



The Southwest Georgia Regional Commission, with a grant from the Georgia Department of Community Affairs, offers a Housing Rehabilitation Program through the Community HOME Investment Program (CHIP).

Qualified Contractors are essential to the success of this program. We encourage all contractors to join us in improving the quality of owner-occupied residences within the target area.

Please complete an application for placement on the Qualified Contractor's List and return it to the Grants Administration Department at your earliest convenience.

Thank you for your interest in the Southwest Georgia Regional Commission (SWGRC) Housing Rehabilitation Program. Should you have any questions or require further information, please contact our Grants Administration Department.

Brenda Wade,
Grants Administration Manager
Southwest Georgia Regional Commission
(229) 522-3552 Extension 105
bwade@swgrc.org

The QUALIFIED CONTRACTOR'S LIST is a resource provided to homeowners. The Southwest Georgia Regional Commission does not recommend or endorse any contractors to applicants.

Applications are available by email or in person at the office of the:

Grants Administration Department
Southwest Georgia Regional Commission
181 East Broad Street
Camilla, GA 31730
(229) 522-3552 (Office)
(229) 522-3558 (Fax)
Email: bwade@swgrc.org



GRANTS ADMINISTRATION DEPT. FAIR HOUSING

The Southwest Georgia Regional Commission Grants Administration Department is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age. For reasonable accommodation, please contact Brenda Wade, CHIP Program Manager at (229) 522-3552 Extension 105 or via email: bwade@swgrc.org.



**HOUSING REHABILITATION
CHIP FUNDING**
(Community HOME Investment Program)



**INFORMATION FOR
CONTRACTORS**



Southwest Georgia
Regional Commission

FREQUENTLY ASKED QUESTIONS

How do I apply?

All contractors must submit a completed application and provide copies of licenses and other required information. Certified MBEM/MBE/DBE and Section 3 contractors are invited to apply.

What is the process?

The Grants Administrator provides homeowners with a Work Write-up that details required repairs and eligible rehabilitation. Work must eliminate all code violations, improve energy efficiency, correct lead hazards, and provide for handicap accessibility if required by the residents.

Coordinators submit detailed bids based on the Work Write-up.

Funding is allocated to a project based on the scope of work.

Contractors may be selected for a project based on an open competitive bid process or by negotiation with the Homeowner and Grants Administrator. The Grants Administrator will invite qualified contractors to submit bids and most all bids are due within two weeks of the bid showing.

How do I get paid?

All payments are issued to the Contractor by the Southwest Georgia Regional Commission following receipt of funds from the GA Department of Community Affairs (DCA). Progress payments may be made after segments of the work are completed and deemed satisfactory by the Building Inspector and the Homeowner.

NOTE: Payment advances are not allowed under program guidelines.

What are the requirements?

- CHIP funded properties must meet the following property standards:
 - HUD's Uniform Physical Condition Standards (UPCS);
 - All applicable local and state codes;
 - Rehabilitation standards, ordinances, and zoning ordinances at the time of project completion.

- Materials must be new, comply with the specifications, and be installed in accordance with the approved recommendations of the manufacturer.
- The quality grade of all materials and workmanship will conform to the middle or normal grade in both material and workmanship.
- For the repair of existing materials, all deteriorated parts must be removed until sound construction is reached and replaced with new materials to match quality and design of original work.
- If walls and ceilings have to be opened to install electrical lines, remove obsolete piping or for any other purpose, involved areas must be patched and refinished.
- All demolition work must be performed in a safe and orderly manner.
- Any damage caused by the contractor must be repaired at no cost to the owner.
- All materials removed become the property of the contractor and must be promptly removed from the premises.



Contractors must sign an affidavit certifying their participation in the federal work authorization program.

www.dhs.gov/e-verify or contact
USCIS @ 1-888-464-4218

What insurance do I need?

Contractors must maintain Comprehensive Public Liability Insurance covering death or bodily injury, Motor Vehicle, and Property Damage Insurance; the contractor shall provide Worker's Compensation Insurance for all employees if required by applicable state laws.

What about permits and licenses?

The contractor is responsible for acquiring all building permits and for arranging waste disposal. Contractors must be licensed by the state of Georgia and hold a current Georgia Certified Lead Renovator license.

Where do funds come from?

The Southwest Georgia Regional Commission's Rehabilitation Program is funded through the Georgia Department of Community Affairs (DCA), utilizing Community HOME Investment Program (CHIP) funds.



What is the goal of the program?

The goal is improving the quality of homes belonging to families who otherwise could not afford the cost of repairs.

Homeowners must meet HUD income eligibility requirements and live in the target area....

