



COMMUNITY DEVELOPMENT DIVISION

2825 3RD AVENUE NORTH, 6TH FLOOR
PO Box 1178, BILLINGS, MONTANA 59103



Housing Rehab Program Common Contractors Questions and Answers

1. What is the Housing Rehab Program?

The City of Billings – Housing Rehab Program provide assistance to qualified low-income homeowners for essential repairs and necessary improvements to their homes. The program provides qualified homeowners a deferred loan to make substantial repairs to their home.

2. What is the purpose of the Housing Rehab Program?

The purpose of the City's programs is to help qualified homeowners in the City of Billings make or keep their homes safe, decent and affordable. The program assists primarily elderly and disabled individuals on fixed incomes and working, low to moderate-income individuals and families. The programs promote stability, livability and value for the community by upgrading individuals houses that are in disrepair or are not maintained because the owners do not have the resources to make the repairs.

3. How are contractors involved in the program?

The Community Development Division maintains a list of active contractor that have expressed an interest in performing work involving the Home Repair Programs. Contractors on the list have a City of Billings Business License and carry liability and worker's compensation insurance. The contractor list is provided to homeowners procuring contractor services on their home repair project. Being on the list does not constitute an endorsement by the City of Billings.

4. Who determines what work needs to be done or can be done?

After an inspection by a 3rd party home inspector, Community Development Staff works with homeowner to identify rehabilitation items prior to the homeowners seeking bids. Repair items vary, however, items that address health, safety, code, and substandard conditions are the priority items. Work might include roofing, plumbing, electrical upgrade, foundation repairs, HVAC, siding, windows, and doors.

5. Where does the funding come from?

Funding for this program is made available through the federal Community Development Block Grant funds and other federal and / or local sources. Therefore, there are certain regulations that must be followed.

6. How is payment handled?

Payment for work completed is facilitated through the Community Development Division following approval by the homeowner, inspections by the Building Department (if required by permit) and Community Development staff. Additionally, clearance must be achieved prior to payment for any lead-hazard reduction work items.

7. Who chooses the contractor to complete the work?

The homeowner selects the contractor.

8. What are the requirements for the contractor?

Contractors are required to have the following:

- City of Billings Business License
- Certificate of Liability Insurance
- Certificate of Workman's Compensation or Exemption from Workman's Compensation
- DUNS Number and proof of registration with www.SAM.gov
- Proof of training in the Lead, Renovation Repair and Painting Program Rule (for pre-1978 homes)

9. What is a DUNS Number? How do I register with www.SAM.gov?

HUD requires contractors participating in federally funded projects to have the following information:

- DUNS Number: Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number that is required for all businesses receiving funding from federal contracts or grants. There is no cost

to register and a DUNS number can be created within one business day. You can register on-line at <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711.

- Register with www.SAM.gov: The System for Award Management (SAM) is a combined combining federal procurement systems. All contractors who receive payment with federal funds from Community Development Division programs must be registered in SAM. There is no cost to register in SAM.

10. What is the Lead, Renovation Repair and Painting Program Rule and how do I get training?

All contractors performing renovation, repair and painting that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Contractors are required to have a certified renovator on board for each job taking place in a home or facility defined by the rule. The Montana Weatherization Training Center at MSU-Bozeman offers courses in the EPA Lead Renovation, Repair and Painting Rule. Please contact Mike Roberty at 406-994-6386 for course schedule and registration or visit their website <http://weatherization.org/rrp.html>.