

MINOR HOME REPAIR GRANT PROGRAM

2022 General Contractors Workshop

Cobb County CDBG Program Office

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AGENDA

- ☐ MHRG Program Overview
- ☐ MHRG Immediate Action Items
- ☐ Contractor Registration
- ☐ Contractor Standards
- ☐ Contractor Requirements
- ☐ Payments Terms
- ☐ Failure to Perform
- ☐ Questions

MHRG PROGRAM OVERVIEW

The Cobb County CDBG Program Office administers the **Minor Home Repair Grant (MHRG)** Program, which provides up to \$10,000 to low-income homeowners in Cobb County to address housing conditions that may pose a significant health, welfare, and/or safety threat.

The MHRG Program is a first-come, first-serve program with a pending waiting list of potential clients.

MHRG IMMEDIATE ACTION ITEMS

- Roofing – Shingles/Roof Deck, Gutters, Fascia, Soffit, Chimney Cap, Roofing Plumbing Boots
- Electrical – Rewiring, Electrical Panels, Breakers, Receptacles, Wall Plates, Light Switches
- HVAC/Furnace
- Windows & Exterior Doors
- Plumbing

CONTRACTOR REGISTRATION

- Submit Rehabilitation Contractor Application & Insurance Documents
- Register in SAM.Gov & EVerify
- Execute Immigration Compliance Assurances
- Contractors must possess State of Georgia Contractor's License
- Provide Contractor Lead Certifications *(if obtained)*
- Submit Cobb County Vendor Form & W-9

MHRG PROGRAM PROCESS

1. Homeowner submits Application to the CDBG Program Office;
2. Homeowner is vetted and approved for rehabilitation assistance;
3. Office Inspector will inspect the home and prepare the work write-up/ cost estimate;
4. After the homeowner has approved the work write-up, the CDBG Program Office will then obtain three or more competitive bids;
5. Office will arrange a time for the grant closing with homeowner and contractor;
6. Office Inspector will conduct on-site progress inspections during construction;

MHRG PROGRAM PROCESS

7. Contractor will contact the Inspector for all change order requests. Change order must be approved by all parties prior to beginning work on the change order;
8. Project Draw Schedules and Lien Warranty Forms will be provided to Contractor for any payment requests;
9. Inspector will confirm invoiced work has been completed and homeowner and the Office will approve all payments to Contractor.
10. Contractor will provide the Homeowner copies of all manufacturer and supplier written guarantees and warranties and have homeowner sign the Contractor Warranty Form with a one (1) year warranty.
11. Homeowner will contact the Contractor directly for warranty issues during the 1-year period.

CONTRACTOR STANDARDS

- ☐ Bid Deadlines - Bids must be submitted by the bid deadline to be considered for the project.
- ☐ No Bids/Late Bids - If the contractor chooses not to bid on a project, the contractor must submit a written “No Bid” response by the bid closing date.
- ☐ Bid Procedures - Our Office utilizes rotating-contractor bid process. As jobs become available, a minimum of three (3) contractors will be notified to submit bids.
- ☐ Bid Submission Requirements - **[Written Quotations]** – Bids are accepted via email or hand delivered.

CONTRACTOR STANDARDS

- ❑ Change Orders: No change order work will be approved by the contractor without written approval by the ***Managing Director, Homeowner & Housing Inspector***.
- ❑ Payment Terms: All line items must be 100% complete prior to invoicing. May submit more than one draw for projects.
- ❑ Contract Deadlines/Extensions: The contractor must complete the job by the contract deadline or liquated damages at \$50 per day may be assessed. *The Contractor may request time extensions for unforeseen emergencies.*

CONTRACTOR REQUIREMENTS

- ☐ Communicate with the homeowner for access into the home and notify the homeowner if a scheduled visit is cancelled.

- ☐ Do not enter into any “side deals” with the homeowner
- ☐ Furnish all labor, materials, supervision, and services to successfully complete
- ☐ Begin work only after receiving a "Notice to Proceed"
- ☐ Complete the work within the required 15 days
- ☐ Notify the Office of any homeowner/contractor issues or disputes
- ☐ Complete Punch list or Change Order items within seven (7) days
- ☐ Complete all work in compliance with the Standard Specifications, the State and Federal laws building codes

PAYMENT TERMS

- ☐ Contractor may submit payment for completed line items or all of the line items at one time.

- ☐ 10% of the gross amount invoiced will be held in retainage for 30 days. Projects of \$7,000 or less will be fully paid with no retainage withheld.
- ☐ Payments can be paid within 2 weeks pending all approvals. EFT is available if set up by Contractor (Cobb County Vendor Enrollment)

Contractor Forms to be Submitted:

1. Project Draw Schedule
2. Contractor Invoice
3. All Lien Waivers (Interim & Final)
4. Contractor Warranty Form
5. Copy of permits and approvals

FAILURE TO PERFORM

Failure to perform in accordance with Program requirements or any of the following may result in Termination or Six-Month Suspension from Active Contractor's List

- ☐ Contractor's conviction of a crime against the CDBG Program Office
- ☐ Contractor's failure to complete the work as specified in the contract, write-up and/or change orders
- ☐ Use of illegal drugs
- ☐ Failed to honor the warranty or provide poor quality work
- ☐ Misuse or damage of homeowner's property



Questions?