

Help Wanted

The City of Brunswick, through the Department of Community Development, 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 homes belonging to owner-occupied residents within the city limits.

Please complete an application for placement on Qualified Contractor's List and return to the Department of Community Development at your earliest convenience.

Thank you for your interest in City of Brunswick's Housing Rehabilitation Program. Should you have any questions or require further information, please contact our Housing Staff.



Valerie L. Stallworth
Program Coordinator
(912)267-5530

vstallworth@cityofbrunswick-ga.gov

DISCLAIMER

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

FOR FURTHER INFORMATION

Please contact the City of Brunswick's Department of Community Development
601 Gloucester Street
Brunswick, GA 31521
(912)267-5530 (Office)
(912)267-5542 (Fax)



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

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

HOUSING
REHABILITATION
PROGRAM
COMMUNITY HOME INVESTMENT
PROGRAM
CHIP



INFORMATION FOR CONTRACTORS

City of Brunswick

Department of
Community
Development



DEPARTMENT OF COMMUNITY DEVELOPMENT FAIR HOUSING
The Department of Community Development with the City of Brunswick 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 Shauntae Walker, CDBG Program Manager at (912)280-1820 or via email: styson@cityofbrunswick-ga.gov.



FREQUENTLY ASKED QUESTIONS

How do I apply?

All contractors must submit a completed application and provide copies of licenses, references, and current certificates of insurance all state and local.

What is the process?

A designated Building Official 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 each project based on a competitive bid process. The Program Coordinator invites qualified contractors to attend a pre-bid conference at the home. Bids are due one week from the bid showing.

How do I get paid?

All payments are issued directly to the Contractor. Progress payments are made after segments of the work are satisfactorily completed and are approved by the City Building Official.

NOTE: 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.
- 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.



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, 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 arranging waste disposal.

Where do funds come from?

The City of Brunswick's Housing 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?

To improve the quality of homes belonging to elderly families who otherwise could not afford to repair their home.

Homeowners must meet HUD income eligible requirements....

