

DOOR STOP, BASEBOARD MOUNT

Install a baseboard mounted, solid metal door stop.

TRIM, DOOR SET FINGER JOINTED

Trim both sides of interior door, including header, stops, and casings. Use 2-1/2" wide clamshell, finger-jointed pine.

TRIM, DOOR SET 1"X4"

Trim both sides of interior door, including header, stops and casings. Use 1"x4", #2 grade pine or better.

DOOR, FLUSH INT, HOLLOW CORE

Install flush, hollow-core, door on existing jamb. Include privacy lock set and 2 butt hinges.

DOOR, PRE-HUNG PASSAGE

Install a 1-3/8" pre-hung, flush, luaun door and split jamb including casing both sides, 2 butt hinges and a privacy lock set.

DOOR, WOOD BIFOLD

Hang a flush, hollow core, wood bifold door including overhead track, all hardware and casing on one side, plumb and centered within the opening.

ATTIC ACCESS

Cut and frame an attic access hatch of 3/8" plywood at least 74"x24". Trim with casing to match room, prime topcoat, weather-strip with closed cell foam and insulate with 1" closed-cell polystyrene.

DECK JOIST, 2"X 6" PTP

Install 2"x 6" preservative treated pine joist, level, crown up.

DECK, TONGUE-AND-GROOVE

Install 3/4" yellow pine tongue-and-groove decking to existing joists with concealed galvanized nails to match existing material.

POST, 4"X 4"

Support porch roof and remove damaged post. Replace damaged deck with matching 1" pine strip flooring. Install 4"x 4" preservative treated post on a 2"x 8"x 8" PTP plinth block.

PORCH CEILING, 1/4" BC PLYWOOD

Cover porch ceiling with 1/4" BCX plywood. Install cove molding at perimeter and 2" wide batten strips at seams.

PORCH CEILING, T&G

Dispose of damaged ceiling material. Install tongue-and-groove stripping, blind nailed to joists.

PORCH GUARD RAIL REPAIR-WOOD

Replace missing or defective balusters, support posts and railing with same size stock.

WOOD STAIR HANDRAIL, REPLACE EXT

Install preservative treated, code approved, grab-able handrail supported by 4"x 4" treated posts, 4' on center. Rail to be free from cracks, splinters, and rough edges. Set first post in a 12"x 8"x 12" concrete sleeve, bolt remaining posts to stringer with 7" lags.

GUARD RAIL, WOOD

Dispose of any existing railing. Construct a preservative treated pine railing using 2"x 4" top and bottom rails, and 2"x 2" balusters face nailed 6" on center. Create a 3'6" high railing between 4"x 4" end posts.

PORCH LATTICE, REPLACE

Dispose of any existing lattice around porch crawl space. Frame opening with 1"x 4" preservative treated pine with vertical members 24" on center. Install 1/4"x 2" pine lattice on frame.

PORCH, REBUILD

Remove deteriorated porch. Construct 12"x 12" masonry piers, 2"x 10" joists with 1/2" tongue and groove flooring to support child-proof wood railing and 4"x 4" posts for roof. Construct roof structure with 2"x 6" rafters, 1/2" plywood deck, fiberglass shingles, aluminum gutter and downspouts and 1/4" plywood ceiling. Structural lumber and deck shall be preservative treated.

TREAD REPLACEMENT, EXTERIOR

Dispose of damaged tread. Install 1-5/8" preservative treated pine stepping stock with screw shank nails.

STEPS/LANDING, REPLACE EXTERIOR

Dispose of existing steps and landing. Construct a replacement unit with two 2"x 12" preservative treated pine stringers, 5/4" PTP stepping stock treads, on a solid concrete footer. Frame stairs 3' wide connecting to a 5'x 6' landing, of 2"x 6"s and 2"x 4" deck. Construct a wood handrail on one side 32" above tread nosing.

TUB SURROUND, PREFAB

Install a white fiberglass or acrylic, 3- or 5-piece, tub surround kit with a built-in soap dish. Caulk all joints with white, mildew resistant silicone caulk. Prepare substrate and attach panels using manufacturer's recommended adhesive and fasteners.

CABINETS, REPAIR

Repair base and hanging cabinets by re-hanging plumb and level and replacing missing hardware, doors and drawers. Securely refasten loose hardware. Clean all surfaces with heavy duty detergent.

TOWEL BAR

Install a 16" chrome-plated steel towel bar, screwed securely to studs.

MEDICINE CABINET, SURF MOUNT

Install a 16"x22" metal, surface mounted medicine cabinet with hinged plate glass mirror and two shelves.

ACCESSORY SET, 6-PIECE CHROME

Install a chrome-plated steel bathroom accessory set consisting of two 24" towel bars, soap dish, tumbler holder, soap and grab, and toilet paper holder. \$55 allowance per set.

HOUSE NUMBER SET

Install 3" high metal or PVC house numbers on a 1"x 4" pine backer-board painted with 2 coats of low-VOC exterior white latex paint.

MAILBOX

Dispose of mailbox and install a steel, black enamel finish, letter-size mail box with magazine rack

and lock-eye for padlock.

CLOSET POLE

Field measure and install 1-1/2" diameter wood closet pole and sockets.

CLOSET SHELF

Install 1"x 12" closet shelf of #2 grade pine or B/C plywood, from wall to wall, supported on three sides by hook strip. If more than 4' span, use center support bracket. If plywood, fill all cracks, holes and front edge cuts with putty, and sand smooth.

TUB END WALL

Frame a 2"x 4", 30" wide partition at tub end for full ceiling height. Provide blocking for a showerhead fitting and a 2'x 2' access panel. Hang water resistant drywall, tape and finish with 3 coats of compound. Use metal corner bead around access panel opening. Make stops for access panel and use 4 round-headed screws to install panel of 1/2" BCX plywood with smooth, sanded edges.

CLOSET, BEDROOM

Construct a 28" deep by 4' wide closet in bedroom along wall. Hang, tape and 3 coat finish 1/2" gypsum to both sides of the 2"x 3" framing. Hang a 3'x 6'8" louvered pine bi-fold door including overhead track and hardware. Install a 1"x 12" plywood shelf, 1-3/8" hanger rod and 1"x 4" interior base. Match exterior base to room. Prep and prime ready to paint.

ROOFING & SHEET METAL

4410 RAFTER, SISTER 2"X 8"

Sister a 2"x 8" to damaged rafter using a triangulated nailing pattern and cement coated nails, 8" on center.

RAFTER, 2"X 8" REPLACE

Dispose of existing roofing and defective rafter. Install a 2"x 8" pine rafter, crown up, from ridge board to fascia. Re-nail sheathing with coated sinkers to new rafter.

FRAME ROOF, PITCHED

Frame roof structure to match existing pitch with pre-engineered trusses or rafters sized to local code. Install 3/8" plywood deck with clips 2' on center, nailed 6" on center.

FRAME ROOF, FLAT 2"X 8"

Frame roof structure for flat roof using 2"x8" pine, 16" on center and 1/2" CDX sheathing.

ROOF SHEATHING 1/2"

Install 1/2" CDX plywood sheathing nailed 8" on center using plywood clips.

ROOF, REPAIR AND RE-COAT

Cut out and repair bubbles, reinstall flashing and hot mop roof with 1-1/2 pounds of asphalt per square foot to provide a leak free installation for 3 years.

ROOF, 3-PLY BUILT-UP

Remove gravel and debris. Install a 3-ply built-up fiberglass roof of one coated glass base sheet and two plies of Type IV fiberglass, hot mopped. Install gravel stop, flashing and vent collars with .019 aluminum. Flood coat & embed aggregate. Dispose of all debris from roof and yard. Provide a 10 year warranty.

ROOF, 90 LB. ROLL

Install 90 lb. mineralized fiberglass roll roofing using a 4" minimum overlap, nailed 6" on center with asphalt roofing cement per manufacturer's specs. Replace all flashing with .019 aluminum.

STRIP ROOF TO SHEATHING

Protect the building and plant material from damage by removal of existing roofing. Remove all roof materials down to the roof deck and remove or set all nails. Properly dispose of roofing materials.

ROOF-OVER, FIBERGLASS SHINGLE

Roof-over original roof using 220 lb. self-sealing, fiberglass/asphalt, strip shingles with a 25-year warranty. Replace defective flashing with .019 aluminum. Color choice by owner.

TEAR OFF AND RE-ROOF SHINGLES

Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 SF of sheathing per 100 SF of roof using pine board or CDX plywood of matching thickness. Staple 15 lb felt. Install preformed white aluminum, drip edge, and vent pipe boots. Install 220 lb fiberglass asphalt, 3 tab shingle with a 25 yr warranty. Replace all flashing. Install shingle-over ridge vent.

REROOF, 1/2" DECK/FIBERGLASS SHINGLE

Remove roof to deck. Install 1/2" CDX plywood over entire roof. Install 36 inch wide strips of Grace Ice and Water Shield at the eaves and in the valleys. Install 15 lb. felt as underlayment on the remainder of the decking. Install Owens Corning self-sealing, 25 year warranty fiberglass/ asphalt strip shingles. Replace all flashing, including valleys, with .019 aluminum. Install step flashing at all wall junctures. Color choice by owner.

FLASH CHIMNEY

Step flash top and down sides of chimney 1/2" into mortar joints using .027 aluminum or copper. Counter flash completed assembly with aluminum or modified bitumen. Guarantee assembly from leaks for 10 years.

GUTTER, 5" SEAMLESS ALUMINUM

Dispose of gutter. Install 5", K-type, seamless, .027 gauge aluminum gutter to service roof. White or brown color choice by owner.

DOWNSPOUT, 5" SEAMLESS ALUMINUM

Dispose of existing downspout. Install 5", square, seamless, .027 gauge, white, aluminum downspout. Strap at least 3' on center.

SPLASH BLOCK

Place concrete or plastic splash block at end of downspout directing the storm water away from the building.

VENT, ALUMINUM RIDGE

Install mill finish, aluminum ridge vent per manufacturer's specs.

RIDGE VENT, SHINGLE OVER

Cut vent slot into roof deck and install, per manufacturer's specifications, a shingle-over ridge vent with screening or a corrugated construction to prohibit entry by insects.

4715 VENT, GABLE

Install a screened, aluminum, rectangular or square gable vent with at least 4 square feet of free air space.

4722 VENT, DRIP EDGE

Install "Air Vent" Air Pro Flow™ Vented Drip Edge.

<http://www.airvent.com/professional/products/intake-ventedDE.shtml>

4723 VENT, SOFFIT, CONTINUOUS

Install "Air Vent" aluminum soffit vent models SV201 or SV202.

<http://www.airvent.com/pdf/installation/ContinuousSoffit-install.pdf>

VENT, SOFFIT, RECTANGULAR

Cut a hole in the soffit and install an aluminum 4"x 16"screened, rectangular soffit vent with a factory applied finish and fastened with screws of a matching color.

ROOF VENTILATION, COMBINED SOFFIT AND RIDGE

Install 1 SF of combined continuous soffit and ridge ventilation Soffit ventilation for every 300 SF of attic floor area. Use "Air Vent" aluminum soffit vent models SV201 or SV202 and "Shingle Over" style Ridge ventilation. 40% of the total required ventilation must be provided by the free air space rating of Ridge vents. 60% of the total required ventilation must be provided by the free air space rating of Soffit vents. All vents must be screened or be of a corrugated construction to prevent the intrusion of insects and if exposed must have a factory applied finish.

VENT, CUSTOM

ROOF FLASHING, REPAIR

Inspect, clean and reinstall copper or aluminum flashing to create a leak free seam. Seal all exposed nails with roofing cement.

FASCIA 1"X 6"

Install a 1"x 6" , #2 pine fascia with bevel cut joints using galvanized finish nails. Caulk over joints, and prime.

SOFFIT

Install 3/8" BCX plywood soffit.

CONSERVATION

WEATHER-STRIP WINDOW

Weather-strip both sash of double hung window with spring zinc or bronze weather-stripping to create a positive seal.

WEATHER-STRIP DOOR

Weather-strip wood door with spring bronze and a vinyl door sweep.

INSULATE WALL, R-13 BATT

Staple 3-1/2" thick, R-13, foil faced fiberglass roll insulation to studs per manufacturer's specifications.

INSULATE WALL, R-19 BATT

Staple 6" thick, R-19, foil faced fiberglass wall insulation to studs per manufacturer's specifications.

INSULATE CEILING, R-30 BATT

Loose lay 12" thick R-30 unfaced fiberglass batts between the ceiling joists carefully fitting the fiberglass around obstructions such as wires, pipes ductwork and building components to insure a consistent and continuous R30 rating.

VAPOR BARRIER, CRAWL SPACE

Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.

SEAL AND INSULATE, CRAWL SPACE

Install a 6-mil poly vapor barrier on ground in crawl space and up foundation walls to the top of the masonry leaving an inspection gap of 3 inches between the lowest wood component and the plastic. Fasten the plastic to the masonry wall with mechanical fasteners and large washers and seal the plastic to the masonry with Low VOC caulking rated to adhere plastic. Overlap seams in the plastic by 2 feet and seal the seams with fiberglass mesh tape and mastic. The end product will provide a water and air tight seal between the interior of the crawl space and the walls and floor of the crawl space and all penetrations including, but not limited to those created by plumbing, electrical and HVAC equipment, will be sealed tight. After the plastic vapor barrier has been inspected and approved by the Housing Rehabilitation Specialist responsible for this property, install a minimum R13 of Dow THERMAX foam board on the outside walls of the crawl space sealing the seams between the boards with foil tape approved by Dow for use with THERMAX. The layer of THERMAX shall be complete without voids and any gaps shall be sealed with polyurethane foam sealant.

INSULATE DUCT, FIBERGLASS

Wrap ducts/pipes with 1-1/2" foil scrim R-4 fiberglass insulation. Secure and seal all seams with duct tape.

DRYWALL & PLASTER

DRYWALL, RE-NAIL & RE-TAPE

Re-nail or screw gypsum surface 6" on center. Scrape seams and nail pops. Using fiberglass mesh, cut out seam and re-tape where tape is missing, damaged or bubbled. Finish with 2 coats of compound, wet sand, ready for paint.

DRYWALL, PATCH, LARGE

Cut back defective gypsum to expose half of the studs on each side of the hole. Cut and tightly fit drywall patch. Glue and nail or screw patch. Apply tape and 3 coats of compound feathered out at least 8". Sand ready for paint.

LAMINATE 3/8" DRYWALL

Hang 3/8" gypsum over wall or ceiling surface with screws 8" on center and a bead of construction adhesive 20" on center. Butt drywall to door and window casing and apply J channel molding. Remove top molding from 3-piece base and reinstall after surface is paint-ready. Tape, 3-coat finish and sand ready for paint.

DRYWALL, LAMINATE WATER RESIST

Hang 1/2" water resistant drywall over existing surface with screws 8" on center and 3/8" adhesive beads 16" on center. Remove top molding from 3-piece base. Butt drywall to door and window casing. Tape, 3-coat finish, and sand ready for paint. Install 3/8" ogee or shoe molding.

DRYWALL, 1/2"

Hang, tape and 3-coat finish 1/2" drywall. Apply a 3/8" bead of adhesive to each framing member and screw or nail 8" on center. Run boards with long dimension horizontal. Wet sand ready for paint.

DRYWALL, WATER RESISTANT

Hang, tape and 3-coat finish 1/2" water resistant drywall in wet area. Apply a 3/8" bead of adhesive to framing member and screw or nail 8" on center. Sand ready for paint.

PATCH PLASTER

Cut back damaged plaster. Cut out cracks 1/4" wide in a vee-joint. Re-nail all loose lath. Install 1/8" flat rib metal lath where wood is not reusable. Apply basecoat, allowing at least 1/16" for finish coat. After 24 hour cure, apply finish coat.

CERAMIC TILE

CERAMIC TILE, REGROUT, CAULK

Dig out loose grout 1/4". Remove all caulking and clean surface with mildew remover. Apply latex-portland grout and white, mildew resistant silicone caulk to all seams, fixture lips and pipe penetrations.

CERAMIC TILE, REPAIR

Remove damaged tiles. Cut and thin set ceramic tile of matching color and size. Re-grout entire surface and apply mildew resistant white silicone caulk to all seams, fixture lips and pipe penetrations.

CERAMIC FLOOR TILE

Using adhesive, lay owner's choice of \$3/sf ceramic floor tile over 1/2" reinforced cement board, screwed to subfloor. After at least 24 hours drying time, apply latex-portland grout. Clean floor and apply mildew resistant white silicone caulk to all edge seams and pipe penetrations. Install a 3" marble threshold at door.

PAINTING

PREP & PAINT WOOD FLOOR

Scrape and rough sand with 36-grit paper and a sanding stick, entire floor deck. Vacuum and tack-rag surface. Apply two coats owner's choice of premixed pigmented polyurethane floor finish, per manufacturer's recommendations.

PREP & PAINT EXTERIOR MASONRY

Protect ground with drop cloth. Scrape or pressure wash all loose, peeling, cracked and blistered paint from surface. Spot prime with latex primer. Paint one top coat with latex.

FLOORS

VINYL TILE FLOOR, REPAIR

Remove damaged floor tiles, clean adhesive from deck. Install tiles per manufacturer's recommendations to match original – in style, pattern and color – as closely as possible.

UNDERLAY AND VINYL TILE

Install 1/4" underlayment grade plywood using 7d screw shank or cement coated nails, or narrow crown staples, 6" on center allowing a 1/4" gap at wall. Lay 12"x12"x1/8" vinyl composition tile, color group B as made by Armstrong or Azrock, per manufacturer's recommendations. Square to room axis. Include metal edge strips at openings, and shoe molding or 4" vinyl base around perimeter. Owner's choice of in-stock color.

VINYL SHEET GOODS

Re-fasten all loose and warped underlayment and fill voids with patching compound. Install 070" vinyl sheet goods with a minimum of seams per manufacturer's recommendations. Caulk edges of vinyl with clear silicone. Install metal edge strips in openings and shoe molding or 4" vinyl base around perimeter. Owner's choice of in-stock color.

UNDERLAY & VINYL SHEET GOODS

Install 1/4" underlayment grade plywood, using 7d screw shank or cement coated nails, or narrow

crown staples, 6" on center allowing a 1/4" gap at wall. Install 070" thick, backed vinyl sheet goods w/ minimum seams, per manufacturer's recommendations. Caulk edges of vinyl w/clear silicone caulk to create positive seal. Install metal edge strips in openings & shoe molding or 4" vinyl base around perimeter.

CARPET AND PAD, REMOVE

Remove carpet, pad, metal edge strips and tack strips to a code legal dump.

HEAT & AIR

BURNER MAINTENANCE

Clean burner and combustion chamber, inspect and replace nozzle if required, oil motor and all pumps, adjust air/fuel oil mixture to manufacturer's recommendations. Replace oil filter.

BOILER, REBUILD CHAMBER

Rebuild firebox chamber in boiler to maximize flame retention.

BOILER, GAS REPLACE, COMPLETE

Dispose of heating equip. & radiators to code legal landfill. Size & install a gas-fired, cast iron, jacketed boiler, distribution piping & baseboard convectors to service entire house. Installation includes all power & control wiring, a set back thermostat, expansion tank, one circulation pump, water & gas supply & flue piping. The installation is required to maintain 70F. indoor temperature when outdoor temperature is -10 F. Min. AFUE rating 86.

BOILER, GAS CUSTOM

HEAT DUCT AND REGISTER

Install low-velocity insulated metal or flexible duct work from main trunk to floor or wall register.

SETBACK THERMOSTAT

Install a LuxPro PSP511Ca thermostat with the following settings: 6:00-8:00 a.m. 67 degrees F - 8:00 a.m. - 4:30 p.m. 62 degrees F - 4:30-10:30 p.m. 68 degrees F - 10:30 p.m. - 6:00 a.m. 62 degrees F.

FLUE THIMBLE

Remove flue and old chimney attachment. Install a ceramic clay insert into chimney. Point up all holes and reinstall flue.

FLUE REPLACE

Install a pre-fabricated, double-walled, UL listed, galvanized steel, 8" flue inside chimney.

PLUMBING

WATER SERVICE, COPPER K LINE

Excavate to 36", lay 1" type K, copper pipe and refill trench for water service. Lay line without joints from meter hub to main shut off valve inside structure. Contractor to apply and pay for all permits, repair concrete cuts and coordinate installation of new meter. Owner to pay all water tap fees. Backfill, seed and mulch disturbed yard areas.

SUPPLY, PEX

Install PEX (cross-linked polyethylene) tubing to supply domestic water to the specified plumbing

fixtures. Maintain manufacturer's required clearance from heating appliance vents, recessed lights or other heat sources. Installation will protect PEX tubing from direct sunlight. Protect PEX tubing with sleeves where abrasion may occur and use nail plates where PEX tubing penetrates wall stud or joists and has the potential for being struck with a screw or nail. Allow for manufacturer's required slack to compensate for expansion and contraction. Provide shutoff valves at each fixture. Pressure-test the system prior to charging with water.

SUPPLY, COPPER

Install type L rigid copper supply lines to specified fixtures with silver/tin solder. No solder containing lead is allowed. Install 3/4" pipe to branches and provide shut off valves at all fixtures. Provide dielectric unions at iron pipe joints. Pressure-test the system prior to charging with water.

SHUT-OFF VALVE

Install a PVC or chromed brass shut-off valve on existing fixture supply line.

WASTE LINES, INSPECT, REPORT

Test waste lines for leaks and proper venting. Identify defects and submit to the agency a priced list of recommended repairs to bring structure into compliance with the current plumbing code.

WASTE LINE, SNAKE

Power snake drain to clear lines for fixtures to main street sewer.

DRAIN, WASTE, VENT, PVC

Install schedule 40 PVC pipe and fittings, solvent welded after a dyed cleaning step. Install pipe with hangers 3' on center without critical damage to structural members.

TRAP, REPLACE

Replace trap and all corroded waste line from wall stub out to fixture with PVC or polypropylene.

SEWER SERVICE, 4" PVC

Install a 4" PVC sewer line from structure and connect to the public sanitary sewer system. Install clean-outs as required. Re-grade yard in work area, sow grass seed and spread straw to reestablish lawn. Contractor to apply and pay for all permits and road repairs. Owner to pay for sewer tap fees.

GAS LINE, PRESSURE TEST

Cap all gas lines prior to filling the distribution system with 120 lbs. of compressed air. Maintain pressure for 24 hours. Locate and seal any leaks in the system.

GAS LINE

Hang 3/4" main and 1/2" fixture gas supply lines of schedule 40 black steel pipe with malleable iron screwed fittings. Install brass stop valves at all equipment.

GAS SHUT-OFF VALVE

Install bronze, square head, gas cock valve for fixture.

GAS DRYER HOOK UP

Install schedule-40 black iron pipe and gas cock to dryer location. Install metal exhaust vent to exterior of structure with draft prevention wall cap.

FAUCET REPAIR, KITCHEN

Inspect valve seat, and grind until level or replace. Replace washers or rings and repack stem to

refurbish faucet.

FAUCET REPAIR, BATH

Inspect valve seat, and grind until level or replace. Replace washers or rings and repack stem to refurbish faucet.

BATHTUB, 5' STEEL COMPLETE

Install a 5' white, enameled, formed steel, tub complete with lever operated pop up drain and overflow, PVC waste, single lever shower diverter and Delta 6122 water saving shower head.

SHOWERSTALL, FIBERGLASS

Install a 36"x36" one piece, fiberglass shower stall including PVC waste, molded base, metal two handle shower diverter, shower rod and Delta 6122 shower head.

TOILET SEAT

Install a white, wood or plastic, top mounted toilet seat and lid. Material allowance \$20.

COMMODE, REFURBISH

Install an anti-siphon fill valve. Replace flap valve and adjust water height to effect proper flushing action.

DISCHARGE TUBE

Install temperature and pressure relief discharge tube on water heater. Bottom of tube shall be within 6" of floor or to outside of structure.

WATER HEATER, 30 GALLON GAS

Install a 30-gallon, glass lined, high recovery, insulated to R-7, gas water heater with a 10-year warranty. Include pressure and temperature relief valve, discharge tube to within 6" of floor or to outside of structure, vent, thimble, and gas piping from shut-off valve to fixture. Dispose of old water heater in code legal dump.

WATER HEATER, 40 GALLON GAS

Install a 4- gallon, glass lined, high recovery, insulated to R-7, gas water heater with a 10-year warranty. Include pressure and temperature relief valve, discharge tube to within 6" of floor or to outside of structure, vent, thimble, and gas piping from shut-off valve to fixture. Dispose of old water heater in code legal dump.

WATER HEATER, 30 GAL. ELECTRIC

Dispose of water heater in legal dump. Install a 30-gallon, low profile, high recovery, glass lined, insulated to R-7, double element, electric water heater with a 10-year warranty. Include pressure and temperature relief valve, discharge tube to within 6" of floor or to outside of structure, shut-off valve and electric supply.

WATER HEATER, 40 GAL. ELECTRIC

Dispose of water heater in legal dump. Install a 40-gallon, low profile, high recovery, glass lined, insulated to R-7, double element, electric water heater with 10-year warranty. Include pressure and temperature relief valve, discharge tube to within 6" of floor or to outside of structure, shut-off valve and electric supply.

LAUNDRY TUB, SNGL BOWL REPLACE

Remove existing sink to code legal dump. Install single bowl, 24" fiberglass laundry tray to fit under

faucet. Hook up waste line.

DRIPLESS CENTER, WASHER HOOK-UP

Install PVC stand pipe, hot and cold hose bibbs, and 20-amp outlet on a separate circuit to service a washing machine.

FAUCET, LAUNDRY TUB

Install a two handle, brass faucet with hose threading on laundry tub.

CLOTHES WASHING MACHINE HOOK-UP

Install a two-inch PVC stand pipe with trap, and a single lever "quick shutoff" washing machine valve with hot and cold threaded hose outlets to service a washing machine.

HOSE BIBB, REPAIR

Replace the packing in the valve stem and reassemble the hose bibb to be leak free.

HOSE BIBB

Install a bronze, freeze-free hose bibb on outside of structure with inside shut-off valve and backflow preventer. Seal exterior penetration with silicone caulk.

DRAIN/WASTE/VENT, 1 BATH HSE

Remove all drain, waste and wet vent lines to code legal dump. Install schedule-40 PVC or cast iron DWV lines to service one 3-piece bath, kitchen and laundry area from the foundation perimeter to roof vent terminus.

ELECTRICAL

ELECTRIC PANEL, RELOCATE

Relocate panel to inside of structure. Include all required materials to meet National Electric Code.

ELECTRIC SERVICE, 100-AMP

Replace existing electrical service with a residential, 100-amp, single phase, 3-wire electric service. Include a main disconnect, 12-circuit panel board, meter socket, weather head, service cable, and ground rod and cable. Seal exterior service penetrations to maintain a waterproof building envelope.

ELECTRIC SERVICE, 200-AMP

Replace existing electrical service with a residential, 200-amp service, main disconnect, 110/220-volt, 24-circuit panel board, meter socket, weather head, service cable, and ground rod and cable. Seal exterior service penetrations to maintain a waterproof building envelope.

GFI CIRCUIT BREAKER

Install a ground fault interrupt breaker in distribution panel to control all "wet area" outlets.

ARC-FAULT CIRCUIT BREAKER

Install an Arc-Fault circuit breaker in the distribution panel to protect all bedroom outlets.

RECEPTACLE REPLACE

Replace receptacle with ivory duplex receptacle and ivory metal cover plate.

RECEPTACLE, WIRE 15-AMP

Install an ivory, duplex, 15-amp receptacle and metal cover plate using copper romex. Fish wire and repair all tear out.

20-AMP CIRCUIT, RECEPTACLE

Install 20-amp, ivory, duplex receptacle with a matching plastic cover plate on a separate circuit with an individual over protection device. Fish wire and repair all tear out.

GFCI DEVICE

Replace receptacle with a surfaced mounted ground fault circuit interrupt receptacle.

RECEPTACLE, GFCI BATH

Install a flush mounted, ground fault circuit interrupted ivory duplex receptacle adjacent to lavatory using copper NM cable. Fish wire and repair all tear out.

RECEPTACLE, GFCI COUNTERTOP 15-AMP

Install a flush mounted, ground fault circuit interrupted, ivory, duplex receptacle and ivory cover plate using #14 copper NM cable, controlled by a 15-amp circuit breaker. Fish wire and repair all tear out.

WASHER CIRCUIT 110\20-AMP

Install a flush or surface mounted duplex outlet for a washing machine on a separate 20-amp circuit using #12 copper NM cable.

DRYER CIRCUIT, 30-AMP

Install 220 volt, 30 amp, surface mounted receptacle on an individual circuit.

WEATHERPROOF RECEPTACLE

Install a 15-amp, ground fault protected, surface mounted, weatherproof, PVC or non-ferrous box and receptacle using #14 copper NM conductors in EMT. Receptacle cover shall be permanently connected to box.

SWITCH REPLACE

Replace light switch with single pole, ivory toggle switch and ivory metal cover plate. Use plastic cover plates in bath area.

SWITCH LIGHT

Install a single pole, ivory switch and metal cover plate using Romex to control fixture. Fish wire and repair all tear out.

SWITCH WALL RECEPTACLE

Install a single pole, ivory switch with metal cover plate controlling the lower receptacle in a duplex receptacle. Install receptacle with #14 copper NM cable in same stud space as switch, adjacent to door.

3-WAY SWITCHES

Install two, 3-way ivory switches at opposite sides of room at strike side of door to control an existing fixture, using #14 copper NM cable. Fish wire and patch all tear out.

FIXTURE AND 3-WAY SWITCHES

Install a ceiling-mounted, UL approved, 2 bulb light fixture (\$20 material allowance) controlled by a pair of ivory 3-way switches mounted at the strike side of the doors, or at top and bottom of

stairwell. Fish wire and repair all tear out.

LIGHT FIXTURE, PULL CHAIN

Install a porcelain pull-chain lamp fixture with a lamp on an approved electrical box.

LIGHT FIXTURE, REPLACE

Replace a ceiling-mounted, 2-bulb, UL approved, incandescent light fixture with shade and lamps. \$20 allowance for fixture.

LIGHT FIXTURE GLOBE

Install a glass light fixture globe on ceiling fixture.

LIGHT FIXTURE AND SWITCH

Install a ceiling-mounted, UL approved, 2-bulb light fixture (\$20 material allowance) controlled by an ivory switch with a metal cover located at the strike side of the door. Fish wire and repair all tear out.

SMOKE DETECTOR, HARD WIRED

Install a UL approved, ceiling-mounted smoke and heat detector permanently wired into a receptacle box.

PHONE OUTLET

Install a plaster ring and phone jack wired to the phone service. Stapled, surface-mounted wire is not acceptable unless prior written approval is given by the Housing Rehabilitation Specialist.

REWIRE TO CODE, PER ROOM

Rewire unit to current National Electric Code including but not limited to: surface mount GFI in bathroom & kitchen; 15-amp grounded receptacles on all usable walls; switched lights in all halls, kitchens, bathrooms and furnace areas; hard wired smoke detectors; cover plates; counter receptacles; and circuits. Fish all wire and repair all tear-out. Does not include service entrance.

ENTRANCE LIGHT

Install an exterior, waterproof, wall mounted, single bulb fixture outside exterior door. Include wire box, interior switch and lamp. Fish wire and repair all tear out. Fixture allowance \$22.

ENTRANCE LIGHT FIXTURE, REPLACE

Remove damaged light fixture and replace with an exterior, waterproof, single bulb fixture. \$20 fixture allowance.

FLOOD LIGHT, DOUBLE BULB

Install a building mounted, double lamp, incandescent flood light. Owner's choice of an interior or photoelectric switch. Any exposed exterior wiring shall be run in conduit.

****Plans and specifications may not be altered without approval of the CHIP Manager****



Georgia

Department of Community Affairs

60 Executive Park South, NE, Atlanta, GA 30329

Section 3 Policy for Covered HUD Funded Activities

This Section 3 policy pertains to training, employment contracting, and other economic opportunities arising in connection with the expenditure of Federal housing assistance and community development assistance that is used in conjunction with the following activities:

- Housing rehabilitation,
- Housing construction, and
- Other public construction.

All Recipients and Sub-recipients of Section 3 Covered Assistance (including but not limited to contractors, sub-contractors, developers, grantees, CHDOs, non-profits, and local government entities) must be in compliance with the provisions of this policy in order to be eligible for DCA awards.

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	o Resident Self Certification & Skills Data Form	TBD

BACKGROUND ON THE SECTION 3 REGULATION:

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended by Section 915 of the Housing and Community Development Act of 1992 (Section 3), is to “ensure that employment and other economic opportunities generated by certain HUD financial funding shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed toward low and very low-income persons, particularly those who are recipients of government funding for housing and to Business Concerns which provide economic opportunities to low- and very low-income persons.”

Consistent with 24 CFR Part 135, as a recipient of HUD Housing and Community Development Funding, the State of Georgia Department of Community Affairs (DCA) requires fulfillment of Section 3 obligations on all contracts subject to 24 CFR Part 135 that make use of that assistance. These policies are implemented for contract amounts as specified in 24 CFR Part 135 whether it is designated as housing construction, housing rehabilitation, lead based paint abatement, or other public construction project. DCA works to ensure the provision of employment, training, contracting, and other economic opportunities to low-income persons. In doing so, DCA utilizes Section 3 as a means of promoting stability and self-sufficiency of Section 3 Residents. Implementation procedures may be amended periodically by DCA to insure that the policy requirements are being met and/or to enhance the efficiencies of compliance.

PART I. APPLICABILITY:

Section 3 of the Housing and Urban Development Act of 1968 by the Housing and Community Development Act of 1992. Section 3, as amended, requires that economic opportunities generated by Federal Housing and Community Development programs shall, to the greatest extent feasible, be given to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities for these persons.

Section 3 requirements apply to **all** projects and activities funded in whole or in part with covered funds and the **entire** project budget is then subject to Section 3.

PART II. DEFINITIONS:

Please refer to the 24 CFR 135.5 for a full list of prevailing definitions found in the regulation.

Employment Opportunities Generated by Section 3 Covered Assistance: All employment opportunities generated by the expenditure of applicable Federal Section 3 covered funding (i.e., Housing and Community Development Funding) and with respect to Section 3 covered

Housing and Community Development Funding, all employment opportunities arising in connection with Section 3 Covered Projects.

Full-Time: For sub-recipients and contractors, this term refers to an employee assigned to a position who regularly works a minimum of forty (40) hours per week on a continuous basis. For DCA, this term refers to an employee who is assigned to an unclassified position who regularly works a minimum of forty (40) hours per week on a continuous basis. Regular full-time employees will be eligible to receive full State-sponsored benefits and accrue any form of service credit.

Housing and Community Development Funding: Resources from the U.S. Department of Housing and Urban Development (HUD) covered by Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) include Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and Neighborhood Stabilization (NSP) programs, as well as certain grants awarded under HUD Notices of Funding Availability (NOFAs). The requirements for Section 3 only apply to the portion(s) of covered funding used for project/activities involving housing construction, rehabilitation, demolition, and/or other public construction.

Low Income Person: A person whose household (including single persons) has a total income that does not exceed 80% of the median income for the project area.

New Hires: Full-time employees for at-will, permanent, temporary or seasonal employment opportunities for any Section 3 covered contract.

Recipient: An entity which receives Section 3 covered assistance directly from HUD (i.e., DCA) or from any another recipient (e.g., local government, PHA or other public body, public or private non-profit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, Community Housing Development organization, resident management corporation, resident council, or cooperative association). For the purpose of this policy, the phrase, "any other recipient" will carry the same definition as "Sub-recipient".

Resident Owned Business (ROB): A Business Concern owned or controlled by low or very low-income residents who reside within the legal boundaries where the funds are expended. A ROB must meet these requirements: (a) at least 51% owned and operated by Section 3 residents, and (b) whose management and daily business operations are controlled by one or more such individuals. For purposes of Section 3 compliance, a ROB must also meet Subpart A to the definition of a Section 3 Business Concern.

Section 3: Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 Business Concern: As defined by HUD, an entity:

- A. That is Fifty-one (51%) percent or more owned by Section 3 Residents; or
- B. Whose permanent, full-time employees includes persons, at least 30 percent of whom are current Section 3 Residents, or were Section 3 Residents within three (3) years of the date of first employment with the Business; or
- C. That provides evidence of a commitment to subcontract in excess of 25 percent of the total contract award amount (including any modifications) to Section 3 Business Concerns as defined in A or B. Example: If the Contract Amount is = \$1,000,000, the contractor must subcontract in excess of 25%, or greater than \$250,000, to a Section 3 Business Concern (s) as defined in A or B in this part.

Section 3 Clause: The contract provisions and sanctions set forth in 24 CFR 135.38

Section 3 Covered Activity: Any activity that involves housing construction, rehabilitation, or other public construction funded by Section 3 covered assistance.

Section 3 Covered Assistance: The requirements of part 135 apply to Recipients of covered Section 3 Housing and Community Development Funding for which the amount of the assistance exceeds \$200,000. These requirements also apply to contractors and subcontractors performing work on projects using Federal Housing and Community Development Funding from DCA for which the Recipient's award exceeds \$200,000 and the contract or subcontract exceeds \$100,000. If the Recipient's award of assistance exceeds \$200,000, but the contracts and subcontracts do not exceed \$100,000, then only the Recipient is subject to the Section 3 preference requirements. The Recipient's responsibility includes awarding contracts, to the greatest extent feasible, to Section 3 business concerns.

Section 3 Covered Contract: A contract or subcontract, including a professional service contract, awarded by a Recipient or contractor for work generated by the expenditure of Section 3 Covered Assistance or for work arising in connection with a Section 3 Covered Project. "Section 3 Covered Contracts" do not include contracts for the purchase of supplies and materials except whenever a contract for materials includes the installation of the materials.

Section 3 Covered Project: The construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with applicable Federal Housing and Community Development Funding.

Section 3 Joint Venture: An association of Business Concerns, one of which qualifies as a Section 3 Business Concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the Business Concerns combine their efforts,

resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the Section 3 Business Concern:

- Is responsible for a clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and
- Performs at least 25% of the work and is contractually entitled to compensation proportional to its work.

Very Low Income Person: A person whose household (including single persons) has a total income that does not exceed 50% of the median family income for the project area.

PART III. GOALS OF THE SECTION 3 REGULATION:

DCA's Section 3 protocol seeks to aid Section 3 residents to the greatest extent feasible in three ways, listed in order of preference:

A. Hiring low- and very low-income workers

DCA requires that a sub-recipient and its contractors make every effort within their disposal to attempt to hire at least 30% Section 3 residents of the aggregate number of full-time new hires with a preference for Section 3 residents in this order:

- 1: Residents of HUD-assisted housing.
- 2: Residents at the site where the work is being performed.
- 3: Residents of the city where the work is being performed.
- 4: Residents of the county where the work is being performed.

B. Awarding contracts to Section 3 business concerns

DCA requires that the sub-recipient and its contractors make every effort within their disposal to award at least 10% of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, housing construction, and other public construction, to Section 3 business concerns. DCA also requires that the sub-recipient and its contractors make every effort within their disposal to award at least 3% of the total dollar amount of all "Other" Section 3 covered contracts.

C. Providing other economic opportunities

If a sub-recipient or contractor identifies a greater need, other training and employment opportunities may be provided to substitute for goals A and B. In such cases, a sub-recipient or contractor must provide training and other employment opportunities as

described in Part VII equal to or exceeding 3% of the total contract award in order to meet this goal.

PART IV. SUB-RECIPIENT RESPONSIBILITIES:

The sub-recipient of DCA Housing and Community Development Funding accepts the responsibility of not only enforcing the Section 3 requirements, but also for pro-actively providing notice, encouraging, and facilitating compliance with Section 3 subject to the definition of a Section 3 Covered Project. The sub-recipient will have fulfilled this responsibility when they can provide evidence that the following have occurred in the case of every contract and sub-contract solicitation that exceeds the threshold requirements of 24 CFR Part 135:

The following actions are required for all contract and sub-contract solicitations:

- A) Notifying Section 3 residents of opportunities through posting of job openings in community sources that are generally available to low income residents and the general public, including but not limited to: the local community newspaper; the most widely distributed newspaper; the management office of the local housing authority, or homeless agency, or/local low-income housing community; the local workforce board; the local office of the Georgia Division of Family and Children Services; and the local office of the Georgia Department of Public Health serving the county in which the project is located.
- B) Conveying that the contract work is a Section 3 Covered Contract in any advertisement for bids and proposals by placing the following language in each advertisement/public notice and website: **“This project is covered under the requirements of Section 3 of the HUD Act of 1968.”**
- C) Notifying contractors of Section 3 requirements in any pre-bid meeting held.
- D) Incorporating the HUD mandated Section 3 clauses in all contracts where the work to be performed is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170lu (Section3).
- E) Providing Resident Certification and Affidavit forms for employment at the sub-recipient’s business offices and allowing applications to be submitted at appropriate local locations.
- F) Encouraging the training of Section 3 residents by the contractors.
- G) Reporting quarterly on its efforts regarding Section 3 implementation on the DCA prescribed mechanism or form.

- H) Refusing to award contracts to businesses or persons that have previously violated Section 3 requirements.
- I) Using the attached Solicitation Package for each procurement associated with a covered project indicating that the work to be performed is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C.1701u (Section 3).
- J) Documenting actions taken to comply with Section 3 requirements including all results and impediments using the DCA prescribed mechanism or form.

Sub-recipients also must implement at least one (1) of the following actions:

- K) Facilitating an opportunity fair annually for contractors to meet interested Section 3 residents for possible employment. A list can be developed as a resource for the sub-recipient and contractors when seeking to hire Section 3 workers in the future.
- L) When employment opportunities arise or are anticipated, posting all job sites funded by DCA with a location or phone number of whom and how to apply for any opportunities for employment, training or contracting. The sign should be no smaller than 24" x 24" in Black ink and specifically read:

"This project is covered under Section 3 of the HUD Act of 1968 which requires that any new hiring opportunities first be directed to low- and very low income persons in this community. Please contact (list the contact person name and number) for information on any employment, contracting and sub-contracting opportunities."

PART V. SUB-RECIPIENT AND CONTRACTOR RESPONSIBILITIES:

All sub-recipients and contractors must submit with any bid or proposal the prescribed forms in the attached solicitation package describing their proposal to implement Section 3. Omission of these documents with a bid or proposal makes that contractor non-responsive and, therefore, ineligible to be awarded a contract.

The only safe harbors for determining whether Section 3 requirements have been met are the following:

- A. The 30% new hiring of Section 3 Residents goal;
- B. The 10% Section 3 Business Concern Contracting for Building Trades Work goal; and,
- C. The 3% Section 3 Business Concern Contracting for "Other" Covered Contracts goal.

As DCA does not execute final funding contracts, it is reliant upon the compliance of its sub-recipient and/or contractor(s) to execute DCA's Section 3 initiatives. If the goals above cannot be met by the sub-recipient and/or contractor, the sub-recipient and/or contractor must provide documentation explaining why those numerical goals could not be met, including a description of any actions taken, any impediments encountered, and any other economic opportunities provided (See Part VII – Other Economic Opportunities). This documentation must be submitted to DCA for review and approval. DCA will take each sub-recipient's explanation into consideration when making the determination of compliance.

In addition to the notice requirements for both hiring and contracting, other examples of activities to demonstrate effort to comply with the Safe Harbor Limits are listed in the appendix to part 135 of the Code of Federal Regulations—24 CFR Part 135 and include:

1. Distributing or posting flyers advertising positions to be filled;
2. Contacting the local government or housing authority for a list of residents who have expressed interest in Section 3 employment;
3. Holding job informational meetings for residents, contractors, etc...;
4. Contacting agencies administering HUD YouthBuild programs and requesting their assistance in recruiting HUD YouthBuild program participants for training and employment positions.

PART VI. PREFERENCES AND ELIGIBILITY:

Note: All persons who are recipients of housing assistance from the government are Section 3 residents. Residents of HUD assisted housing are top priority Section 3 residents (Tier One). HUD assisted housing includes: (A) public Housing, (B) Housing Choice Voucher holders, (C) substance abuse rehabilitation housing, (D) domestic violence shelters, (E) transitional housing facilities, (F) homeless shelters, and (G) veterans housing. The businesses owned by Section 3 residents (ROBs) are top priority business concerns (Tier One). When employment or contracting opportunities are offered and all requirements are met and remain equal, HUD assisted housing residents and ROBs within the area of the project shall be provided preference over other Section 3 residents/business concerns and non-Section 3 residents/business concerns.

- A) Regarding the hiring of Section 3 residents, preference, in the following order, shall be given to those residents who live:
 1. In HUD assisted housing.
 2. At the site where the work is being performed.
 3. In the city where the work is being performed.
 4. In the county where the work is being performed.

- B) Regarding the contracting opportunities for Section 3 business concerns, preference shall be given to business concerns, in the order of preference described in Section A of Part VI, Preference and Eligibility, meeting these definitions and in this order:
1. Resident Owned Businesses (ROBs) owned and operated at 51% by Section 3 Residents.
 2. Businesses that employ Section 3 residents at no less than 30% of the contractors aggregate full time staff.
 3. Contractors that at the time of bid show evidence (meaning the specific name and preference met) of their intent to award no less than 25% of their total award to Section 3 business concerns.
- C) A Section 3 resident seeking employment must fulfill the requirements of the sought position and, if asked, must provide evidence of their Section 3 status (e.g., proof of residency in public housing development; evidence of participation in a HUD YouthBuild program operated in the metropolitan area (or non-metropolitan county) where the Section 3 covered assistance is spent; evidence that the individual resides in the Section 3 area and is a low or very low-income person as defined in Section 3(b) (2) of the U.S. Housing Act of 1937). Recipient agencies may choose to allow prospective Section 3 residents to self-certify their eligibility. Any self-certification should include a statement of penalty for falsifying information. A Section 3 Business Concern seeking to win a contract must fulfill the requirements of the contract and, if asked, provide evidence of their Section 3 status.

PART VII. OTHER ECONOMIC OPPORTUNITIES:

The Other Economic Opportunities provision may only be used when a contractor or sub-recipient desires to claim a preference under Part VI and cannot comply with the hiring or subcontracting goals set forth in the Preference Tier structure, or, based on observed special needs, has concluded that providing Other Economic Opportunities will be a greater benefit to Section 3 Residents or Businesses. Whenever the Other Economic Opportunities provision is employed, the actions must equal or exceed 3% of the total contract value including all labor and material costs as well as any change orders to these costs.

Firms that will provide other economic opportunities will be responsible for soliciting and contracting a qualified firm/individual experienced in providing a Georgia Department of Labor Approved training curriculum consistent with Section 3 requirements of 135.11 in the area of Section 3 resident training in the following areas:

- Employment Readiness and Professional Development
- Section 3 Small Business Concern Development Training
- Computer Literacy and Data Entry Skills Training
- Employment Skills Training (Any Viable Employment Field)

- Other training curriculum approved by DCA

The acceptability of these efforts will be determined by DCA in the case of a sub-recipient, and by the sub-recipient in the case of a contractor, or in cases of a complaint, by HUD.

PART VIII. DCA SECTION 3 RESPONSIBILITIES:

To Be Added.

PART IX. COMPLAINTS AND COMPLIANCE:

Any Section 3 resident or business concern that feels that the Section 3 regulations were not complied with may file a complaint directly to the Assistant Secretary for Fair Housing and Equal Opportunity at the following address (or as otherwise directed by HUD):

Assistant Secretary for Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
Regional Field Office
40 Marietta Street, NW
Atlanta, Georgia 30303

The complaint must be in writing and be received within 180 days from the date of the action upon which the complaint is based. It should include the complainant's name and address, the sub-recipient's or contractor's name and address, and a description of the acts in question. The complainant will receive a response from HUD within 10 days in which further investigation will be explained.

PART X. DCA STANDARD SECTION 3 OPERATING PROCEDURES

Policy Effective Date: _____, 20__ Procedural Change Date: _____, 20__

Procedure Title: Section 3

This operating procedure is tied to the Operating Policy on Section 3 designed to achieve and maintain compliance with the HUD Act of 1968 revised in 1992 and in 1994.

The procedures contained within are relative to the Section 3 daily operations in:

- Hiring
- Procurement
- Contracting
- Compliance Management
- Solicitation Package and Certification Documents

Section 1 – Sub-Recipients and Contractors: Hiring

This procedure encompasses all full time employment types including, long term, short term, temporary and special assignments. In the process of seeking new employees for the sub-recipient, contractor, or subcontractor, the following procedures should be followed in an effort to create as many employment opportunities for Tier 1 HUD direct beneficiaries:

Step 1: Post the position in community sources that are generally available to low income residents and the general public. It is required that a minimum of three (3) of the following listed sources will be exercised at least once prior to extending an offer of employment to anyone not covered by Section 3 requirements:

- A) The local community newspaper
- B) The most widely distributed newspaper
- C) Company or agency website
- D) The management office of the local housing authority, or homeless service agency, or local low income housing community
- E) Local Workforce Board (i.e., Department of Labor)
- F) Local office of the Georgia Division of Family and Children Services
- G) Local office of the Georgia Department of Public Health
- H) Dodge Room <http://www.construction.com/dodge/dodge.asp>
- I) Other locations as approved by DCA.

Step 2: Be certain to list in the notice that the position is a “**Section 3 Covered Position under the HUD Act of 1968 and that Section 3 Residents and Business Concerns are encouraged to apply.**”

Step 3: In reviewing all applicants, be certain to first select candidates that best fit the position requirements. If a Tier I resident is identified as a qualified candidate, all things being equal with others in consideration, a preference for employment should be given to the Section 3 Resident based on the Policy order established in Part VI – Preferences and Eligibility.

Step 4: In cases where a sub-recipient or contractor establishes a relationship and requirement with any temporary employment agency contractor, the temporary employment agency contractor or temporary employment agency must require placements to its sub-recipient or contractors to complete the Self Certification form clarifying their qualifications as a qualified Section 3 Resident. Any person certifying as a qualified Section 3 Resident must be given Preference for any Section 3 covered assignment with the sub-recipient or contractor providing they meet all other position requirements.

Section 2 –Sub-Recipients and Contractors: Procurement

Whenever a contract opportunity is solicited, these steps must be followed in order to comply with DCA’s Section 3 Policy.

ROB Verification: Whenever ROB status is sought, the sub-recipient or contractor staff shall request address and ownership verification of the 51% Owner/Operator rule as stated in the HUD Act of 1968. Use of the “**Section 3 Self-Certification Form**” attached to this policy is an acceptable statement of address and business data, when presented along with all other required incorporation documents, including any Letter of Issuance of a Federal Employer Identification Number (FEIN) and state Articles of Incorporation.

Step 1: *This step is only applicable when a public housing authority is involved in the transaction.* During the development process of any solicitation or work project, there should be a determination as to whether or not the work can be and/or should be isolated to Resident Owned Businesses (ROB’s) under the **24 CFR Part 963.12 Alternative Procurement Method**. If so, then Steps 2-8 should be followed with respect for **ROB’s ONLY**. Keep in mind, a qualified ROB can be one that is a Joint Venture Partnership where a non-ROB can participate at no more than 49% ownership, operations and profit. A statement where both parties have committed to these terms is required as validation of ROB status.

Step 2: As a direct method of encouraging greater participation and election of Section 3 Preference by contractors, DCA requires that all sub-recipient and contractors conduct at least one pre-bid meeting or workshop to facilitate the meeting of contractors (large and small) in hopes that more opportunities will be afforded all parties in covered DCA funded contracts. These steps must be in compliance with State of Georgia procurement laws. Where a conflict

occurs, the sub-recipient or contractor should not conduct such acts that would constitute a violation.

Step 3: Post the contract opportunity in community sources that are generally available to Section 3 Businesses, low income residents and the general public. It is required that a minimum of three (3) of the listed sources will be exercised at least once prior to entering into a contract with anyone not covered by Section 3 requirements:

- A) The local community newspaper
- B) The most widely distributed newspaper
- C) Company or agency website
- D) The management office of the local housing authority, or homeless service agency, or local low income housing community
- E) Local Workforce Board (i.e. Georgia Department of Labor)
- F) Local Office of the Georgia Division of Family and Children Services
- G) Local Offices of the Georgia Department of Public Health
- H) Dodge Room <http://www.construction.com/dodge/dodge.asp>
- I) Other locations as approved by DCA.

DCA recommends that all such posting periods shall last at least one calendar week.

Step 4: The sub-recipient or contractor must place a notice of the contracting opportunity(ies) in any public housing resident newsletters, notices or bulletins as may be available.

Step 5: All ads must include a notice that the contract opportunity is a **“Section 3 Covered Contract and that Section 3 Business Concerns are encouraged to apply.”**

Step 6: All procurements must include the attached **“Solicitation Package”** for sub-recipients and contractors to complete and return with their applications/responses. Any application/response that is received without the completed forms both signed and notarized should be considered non-responsive and the response rejected.

Step 7: In reviewing the solicitation responses, any contractors that are identified as qualified Section 3 Concerns should be reviewed and if legitimate, granted a Preference in contracting, all other things being equal.

Step 8: When procurements require point scores as part of the award process, the sub-recipient or contractor shall ensure that a method of providing Preference exists based on the solicitation criteria to secure the most qualified firm or individual for the contract. Under no circumstances shall a contract be awarded to a firm (Section 3 or Non-Section 3) if they fail to meet minimum standards or do not score high enough to surpass “competitive range” scoring. **Section 3 Preference only is to be considered after all other relative quantitative and qualitative factors have been scored and weighted.**

Step 9: All solicitations shall require that applicants/respondents convey prior compliance with Section 3 on any HUD funded contract. **If a contractor has not complied on any HUD funded contract effective on or after January 1, 2014, they should be considered non-responsive.**

Step 10: All solicitations must include a certification of prior compliance with HUD Section 3 for all HUD funded contracts effective on or after January 1, 2014 as a requirement for participation in the current solicitation. See the attached form titled: "Previous Compliance Certification."

Section 3 - Sub-Recipients and Contractors: Contracting

Step 1: In addition to the required Section 3 contract language provided in 24 CFR §135.38, the following language is to be added to all new contracts effective immediately:

"All contractors claiming a Preference in contracting by meeting any of the three qualifications including: a Resident Owned Business, Hiring/Employing 30% of New Hires, and/or sub-contracting at least 25% of their total award to a Section 3 Concern, shall maintain that status throughout the life of the contract. Failure to meet this requirement will result in penalties up to and including contract termination."

Step 2: Any sub-recipient or contractor claiming a Preference **must be in compliance prior to the issuance of a notice to proceed** by DCA, sub-recipient, or contractor based on the policies established for the applicable DCA funding program.

Step 3: The sub-recipient or contractor must maintain compliance. If at any time a sub-recipient or contractor fails to bring the contract into compliance, DCA, the sub-recipient, or contractor must withhold all future payments until the contract is in compliance or until other penalties have been levied as stated below.

DCA, the sub-recipient, or the contractor shall execute these remedies to achieve compliance in this order:

- A. Based on the first observation or report of non-compliance with Section 3, the sub-recipient or contractor will be sent an e-mail by the compliance manager notifying them of their non-compliance issue. The sub-recipient or contractor will have until the next payroll or 10 business days, whichever is less, to bring the contract into compliance and/or justify in writing why they cannot meet compliance requirements.
- B. DCA, the sub-recipient or contractor must render a response to the violating party within 10 business days of receipt of the violating party's letter of reason for non-compliance. If DCA, the sub-recipient, or the contractor deems the reason to be unacceptable, at its option, DCA, the sub-recipient, or the contractor can extend the

response period one time for up to 5 business days to allow the violating party to identify and secure other compliance options.

- C. If the violating party fails to take any corrective action to bring the contract into compliance within the allotted time, or DCA, the sub-recipient, or the contractor rejects any of the corrective plans and justifications for non-compliance, DCA, the sub-recipient, or the contractor will either terminate the contract immediately or impose liquidated damages equal to the number of days out of compliance divided by the total contract period multiplied by the contract amount. For example, if a violating party is out of compliance for 30 days of a total contract period of 120 days and as part of total contract of \$600,000, then the liquidated damages will equal 25% (30/120) of the total contract amount (\$600,000), or \$150,000. At DCA's determination, any liquidated damages received must be paid to the sub-recipient or DCA, at DCA's determination, and be used to promote economic opportunities for Section 3 Residents and Business Concerns.

DCA, the sub-recipient, or the contractor will hold **all funds due to the violating party until such time that a financial workout is completed.**

Additionally the violating party may be banned by DCA, the sub-recipient, and the contractor on future HUD funded projects.



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: July 21, 2016
RE: Special Event Application Process

Following up on your direction, attached are the below documents:

- Special Events Procedures
- Event Application Process
- Perry Main Street Promotion Committee
Evaluation for Downtown Events

Please review and be ready to discuss any issues, questions, etc. at your August 1, 2016 work session.

cc: Ms. C. Edgemon



Where Georgia comes together.

City of Perry Special Events Procedures

I. Procedures Statement

The City of Perry recognizes the benefits and opportunities created through special events and seeks to facilitate and coordinate special events that benefit the Perry community. Special events provide opportunities to promote Perry's quality of life, foster a sense of community, enrich Perry's culture, promote tourism and boost the local economy.

Any public gathering or special event that requires restricted or exclusive use of any public property, including City of Perry lawns, streets and sidewalks, must first submit a special event application and obtain approval from the Perry City Council.

These procedures are intended to work in conjunction with all other applicable rules, regulations, laws and ordinances of the City of Perry and other applicable governmental entities.

II. Definitions

Special event – Any activity sponsored by an organization or individual for profit or non-profit, other than the City of Perry, held on public property and designed for entertainment, competition or social, ethnicity, religious and/or cultural awareness that 1) requires restricted or exclusive use of any portion of public property, including but not limited to lawns, sidewalks, streets, stages and/or temporary barricades; and/or 2) impedes the normal traffic flow; and/or impedes the enjoyment or use of the property by the general public. Such events require a special event permit issued by the City of Perry.

City Clerk – City staff member who is responsible for overseeing the application process and obtaining recommendation for acceptance or denial based on input from appropriate City departments. The City Clerk will submit the proposed event for inclusion on the agenda of the Perry City Council for consideration whether to approve or deny the application. The Clerk will act as liaison between the event organizer and affected departments within the City as necessary.

City support services – Services provided by the City of Perry to ensure that a special event is conducted in such a way as to protect the safety, health, property and general security of the public and integrity of public grounds. Services may include Police, EMS, Public Works, set-up, clean-up, event consulting, etc.

Event organizer – Person(s) designated as the authorized head of the organization or individual responsible for the proposed event.

Public assembly – Any meeting, demonstration, picket line, rally or gathering that does not require restricted or exclusive use of any portion of a public property as a special event.

III. Criteria for Evaluation

The following criteria are used to evaluate and schedule special events:

- Completeness of application and event layout
- Proof of liability insurance coverage in the required coverage amount
- Proof of alcohol liability insurance coverage in the required coverage amount if applicable
- Impact and cost of the event on public health, welfare and safety
- Impact and cost for City support services
- Impact on surrounding businesses and residences
- Impact of event on the environment
- Impact on public access to streets, sidewalks and facilities
- Perceived benefit of the event for the Perry community
- Frequency of same or similar events
- Potential conflicts with previously approved events
- Previous history of event organizer's compliance with City of Perry procedures and regulations
- Previous history in facilitating special events.

The event organizer must be an individual or established organization whose proof of insurance coverage shall be documented and kept on file by the City Clerk.

All applications shall be submitted to the City Clerk, who will review for completeness and will provide the event organizer with a written approval or denial of the application as determined by the Perry City Council.

In cases in which the event organizer is a recognized City partner, such as the Perry Area Chamber of Commerce, or partners with a recognized City partner, such as Perry Main Street Promotion Committee, the Perry City Council may choose to waive any permit fees and expenses for personnel, etc., for events held on public property.

In some cases, the event organizer for a downtown event on public property may wish to partner with the Perry Main Street Promotion Committee as co-organizers for the event. The committee may decline to partner with an event organizer or on a particular event. If the committee votes to partner on the event, the application will be presented to Perry City Council as a joint application.

If an event will occur in the central business district as defined by the Perry Land Development Ordinance on public property, the Perry Main Street Promotion Committee will review the application and recommend to the Perry City Council whether to approve the application.

If the event organizer is an ad hoc committee, the event organizer will provide a list of all members of the committee and their contact information to the City Clerk at least two weeks before the event.

Approval may include conditions or stipulations intended to address or mitigate any potential issues.

All applications for events must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

The event organizer shall not advertise or in any other way promote an event until after it has been approved by the Perry City Council. Advertising an event prior to obtaining Council approval does not ensure the Council will approve the event.

Parades, races and rental of the Perry Arts Center and Worrall Community Center are not handled in the process outlined in these procedures.

IV. Application Process

The City of Perry City Clerk shall receive a completed special events application, event layout and application processing fee prior to the proposed event or festival to ensure the matter will go before the City Council at least 60 days before said event. Proof of insurance is required at least 30 days prior to the proposed event or festival and shall be submitted to the City Clerk.

Applicants will pay the application fee and, if alcohol is to be served, an additional special event alcohol permit is required.

The City of Perry reserves the right to determine necessary support requirements. Support of City staff, including Police (for security and traffic management) and Public Works (for clean-up, set-up and closing streets) beyond their normal daily routines may be requested on the application. Additional costs beyond the permit fee will be quoted based on estimated hours of service. The applicant will be responsible for actual hours of service required.

- *Insurance* – A comprehensive liability insurance policy with one million dollars (\$1,000,000) single-limit coverage per occurrence for bodily injury and property damage naming the City of

Perry specifically as an additional insured under the policy is required. Do not include any specific department or person.

If alcohol is to be served at the event, additional alcohol liability insurance with one million dollars (\$1,000,000) single-limit coverage per occurrence for bodily injury and property damage naming the City of Perry specifically as an additional insured under the policy is required. Do not include any specific department or person.

A certificate of insurance is to be provided to the City Clerk. The certificate of insurance is to be provided to the City Clerk no less than 30 days prior to the scheduled event. If an event is approved by the City Council, it is approved pending receipt of the insurance certificate. The insurance agency must be licensed to do business in the state of Georgia. The company providing insurance must provide at least 20 days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation of the policy, the City of Perry must be notified by certified mail, email or text.

- *Assignment* – The applicant/event organizer shall be prohibited from assigning any rights under this agreement to any other party. Council approval for the event covers only that event and activities as specified in the event application; other events and activities that piggyback on an approved event are prohibited.
- *City Ordinances* – All applicants must adhere to all City ordinances and, if using a City facility, rules for that facility. A copy of facility rules and guidelines is available from the City Clerk.
- *Discrimination* – The applying organization, association or entity shall not discriminate or advocate discrimination on the basis of race, color, religion, creed, national origin, age, gender or disability.
- *Other public property* – If the event will utilize any other public entity's property, such the former courthouse in downtown Perry, the event organizer is responsible for securing permission to use the property from the respective entity. The City of Perry does not submit requests to utilize public property on behalf of the event organizer.
- *Downtown* – Contact Perry Downtown Merchants Association to ask if businesses will be open. Coordinate with merchants on promotions and if outside vendors will set up in front of stores.
- *Electricity* – Specific requirements for the use of electricity must be submitted with the application. Access to electricity from City power sources is not available without permission from the City. For projects that utilize a large amount of electricity, the City maintains the right

to require additional payment for electricity used at an event based on electric meter readings prior to and following each event.

- *Restroom Facilities* – Portable toilets may be required for events of 4 hours duration or more. Consult with your restroom provider who can advise on state requirements for facilities and compliance with the Americans with Disabilities Act.
- *Parking* – Event participants must adhere to all parking requirements. Event organizers may not charge for parking in public spaces.
- *Sanitation* – Specific requirements for trash cans and cleanup must be submitted with the application.
- *Medical* – Medical services may be required by the City of Perry Fire and Emergency Services Department.
- *Fire Safety Plan* – In order to ensure a safe and enjoyable time for all at your event, the Perry Fire & Emergency Services Department will require any tent more than 400 square feet (or 200 square feet if sides will be on the tent) will need a Fire Marshal inspection prior to the event opening to the public. Please, contact the City of Perry’s Fire Marshal Office for tent guidelines and inspections instruction at (478) 988-2759.

Public Assembly - Approval from the Fire Marshal will be required for each temporary structure of any size accommodating 50 or more individuals for religious, recreational, educational, political, social or amusement purposes, or for the consumption of food and/or drink, as well as all connected rooms or spaces within a common fire area (including a circus, carnival, tent show, theater, skating rink, dance hall, liquid-fueled and gas-fueled vehicle and equipment displays, competitions or demonstrations).

Applications will be submitted to the City of Perry’s Fire Marshal Office when the City deems necessary or when fire apparatus will have impeded access to any building in the central business district. When a fire official determines that the gathering of persons will impact the provision of fire safety services, a plan for the provision of safety services will be provided by the City of Perry’s Fire Marshal Office. Applicants will be required to include any additional information required by the Fire Marshal Office, including but not limited to a layout of event area including road closures, parking plans, vendor set-up, food concessions and need for law enforcement, fire and emergency medical services.

- *Food sales* - The event organizer is responsible for confirming that food vendors have received the required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020. The City of Perry does not schedule inspections.

- *Alcohol* – Alcohol sales and consumption require a permit from the City of Perry in accordance with City alcoholic beverage ordinance. Please, note that the process can be lengthy (may exceed 60 days) and plan accordingly. Contact the City Clerk for the actual date your written request is required. All required licensing and insurance pertaining to the serving of alcohol must be obtained by the event organizer. Serving alcohol in glass bottles is prohibited. All beverages must be served in plastic cups, aluminum cans or plastic bottles.

- *Release and Indemnity* – Each applicant must execute the release and indemnity agreement that will be included in the event application packet. Applicants must demonstrate that they are either personally or organizationally responsible for liability, will guarantee orderly behavior and will underwrite any damage due to use of City premises. Liability is assumed by the applicant in regard to any personal or property damage arising out of activities of the applicant. It is the responsibility of the applicant to read the application form completely and understand fully his/her responsibilities.

V. Revocation of Permit

The City shall have the right to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Chief of Police or his/her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

VI. Modification of Procedures

The Perry City Council reserves the right to waive, modify and/or amend these procedures partially or in entirety at any time solely at its discretion. This may occur by formal written action by the City Manager or City Council.



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City of Perry Special Events Application

Applicant and Sponsoring Organization Information

Name:
Name of individual representing sponsor organization:
Street address:
City/State/Zip code:
Mailing address if different from above:
Cell phone:
Email address:
If this event benefits a City of Perry non-profit organization, which one?
Contact person on site for day of event:
Cell phone:
Is this a first time event? <input type="checkbox"/> Yes <input type="checkbox"/> No
If held before, when and where?

Event Information

Type of event (Check all that apply): <input type="checkbox"/> Parade <input type="checkbox"/> Festival <input type="checkbox"/> Concert/Music <input type="checkbox"/> Other		
* For parades, races and block parties, please, request the event applications specific to those events.		
If other, specify:		
Event title:		
Event date:		
Event hours:	Start:	End:
Set-up:	Date:	Time:
Break down:	Date:	Time:
Expected attendance: Participants:		Spectators:

Event Description

Briefly describe event and activities. Include the purpose of the event. Explain how it benefits the City of Perry and its residents. Attach any of the following that are applicable: site plan, including location of stage, restroom facilities, vendor booths, etc.

I understand that only event activities outlined an approved in this application and approved by Perry City Council are permitted, and hosting additional activities that have not been approved may be grounds for the event permit to be revoked. Yes No

Event Details

Attach schedule or brochure for all activities associated with event.

Will items or services be sold at the event? Yes No

If yes, describe:

Will event have amplified sound? Yes No

If yes, describe:

Is the event free to the public? Yes No

Will vendors cook or heat food? Yes No

If yes, describe:

Will any areas be fenced off or barricaded? Yes No

If yes, describe:

If event is downtown, will downtown businesses be open during the event? Yes No

If event includes music, please, list names of bands and their websites or Facebook pages below:

Insurance

A certificate of insurance must be filed with the City of Perry City Clerk at least 30 days before the event on a standard ACORD form. The City of Perry must be listed as an additional insured with respect to general liability and alcohol liability if alcohol will be served. Check the policy document for required general liability and alcohol liability minimum coverage amounts.

Insurance form(s) attached

Alcohol Permit Information

* Serving beverages in glass bottles at events is prohibited. Event organizer will notify any participating restaurants not to allow glass bottles to leave their premises.

* Event organizer will stop alcohol service one hour before the scheduled end of the event.

Does your event involve the sale of alcoholic beverages? Yes No

If yes, describe:

* If alcoholic beverages are to be sold, a special event alcohol permit is required, and a copy of the state license must be sent to the City of Perry City Clerk at least 60 days before the event is to be held.

Name of business serving alcohol:

Street address of business serving alcohol:

City/State/Zip Code:

Mailing address if different from above:

Cell phone:

Email address:

Name of licensee:

License number:

Is a copy of the licensee's alcohol license attached? Yes No

Hours alcohol will be served at event:

Is alcohol serving area open to public? Yes No

Is this an open container request? Yes No

Is current alcohol liability insurance policy naming City of Perry as additional insured attached? Yes No

Is a copy of the special event alcohol permit from the City of Perry Police Department attached?

Yes No

Terms & Conditions:

I hereby agree that as a condition to the issuance of a Special Event Alcohol Permit, the business owner/sponsor of the event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event. I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Alcohol Permit are true, and no false or fraudulent

statement or answer is made herein to procure the granting of such permit.	
I hereby state and understand that should a complaint be filed against the owner/sponsor of the event for violation of any regulation associated with the application for the City of Perry Alcoholic Beverage Catering License, the permit issued for the event will immediately become void and will not be reissued for the same location.	
Licensee's name:	Date:
Licensee's signature:	
Sworn and attested before me on this _____ day of _____, 20_____	
Signature of special event organizer/applicant:	
Name, signature and stamp of Notary Public:	
* The sale of alcohol/mixed drinks requires excise reporting.	

Street Closure Requests

Names of streets to be closed:		
Street:	Between:	and:
When are you requesting the street closure(s)?		
Why are you requesting the street closure(s)?		
Type of street closure: <input type="checkbox"/> Complete <input type="checkbox"/> Rolling		
If event includes a parade, describe the parade route:		
Parade assembly area:		Parade disbanding area:
The event organizer is responsible for notifying affected businesses and residents of street closures. Describe your notification plan and attach a copy with this application:		

Restroom Facilities

Will event organizer provide portable restroom facilities? Yes No

Tram/Shuttle Plan

Will event involve the use of a tram/shuttle plan? Yes No

How many trams/shuttles will be required?

Please, describe or provide an attachment of your tram/shuttle plan and route:

Please, describe your parking plan:

Sanitation

Describe your clean-up plan for during and after the event:

Electricity and Water

Will your event require access to electricity? Yes No

If so, where?

What electrical load will you require?

Will your event require access to water? Yes No

If so, where?

I understand that I may incur an additional charge for use of City electricity and/or water:

Yes No

Police/Security

* If police/security is required for event, off-duty officers may be hired at the rate at a rate set by the Chief of Police per hour for the duration of the event, with a minimum of three hours.

- * Based on the event, the Police Department will determine how many officers will be required.
- * An officer is required to be on duty at any event where alcohol is served on City of Perry property.

Number of officers requested:

Total hours for officers requested:

Fire and Emergency Medical Services

Describe your plan for providing emergency medical services:

*If Emergency Medical or Fire Protection Services are required for the event, off-duty members can be hired at a rate set by the Chief of Fire and Emergency Services per officer per hour. The Chief of Fire and Emergency Services Department reserves the right to set the staffing minimums based upon the specifics of the event (including type of event, expected attendance, time of year and areas to be affected).

Weather Emergency Procedures

* When lightning and/or thunder occurs, advise participants to seek shelter in a car or building. Please, wait 20-30 minutes before proceeding.

I understand that the City of Perry Chief of Fire and Emergency Services or his/her designee may determine that weather conditions are too dangerous and cancel the event at any time.

Yes No

Health Department

I understand that the City of Perry does not schedule Health Department inspections and will work with vendors to schedule any required inspections by the Houston County Health Department, 98 Cohen Walker Drive, Warner Robins, (478) 987-2020 at least two weeks before the event. Yes No

Event Publicity

If you would like your event included in the upcoming FYI Newsletter, please, submit your news release to the City of Perry Digital Communications Manager at least one month before your event at ***.**

Indemnification and Hold Harmless

Subject to the granting of all permits required by the City of Perry, the City of Perry authorizes _____ (Special event organizer/applicant) to utilize the sites(s) known as _____ for the purposes of conducting the activities described within the special events permit application.

The special events organizer/applicant agrees that the City of Perry assumes no responsibility or liability for any defects or other conditions on the site of the event on City of Perry property, whether the conditions are known or unknown to either party and/or discoverable by either party. The special events organizer/applicant agrees to assume the risk for any and all defects and/or other conditions, whether these defects and or other conditions are dangerous and/or whether these defects or other conditions are discoverable by either party and/or known or unknown to either party.

The special events organizer/applicant shall indemnify and hold City of Perry and its officers, agents and employees harmless and free from any and all claims, including but not limited to personal injury, property damage, alleged to have arisen or resulted wholly or partially from the exercise of any of the rights granted herein to the special event organizer/applicant. This indemnification and hold harmless agreement includes, but is not limited to, the payment of all attorney fees, expenses, costs, judgment and other expenses that may be incurred by City of Perry, its officers, employees or agents as a result of any and all such claims.

Signature of special event organizer/applicant:

Name, signature and stamp of Notary Public:

Date:

Agreement and Signature

An application processing fee is required at the time of the application's submittal to the City of Perry. If alcohol is being served, an additional special event alcohol permit is also required at time of the application's submittal. If the application is approved, fee will be rolled over into permit fee. An application must be submitted in time to be included on a Perry City Council meeting agenda for consideration at least 60 days before the proposed event or festival.

I, the undersigned representative, have read the rules and regulations referenced in this application and am duly authorized by the organization to submit this application on its behalf. The information herein is complete and accurate.

Printed name:

Signature:

Date:

- Special event application fee enclosed
- Special event alcohol permit application section enclosed

Please, send completed application to:

City of Perry
Attn: City Clerk
P.O. Box 2030

**Perry, GA 31069
(478) 988-2736
(478) 988-2705 (fax)
annie.warren@perry-ga.gov**

**Or hand-deliver application to:
City Clerk at
Perry City Hall
1211 Washington Street
Perry, GA 31069.**

Office Use Only

Date received:	
<input type="checkbox"/> Special event application fee received	
<input type="checkbox"/> Council approval for event received	Council approval date:
<input type="checkbox"/> Proof of liability insurance coverage naming the City as additional insured received	
<input type="checkbox"/> Proof of alcohol liability insurance coverage naming the City as additional insured received	
<input type="checkbox"/> City staff will notify affected businesses, residents and utility holders if event is downtown	

Signatures Required for Approval

Police Department _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

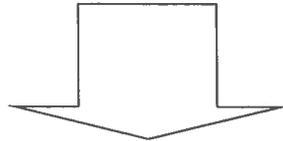
Fire and Emergency Services _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Public Works _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

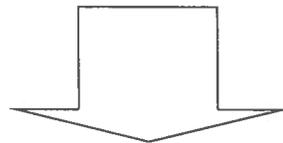
Other as needed _____
Date received:
<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend denial
<input type="checkbox"/> Recommend approval with conditions
Approval conditions:

Event Application Process

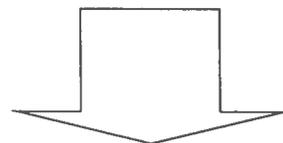
Submit application to City Clerk so that it will be considered by Perry City Council at least **60 days before proposed event**. The Council meets on the first and third Tuesday of each month. Please, submit your completed application **two weeks before the meeting** and attend the meeting if possible in case the Council has questions or needs additional information that could delay a decision on your application.



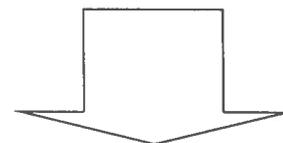
Application is reviewed by Police, Fire and Emergency Services, Public Works and any other affected departments. Those departments submit their recommendation whether to approve, approve with conditions, deny to the City Council.



City Clerk will notify you of Council's decision as soon as possible after the meeting. If your event is approved, City Clerk will coordinate with staff to provide support as approved by the City Council.



Provide required event liability insurance (and alcohol liability insurance if relevant) certificates naming City of Perry as additional insured to City Clerk at least **30 days** before the event. Please, make sure the City Clerk has current contact information for you and other event organization staff; City Clerk will provide you with contact information for City staff providing support services for your event.



Authorization to host the event and City support services will be cancelled for failure to follow required City procedures as outlined in the City of Perry Special Events Procedures or for cancellation of event liability insurance (and alcohol liability insurance if relevant) policies prior to event.

**PERRY MAIN STREET PROMOTION COMMITTEE EVALUATION
FOR DOWNTOWN EVENTS**

Event organizer or sponsoring organization:	
Name of individual representing sponsor organization:	
Event title:	
Event date:	
Event hours: Start:	End:
Expected attendance: Participants:	Spectators:
Event description:	
<p>Will downtown businesses be open during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will event benefit the Perry community? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the event free to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Will event have a negative impact on, or are there concerns about:</p> <ul style="list-style-type: none"> • Public health, welfare and safety? <input type="checkbox"/> Yes <input type="checkbox"/> No • Surrounding businesses and residences? <input type="checkbox"/> Yes <input type="checkbox"/> No • Environment? <input type="checkbox"/> Yes <input type="checkbox"/> No • Public access to streets, sidewalks and facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No • Potential conflicts with previously approved event? <input type="checkbox"/> Yes <input type="checkbox"/> No • Frequency of same or similar events? <input type="checkbox"/> Yes <input type="checkbox"/> No • Ability of event organizer to achieve goals set forth for special events and previous history in facilitating special events? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
<p>The Perry Main Street Promotion Committee:</p> <p><input type="checkbox"/> Has no objection to the event</p> <p><input type="checkbox"/> Has no objection to the event and recommends City of Perry support for the event</p> <p><input type="checkbox"/> Has no objection to the event but recommends additional conditions for the event</p> <p><input type="checkbox"/> Objects to the event</p>	
Recommendations for City support for the event, conditions for event organizer to meet as condition for approval or reasons for objection to the proposed event:	
Signature of Committee Chairman or Vice chairman:	
Signature of Main Street Coordinator:	Date:



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: July 21, 2016
RE: COA Process

Following up on discussion from your July 18, 2016 work session, the Administration recommends:

1. All Certificates of Appropriateness will be applied at and issued by the Department of Community Development. This includes the downtown district.
2. There will be no cost to the requester for the COA.
3. Any building permit requested in the historic districts (which includes downtown) will have the COA issued, if required, prior to the building permit being issued.
4. No COA will be issued for the removal or demolition of a designated historic facility for at least six (6) months and the following options are addressed by the petitioner:
 - a. What steps have been made to retrofit the structure for the proposed use?
 - b. What other options have been examined for the proposed use?
 - c. What options have been made to relocate the structure?

When the application is made, the Department will post the property to advise the community of the potential loss of this part of the City's heritage.

5. Each COA request will need to contain information to comply with the ordinance. Areas to be addressed are:

- a. External painting, stucco, shutters, doors, windows, roof
 - b. Brick repointing (if appropriate)
 - c. Awnings
 - d. Mechanical screening
 - e. Signage
 - f. New construction/additions
 - Height and mass
 - Design details
 - Structure materials
 - g. Fences
6. In the downtown district, the application and staff recommendations will be scheduled for review by the Main Street Advisory Board Design Committee. Appeal of its decision will be to the Planning Commission
 7. In all other historic districts, the staff issues the decision. Appeal of the decision is to the Planning Commission.
 8. The Planning Commission decision is final.
 9. Code enforcement will monitor activities that may require a COA but not a building permit in all districts except downtown. The downtown district will be monitored by the Main Street Coordinator who will forward any apparent violations to Code Enforcement. Violations will be handled as a civil code enforcement against the property owner.
 10. The COA service charge will be cancelled.

Please review and be ready to discuss at your August 1, 2016 work session.

cc: Mr. R. Smith
Ms. C. Edgemon



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OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: July 22, 2016
RE: DDA Project Plan

Following up on the July 21, 2016 joint meeting with the Perry Downtown Development Authority Board, the Administration suggests you consider the following.

1. Obtain from the Authority Board:
 - a. What is the public purpose and use of the alleys if obtained?
 - b. Will there be a concept design prepared for each alley?
 - c. What if a property owner refuses to donate the easement/property?
 - d. Will the businesses/property owners provide public access through the alleys?
 - e. What's the estimated cost of the improvements?
 - f. Where will those persons parking in the alley relocate to and are they willing to do so?
 - g. What about other services such as solid waste collection?
2. What is the overall plan or use for the 1021 Ball Street site? Is it worth preserving?
3. What role does the Council believe the DDA should have in improving properties?
4. The use of public property (i.e. Jaycee Building) should be left with Council with DDA providing suggestions.

I would recommend the DDA concentrate on the following.

1. Its primary role is to assist in the redevelopment of underutilized properties in the downtown district.
2. Examples of these are:
 - Develop a list of underutilized properties
 - Provide a series of tasks to improve said properties
 - Consult with property owners on ways to partner to improve the site.
 - Develop proposed property usage plan for district (i.e. retail, housing, etc.)
 - Provide recommendations to Council for regulatory processes, use of public property, public improvements, etc.
 - Assess Main Street marketing and promotion plan and develop joint process outlining each entity's role and responsibility.
 - Review and adjust downtown district master plan

This matter will be discussed at your August 1, 2016 work session.

cc: Mr. R. Smith
Ms. E. Edgemon



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Department of Public Works

July 27, 2016

MEMORANDUM

TO: R. Lee Gilmour
City Manager

FROM:  Decius T. Aaron
Director of Public Works

DATE: July 27, 2016

REFERENCE: 2017 LMIG List

Attached is a copy of the 2017 LMIG resurfacing list that was prepared by Randy Christian, Street Maintenance Supervisor, and Chris West.

If additional information is needed, please advise.

DTA:da

City of Perry, Georgia
Street Resurfacing Priority List
Fiscal Year 2017
GDOT Local Maintenance and Improvement Grant Program (LMIG)
Approved by Perry City Council

LOCATION	LENGTH	WIDTH
1. HAMPTON CT: Smith DR to Forest Railroad Tracks		
2. PARK AVE: Hwy 41 North to North Davis DR		
3. FOREST AVE: Baker Street to Main ST		
4. LEE ST: Marshalville RD to Baird ST		
5. SOUTH ST: Kelwood DR to Oakridge ST		
6. WF RAGIN DR: Courtney Hodges BLVD to Sam Nunn BLVD		
7. THOMPSON ROAD: Highway 41 North to Perry PKWY		
8. CATERBURY CT: Morningside DR to Kingston RD		
9. HOUSTON LAKE DR: Main ST to Swift ST		
10. PINE PL: Greenwood CIR to Milton WAY		
11. SPRINGDALE DR: Greenwood DR to Hwy 41 SOUTH		
12. PERIMETER RD: Sam Nunn BLVD to Macon RD		
13. TUCKER RD: Logue ST to Pinewood CT		
14. DUNCAN AVE: Ball ST to Evergreen ST		
15. KING CIR: James ST to King CIR		
16. CORA CT: From Kings CIR to End		
17. NORTHSIDE RD: Park AVE to End		
18. POPLAR ST: WF Ragin DR to End		
19. FOREST ST: WF Ragin DR to End		
20. MODERATION ST: WF Ragin DR to End		
21. SAINT PATRICK DR: Sam Nunn BLVD to End		
22. KELWOOD DR: Courtney Hodges BLVD to Oakridge DR		
23. IFFIE ROAD: From Larry Walker PKWY to Courtney Hodges BLVD		

Prepared July 27, 2016

Window Replacement at Public Safety Building

Chief Lynn had requested several projects to be addressed at the Police Department at the end of April. Bathroom remodel, kitchen remodel, front stoop brick work, painting of front of building, and window re-glazing. It was suggested to replace windows instead of re-glazing, relative to age of windows, energy efficiency windows will help with heating and cooling loss. I contacted several window experts, two came to look but only one estimate was received. I contacted Contractors several times to remind them to send estimates. Meyer's Construction total cost \$17,895.00 to replace 26 old single pane windows.

This would cover everything from Evidence room on east side all the way around front of building ending on west side at CID. Vinyl Double hung w/full screen would be used; repair of any rotting wood, and damaged brick work including painting would be done at this time. Replacing windows would help the aging HAVAC system work more efficiently.

John Schell



Maintenance Supervisor

QUOTE FROM Marty Myers
1009 Cherokee Road
Perry, GA 31069
Office 478-987-4824 ; Cell 478-397-7344 ; FAX 478-988-8325
martingmyers1009@aol.com
Malcolm Dean 478-918-5510
Josh Dean 478-918-5615

QUOTE # City of Perry-016-Q
QUOTE DATE 5/5/2016

QUOTE TO: City of Perry

Attn: John Schell 478-338-0972

Re: Replacing windiows at Public Safety Building

Window Replacement

Installing Lifetime warranty vinyl double hung w/full screen replacement windows in existing wood frames These are the conventional wood on wood installed windows - 15 Total We will replace any damaged wood in frame and paint white	\$	7,725.00
Installing Lifetime warranty vinyl double hung w/full screen replacement windows in existing wood frames These are the widnows installed in brick - 6 Total We will replace the entire unit on this type unit	\$	4,620.00
Installing Lifetime warranty vinyl double hung w/full screen replacement windows in existing wood frames These are aluminum frame windows with a mounting flange underneath the brick - 5 Total We will replace the entire unit and repair brick as needed	\$	5,550.00
Total for 26 windows	\$	17,895.00



Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor/Council
FROM: Lee Gilmour, City Manager *LG*
DATE: July 26, 2016
RE: Park Improvements

With the acceptance of the recent park concept plans at your July 19, 2016 meeting, the Administration recommends Council authorize the Perry Public Facility Authority issue a revenue bond(s) backed by the City for the below projects.

Creekwood Park Splash Pad Phase 1	\$336,500
Third Street Park Phase 1	257,300
Jaycees Park Phase 1	871,600
Heritage Park Phase 1	858,500
Calhoun Park Tennis Court Imps.	<u>91,800</u>
Total	\$2,415,700