



HOUSING REHABILITATION PROGRAM

PROGRAM GUIDELINES

June 2, 2022

City of La Verne
Single-Unit Rehabilitation Program

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A. INTRODUCTION

The City of La Verne's Residential Rehabilitation Program ("Program") is generally defined by these guidelines. These guidelines apply only to the housing rehabilitation grants funded by the City's Program under the American Rescue Plan Act. From time to time these guidelines will be reviewed and revised as necessary.

The Housing Rehabilitation Program offers eligible residents grants of up-to \$10,000 for rehabilitation of single-family dwellings and up-to \$6,000 for rehabilitation of mobile homes. Grants may only be used for rehabilitation of residential structures.

B. OUTREACH

The City of La Verne has an average population of approximately 32,000 with a homeownership rate of 74.1%.¹ To ensure that the program is reaching as many eligible participants as possible, the program will engage in the following outreach activities:

- Social Media: The City's website and social media accounts will provide residents with information about the program.
- Flyers: Flyers, in English and Spanish, advertising the program will be placed at City Hall and distributed at City-sponsored events.
- Code Enforcement Contact: When responding to code violation reports, Code Enforcement Officers will inform eligible residents about the program and make referrals, as an opportunity to resolve code violations.

C. ELIGIBLE REHABILITATION WORK

Code and health and safety related hazards must first be addressed and eliminated before any other rehabilitation work.

- Grant funds under this program are intended to be utilized for the rehabilitation of the main living structure only. Improvements to accessory dwelling units (ADU's), garages, and any other forms of accessory structures are not eligible under this program.

Eligible rehabilitation work includes, but is not limited to:

- Repair or replacement of structural items such as foundation, roof, porches, steps, windows, doors
- Repair or replacement of listings of electrical, cooling/heating, and plumbing items
- Painting
- Termite inspections and extermination
- Special rehabilitations necessary for elderly or disabled people such as grab bars, handrails, ramps

¹ <https://worldpopulationreview.com/us-cities/la-verne-ca-population>

- Lead Based Paint Hazards & Asbestos
- Other protective measure repairs as deemed necessary by the program consultant

Any work requiring permits and inspections by the City’s Building & Safety Department, or the State (for mobile home projects), shall be duly recorded and copies will be maintained in the project file.

D. LEAD HAZARD

Federal law requires that all homes receiving Federal assistance for Housing Rehabilitation must comply with Lead Based Paint Hazard Reduction laws. Housing built prior to 1978 will be inspected for lead paint and lead hazards in compliance with Federal regulations by State Certified inspector assessors.

For residential properties receiving an average of and up to and including \$5,000 per unit in Federal rehabilitation assistance, the Program will:

1. Conduct paint testing or presume the presence of lead-based paint. If paint testing indicates that the painted surfaces are not coated with lead-based paint, safe work practices and clearance are not required.
2. Implement safe work practices during rehabilitation and repair any paint that is disturbed.
3. After completion of any rehabilitation disturbing painted surfaces, perform clearance examination of the worksite(s). Clearance is not required if rehabilitation did not disturb painted surfaces.

For residential properties receiving an average of more than \$5,000 and up to and including \$10,000 per unit in Federal rehabilitation assistance, the Program will:

1. Conduct paint testing or presume the presence of lead-based paint.
2. Perform a risk assessment in the units receiving Federal assistance.
3. Perform interim controls of all lead-based paint hazards identified and any paint hazard because of the rehabilitation.

The owner and occupants will receive notices per regulatory requirements. An affidavit confirming that the applicant has received, reviewed, and understands the hazards of lead-based paints and asbestos will be placed in the participant file.

All lead-based paint hazards must be removed, and proper clearances will be provided prior to occupancy of areas where work has been done, per Federal regulations. Prior to disturbance, remodeling or demolition activities, surfaces and/or materials will be sampled and/or abated by a certified, licensed lead professional. This requirement applies to exterior and interior surfaces when the area of paint disturbed is greater than:

- 20 square feet on the exterior surfaces; or
- 2 square feet in the interior room; or
- 10% of a building

E. ASBESTOS

In Compliance with Asbestos Laws (40 CFR Part 61 NESHAP), California Occupational Safety and Health (OSHA) Rule 1529, South Coast Air Quality Management District (SCAQMD) Rule 1403, and other applicable federal, state, and local regulations, the following requirements apply to all pre-1980 residential housing units.

Prior to any demolition, rehabilitation, or renovation activities, proper samplings and/or abatement (removal, enclosure, and encapsulation) must be conducted to prevent exposure to occupants or workers. The presence of asbestos is not a hazard; however, danger may occur because of material becoming damaged or disturbed, thereby releasing fibers into the environment, and becoming a health hazard.

Confirming that a material is asbestos-containing requires proper sampling of the material by a certified asbestos professional and analysis by a licensed asbestos analytical laboratory.

Common building components that may be asbestos-containing include, but are not limited to, spray-applied acoustic ceiling, surfacing materials, roofing components (some siding shingles), floor tiles and linoleum, backing on vinyl sheet flooring, tape and joint compounds.

F. GENERAL ELIGIBILITY REQUIREMENTS

Interested Program applicants will be screened for the following eligibility requirements:

- Property must be within La Verne city limits.
- Applicants must be the owner(s) on record for the property and the property must be owner-occupied.
- Applicants, including all household members, must meet the low-moderate income limits as defined under the SLFRF Final Rule, established income threshold shall not exceed 80% of AMI.
 - All household members, over 18 years of age, are required to submit verification of income in the form of:
 - Tax returns
 - (3) Months of Consecutive Employment Paycheck Stubs
 - SSA/SSI
 - Unemployment
 - Pensions
 - Bank Statements
 - Other income Sources
 - Please refer to the enclosed Attachment “A” *Preliminary Income Documentation* checklist. Income verification documents shall not be older than six (6) months.
- Applicants must be able to provide current fire and other applicable insurance(s).
- Applicants may also review Attachment “B” *Items Required for Submission to Determine Eligibility* for a list of required documents.

The program consultant will communicate and work with the applicant if not all required information has been submitted or meet Federal requirements under ARPA standards.

Applications are reviewed for completeness, income eligibility, and program eligibility.

After all eligibility requirements have been reviewed and verified, the program consultant will notify the applicant of their status via an award or denial letter, along with a phone call and/or email.

Grant awards are not to exceed \$10,000 for single-family dwellings and \$6,000 for mobile homes.

G. ASSIGNING PRIORITY TO APPLICATIONS

When reviewing applications, the program consultant will follow a first-come, first-served model to process applications.

Should funding be limited while more than one application is being reviewed, preference will be given to the property with conditions hazardous to life, health, and/or safety.

H. INITIAL INSPECTION & WORK WRITE UP

After all eligibility requirements have been met, the program consultant will coordinate with the applicant to schedule an initial inspection. During the inspection, the program consultant will assess the property to note the repairs requested and/or needed and identify health or safety hazards. Pictures will also be taken during the initial inspection.

The program consultant will take their initial inspection notes to create a work write up (WWU). The work write-up identifies the scope of work that has been approved to be completed for the project. The program consultant will share a draft of the work write up with the applicant for review. Once the applicant has reviewed and is satisfied with the work write up, a signed copy is executed to note its final approval.

The work write-up also serves as a guide for contractors to bid on the project (see “Bid Process” section).

In preparation for the bid and contractor selection process, State requirements for Alteration Permits shall also be disseminated to applicants granted funds for mobile home rehabilitation. Solicitation of Alteration Permits through the Department of Housing and Community Development (HCD) shall be the sole responsibility of the applicant.

I. CONTRACTOR REQUIREMENTS

Rehabilitation work performed for this program must be performed by properly licensed and insured contractors.

To be eligible, contractors are required to have the following documents on file with the City:

- Unique Entity ID (UEI), formerly referred to as a “DUNS” number, to verify omission from HUD’s debarred and suspended list of contractors and subcontractors
- Current certified “B” License, in good standing with Contractors State Licensing Board (CSLB)
- Current general liability insurance with the City of La Verne added as additionally insured (\$2,000,000 minimum coverage)
- Adequate Workers Compensation insurance (if applicable)
- Current business license with the City of La Verne

Upon verification of all requirements, contractors will be added to the Programs’ Contractors Courtesy List. The Contractors Courtesy List is maintained as a tool. By creating the list, the City and its program consultant neither recommend nor endorse the contractors in any way. Applicants are not required to choose solely from this list. Applicants may choose to solicit bids from any “B” licensed general contractor of their choosing, so long as they meet the outlined requirements and provide the proper documentation to the program consultant .

L. BID PROCESS & CONTRACTOR SELECTION

After the project is approved and has been cleared by the program consultant, the applicant can move forward with soliciting bids for contractors. Using the approved work write up, the applicant will solicit work proposals from contractors. Applicants provide the contractors with a copy of the Work Write Up and provide a date for a property walk through. The Consultant will assist the applicant in creating the solicitation packet.

There must be a total of at least three (3) informal bids which must be based on the same set of specifications (the work write-up). All three (3) bids must reflect the same description(s) of the work to be performed and a description of all materials to be used. Submitting proposals with varying estimates due to differences in work descriptions, may delay the process and the applicant may be required to submit additional bids.

Once the applicant has collected all three bids these should be submitted to the program consultant to review for completeness and contractor eligibility. Bids will be reviewed, and the lowest, most responsive bidder will be chosen to complete the work.

Once a contractor is agreed upon, the Consultant will inform all contractors of their status and secure an agreement with the selected contractor and the applicant for the proposed work. If all contract provisions are met, the program consultant will schedule a pre-construction meeting.

M. MANUFACTURED HOME PERMITS

Any applicant awarded grant funds for rehabilitation of their mobile home is required to solicit alteration permits from the State of California’s Department of Housing and Community Rehabilitation Program Guidelines

Development (HCD) prior to commencing any work. Guidance on work that requires an alteration permit from the State can be identified within the Manufactured Home Alterations and Permit Guidelines (HCD MH 604). It is the applicant's sole responsibility to apply for and acquire proper permitting for any work performed that is required under State guidelines. Fees for permit issuance can be included under the applicant's bid documents.

N. PRE-CONSTRUCTION MEETING

Prior to starting the rehabilitation work, the program consultant will schedule a pre-construction meeting that will include the presence of the applicant, the contractor, and the consultant. The program consultant will prepare an agenda for the meeting with items to discuss, which shall include a review of the work write up, communication expectations, schedules, issuance of a notice to proceed, and executing the contract agreement.

O. CHANGE ORDERS

Change orders are required for any additions or deletions to the work write up once the contract agreement is signed. These changes must be approved by the property owner, the contractor, and program consultant.

P. COMPLETION OF REHABILITATION

The contractor has thirty (30) days from the issuance of the notice to proceed to complete the work. The program consultant may visit the property on occasion to monitor the progress.

Q. CONTRACTOR PAYMENT

All work that requires building permits and inspections (from Building & Safety or the State) shall be required to obtain a final inspection and approval in accordance with pertinent building, electrical, plumbing, mechanical codes, and local ordinances. An official copy of the final approval shall be kept in the participant file.

Once the completed work has been approved by the Building & Safety Department, the applicant, and the program consultant, the contractor may submit an invoice for 100% of the work.

The not-to-exceed grant provision shall apply under the City's *Three-Party Contract for Housing Rehabilitation* (Exhibit "C"), Section No. 17 – Contractor's Payment. Any costs for rehabilitation work that exceeds the maximum amount of grant funds awarded shall be borne by the applicant (homeowner). This amount will be provided as a cashier's check to the City and will be held for payment to the contractor when all work is satisfactorily completed.

R. REPORTING

Program metrics and accomplishments shall be collected on a quarterly basis and compiled for accurate, timely completion and submission of the Project and Expenditure Report beginning April 30, 2022, and annually thereafter.

S. RECORD RETENTION

Project files will be maintained by the City with all relevant and required documentation. Files will be maintained by project year, name, and address.

The City will maintain for a period of five (5) years after the conclusion of the program, complete and adequate financial records, and accounts as considered necessary to assure proper accounting for all program funds and to support all program expenditures.

**City of La Verne Housing Rehabilitation Program
PRELIMINARY INCOME DOCUMENTATION FORM**

Applicant Name : _____ **Address** _____ **Household size** _____

Please submit documentation as indicated in the documentation column. Fill all boxes- if you do not have income from that source, mark "0" in the box.

SOURCE OF INCOME	LIST GROSS MONTHLY INCOME IN DOLLARS	DOCUMENTATION (Documentation must be submitted for each type of income revied as specified. Unless otherwise noted, documentation may not be older than 6 months)
Salary		<i>Submit as least 2 sources of the following:</i> <ul style="list-style-type: none"> • Two most current months of paychecks stubs. • Employment and salary documentation form. • Federal of State income tax returns of W-2 forms (not older than 1 year)
SSA/SSI/SSD- Social Security Income/Supplemental Security Income/Disability		<i>Submit as least 2 sources of the following:</i> <ul style="list-style-type: none"> • Copy of applicant's monthly award check. • Form SSA-2458 (request from Social Security Office) • Copy of applicant's award letter. • Bank statement showing direct deposits of applicant's award check.
Aid For Families with Dependent Children (AFDC) and General Relief		<i>Submit as least 1 of the following sources:</i> <ul style="list-style-type: none"> • Award letter stating the amount of the applicant's benefit. • Copy of applicant's most recent check. • Written statement Caseworkers stating applicant's award check.
Pension		<i>Submit as least 1 of the following sources:</i> <ul style="list-style-type: none"> • Copy of applicant's most recent pension check. • Copy of pension award letter showing monthly benefits. • Bank statement showing direct deposit of applicant's award check.
Alimony and Child Support		<i>Submit each of the following sources:</i> <ul style="list-style-type: none"> • Copy of applicant's weekly/monthly check. • Court decree-establishing payments.
Unemployment Insurance		<i>Submit 1 of the following sources:</i> <ul style="list-style-type: none"> • Copy of award notice stating applicant's benefit. • Payment booklet.
Self-Employment Profits		<i>Submit 2 of the following sources:</i> <ul style="list-style-type: none"> • Current account records. • Currents quarterly income tax return (not older than 6 months) • Current Federal tax returns
Interest from Bank Accounts and Cash Funds		<i>Submit 1 of the following for each account:</i> <ul style="list-style-type: none"> • Letter from Bank manager stating interest earned (letter may identify several accounts) • Bank statements showing last 12 months of interest earned. • Most recent Federal income tax return (not older than 6 months) • Investment statements indicating the amount of dividends earned.
Rental Property Income		<i>Submit as least 2 sources of the following for each property:</i> <ul style="list-style-type: none"> • Copy of recent rent check. • Rent receipt book. • Copy of property rental agreement signed by current tenant showing monthly rent amount.
Other Income Not Shown Above List Sources		<ul style="list-style-type: none"> • Attach documentation to support declaration.

Address _____ Household size _____

I certify that the above information is correct and complete to the best of my knowledge

Applicant's Signature

Date

Co-Applicant's Signature

Date

***An incomplete application will result in delay in processing your rehabilitation grant.**

ITEMS REQUIRED FOR SUBMISSION TO DETERMINE ELIGIBILITY

To evaluate your application for eligibility in our program, our office requires the submission of the following documents:

- 1. COPY OF GRANT DEED OR DEED OF TRUST**
This document will verify that you are the owner of the property and confirm how title is held.
- 2. COPY OF A RECENT UTILITY BILL**
This document is needed to verify residency. Submission must reflect owner name and address.
- 3. COPY OF INSURANCE DOCUMENTATION**
Please provide copies of your current property insurance documentation. (Fire insurance)
- 4. GENERAL QUALIFICATIONS AND CONDITIONS FORM**
Included in the application packet. Please read, sign, and return this document.
- 5. PROGRAM APPLICATION**
Included in the application packet. Please fill out all information requested.
- 6. COPY OF INCOME TAX FORMS FROM PRIOR YEAR**
Submit a complete copy, inclusive of all attachments, forms, and schedules of the most recent federal income tax return for all income producing household members. Please ensure that the submission is signed by all taxpayers.
- 7. COPY OF PROPERTY TAX BILL**
- 8. COPY OF INCOME VERIFICATION DOCUMENTATION**
This includes the three most recent consecutive months of payroll stubs, social security checks, SSI checks, AFDC checks, pension and retirement checks, alimony, and child support payments, or other income documentation from all other income sources, for all members of the household.
- 9. COPY OF ASSET VERIFICATION DOCUMENTATION**
This includes the most recent statements for all bank accounts, investment accounts, or other asset holdings for all members of the household.
- 10. SIGNED COPY OF CONFIRMATION OF RECEIPT**
Included in the application packet. Please complete, sign, and return.
- 11. WAIVER AND HOLD HARMLESS AGREEMENT**
Included in the application packet. Please complete, sign, and return.
- 12. HOMEOWNER (OWNER-OCCUPIED) AFFIDAVIT**
Included in the application packet. Please complete, sign, and return.
- 13. COPY OF PHOTO IDENTIFICATION**
Provide photo identification (i.e., driver's license or CA I.D.) for every person who is on title to the property.

When submitting documentation – DO NOT SEND ORIGINALS – Please provide photocopies

**CITY OF LA VERNE
AMERICAN RESCUE PLAN ACT (ARPA)
HOUSING REHABILITATION PROGRAM**

Three-Party Contract for Housing Rehabilitation Program

This contract is entered into on this date, buying among the City of La Verne (the agency) located at 4660 “D” Street, La Verne, California, **[Company/Contractor Name]** (the contractor) (hereinafter Contractor) of **[City]**, California, and **[Applicant Name]**, (hereinafter Homeowner), of **[Applicant Address]**, La Verne, CA made with reference to the following agreement:

CONTRACT PROVISIONS

LAWS GOVERNING THIS AGREEMENT:

The City of La Verne, a recipient of State and Local Fiscal Recovery Funds (SLFRF), under the American Rescue Plan Act (ARPA), requires that the contractor and the homeowner comply with all federal regulations under this act.

THE CONTRACTOR:

1. STATEMENT OF WORK FOR CONTRACTOR

The Contractor shall perform all duties from the execution date of the contract **[Month, Day, Year]** through **[Month, Day, Year]**. The contractor used to accomplish the following work, described in the work right up (Attachment “A”) following work, as specified in the bid document stated **[Month, Day, Year]**.

[Summary of Work Write-Up]

2. CONSTRUCTION CONDITIONS

The Contractor agrees that the work will be done in compliance with the 2020 Uniform Building Code, 2020 Uniform Electrical Code, 2020 Uniform Plumbing Code and all local codes, ordinances and regulations adopted by the City of La Verne. Contractor shall submit verification of **Worker’s Compensation Insurance, Liability Insurance in the amount of \$2,000,000 and have a valid State of California Contractor’s License**. In addition, Contractors shall add the City of La Verne as an additional insured. All insurance requirements must be met and submitted to the City prior to the commencement of work.

3. COMMENCEMENT AND COMPLETION OF WORK

All construction work pertaining to the City of La Verne’s Housing Rehabilitation Program must begin within ten (10) days of the contract date and must be completed within thirty (30) days in accordance with the City of La Verne’s Housing Rehabilitation Guidelines.

The Contractor agrees to provide the Contractor Certification, indicating the completion of work and the provision of all warranties and assurances to the Homeowner regarding labor and material. All work (except new roofing) must be guaranteed for **one (1) full year**. All manufacturers' warranties must be given to the Homeowner. Work performed for the installation of a new roof, when applicable under the Work Write-Up (Exhibit "A"), must be maintained in a watertight condition for a period of **five (5) years, provided that leakage or damage to roofing is not due to Homeowners' negligence, or caused by extreme windstorm, lightning, hailstorms, earthquake or other unusual causes. Roof repairs, including materials, ceiling, flashing and counterflashing must be guaranteed for one (1) full year.**

4. COORDINATION

The Contractor sets a work schedule directly with the Homeowner. The program consultant will review work performed by the Contractor periodically.

5. PERMITS AND LICENSES

The Contractor shall hold a valid City of La Verne Business License upon award of bid. The Contractor shall be fully responsible for obtaining all necessary permits and licenses as required by Planning and the Building & Safety Department for work performed on single-family homes.

Homeowner's awarded grant funds for rehabilitation of a mobile home are required to solicit alteration permits from the State of California's Department of Housing and Community Development (HCD). Contractors shall coordinate accordingly with Homeowners to obtain proper alteration permits from the State prior to commencing any work.

6. BENEFITS

The contractor will not be eligible for any paid benefits, Social Security, State Worker's Compensation, Unemployment Insurance, professional insurance, medical/dental, nor any other fringe benefit offered by the City of La Verne.

7. AUDIT EXAMINATION

The Contractor shall keep all records all records of funds received from the City of La Verne and make them accessible for audit examination for a period of five (5) years after final payments are issued and other pending matters are closed.

8. CONFLICT OF INTEREST

The Contractor agrees that any conflict of interest shall be fully disclosed prior to execution of contract and contractor shall comply with all applicable Federal, State, and local laws and regulations governing conflict of interest.

9. POLITICAL ACTIVITY/LOBBYING CERTIFICATION

The Contractor may not conduct any activity including payment to any person, officer, or employee of any agency or member of Congress in connection with the awarding of any federal contract, grant, or loan, intended to influence legislation, administrative rulemaking, or the election of candidates for public office during time compensated for under representation that such activity is being performed as part of the contract responsibility per 2 CFR Part 200.450.

10. NON-DISCRIMINATION

Executive order 11246 requires that during the performance of this Contract, the Contractor agrees not to discriminate against an employee or applicant for employment based on race, religion, sex, color, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, or national origin. Such action shall include but not be limited to: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to be provided by the Contractor setting forth the provisions of this nondiscrimination clause.

11. LEAD PAINT

Lead-based paint not to be used in the completion of any part of the rehabilitation project. In addition, previously painted surfaces, which contain lead-based paint must be remediated or reduced. The City will comply with Lead-Based Paint regulations as defined by HUD guidelines, which have been created in accordance with the Residential Lead-Based paint Hazard Reduction Act of 1992 and any amendments thereof.

12. ASBESTOS

In the event that asbestos is identified, a certified asbestos consultant shall be utilized in the elimination of asbestos.

THE HOMEOWNER:

13. SITE INSPECTION

The Homeowner agrees to permit inspection (by the City or State), of the project site to be rehabilitated for compliance with the City's adopted Building & Safety Codes (for single-family homes) or California Building Codes (for mobile homes), as applicable. The applicant shall also permit all other inspections deemed necessary by the State or the City's Planning and Building Departments, as applicable, regarding the project site, rehabilitation work, and all contracts, materials, equipment, payroll, and conditions of employment related to the work.

14. ACKNOWLEDGEMENT AND HOMEOWNER'S CONDITIONS

The Homeowner shall provide acknowledgement to the City of La Verne regarding the Contractor's completion and satisfactory work of the rehabilitation project. Pursuant to the Housing Rehabilitation Guidelines, if the property is sold, transferred, or disposed of (other than to members of the immediate family defined under the tax code) within 12 months of the completion of the rehabilitation work shall repaid to the City in full.

15. PROJECT CORRECTIONS /DISPUTES

If there are any problems with the project after the rehabilitation has been completed, the Homeowner agrees to contact the Contractor directly and resolve the problem. During construction, the City's designated program consultant will maintain contact with the Homeowner and the Contractor to ensure that there are no problems. In the event of any dispute between the Homeowner and the Contractor concerning the rehabilitation work, the City will work with both parties to negotiate a mutually satisfactory solution. If such a solution cannot be found, the City along with an independent third party agreed upon by the Homeowner and the Contractor, and the City, will be the final authority in determining that the job is satisfactorily completed. The City reserves the right to review any and all disputes between the Homeowner and the Contractor. However, the Homeowner is ultimately responsible for all decisions regarding the Contractor. Final Contractor payments will not be released until the dispute is resolved.

Complaints from the Homeowner regarding the Housing Rehabilitation Program shall be submitted in writing to the City of La Verne, c/o the City's designated Housing Rehabilitation Program consultant.

THE CITY:

16. ADMINISTRATION

The City shall be responsible for all phases and activities of the Housing Rehabilitation Program. Any program questions should be directed to the City's designated Housing Rehabilitation Program consultant.

17. CONTRACTOR'S PAYMENT

The City of La Verne agrees to pay the total sum indicated in the bid proposal, not to exceed \$ **[\$10,000 (for Single Family Home) or \$6,000 (for Mobile Home)]** for improvements specified in the statement of work and/or the proposal dated **[Month, Day, Year]**. Payments shall be as follows subsequent to the final inspection for the project.

Payment in full will be made within 30 Days following the receipt of the monthly statements submitted by the Contractor. Before releasing payment, a final site inspection will be conducted by the City.

Any costs for rehabilitation work that exceeds the maximum amount of grant funds awarded shall be borne by the Homeowner. Under this agreement, the Homeowner agrees to pay the Contractor the amount of **[\$XXX.XX]**. This amount will be provided as a cashier's check to the City and will be held for payment to the contractor when all work is satisfactorily completed.

ALL PARTIES

18. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

The Contractor, Homeowner, and the City of La Verne shall not discriminate on the basis of sex, age, race, religion, color, class, national origin or ancestry with regards to the award of this contract.

19. CHANGE ORDERS

Any and all change orders to the bid specifications, as initially agreed upon by the Homeowner and the Contractor, will require signatures of the Homeowner, the City, and the Contractor.

20. TERMINATION

This contract may be terminated by consent of all parties or by any party action upon thirty (30) days written notice and delivered by certified mail or in person. The City withholds the right to terminate the project at any time if false information is provided either by the Contractor or the Homeowner.

Contractor
[Contractor/Business Name]
[Address]
[City, State, Zip Code]

Date
Contractor's License No. **[Lic. No.]**
Federal ID Number: **[FEIN No.]**

Homeowner(s) of **[Address]**

Date

City Manager (or Designee)
City of La Verne
4660 "D" Street
La Verne, CA 91750

Date