



Blue Springs, Missouri

Community Development

RE: Minor Home Repair Program

Dear Contractor,

In an effort to better assist recipients of the City's Minor Home Repair Program, the Community Development Department is developing a pre-registered contractor list. The Minor Home Repair Program provides grant assistance to low-moderate income homeowners to make qualified repairs, including window/glass repair, exterior door repair, minor roof repair, flashing or gutter repair, exterior painting, minor repair of porches, steps, and railings, tuck pointing of mortar foundation, repair of broken exterior masonry units, repair of exterior walls or trim, HVAC and water heater repairs or replacements, and exterior accessibility improvements. Each recipient is limited to up to \$5,000 in repairs.

Contractors interested in participating in the program must have the following:

- Agree to the program guidelines
- A current business license with the City of Blue Springs
- Not debarred from receiving Federal funds

Once a recipient has been approved for the program, they will be given a list of pre-registered contractors for bids. The recipient also has the option of requesting bids from contractors not on the pre-registered list, provided the contractor obtains a business license. Being on the pre-registered contractors list does not guarantee you will be contacted for a bid or be awarded a bid. Contractors are paid in full by the City of Blue Springs once all program-approved repairs have been completed per the approved bid (up to \$5,000, and amount of over \$5,000 will be paid by the homeowner). Contractors will remain on the pre-approved list for the remainder of the program year. Contractors may request to be removed from the list at any time.

Contractors interested in being on the pre-registered contractor list can obtain and submit an application via the following:

- In person at the Community Development Dept. at 903 W. Main Street, Blue Springs, MO 64015
- On the City's website at <http://www.bluespringsgov.com/694/Minor-Home-Repair-Program-MHRP>, print and submit by:
 - Scanning and emailing to mwright@bluespringsgov.com;
 - Submit in person at 903 W. Main Street; or
 - Mail to City of Blue Springs Community Development / Attn: Matt Wright / 903 W. Main Street, Blue Springs, MO 64015



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Minor Home Repair Program Contractor Application

Contractor/Business Name: _____

Contractor/Business Address: _____

Point of Contact: _____

Name

Phone

Email

Repairs interested in bidding on (check all that apply):

- Window/Glass
- Exterior Doors
- Roof
- Flashing/Gutter
- Painting
- Porches, Steps & Railings
- Tuckpointing/Mortar/Masonry repair
- Walls/Siding/Trim
- HVAC
- Water Heaters
- Accessibility improvements (ramps, etc.)

The following must be provided prior to being added to the contractor list:

- Current City Business License (you do not need to supply copy; staff will confirm)

In addition to the items above, the following must be provided to be added to the contractor list for pre-1978 built homes when painted surfaces are disturbed:

- Lead-Based Paint Certification (proof of certification, including number and expiration date)