

HOME IMPROVEMENT & PRESERVATION PROGRAM (HIPP)

Contractor Application introduction

City of Dallas, Texas



Qualified General Contractors Needed

The City of Dallas,

Housing and Neighborhood Revitalization Department

Home Improvement & Preservation Program (“HIPP”)

is seeking to qualify General Contractors to become

vendors that can provide Rehabilitation and

Reconstruction Services.



Qualified General Contractors Needed

HIPP is not a single trade program for subcontractors. Subcontractors can work under a general contractor to provide Rehabilitation and Reconstruction Services.



HIPP Programs

Rehabilitation:

- All-inclusive repair and rehabilitation of single-family owner-occupied housing units, to bring the structure into compliance with City's written rehabilitation standards and applicable local codes
- Identified as; structural support (foundations); roofing; cladding and weatherproofing (e.g., windows, doors, siding, gutters); plumbing; electrical; ventilation, heating and air conditioning.



HIPP Programs

- **Reconstruction:** When repair and rehabilitation is not feasible, reconstruction is available
- Reconstruction is the demolition of the dilapidated dwelling, and the accessory structures on the lot that are not code compliant and do not interfere with the foot print of the reconstruction. The new home must meet the requirement of HIPP reconstruction specifications and the City of Dallas ordinances and adopted local codes.



HIPP Programs

- REHABILITATION ACTIVITIES
- The maximum amount of assistance provided shall not exceed forty-seven and half percent (47.5%) of the HUD HOME Value Limits for existing properties.

- RECONSTRUCITON ACTIVITIES
- The maximum amount of assistance provided shall not exceed seventy-five (75%) of the HUD HOME Value Limits for new construction.

HUD HOME Value Limits

State	County Name	Metropolitan/FMR	1-Unit	2-Unit	3-Unit	4-Unit
TX	Dallas County	Dallas, TX HUD Metro FMR Area	\$212,000	\$271,000	\$329,000	\$407,000



Customer Service

It is great that you do good work, but

It is important to remember the client base that the HIPP program helps.

The HIPP program assists the elderly, low-income, handicap or disabled who are sensitive to change and can be challenging at times.

HIPP project consist of dilapidated homes and structures with a diversity of repair needs.

With that said, here are somethings to remember:

- **First Impressions Matter**
 - Greet your customers at the start of each day
- **Show Up on Time**
 - Call the homeowner when you are running late
- **Always Prepare to Answer Questions**
 - Know your work, be prepare to elaborate on the construction process



Customer Service

It is great that you do good work.

- Be a Professional
 - Dress appropriately in clean and wrinkle-free clothing. Good etiquette counts
- Be Patient
 - Be prepared to accept or tolerate delay, trouble, or suffering without getting angry or upset
- Keep Dirt Outside
 - Clean your shoes, especially during the wet seasons
- Clean Up at the End of the Day
 - Don't leave unattended tools and clean after yourself throughout the day
- Get Permission
 - Get permission before going into areas you are not working
- Supply Your Own Food & Water
 - Provide your own food and water, taking the homeowners' food or water is discouraged
- Have the Proper Attitude
 - Most homeowners are cynical from the start. Having a positive attitude can turn that around.



COMPLETING THE APPLICATION

The application is 21 pages, 8 pages (5-14) are the actual fillable application, along with exhibit “C, & D” if applicable (*Workman's' compensation form & General Contractor /Subcontractor information list*) and the required documents listed on the General Contractor Eligibility Checklist (page 4 of the application).



COMPLETING THE APPLICATION

Federal Requirements

- **DUNS Number:** Data Universal Numbering System
 - www.dnb.com/get-a-duns-number.html
 - Not the same as an employer identification number (EIN)
- **Why:** HUD 2 CFR 25.200 and 24 CFR Part 5 Subpart K,
 - All applicants requesting financial assistance must have an active DUNS number.
 - That means Contractors receiving government contracts
- **Also: SAMS:** System of Award Management www.sam.gov
 - You must have an active registration in SAM before submitting an application
 - Getting a DUNS number and completing SAM registration can take up to four weeks



COMPLETING THE APPLICATION

Background checks

- Must be in business for the last two years
 - Preferably in Dallas or the surrounding areas
- Contractors that are out of the area or state
 - Are required to the same qualifications as local contractors
 - Since site inspections of work and material cannot be established, the contractor will be limited to complete one or two projects.
 - Once good performance is established, the contractor will be released to their preestablished capacity level.



COMPLETING THE APPLICATION

Background checks

- Current and past client references
 - Availability timeframes (did you start and finish on time)
 - How often was the contractor at the jobsite
 - Did the contractor clean up after each day
 - Satisfactory completion of work (quality of work and materials),
 - Site visit
 - Client complaints



COMPLETING THE APPLICATION

Background checks

- Current and past supplier references
 - Were the suppliers paid timely
 - Mechanics liens filed by supplier for lack of payment
 - Supplier complaints
- Bankruptcies
 - Individuals / Partners / Principals / Company
- Law suits in the last two years
 - Individuals / Partners / Principals / Company



COMPLETING THE APPLICATION

Background checks

- Experience (construction type & quality of work). Site inspection
 - How many jobs are in progress
 - Types of construction completed or in progress
 - Does the work meet the HIPP standards. Site inspection
- SAM, Excluded Parties List System (EPLS) www.sam.gov
- (No Active Exclusions), General contractor and subcontractors
 - Individuals / Partners / Principals / Company
 - The City of Dallas will not fund projects owned, developed, or otherwise sponsored by any individual, corporation, or other entity that is suspended, debarred, or otherwise precluded from receiving federal awards.



COMPLETING THE APPLICATION

Background checks

CONTRACTOR RESPONSIBILITY

- It is the General Contractor responsibility to verify that their subcontractors have not been suspended, debarred, or otherwise precluded from receiving federal awards.
- The contractor shall search SAM EPLS for the owner and name of the subcontractor.
- *The City of Dallas shall not fund any project where the contractor or subcontractor have been suspended, debarred, or otherwise precluded from receiving federal awards. No Active Exclusions.*



COMPLETING THE APPLICATION

Background checks

- Past performance with other government entities
 - Is the company in good standing
 - How many projects are in the pipeline and cost
- Financial capacity
 - Cash on hand
 - Bank statements, year end balance sheet, additional funding, etc.
 - Number of jobs funded at one time (private & public)



COMPLETING THE APPLICATION

Background checks

- Workforce capacity
 - Number of crews available
 - Number of subcontractors (roofers, insulation, drywall, etc.)
 - Number trade/companies available (electrical, HVAC, plumbing)

City of Dallas volume or work able to perform at any given time depends on your financial capacity, workforce capacity and how many jobs you are currently under contract in the public and private sector.



General Contractor Eligibility Checklist

Required Documents

- General Contractor Application
- Certificate of Incorporation & Articles of Incorporation (*if the Company is a Corporation*)
- Most Current Year-End Balance Sheet (*Assets & Liabilities*) & Income/Operating Statement (*Profit & Loss*) (*completed/approved by a 3rd party CPA or Bookkeeper with a cover letter attached*)
- Current month's Operating Business Bank Statement
- Certificate of Registration with the City of Dallas as a General Contractor (*Current*)
- State trade License (Electrical, Plumbing, HVAC) (*if applicable*) (*Current*)
- City of Dallas Home Repair License (*Current*)



General Contractor Eligibility Checklist

Required Documents

- General Contractor Vendor Number (*on application*)
- DUNs number (Dun & Bradstreet)
- Certificate of System of Awards Management (SAMS) Registration
- SAMS EPLS Verification of the Owner(s) and the Company
- EPA Lead Firm Certificate (*General Contractor Company Only*) (*Current*)
- EPA Lead Renovators Certificate (*Individual that work for the company*) (*Current*)
- Contract Payment and Performance Surety Bond



General Contractor Eligibility Checklist

Required Documents

- Proof of Commercial General Liability Insurance (*ACORD Form*)
- Proof of Comprehensive automobile and truck liability insurance (*ACORD Form*)
- Proof of All Risk Builder's Insurance (*Reconstruction*) (*ACORD Form*)
- Proof of Worker's Compensation and Employers Liability (*ACORD Form*) or
 - Worker's Compensation Exemption Form (*if you use Sub-Contractors only*)
- General Contractor/Subcontractor information form
- Proof of Current Picture I.D. (*Texas Driver's License*) of Owners
- Proof of commitment letter from financial resource, if applicable



Adopted Comprehensive Housing Policy Insurance Requirements

Type	Amounts
1. Workers' Compensation** Employers' Liability**	Statutory \$1,000,000/\$1,000,000/\$1,000,000
2. Commercial General (Public) Liability	For Bodily Injury & Property Damage \$1,000,000 per occurrence; \$2,000,000 General Aggregate
3. Business Automotive Liability	Combined Single Limit for Bodily Injury and Property \$1,000,000 per occurrence
4. Professional Liability	\$1,000,000 per claim
5. Payment/Performance Bond	\$125,000.00
*6. Builders Risk	\$125,000.00

*If applicable

**Alternate plans must be approved by Risk Management



Application Process

- The application process takes approximately 15 business days from a completed application.
 - Incomplete applications will not be accepted.
- The contractor will be notified electronically by email stating the qualification outcome.
- Denied contractors can submit a formal written appeal within 15 business days of notification.



Lead-Based Paint Rule (homes built before 1978)

- For HUD funded rehabilitation activities, lead hazard evaluation and reduction activities must be carried out for all projects constructed before 1978.
- The contractor shall follow the Lead-based Paint rules established by the EPA and HUD regulations for homes built prior to 1978.
- Lead-based paint is presumed present on homes built before 1978 unless otherwise tested.



Lead-Based Paint Rule (homes built before 1978)

Contractor requirements

- The EPA requires that contractors working on homes built before 1978 acquire an EPA lead firm certification
- Workers have and EPA lead abatement contractors license for abatement projects
- Workers have an EPA certified renovator license for interim control projects
- Perform a risk assessment by an EPA Certified Risk assessor
- Follow HUD regulations for lead-based paint



Lead-Based Paint Rule (homes built before 1978)

Contractor requirements

- Follow the EPA lead-safe work practices.
- Finish the lead hazard control and cleanup effort.
- Conduct Clearance by a Licensed Paint Inspector/Risk Assessor
- Provide Clearance or abatement report
- Provide Notice of lead hazard reduction within 15 days

LEAD-BASED PAINT

Lead cost will be included in the Description of Services (DOS)



Affidavit of No Change

- As a certified firm you must inform the City in writing of any changes in circumstances affecting your ability to meet business size, financial status, capacity of projects, ownership, or control requirements of this part or of any material change in the information provided in your Application
- Attach supporting documentation describing in detail the nature of such changes.
- You must provide the notification within 30 business days of the occurrence of any such change.
- If you fail to make timely notification of such a change, you will be deemed to have failed to cooperate under the submission of this sworn affidavit.



Affidavit of No Change at bid

- Financials shall be submitted with each bid
- An Affidavit of No Change shall be submitted if no changes in circumstances affecting your ability to meet business size, financial status, capacity of projects, ownership, or control requirements of this part or of any material change in the information previously provided



During Construction

- The contractor shall not negotiate prices, materials, or deviate from the scope of work as stated in the awarded DOS with the homeowner at any time
- All deviations to the scope of work shall be first approved by the inspector and then listed on a change order with a brief description of the accepted change
- Work cannot start without an executed change order



IN SUMMARY

The contractor **shall not deviate** from the scope of work at any time without an executed change order.



VERY IMPORTANT

- The Contractor shall only complete the work as stated in the DOS. Any additional work requested by the homeowner **NOT** on a change order will have to start after the contract is completed and retainage is released



Rewards

- HIPP is a great way to help the citizens of Dallas.
- HIPP will provide consistent jobs for your company.

Complete the application process to start the rewards.

