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All work to be done shall comply with specifications set forth in "Invitations to bid" and "Minimum Property Standards for Urban Renewal Rehabilitation".

NOTE: Item number corresponds with item in specifications. Items without numbers are self-explanatory.

- | <u>ITEM NO.</u> | <u>ACTUAL VIOLATIONS</u>   |
|-----------------|--|
| 21              | Repair driveway and repair curb-wall <sup>left</sup> of drive <del>to</del> <sup>wood</sup> .  |
| 20-22           | Repair exterior siding and all decayed connecting members, install boxed in eaves of 3/8" exterior plywood, install eaves vents not more than 5'0" apart and apply (2) coats exterior oil base paint to entire exterior. |
| 18              | Point up mortar joints in foundation and curtain walls and apply masonry paint.  |
| 18              | Repair and paint steps around house.   |
| 4               | Repair and reglaze all windows and paint.  |
| 17              | <i>How</i> Install (22) aluminum window screens.   |
| 18              | Repair foundation vents.   |
| 7               | Rewire house to comply with city electrical code and our standard.   |
| 11              | Install new door and frame to basement.  |
| 18              | Repair retaining wall on right side of premises.   |
| 10              | Treat for termites and other infestations.   |
| 13              | Reroof house with staple lock shingles.  |
| 7               | Install ceiling light and wall switch to basement step.<br>Repair chimney.   |
|                 | Demolish garage in rear of premises and haul away debris and trash from premises.  |
| 11              | Repair front gable, install 1" x 12" sheathing vertically and strip joints with 1" x 2" and paint (2) coats two tone paint.  |

LIVING ROOM

- |     |  |
|-----|--|
| 1-3 | Strip ceiling with 1" x 4" and install 1/2" sheetrock on ceiling and walls and paint with (2) coats paint. |
| 2   | Sand floor, fill cracks and apply (2) coats varnish.   |
| 4   | Rework (4) windows to open and close freely.<br>Rework front door to open and close freely.                |

ITEM 11.

DINING ROOM

- 1-3 Strip ceiling with 1" x 4" and install 1/2" sheetrock on ceiling and walls and paint with (2) coats paint.
- 2 Sand floor, fill cracks and apply (2) coats varnish.
- 4 Rework (2) windows to open and close freely.

KITCHEN

- 1-3-11 Strip ceiling with 1" x 4" and install 1/2" sheetrock on ceiling and walls and apply (2) coats enamel throughout.
- 4 Rework (2) windows to open and close freely.
- 16 Install adequate wall and base cabinets to comply with cur standards.  
Repair ceiling and wall on pantry and shelves and apply (2) coat of paint.  
Replace pantry door.

BED ROOM

- 1-3 Repair cracks in ceiling and walls and apply (2) coats paint to ceiling.
- 4 Rework (1) window to open and close freely.  
Repair built in cabinet doors and drawers to open and close *freely* and apply (2) coats enamel paint.

BED

- 1-3 Repair ceiling and apply (2) coats paint and apply (1) coat varnish to side walls.
- 4 Rework (4) windows to open and close freely.
- 12 Remove tiles on floor and install vinyl asbestos tiles 3/8" Plywood underlayment grade.  
Rework door to open and close freely.
- 15 Install closed face vented heater with pilot.  
Install aluminum door (screen).

BATH ROOM

- 1-3 Repair cracks in ceiling and walls and paint (2) coats paint.
- 2 Sand floor, fill cracks and apply (2) coats varnish.
- 4 Rework (4) windows to open and close freely.

FRONT PORCH

Re-work doors to open and close properly.

- 7 Install adequate receptacles.  
 1-3 Repair ceiling and walls and apply (2) coats paint.

FRONT PORCH

- 1-3 Strip ceiling with 1" x 4" and install 1/2" sheetrock to ceiling and repair cracks in sidewall and apply (2) coats paint.  
 2 Sand floor, fill cracks and apply (2) coats varnish.  
 4 Repair and re-work (4) windows to open and close freely.  
 Re-work (2) doors to open and close properly.  
 7 Install required receptacles.  
 1-3 Repair ceiling and walls and shelves and apply (2) coats paint.

BATH ROOM

- 1-3 Strip ceiling with 1" x 4" and install 1/2" sheetrock to ceiling and upper portion of walls and install 1/8" tileboard to lower portion with metal moulding to edges and corners.  
 4 Repair window to open and close freely.  
 6 Install new tub, commode, lavatory.  
 1-3 Repair ceiling and walls of linen closet and apply (2) coats, paint entire closet.

HALL

- 1-3 Repair cracks in ceiling and walls to an even surface and apply (2) coats paint.  
 2 Sand floor, fill cracks and varnish (2) coats.

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Charles V. Dickens Jr.  
523-8245

## GENERAL INFORMATION OF REHABILITATION GRANTS AND LOANS

Many low-income property owners in an urban redevelopment project cannot afford repairs and improvements necessary to bring their property up to the required housing standards. In order to assist these property owners, a special program of loans and grants was authorized as a result of the housing and Urban Redevelopment Act of 1965.

REHABILITATION GRANTS are direct grants to qualified low-income owner-occupants located in an urban redevelopment area. These grants are for the cost to repair and improve the property so that it conforms to property standards in a Neighborhood Development Program. The maximum amount of the grant is \$3000. These are outright grants, and do not need to be repaid. No lien is placed on the property.

Eligibility for these grants require that the family income in most cases must be under \$3000. Any applicant whose income exceeds \$3000 may be eligible for a partial grant if the total housing expense is over 25% of the applicant's monthly income.

REHABILITATION LOANS are direct loans at 3% interest, which can extend over a 20-year period made to qualified owners of property in a Neighborhood Development Program Area. The property owner is eligible if he is an acceptable risk, but unable to secure necessary funds from other sources upon comparable terms and conditions. In the case of homeowners, it is possible to refinance loans presently on the property in addition using the loan to pay for the rehabilitation costs. The loan may not exceed the estimated cost of necessary repairs and improvements to bring the property up to the project standards. In the case of investor-owned property, no funds are available to pay off any present indebtedness on the property; the loan is limited to the actual cost of the repairs and improvements.

### THE PROCEDURE FOR SECURING A GRANT OR LOAN WOULD INCLUDE:

- (1) A survey of the property by the Rehabilitation Advisor who will prepare a written report on the work that needs to be accomplished. He will also develop a cost estimate.
- (2) Discussion of methods of financing improvements with the property owner and assist in making an application for a loan or a grant.
- (3) Assist property owners in obtaining bids from contractors to assure that work will be done at the lowest price.
- (4) Inspect the work as it is being accomplished.
- (5) Make certain that the contractor is paid only after all work has been completed to the satisfaction of the owner and the project's rehabilitation staff.

Rehabilitation staff members will be available at all times to assist and counsel the property owner-- from the time of application through the closing out of the grant or loan.

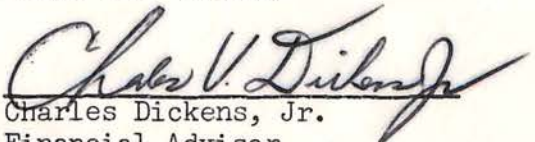
TO THE HOMEOWNERS IN THE MODEL CITIES AREA:

In order to determine your eligibility for a Grant of money to be used to repair and improve your home in an amount not exceeding \$3000.00 or a Loan at a low interest rate of 3% it is necessary for our finance department to have the following information:

1. Proof of ownership of the property which is usually a copy of the warranty deed.
2. Verification of income to determine your maximum eligibility for a Grant of Loan or a combination of both. This is usually in the form of:
  - a. A letter from employer
  - b. A written form indicating the amount of any income derived from social security, welfare, disability, pensions, verification of any rent received and any other income received from any other source.
  - c. The amount of any existing mortgage and the monthly payment on same and the name of the mortgage holder.

Your cooperation in providing this information as soon as possible will enable us to determine what help we can render to you, and proceed to get work started on your home as soon as possible.

Yours very truly,



Charles Dickens, Jr.  
Financial Advisor  
Model Cities Neighborhood  
Development Program

CDjr/dem

OWNER

ADDRESS

SPECIFICATIONS

1. All paint shall be a good grade made by a nationally advertised manufacturer and shall meet Federal specifications.  
Colors shall be selected by owners.  
Surfaces shall be prepared for painting by scraping, wire brushing to remove all loose materials, grease, dirt, dust, mildew, etc. Caulking material and putty shall be applied where needed before final coats of paint.  
All exterior painting shall be brush applied.
2. Floor finishing shall include sanding, filling and applying 1 coat primer and 1 coat varnish or 2 coats varnish.
3. Walls and ceilings shall be finished with a smooth surface, plaster cracks and holes properly filled, sheetrock joints taped and cement applied 3 times, the finish coat to be sanded lightly.
4. Repairing windows shall include replacing all decayed or broken components, including panes and replacing or applying putty, according to the manufacturers recommendations.
5. Repairing porches and floors in rooms shall include replacing all deteriorated framing and flooring. Porch repair includes replacing deteriorated ceilings, sheathings, rafters, facia boards, etc.
6. Repairing existing plumbing or replacing one or more plumbing fixtures shall be construed to include any modifications, additions or replacements to the plumbing system, which shall be ordered by the plumbing inspector of the City of Atlanta, at no increase in the contract price.
7. Repairing or replacing electrical fixtures or providing additional wall receptacles shall be construed to include any modification, replacement of rewiring, which shall be ordered by the electrical inspector of the City of Atlanta, at no increase in the contract price.
8. Any deviation from the contract in materials or methods shall be approved by the Atlanta Housing Authority and the property owner.
9. Any additional improvements which are not covered by the contract, and are to be paid for by the property owner, must be in writing and approved by the Atlanta Housing Authority.
10. Treat for termites, rodents and all other vermin infestation and furnish renewable termite certificate from state approved exterminating service without clause "owner agrees to pay for initial treatment".

OWNER

ADDRESS

## SPECIFICATIONS

11. All framing lumber to be used shall be equal to #2 S.L.Y.P. Grade Marked,
12. All plywood used for underlayment for resilient floors shall be "Underlayment Grade" and shall be approved by Atlanta Housing Authority Inspector before floor covering is laid.
13. All roofing material shall be equal to Johns-Mansville.
14. All plumbing fixtures shall be equal to American Standard including 10-year Glass-lined water heater.
15. Repairing existing heating equipment shall be construed to mean that any existing heating equipment to remain shall be thoroughly cleaned and all worn or damaged parts, fittings and accessories replaced and the entire system tested and left in perfect working condition, including thermostat, wiring, and all necessary controls. Heating equipment, whether repaired, new, or altered, shall provide heat to all parts of the building, as called for in "Minimum Property Standards". Shop drawings showing any proposed heating system, including size and location of all heating units, pipe sizes, it's capacity and controls, shall be submitted by the Heating Contractor and approved by the Atlanta Housing Authority inspector before proceeding with the work.
16. "Minimum cabinet space". when called for in work write-up, shall mean base cabinets with 4 sq. ft. of un-obstructed counter space and 5 sq. ft. of drawer space. Sufficient wall cabinets shall be installed to give a minimum of 30 sq. ft. of enclosed shelving.
17. Repairing gutters and downspouts, window and door screens shall mean to restore to normal life by means of repair. Otherwise, replacement will be required.
18. Repairing foundation shall be construed to mean the restoration of any structurally un-sound portions, pointing up of mortar joints, replacing any missing sections of curtain wall and restoring any decayed or damaged sections of existing curtains walls.
19. Repairing steps and stoops shall mean to restore to normal life by means of repair, including repairing, replacing or installing necessary handrails where required by height. Otherwise, replacement will be required.
20. Repair exterior siding shall include the replacement of any rotten, decayed or missing portions, including eaves.
21. Repairing walks and driveways shall mean restoring to sound, all-weather condition by means of repair. Otherwise, replacement will be required.
22. Repairing woodwork shall include the replacement of any rotten or decayed parts

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GENERAL CONDITIONS

BID AND PROPOSAL -- CONSTRUCTION CONTRACT

1-11 Units

Under \$10,000.00

1. You are invited to submit a proposal for improvements listed on the enclosed work write-up to property located at \_\_\_\_\_.
2. Should you submit a bid it must be received in a sealed envelope addressed to (the property owner) \_\_\_\_\_, care of Model Cities N.D.P. \_\_\_\_\_, Atlanta, Georgia, 30310, not later than 10:00 A.M. \_\_\_\_\_, at which time bids will be opened and publically read.
3. The bid and proposal shall be accepted by the owner within 30 days of the bid opening date. No work shall be commenced by the contractor until he has received a written proceed order from the owner.
4. The owner is obligated to issue a written proceed order within 30 days from the date of acceptance of the bid. Should the order not be received by the contractor within this 30 day period, the contractor has the option of withdrawing his bid.
5. The contractor must begin work within 10 days after issuance of the proceed order.
6. The contractor must satisfactorily complete the work within 30 calendar days after the issuance of the proceed order.
7. The contractor will be paid the contract price in one lump-sum amount after the work is satisfactorily completed except that one progress payment may be paid on contracts exceeding \$5,000.00. A progress payment shall not exceed 80% of the value of the work satisfactorily completed. Payments due the contractor will be paid within 20 days after receipt of the contractor's invoice and satisfactory release of liens or claims for liens by sub-contractors, laborers, and material suppliers for completed work or installed materials.
8. The contractor is required to:
  - a. Furnish evidence of comprehensive public liability insurance coverage protecting the owner for not less than \$50,000.00 in the event of bodily injury including death and \$25,000.00 in the event of property damage arising out of the work performed by the contractor; and evidence of insurance or other coverage required under the law governing workman's compensation.



- b. Obtain and pay for all permits and licenses necessary for the completion and execution of the work and labor to be performed.
- c. Perform all work in conformance with applicable codes and requirements whether or not covered by the specifications and drawings for the work.
- d. Keep the premises clean and orderly during the course of the work and remove all debris at the completion of the work. Materials and equipment that have been removed and replaced as part of the work shall belong to the contractor.
- e. Not assign the contract without written consent of the owner. The request for assignment must be addressed to the Atlanta Housing Authority,  

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Atlanta, Georgia 30310.
- f. Guarantee the work performed for a period of one year from the date of final acceptance of all the work required by the contract. Furthermore, furnish the owner, in care of the Atlanta Housing Authority, with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the contract.

9. Permit the U. S. Government or its designee to examine and inspect the rehabilitation work.

The owner is required to:

- a. Permit the contractor to use at no cost existing utilities such as light, heat, power and water necessary to the carrying out and completion of the work.
  - b. Cooperate with the contractor to facilitate the performance of the work, including the removal and replacement of rugs, coverings, and furniture, as necessary.
10. The premises are to be (occupied) (vacant) during the course of the construction work.
11. A provision that final payment on the contract amount will be made only after final inspection and acceptance of all the work to be performed by the contractor, and the contractor has furnished the owner, care of the Atlanta Housing Authority, satisfactory releases of liens or claims for liens by the contractor, sub-contractors, laborers, and materials suppliers.
12. Any damage done to the property during the course of the work, caused by the contractor or any of his employees, including sub-contractors, shall be repaired or replaced by the contractor at no expense to the owner.

- 12. This contract is subject to items 5, 6a, 8, 9, 10 & 11 of the Terms and conditions Federal Rehabilitation Loan under section 312 of the Housing Act of 1964, as amended.
- 13. The contract consists of the bid and proposal, the general conditions, the specifications, the work write-up, incorporated therein by reference and identified by name and address of owner, and the drawings (if any) identified by property location and name of property owner or owners.
- 14. For the considerations named therein, the contractor proposes to furnish all the material and do all of the work described in, and in accordance with, the contract identified above in Item 13 of the general conditions for the lump-sum of \$ \_\_\_\_\_.

Contractor

Acceptance by owner

\_\_\_\_\_  
Name of contractor

\_\_\_\_\_  
Name of owner(s)

\_\_\_\_\_  
Signature of contractor

\_\_\_\_\_  
Signature of owner(s)

\_\_\_\_\_  
Address of contractor

\_\_\_\_\_  
Address of Owner(s)

\_\_\_\_\_  
Date of proposal and bid

\_\_\_\_\_  
Date of Acceptance

\_\_\_\_\_  
Notorization of acknowledgement

\_\_\_\_\_  
Notorization of acknowledgement