



BrighterHome Owner-Occupied Rehab & TAD Small Business Property Improvement Grant Requests for Qualifications for Program Management Services

Responses to Requests for Clarification

Posted: October 9, 2026

1. Please identify the application and management software referenced in Section II.1(j)-(l), including whether Decide DeKalb will provide the system or whether the selected Program Managers are expected to propose or supply it.
 - **Response:** Decide DeKalb is currently in the process of identifying the application and management software. Decide DeKalb will provide the system. Respondents are encouraged to identify their preferred software(s) in their response to the RFQ.
2. Please also clarify whether the software is intended to support only BrighterHome and SBPIG or a shared Housing Investment Program reporting and accountability framework.
 - **Response:** Currently, it has not been determined if the software will be stand alone for BrighterHome, or hosting multiple funding programs (residential and commercial).
3. What is the application window/how long will applications be accepted for BrighterHome:
 - **Response:** Decide DeKalb anticipates opening applications for homeowners for 45-60 days. Decide DeKalb will collaborate with the selected respondent(s) to finalize the final program guidelines, application duration and process, etc.
4. For BrighterHome, is the Program Manager fee based on the hard construction costs or total project budget?

- **Response:** The Program Manager fee is based upon 20% of construction costs and labor. The Program Manager fee is inclusive of all profit and overhead:
 - Minimum: \$1,000
 - Maximum: the lesser of \$5,000 or 20% of the total construction costs and labor.

The maximum expenditure per project is \$30,000 (\$44,000 when combined with the Special Purpose Home Repair program) inclusive of the Program Manager fee.

5. Will the BrighterHome Program Manager be paid for applicants that are processed but do not qualify for the program?
 - **Response:** No, Program Management fees are paid based on repair services provided to the qualified homeowner.
6. What is the budget for the BrighterHome program or what is the estimated number of applicants to be served?
 - **Response:** The total fund allocation for BrighterHome is \$10,000,000. An initial \$2,250,000 portion has been funded for the first six months of the program. A second allocation for 2027 will be determined pending progress of the first portion.
7. Contractor Solicitation and Competition: The RFQ states that the Program Manager will obtain at least three bids from approved general contractors. **May the selected Program Manager solicit bids from its existing pool of licensed and qualified general contractors, or must each rehabilitation project be openly solicited so other qualified contractors have an opportunity to bid?**
 - **Response:** The Program Manager will solicit bids from their approved pool of licensed and qualified general contractors. Respondents must include their proposed list of contractors in their response to the RFQ to demonstrate a readiness to proceed.
8. Qualified/Approved Contractor List: The RFQ states: "*Selects Contractors from the list of Qualified Contractors for bidding. All rehabilitation work must be completed by County approved contractors.*" **Does the "list of Qualified**

Contractors" refer to a list maintained by DeKalb County, or may the selected Program Manager establish and maintain its own pool of contractors, subject to County approval? If the County maintains the list, will it be provided to the selected Program Manager?

- **Response:** The Program Manager will establish their pool of licensed and qualified general contractors. Respondents must include their proposed list of contractors in their response to the RFQ to demonstrate a readiness to proceed. The pool of contractors will be approved along with the awarded Respondent(s) as part of the Respondents' team.

9. Coordination with the Special Purpose Home Repair Program (SPHRP): The RFQ states: *"Applicants may also be eligible for DeKalb County's SPHRP administered through the Community Development Department, for an additional \$14,000."*

- a) At what point in the application or rehabilitation process is SPHRP eligibility determined?
 - **Response:** The SPHRP program currently opens applications one time per year in the spring. Applicants must already have applied to the SPHRP and been deemed eligible for the County's program when they apply to BrighterHome. DeKalb County Community Development is currently updating the SPHRP program, therefore Decide DeKalb does not anticipate layering BrighterHome with SPHRP until the 2nd round of partial funding from the Housing Investment Program.
- b) If an applicant qualifies, is the \$14,000 administered under a separate grant or loan agreement from the \$30,000 BrighterHome loan?
 - **Response:** Given that the SPHRP is funded by federal programs, there will be two separate loans.
- c) Are improvements funded through both programs bid and contracted as one rehabilitation project, or must the work be solicited and administered separately?
 - **Response:** Each program will have a distinct scope of work and the work will be solicited, contracted and administered separately.

10. Program Participant Role in Contractor Selection: The RFQ states: "*Program Manager engages Program Participants to select General Contractor for home rehabilitation assignment.*" Does the participant select which contractors are invited to bid, or does the Program Manager solicit the required bids and then engage the participant in selecting the general contractor from among the responsive, qualified bidders?

- o **Response:** The Program Manager will solicit the required bids from their pool of qualified contractors, and select the winning bid to recommend going to contract with the homeowner. Homeowners will not receive or review multiple bids or proposals.

11. Lead Based Paint Requirements: The RFQ states: "Program Manager or its designated consultant identifies any mold, asbestos, and/or lead based paint remediation needs and assigns certified remediation contractor for inclusion within the proposed rehabilitation budget and scope of services."

- a) For homes built before 1978, is lead based paint testing or a lead risk assessment required for every project?
 - o **Response:** Yes, a Lead-Based Paint Certification / Lead-Free Certification will be required to be provided by a certified lead inspector or risk assessor. If hazardous materials are identified, the remediation of affected or impacted areas must be included in the scope of work and budget. As part of the application process, a Property Owner Lead-Based Paint Disclosure and Acknowledgment Form will also be required, where the homeowner discloses:
 - i. The year the home was built.
 - ii. Whether they have any knowledge of lead-based paint or lead hazards.
 - iii. Whether they possess any lead inspection, risk assessment, or clearance reports, and if so, that they will provide any such reports to the program administrator.
 - iv. That they understand additional lead-based paint evaluation and mitigation requirements may apply if rehabilitation work is funded.

- b) If hazards are identified, must remediation or stabilization be completed before other rehabilitation work begins? If so, should the budget be built around the required lead work first, with the remaining dollars applied to other repairs?
- o **Response:** If the proposed scope of work will not disturb the LBP (or ACM for that matter), then remediation is not necessary. If the certified lead inspector/risk assessor proposes that encapsulation or complete remediation is necessary, then the budget must include the remediation with the remaining funding applied to other repairs.
12. Temporary Relocation: The RFQ states: *"Scheduling and arrangements for temporary relocation (as applicable)."* Is the Program Manager responsible for coordinating relocation and covering relocation expenses? If relocation costs are reimbursable, are they paid from the individual homeowner's rehabilitation budget or from another program funding source?
- o **Response:** In the rare event that relocation is necessary, yes, the PM is responsible for coordinating relocation. However, the costs are included in the rehab budget.
13. Closing Attorney: The RFQ states: *"Closing attorney follows Decide DeKalb processes to close loan."* Will the closing attorney be selected or provided by DeKalb County/Decide DeKalb, or is the Program Manager responsible for identifying and engaging the closing attorney?
- o **Response:** Decide DeKalb will procure a bench of closing attorneys via a competitive RFQ.
14. Reimbursable Third-Party Expenses: The RFQ states: *"Invoices and check copy or canceled check for all reimbursable expenses paid to third parties."* What types of third-party expenses are reimbursable under the contract? Examples of anticipated reimbursable expenses would be helpful.
- o **Response:** The following third-party expenses are reimbursable under the program management services agreement: Soft and Hard costs included in the project budget, including technical advisor fees, general

contractor fees, hazardous materials inspections, etc. All items must be included in the project budget.

15. \$30,000 Rehabilitation Budget and Lien Period:

- a) Is \$30,000 the maximum per home, with each award based on the actual cost of the approved scope of work up to that amount?
 - o **Response:** The maximum per home is \$30,000. This amount includes the program manager fee, hard and soft costs, including closing costs.
- b) If the approved cost is less than \$30,000, will the loan and lien be limited to the actual amount spent?
 - o **Response:** The loan and lien match the actual amount spent.
- c) Does the 10-year lien/affordability period stay the same regardless of the amount of assistance?
 - o **Response:** Yes.

16. Timing of Contractor Qualification and Vetting: The RFQ indicates that after a general contractor is selected, the contractor must submit insurance and other required documentation and be checked for suspension or debarment. Should the Program Manager verify licensing, insurance, debarment status, and other eligibility requirements before a contractor may submit a bid, or only after the contractor has bid and been selected?

- o **Response:** Program Managers should verify insurance and required documentation for all proposed technical advisors, general contractors, etc. *prior to submitting a response to the RFQ*. Responses that include the advisors and contractor licenses and/or certifications will be preferred. Given that the bench is anticipated to be active for 3 years, as each home is bid to the PM's bench, all due diligence for bidding contractors must be reconfirmed.

17. Homeowner and General Contractor Agreement: The RFQ states: *"The contract documents to be executed by the homeowner and the general contractor will be prepared by the Program Manager or its designee after a preconstruction conference."* Will DeKalb County/Decide DeKalb provide a required form of

agreement, or is the Program Manager expected to develop the contract documents? If there is a standard agreement, could you share a sample?

- **Response:** Decide DeKalb and the selected Program Manager will work with Decide DeKalb's counsel to draft and finalize standard templates for all required legal documents to be used with each transaction. Templates are not available at this time.

18. Contractor Terminology: The RFQ uses the terms "*Qualified Contractors*," "*County approved contractors*," and "*approved General Contractors*." Do these terms refer to the same contractor pool? Please also describe who is responsible for initially qualifying, approving, and maintaining that pool throughout the contract term, and how that process work?

- **Response:** Program Managers are required to identify their pool of contractors and include them in the response to this RFQ. Once Respondent(s) are selected, if the contractor pool changes, the new contractors must be proposed to Decide DeKalb for review and approval before formally being added to a PM's pool of contractors.