

# **Tutorial Initial Review and Work Write-up**

## **Homeowner Rehab**

### **Process for Submitting an Original Work Write-up**

1. Receive Addresses from the Grant Administrator
2. Contact Homeowners to Schedule Initial Inspection and perform the Work Write Up (Form HO-6A) and the Cost Estimate for the work to be performed.

The work write-up (Form HO-6A) is the detailed description of the housing rehabilitation work and any lead-based paint hazard reduction required. The write-up should list the lead-based paint hazard reduction activities separately from the rehabilitation work. Write-ups serve as the construction specifications and should be specific, clear and complete. A great deal of confusion and many problems between the homeowner and contractor are caused by vague, poorly written write-ups.

## REHABILITATION WORK WRITE-UP & COST ESTIMATE

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ **Grant Year** \_\_\_\_\_

**Administrator:** \_\_\_\_\_ **Grantee:** \_\_\_\_\_

**Year Built:** \_\_\_\_\_ **If pre-1978, attach LBP Assessment Report**

Formatted in conjunction with the Uniform Physical Condition Standards Checklist

**This form must be left intact and should not be edited except to input the information requested. All the information must be input to be approved.**

<u>SITE</u>	<u>Rehabilitation</u>	<u>Lead Based Paint</u>
<b>FENCING &amp; GATES</b> <i>Damaged/Falling/Leaning/Holes/Missing Sections</i>	\$ _____	\$ _____
<b>GROUNDS</b> <i>Erosion/Rutting/Overgrown Vegetation/Ponding/Site Drainage</i>	\$ _____	\$ _____
<b>REFUSE DISPOSAL</b> <i>Broken/Damaged Enclosures/Inadequate/Missing</i>	\$ _____	\$ _____

The remainder of this form is designed to be used in conjunction with the UPCS Checklist. Also, it is the Rehab Coordinators' responsibility to prepare a cost estimate for each item, and that cost placed in the proper column.

A	B	C	D
<b>THDA Uniform Physical Condition Standards Checklist</b>			
<p>NOTE: If any item on any of these lists is in a condition that could possibly cause damage to the structure or the health and safety of a person, or persons in or around the structure, the issue must be recorded on this UPCS checklist as an Emergency Repair (ER) item and reported to the resident, if applicable, and, if a rental property, to the property owner. Rental property owners must correct the issue and protect the health and safety of the occupants within 24 hours as provided in the applicable program manual.</p>			
<b>Inspectable Area: Site</b>			
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>*N/C</b>	<b>Repairs / Replacement Required</b>
Fencing and Gates	Damaged/Falling/Leaning		An interior or exterior fence, security fence, or gate is damaged and does not function as it should or could threaten safety or security.
	Holes		The hole is larger than 6 inches by 6 inches.
	Missing Sections		An exterior fence, security fence, or gate is missing a section, which could threaten safety or security.

SITE

Rehabilitation

Lead Based Paint

**FENCING & GATES**

*Damaged/Falling/Leaning/Holes/Missing Sections*

Replace broken gate at front sidewalk entrance to home.

\$ 100 |

\$ \_\_\_\_\_

This is an example of how to fill out a section of this form when there are no Lead Based Paint issues with this item.

SITE

Rehabilitation

Lead Based Paint

**FENCING & GATES**

*Damaged/Falling/Leaning/Holes/Missing Sections*

Replace broken gate at front sidewalk entrance to home.

\$ 100 |

\$ 75

This is an example of how to fill out a section of this form when there are Lead Based Paint issues with this item.



**Abatement strategies include the removal of lead-based paint. There are five basic methods of abatement for components that contain lead-based paint:**

- 1. Component replacement** – The removal of building components that contain lead-based paint.
- 2. Paint removal** – The separation of paint from the substrate using safe heat, chemical, or abrasive methods. It is the least preferred method and requires the greatest care and most careful clean-up. It is most appropriate for small surfaces.

- 3. Enclosure** – The installation of a barrier (such as paneling) that is mechanically attached to the building component, with all edges and seams sealed to prevent the escape of lead- based dust. It is appropriate for large surfaces such as walls, ceilings, floors and exteriors.
- 4. Encapsulation** – Involves a liquid or adhesive material that covers the component and forms a barrier that makes the lead-based paint surface inaccessible by relying upon adhesion. It is most appropriate for most kinds of smooth surfaces but cannot be used effectively on friction surfaces, surfaces in poor condition, or surfaces that may become wet. It must also be compatible with the existing paint.
- 5. Soil Abatement** – Includes removal of at least the top six inches of soil but may go to two feet in areas with heavy contamination; and paving the contaminated soil with high quality concrete or asphalt.

**There are two approaches to generating a work write-up and risk assessment for a unit with lead depending on who is doing the inspection and the risk assessment.**

If the rehab coordinator and the risk assessor are the not the same:

- A. The rehab coordinator needs to do the initial codes inspection and identify the rehabilitation work to be done on the house.
  
- B. The Risk Assessor completes his testing of the complete structure and gives the report to the rehab coordinator .
  
- C. The rehab coordinator then modifies the work write-up so that it clearly breaks out rehabilitation work and required lead work separately by:

Using the Lead Based Paint Risk Assessment, review the WWU to assure that the items shown in the LBP Risk Assessment are shown to either be abated or remediated within the WWU. Assure that the cost estimate is broken down into the construction cost of abating the item, and the additional cost that will be required because of the item in the report being contaminated with lead based paint.

Review each line item to determine if the Rehab Coordinator has determined the cost estimates to be in line with current construction costs. Check the math by adding all the items on the WWU and see if the Total Project Cost adds up to the estimate given by the RC. If reconstruction is an option determine if the home appears to be eligible for rehabilitation, reconstruction, or it is a “Walk Away” project that HOME should not undertake.

If the WWU after review appears to meet all the HOME requirements and the cost estimate is within the allowed subsidy limits; stamp the WWU as “Approved to Bid” with the appropriate THDA Stamp. Add the date to the stamp.



## WORK WRITE-UP / ESTIMATE

THIS SUBMITTAL WAS REVIEWED FOR GENERAL CONFORMITY TO THDA HOME OPERATIONS MANUAL PROPERTY STANDARDS AND THE ADOPTED CODES. THE GRANTEE AND CONTRACTOR ARE RESPONSIBLE FOR CONFORMING TO THE WORKING AGREEMENT BETWEEN THE STATE OF TENNESSEE THDA AND GRANTEE FOR THE HOME INVESTMENT PARTNERSHIPS PROGRAM.

**THIS WORK WRITE UP IS NOW APPROVED AND RELEASED FOR BIDDING.**

TENNESSEE HOUSING DEVELOPMENT AGENCY (THDA)  
502 DEADERICK STREET – 2<sup>ND</sup> FLOOR  
NASHVILLE, TN 37243

REVIEWER: *Dwayne Hicks, MCP*

DATE: JANUARY 1, 2020

The key to a good work write up is to make it completely clear about the work to be bid. The more thorough you make the items on the WWU the more accurate your cost estimate will be near to the bid amount. The contractor must be able to understand the item completely for him / her to properly submit a bid. A very thorough WWU may keep the bid from being re-bid due to a cost difference from your estimate. Always add more information than less, if you are in doubt.

**If you have further questions, please feel free to Contact**

**Dwayne Hicks at 615-815-2044**

**or Bill Lord at 615-815-2018**