the property owner. If bids are more than 10% over the cost-estimate; all bids may be rejected and re-advertised. The homeowner may select any of the approved contractors that submitted a bid however, if the owner wishes to contract with an approved contractor that was not the low bidder, the owner must pay all cost in excess of the low bid from other than grant and/or loan funds.

### **Contract Award & Signing**

Once applicant has chosen an approved, eligible, contractor, a Pre-construction Conference will be held with the property owner, contractor, Housing Programs Manager, and Housing Information Specialist to discuss general and special conditions and execute the Construction Contract, Rehab Agreement and Loan Documents. During this meeting Lead Based Paint procedure, Fair Labor Standards, Davis Bacon Rules, Health and Safety Standards and Copeland Anti-Kickback rules will be emphasized. The contractor is required to provide copies of Lead Training Certificates for workers. A notice to proceed is issued after the three (3) day right to cancel expires. A requisition is sent to the Purchasing Department to obtain a Purchase Order that will be used for the payment of the contractor. Project Setup and Environmental forms shall be sent to DCA. All Security Deeds will be recorded in Clerk of Courts records.

### **Lead-Based Paint and Rehab Coordination**

The General Contractor shall contact the Housing Information Specialist at least 48 hours prior to any work performed by the lead sub-contractor. The Housing Information Specialist will contact a certified lead inspector who is an independent third party to perform a lead based paint clearance evaluation following the completion of lead work. The Housing Information Specialist will make an inspection of the property during the lead work to ensure proper safety procedures are being followed. The clearance evaluation will take place as soon after the completion of the lead work as is practical. No additional rehab may be done until the clearance evaluation is performed and passed. If the house does not pass the clearance exam, the contractor shall be responsible for re-cleaning all applicable components and surfaces and pay for all additional clearance exams.

After receipt of a written "Passed" Lead-Based Paint Interim Control Clearance Evaluation, the Housing Information Specialist notifies the General Contractor to continue with remaining rehab work. The homeowner will not be permitted to return to the property until the clearance exam has been performed and passed. A Summary Notice of Completion Lead-Based Paint Hazard Reduction Activity and Clearance Exam results are sent to the property owner.

### **Contractor Payment & Inspections**

The Housing Information Specialist will make timely inspections of the rehab project as needed and a Building Inspector will make inspections of the code and permit items. The Building Inspector will be required to sign a Certificate of Final Inspection, which will be included with the request for final payment. If there is any changes to the contract a Work-Write-Up Addendum (Change Order) will be executed. The Change Order must be signed by the Homeowner, Contractor and Housing Information Specialist. If the change order adds cost to the project it will be paid out contingency funds.

No more than three partial payments will be paid to the contractor and only after receipt of the following signed documents: Contractor's Invoice & Release of Liens & Warranty, Owner Satisfaction Statement, copies of inspection reports and a Release and Waiver of Claim for Subcontractor and/or Material Supplier. Final payment will be made after completion of all items in the contract and receipt of the following signed documents: Certificate of Final Inspection, Affidavit of Final Release of Lien & Warranty -General Contractor, Release and Waiver of Claim for Subcontractor, copies of all manufacturers' and suppliers' written guarantee and warranties and Owner Satisfaction Statement.

### **Project Closeout**

Upon completion of the project, the Housing Information Specialist will order a Certified Appraisal and send it to the property owner and keep a copy in the project file. All project delivery invoices and copies of checks are obtained and kept in the project file.

Disposition of Funds Statement is obtained from the Hall County Finance Department and made a part of the file.

### **Warranty**

The Contractor shall be liable for all work performed under the terms of the contract for not less than one (1) year from the time of work acceptance. If there is a deficiency that occurs within one (1) year, the homeowner must immediately contact the contractor and Housing Information Specialist by telephone and in writing. If proper remedial action as not been taken, the homeowner should notify the Housing Information Specialist, in writing. The Housing Information Specialist will inspect all work performed under the contract prior to the expiration date of the one year warranty.



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