



CITY OF FORT WAYNE PARTNERSHIP DETAILS

PROGRAM INFORMATION

NeighborLink Fort Wayne is a faith based, nonprofit organization with a mission of providing neighbor-to-neighbor expressions of God’s love. We mobilize volunteers, churches and service groups into the neighborhoods of our cities to help marginalized homeowners with home maintenance and repairs.

It’s common for the needs to exceed the skills of our volunteers, which leaves the recipient with little hope for having their needs met. In order for us to continue serving our recipients’ needs, we are partnering with the City of Fort Wayne to leverage Community Development Block Grant dollars to secure the skilled labor needed to support our volunteer efforts. It’s our hope that we can hire skilled labor to assist our volunteer leadership for projects they are working on.

Below is information on how projects and contractors are selected by NeighborLink Fort Wayne members.

PROGRAM REQUIREMENTS & DETAILS

IN ORDER TO QUALIFY FOR THESE FUNDS, THE FOLLOWING CRITERIA MUST BE MET.

- Project must be selected and led by an approved NeighborLink Volunteer.
- Only work that requires a licensed contractor may be undertaken to receive these funds.
- The City of Fort Wayne must pre-approve the project prior to hiring contractor. Contact Elisa at NLFW to request inspection. Elisa@NLFW.org or 260.466.6656.
- Home must be owner-occupied.
- Homeowner must earn at or below 80% AMI

	1.....	\$34,651	5.....	\$53,451
	2.....	\$39,601	6.....	\$57,401
Household Sizes	3.....	\$44,551	7.....	\$61,351
	4.....	\$49,451	8.....	\$65,301

PREFERRED BIDDERS/CONTRACTOR LIST SELECTION PROCESS

ANYONE INTERESTED IN BEING HIRED BY NLFW MUST ADHERE TO THE FOLLOWING.

- You must provide a copy of your contractors license in the field of the project being completed
- You must provide a copy of your contractors insurance prior to being selected
- You cannot be on HUD’s Debarment List
- You must provide a written estimate prior to being selected for the project
- You must provide a copy of the proper permits for the job
- You must provide a copy of the Allen County Building Department’s approval of work completed
- You must provide a written invoice on company letterhead at the time of billing to NeighborLink
- You must be willing to work with NeighborLink volunteers where applicable

CRITERIA BY WHICH NEIGHBORLINK WILL BE SELECTING CONTRACTORS

- Interested Contractors would need to be on the official NeighborLink Preferred Bidders/Contractors list.
- NeighborLink will be publicizing open enrollment twice a year to contractors who can agree to the selection process requirements.
- Contractors can request to be on the list at any time by contacting Elisa Layton, Program Director.
- NeighborLink will notify all appropriate contractors based on project type of each new bid request.
- NeighborLink needs a minimum of 2 sealed bids for each project & will choose the lowest price bid based on project scope.

TYPES OF PROJECTS WE'RE LOOKING TO COMPLETE

- Our goal is help homeowners with stabilization oriented projects that help them continue living independently in their homes
- Roof replacements, HVAC systems, major plumbing projects, foundation repairs, electrical projects, major bathroom remodeling, interior and exterior structural repairs, etc.
- Projects at \$5,000 or less that includes contracted labor and material costs
- Projects greater than \$5,000 will be reviewed and considered based on NeighborLink's ability to fundraise for the additional cost

PROJECTS THAT WILL NOT BE SELECTED

- Any project requiring lead paint removal

NEIGHBORLINK PROJECT SELECTION PROCESS

NeighborLink Volunteers determine when a contractor is needed based on their inspection of a project found at NeighborLink Fort Wayne's website. Volunteers must contact Elisa Layton at NeighborLink any time they encounter a project beyond their ability to complete without the help of professional contractor.

NeighborLink will review the project, qualify the recipient, and work with Volunteers to determine the next steps. Should the homeowner qualify, NeighborLink would communicate a request for bid to contractors. Once bids are received and the best bid selected, Elisa will help get projects scheduled with the help of Jeff Shatto, Director of Mobilization at NeighborLink.

Any contractor not on the NeighborLink Preferred Contractors list must contact Elisa to be interviewed, and must be able to provide the information posted above prior to being selected. Once a contractor is in place, we ask our Volunteers to stay with the project until completion and be the main contact for the contractor.

TIMELINE & # OF CLIENTS SERVED

Project will begin immediately and go until funds are used. 12/1/15 - 12/31/16)

Funds will serve 25-40 clients



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