

**Revised: 2/25/11**

## ***City Beautiful Grant Program Guidelines***

### **Program Overview**

The Beautification program is administered through the City of District Heights, and funded by the Prince George's County, Community Development Block Grant (CDBG). The program offers homeowners who are low-income; aged 50 and older; and/or disabled, a opportunity to beautify the exterior of their homes in order to upgrade their overall appearance, bring their properties up to City code and adhere to Green Building standards; making quality homes more accessible.

### **Program Policy Objectives**

**Main Policy Objective:** To provide access and make available sustainable, quality housing for targeted populations in the city.

#### ***Policy Objective 1: Quality Housing for Targeted Populations***

To provide access and make available sustainable, quality housing for disabled persons, low-income and elderly persons

#### ***Policy Objective 2: Health Hazard Reduction***

To provide access and make available sustainable, quality housing free of lead-based paint, mold, and asbestos.

#### ***GREEN Policy Objective 3: Materials and Resource Conservation***

##### ***1. Construction, Renovation, and Demolition Materials Management (C&D)\****

To prevent C&D materials from being disposed in waster facilities; to redirect recyclable and/or reusable materials to appropriate uses

##### ***2. Building Reuse (improve existing building stock)***

To reuse existing building structures (and shells) to conserve resources, reduce waste, and reduce environmental impacts of new construction.

##### ***3. Material Reuse***

To reuse building materials and products to reduce demand for virgin materials and reduce waste, thereby lessening impacts associated with the extraction and processing of virgin resources

#### ***Policy Objective 4: City Code Violation reduction***

To reduce the number of residential building code violations by 10% by 2012

### **Program Materials and Resource Conservation Requirement**

Contractors will be required to provide documentation to the city as proof that eco-friendly (recycle, reuse, and reduce) building practices will be performed on all homes renovated with city funds.

Building Renovations must consist of two (2) elements:

- Eco-friendly building materials** – The contractor must provide documentation that shows that they will utilize eco-friendly building materials and products as part of their home renovation project scope. Copies of the specs of the proposed eco-friendly building materials (local business listing provided) with respective eco-certification (if applicable) must be submitted to the city prior to work beginning, and along with final invoice.

- Waste Management Plan:** All construction materials must be properly disposed in a waste facility/site to ensure that waste products are recycled, reused, and/or disposed of properly. Contractors will be allowed to store materials onsite, only during the time of construction. Materials onsite must be properly stored onsite and/or disposed of by the end of the working day, each day during the time of construction. The city has a list of waste management sites/companies as a resource for contractors. The contractor, however, is solely responsible for providing proof/documentation of proper waste disposal. A copy of the contractor's waste management plan must be submitted with the scope of work, prior to starting work.

### **Program Partners**

The city will be partnering with a local non-profit home improvement thrift store, Community Forklift, located in Edmonston, MD. Community Forklift is a sells surplus, salvaged and green building materials. Contractors will be encouraged to utilize products/materials from Community Forklift to satisfy the Materials and Resource Conservation objectives. Participating contractors will be given a pre-determined discount ticket to use at their facility.

### **Program Education**

Information sessions will be held on regularly basis to provide interested residents and contractors with more detail information about the program. **Attendance is highly recommended.**

### **Program Eligibility**

To be eligible a homeowner must be low-income and be able to show proof of income by submitting the most recent 1040 forms, from all working household members, which will help the selection committee to calculate total household income:

**Maximum Income: 1 person household is \$45,100**

**Maximum Income: 2 person household is \$51,500**

**Maximum Income: 3 person household is \$58,000**

**Maximum Income: 4 person household is \$64,400**

*\*Note: larger household incomes are subject to higher income requirements. Please call for more info or check website.*

**Homeowners must be low-income; 50 years or older; disabled; and/or have a disabled member residing in the home to apply for the grant. Homeowners willing to pay 50% of the project cost are also able to apply for funding; however the need must be great. First priority will be given low-income; 50 year or older; disabled; and/or have a disabled member residing in the home. Applicant's home must not/will not, is for-sale; for-rent; or in foreclosure during the time that I submit this application for assistance and up to 90 days after my home products has been upgraded.**

### **Program Award Process**

The City will pay the contractor for all services rendered as described in contractor estimate, after services are rendered. The Contractor will provide all invoices for work performed to the City Beautiful Program Manager, where they will be reimbursed for their costs. Please allow up to 30 days for invoices to be paid. Any costs in excess of the amount approved by the City will be the sole responsibility of the homeowner.

### **Recipient Selection Process**

- Submit application and all required documentation, along with your estimates (2 minimum estimates from 2 different companies will be required).
- Code Enforcement will schedule an appointment with the homeowner to inspect project for eligibility and need, and take pictures.

3. Hazard Inspector will schedule an appointment with the homeowner to inspect home for lead-paint, asbestos and mold. If any of the latter is detected, the homeowner will be notified and asked to correct the problem prior to application and proposed project being approved.
4. Selection committee will approve or disapprove project.
5. Applicant will be notified of committee decision in writing within 21 business days of submitting completed application package.
6. Your certified GREEN/MHIC contractor must obtain a building permit from the city's Code Enforcement Office, and all other permits needed from the County or State permitting office.
7. Approved projects must be completed within 45 days from the date of committee approval.
8. Code Enforcement will conduct post inspection and take pictures of finished project. Some other work, such as electrical will require third party inspections from the County/State Department after work has been completed.
9. Once the contractor submit the final invoice to the General Government Office, the contractor will paid for all work approved by the City, with 30 business days. Anything cost in excess of the approved work, will be the sole responsibility of the homeowner.

### **Eligible Use of Funds**

- ✓ Driveway pavement/walkways (private property only)
- ✓ Steps/porch/Awning/Gutters
- ✓ Railings
- ✓ Windows/Flower boxes
- ✓ Exterior Paint
- ✓ Front Door/Screen Door
- ✓ Fence
- ✓ Exterior Lighting (i.e. light fixture)
- ✓ Roof repairs (i.e. leaks, holes, shingles)
- ✓ Wall siding
- ✓ Tree/Stump removal\*
- ✓ Ramps and other accessibility devices to help elderly and disabled
- ✓ Electrical Panel Upgrades\*\*

\* See *Tree/Stump Removal Guidelines* below

\*\**The only allowed indoor/outdoor improvement that will be covered in the program; subject to funding availability*

***Each homeowner is encouraged to landscape the outside to complete the look of the home. Five extra points will be given to homeowners who incorporate landscaping elements to their exterior home improvements.***

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### **Tree/Stump Removal**

Tree/Stump removal, due to a hazard, is a last resort; there are circumstances when it is necessary. An arborist can help decide whether a tree should be removed. Arborists have the skills and equipment to safely and efficiently remove trees. Removal is recommended when the tree:

Is dead or dying

- Is considered irreparably hazardous (i.e. moss/algae)
- Is causing an obstruction that is impossible to correct through pruning
- Is crowding and causing harm to other trees or home
- Is located in an area when new construction requires removal
- AND presents a hazard and/or danger to the residential building

## What Covered

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### *Tree Hazard Services:*

- Crane Service
- Tree Pruning
- Crown Reduction
- Tree Trimming
- Removal/Disposal\*

### *Stump Services:*

- Removal/Disposal\*
- Grinding

**\*GREEN - Waste Management Rule:** All trees must be properly disposed in a waste facility/site to ensure that waste products are recycled and/or reused. The city has list of waste management sites/companies as a resource for contractors, however, the contractor is solely responsible to provide proof/documentation of proper waste disposal. A copy of the contractor's waste management plan must be submitted to City prior to starting work.

Excavated tree stump/bark must not be left on site. The City only removes grass, leaves, and tree limbs (pre-cut 7" diameter; cut lengthwise).

## How It Works

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Select a certified Tree care company by visiting the MD Department of Natural Resources website at: [http://www.dnr.state.md.us/forests/tree\\_expert\\_search.asp](http://www.dnr.state.md.us/forests/tree_expert_search.asp). Search by: County, and select: Prince George's County. Then pick 2-3 contractors to contact to request estimates to handle your tree hazard needs. Approval for tree hazard projects is subject to a mandatory pre-inspection by the City's code enforcement officers. Submit your estimates to the City, with contractor information and allow up to 30 days for approval to proceed.

The City will have resource information available with existing licensed Tree care companies. The City is not responsible for any work performed by the companies on the list. We are not recommending companies, but mainly providing a resource of information to assist with your contractor selection.

Please follow to "Guide to Finding a Licensed MD Contractor" to pick a licensed company for your tree hazard & home improvements needs.

**Construction Timeframe:** Improvements must be completed in 45 days from the time the committee approves the bid estimate.

**Building Permits:** Permits must be obtained by the hired contractor at the City Municipal Building prior to beginning improvements. All other permits must be obtained by the County and State Departments prior to construction.

**Inspections:** Code Enforcement will conduct post inspection and take pictures of finished project. Some other work, such as electrical will require third party inspections from the County/State Department after work has been completed. Please submit copies of passed third party and/or additional County inspections to the city general government office. Final invoices will not be paid until proof of passed inspections is submitted.

**Program Incentives:** Each homeowner will be selected to enter the contest of the best home improvement. Recognition will be given to the first, second, and third best home improvements. The winning home will be advertised on the City’s webpage, TV channel and newsletter. Completed homes will be marked as a “City Beautiful Home” on the front property. The Contractor will be allowed to place a small marketing sign in the homeowner’s front property. Contractor must submit sign specifications to city for approval of the marketing sign.

**Table 1: Program Policy Objectives**

<b>Program Policy Objectives</b>	
<i><b>Main Policy Objective</b></i>	
<b>To provide access and make available sustainable, quality housing for targeted populations in the city.</b>	
<i><b>Policy Objective 1: Quality Housing for Targeted Populations</b></i>	
To provide access and make available sustainable, quality housing for disabled persons, low-income and elderly persons.	
<i><b>Policy Objective 2: Health Hazard Reduction</b></i>	
To provide access and make available decent housing free of lead-based paint, mold, and asbestos.	
<i><b>GREEN Policy Objective 3: Materials and Resource Conservation</b></i>	
<b>1.</b>	<i><b>Construction, Renovation, and Demolition Materials Management (C&amp;D)*</b></i>
To prevent C&D materials from being disposed in waster facilities; to redirect recyclable and/or reusable materials to appropriate uses	
<b>2.</b>	<i><b>Building Reuse ( improve existing building stock)</b></i>
To reuse existing building structures (and shells) to conserve resources, reduce waste, and reduce environmental impacts of new construction.	
<b>3.</b>	<i><b>Material Reuse</b></i>
To reuse building materials and products to reduce demand for virgin materials and reduce waste, thereby lessening impacts associated with the extraction and processing of virgin resources	
<i><b>Policy Objective 4: City Code Violation reduction</b></i>	
To reduce the number of residential building code violations by 10% by 2012	

# Guide to Finding a Licensed MD Contractor

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## Selecting a **GREEN** Home Improvement Contractor

1. Pick up application and review the City Beautiful program guidelines.
2. Then pick at least 2 GREEN contractors to visit your home and give you an estimate on the proposed home improvements.
3. Request 2 references from the contractor of past clients who had similar GREEN home improvement work completed on their home by the contractor. Attach references to contractor design/estimate and submit to city.
4. To select the certified GREEN company, go to The Green Building Council website, <http://greenhomeguide.com/findapro>, locate the **Find a Pro** tab, then Search by: *Zip code: 20747* or Select: *“Search by Proximity”* in the drop down menu to select companies nearby, Under Categories (on left): Select any of the following, based on your home improvement needs:
  - ✓ Builders & Contractors
  - ✓ Electricians
  - ✓ Landscaping
  - ✓ Painting
  - ✓ Roofing
  - ✓ Windows & Doors

OR

Go to the US Green Building Council Member Directory at

<http://www.usgbc.org/myUSGBC/Members/MembersDirectory.aspx?PageID=2122&CMSPageID=140>.

Select: Contractors and Builders, and State: Maryland from the drop down menu to find contractors in Maryland. Try to find contractor in-state before selecting contractors out-of-state. Keep in mind the farther way the contractor is, the more he may charge, but not in all cases.

5. The city also has an additional list of local Green Home contractors. Copies of the list can be picked up at the General Government office, located at 2000 Marbury Drive, District Heights, MD or emailed on request.
6. Also, you can search for a Licensed Electrician or home improvement contractor, and verify that they are licensed to do work in Maryland, by visiting the Maryland Home Improvement Commission (MHIC) website <http://www.dlr.state.md.us/query/> or call 410-230-6231.
7. Then submit your application with all supporting documentation, contractor information, and at least 2 original copies of the contractor’s estimates for review and approval.
8. During the application review process Code Enforcement will schedule an appointment with the homeowner to inspect projects for eligibility and need, and take pictures.
9. Please allow up to 30 days for approval to proceed.

Please follow the **“Select a Tree/Stump Removal Contractor Guide”** to pick a licensed company for your tree hazards needs.

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## Selecting a Tree/Stump Removal Contractor

1. Pick up application and review the City Beautiful program guidelines.
2. Then pick at least 2 contractors to visit your home and give you an estimate to handle your tree hazard needs.

3. To find a certified Tree care company by visiting the MD Department of Natural Resources website at: [http://www.dnr.state.md.us/forests/tree\\_expert\\_search.asp](http://www.dnr.state.md.us/forests/tree_expert_search.asp). Search by: County, and select: Prince George's County, or a copy of the companies can be picked up or emailed upon request.
4. The city will have resource information available with existing licensed Tree care companies. The city is not responsible for any work performed by the companies on the list. We are not recommending companies, but mainly providing a resource of information to assist with your contractor selection.
5. Approval for tree hazard projects is subject to a mandatory pre-inspection by the City's code enforcement officers.
6. Submit your estimates to the City, with contractor information and allow up to 21 days for approval to proceed.

## **Contractors “Things to Know”**

*to ensure a successful project completion*

**Construction Timeframe:** Improvements must be completed in 45 days from the time the committee approves the bid estimate. If there are any change orders, please submit to City General Government office prior to resuming work, for review and approval.

**Building Permits:** Permits must be obtained by the hired contractor at the City Municipal Building prior to beginning improvements. All other permits must be obtained by the County and State Departments prior to construction.

**Inspections:** Code Enforcement will conduct post inspection and take pictures of finished project. Some other work, such as electrical will require third party inspections from the County/State Department after work has been completed. Please submit copies of passed third party and/or additional County inspections to the city general government office. Final invoices will not be paid until proof of passed inspections is submitted to the city General Government office.

**Site Waste Management:** The relationship between the contractor and the client (homeowner) is crucial to making the green design and renovation a success. Thus, we ask that the contractor remain clear about the scope of work and the responsibilities and/or accommodations of the client during the planning and renovation process (i.e. providing adequate space of separating materials for recycling, reuse, and/or disposal). Please contact Code enforcement office to verify the rules regarding storing construction materials onsite.

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## **Contractor Q&A & Estimate Items (to submit to city & keep for your records)**

When you meet with the contractor at your home, please review the program guidelines with them, and ask them to tell you and/or provide you with the answers to the following question below **BEFORE** you sign anything, if you are unsure about their answers, contact the city.

### **Pre-Qualification questions**

1. Do your company and subcontractors have experience in sustainable residential building design and construction (deconstruction, and demolition) projects?
2. Does your company have any Green Advantage Certifications or LEED? Or are you a member of the US Green Building Council or any other green organization? If so, which one? Can I get a copy of each?
3. Does your company have design-build capabilities? Are you willing to work with me to develop a design plan (drawing specifications) with an exact site layout of your plans for renovating my home? Can you provide digital copies of the specifications?
4. What professional and trade license do you hold? Any Green home design/improvement Certifications? Please provide me with a copy and/or business information and license numbers for each?
5. Can you complete the work in 45 days? If so, how long?
6. Can you complete the job without a deposit? (Note: The city pays for the work after the job is completed and final invoice with scope submitted for payment and approval)
7. Can I have 2 references from past residential green home improvements you completed, if possible, a home that had similar work done to what's being proposed for my home (i.e. contact information)?

### **Demolition & Abatement questions**

1. Do your company and subcontractors have experience in sustainable residential building design, specifically, deconstruction, and demolition projects?

2. Does your company have in-house fabrication capabilities? In other words, do you build or stock your own building materials in your facility, or an owned facility (helps with waster reduction and quicker delivery schedules)?
3. Does your company have a site recycling plan?
4. Does your company have a site waste management plan? How do you plan to dispose of the old building materials and trash/debris collected on the project site?
5. Can you provide a copy of your demolition/abatement plan outlining the separation of waste and recyclable containers/dumpsters?
6. Do your workers smoke on the project site?
7. Do you plan to separate each waste and place waste and recycled materials in “marked buggies” for the demolition contractor/worker to move to the dumpster or recycling bin?
8. We willing have an On-call Abatement (lead-paint, mold, and asbestos) contractor; will you be willing to work with contractor during the project?
9. Can you provide me with a site plan of the locations for the demolition and construction equipment, material haulers and material lifts (this is to prevent groundwater contamination)?
10. Do you use any digital technology (i.e. digital photos) to document the before and after, especially during demolition and abatement.

**Site work**

1. Do your company have Plant protection plan?
2. Do you utilize local materials?
3. Can you clearly identify re-fueling stations for equipment on my property? Is this a normal business practice?
4. Do you grind, chip, and shred bulk site clearing materials for mulch use, if possible?

**Foundations/Pavement**

1. Do you return or would you return unused or excess materials to vendors?
2. Do you use hand excavation around underground utilities?

**Material Selection**

- Do you use sustainable building materials that are:
  - a. Durable \_\_\_\_\_
  - b. Reused \_\_\_\_\_
  - c. Salvaged \_\_\_\_\_
  - d. High recycled content \_\_\_\_\_
  - e. Rapidly renewable \_\_\_\_\_
  - f. Biodegradable \_\_\_\_\_
  - g. Reusable \_\_\_\_\_
  - h. Locally manufactured \_\_\_\_\_
- Do you use materials containing the following toxic materials:
  - a. CFC’s and HCFC’s: ozone-depleting chemicals in mechanical equipment and insulation made of CFCs and HCFC’s
  - b. VOCs: Volatile Organic Compounds found in paints and coatings, adhesives and sealants, carpet, and composite wood.
  - c. PVC
  - d. Wood treated cooper chromium arsenate (CCA).
  - e. PBT (Persistent, Bioaccumulative Toxic Chemicals) (e.g. mercury, lead and cadmium).

## Waste Management

1. What are your plans for waste management and waste avoidance (reduce or eliminate waste generated during site work)? Can you provide me with a plan to submit to the city with your estimate/scope of work?
2. DO you have a recycling plan for materials used? Can you recycle 50% of your construction debris? If not, why not? \_\_\_\_\_
3. Do you have a cleanup plan in place, for each workday? Do you communicate the plan with your workers and subcontractors? Do you have it in writing?

## Material Reuse

- DO you have experience in material reuse (i.e. salvaging)?
- Do you plan to designate areas on site for reusable materials?
- Do you workers and subcontractors know the proper way to handle salvaged materials?
- Can you easily identify materials that can be salvaged vs. potentially hazardous materials? Can you provide us with a list prior to starting construction --- after demolition?
- Do you donate for reuse any of the following materials:
  - a. Excess or slightly damaged materials (may be donated)
  - b. Brick
  - c. CMU brick
  - d. Windows
  - e. Any more:

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- **Electrical (if applicable):**
  - a. Do you remove and recycle copper wiring?
  - b. Do you use reusable modular wiring systems?
  - c. Use surface mount electrical wiring (to allow for ease of reconfiguration)?
  - d. Do you donate the following materials or reuse any of the following:
    - i. Motors
    - ii. Transformers
    - iii. Circuit Breakers
    - iv. Switchgear
    - v. Panel boards
    - vi. Conduit
    - vii. Cable trays
    - viii. If any of the items above have been reused as part of you past work, have the work passed final inspection? Provide a reference (contact information) for a past job where materials have been reused and successfully completed, inspected, and approved.

## Health and Safety

1. Do you have a Health and Safety Plan when facing the following events:
  - a. Lead-Paint, Mold/Mildew, and Asbestos
  - b. VOCs
  - c. Carbon Monoxide Poisoning
  - d. Demolition
  - e. Ventilation situations (i.e. painting)?
2. Do you use Hard Hats, goggles, or safety glasses onsite? In which situation?

3. Are you RRR (Renovate, Repairing or Painting) certified? Are you familiar and have experience with “Encasement” a new alternative to the removal of asbestos and lead-based materials?

**Asphalt/Concrete & Roofing work**

1. What are your pre-construction plans? (i.e. notifying the owners before work begin)
2. DO you use personal protective equipment?
3. Do you use impervious concrete or other eco friendly materials?
4. Do you use warning tapes etc... to prepare and mark off worksite?
5. Have you considered using fume-suppressing asphalts etc...? If so, give product information\_\_\_\_\_