

FREQUENTLY ASKED QUESTIONS

How do I apply?

All contractors must submit a completed application and provide copies of licenses, references, and original insurance binders.



What is the process?

The Housing Rehabilitation Inspector provides homeowners with a Work Write-up that details required repairs and eligible rehabilitation to eliminate all code violations.



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

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

Contractors are selected for a project based on a competitive bid process. The Housing Coordinator invites qualified contractors to attend a bid showing at the home. Bids are due one week from the bid showing.

How do I get paid?

All payments are issued to the Contractor and the Homeowner through the City of Salem.

Progress payments are made after segments of the work is completed and deemed satisfactory by the Housing Rehabilitation Inspector.



Advances are not allowed under program guidelines.

What are the requirements?

- ⌘ All rehabilitation, repairs, alterations, additions and demolition of existing structures must comply with: Housing Quality Standards (HQS); all pertinent State and Local building, plumbing and electrical codes; and the Lead Based Paint Provisions mandated by HUD and Commonwealth of Massachusetts.
- ⌘ Materials must be new and comply with the specifications and 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.

What insurance do I need?

Contractors must maintain Comprehensive Public Liability Insurance Covering Death or Bodily Injury, Property Damage and Worker's Compensation Insurance for all employees.



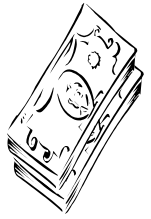
What about permits and licenses?



The contractor is responsible for acquiring all building permits, necessary licenses and obtaining dumpsters.

Where do funds come from?

The City of Salem's Housing Rehabilitation Loan Program is funded through the United States Department of Housing and Urban Development (HUD), utilizing Community Development Block Grant (CDBG) Funds, and the Massachusetts Lead Abatement Program Gap Filler V Funds and MassHousing's Get The Lead Out Program.



What is the goal of the program?

To improve the quality of homes belonging to families who otherwise could not afford to repair their home.
Homeowners must meet HUD income eligible requirements.





The City of Salem, through the Department of Planning and Community Development, offers a Housing Rehabilitation Loan Program and a Get The Lead Out Program.



QUALIFIED CONTRACTORS are essential to the success of this program.

We encourage all contractors to join us in improving the quality of homes belonging to local residents.

Please complete an *APPLICATION FOR PLACEMENT ON QUALIFIED CONTRACTOR'S LIST* and return to the Department of Planning and Community Development at your earliest convenience.

Thank you for your interest in Salem's Housing Rehabilitation Loan Program. Should you have any questions or require further information, please contact our Housing Staff at 978-619-5685.

DISCLAIMER

The **QUALIFIED CONTRACTOR'S LIST** is a resource provided to homeowners. The City of Salem does not recommend or endorse any contractors to applicants.

FOR FURTHER INFORMATION

Please contact the
City of Salem's Department of
Planning and Community Development
120 Washington Street, 3rd Floor
Salem, MA 01970

*Para información en español, favor de
llamar 978-619-5685.*



The City of Salem does not discriminate on the basis of race, color, national origin, gender, age, religion, familial status, sexual orientation or disability.



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Due to periodic changes in federal regulations and budgetary constraints, program guidelines are designed to be flexible and therefore subject to change.

HOUSING REHABILITATION LOAN PROGRAM



Information for Contractors

CITY OF SALEM
DEPARTMENT OF PLANNING AND
COMMUNITY DEVELOPMENT
(DPCD)



KIMBERLEY DRISCOLL
MAYOR