



City of Springdale
Community Development Block Grant Program
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Community Development Block Grant Program

Housing Services

Housing Rehabilitation Program Information

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United States Department of Housing & Urban Development

1. The United States Department of Housing and Urban Development's Office of Community Planning and Development has oversight of federal housing and community development programs.
2. One of the programs is the Community Development Block Grant Program.
3. The primary goal of this program is to provide assistance to low-to-moderate-income persons and families.
4. The Department of Housing and Urban Development places low-to-moderate-income individuals and families into one of three categories, based on a metropolitan area or county's median income. If a family earns an annual wage:
 - at or below 80 percent of its area's median income, the Department of Housing and Urban Development labels the family "low-income";
 - at or below 50 percent of its area's median puts a family in the Department of Housing and Urban Development's "very low-income" category;
 - at or below 30 percent of the median prompts a classification of "extremely low-income";

Income Information and Limits

1. The cities of Fayetteville/Springdale/Rogers make up a Metropolitan Statistical Area.
2. Income Limits are provided by the Department of Housing & Urban Development and are updated and released annually.
3. The City's Community Development Block Grant Program Income Limits are available on the City's web-site at: www.springdalear.gov
 - select Departments
 - select Community Development
 - select Financial Information
4. To qualify as low-to-moderate-income, a person or household's total Adjusted-Gross-Income must be 80% or less of the median adjusted for family size.
5. Adjusted-Gross-Income:
 - Person's Adjusted-Gross-Income: The gross income (before deductions) of a person over the age of 18; this includes wages, salaries, overtime, social security benefits, veteran's benefits, retirements, pensions, child support,

unemployment, alimony, commissions, interest and trust income, royalties and income from assets;

- Household's Adjusted-Gross-Income: The gross income (before deductions) of all members over the age of 18 and living in the home; this includes wages, salaries, overtime, social security benefits, veteran's benefits, retirements, pensions, child support, unemployment, alimony, commissions, interest and trust income, royalties and income from assets;

Community Development Block Grant Program

1. The City of Springdale is classified as an Entitlement City and therefore receives a Community Development Block Grant annually as participants in the program.
2. One objective of the Community Development Block Grant Program is providing a suitable living environment to low-to-moderate-income persons and families.
3. The Planning and Community Development Department provides the administrative function and is the designated authority of the City for the Community Development Block Grant Program.
4. The City's primary goal is the Housing Services Program. Funds allocated to this program are used primarily to assist qualified low-to-moderate-income homeowners with improvements and upgrades to their home. Upgrades that will reduce the homeowner's monthly utility expenses (natural gas, water, electricity) are the City's priority.
5. The Community Development Block Grant Program may provide a Deferred Forgivable Loan up to a maximum of Thirty-Thousand Dollars (\$30,000) to qualified homeowners for Housing Rehabilitation work.
6. The goal of the Housing Services Program is to bring older single-family owner-occupied homes up to current Housing Codes and Energy Efficiency Standards. A primary goal of the program is to reduce the homeowner's monthly utility expenses by making energy conservation improvements to the home.
7. The top priority of the Housing Services Program is the rehabilitation of single-family owner-occupied dwellings built before 1978. Homes built before 1978 may contain Lead-based Paint and pose a hazard to children especially 7 and younger.
8. Additional information about the Community Development Block Grant Program is available on the City's web-site at: www.springdalear.gov
 - select Departments
 - select Community Development

Community Development Block Grant Program Director

1. The Planning and Community Development Department has a full time staff member assigned to manage the Community Development Block Grant Program.
2. The City's Community Development Block Grant Program Director (referred to in this document as the "Project Manager") is responsible for administering the Community Development Block Grant Program.
3. The Project Manager is assigned with the following Housing Rehabilitation duties:
 - a. Conducts a Housing Quality Standards Inspection of each home qualified for the Housing Program. This inspection will assist in determining the type of work required to be performed.
 - b. Arranges to have an Arkansas State Licensed and Certified Lead-based Paint Inspector perform a lead-based paint inspection on qualified homes constructed prior to 1978. This inspection will determine if lead-based paint is present.
 - c. Prepares a detailed Description of Work for each Housing Rehabilitation and Emergency Repair project.
 - d. Recruits qualified contractors to submit bids for housing rehabilitation work.
 - e. Serves as the project manager, inspector, and advisor for the homeowner(s) and is the liaison between the homeowner(s) and contractor(s).
 - f. Conducts daily inspections of the work progress.
 - g. Carries out all functions of contract administration with the goal of providing a quality project in a timely schedule.
 - h. Conducts inspections with the homeowner(s) to ensure the work has been completed to the homeowner's satisfaction and in accordance with the contract documents and any change orders, if applicable.
 - i. Identifies and coordinates Housing Rehabilitation Projects for individuals and groups looking to perform community service volunteer work.
 - j. Serves as the project coordinator and is the liaison between homeowner(s) and volunteers.

Initial Site Visit

1. During the Project Manager's initial site visit to a home qualified for the Housing Rehabilitation Program, the homeowner(s) are required to be provided with certain

documents.

- a. Home built before 1978, the homeowner will be provided with:
 - Initial Site Visit Certification Form
 - Housing Rehabilitation General Information Handout
 - Lead-based Paint Certification Form
 - Protect your Family from Lead in your Home
 - Renovate Right, Important Lead Hazard Information for Families
- b. Home built after 1978, the homeowner will be provided with:
 - Initial Site Visit Certification Form
 - Housing Rehabilitation General Information Handout
2. The Project Manager is required to complete a Minor Rehabilitation Environmental Review Form on each home qualified for the Housing Rehabilitation Program. The review is to determine whether there are environmental hazards on or near the property.
3. The Project Manager is also required to notify the Arkansas State Historic Preservation Office before having any work performed on qualified single family dwellings 50 years of age and older. The notification is required to be by letter through the U.S. Postal Service, include a photo of the front and back of the dwelling and a brief description of the type of work proposed to be performed.

Property Standards

1. The property must not be in violation of any City Ordinances when a contractor is hired to perform the Housing Rehabilitation work.
2. A member of the City's Community Engagement Department is required to conduct an inspection of the property to verify the property does not violate any City Property Standards.
3. Homeowner(s) are required to remove or have removed all excess junk, debris, trash or yard waste from the property before a Housing Rehabilitation contract will be signed.
4. The Housing Services Program may assist the homeowner(s) with the removal of any yard waste from the property.
5. The Project Manager may assist with disposing of any junk and debris required by City ordinances to be removed from the property and any large items such as; furniture or appliances the homeowner wants to get rid of.
6. The homeowner(s) may pay the contractor hired to perform the housing rehabilitation work to also remove the excess junk, debris and trash from the

property.

Housing Quality Standards Inspection

1. The Project Manager will conduct a Housing Quality Standards Inspection of each home qualified for the Housing Services Program. The inspection will assist in determining:
 - a. The physical condition of the structure, components and fixtures.
 - b. The type of work eligible to be performed under the Housing Rehabilitation Program.
 - c. Is there work required to bring the home up to current housing standards?
 - d. Is there any work that will improve the airtightness (loss of energy) from the home?
 - e. Is there work required to eliminate unsafe and unhealthy conditions?
 - f. Is there work necessary to eliminate unsightly conditions?
 - g. What type of maintenance work is required to be performed?
 - h. What type of repair work is required to be performed?
 - i. Is the home accessible for contractors to perform the required work?
2. A Housing Quality Standards should be conducted within ten (10) days after a person or family is notified they have qualified for the Housing Services Program.
3. A diagram of the home is required to be drawn that shows room locations, window sizes and locations, wall lengths, roof member lengths and other details. This type of information is necessary for the Project Manager to prepare a detailed Description of Work and for contractors to accurately and properly submit a bid for the work required to be performed.

Housing Rehabilitation

1. Rehabilitation is defined as: to restore to former state or sound operation.
2. Homeowners do not necessarily get to pick and choose what type of work they want to have performed. If the work is required in order to bring the home up to current Housing Codes or Energy Efficiency Standards then that is the type of work that may be performed.

3. Additional work may be performed if the work will improve the homeowners living environment, the structure itself and is within the budget.
4. Work the homeowner wants to have performed may be included in the Description of Work. However, the homeowner(s) is financially responsible for any work they want to have performed at the same time as the Housing Rehabilitation work is being performed.
5. The primary objective of the Housing Rehabilitation Program is to assist homeowners with energy conservation improvements and to improve the occupants living environment. Some goals are to:
 - a. Reduce the homeowner's monthly utility expenses (natural gas, water, electricity).
 - b. Eliminate a condition that may be unsafe or unhealthy to the occupants.
 - c. Eliminate potential hazards to life or property.
 - d. Eliminate unsightly conditions on the home.
6. Housing Rehabilitation expenses are paid from the Housing Services Program.
7. A Housing Rehabilitation project is work that is necessary to bring the home up to current building codes, housing and energy efficiency standards.
8. Additional work may be performed as required by the City's Building Inspection Department or eligible under the Housing Services Program. Some examples are, but not limited to:
 - a. Replacing steel bathtubs with fiberglass units.
 - b. Replacing deteriorated kitchen cabinets and/or countertops.
 - c. Installing vinyl siding and/or soffit.
 - d. Installing rain gutters.
9. Housing Program funds may be used to update plumbing systems or components, electrical fixtures and service, certain natural gas fixtures and replacing the heating/ventilation/air conditioning unit if necessary. Some examples include but not limited to:
 - a. Replacing old hot-water-tanks.
 - b. Replacing old heating/ventilation/air conditioning units or systems.

- c. Replacing fuse boxes with circuit breaker boxes.
 - d. Moving the electrical conduit and service lines from under the overhangs to above the roof line as required by the City.
10. A priority of the Housing Program is to install energy star rated window units and entry doors, insulate the attic and crawl space and to upgrade the central heating/air conditioning unit from an 80% efficient unit to a 95% efficient unit.
 11. Other repairs or improvements may be performed if the work is necessary to bring the home up to current housing or energy efficiency standards.
 12. The repair or purchase of appliances such as: refrigerators, stoves, freezers, washers or dryers are not eligible expenses from the Community Development Block Grant Program.
 13. Repairing or replacing window air conditioning units are not an eligible expense.
 14. Routine or emergency repair service calls are not an eligible expense.
 15. Some cosmetic type work is not eligible to be funded from the Housing Services Program, work such as;
 - a. Interior or exterior painting.
 - b. Replacing or installing carpet.
 - c. Installing ceramic tile or wood laminate.
 - d. Replacing interior doors other than to bathrooms and bedrooms.
 16. Most maintenance type work is eligible to be funded from the Housing Services Program. Homeowners are required to pay all or a portion of any maintenance type work required to be performed, work such as;
 - a. Replacing deteriorated wood.
 - b. Repairing or replacing broken light fixtures.
 - c. Repairing or patching holes in interior or exterior walls.
 - d. Repairing leaking water lines and fixtures.
 - e. Unclogging the sewer's drain lines.
 - f. Repairing leaking roofs.

- g. Other repairs necessary, to keep the home in a sound condition.
17. The Housing Rehabilitation priorities are:
- a. Reducing Lead-based paint hazards to children seven (7) and younger.
 - b. Making the home safe and secure.
 - c. Improving the energy efficiency of the home.
 - d. Bringing the home up to current housing standards.
 - e. Eliminating potential hazards to life or property.
 - f. Additional work as may be necessary or required by the Housing Services Program or the City's Building Inspection Department.
18. Housing Rehabilitation Projects exceeding the budget will not be performed unless the homeowner(s) can pay the difference between the budget and the contractors bid amount. If a homeowner cannot pay the difference, the Project Manager may be able to write a change order to the original bid specifications to delete certain sections or parts of certain sections from the approved Description of Work. Work required by the City's Building Inspection Department is not eligible to be deleted, such as: the installation of hard-wired/battery-backup smoke/carbon monoxide detectors and ground-fault-circuit-interrupters in wet areas. Some work required by the Housing Services Program is also not eligible to be deleted, such as: installing energy star rated window units and insulating the attic. The Project Manager will work closely with the homeowner(s) and contractor(s) to get the project within the budget.
19. At times there have been Housing Rehabilitation Projects that were under the budget when started, but unforeseen work sometimes arises which puts the project over the budget. In cases like this, if the homeowner(s) cannot pay for the additional work required, then the Project Manager has the authorization to make deletions to the Contractor's original Description of Work in order to keep the project within the budget. This may mean that certain work not necessarily required to be performed may be deleted from the approved Description of Work.
20. Any previously Community Development Block Grant Program funds disbursed on the home for emergency repairs will be deducted from the total budget.

Emergency Repairs

1. There are some instances where the Housing Services Program may provide the funding and arrange to have emergency repair work performed, such as the replacement of:

- a. Broken yard water supply lines.
 - b. Deteriorated yard sewer lines.
 - c. Leaking hot-water-heater-tanks.
 - d. Deteriorated roofing materials.
 - e. Non-working central heating/ventilation/air conditioning units.
2. Most emergency repair work can be performed within 72 hours of a homeowner qualifying for the Housing Services Program.

Energy Conservation Work

1. A blower door test will be performed on each qualified home before any work is performed and at the completion of the work performed. A blower door test helps to determine a home's airtightness (loss of energy). A blower door test will determine the loss of energy before the work is performed and the reduction in energy lost after the work is completed.
2. A priority of the Housing Services Program is to have work performed on the home that will reduce the homeowner's monthly utility expenses (natural gas, water, electricity).
3. Energy conservation work is work such as, but not limited to:
 - a. Replacing old central heating/air conditioning units that have an 80% efficiency rating with units having an energy star rating of 95%.
 - b. Replacing two handle faucets with single handle faucets.
 - c. Replacing old toilet units that use 3.5 gallons of water per flush with units that only use 1.6 gallons of water per flush.
 - d. Replace old aluminum sliding glass doors with insulated patio doors.
 - e. Repairing water leaks.
 - f. Replacing single pane window units with double pane energy star rated units.
 - g. Installing storm doors.
 - h. Insulating attics.
 - i. Replacing medium based incandescent lights in permanently installed light fixtures

with energy star certified "light emitting diode" bulbs.

4. Most energy conservation type work performed will reduce the homeowner's monthly utility expenses.

Maintenance and Repair Work

1. The Housing Rehabilitation Program is not a housing maintenance or repair program. However, some maintenance and repair work may be performed if the work is required by the Housing Services Program or the City's Building Inspection Department.
 - a. Maintenance is defined as: keeping equipment, fixtures, and materials in repair.
 - b. Repair is defined as: to put into good or sound condition after damage or the effects of wear and tear.
2. The Description of Work may include sections titled Plumbing Maintenance, Electrical Maintenance, Carpentry Maintenance and/or Landscaping. These sections will describe the maintenance and/or repair work the homeowner has requested to be performed, and/or work that is required to be performed by the Housing Services Program or the City's Building Inspection Department. Some maintenance or repair work may be required in order for the contractor to pass his final Housing Rehabilitation Inspection.
3. Normal maintenance and repair work is the homeowner(s) responsibility. The homeowner(s) may:
 - a. Perform any required maintenance or repair work themselves.
 - b. Arrange to have any required maintenance or repair work performed by someone else before a contract is signed.
 - c. Pay the City which in-turn will pay the contractor hired to perform the housing rehabilitation work to also perform the required maintenance or repair work.
4. Homeowner's that will not or cannot perform the maintenance or repair work themselves are required to pay all or a portion of the cost of any maintenance or repair work to the City before a contract will be signed with the housing rehabilitation contractor.
5. Homeowners are required to pay a portion of the cost required to paint any new material installed and exposed to the weather, such as entry doors and new casings.

6. The amount of money a homeowner is required to pay to have maintenance or repair work performed by the contractor hired to perform the housing rehabilitation work is based on the total cost of the maintenance or repair work. Homeowner(s) may be required to pay the entire cost of the maintenance or repair work or only a portion of the cost. Depending on the type of work required to be performed.
7. The minimum amount a homeowner(s) is required to pay for maintenance or repair work required to be performed is based on the homeowner's income level.
 - a. Extremely-low; 0 - 30% homeowners cost share, minimum 5%
 - b. Very-low; 30% - 50% homeowners cost share, minimum 7.5%
 - c. Low; 50% - 80% homeowners cost share, minimum 10%
8. Some examples of maintenance and repair work may include but not limited to:
 - a. Replacing missing or broken face plates on light switches or receptacles.
 - b. Replacing missing or broken light fixtures.
 - c. Replacing missing or broken light covers or globes.
 - d. Replacing missing light bulbs.
 - e. Replacing missing heating/ventilation/air conditioning grilles.
 - f. Unclogging drain lines.
 - g. Replacing broken window panes.
 - h. Replacing missing or torn window screens.
9. There may be additional work required to be performed that may be considered maintenance or repair work.
10. Contractors are required to obtain a Housing Rehabilitation permit before starting the housing rehabilitation work. Any maintenance or repair work required for the contractor to pass his/her housing rehabilitation inspection must be performed by the homeowner(s) or paid for by the homeowner(s) before his/her/their project will begin.
11. Housing Services Program funds may only be used to rehabilitate the main dwelling and not on any out-buildings such detached garages or sheds.
12. Housing Services Program funds may not be used to repair or install fences.

Description of Work

1. A Description of Work is a written document detailing all work required to be performed on the home.
2. The Description of Work is prepared based on the results of the Housing Quality Standards Inspection.
3. Work that will bring the home up to current Housing Codes and Energy Efficiency Standards will be the priority and will be described in the Description of Work.
4. Additional work will be described if the work is required by the Housing Services Program or the City's Building Inspection Department.
5. Work the homeowner wants to have performed and is able to pay for will also be described in the Description of Work.
6. A Description of Work is broken down into parts in order to get a better idea of what each specific part of the work will cost such as:
 - Entry doors
 - Windows
 - Vinyl siding
 - Carpentry
 - Plumbing
 - Electrical
 - Heating/air conditioning
 - Insulation
 - Rain Gutters
7. The Description of Work shall be detailed and shall specify:
 - a. What type of work is required to be performed?
 - b. The location of the work to be performed; bedroom, kitchen, bathroom, etcetera.
 - c. The size, type, style, shape, quantity, thickness of material to be removed and installed.
 - d. Action verbs such as: To remove, replace, construct, install, etcetera.
 - e. The color and style of material specified to be installed.
8. The homeowner(s) shall cooperate with the Project Manager in a reasonable manner to facilitate preparing the Description of Work by choosing colors and styles before the project is released to contactors for bids. The homeowner(s) will make all choices of color, style, or pattern selection from the available samples of colors,

patterns, and styles stocked by local suppliers. This may involve colors in roofing shingles, vinyl siding, color and patterns of kitchen and/or bathroom floor coverings and laminate countertops. All colors, styles and patterns shall be selected within five working days after the Project Manager makes his initial site visit to begin writing the Description of Work. The homeowner(s) shall furnish to the Project Manager the location, manufacturer's brand name, product number, color, style, pattern and cost of any items from which the homeowner(s) is allowed to choose.

9. The Project Manager shall have the Description of Work written, changes made if necessary, completed and approved by the homeowner(s) within ten (10) working days after a Housing Quality Standards Inspection was conducted. This time frame is dependent on the homeowner(s) making his/her/their selection of any colors necessary to complete the writing of the Description of Work.
10. Just because a Description of Work has been prepared and approved by the homeowner(s) does not mean the project is ready to begin. Homeowner's names are placed on a waiting list if applicable, and chosen from the waiting list based on a point system and other requirements of the Housing Services Program.
11. The purpose of preparing a Description of Work regardless of where the homeowner's name appears on the waiting list is to facilitate the use of volunteers who assist the Housing Services Program throughout the year. Some less technical projects are performed by volunteers. Having a Description of Work completed in advance allows the Project Manager to have projects ready when individuals and groups want to volunteer and assist homeowners.
12. The homeowner(s) shall read and approve the Description of Work before it will be advertised or released to contractors interested on bidding on the project. The Description of Work will be hand-delivered or sent by e-mail if available to the homeowner(s) indicating he/she/they should read the Description of Work. The homeowner(s) shall notify the Project Manager after he/she/they have read, agree with and approve the Description of Work.
13. Contractors are required to obtain a housing rehabilitation permit before any work begins. Contractors are also required to have the City's Building Inspection Department conduct an inspection after the housing rehabilitation work is completed to ensure the work performed meets the City's adopted Building Codes.
14. The electrical, heating/ventilation/air conditioning and insulation contractors will need access to the attic area to perform their work. The homeowner(s) are required to remove all personal belongings from the attic before the project will begin or pay the City which in-turn will pay the contractor hired to perform the housing rehabilitation work to also remove the personal items from the attic.

15. The Project Manager shall release the Housing Rehabilitation project for bids when the homeowner's name appears within the top three names on the waiting list and funds are available.
16. The Project Manager shall prepare an Invitation to Bid prior to advertising and releasing an approved Housing Rehabilitation Project for bids.
17. All Housing Rehabilitation Projects are required to be advertised in the classified section of the newspaper and released to contractors interested in submitting a bid on the project.
18. Housing Rehabilitation Projects are required to be out for bids for a minimum of fourteen days. Projects are normally released for bids on Wednesdays and are due on Wednesdays fifteen days later.

Lead-based Paint

1. All homes built before 1978 and qualified for the Housing Services Program are required to be tested for the presence of Lead-based Paint.
2. Lead-based Paint is paint at or above the United States Department of Housing and Urban Development's regulated level of 1.0 microgram per square centimeter (1mg/cm²).
3. A Lead-based paint inspection will be performed by an Arkansas State licensed Lead Paint Inspector and certified Risk Assessor using an X-ray Fluorescence Analyzer machine. The machine is like a hand-held x-ray machine. The machine will read down to the bare wood, regardless of how many layers of paint are on the surface of the material.
4. A Lead-based Paint Inspection Report will include a diagram of the dwelling identifying each room in the home.
 - a. Each room inside the home will be assigned a number for identification purposes on the report.
 - b. Each wall facing a specific direction will be assigned a letter; A, B, C, or D for identification purposes on the report. The letters will identify the direction each wall faces.
 - Wall A will be the wall with the front entrance and all walls facing the front will be wall A.
 - Wall B will be the left side of the structure as you are facing the front of the structure from the outside.
 - Wall C will be the back of the house.
 - Wall D will be the right side of the structure as you are facing the front of the structure from the outside.

5. A Lead-based Paint Inspection Report will include a Sequential Report listing all X-ray Fluorescence readings in the order they were taken. The report provides the structure which the reading was taken from, the location, paint condition, material, color and concentration of lead-based paint detected.
6. A Lead-based Paint Inspection Report will also include a Summary Report listing only the X-ray Fluorescence readings that are at or above the Department of Housing & Urban Development's regulated level of 1.0 mg/cm². The report provides the structure which the reading was taken from, the location, paint condition, material, and color and concentration level of the lead-based paint.
7. A Risk Assessment will be included with a Lead-based Paint Inspection Report. The risk assessment will identify all locations and material where lead-based paint was found and the condition of the paint (deteriorated or non-deteriorated).
8. Paint condition is classified as by intact (good), fair, and poor conditions. Paint identified in deteriorated (poor) condition must be addressed during the housing rehabilitation work.
9. The Project Manager must have possession of the Lead-based Paint Inspection Report before a Moderate Housing Rehabilitation Description of Work can be finalized.
10. Emergency Repair work may be accomplished without having a Lead-based Paint Inspection if the work will not affect Lead-based Paint Regulations, such as roofing, plumbing, some electrical and/or heating/ventilation/air conditioning work.
11. If emergency work requires painted surfaces to be disturbed on a home built before 1978 and the home has not been inspected for the presence lead-based paint, a contractor certified in Lead Paint Safe Work Practices is required to be hired to perform the work.
12. A copy of the Lead-based Paint Inspection Report will be provided to the homeowner(s) within five (5) working days of the report being received by the Project Manager. The homeowner(s) will also be provided with a Lead-based Paint Disclosure Notice.
13. Material containing high levels of Lead-based Paint may be removed and replaced if possible or feasible or it may be covered. All construction material being removed from the home containing Lead-based Paint belongs to the contractor performing the work, and he/she is required to remove the material from the property.
14. At the completion of a Housing Rehabilitation Project where Lead-based Paint was detected a Lead-based Paint Clearance Inspection is required to be performed by the same Arkansas State certified and licensed Lead-Based Paint Inspector that conducted the initial inspection.

15. A copy of the Lead-based Paint Clearance Report will be provided to the homeowner(s) within five (5) working days of the report being received by the Project Manager.
16. If a Lead-based Paint Inspection has been performed and the homeowner(s) alters, modifies, and/or removes or has someone else alter, modify, and/or remove any material previously identified as containing high levels of Lead-based Paint from the home prior to the start of the Housing Rehabilitation Project, the homeowner(s) may be financially liable for a Lead-based Paint Clearance Test and cleaning if required. Current clearance testing fees would apply.
17. Lead-based Paint Inspections and Clearance Inspections are administrative expenses and are not part of the homeowner's housing rehabilitation budget.

Materials

1. All material specified to be removed as part of the Description of Work becomes the property of the contractor or the Housing Services Program and shall be removed from the property by the contractor or Project Manager.
2. All material specified in the Description of Work to be installed will be new and standard contractor grade material.
 - a. New faucets shall be single handle.
 - b. Fuse boxes will be replaced with panel boxes.
 - c. Ceiling fans shall be installed in living rooms; 52" with a four-light kit.
 - d. Ceiling fans shall also be installed in bedrooms; 42" with a three-light kit.
 - e. Smoke/Carbon Monoxide detectors will be white, hard-wired with battery back-up, and installed in each sleeping area, outside sleeping area(s) and in hallways.
 - f. Duplex receptacles above the kitchen countertops, in bathrooms, utility rooms, and garages are required to be Ground-Fault-Circuit-Interrupters and will be white.
 - g. All new Heating/Ventilation/Air Conditioning units shall have an energy efficiency rating of at least 95%.
 - h. Thermostats shall be digital and programmable.
 - i. Kitchen, bathroom or laundry room floor coverings required to be replaced shall be replaced with sheet vinyl or floating residential vinyl planks.
 - j. New toilet units shall be no larger than a 1.6 gallon per flush and white.

- k. Entry doors will be pre-hung, six-panel, metal-clad and insulated.
 - l. Lock sets and dead bolts shall be keyed alike and have the same finish.
 - m. Storm doors shall be vinyl clad and installed over entry doors exposed to the weather.
 - n. Windows shall be vinyl, white and single-hung, single-slider or triple slider depending on the size of the opening.
 - o. Roof shingles shall be three-tab with the color chosen by the homeowner(s).
 - p. Metal roofs shall be one color and the color chosen by the homeowner(s).
 - q. Vinyl siding shall be one color chosen by the homeowner(s).
 - r. Vinyl soffit, corners and vinyl accessories shall be white.
 - s. Paint colors shall be chosen by the homeowner(s) with one trim color and one field color.
 - t. Mini blinds shall be installed over all window units in bedrooms and bathrooms, to ensure privacy
3. Homeowner's that want to upgrade from a contractor (standard) grade material to a higher grade material, or upgrade from a standard item listed in the General Specifications Guide to a special item selected by the homeowner(s) is required to pay the difference including taxes between the two items, plus any additional labor cost. Some examples of material upgrades are.
- a. Metal roof instead of an asphalt shingle roof.
 - b. Entry door(s) with glass instead of a solid panel entry door(s).
 - c. Full glass storm door instead of a standard storm door.
 - d. Special color or style of ceiling fans instead of standard ceiling fans.
 - e. Specially designed faucets instead of standard faucets.
 - f. Other special material instead of standard material.
4. Homeowner's that want to upgrade or change from standard grade material are required to pay their portion to the City before a contract will be signed with a housing rehabilitation contractor.

Homeowner Support

1. Homeowner(s) are required to remove or have removed all personal items from the attic before signing a Housing Rehabilitation contract. The homeowner(s) may choose to pay the City to have the contractor hired to perform the housing rehabilitation work to remove all personal belongings from the attic.
2. Homeowner(s) are required to remove or have removed all excess junk, debris, trash or yard waste from the property before a Housing Rehabilitation contract will be signed. The homeowner(s) may choose to pay the contractor hired to perform the housing rehabilitation work to also remove the excess junk, debris, trash, or yard waste required to be removed from the property.
3. If the homeowner(s) will continue to occupy the home during the housing rehabilitation work, the homeowner(s) shall cooperate with the contractor by abandoning areas necessary for the contractor(s) to perform the work and moving, or removing personal possessions that may interfere with the work being to be performed.
4. The homeowner(s) shall confer with the contractor and Project Manager regarding minor problems and general progress of the project. The Project Manager shall be involved with the project from the initial site visit through the final closeout inspections.
5. The Project Manager shall be notified for any warranty work during the homeowner's warranty period (one year from project completion).
6. The homeowner(s) shall authorize payments to the Contractor by signing a Payment Request Authorization Form provided by the Project Manager. The homeowner(s) shall not withhold any payment due to the contractor for work performed. Project's costing less than \$250 does not require the homeowner's authorization as long as the Project Manager has inspected the completed project and signed a Payment Request Authorization Form.
7. The Community Development Block Grant Program retains the right to pay the contractor directly and without the homeowner(s) consent if the contractor has completed any portion of the Description of Work, to include any change orders, and all work has been performed in a workmanlike manner; according to common construction practices and building codes.
8. For housing rehabilitation and emergency repair projects the existing home's utilities (natural gas, water, electricity) shall be made available, without charge to the contractor.
9. Landscaping: If exterior work is required and the homeowner(s) is physically able, it shall be the homeowner's responsibility to remove all personal belongings along the

exterior walls to include removing vines from the exterior wall surfaces and removing and/or trimming any bushes, hedges or trees within three feet of the exterior walls that may interfere with installing new windows, siding or other exterior work.

10. The homeowner(s) may not perform or hire another contractor to perform any type of construction-related repairs, improvements, and/or modifications to his/her/their home, effective from the date the homeowner(s) approved the Description of Work through the final housing rehabilitation inspection, which will be performed by the City's Building Inspection Department and/or the Project Manager. Failure to comply with this section will cause the project to be placed on hold until the unauthorized repairs, improvements, and/or modifications have been completed and inspected if required.
11. Contractors and their subcontractors are prohibited from smoking in homes during the housing rehabilitation work under the Community Development Block Grant Housing Services Program even with permission from the homeowner(s).
12. The Project Manager respectfully requests homeowner(s) not to smoke in his/her/their home while the contractors are performing work inside.
13. Any and all funds required to be provided by the homeowner(s) are required to be paid to the City before a contract will be signed by the homeowner(s), contractor and the Project Manager. Funds provided by the homeowner(s) will be paid to the contractor in his final check. Funds provided by the homeowner(s) are not considered part of the budget and will not be included in the Deferred Forgivable Loan Agreement.
14. The homeowner or a representative for the homeowner is required to be at the home and available the morning or afternoon the contractor has his final inspection of the rehabilitation work scheduled to be inspected by the City's Building Inspection Department. Failure to be available after being notified by the contractor or Project Manager of the inspection will require the homeowner to pay the \$25 re-inspection fee required by the Building Inspection Department.

Bid Opening

1. The Project Manager will hold a bid opening on the date and time and at the location specified in the Invitation to Bid and on the homeowners Description of Work. Bids are normally due at the City Administration Building, 201 Spring St., Room 214, Wednesday's at 9:00AM.
2. The Project Manager is required to prepare a Bid Tabulation Sheet showing the name of each bidder (contractor) that submitted a bid. The Tabulation Sheet will also show each bidders cost for each itemized section of work from the homeowner's Description of Work.

3. The bid opening is required and open to the public.
4. Homeowner(s) and bidders are encouraged to attend the bid opening.
5. The project shall be awarded to the lowest qualified bidder.

Pre-construction Meeting

1. Upon receipt of the bids, the Project Manager shall notify the homeowner(s) of the bid results if they did not attend the bid opening and their cost share of the project.
2. The Project Manager will hold a preconstruction meeting with the homeowner(s) and contractor within five (5) working days of the bid opening.
3. A date and time will be set for a pre-construction meeting to be held at the homeowner's home or the Project Manager's office. At the meeting the contractor, homeowner(s) and Project Manager will sign all required paperwork to begin the project.
4. At the meeting the following documents will be reviewed and signed by all parties involved;
 - a. Contractor's Acceptance and Notice to Proceed
 - b. Housing Rehabilitation Contract with:
 - Attachment A - Description of Work with contractor's bid amounts
 - Attachment B - Payment Schedule
 - Attachment C – Bid Tabulation Sheet with Change Order (if required)
 - c. Deferred Loan Agreement

Contractor

1. A contractor is a bidder that submits a bid to perform the detailed Description of Work on the homeowner's home.
2. The contractor shall specify the date he/she will begin the Housing Rehabilitation project. This date shall not be more than thirty (30) days from the date of the pre-construction meeting, unless mutually agreed upon by all parties involved.
3. The contractor shall have thirty (30) consecutive days (depending on weather and any change orders) from the start date to complete the approved Description of Work. The contractor has three (3) additional consecutive days to have the final inspection(s) conducted by the City's Building Inspection Department.

4. A contractor that is hired by the homeowner(s) and paid by the City on behalf of the homeowner(s) is considered a General Contractor. The General Contractor works directly for the homeowner(s).
5. A subcontractor is hired and paid by a General Contractor. Subcontractors work directly for the general contractor.
6. All contractors shall carry and require that there be carried by the subcontractors general liability insurance which shall include contractual projects. The Contractor shall submit evidence of insurance coverage to the Project Manager within five (5) working days of the bid opening.
7. All permit(s) required shall be obtained and posted on site by the contractor(s) before they begin their work.
8. The Project Manager shall provide a permit box along with a copy of the approved Description of Work to be left in the permit box during the course of the project.
9. Permit fees for Housing Rehabilitation and Emergency Repair projects are waived by the City of Springdale.
10. A final inspection must be conducted and passed by the City's Building Inspection Department before the contractor's final check will be released.

Contract

1. A Housing Rehabilitation Contract is required to be signed by the homeowner(s), contractor and the Project Manager.
2. The homeowner(s) shall enter into a contract with the contractor for the total amount of funds specified in the bid, including the homeowner(s) share of the project cost.
3. The City shall pay the contractor with the homeowner's approval for the work described and completed in the Description of Work and for the price stated in the contract and Payment Schedule.
4. No work shall be commenced by the contractor until the contractor has received an executed contract and a Notice to Proceed.
5. The homeowner(s) is required to sign a Pay Request Authorization Form for each payment requested by the contractor.
6. All monies due to the contractor shall be paid directly to the contractor by the City on behalf of the homeowner(s).

7. Payments due to the Contractor for housing rehabilitation projects shall be disbursed in either one (1) or two (2) payments depending on the duration of the project and as stated in the Payment Schedule.
8. The City retains the right to pay the contractor directly, and without the homeowner(s) approval, if the contractor has completed the work in the Description of Work, including any Change Orders and the work has been performed according to common construction practices and adopted building codes.
9. The homeowner(s) has the right to terminate the contract should the Contractor at any time.
 - a. Fails to commence and/or proceed in such a manner that will cause the project not to be completed by the agreed completion date.
 - b. Permits work to cease for any cause, on said improvement for a period of 5 working days.
 - c. Fails to maintain the quality and the intent of the approved Description of Work as interpreted by the homeowner(s) and the Project Manager.
 - d. Dies or becomes physically or mentally incapacitated to carry on his/her business, or if a voluntary or involuntary petition of bankruptcy is filed by or against the Contractor, or if the Contractor becomes insolvent or makes an assignment for the benefit of creditors, or if a receiver is appointed for the Contractor's assets.
 - e. Assigns the Contract to another Contractor or party without written consent of the homeowner(s). (Assignment to establish a financial credit line is acceptable without the homeowner's consent.)
 - f. If any of these events occurs, the homeowner(s) shall, by letter; advise the Contractor of the termination of the Contract and direct the Project Manager to withhold any further disbursement of funds to the contractor. The City's Planning & Community Development Director shall determine if the Contractor is entitled to reimbursement for unpaid completed work, but only after all costs have been fully paid for the completion of all contracted work including any Change Orders.
10. The Contractor has the right to terminate the Contract, should the owner at any time.
 - a. Deny the Contractor access to the property during normal working hours.
 - b. Enter into a separate contract, subcontract or hire another person at the time the original contract is in force for the specific address except those which have been agreed to by the homeowner(s) and the Contractor.

- c. Delay the work (3 days or more) as described in the Description of Work due to wanting to make changes to the original bid specifications.
- d. If any of these events occur, the Contractor is entitled to reimbursement for all work completed, in a proportionate amount of the total Contract price. The Planning & Community Development Director shall determine this amount.

Change Order(s)

1. A Change Order will only be allowed for unforeseen work. Unforeseen work is defined as work that is required but could not be seen during the visual Housing Quality Standards Inspection of the dwelling. The unforeseen work must be required to correct structural damage, eliminate code violations, or similar work required to complete the project and pass the final inspection.
2. No revisions, modifications, additions or deletions to the Description of Work shall be made without prior approval by the Project Manager, homeowner(s) and contractor through the execution of a written Change Order prepared by the Project Manager and signed by the three parties.
3. Any additional funds needed for unforeseen work, must be approved prior to the additional work being started.
4. The cost of any approved Change Order(s) will be identified and submitted on the contractor's final invoice.
5. The homeowner(s) are financially liable if they ask the general contractor, sub-contractor or any contractor's employees to perform any work not in the approved "Description of Work" or approved Change Order.

Project Site

1. Any damage to the dwelling or property caused by the contractor(s), his/her worker(s), delivery personnel or vehicles during the housing rehabilitation project shall be repaired to like-new condition, unless otherwise noted.
2. The contractor(s) shall maintain a clean and orderly project site during the course of the work.
3. If a General Contractor is assigned to oversee the entire project he/she is responsible for ensuring the work site is cleaned up daily or on an as-needed basis.
4. If a General Contractor is not assigned to oversee the project then the contractor(s) performing the work are responsible for cleanup.

Warranties

1. The Contractor shall guarantee all work performed for a period of one (1) year from the date of the recorded notice of completion of all work performed under the contract.
2. Manufacturers' and suppliers' written guarantees and warranties, covering materials and equipment, furnished under the contract shall be furnished to the homeowner.
3. All warranties shall specifically provide all defects in material and workmanship appearing during the warranty period, as determined by the Project Manager. In case of conflict between the contractor and the homeowner(s), it will be remedied to the satisfaction of the City's Planning & Community Development Director at no additional cost to the homeowner.
4. Warranty of new roofs shall be for a minimum of one year for labor and for the period as specified by the manufacturer of the roofing materials, from the date of final inspection.
5. Repairs performed by a contractor may or may not be covered under the warranty, depending on the type of repairs made, such as but not limited to:
 - a. Unclogging sewer drain lines
 - b. Replacing light bulbs
 - c. Repairing roofs
6. The homeowner(s) shall notify the Project Manager if a problem arises from the work that was performed by the contractor in regards to the Description of Work. The purpose of notifying the Project Manager is to track the number of times a contractor is called back to correct his/her work.
7. The homeowner(s) shall notify the contractor directly, and explain the problem to him/her and schedule a date and time for the contractor to correct the problem.
8. Any product(s) supplied by the homeowner(s) is not covered under the warranty.
9. Maintenance work performed by the contractor may or may not be covered under the warranty.

Deferred Forgivable Loan Agreement

1. A Deferred Forgivable Loan Agreement is an agreement between homeowner(s) and City of Springdale. The amount of a Deferred Forgivable Loan Agreement

varies for each homeowner and is based on the amount of funds provided to the homeowner(s). A grant is to pay for the cost of the work required to bring the home up to current housing and building codes, and energy efficiency standards.

2. The duration (affordability period) of a Deferred Forgivable Loan Agreement is dependent on the amount of federal funds spent on the home.
 - a. Five Years - for amounts between \$2,000 and \$10,000
 - b. Ten Years - for amounts between \$10,000 and \$30,000
3. A Deferred Forgivable Loan provided to homeowners is reduced by ten percent (10%) each year during the affordability period.
4. A Deferred Forgivable Loan Agreement is to ensure the homeowner(s) do not sell their home as soon as the Housing Rehabilitation improvements are completed and financially benefit from the grant. If the homeowner(s) decides to sell his/her/their home at any time during the affordability period, he/she/they are responsible to repay the current balance remaining on the Deferred Forgivable Loan Agreement at that point-in-time.
5. The Deferred Forgivable Loan does not have to be repaid as long as the homeowner(s) continues to occupy the home during the affordability period.
6. During the affordability period, refinancing will only be allowed by the City if the homeowner(s) can get a better interest rate on his/her/their existing mortgage. Under this circumstance the City would subordinate the Deferred Forgivable Loan Agreement.
7. If refinancing does occur and the homeowner(s) takes cash out, the current balance remaining on the Deferred Forgivable Loan Agreement at that point-in-time must be re-paid to the City before the Deferred Forgivable Loan Agreement would be released.
8. The City cannot subordinate the Deferred Forgivable Loan Agreement if the homeowner(s) decides to refinance and take cash out.
9. The affordability period begins the date stated on the Deferred Forgivable Loan Agreement and extends for the duration specified in the Agreement.
10. The homeowner(s) shall enter into a Deferred Forgivable Loan Agreement with the City at the beginning of the project and for the amount of Community Development Block Grant Program funds required to complete the work. This agreement allows the City to commit and provide the funds required for the work.

Paint Program

1. Housing Services Program Funds are used only to pay contractors to paint new material installed during a housing rehabilitation or emergency repair project that is exposed to the weather (outside).
2. The homeowner(s) may pay the housing rehabilitation contractor or someone else to perform the interior painting work required to paint the unfinished interior material installed during the project or may complete the painting work themselves.
3. The homeowner(s) may wish to use family members, friends, or others to perform the required painting work.
4. The Project Manager may provide one trim color and one field color of paint to the homeowner(s) to paint the interior or exterior of the home if the surfaces are in need of painting.
5. The Housing Services Program may provide volunteers, if available to perform any major painting work.
6. The Housing Services Program has painting tools, supplies and equipment available for homeowner(s) to perform any painting work that may be required. The homeowner(s) are required to clean all non-expendable tools after use and before the Project Manager arrives to pick up the tools and equipment.

Landscaping

1. Dead, diseased or dying trees on the homeowner's property which may constitute a potential hazard to life or property, or harbor insects or disease which constitutes a potential threat to other trees on the property or within the neighborhood must be cut-down and removed by city ordinance 4120, §6, 10-9-07 (Section 42-156). The removal of dead, diseased or dying trees reduces the possibility the trees or limbs from the trees may fall on the homeowner's home or personal property or the neighbor's home or personal property and cause unnecessary damage.
2. The removal of dead, diseased, dying trees and/or live trees on real property may be partially funded by the Housing Services Program if the City also plans to rehabilitate the home on the property. The homeowners shall pay a portion of the cost to remove or trim any trees on the property that may be required to be removed or trimmed.
3. Tree limbs hanging directly on or immediately above the incoming electrical service lines from the electrical utility pole to the home are required to be trimmed due to the possibility of the limbs breaking and falling which may damage the electrical service and cause a potential hazard to life or property and in most cases is a requirement of electrical service providers.

4. Tree limbs hanging over the roof of the dwelling are required to be trimmed to reduce the possibility of the limb's rubbing the shingles, breaking and falling and causing damage to the roof or structure and in most cases is a requirement of insurance companies.
5. Trees severely leaning toward the home may be cut down at the homeowner(s) request if the trees may fall and cause damage to the structure.
6. The amount a homeowner shall pay to have trees trimmed and/or removed required by ordinance, insurance companies, electrical service providers or the Housing Services Program is based on the total cost of the tree removal or tree trimming cost and the homeowner's income level. The minimum amount a homeowner shall pay is:
 - a. Extremely-low; 0-30% homeowners cost share is 5%
 - b. Very-low; 30% - 50% homeowners cost share is 7.5%
 - c. Low; 50% - 80% homeowners cost share is 10%
7. The chipping of tree stumps near the structure may be funded by the Housing Services Program if there is a possibility that termites will nest in the stumps. It may be the property owner's responsibility to remove the debris caused by the stump being grinded down.
8. Housing Services Program funds disbursed for the trimming or removal of trees or the chipping of stumps does not apply towards the grant awarded to homeowner(s) for housing rehabilitation work.
9. The replacement of trees, bushes, hedges, shrubs, flowers or plants is not an eligible expense under the Housing Services Program.
10. The Housing Services Program does not fund the removal of bushes, hedges, shrubs, plants, vines or any other type of landscaping material on the property.
11. Chain-link fences, wood privacy fences or any other type of fencing material is not an eligible expense under the Housing Services Program. The repair, replacement or installation of fencing material is the homeowner's responsibility.
12. Landscaping material such as pavers, borders, edging, blocks, top soil or sod is not an eligible expense from the Community Development Block Grant Program.
13. The Housing Services Program may provide top soil for filling holes if the Housing Services Program has private funds available.

Self-help Program

1. The Housing Services Program may provide certain materials to homeowner(s) in order for him/her/them to complete minor maintenance or repair work or qualified Housing Rehabilitation work on his/her/their own home.
2. The Housing Services Program may loan qualified homeowner(s) the tools necessary to complete maintenance work, repair work and minor housing rehabilitation work on his/her/their home. Tools include but are not limited to: hammers, pry bars, wrenches, putty-knives, caulking guns, screwdrivers, pliers, nail aprons, gloves, drop cloths, step ladders, extension ladders, battery powered tools, etcetera.
3. The Housing Services Program also has some lawn and landscaping tools available for homeowners to use in cleaning up their property. Tools include but are not limited to: hoes, round-point and square point shovels, lawn and garden rakes, pruning shears and chainsaws, gloves, wheelbarrows, lawnmowers, weed eaters, etcetera.
4. The Housing Services Program may also provide dump trailers for homeowners to use when required to clean up junk and debris from their property, trim trees, clear overgrown brush or other landscaping type work the homeowner chooses to perform or is required to perform.

Volunteer Program

1. This program provides tools, equipment, materials, supplies and other items necessary for volunteers to perform painting, minor housing rehabilitation, demolition or landscaping work.
2. Some of the tools, equipment and/or materials are purchased with Community Development Block Grant Program funds, some are purchased with private funds, and others are donated by businesses, groups, organizations or individuals.
3. Organizations have previously provided volunteers to complete minor housing rehabilitation, landscaping and cleanup work.
4. Volunteers have ranged from individuals to large groups of seventy-five persons per day. Volunteers perform work that may take only take an hour or two to complete such as; cleaning up and landscape work on a property or up to four days to complete, such as; installing vinyl siding and soffit or painting the entire exterior of a home.
5. The Project Manager works with various businesses, churches, organizations, groups and individuals that work on housing rehabilitation projects.

6. The Project Manager also maintains a list of groups and individuals that volunteer to work on housing rehabilitation projects.
7. Preparing a Description of Work shortly after the applicant has qualified for the Housing Services Program allows the Project Manager to have a list of projects for volunteers available when businesses, organizations, groups or individuals request a housing rehabilitation community service project.
8. Many homeowners that have had housing rehabilitation work performed on their home volunteer to assist other homeowners on the waiting list. Homeowner(s), who are physically able to, are encouraged to volunteer and assist other homeowners.
9. Encouraging and allowing volunteers to perform housing rehabilitation projects that do not require a specialized trade (plumber, electrician, roofer, etcetera) is good for the community and the Housing Services Program.
10. Volunteers have saved the Housing Services Program as little as \$118 by painting exterior doors and casings on a home and as much as \$7,750 on another home by installing vinyl siding and soffit, painting the interior, removing a dilapidated front porch, constructing a new porch, installing mini blinds, landscaping, property cleanup and other minor work.
11. Volunteers perform a wide variety of work, including but not limited to:
 - a. Interior and exterior painting
 - b. Landscaping
 - c. Property cleanup
 - d. Demolition of dilapidated out-buildings
 - e. Construct and/or assemble new storage sheds
 - f. Install mini blinds
 - g. Install vinyl siding
 - h. Construct wheelchair ramps
 - i. Construct or rebuild landings and decks
12. If volunteers are skilled there may be additional types of housing rehabilitation projects available.
13. If you or a group, organization, church, business or individual whom you know may

be interested in volunteering, please call the Project Manager at 750-8175.

14. Additional information about the Volunteer Program is available on the City's web site at: www.springdalear.gov
 - select Departments
 - select Community Development
 - select Volunteer Program

Recycle Program

1. All recyclable materials removed from homes during the Housing Rehabilitation or Emergency Repair work are recycled by the Contractor or the Project Manager. This benefits the Contractor, Volunteer Program, and environment. The contractors will save time and money by not hauling the material off to a landfill, and the Housing Services Program benefits financially by recycling the material.
2. Funds earned from recycling are placed in the Contribution Program and used to purchase items volunteers may need, but are not allowed to be purchased with Community Development Block Grant Program funds such as; drinks, food, tee shirts, ice chests, recycle containers, landscaping tools, dump trailers, and other tools, material and equipment that may make the work easier for volunteers or homeowners.

Contribution Program

1. Businesses and organizations donate gift cards, food, drinks, tools, equipment, supplies and materials to the Housing Services Program.
2. Individuals donate new and old tools and equipment to the program.
3. Homeowners who have received housing rehabilitation assistance also donate tools, material, equipment they no longer need or want.
4. Contractors donate time, money, material, supplies and recyclable material to the Housing Services Program.
5. Funds available in the Contribution Program have been used to pay for items and work not allowed to be purchased from the Community Development Block Grant Program. Such as, but not limited to:
 - a. Stoves
 - b. Refrigerators
 - c. Removal of trash, junk and debris from the property
 - d. Fencing

- e. Pet doors
- f. Top soil
- g. Storage sheds