

City of Jonesboro
**CDBG Housing Rehabilitation Program
Policies and Procedures**



Department of Grants & Community Development

City of Jonesboro
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Jonesboro Housing Rehabilitation Program

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Housing Rehabilitation Program Policies and Procedures

Overview:

The Housing Rehabilitation Program provides minor and major improvements, which include, but are not limited to health, sanitary, and safety conditions of housing for low to moderate income families, and elderly/handicapped persons. The program also aims to improve the quality of the general housing stock in the City of Jonesboro. These improvements are made in an effort to provide homeowners with a safe and more livable housing unit by bringing their homes into compliance with the City of Jonesboro housing codes for existing structures.

The Housing Rehabilitation Program is administered by the Department of Grants and Community Development of Jonesboro under the direction of the Rehab Project Coordinator. Other agency staff persons will assist the Rehab Project Coordinator as required to insure the efficient and effective administration of the Program. The final decision concerning the Housing Rehabilitation Program rests with the Grants & Community Development Administrator. The implementation and administration of this program shall be in accordance with the specific policies outlined in this manual, and all other applicable rules and regulations as promulgated by HUD.

In order to properly and efficiently administer the Housing Rehabilitation Program, the Department of Grants and Community Development has developed this policies and procedures manual. The guidelines contained herein have been developed on a general basis and some interpretation may be required from time to time. The interpretation of these policy guidelines reside with the staff of the Department of Grants and Community Development or the designated representative within the confines of the CDBG rules and regulations and other Federal, State, and local laws.

No work will be done on any structure that has deteriorated more than 75 percent of the appraised value before rehabilitation work. If a structure has deteriorated more than the allowable depreciation, then the owner will be notified of the decision. The homeowners' name will be removed from the waiting list and no repairs will be made to the structure. No housing rehabilitation grant will exceed \$20,000.00.

Housing Rehabilitation Program:

1. The purpose of the Housing Rehabilitation Program is to provide "housing related" repairs, or rehabilitative services to qualified, low-to-moderate income families and individuals in order to preserve and improve their homes. The goal is to promote housing that is safe, secure, energy efficient, and healthy. Program funds may only be used to help bring the dwelling up to current minimum construction codes. **Program funds will not be used to perform routine maintenance work only.** The amount of funds spent on each dwelling varies, according to the amount of work necessary to bring the dwelling to current minimum standards.

2. The program is available to all qualified, low-to moderate-income families and individuals within the city limits of Jonesboro. The priorities are low-to-moderate income families and individuals that live in low-to-moderate income neighborhoods, and owner-occupied substandard housing. Housing rehabilitation assistance shall be provided until the funding grant has been expended.
3. Minimum International Code Council (ICC), Property Maintenance & Housing Code must be met for all Housing rehabilitation projects.
4. The property must NOT be located in a defined 100 yr. flood plain, flood way, or flood zone.
5. The property must be in the occupants' name and all occupants' combined annual income must not exceed HUD established income guidelines.
6. The property taxes must be current.
7. The property must be in compliance with the current city ordinances and must be able to meet the current city minimum construction codes.
8. The housing rehabilitation priorities are as follows:
 - a. Bring the home up to current and minimum construction code;
 - b. Minimize the exposure to occupants of the home from lead based paint hazards;
 - c. Improve the energy efficiency of the dwelling; and
 - d. Make the home as maintenance free as possible.

Emergency Policy:

1. The following conditions will be given priority over other types of improvements: No water due to faulty plumbing, faulty and/or dangerous electrical systems, excessive roof deterioration, and no heat in the winter, no air conditioning in the summer, or structural problems.
2. Applicants with medical needs are given priority over other applicants. Medical necessity rehabs require a statement from the homeowner's doctor specifying the medical condition and requesting the emergency.
3. Applicants who fall into both categories listed above are considered extreme emergencies and the process to complete rehabilitation will be expedited.
4. After the initial site visit by the Rehab Project Coordinator, an attempt will be made to contact three contractors to solicit estimates. However, if three bids have not been received within 48 hours, a selection will be made from available estimates.
5. Henceforth, the Rehab Project Coordinator will default to appropriate procedures for completing the emergency rehab in an expeditious manner.

Life Threatening /Imminent Danger

If repair work is deemed life threatening, the bidding process will be waived at the discretion of the Grants Administrator.

If the Rehab Project Coordinator or other Code Officials determine there is a life threatening situation; or the homeowner or public is in imminent danger, the bidding process may be overridden, as long as the file is documented to demonstrate such a cause. Only the life threatening/imminent danger cause shall be addressed immediately.

1. Locate a qualified contractor willing to complete the project and have him/her give an oral/written quote and record it on the bid tabulation form.
2. If the contractor is not a current vendor with the city, he/she must provide a copy of current City of Jonesboro business privilege license, insurance, and permit(s) before payment will be made.
3. Contractor(s) must submit an invoice to the Rehab Project Coordinator to receive payment.

Eligibility Requirements:

Applications must meet certain eligibility requirements to participate in the Housing Rehabilitation Program. Eligibility will be determined through information provided on the initial application. The program is for the benefit of owner-occupied units within the City of Jonesboro. The applicant must be the individual or family who owns and occupies the dwelling unit (see appendix A for rehabilitation check list).

To qualify for assistance, the total annual income of the occupant household must be classified “low to moderate income” according to the latest published information by the Department of Housing and Urban Development. At the present time, these limits according to 2012 family size are as follows:

Number of Persons	Maximum Annual Income
1	\$31,400
2	\$35,850
3	\$40,350
4	\$44,800
5	\$48,400
6	\$52,000
7	\$55,600
8	\$59,150

Waiting List:

1. Applications for the Housing Rehabilitation Program will be taken based on the amount of available funding each program year (January – December), after taking into consideration the number of unassisted applications from the previous program year(s).
2. With the exception of emergencies, all complete applications are processed on a first come/first served basis.

Housing Rehabilitation Assistance Application:

It is the Policy of the Department of Grants and Community Development to assist with housing rehabilitation to qualified citizens of Jonesboro and to expedite such assistance in regard to fairness, quality, efficiency, and within limitations of the budget, laws, and regulations.

Qualifications:

- a) Household total income must not exceed the HUD established income guidelines.
 - b) The deed to the property must be in the owner-occupants name.
 - c) The property may NOT be located in a defined flood plain, flood way, or flood zone.
 - d) The property taxes must be paid current.
 - e) The cost of repairs must not exceed 75% of the value of the home.
 - f) The property is in sub-standard conditions according to the city construction codes.
1. Requests for the housing rehabilitation program shall be made by submission of a completed housing rehabilitation application with requested documentation to the housing rehabilitation Rehab Project Coordinator. The Housing Rehabilitation Packet shall include the following:
 1. Housing rehabilitation information
 2. Application including requested back up documentation
 3. Fair Housing Information
 3. The Department of Grants and Community Development Rehab Project Coordinator will complete environmental certifications and the statutory checklist and send out applicable letters on the property to be rehabilitated.

Processing of Applications:

1. When a complete application is received, it shall be recorded and assigned a project number on a computer based spreadsheet.
2. A complete application consists of the following forms:
 1. Rehabilitation application
 2. Warranty deed for property
 3. Current proof of income for all adults in the home
 4. Proof of paid property taxes

All information's must be complete, current, and signed if necessary.

3. If a requested form/information is not included with the application, the applicant shall be notified by phone or letter of the missing information. An application/project number will not be assigned until all information is received.
4. Each complete application shall have a file set up and labeled with the homeowner name, address, phone number and assigned project number.

Unqualified Applicants:

1. Once the application is processed, if it is determined that the applicant does not qualify for the assistance, the applicant will be informed by the Rehab Project Coordinator explaining why he/she/they do not qualify for the Housing Rehabilitation Program.
2. A copy of the letter of ineligibility is mailed to the applicant and then placed in the file and stored in the file cabinet. These files will be maintained for 5 years post application date and then destroyed.

Qualified Applicants:

1. After processing the application and all information is within the specified limits, the Rehab Project Coordinator will contact the applicant(s) and inform him/her/them that they qualify for the program based on the information contained in the Housing Rehabilitation Application Packet.
2. The Rehab Project Coordinator will inform the owner that an inspection of the dwelling must be conducted to determine if the dwelling qualifies for the program. This inspection is to be completed by the Rehab Project Coordinator.
3. All housing rehabilitation forms are placed in a file, dated, and stamped on the day received to assure first come/first served.
4. It is the policy of the Department of Grants and Community Development to assist with

housing rehabilitation to qualified citizens of Jonesboro, and to expedite such assistance in regards of fairness, quality, efficiency, and within the limitations of the budget, laws and regulations.

Initial Site Visit:

1. The Rehab Project Coordinator shall initiate an inspection of the property and dwelling to determine what work is required. Program funds may only be used to rehabilitate the main dwelling and not out buildings, such as garages, sheds, etc. The priority is work which will help bring the dwelling to current minimum residential building codes.
Exception: Whenever the existing condition(s) are due to the willful or malicious behavior of the owner or the owner has allowed willful or malicious damage to occur to the home other than what would be normal aging or wear and tear of any given component of the home, the Rehab Project Coordinator will document with sample photographic evidence, and recommend that no CDBG funds be expended on the project.
2. An interview with the homeowner to address the concerns they have with the home should be the first step in determining problems with the house. Credence of their concerns should be a background factor, but should not automatically be accepted as necessary work as part of the project.
3. The initial inspection of the home shall then be performed by the Rehab Project Coordinator. The inspection will determine what is required to bring the dwelling up to current electrical, plumbing, gas, and mechanical codes. It will also identify health or safety issues. Health and life safety shall always be the first priority for all rehabilitation work. The inspection of the dwelling will primarily consist of the following items;
 - a) Plumbing: service lines, faucets, garbage disposals, water closet, sinks, lavatory, drains, vents, water heater, risers, shut-off valves, and pressure reducing valves.
 - b) Gas: service lines, shut-off valves to all gas appliances, range hood for gas ranges, vents for water heaters, heating systems.
 - c) Electrical: fuse or panel boxes, weather head, lighting, switches, receptacles, bathroom/vents, smoke detectors, vent hood, ceiling fan, heating/ventilation/air conditions, and wiring. Hard wired/battery backup smoke detectors shall be installed in each room and the common area outside the bedrooms. Weather-heads are to be installed above the roof line. Ground Fault Circuit Interrupters (GFCI) are to be installed in a bathroom and kitchen if possible. Fuse boxes should be removed and replaced with a breaker panel box.
 - d) Heating/Ventilation/Air Conditioning (HVAC): furnaces, vents, duct work, filter, thermostat, condenser, drain and refrigeration lines. All HVAC duct work shall be rigid insulated metal, unless it is deemed impractical for given application.

- e) Doors: condition and sizes of exterior entry doors, storm/screen doors, locks and dead bolts. All new exterior doors shall be metal or fiberglass clad, insulated, pre-hung, and drilled for a dead bolt and lock-set. Solid core front doors shall have security viewer installed. New front doors are required to be 36" x 6'8" and back doors shall be 32" x 6'8". A combination storm/screen door shall be installed over each exterior entry door directly exposed to weather. Full screen doors may be installed over exterior entry doors that are not exposed to weather, such as under porches and carports; and all new doors, and door trim be painted once color is chosen by the owner.
- f) Windows: conditions of the window frames, sashes, locks, glass panes, and size of bedroom windows shall determine extent of the repairs. Bedroom windows are required to meet current egress standards. Every sleeping room shall have at least one (1) operable window or exterior door approved for egress or rescue. The unit must be operable from the inside to a full clear opening without the use of a key or tool. The minimum size of egress or rescue windows on the ground floor must have a net clear opening of 5.0 square feet. Windows with a sill height of more than 44" are required to have a net clear opening of 5.7 square feet. Windows in the bathroom shall have obscure glass installed. Windows shall be constructed of vinyl and may either be single hung, casement, or single slider based on the existing style.
- g) Roof: conditions of the roofing materials, vents, flashing, chimneys, drip edge, and fascia boards. New roofing material will be installed, and all old shakes, shingle, felt paper, drip edge, and flashing shall be removed prior to new material installation with the exception of a roof overlay when finding prohibits a complete tear off. There shall not be more than one (1) layer of roofing material on any single roof. Roofs that have less than 3/12 pitch shall have modified bitumen or equivalent roofing systems installed.
- h) Insulation: Duct work, attic insulation, insulation between the floor joists, vapor barriers and the ground under dwelling may be installed, as deemed necessary. Insulation in the attic is required to have minimum R-value of 38. Floor insulation must be installed between the floor joists and is required to have an R-value of 19 and vapor barriers is required to be replaced on the ground under the dwelling and shall have a minimum of 6 mils. All exposed exterior walls shall have batt insulation that has a minimum value of R-13. All blown insulation shall be cellulose material.
- i) Paint: the home is evaluated and, if warranted, tested for lead-based paint, before any work will be started. When paint is required to be applied to any surface, the homeowner shall choose the color of the paint. The owner may choose one trim and one field color.
- j) Exterior: trim, siding, rot, decay, foundation, rain-gutters, and drainage. All deteriorated or rotted lumber shall be removed and replaced.

- k) Porches/Decks/Landings: a minimum 4 foot by 4 foot landing is required on the exterior side of an egress door, if the threshold of the door is over 8” above grade. Any porch, deck, and/or landing with a walking surface greater than 30” above grade are required to have guardrails. Stairways having three or more risers above a floor or finished grade shall be equipped with handrails.
 - l) Carpentry: flooring, subflooring, framing or any items that may be a safety hazard, or code violation.
 - m) Property: size, condition of the property, location of the dwelling on the property, etc.
4. For total housing rehabilitation project(s) the initial inspection will also determine if the cost of repairs is reasonable with the estimated value of the house.

Owner Support:

1. After conducting a site visit, the Rehab Project Coordinator will write the Description of Work. The owner shall cooperate in a reasonable manner to facilitate the writing of the Description of Work. The Rehab Project Coordinator shall have the Description of Work written, changes made if necessary, completed and approved by the owner within 7 days of the site visit. After the Work Description is finished, the Rehab Project Coordinator shall release the housing rehabilitation project for bids. The project shall be out for bids for a minimum of fourteen days. Approximately 7-10 days before bid opening the Rehab Project Coordinator will host a mandatory walk- thru at the project address. All contractors bidding the project must be present. It is at the discretion of the Rehab Project Coordinator and General Contractor as to which subcontractors must be present. The homeowner must also be present during initial walk thru. The Rehab Project Coordinator must obtain written estimates from at least three separate contractors. Upon receipt of the bids, and the funds being available, the Rehab Project Coordinator will hold a pre-construction meeting within 10 days of the receipt of bids.
2. The contractor shall specify the date he/she will begin the housing rehabilitation project. This date shall not be more than thirty (30) days from the date of the pre-construction meeting, unless mutually agreed upon by all parties involved. The contractor shall have up to 30 calendar days (*Pending: scope of the project, inclement weather and any required change orders*) from the start date to complete the Description of Work. This includes all final inspections and lead clearance.
3. When the owner continues to occupy the premises during the rehabilitation, the owner shall cooperate with the contractor in a reasonable manner to facilitate performance of the work including abandonment of certain areas as may be essential to conduct of the work and moving personal possessions which will interfere with the work.

4. The owner shall confer with the Rehab Project Coordinator regarding minor problems and general progress of the project. The Rehab Project Coordinator will be involved with the project from the initial site visit all the way through the final inspection of the project.
5. Any material which requires a choice of color, style or pattern selection will be made by the homeowner from the available samples of colors, patterns, and styles provided by the contractor. This may involve colors in roofing shingles, vinyl siding, paint, stain colors, pattern of floor coverings, and laminate counter tops. The owner is allowed to choose one field color and one trim color of paint. The owner is allowed to choose one field color and one trim color for vinyl siding, floor covering, roofing material, and any other item involving choices of color.
6. All materials specified to be removed and/or replaced as part of the Description of Work, become the property of the contractor and shall be removed from the property by the contractor, unless listed as items by the homeowner in Removal Agreement.
7. The contractor is required to leave the interior of the project site clean.
8. For all housing rehabilitation projects, the existing house utility services shall be made available, without charge to contractor (electricity, gas, heat, water, and telephone (local calls only)).
9. If new exterior windows and/or siding materials are to be installed the owner(s) is required to remove any vines growing on the existing wall surfaces and trim any bushes, or hedges. Trees that may be in the way of installing new windows or siding, unless otherwise specified, should also be cut down.
10. Effective from the date of the agreement through the final inspection phase, the owner(s) agree not to perform work or hire a contractor to perform any type of construction, related repairs, improvements, and/or modifications to his/her/their home while under contract with the City's Community Development Block Grant funded project. Failure to comply with this section will cause this project to be placed on hold until the unauthorized repairs, improvements, and/or modifications are completed. Any work NOT performed by the assigned contract before, during or after, voids the warranty and the city of Jonesboro or the contractor will not be held accountable.

Description of Work:

1. The Rehab Project Coordinator or assigned personnel shall write a Description of Work for each Rehabilitation project. Project information will be faxed, mailed, emailed, and/or handed out to contractors who are interested in submitting a bid on the proposed work.
2. The Rehab Project Coordinator shall visit the dwelling as many times as necessary to take all required measurements and collect information to accurately write the Description of Work.

3. Any color and style choices shall be made by the homeowner.
4. Housing rehabilitation projects (for bidding purposes) are those estimated to cost over \$5000, but not exceeding \$20,000, and may require more than one tradesman to complete.
5. The description of work shall be broken down into one or more of the main subjects:

<ul style="list-style-type: none"> ▪ Cabinets & Counter Tops ▪ Clean-up and Removal ▪ Doors ▪ Floor Coverings ▪ Painting ▪ Rain Gutters ▪ Carpentry Rough-in ▪ Concrete & Masonry ▪ Electrical ▪ HVAC 	<ul style="list-style-type: none"> ▪ Pest Control ▪ Roofing ▪ Carpentry Finish ▪ Excavation & Grading ▪ Insulation ▪ Plumbing ▪ Sheetrock ▪ Vinyl ▪ Windows
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6. The Description of Work shall specify:
 - a) What work is required to be performed?
 - b) Location work to be performed such, as bedroom, kitchen, bathroom, etc.
 - c) Type, style, shape, brand name, quantity, and thickness of material.
 - d) To remove, replace, construct, install, or some other action verb.
 - e) Color of specified material and paint to be installed.

Procedures:

These are procedures to follow to prepare the Description of Work to be bid.

1. The Rehab Project Coordinator will contact the homeowner and set up an appointment to visit the home. The Rehab Project Coordinator will be responsible for taking pictures, making all diagrams, *taking all measurements*, and then preparing the Description of Work to be performed on the project.
2. The Rehab Project Coordinator and the homeowner will have a meeting to discuss Description of Work. After the homeowner signs off on the Description of Work the Rehab Project Coordinator will prepare the advertisement for bids document to be submitted to the local newspaper and published in the legal section.
3. Description of Work shall contain the following:
 - a) Homeowner's name, address, and telephone number.
 - b) Project #
 - c) Description of Work, based on the information collected during the initial site visit.

4. The Rehab Project Coordinator will provide for the file an estimate for the cost of all work to be completed, as written in the Description of Work. This estimate shall be used to compare fair pricing practices in the bidding process.
5. The owner(s) shall approve the Description of Work before it is released to the contractors for quotes and/ or bids. The project bid shall be awarded to a qualified contractor with the lowest bid, unless otherwise documented in file.

Contractors General Information:

A contractor who is hired and paid by the Department of Grants and Community Development is considered a General Contractor. The General Contractor works directly for the Department of Grants and Community Development. It is the contractor's responsibility to obtain all permits and inspections.

A subcontractor is hired and paid by a General Contractor. All subcontractors work directly for the general contractor. The general contractor is responsible for ensuring the work of the subcontractor(s) is completed according to specifications.

All contractors shall carry and require that their subcontractors carry general liability insurance and privilege license. Before commencing work the contractor shall submit evidence of insurance coverage, along with privilege license and building permit (if applicable) to the Department of Grants and Community Development.

All interior work areas shall be left in a broom clean condition daily, for the duration of the project (*Exception: Lead Based Paint clearance cleanup, see section on 'Lead Based Paint'*).

No additional work shall be performed by the contractor without the approval of the Rehab Project Coordinator and a properly executed written change order. Should a change order create a monetary change (increase or decrease in the amount of the contract), the change order and subsequent pay request shall reflect those amounts. ALL CHANGE ORDERS HAVE TO BE APPROVED BY THE MAYOR.

A mandatory walk-thru will be scheduled. All general contractors must have representation present to sign in on their behalf. Contractors not represented will NOT be allowed to bid on the job.

A pre-construction meeting will be scheduled prior to any work beginning. At this meeting, the contract documents will be signed and a schedule of work shall be presented to the homeowner. Contractors shall be allowed only 2 contracts on jobs of the same type at any given time. (i.e. 2 total rehabs, 2 electrical, 2 roofs etc.) With a total maximum of 4 (any type) contracts at any given time, unless waived by the Grants Administrator.

Contractors being assessed liquidated damages within the last 60 days of any project will be on probation for 6 months and will only be awarded one contract at a time, until such probationary period expires. If said contractor is assessed with damages again while on probation, said contractor will not be allowed to bid on any future projects for the City of Jonesboro.

It is the installing contractor's responsibility to furnish, upon completion of the project, the homeowner a copy of all warranty information/papers from the products installed (i.e. windows, toilets, doors etc.).

Communication is a must and the homeowner's privacy will be respected. The contractor will be given the homeowner's contact information solely for business communication relative to the project. If the contractor can't make it on the day they are scheduled to work, they will let the Rehab Project Coordinator know as soon as possible. If the contractor is sending someone that the homeowner hasn't met, they will advise the Rehab Project Coordinator as soon as possible. Contact the Rehabilitation Project Coordinator at (870) 336-7170 between the hours of 8am-5pm for any questions or schedule changes on any projects.

Bid Proposals/Estimates and Award:

1. The contractor certifies, by submission of a bid/estimate, that he/she has inspected the property and has become familiar with conditions under which the proposed work will be performed, the Description of Work, the plans, and any other specifications provided.
2. The contractor's bid proposal/estimate must be properly executed and submitted properly. Bids/estimates for rehabilitation of structures by contractors must be received by the Rehab Project Coordinator by the date, time, and place specified on the invitation to bid/estimate. The proposal shall be made part of the contract documents.
3. The Rehab Project Coordinator reserves the right to accept and/or reject any or all bids/estimates.
4. The qualified contractor with the lowest bid shall be hired to perform and/or oversee the required work, provided the lowest bid/estimate is within 10% either side of the estimate supplied by the Rehab Project Coordinator.
5. In the event that all bids/estimates exceed 10% of the estimate supplied by the Rehab Project Coordinator, the Description of Work will be reviewed for clarity, and if necessary, re-bid the job within 7 days. The lowest qualified bidder/estimator will be awarded the job. An exception will be considered for any amounts above or below the 10% estimate, in the event that it can be reasonably explained because of material cost or other cost fluctuations, or any error(s)/omission(s) by the Rehab Project Coordinator during initial site inspection, or work write up.

Licenses, Permits, and Insurance Requirements:

1. Contractors are responsible for carrying all liability and workers compensation insurances and contractors licenses required by the state law.
2. Contractors must have or obtain a city business license to do business in the City of Jonesboro.
3. Contractors must have or obtain a city permit related to the work being completed (if applicable).

Preconstruction Meetings:

A date and time will be set for a pre-construction meeting to be held at the Rehab Project Coordinator's office or wherever is convenient for the homeowner. Typically, this meeting will be held within 10 days of project award.

1. The Rehab Project Coordinator, Owner(s), and Contractor are required to attend meeting.
2. At the meeting the following documents will be reviewed and signed by all parties involve:
 - Homeowner/Contractor Contract
 - Notice to Proceed
 - Work Agreement
 - Removal Agreement(within contract)
 - Contractor Lien
 - Description of Work

Procedures:

1. The Rehab Project Coordinator shall coordinate the date, time, and location for the meeting and shall notify the contractor and homeowner(s) of the scheduled meeting.
2. All items discussed at the meeting regarding the Description of Work and time frame shall be recorded on the pre-construction conference form and signed by the owner(s), the contractor, and the Rehab Project Coordinator.
3. All forms shall be furnished by the Rehab Project Coordinator.
4. The homeowner(s), the contractor(s), and the Grants Administrator will sign the housing rehabilitation assistance contract between the owner(s) and the contractor(s).
5. The homeowner(s), and the contractor, shall sign the notice to proceed, work agreement and the removal agreement.

Contracts:

1. The homeowner and contractor shall enter into a contract with the Department of Grants and Community Development Department for the amount of funds specified in the bid. The contractor shall complete all rehabilitation work described in the Description of Work for the price stated in the bid and contract.
2. No work shall be commenced by the contractor until the contractor has received the executed contract and a notice to proceed.
3. The City of Jonesboro Department of Grants and Community Development has the right to terminate the contract at any time if any of the following occur;
 - a) Failure to commence and/or proceed in such a manner that will cause the project not

to be completed by the agreed completion date,

- b) Failure to maintain the quality and the intent of the Description of Work as interpreted by the homeowner or the Rehab Project Coordinator,
- c) Contractor dies or becomes physically or mentally incapacitated and cannot carry on his/her business, or if a voluntary or involuntary petition of bankruptcy is filed by or against the contractor, or if the contractor becomes insolvent or makes an assignment for the benefit of creditors, or if a receiver is appointed for the contractor's asset,
- d) Assigns the contract to another contractor or party without written consent of the City of Jonesboro Department of Grants and Community Development.

If any of the above events occurs, the City of Jonesboro Department of Grants and Community Development will, by letter, advise the contractor of the termination of the contract and direct the City of Jonesboro Finance Department to withhold further disbursement of funds to the contractor. The Department of Grants and Community Development shall determine if the contractor is entitled to reimbursement for unpaid completed work, including agreed upon change orders, but only after all costs have been fully paid for the completion of all contracted work including change orders.

- 4. The contractor may request to terminate the agreed upon contract, should the owner at any time:
 - a) Deny the contractor access to the property during normal working hours,
 - b) Enter into a separate contract or subcontract at the time the original contract is in force for the specific address except those which have been agreed to by the Department of Grants and Community Development and contractor,
 - c) Delay the work 3 days or more as described in the Description of Work due to wanting to make changes to original bid specifications,
 - d) If any of these events occur, the contractor is entitled for reimbursement for work completed in a proportionate amount of the total contract price. The Rehab Project Coordinator will determine this amount.

Payments:

- 1. All monies due to the contractor shall be paid directly to the contractor by the City of Jonesboro Department of Grants and Community Development.
- 2. Payments due to the contractor for rehabilitation project(s) are based on reimbursements, and may be disbursed in increments or one payment depending on the duration of the project and the needs of the contractor.
- 3. The City of Jonesboro Department of Grants and Community Development retains the right to pay the contractor directly, and without the homeowner(s) approval if the contractor has completed all the work in the Description of Work, to include any and all properly executed change orders. All work must be performed in a workmanlike manner, according to common construction practices.

Change Orders:

1. Change orders will only be allowed for unforeseen work; which includes work that is required but could not be seen during the visual inspection of the dwelling. The unforeseen work must be required to correct structural damage, code violations, or similar work required to complete the project.
2. No revisions, modifications, additions or deletions, in relations to said construction, specifications, and description of work, or plans, or intent thereof, shall be made without prior approval by the Rehab Project Coordinator through the execution of a written change order.
3. Any additional funds needed for unforeseen work, must be approved by the Mayor prior to the additional work being started.
4. Change orders, if any, will be processed with the final payment request.

Project Site:

1. Any damage to dwelling or property caused by contractor(s), his/her worker(s), delivery personnel or vehicles during the housing rehabilitation project shall be repaired to like new condition and paid for at the contractor's expense.
2. The contractor(s) shall maintain a clean and orderly project site during the course of the work.
3. Materials that have been removed and replaced as part of the Description of Work shall belong to the contractor and removed from the property by the contractor unless listed on the removal agreement.
4. The contractor is assigned to oversee the entire project and he/she is responsible for ensuring the work site is cleaned up daily.

Warranties:

1. The contractor will guarantee all work performed for a period for one (1) year from the date of the recorded notice of completion of all work performed under the contract, unless otherwise noted.
2. Manufactures and suppliers' written guarantees and warranties covering material and equipment furnished under the contract shall be furnished to the homeowner. Any product new or used supplied by homeowner(s) are not covered under warranty.
3. All warranties shall specifically provide that all defects in material and workmanship appearing during the warranty period, as determined by the Rehab Project Coordinator in case of conflict between the contractor and the homeowner, will be remedied to the satisfaction of the Rehab Project Coordinator.

4. Warranty of new roofs shall be one (1) year for labor and the period as specified by the manufacturer, from the date of final inspection.
5. Roof repairs shall have a one year warranty.
6. The homeowner shall notify the Rehab Project Coordinator if a problem arises from the work that was performed by the contractor in regards to the Description of Work. The Rehab Project Coordinator will contact the contractor and/or schedule a day and time for the contractor to correct the problem.

Performance and Contractors Licenses:

1. The coordination of tradesmen and all arrangements pertaining to permits and inspections required by the City of Jonesboro are the responsibility of the General Contractor.
2. All electrical work shall be performed by an Arkansas State licensed electrical contractor and with adherence to the current National Electrical Code and all current codes adopted by the City of Jonesboro.
3. All plumbing work shall be performed by an Arkansas State licensed plumbing contractor and with adherence to the current Arkansas State Plumbing Code and all current codes adopted by the City of Jonesboro.
4. All heating, ventilation, and air conditioning work shall be performed by an Arkansas State licensed HVAC contractor and with adherence to the current Mechanical Code and all current codes adopted by the City of Jonesboro.
5. All gas work shall be performed by an Arkansas State licensed plumbing or gas contractor and with adherence to the current Arkansas State Gas Code and all current codes adopted by the City of Jonesboro.
6. All construction material containing lead-based paint shall be removed by workers certified in Lead-Based Paint Interim Controls and with adherence to the current HUD regulation on lead-based Paint hazards.
7. All work shall be performed in a workmanlike manner, according to common construction practices, according to Description of Work, the plans or any other specifications provided, and with adherence to the City of Jonesboro Building Codes.
8. All new, used, and excess construction material related to the Description of Work and all change orders related to the housing rehabilitation project belongs to the contractor, and shall be removed from the property by the contractor as needed during the project or at the completion of the project.
9. The interior of all work areas shall be left “broom clean” unless a lead-based paint clearance inspection is necessary and further cleaning is required.
10. The City of Jonesboro encourages all contractors to recycle all recyclable materials.

11. No additional work shall be performed by the contractor without a signed change order.

Inspection of Projects:

It is the policy of the Department of Grant and Community Development that periodic inspections be performed throughout the progress of all housing rehabilitation assistance projects.

1. The Rehab Project Coordinator shall make note of his/her inspections or make personal contact with the homeowner(s).
2. The Rehab Project Coordinator will visit each site as many times as he/she determines necessary to assure the work flow of each project is progressing in a workmanlike, consistent, and timely manner.
3. The Rehab Project Coordinator will visit with the homeowner(s) and contractor(s) to gather information about the work being performed that day.
4. The final inspection(s) will be performed by the Rehab Project Coordinator in conjunction with a representative from the Inspections Office, the homeowner or their agent, and must meet the satisfaction of all parties before the contractor may request final payment. A confirmation of a passing inspection must be submitted with the signed contractors request for pay to the Finance Department before final payment is made.

Lead- Based Paint:

1. It shall be the policy of the Department of Grants and Community Development Housing Rehabilitation Program that a visual inspection is performed on all dwelling units, and if warranted, dwelling may be wipe-tested or paint chip samples taken for laboratory testing for the presence of lead-based paint. Further, all pre-1978 houses shall be treated as though lead-based paint exists in every dwelling, thereby avoiding the issue of initial laboratory or x-ray fluorescence(XRF) testing, and dictating that all work performed that disturbs painted surfaces above HUD's de minimis levels, the minimum threshold for which a conformity determination must be performed, for various criteria pollutants in various areas. The testing shall be completed by trained and certified contractors and subcontractors regardless of the trade discipline, and all work must be performed in accordance with EPA's Lead Safe Work Practices under the Renovators, Remodelers, and Painters Rule (RRP) as of April 22, 2010.
2. Each applicant applying for the Housing Rehabilitation Program shall receive a copy of the EPA's booklet 740-F-08-002 titled "Renovate Right".
3. The Rehab Project Coordinator must have possession of the contractors/subcontractors RRP training Certificate on file before contract will be awarded.
4. At the completion of the Housing Rehabilitation Project, clearance testing is required. Sampling will be performed by certified lead inspector with a third party laboratory providing analysis and funded by the Department of Grants and Community Development.

5. Some work projects may be accomplished without a lead-based paint inspection, if determined by the Rehab Project Coordinator that the work does not disturb more than 2 sq ft within a single room or more than 10% of a single lead based painted component. Examples could be, but not limited to electrical repair, plumbing repair, roofing, or some heating work.
6. If a clearance test is required, the first dust wipes, and/or soils test will be paid by the Department of Grants and Community. If this testing fails, the contractor will be responsible for all additional cleanup work necessary, and will pay for further testing until the project will pass. A 5% retainage of the original bid amount will be held until final clearance is given.
7. At the homeowner's request, a copy of the laboratory results will be provided within ten (10) business days of the report being received by the Department of Grants and Community Development.
8. Friction or impact areas containing high levels of lead-based paint may be removed, replaced, or if feasible, may be enclosed or encapsulated. All construction materials are required to be removed from property. In the event the project calls for removal of lead-based paint materials, the charge for the removal will not be applied toward the allowable grant amount for the rehabilitation housing program.
9. If a lead-based paint inspection has been performed and the homeowner(s) alters, modifies, and/or removes, or has someone else alter, modify, and/or remove any material previously identified as containing high levels of lead-based paint from their home prior to the start of the housing rehabilitation project, the homeowner may be financially responsible for a lead-based paint clearance inspection and cleaning if required.
10. Only after Rehab Project Coordinator receives a satisfactory (passing) report from the laboratory will the 5% retainage be processed through a final request for pay from the contractor for the next payment cycle.
11. The Department of Grants and Community Development will have on staff, or will hire a third party certified lead-based paint inspector to perform the clearance inspection (collection of dust wipes from applicable work areas). The samples will be sent to an accredited laboratory for analysis for any interior work performed, such as replacing entry doors, and/or windows. A soil analysis from the exterior may also be required.

Appendix A

Housing Rehabilitation Application

Imperative- The application will be deemed “incomplete”, and returned to the applicant for completion if all items have not been submitted. See the following checklist, and verify all information has been provided.

Submission date will be recorded upon receipt of “completed” application.

Housing Rehabilitation Application Checklist

Please Note: The following must accompany the application in order to be processed.

- Completed Application
- Copy of Social Security Cards
- Copy of Driver’s License or Photo ID
- Proof of Income (all that applies)
 - copy of two (2) most recent check stubs from current employment
 - social security verification letter/copy of most recent monthly check
 - copy of retirement verification letter
 - copy of pension verification letter or check stub
 - award letters
 - bank statements (most recent checking/savings)
- Copy of Title or Warranty Deed
- Proof of Home Owners Insurance

NOTE:

- proof of a insurance claim and denial letter is required on any loss or damaged structure
- Property Tax Receipt or Assessment
- Copy of Most Recent Tax Return
- Copy of DHS Award Letter
- Unemployment Benefits

APENDIX B

Definitions:

Bad Weather Day: A day not counted as a consecutive calendar day, and a day that is not inclusive of liquidated damages being imposed. A bad weather day is determined by (but not limited to) precipitation amounts recorded for the City of Jonesboro, and are based on data obtained from the AccuWeather.com website.

Rehabilitation Assistance: Program established by the City of Jonesboro to assist qualified , single family, owner-occupied housing units to repair, restore, or rehabilitate to former state of sound operation private residential structures.

Rehab Project Coordinator: The staff member of the Department of Grants and Community Development assigned the following duties:

1. Qualify the family for the program based on the guidelines set forth.
2. Write a Description of Work for each Housing rehabilitation project.
3. Attain environmental review for each project.
4. Perform lead based paint inspection of dwelling built prior to 1978 if lead based paint is suspected and also collect dust wipe sample for clearance by an National Lead Laboratory Accreditation Program(NLLAP).
5. Recruit qualified contractors to submit bids for rehabilitation or emergency repair work.
6. Solicit bids, prepare contracts, secure liens, and conduct pre-construction meetings.
7. Serve as project manager. Take photos of the dwelling before and after the housing rehabilitation project. Conduct daily inspections of work progress and carry out all the functions of the contract administration with the goal of providing a quality project in a timely matter, and provide problem solving for contractors and homeowners.

Implied Work: Any work or materials that are not directly noted in the Description of Work, but will be necessary for the proper carrying out of the obvious intentions, are to be understood as implied work. All implied work will be included in the contractor's proposal.

Owner: A person or persons who hold legal right of possessions (lawful title to the property). One or more persons named on the deed, regardless of the dwelling occupancy. All owners, residing in the dwelling or not, must be notified of pending lien and shall provide proof of income to be included as total family income.

Owner/Occupant: Possess a warranty Deed in his/her/their name, and occupies the property as his/her/their primary residence. The owner/occupant shall be the name(s) on the Warranty Deed,

Housing rehabilitation application, contracts, and all other required documents.

Preliminary Occupancy: The owner retains at all times to deliver, place and install furnishings, etc, as the work progresses, so long as there is no interference with the work of the contractor.

Separate Contracts: The owner shall not let other work for hire while under contract with CDBG program.

Single Family Dwelling: Defined by the City of Jonesboro Planning Department's current Code of Ordinance §117-2A, as a dwelling designed for or occupied by one family only, and being on a permanent foundation.

Start Date: The date issued on the Notice of Proceed. If materials are dropped on the job, that is considered a start.

General Information:

Scope: The work shall include all labor, material, equipment, permits, and services necessary for the completion of the rehabilitation of the property in accordance with acceptable building practices.

Work Not Specifically Specified: All work not specifically specified in these General Specifications shall comply with:

- A. International Code Council (ICC) Property Maintenance and & Housing Code,
- B. Building Codes of the City of Jonesboro,
- C. Plumbing Codes of the City of Jonesboro,
- D. National Electrical Code and the Electrical Code of the City of Jonesboro,
- E. All other applicable codes and ordinances.

Workmanship: Shall be of the kind and character that accords the sense of the term prevailing in the several trades, described as workman like manner.

Subcontractors: The term and conditions of these General Specifications shall bind sub-contractors, in so far as it applies to their work. This shall not relieve the general contractor from full responsibility to the owner and the CDBG Rehabilitation agency, for the proper completion of all work to be executed under the terms of this agreement. The general contractor shall not be released from this responsibility by any sub-contractor agreement they may make with others.

Bids, Estimates or Proposal: Will be submitted at the bidder's risk, and the owner, and the Department of Grants and Community Development CDBG Project Coordinator, all reserve the right to reject any or all bids, estimates or proposal.

Contractor's Reasonability: The contractor shall take precautions necessary to protect all existing trees, shrubbery, plants, sidewalk, building, vehicles, etc. in the area where the work is being done, as well as, around the building covered by the contractor and shall rebuild, repair,

restore, and make good, at his own expense, all injury and damage to the same, which may result from work being carried out by contractor.

Materials: Shall be new, in good condition and standard grade, unless otherwise agreed to in writing before delivery to the job. All materials shall comply with the requirements of the applicable city building codes. All paint is to be delivered in unopened original container, the labels of which shall be intact.

Inspections: *All work will be subject to inspections* by the Chief Building Official of the City of Jonesboro and shall be subject to approval of the Department of Grants and Community Development CDBG Project Coordinator.

Change in Any Work: Under the contract, including substitutions of materials, changes in the scope of work is required by these specifications, which are proposed by the City of Jonesboro, Building Department, contractor, or found necessary or desirable, shall be approved by the contractor, and the Department of Grants and Community Development CDBG Project Coordinator in written documents prior to such changes.

Repairs: Are to be performed by placing the items in new or equal condition by patching or replacement. All damaged, loose, or rotted parts shall be removed and/or replaced and the finished repair work shall match closely as possible to adjacent work in design and dimension and finished appearance.