



City of Dallas

Home Improvement & Preservation Program (HIPP)

New Contractor Application

Department of Housing & Neighborhood Revitalization
City of Dallas

Presentation Overview



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What is HIPPP?



Home Improvement & Preservation Program (HIPP)



The Department of Housing & Neighborhood Revitalization strengthens families and neighborhoods to cultivate a diverse and economically inclusive City by creating and preserving safe, affordable housing and mitigating community member displacement. HIPP is seeking to qualify General Contractors to provide services for these programs:

Major Rehabilitation Program

- The level of assistance for the Rehabilitation Program is limited to the amount required to address the rehabilitation work scope as defined by the City. This involves a low-cost, forgivable loan to the homeowner that won't exceed the maximum allowable funding level of \$50,000.

Housing Reconstruction Program

- The Housing Reconstruction Program provides the homeowner with a new home on their current property and assistance is provided in the form of a loan. The homeowner must certify annually that the home is not for sale and is their primary residence until the loan is repaid to the City in full. This program is by referral only by the City staff.



Major Rehabilitation Program



- 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
 - HVAC (heating, ventilation and air conditioning)



Housing Reconstruction Program



- **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 footprint of the reconstruction. The new home must meet the requirement of HIPP reconstruction specifications and the City of Dallas ordinances and adopted local codes.
- *By referral from HIPP staff only*



Amounts of Assistance



Major Rehabilitation

\$ 50,000

Housing Reconstruction

\$ 160,000

An Amendment to increase these amounts was proposed for September 9, 2021 which would increase these amounts to 27% Major Rehabilitation & 75% Housing Reconstruction

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	\$243,000	\$311,000	\$377,000	\$467,000



Customer Service



HIPP projects consist of working on dilapidated homes and structures with a diversity of repair needs. HIPP serves all applicants under 80% AMI, the majority of those being over 60 years old.

It is great that you do good work, but it is important to remember that the client base of the HIPP program can be sensitive to change, which can be challenging at times.

- **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 be prepared to answer questions**
Know your work, be prepared to elaborate on the construction process



Customer Service



- **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.





Neighborhoodly Contractor Portal

<https://portal.neighborhoodlysoftware.com/dallastx/contractor>



Neighborhoodly Contractor Portal



City of Dallas

Welcome to the City of Dallas's
Housing and Neighborhood Revitalization
Contractor Portal

New applicants must first register their account
before signing in to the portal

Technical issues email: support@neighborlysoftware.com

Sign In

Register

Email Address

Re-enter Email Address

First Name

Last Name

Password

Re-enter Password

Continue



Neighborly Contractor Portal



Welcome to the DALLAS TX Contractor Portal

Your account is not currently linked to a contractor, please fill out the form below to create a new contractor profile.

Company	<input type="text"/>	Website	<input type="text"/>
Owner Name	<input type="text"/>	Vendor Number	<input type="text"/>
Address	<input type="text" value="Address Line 1"/>	General Liability Exp.	<input type="text"/> <input checked="" type="checkbox"/> N/A
	<input type="text" value="Address Line 2"/>	Upload File	
	<input type="text" value="Dallas"/> <input type="text" value="TX"/> <input type="text" value="Zip Code"/>	Auto Insurance Exp.	<input type="text"/> <input checked="" type="checkbox"/> N/A
Phone/Office	<input type="text"/>	Workers' Comp Exp.	<input type="text"/> <input checked="" type="checkbox"/> N/A
	<input type="text"/>	Upload File	
Phone/Mobile	<input type="text"/>	State License Date	<input type="text"/> <input checked="" type="checkbox"/> N/A
Fax	<input type="text"/>	Upload File	

Upload all documents including the completed application

Email	<input type="text"/>	Umbrella Insurance	<input type="text"/> <input checked="" type="checkbox"/> N/A
GC Number	<input type="text"/>	Upload File	
Federal EIN	<input type="text"/>	Pollution Insurance	<input type="text"/> <input checked="" type="checkbox"/> N/A
Notes	<input type="text"/>	Upload File	
		Small Business Enterprise	<input type="text"/> <input checked="" type="checkbox"/> N/A
		Upload File	
		Section 3 Contractor	<input type="text"/> <input checked="" type="checkbox"/> N/A
		Upload File	
		Minority/Women Business Enterprise Certification	<input type="text"/> <input checked="" type="checkbox"/> N/A
		Upload File	
		Application Submitted	<input type="text"/> <input checked="" type="checkbox"/> N/A
		Upload File	
		Financial Documents	<input type="text"/> <input checked="" type="checkbox"/> N/A
		Upload File	
		Certificates	<input type="text"/> <input checked="" type="checkbox"/> N/A
		Upload File	

Populate all the fields with your Company's information

Save





Required Document Check-List



Required Document Check-List



REQUIRED DOCUMENT CHECK-LIST

The following documents must accompany this HIPP General Contractor Application, or this application will not be processed or accepted.

- Fully filled out Application
Copy of current picture I.D. (Texas Driver's License) of all Owners
- Certificate of Incorporation & Articles of Incorporation *(if applicable)*
- 2 years most recent Year-End Balance Sheet (Assets & Liabilities) & Income/Operating Statement *(if applicable)*
- Profit & Loss Report (completed & approved by a 3rd party CPA or Bookkeeper with cover letter)
- 2 years most recent tax returns for Business or Owners
- Last two month's Operating Bank Statement *(all pages)*
- Proof of commitment letter from financial resource *(if applicable)*
- Certificate of Registration with the City of Dallas as a General Contractor

Application packets **MUST** have all the required supporting documents.

INCOMPLETE PACKETS WILL NOT BE ACCEPTED

Providing these financial statements also helps us determine your company's capacity

Refer to the Helpful Information page of the application for links to help get all these documents



Required Document Check-List



- City of Dallas Home Repair License (Current)
- Contractor Vendor Registration Form
- DUNs Number (Duns & Bradstreet)
- Certificate of System of Awards Management (SAMS) Registration
- SAMS EPLS Verification of the Owners and the Company
- EPA Lead Firm Certificate (General Contractor Company Only) (Current)
- EPA Lead Renovators Certificate (Individual – if applicable)
- Copy Current Certificate of Liability Insurance to include General
- Liability & Workers Compensation and Employers' Liability

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DUNS Number: Data Universal Numbering System

SAMS: System of Award Management

HUD 2 CFR 25.200 and 24 CFR Part 5 Subpart K requires that all applicants requesting financial assistance must have an active DUNS number. This includes Contractors receiving government contracts

EPA Lead Certifications

Insurance





The Application



Completing The Application



- Company Information
- Company History
- Construction Work Preference
- Government Experience
- Current Contract Agreements
- Past Experience
- Signatures & Notary
- Helpful Information
- Insurance Requirements

HOME IMPROVEMENT & PRESERVATION PROGRAM REHABILITATION & RECONSTRUCTION GENERAL CONTRACTOR APPLICATION

If you require more room to answer any of the following questions, please upload additional sheets.

A. COMPANY INFORMATION

COMPANY NAME	
COMPANY FEDERAL ID (EIN)	
OFFICE PHONE NUMBER	
COMPANY MAILING ADDRESS	
EMAIL ADDRESS	
WEBSITE	

OWNER NAME (1)	
SOCIAL SECURITY NUMBER	
HOME PHONE NUMBER	
CELL PHONE NUMBER	
EMAIL ADDRESS	
HOME ADDRESS	

OWNER NAME (2)	
SOCIAL SECURITY NUMBER	
HOME PHONE NUMBER	
CELL PHONE NUMBER	
EMAIL ADDRESS	
HOME ADDRESS	



Company History



B. COMPANY HISTORY:

1. If your company has been under the present company name for less than 2 years, please list previous company names if any:

PREVIOUS COMPANY NAME	
PREVIOUS COMPANY NAME	

2. List Contractor's Licenses:

TYPE OF LICENSE	LICENSE NUMBER	LOCATION

3. List any trade or professional association you are affiliated with:

NAME OF ASSOCIATION	NUMBER	HOW MANY YEARS

4. Have you ever had your Contractor's License revoked?
If yes, provide the year revoked and an explanation below:

5. Have you failed to complete any work or defaulted on a contract awarded to you within the past year? If so, when, where, and why?

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6. Within the past year has your company been a party to or involved in any action related to discrimination based upon race, color, nationality, sex, religion, handicap, familial status, or national origin? If so, give full details.

7. Has a lien for material or mechanical work due to a defaulted payment been placed against a homeowner by the company? If so, when, where & why?

8. Do you or your company have any outstanding unresolved judgments, liens for non-payment of material, or mechanical work? If so, when, where & why?

9. Will these outstanding unresolved judgements and liens impede your ability to perform under the HIPP Program?

10. Have you filed bankruptcy within the last year?

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Tell us about your Company...

11. Do you or your company have any criminal convictions or indictments and if so; will these criminal convictions or indictments impede your ability to perform under the City of Dallas Dept. Of Neighborhood & Revitalization?

12. Do you have the working capital to start a home improvement project of at least \$50,000.00?

13. Average number of Full-Time Employees:

OFFICE/ADMIN		TRADE WORKERS	
--------------	--	---------------	--

14. List all Full-Time Employees, Trade, Licenses, years with the company:

NAME		YEARS WITH COMPANY	
TITLE			
LICENSES			
NAME		YEARS WITH COMPANY	
TITLE			
LICENSES			
NAME		YEARS WITH COMPANY	
TITLE			
LICENSES			
NAME		YEARS WITH COMPANY	
TITLE			
LICENSES			

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15. Who is responsible for jobsite day-to-day activities such as: scheduling, supervision, coordination, quality control, clients concerns & complaints?

NAME		YEARS WITH COMPANY	
TITLE			

NAME		YEARS WITH COMPANY	
TITLE			

NAME		YEARS WITH COMPANY	
TITLE			

16. List all Subcontractors that you plan to use to complete any HIPP projects:

SUB NAME		YEARS WORKING TOGETHER	
TRADE			
LICENSES			
SUB NAME		YEARS WORKING TOGETHER	
TRADE			
LICENSES			
SUB NAME		YEARS WORKING TOGETHER	
TRADE			
LICENSES			
SUB NAME		YEARS WORKING TOGETHER	
TRADE			
LICENSES			

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Tell us about your Management & Staff...

Who are your Subcontractors?



Company Capacity



- Accurate information will help determine your Company's capacity.
- This will determine how many projects can be awarded.
- A new HIPP Contractor will be limited to complete one or two projects at first.
- Once good performance is established, the Contractor will be released to their preestablished capacity level.
- Contractors will be reviewed yearly to assure an accurate capacity is determined.

17. How do you plan on financing these public projects? List all sources of income including lines of credits.

Please submit a current bank statement & a commitment letter from your lending institution or other financial resources.

18. What kind of warranty do you provide your customers upon completion of the construction work and how long is the warranty period?

19. How long does it take you to build a new 1,200 square foot home?

20. How long does it take you to complete a FULL rehab of a 1,200 square foot home on pier and beam?

C. CONSTRUCTION WORK PREFERENCE:

1. What type of construction work program do you want to participate in?

- Reconstruction (new construction)
 Rehabilitation (home improvements)

2. Estimate how many Rehabilitation jobs you can complete within a 3-month period, with your current crew and financing at one time?

3. Provide an Estimate on how many Reconstruction jobs you can complete within 6-months period, with your current crew and financing at one time?



Company Experience



D. GOVERNMENT EXPERIENCE:

List any previous experience with Federally funded housing & construction programs with similar government entities (ex: Dallas Housing Authority (DHA):

AGENCY NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
DESCRIPTION OF THE TYPE OF WORK THAT WAS PROVIDED	
AGENCY NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
DESCRIPTION OF THE TYPE OF WORK THAT WAS PROVIDED	
AGENCY NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
DESCRIPTION OF THE TYPE OF WORK THAT WAS PROVIDED	
AGENCY NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
DESCRIPTION OF THE TYPE OF WORK THAT WAS PROVIDED	

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E. CURRENT CONTRACT AGREEMENTS:

List any projects under contract that are currently under construction:

CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	

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Experience with other Federally funded housing & construction programs with similar government entities?

What are you currently working on?

F. PAST EXPERIENCE

List any previous rehabilitation or reconstruction projects that you have completed during the past year:

CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	
CLIENTS NAME	
PHONE NUMBER	
CONTRACT AMOUNT	
PROJECT ADDRESS	
PROJECT DESCRIPTION (INCLUDE START & EXPECTED COMPLETION DATE)	

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G. Please check all appropriate boxes below that apply:

- Small Business Enterprise
- Minority Business Enterprise
- Women Business Enterprise
- Section 3 Contractor
- None of the above

*Please provide all documentation as to the assertion of the box(es) checked above.

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Please provide all documentation for all that apply



Signature & Notary



CERTIFICATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

I/we hereby certify that the above statements and other information included with this application are true and complete to the best of my knowledge. I/we further understand that the City of Dallas Department of Housing & Neighborhood Revitalization will keep all the information confidential and use such information—to the extent allowed by law, with the understanding that the City of Dallas is subject to the Texas Public Information Act—only to verify the qualification of the undersigned as a home improvement contractor.

I/we hereby authorize the City of Dallas to obtain a written credit report on the individual, partnership, or corporation that is applying; and to obtain said credit reports, verify financial capability, references and any other information included as part of this application as it deems fit and necessary, throughout my participation in the Home Improvement Preservation program (HIPP) to ensure my/our ongoing eligibility to participate in the said Program. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Dallas Department of Housing & Neighborhood Revitalization in verification of the recitals comprising this Statement of Qualifications. By signing and returning this form to the City of Dallas Department of Housing & Neighborhood Revitalization, I acknowledge that my company has received, reviewed, and agrees to abide by the HIPP Policies and Procedures. I acknowledge and understand that my company and I must meet on a continuous basis the qualifying criteria for participation in the HIPP. I also agree that in the event I fail to follow any existing or future guidelines set forth by the City of Dallas Department of Housing & Neighborhood Revitalization my company may be suspended AND/OR permanently debarred from the program.

ACCURACY OF INFORMATION

The applicant certifies that all information given and furnished in this application is given for the purpose of obtaining contractual opportunities through the City of Dallas's Home Improvement & Preservation Program. The applicant also certifies that all information is true and complete to the best of the applicant's knowledge and beliefs. The applicant also understands that incomplete, incorrect, or false information on the applicant application and provided in this will make the applicant liable for reimbursement to the City of Dallas any compensation made for work completed on approved housing rehabilitation projects and are grounds for denial of compensation or suspension or permanent disbarment from the Department of Housing & Neighborhood Revitalization. The applicant additionally certifies that he/she is the owner or legal representative of the company with the authority to contract on its behalf.

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PENALTY FOR FALSE OR FRAUDULENT INFORMATION

The applicant understands that the U.S.C. Title 18, Part 1, Chapter 47, Sec. 1001, provides for restitution and punishment for knowingly and willfully falsifying, or making any fictitious or fraudulent statements or representation, or making or using a false writing or document knowing the same to contain false, fictitious, or fraudulent statement or entry in any matter within the jurisdiction of any department or agency of the Government of the United States.

SIGNED this _____ day of _____, 20____.

Name of Business

Title

Print Name

Signature

STATE OF TEXAS §
§
DALLAS COUNTY §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to be the person whose name is subscribed to the foregoing instrument and acknowledges to me that the answers to the foregoing questions and all statements therein contained are true and correct.

GIVEN UNDER my hand and seal of office this _____ day of _____, 20____.

NOTARY PUBLIC, STATE OF TEXAS

Please return completed application to:

City of Dallas
Housing & Neighborhood Revitalization Department
1500 Marilla Street, 6CN
Dallas, Texas 75201

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- Certification and Authorization for Release of Information
- Accuracy of Information
- Penalty for False or Fraudulent Information
- SIGN
- NOTARIZE
- SCAN & UPLOAD TO NEIGHBORLY PORTAL



Helpful Information



CERTIFICATE OF REGISTRATION	EPA LEAD-SAFE CERTIFICATION
<p>Location:</p> <ul style="list-style-type: none"> ➤ Oak Cliff Municipal Building ➤ Building Inspection ➤ 320 E. Jefferson Blvd. ➤ Dallas, TX 75203 ➤ Contact Number: (214) 948-4480 ➤ Hours of Business: M-F 8:00a.m. till 4:30 p.m. ➤ Website: General Contractor Registration Form. 	<p>How to become A Lead Safe Certified Firm:</p> <ul style="list-style-type: none"> ➤ Website: Lead Renovation/ Abatement Firm ➤ Application & Re-Certification ➤ https://epa.gov/lead
HOME REPAIR LICENSE	DUNS Number
<p>Location:</p> <ul style="list-style-type: none"> ➤ City of Dallas Consumer Protection Division ➤ 1500 Marilla St., Room 2D South ➤ Dallas, TX 75201 ➤ Contact Number: (214) 670-3438 ➤ Hours of Business: 8:15 a.m. till 5:15 p.m. ➤ Website: Home Repair License 	<p>To get a DUNs Number:</p> <ul style="list-style-type: none"> ➤ Company: DUN and Bradstreet ➤ Contact Number: (877) 604-8448 ➤ Website: Duns <ul style="list-style-type: none"> ➤ Follow Dun & Bradstreet iUpdate
CONTRACTOR VENDOR REGISTRATION FORM	SYSTEM OF AWARD MANAGEMENT(SAM)
<p>Location:</p> <p>City of Dallas Purchasing Department 1500 Marilla St., Room 3FN Dallas, TX 75201 Contact Number: (214) 670—3326 Hours of Business: M-F 8:15 a.m. till 5:15 p.m. Website: Vendor Registration Page</p> <ul style="list-style-type: none"> ➤ Click on Register 	<p>Register your DUNs number in SAM:</p> <ul style="list-style-type: none"> ➤ Create User Account ➤ Register/Update Entity ➤ Contact Number: (866) 606-8220 ➤ Hours of Business: M-F 8:00 a.m. till 8:00p.m. <p>Website: SAM Registration Page</p> <ul style="list-style-type: none"> ➤ Click on Log-in and follow directions

This information provided will help you fulfill all the requirements to submit your application to be a HIPP Contractor



Subcontractor Background Check



- **It is the General Contractor's 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





Insurance Requirements



Insurance Requirements



HIPP Contractor Insurance Requirements							
Types of Work	Auto	WC	GL	Umbrella	Installation Floater	Pollution	Builders' Risk
Ceilings	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Exterior Walls	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Floors Foundation	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Interior Walls	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Porches, Balconies, Decks & Carports	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Roof Structures & Attics	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Exterior Doors	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Interior Doors	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Kitchen & Bath Cabinets	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Roof Covering Materials	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Windows	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Branch Circuits, Connected Devices & Fixtures	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Cooling Equipment	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Heating Equipment	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Service Entrance & Panels	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Water Heater	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Drain, Wastes, and Vents	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Plumbing Supply, Distribution System & Fixtures	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Grading & Drainage	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Gas Lines	\$500K	\$1M/\$1M/\$1M	\$1M/\$2M/\$2M	\$3M	100% Contract Cost	\$1M	100% Contract Cost



Application Process



- The applications are processed & all information is verified by HIPP Staff
- Incomplete applications will not be processed or accepted
 - All information is filled in on the Neighborly Contractor Portal
 - All required documents are uploaded into the Neighborly Contractor Portal
 - HIPP General Contractor Application is completed, signed, notarized, scanned & uploaded to the Neighborly Contractor Portal
 - Use the REQUIRED DOCUMENT CHECK-LIST to make sure everything is submitted
- The Contractor will be notified electronically by email if their application was accepted or denied.
- Denied Contractors can submit a formal written appeal within 15 business days of receiving their Denial Letter.





The Construction Process



Construction - BIDDING



All jobs are bid through the Neighborly software we use. You must create an account in Neighborly and when jobs are put out to bid you will have access.

- **Bid Walks**

- The more you participate, the more work you can possibly be awarded.
- The program is limited on the number of jobs that can be budgeted yearly.
- There is not a minimum.

- **Bid Transparency**

- The Construction Manager will post the bid results on the HIPP website
- The results will be sent out to all the approved contractors via email



Construction - AWARDS



- How projects are awarded is by lowest bid
- How are they notified with an award letter
- The determined Capacity will be taken into consideration when awards are given to a Contractor
- **Expectations on completing jobs:**
 - HIPP rehab projects are expected to be completed within 90 days of receiving the proceed order.
 - HIPP reconstruction projects are expected to be completed within 270 days of receiving the proceed order.



Construction - INVOICING



- Most draws are paid within 30 days
- We *DON'T* have a limit to the amount of draws that can be taken
- We *DO* have a minimum draw amount of \$5,000.00
- Any item being drawn on that requires a permit, must have the final green tag to be considered for a draw
- All invoices are submitted through Neighborly
- Invoice numbers need to be unique (no special symbols or repeating digits)
- A **DO** number needs to be attached



Construction – CHANGE ORDERS



- All change order items must be approved before moving forward with them.
- Change Order Forms will be supplied to you from the Department.
- All prices are subject to the Department's estimated pricing.
- **Three types of change orders:**
 - Lead Change Order
 - Non lead items Change Order
 - Time Change Order



Lead-Based Paint Rule



- Lead-Based Paint (LBP) is presumed present on 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
- A Lead Inspection & Risk Assessment by an EPA Certified Lead Inspector/Risk Assessor must be performed
- Must follow HUD Regulations for Lead-Based Paint
- Must follow EPA Lead-Safe work practices
- The Contractor shall follow the Lead-Based Paint rules established by the EPA and HUD regulations for found to contain LBP
- The EPA requires that Contractors working on homes found to contain LBP have an EPA Lead Firm Certification
- Workers must have an EPA Certified Renovator License to work on interim control projects
- Upon completion of lead hazard control and cleanup efforts, Clearance must be conducted by a Licensed Lead Inspector/Risk Assessor
- Provide the City of Dallas Clearance and Abatement Reports
- Provide Notice to Texas Department of State Health Services of Lead hazard reduction within 15 days





Questions & Answers





City of Dallas

Thank you