

NOTICE:

**The City of Kingsport
requests Letters of Interest from
Contractors for future projects
involving Home Repair utilizing
Community Development
Block Grant Funds**

Additional information may be requested
from Building Department Secretary



All minority and women-owned contractors are encouraged to participate.
Section 3 compliant contractors are encouraged to participate.



FAQ - Contractors for CDBG Home Repair

What we do?

The Kingsport Alliance for Housing Revitalization (KAHR) home repair program utilizes federal funds from the Department of Housing and Urban Development to make home repairs for low-moderate income residents of the City of Kingsport. Typical repairs include HVAC, roofing, ramps, lack of water or water damage, minor structural damage, etc.

What documents do I submit?

Business License

General Liability Insurance

Workers Compensation or Exemption

Complete a Vendor Registration Form at <https://www.kingsporttn.gov/city-services/purchasing/w-9-and-vendor-information-form/>

Complete a W-9 at <https://www.kingsporttn.gov/city-services/purchasing/w-9-and-vendor-information-form/>

How does the bid process work?

- Community Development staff contacts Contractors via email when projects arise
- Contractors are provided a quote form and client contact information via email
- Contractor's typically have 10 business days to submit a completed quote form
- All bidders are notified of award
- Typically the lowest bidder wins

What happens once the bid is awarded?

- CD staff contact the winning bidder and schedule an on-site visit with the owner
- At the on-site meeting, CD staff, the homeowner and the contractor review the Repair Agreement and discuss work scheduled to take place, any warranty items should be handled directly with the contractor and homeowner
- CD Staff explains the City is only the facilitator and Payee (Grantor)
- Contractor and homeowner agree to terms and work is scheduled
- Once work is completed, contractor obtains approved inspections and invoices the City of Kingsport
- Payments are made to the Contractor within 30 days of receipt of invoice