



CITY OF DALLAS
HOME IMPROVEMENT & PRESERVATION PROGRAM

Home Repair Contractor Application

for

The Department of Housing & Neighborhood Revitalization

Please return the completed application with all requested documents to:

hipp@dallascityhall.com

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

If You Have Any Questions, Please Contact Our Office at: (214) 670-3644

Dear General Contractor:

Thank you for your interest in applying to become a Contractor with the Department of Housing & Neighborhood Revitalization's Home Improvement & Preservation Program (HIPP). Application packets must have all the required supporting documents, **incomplete packets will not be reviewed**. Our staff will review the application packet and inform you by email if your company has meets the qualifications to perform home repair activities.

ABOUT 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 offers three programs:

Emergency Home Rehabilitation (EHR) provides grant assistance to low- and moderate-income homeowners needing emergency repairs. Assistance will be in the form of a grant up to \$10,000.00.

Dallas Tomorrow Fund (DTF) for exterior code violations provides grant assistance to low and moderate-income homeowners needing exterior code violation repairs. Assistance will be in the form of a grant up to \$20,000.00.

Major-Systems Repair Program (MSRP) provides forgivable loan assistance to low- and moderate-income homeowners needing systems rehabilitation to their home. Assistance is an interest-free, forgivable, self-amortizing loan in an amount subject to the City's assessment of needs, not to exceed \$24,000.00.

For more information on program offered and types of repairs covered please click [here](#).

REQUIRED DOCUMENT CHECK-LIST

The following documents *must* accompany this Application, or this application will not be reviewed.

- 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
- City of Dallas Home Repair License (Current)
- Contractor Vendor Registration Form
- Certificate of System of Awards Management (SAMS) Registration
- UEI #showing active registration
- SAMS Verification of the Owners and the Company
- EPA Lead Safe Certificate (General Contractor Company) (Current)
- EPA Lead Renovators Certificate (Individual – if applicable)
- Copy Current Certificate of Liability Insurance to include General (Will update requirements at the time of first job)
- Liability & Workers Compensation and Employers' Liability

HOME IMPROVEMENT & PRESERVATION PROGRAM 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	

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?

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?

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?

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12. Do you have the working capital to start a home improvement project of at least \$25,000.00?

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13. Average number of Full-Time Employees:

OFFICE/ADMIN		TRADE WORKERS	
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14. List all Full-Time Employees, Trade, Licenses, years with the company:

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

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

NAME			
TITLE		YEARS WITH COMPANY	

NAME			
TITLE		YEARS WITH COMPANY	

NAME			
TITLE		YEARS WITH COMPANY	

16. List all Subcontractors that you plan to use to complete any HIPP projects (list of Subcontractors used must be submitted at the completion of any/all projects):

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

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?

C. CONSTRUCTION WORK PREFERENCE:

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

- Major Rehab/Repair
- Major Systems Repair (General Contractor)
- Major Systems Repair (Trade: _____)
- Emergency Home Repair

2. Estimate how many Rehabilitation jobs (of less than \$25,000) you can complete within a 3-month period, with your current crew and financing at one time?

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	

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)	

F. PAST EXPERIENCE

List any previous home repair 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)	

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 contact me for info on how to register.

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

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.

PENALTY FOR FALSE OR FRAUDULENT INFORMATION

The applicant understands that the U.S.C. Title 18, Part I, 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

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	SYSTEM OF AWARD MANAGEMENT(SAM)
<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>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 Click on Log-in and follow the directions</p>
CONTRACTOR VENDOR REGISTRATION FORM	MWBE Certification
<p>Location:</p> <p>City of Dallas Purchasing Department 1500 Marilla St., Room 3FN Dallas, TX 75201</p> <p>Contact Number: (214) 670—3326 Hours of Business: M-F 8:15 a.m. -5:15 p.m. Website: Vendor Registration Page</p> <ul style="list-style-type: none"> ➤ Click on Register 	<p>Please visit the link below to apply online: Home - NCTRCA</p> <p>You may also call or visit: 1500 Marilla St. Room 3F North Dallas, Texas 75201 Phone: (214) 670-3326</p>

EXHIBIT “A” – EXAMPLE INSURANCE REQUIREMENTS

Actual coverages will be updated when a contractor accepts the first home repair bid/award. Requirements vary depending on the scope of an individual project.

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 &	\$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	\$500K	\$500K/\$500K/\$500K	\$1M/\$2M/\$2M		100% Contract Cost	\$1M	100% Contract Cost
Roof Covering	\$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