CITY OF INGLEWOOD, CALIFORNIA

REQUEST FOR PROPOSAL

MINOR HOME REPAIR GRANT PROGRAM

RFP-0128

PROPOSALS DUE:

March 7, 2019

AT

11:00 AM

AT THE PURCHASING AND CONTRACT SERVICES DIVISION
LOCATED ON THE 8TH FLOOR OF INGLEWOOD CITY HALL
ONE MANCHESTER BLVD.
INGLEWOOD, CA 90301

CONTACT PERSON DURING PROPOSAL PERIOD:
MICHAEL TATE PURCHASING AND CONTRACT SERVICES MANAGER
(310) 412-5266

RFP-0128

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RFP-0128

CITY OF INGLEWOOD
INVITATION TO SUBMIT PROPOSAL
(Specifications and Conditions Governing Award)

The City of Inglewood invites and will receive proposals duly filed as provided herein from qualified Contractors to provide Minor Home Repair Services as specified in this document **City of Inglewood – Request For Proposals "MINOR HOME REPAIR GRANT PROGRAM".**

Each proposal shall be submitted and completed in all particulars and must be enclosed in a sealed envelope addressed to the City of Inglewood, Purchasing Division, Inglewood City Hall 8th Floor, with the designation of the project **Request For Proposals for "MINOR HOME REPAIR GRANT PROGRAM "** appearing thereon.

The City Council reserves the right to waive any irregularities in any proposals, and to take proposals under advisement for a period of ninety (90) calendar days from receipt of proposals.

The following conditions and terms apply:

1) The City Council reserves the right to reject any or all proposals.
2) Attached are detailed specifications and conditions for proposal submission.
3) You must execute your contract within ten (10) days after the City mails it. If the contract is not executed within ten (10) days, the City reserves the unilateral right to cancel it.
4) If any provisions of the contract are violated, the City, after suitable notice, may cancel the contract and make arrangements to have the products and or services supplied by others. Any extra cost to the City will be paid by the vendor.
5) Proposals may be obtained from the Purchasing Division located on the 8th floor of City Hall, or by calling (310) 412-5266.
6) All proposals must be for specific amounts. Any attempt to qualify prices with an 'escalation clause' or any other method of making a price variable, is unacceptable. Proposal shall be valid for ninety (90) calendar days from receipt of proposal.
7) The City reserves the right to add or subtract quantities and/or services based on the unit prices/unit lump sums so indicated as its budgetary needs may require.

Date: 02 / 05 / 19
David Esparza/Assistant City Manager/CFO

RFP-0128

INSTRUCTIONS TO PROPOSERS

BEFORE SUBMITTING YOUR PROPOSAL, HAVE YOU PROPERLY COMPLETED THE FOLLOWING?

Please Check Here

1. **PROPOSAL**:
   a. Have you responded to proposed scope of services? _____
   b. Is proposal properly signed and dated? _____
   c. Have you submitted all requirements per **this Proposal**? _____

2. **CONTRACT COMPLIANCE**:
   a. Have you completed the non-collusion affidavit? _____
   b. Is the non-collusion affidavit properly signed by a Company Officer? _____
   c. Have you examined and do you understand the requirements and submittals to be furnished on the project? _____

3. **BUSINESS TAX CERTIFICATE**
   Are you aware of Section 3 of this General Provisions, entitled *Inglewood Business Tax Certificate*? _____

4. **REFERENCE LIST**
   Have you completed and submitted a Reference List? _____

5. **DESIGNATION OF SUBCONTRACTORS**
   Have you listed all subcontractors (if applicable)? _____

6. **REQUIRED FORMS**
   Have you completed all forms in this document? _____

RFP-0128
MINOR HOME REPAIR GRANT PROGRAM

1. INTRODUCTION

The City of Inglewood is seeking proposals from qualified firms to manage and implement the Minor Home Repair Grant Program. The Program is funded through the U.S. Department of Housing and Urban Development (HUD) with Community Development Block Grant (CDBG) funds. The Program targets low-income single-family homeowners with incomes at or below 80 percent of the area median income (AMI). Approximately, $500,000 in CDBG funds has been allocated and the City anticipates the completion of 25-30 projects within the fiscal year.

The City intends to enter into a one-year agreement with the selected firm. The contract will be reevaluated after one year, and the selected firm, at the sole discretion of the City, may be authorized to sign a maximum of a two-year contract extension depending on available federal funding. Funding permitting, the City expects to allocate $500,000 each fiscal year.

The full list of services is listed in the scope of services section of this document.

2. CITY INFORMATION

The City of Inglewood, incorporated on February 8, 1908, is a charter city which operates under the council/manager form of government. The City's 2010 Census population count was 109,673 and has a land area of 9.1 square miles. The City has its own Housing Authority and Police Department but contracts with the Los Angeles County Fire Department for fire safety services.

As a gateway to major commercial centers of the United States and internationally, Inglewood is in a unique position on the shore of the Pacific Rim. The Los Angeles International Airport is directly accessible by Inglewood's Century Boulevard - one of the City's busiest commercial corridors. Proximity to the airport, the Los Angeles and Long Beach Harbors, and four major freeways facilitate both domestic and international trade.

3. GENERAL INFORMATION

A. RELEVANT DOCUMENTS

The draft Minor Home Repair Grant Program Guidelines are included in this document as Exhibit "A". Please note that the guidelines are in draft form and will be finalized with input from the Consultant Team.

4. SUBMITTAL REQUIREMENTS

A. STATEMENT OF QUALIFICATIONS (SOQ)

The SOQ must fully describe the proposer's ability to prepare the required documents and perform other duties as more fully described in the, Scope of Services. It must contain:

1. **Consultant Team**. An organizational chart showing lines of responsibility, as well as a list of team members, their relevant qualifications, and their duties as part of the team. This portion should include any sub consultants proposed. Please include applicable professional registrations, licenses, and certifications including state and year for each team member.

2. **References**. For each key team member, provide at least three (3) client references (names and current phone numbers) from similar recent work (previous three years). Include a brief description of each project associated with the reference and the role of the respective team member.

B. COMMITMENT

Commitment that the key team members have been with the firm for a significant amount of time to indicate or reasonably appear that they will be with the respective firm for the term of the agreement. Replacement of key team members will not be permitted without prior consultation and approval by the City.

C. WORK PLAN/SCOPE OF SERVICES

A description of the approach to the work involved, demonstrating methodology. The description must clearly identify and describe any additional actions beyond the Scope of Services that the Consultant Team may recommend to meet federal, state, county and local requirements.

D. SCHEDULE

Provide a general schedule for the anticipated completion of a rehabilitation project. Provide a plan on how the firm will ensure the expenditure of funds within the fiscal year to meet CDBG guidelines.

E. COMPENSATION/FEE SCHEDULE

The Consultant Team shall provide the administrative cost percentage per project that shall not be exceeded. All administrative fees shall be covered via CDBG funds. The Consultant Team shall provide a breakdown of the fees charged per task that comprise the percentage.

Please note that CDBG guidelines state that no more than 15% of the grant funds can be used for administrative costs.

F. ADDITIONAL INFO

Any additional information that would reflect the bidder's ability to provide the services described in this RFP.

5. CONSULTANT EVALUATION AND SELECTION

The City will create a panel composed of relevant City staff that will evaluate and rank each proposal using the evaluation criteria listed below. The City reserves the right to invite firms for an interview to further assess competence.

- Satisfaction of previous clients (20 points)
- Qualifications and experience of key team members (20 points)
- Compensation (20 points)
- Quality control assurance (20 points)
- Schedule and capacity to provide qualified personnel (20 points)

6. AGENCY POLICIES

The following Agency policies shall apply to this RFP process.

A. NON-BINDING

This RFP evaluation and selection process shall in no way create or constitute a binding contract, agreement or offer of any kind between the City and any Consultant Team. If the City selects a Consultant Team pursuant to this RFP process, legal rights and obligations shall only arise upon the execution of a contract or agreement by all parties thereto, and such legal rights and obligations of each party shall only be those rights and obligations specifically set forth in the contract or agreement and any other documents specifically referred to therein.

B. COST AND EXPENSE

Each Consultant Team submitting a Proposal in response to this RFP agrees that the City shall have no financial responsibility for the costs incurred in responding to this RFP, and that all costs shall be the sole responsibility of the Consultant Team. In addition, each Consultant Team agrees that all documentation and materials submitted in response to this RFP shall remain the property of the City, except for confidential financial information specifically identified by the Consultant Team, which shall either be returned or maintained by the City.

C. RIGHT TO ALTER

The City reserves the right to alter or postpone the evaluation and selection process in any way for its convenience at any time. It may also choose to waive any defects in any submittal, issue a new RFP, select any Consultant Team(s) it deems appropriate, or reject all submittals at its sole and absolute discretion.

D. ADDENDA

Any Addenda to this RFP shall be effectuated in writing and issued by the City. If this RFP is amended, then all terms and conditions which are not modified shall remain unchanged. All Consultant Teams shall acknowledge receipt of any Addenda to this RFP by including a statement in their submittal cover letter, that they have received the Addendum.

E. CONFIDENTIALITY

All documents submitted to the City are subject to the California Public Records Act and, unless statutorily exempt from disclosure, will be available to members of the general public upon request.

In the event the City is required to defend an action under the California Public Records Act with regard to a request for disclosure of any confidential Proposal documents, the Consultant Team agrees to defend, indemnify, and hold the City harmless from all costs and expenses related to such defense, including reasonable attorney's fees of the City arising therefrom.

F. CONTACT WITH CITY COUNCIL MEMBERS AND OR CITY EMPLOYEES

Except as otherwise provided herein, during the period immediately following the release of this RFP, and continuing until a top-ranked Consultant Team has been selected, Consultant Team members, agents, and employees shall not contact any City Council members or City employees regarding this RFP. Unauthorized City Council Member or City employee contact may result in the immediate disqualification of any Consultant Team from consideration.

RFP-0128
SCOPE OF SERVICE

The goal of the Program is to improve the quality of life for low-income residents, including people with disabilities and the elderly. The Program provides assistance in the form of a grant of up to $15,000 for minor home repairs and improvements concentrating on health and safety code repairs. Applicant's household income cannot exceed 80% of the area median income (AMI), adjusted for household size. The Consultant Team will be responsible for meeting all federal, state, county and local regulations and for carrying out all the activities as specified in the Minor Home Repair Grant Program Guidelines. The program guidelines are attached as Exhibit A.

The listed activities below provide a general summary of the required duties expected of the Consultant Team.

Manual: The Consultant Team shall evaluate the City's existing program guidelines and shall recommend program changes which meet federal, state, County and local regulations.

Bilingual Capabilities: The Program requires bilingual (English-Spanish) capabilities, and the selected Consultant Team will be required to provide bilingual staff.

Waiting List: The Consultant Team shall maintain a waiting list.

Phone Calls: The Consultant Team shall provide applicants contact information for general and specific questions regarding the program. Calls from program applicants shall be returned within 1 business day.

Project File: The Consultant Team must create all project files that meet applicable HUD requirements regarding maintenance of documentation for monitoring and auditing purposes.

Review and Approval: Pursuant to federal, state and local regulations. The Consultant Team shall review client applications to determine the applicant's financial and eligibility status. The Consultant Team shall also perform the following:

1. Obtain all required documents of income including; pay stubs, social security, pensions, rent, etc.
2. Obtain title report, property profile or other proof of property ownership.
3. Prepare all required documents and contracts on City of Inglewood approved forms.

Environmental Review: All properties assisted under the minor home repair grant program will be subject to an Environmental Review by the City prior to rehabilitation commencing. The Consultant Team will be required to prepare the information necessary to meet the environmental review per 24 CFR Part 58.

Construction/Rehabilitation: Construction or rehabilitation paid with CDBG funds will be required to conform to 24 CFR 570.603 of the CDBG regulations, as applicable, and any other federal or state requirements which are associated with the grant funding source.

This includes but is not limited to:

1. Conduct property inspections to identify requested work eligibility under the program guidelines, as well as meeting the City of Inglewood's Building and Planning Division's requirements.
2. Prepare work write-ups, describing necessary repairs and improvements including line item cost estimates.
3. Obtain required signatures, put out to bid, perform bid opening, evaluate bids, etc.
4. Keep updated Contractors' list with all eligible requirements including proof of insurance, verification with the Excluded Parties Listing System, and California Contractor's State License Board.
5. Ensure professional plans are submitted to the Building Division and that contractors obtain permits.
6. Conduct pre-construction conferences with the contractor and homeowner.
7. Monitor construction for compliance with the program requirements and assure that all work is professional and includes proper materials.

Historic Preservation: Obtain historic preservation clearance from the State Historic Preservation Officer (SHPO).

Photos: Take "before and after" photos including work to be done, work in progress, and completed improvements.

Property Standards: All rehabilitated projects funded with Rehabilitation funds must meet local zoning ordinances and building codes.

Energy Efficiency: Plans should incorporate energy efficiency measures through materials, heating, ventilation and air conditioning (HVAC) systems, design, and site orientation where feasible.

Lead-Based Paint: If a rehabilitated home was originally placed into service prior to January 1, 1978, rehabilitation must comply with HUD lead-based paint rules (24 CFR Part 35 and 24 CFR Section 570.608). A lead-based paint risk assessment for lead based paint hazards shall be conducted, and rehabilitation work must be done by contractors meeting the requirements of the HUD rule and the EPA Renovation, Repair and Painting rule.

Final Inspection: Conduct final inspections and close out project with all necessary lien releases, notices of completion and Building Inspector's final. Interface with the City's Building and Planning Divisions as necessary.

Final Documentation: Prepare and provide (with required signatures) all payment requests to City staff, including lien releases, change orders, and all other required documents. The Consultant Team shall ensure that property warranty information is provided to the homeowner.

Reporting: The Consultant Team will be expected to collect and report information per each application about the uses of funds at least monthly, including, but not limited to:

1. Property location & activity
2. Funds budgeted and expended (all funding sources)
3. Beginning and ending dates of activities
4. Other data needed to support HUD reporting requirements and performance measures
5. Income, family composition & other information required to document eligibility

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QUESTIONS CONCERNING PROPOSAL REQUIREMENTS

All questions and issues related to proposal requirements or information expected for each statement package should be made in writing (email preferred) to City to the attention of:

Michael H. Tate Purchasing and Contract Services Manager
Telephone: (310) 412-5364 Email Address: **mtate@cityofinglewood.org**

The City of Inglewood will only communicate with one contact person per proposal. It is the responsibility of the Proposer to ensure that the City has the correct name and address of the contact person, phone number, and e-mail address. All changes to instructions to this RFP will be done through written addendum and posted on the City's website.

NO QUESTIONS WILL BE RECEIVED OR RESPONDED TO AFTER

FEBRUARY 27, 2019 5:00 PM

SUBMISSION OF PROPOSALS

Written responses to the RFP must be prepared as specified above as to form, content, and sequence. Respondents should follow the checklist to ensure that all requirements are met. No changes to responses may be made after the submittal deadline.

PROPOSALS ARE DUE BY MARCH 7, 2019 BY 11:00 AM

- One original and five copies of **MINOR HOME REPAIR GRANT PROGRAM** Services, ATTN: **Purchasing and Contract Services Division**.
- Original responses and package copies shall be enclosed in two sealed packages (one package for the Statement and one for the fee schedule) with the name and address of the respondent in the upper left-hand corner and marked **"MINOR HOME REPAIR GRANT PROGRAM "**
- The response shall be signed by an officer, or officers, authorized to execute legal documents on behalf of the respondent and submitted to:

  Office of Purchasing Division 8th floor
  City of Inglewood
  1 Manchester Blvd.
  Inglewood, CA 90301

The envelope shall be plainly marked in the upper left-hand corner with the name and address of the proposer and bear the words "Proposal For..." followed by the name of the work under this Request for Proposal and the date and hour of the proposal opening.

The City reserves the right to waive informalities in any proposal, to reject any or all proposals, to reject one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations, and to make awards to the proposer whose proposal is most beneficial to the needs of the City. Each firm is responsible for the timely delivery of any response. Additionally, the City will not be responsible for the delivery of any proposal to the wrong address or City department. Each firm assumes all risks and/or consequences of an incorrect delivery or an untimely delivery of a proposal.

GENERAL PROVISIONS

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GENERAL PROVISIONS

The City of Inglewood, California, hereby extends an invitation to submit a proposal, in accordance with this Request for Proposal (RFP), to provide labor and or and materials for the designated service. *Furthermore the City makes no representation that any agreement will be awarded to any firm responding to this request*. There are no expressed or implied obligations for the City to reimburse responding firms for any expense incurred in preparing a proposal in response to this request. All information submitted to the City of Inglewood shall become property of the City and will be returned to the proposer at the City's option.

Section 1. PRICES

The proposal shall state the total cost for the service as specified in this document.

Section 2. PAYMENT TERMS

Standard payment shall be made by City check.

Section 3. INGLEWOOD BUSINESS TAX CERTIFICATE

The vendor agrees to at all times during the performance of the agreement, obtain and maintain an Inglewood City Business Tax Certificate. The purchase of said Certificate must be made prior to the purchase of product or rendering services and a copy said Certificate must be forwarded to the Purchasing Division.

Section 4. SALES TAX (if applicable)

The City of Inglewood is subject to the payment of sales tax. All suppliers will be required to include in your proposal/price quote the City of Inglewood sales tax rate of 10%. If a proposer fails to include the City's sales tax rate in their proposal, the City will add the 10% amount to the proposal for evaluation purposes.

Section 5. INSURANCE REQUIREMENTS

When a contractor does work under a City purchase order, the managing Department must have on file valid certificates of insurance and the required endorsements. The Department must submit the required certificates and endorsements to the City Clerk, who will then forward the documents to the City Attorney's Office for review.

Required Insurance Coverages

The contractor shall obtain and maintain at its expense, until completion of performance and acceptance by City, the following insurance placed with an insurer admitted to write insurance in the state of California or a non-admitted insurer on State of California's *List of Approved Surplus Lines Insurers* (LAESLI) and the non-admitted insurer must have a rating of, or equivalent to, **A:VIII** by A.M. Best Company:

a. **Commercial General Liability**

Commercial General Liability (equivalent in coverage scope to Insurance Services Office, Inc. (ISO) form CG 00 01 11 85 or 11 88) in an amount not less than $1,500,000 per occurrence and $2,000,000 general aggregate. Such insurance shall include products and completed operations liability, independent contractor's liability, broad form contractual liability, and cross liability protection. The "City of Inglewood, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to insurance Services Office, Inc. (ISO) forms CG 20 10 11 85 of CG 20 26 11 85.

b. **Automobile Liability**
Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 060 92) in an amount not less than $1,500,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto). If an automobile is not used in connection with the services provided by the contractor, the contractor should provide you with a written request for a waiver of this requirement.

c. **Workers' Compensation and Employer's Liability**
Worker's Compensation as required by the California Labor Code and Employer's Liability in an amount not less than $1,500,000 per accident.

Required Insurance Documentation

a. **Certificate of Insurance**
The contractor must provide you with a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder must be the "City of Inglewood," and the Certificate Holder's address must be the address of the City of Inglewood.

b. **Endorsements**
In addition to the Certificate of Insurance, the contractor must provide the following endorsements:

Cancellation Notice Endorsements.
Each policy must be endorsed to provide that the policy shall not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with written notice thirty (30) days prior to cancellation or ten (10) days written notice for cancellation due to nonpayment of premium.

Primary and Non-contributory Coverage Endorsements.

The general liability and (if required) professional liability policies must be endorsed to provide that each policy shall apply on a primary and non-contributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees and agents.

Waiver or Modification of the Insurance Requirements
Any waiver or modification of the insurance requirements can only be made by the City Attorney. All waivers or modifications request are reviewed on a case-by-case basis.

Section 6. INDEMNIFICATION

Vendor shall indemnify and hold harmless the City and its officers, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or part by any negligent act or omission of the vendor, anyone directly or indirectly employed by
any of them or anyone for whose acts may be liable, except where caused by the active,
sole negligence, or willful misconduct of the City.

If any action or proceeding is brought against Indemnities by reason of any act of the matters against which consultant has agreed to indemnify Indemnities as provided above, vendor, upon notice from City, shall defend Indemnities at vendor's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld.

Section 7. LOWEST RESPONSIBLE PROPOSER

Section 2-200 of the Inglewood Municipal Code states: "The expression 'lowest responsible proposer' as used in this article and the City's proposing documents shall be deemed to mean the lowest proposer whose offer best responds in quality, fitness, and capacity for the requirements of the proposed work or usage." In selecting the lowest responsible proposer, consideration will be given not only to the financial standing but also to the general competence of the proposer for the performance of the work covered by the proposal. To receive favorable consideration a proposer must present evidence that he/she has successfully performed similar work of comparable magnitude or submit other evidence satisfactory to the City that he/she or their associates are personally competent to manage the proposed undertaking and to carry it forward to a successful conclusion. Professional integrity and honesty of purpose shall be essential requirements.

A showing of adequate financial resource is required, but will not alone determine whether a proposer is competent to provide the proposed service. Each proposer must furnish, if required, a record of past performance and experience and substantiate that the organization, capital, personnel, and equipment (if applicable) are adequate for carrying out the required services successfully.

Section 8. NON-DISCRIMINATION

California State Labor Code §1735: Discrimination in Employment Because of Race, Color, etc.

No discrimination shall be made in the employment of persons working on behalf of or as an agent for the City of Inglewood because of the race, religious creed, color, national origin, or ancestry, physical disability, medical condition, marital status, or sex of such persons except as provided in Section 12940 of the Government Code, and every vendor for the City of Inglewood violating this section is subject to all the penalties imposed for a violation of this chapter.

Section 9. AWARD OF CONTRACT

Evaluations will be based on the criteria listed on page 7 of this document under "CONSULTANT EVALUATION AND SELECTION". The City may select a limited number of consultants for in-

person interviews before awarding a contract to the successful proposer.

Section 10. EXECUTION OF AGREEMENT

A proposer to whom award is made shall furnish all goods and/or services in accordance with the provisions hereof and within the time stated in the proposal. If a proposer to whom an award is made fails or refuses to enter into the contract as herein provided or to conform to any of the stipulated requirements in connection therewith, an award may be made to the proposer whose proposal is next most acceptable to the City. Such proposer shall fulfill every stipulation embraced herein as if he/she were the party to whom the first award was made. A corporation to which an award is made will be required, before the contract is finally executed, to furnish evidence of its corporate existence and of its rights to conduct business in the state of California.

Section 11. TERMINATION OF AGREEMENT

The City may terminate the contract at its own discretion or when conditions encountered make it impossible or impracticable to proceed, or when the City is prevented from proceeding with the contract by law, or by official action of a public authority.

Section 12. RIGHT OF CITY TO WITHHOLD PAYMENT

The City may withhold or nullify the whole or any part of any payment due the vendor to such extent as may reasonably be necessary to protect the City from loss as a result of:

1) Defective materials not remedied in accordance with provisions of specifications;
2) Claims or liens filed or reasonable evidence indicating probable filing of claims or liens;
3) Whenever the City shall, in accordance herewith, withhold any monies otherwise due the vendor, written notice of the amount withheld and the reasons therefore shall be given the vendor, and, when the vendor shall remove the grounds for such withholding, the City will pay to the vendor, within 35 calendar days, the amount so withheld.

Section 13. COST OF PROPOSAL

The City does not pay for the cost associated with submitting a proposal.

Section 14. DURATION OF AGREEMENT

This agreement is for one (1) year with the option of a two (2) year extension

Section 15. CHOICE OF LAW AND VENUE

This agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles, Superior Court, Southwest District, located at 825 Maple Avenue, Torrance California 90503-5058. In the event of litigation in the United States District Court, venue shall lie exclusively in the Central District of California, in Los Angeles, California.

Section 16. ADDENDUMS (REVISIONS TO THIS DOCUMENT)

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by Addendum. Any Addendum will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL ADDENDA WIL BE ISSUED ON THE CITY OF INGLEWOOD "OPEN BIDS AND RFP'S" WEB PAGE. CLICK ON THE RFP NUMBER LISTED ON THE COVER PAGE OF THIS DOCUMENT. TO ACCESS ADDENDA USE THE FOLLOWING WEB PAGE ADDRESS:

https://www.cityofinglewood.org/Bids.aspx

There are no designated dates for release of addenda. Therefore, interested proposers should check the Purchasing "Open Bids and RFP's" webpage on a daily basis. Vendors with no access to the internet should call the Purchasing Division to inquire about any issued addendums. It is the vendor's responsibility to either check the city website or call the Purchasing Division to obtain any addendums.

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DECLARATION FOR THE PROPOSER

I declare that I am an authorized agent or officer of the entity submitting this proposal and in such capacity I am empowered to submit this proposal on behalf of (entity):

_____.

I also verify that all information submitted and contained herein is true and correct to the best of my knowledge and belief.

BY: Signature: _____

Printed Name: _____

Position/Title: _____

Date of Execution: _____

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EXTENSION OF CONTRACT TO OTHER PUBLIC AGENCIES

The prices, terms and conditions of this proposal may be extended to other governmental agencies at the mutual agreement of both the City and the vendor. All requirements of the specifications, purchase orders, invoices, and payments with other agencies would be directly with the successful proposer. The City of Inglewood does not warrant any additional use of the contract by such agencies. The proposer's response as requested below will no way affect the City of Inglewood's consideration of this quote.

Please indicate if this quote will be extended to other public agencies, and the length of time it will remain in effect from the opening date of this quote.

Yes:_____ No: _____ Length of Time: _____ Days /Months

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NON-COLLUSION DECLARATION

The undersigned hereby declares and says:

That he has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposal offered in connection with the contract described below.

(Full description of contract):

_____

_____

_____

_____

_____

_____

I declare under penalty that the foregoing is true and correct to the best of my knowledge.

Executed at _____, California, on

(Month & Date)_____, 20____.

_____
Signature of Officer or Authorized Agent

NO PROPOSAL FORM

TO ALL PROPOSERS:

IF YOU **DO NOT** INTEND TO SUBMIT A PROPOSAL FOR THIS PROJECT, PLEASE INDICATE BELOW AND RETURN THIS FORM TO THE PURCHASING DIVISION OF THE CITY OF INGLEWOOD.

_____ THE FIRM CANNOT SUPPLY THE SERVICES AS SPECIFIED, PLEASE CHANGE THE CLASSIFICATION OF OUR FIRM TO THE FOLLOWING:

_____

_____ THE FIRM BELOW CANNOT SUBMIT A PROPOSAL AT THIS TIME BECAUSE OF THE FOLLOWING:

_____.

_____ THE FIRM BELOW IS NOT INTERESTED IN BEING ON THE CITY OF INGLEWOOD VENDOR LIST, PLEASE REMOVE OUR NAME.

RFP Number: _____

Name of Firm: _____

Address: _____

_____

Phone: _____

Name of Individual: _____

Signature: _____

Date: _____

EXHIBIT A

CITY OF INGLEWOOD

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS

MINOR HOME REPAIR GRANT PROGRAM

PROGRAM GUIDELINES

City of Inglewood
Inglewood Housing Authority
One West Manchester Boulevard, Suite 750
Inglewood, California 90301

EQUAL HOUSING OPPORTUNITY

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INTRODUCTION

A. Purpose of Manual

The purpose of this Community Development Block Grant (CDBG) Minor Home Repair Grant Program ("Program") Operation Procedures Manual ("Manual") is to provide a basic reference source for the operation of the Program. The Operations Manual contains the basic Program policies, rules, and procedures.

B. Purpose of the Program

The purpose of the Program is to promote the rehabilitation of housing stock in the City of Inglewood ("City"). It is designed to provide assistance to eligible homeowners for correction of health and safety deficiencies and code violations for low income property owners within the City. The Program provides this assistance in the form of a grant used to finance the cost of necessary repairs that will provide the homeowner with a healthy, safe, sanitary, and code compliant home.

C. Funding Source

The City has entered into a contractual relationship with the United States Housing and Urban Development (HUD) Department to administer the Program. Community Development Block Grant (CDBG) funds are allocated each fiscal year to fund the program.

D. Program Manager

The City will enter into an Agreement with a third party company to carry out the Minor Home Repair Grant Program. This company will be referred to as the "Program Manager" and will carry out the requirements of the Program per the HUD guidelines.

E. Program Contractor

The Program Contractor will be either an employee of the Program Manager with the appropriate certifications and state licenses to perform the contracted work or a sub-contractor that has been hired by the Program Manager after an appropriate bidding process for work has taken place for work that exceeds the capabilities of the Program Manager's staff. If the Program Manager's staff is used as the Program Contractor, then an hourly rate per employee must be provided in the Agreement.

Part I - PROGRAM ADMINISTRATION

A. Regulations Governing the Program

The Program's policies and procedures conform to federal regulations governing the

CDBG Rehabilitation Program. If the contents of this Manual conflict with any federal regulations, the federal regulations shall prevail. The Program Manager shall be responsible for keeping up to date with federal requirements.

B. Staff and Authority

The Program is managed by the City's Community Development Block Grant division (CDBG). The HUD Programs Manager is responsible for delivering the Program and enforcing these policies and procedures. The HUD Programs Manager shall have the authority to make amendments to the Program Guidelines. Any revisions to the Program Guidelines shall be made in writing and documented and a copy shall be provided to the Program Manager.

C. Consistency with Consolidated Plan

Program funds must be used in a manner that is consistent with the activities stipulated in the City's annual Action Plan, and that are supportive of the goals specified in the Consolidated Plan.

D. Conflict Resolution

Complaints concerning the Program should be made, in writing, to the HUD Programs Manager first. The HUD Programs Manager can serve as arbitrator for unresolved matters. A hearing is to be held within thirty (30) business days from written receipt of complaint. All parties must present their contentions and interpretations by themselves, or through counsel. The HUD Programs Manager must make a decision within twenty-one (21) business days from the close of the arbitration, and respond in writing within fourteen (14) business days.

If the applicant is not satisfied with the HUD Programs Manager's decision, a written request for an appeal may be filed with the City Manager. A hearing is to be held within thirty (30) business days from written receipt of complaint. All parties must present their contentions and interpretations by themselves, or through counsel. The City Manager must make a decision within twenty-one (21) business days from the close of the arbitration, and respond in writing within fourteen (14) business days. Written correspondence shall be mailed to: City of Inglewood CDBG Division, Minor Home Repair Grant Program, One Manchester Boulevard - 7th Floor, Inglewood, CA 90301.

E. Files and Record Retention

The City of Inglewood CDBG staff shall maintain a permanent "master file" for each CDBG Rehabilitation Program application. Master files for CDBG Rehabilitation Programs are to be kept for five (5) years after grant rehabilitation from the end of the fiscal year if application is denied, withdrawn, or canceled. The Program Manager shall provide the master files to the City of Inglewood once they have been completed. Master files are to be stored in groups according to their status in the Program: pending, approved, under construction, completed, canceled/withdrawn or paid.

F. Financial Reporting

The Program Manager shall responsible for maintaining financial records in compliance with federal, state, and City regulations referred to above.

G. Funding Availability

Due to limited funds in this program, a waiting list of persons interested in receiving assistance will be generated on a first come first serve basis. If the next applicant does not meet program requirements, the next name on the list will be considered until a qualified recipient is found. Exceptions will be made for life threatening situations as determined by the City of Inglewood HUD Programs Manager. If an emergency condition exists, the applicant may be moved up on the waiting list at the discretion of the HUD Programs Manager. The determination of an emergency will be made on a case-by-case basis once the Program Manager has sufficient documentation to determine the emergency. Emergency situations will include health & safety code and life threatening emergencies (i.e., non-functioning hot water heater, furnace, leaky roof, etc.). An applicant must wait five (5) years before receiving assistance again.

H. Conflict of Interest

All grant applicants, Program Manager's staff, Contractor's, and City program staff members are asked to declare any formal or informal relationships they have with one another. These include direct or indirect business or familial relationships. A preexisting relationship will disqualify an applicant from participating in the program. City government officials, employees, or agent of the City who exercise policy, decision making functions, or responsibilities in connection with the planning and implementation of the program shall not be directly or indirectly eligible for this program. This ineligibility remains for five years after an individual's relationship with the City ends. A Contractor with a vested interest in the property cannot bid on a rehabilitation job. A property owner cannot act as an owner/builder.

I. Fair Housing and Equal Opportunity

Program activities must comply with the following Federal Laws, executive orders, and regulations pertaining to fair housing and equal opportunity:

1. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq), which states that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, or national origin.
2. The Fair Housing Act (42 U.S.C. 3601-3620), which prohibits discrimination in the sale or rental of housing, the financing of housing, or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap, or familial status.

3. Equal Opportunity in Housing (Executive Order 11063, as amended by Executive Order 12259), which prohibits discrimination against individuals on the basis of race, color, religion, sex, or national origin in the sale, rental, leasing, or disposition of residential property or in the use or occupancy of housing assisted with Federal funds.

4. Age discrimination Act of 1975, as Amended (42 U.S.C. 6101), which prohibits age discrimination in programs receiving Federal financial assistance.

5. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The City will take appropriate steps to ensure effective communication with disabled housing applicants, residents and members of the public.

6. Equal Employment Opportunity, Executive Order 11246, as amended, which prohibits discrimination against any employee or applicant for employment because of race, color, religion, sex, or national origin. This must be stipulated in all construction contracts.

7. All Program correspondence must have the Fair Housing logo at the lower right hand side corner of the first page.

J. Program Outreach and Marketing

All outreach efforts will be done in accordance with federal regulations pertaining to fair housing and equal opportunity to ensure nondiscriminatory treatment, outreach, and access to the Program. The Fair Housing logo will be placed on all outreach materials. Flyers or other outreach materials, in English, Spanish, and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. Staff will not conduct outreach or marketing when there is a waiting list of over one year. The Program Manager shall keep a waiting list in a format approved by the HUD Programs Manager.

K. Labor Compliance

The Program is not subject to Prevailing Wages, and Davis-Bacon.

L. Section 3

Section 3 requirements apply to contracts of $100,000 or more. Due to the Program's maximum standard grant amount of $15,000, the Program is exempt from Section 3 requirements.

M. Amending the Policies and Procedures Manual

The Program Manager may recommend policy and procedural changes. All changes made must be in accordance with federal regulations. Policy changes may be approved by the City of Inglewood HUD Programs Manager in writing.

N. Exceptions to Program Policies and Procedures

Any case to which a standard policy or procedure, as stated in this manual, does not apply or an applicant is treated differently from others of the same class would be an exception. Exceptions to the Program's policies and procedures are allowable on an individual case basis. The Program Manager may make written recommendations to the HUD Programs Manager. The recommendations must contain a narrative, the recommended course of action, and include relevant documentation to support the exception requested. The HUD Programs Manager may approve the policy or procedural exception, for the specific instance, by signing at the bottom of the written recommendation. The approved exception must be kept in the case master file.

O. Previous Grant Awards

If the Applicant has previously received a loan from the City of Inglewood, the Applicant will not be eligible for financial assistance until five (5) years. The applicant may receive a grant before five (5) years if deemed a health and safety issue approved by the HUD Programs Manager and documented in the file.

Part II – PROGRAM SUMMARY AND GUIDELINES

The Minor Home Repair Grant Program provides a grant up to $15,000 to low-income homeowners who own and occupy their homes and need financial assistance for health and safety-related repairs.

A. CDBG Rehabilitation Program Description

The Program is funded with CDBG funds provided by the U.S. Department of Housing and Urban Development (HUD). The goal of the Program is to improve the quality of life for low-income residents (80% of median income or less), including people with disabilities and the elderly, residing in the City of Inglewood. It provides assistance in the form of a grant of up to $15,000 for minor home repairs and improvements.

B. Applicant Eligibility Criteria

Community Development Block Grant (CDBG) Rehabilitation Programs – Household income cannot exceed 80% of the area median income (AMI), adjusted for household size. The income limits are incorporated into this Manual as Appendix "A." The Program Manager shall verify that applicants meet the household income eligibility requirements and have their household income documented. The HUD Income Limits are published by HUD each year.

The income limits in place at the time of grant approval will apply when determining applicant income eligibility. The Program Manager shall ensure to utilize the latest income guidelines. HUD income guidelines may be found at this link. http://www.huduser.gov/portal/datasets/il.html

C. Eligible Uses of CDBG Grant Funds

1. INTERIOR/EXTERIOR HOME REPAIRS

a. Painting and refinishing of walls and ceilings Interior and exterior surfaces

b. Wall resurfacing
- Exterior resurfacing-stucco
- Interior resurfacing-Plastering, Wallboard and Patching

c. Installation of devices for the elderly or handicapped
- Ramps, handrails and bathroom fixtures with large handles for the disabled
- Handrails

d. Roofing repairs
- Roofing, gutters, downspouts, caulking and tarring

e. Minor and moderate electrical repairs
- Update existing equipment; rewire non-complying wiring
- lighting devices and security lights, services, feeders and safety switches

f. Minor and moderate plumbing repairs
- Water piping, gas piping, sanitary waste and drainage piping, water heater, plumbing fixtures and power clean lines

g. Repair of heater or heating system
- Existing system, new units and thermostats

h. Minor and moderate cement, masonry or asphalt repairs
- Concrete work such as walkways, driveway and walls

i. Repair or replacement of interior/exterior openings
- Doors, windows and locks and screens

j. Minor or moderate tile work only when repairs are needed
- Bathroom & Kitchen tile work

k. Minor or moderate pest control

- Fumigation and subsequent repairs

l. Mold
   - Address cause as well as remediation

m. Removal of lead-based paint according to Federal Law

n. Other repairs necessary for bringing homes into compliance with the rehabilitation standards set forth in City Building Code or as approved by the HUD Programs Manager.

2. ENERGY CONSERVATION ACTIVITIES

a. Weather-stripping doors and windows
   - Caulking and replacement glazing

b. Insulation
   - Attic, walls and water heater

c. Install energy efficient lighting fixtures

d. Installation of ventilation of barriers
   - Vents and vapor barriers

h. Installation of energy efficient plumbing fixtures

I. Other eligible energy conservation activities

3. SECURITY/SAFETY IMPROVEMENTS

a. Security devices
   - Dead bolt locks, door security view holes, security fencing and security lights

b. Safety devices such as smoke detectors and safety lighting

D. Ineligible Uses of CDBG Grant Funds:

1. Materials, fixtures, equipment, or landscaping of a type and quality that exceeds adequate service or that is not customarily used for properties in the same general area.

2. Purchase, installation, or repair of furnishings or fixtures such as intercom systems, portable fans, barbecues, bathhouses, greenhouses, swimming pools, saunas, television antennas, tennis courts, dishwashers etc.

3. Construction of new accessory structures such as garages, patios, decks, storage sheds unless rehabilitating or reconstructed to be code compliant.

4. Acquisition of land.

5. Property tax payments.

6. Room additions or extensions unless there is an overcrowding issue.

7. Luxury items deemed ineligible by the HUD Programs Manager or his/her designee.

8. Other items deemed ineligible by the HUD Programs Manager or his/her designee.

E. Hierarchy of Funds

Program funds must be used in the following order of priority:

1. Correction of health and safety deficiencies.

2. Correction of code violations and incipient code violations.

3. Repairs and alterations that make a house more supportive of disabled occupants.

4. Repairs and alterations that make a house more energy efficient.

5. Other eligible general property rehabilitation work.

F. Rehabilitation Standards

State and local building codes, the City's rehabilitation standards, and accessibility requirements for persons with disabilities apply to all projects. All repair work related to health and safety conditions will meet Uniform Building Code standards. The priority will be the elimination of health and safety hazards, and code compliance.

G. Property and Occupancy Eligibility Requirements

1. Property must be a single family home, condominium (only interior work allowed)

2. Property must be owner-occupied

3. Property must have a fee simple title

4. Property must be located within City boundaries (Appendix C)

5. Property must contain a legal residential structure intended for continued residential occupancy.

H. Lead-Based Paint Notification Requirements

Occupants of homes constructed prior to 1978 must receive proper notification of Lead-Based Paint (LBP) hazards as follows:

1. The EPA "Protect Your Family from Lead in Your Home" brochure (Appendix E) must be provided to all owners regardless of the cost of rehabilitation or paint test findings.

2. If lead-based paint is found through testing or if presumed, a Notice of Lead Hazard Evaluation or Presumption must also be supplied.

3. When Lead hazards are present, a Notice of Lead Hazard Reduction Activity and a Lead Hazard Evaluation Report must also be provided.

LBP hazard reduction guidelines are incorporated in this Manual as Appendix "L".

Part III – GRANT PROCESSING PROCEDURES

A. Preliminary Application Intake

The City will refer all Program questions to the Program Manager. The Program Manager shall respond to resident inquiries within a 24-hour period. In developing the waiting list for CDBG owner-occupied Rehabilitation Programs, all interested residents will be given a preliminary application to complete with instructions to mail the preliminary application with a post mark date to the Program Manager. Applications will not be accepted via hand delivery, e-mail or fax. Applications will be processed in the order received and based on the funding availability. Applicants will be notified by mail when a resident's application has reached the top of the waiting list, based on funding availability.

B. Application Interview

Once an applicant reaches the top of the waiting list, the Program Manager will contact the applicant to schedule an appointment to conduct an application interview. A face-to-face interview enables the homeowner to ask questions and get immediate answers, helps the Program Manager to work with a more accurate and complete application package, and expedites the overall process. The application packet is included in Appendix "E".

The Program Manager is responsible for assisting the homeowner to complete the application forms, and for collecting all the required supporting documentation to establish eligibility. All forms must be fully completed and signed accordingly. All supporting documentation must be current (no older than 6 months).

C. Application Process

During the application process, the Program Manager must:

1. Certify income eligibility.
   a. Verification of dependent children living at home.
   b. Proof of full-time student status for dependents 18+ of age.
   c. Bank statements and asset/investment statements for the last six months.
   d. W-2's, federal and state income tax returns for the most recent 2 years.
   e. Documentation of income, as outlined in Section "D" below.
   f. Documentation evidencing eligibility of other program requirements, such as ownership, occupancy, and property location.
   g. EDD Notice of adult household members who do not receive income
2. Verify property ownership.
3. Verify property is in the City of Inglewood.
4. Verify that property is owner-occupied.
5. Verify that mortgage, property taxes, and insurance are paid up-to-date.
6. Create a master file for each application, organized in the order provided in the File Checklist form (Appendix F). The master file must be properly labeled.

D. Income Documentation

The Program requires the use of the income definition as defined in 24 CFR 5.609 (Part 5 annual income) to determine household income eligibility. The Program Manager must complete an anticipated income determination form based on the requirements detailed in the Technical Guide for Determining Income and Allowances CDBG Rehabilitation Programs, included in Appendix "B".

The Program Manager shall verify that applicants meet the household income eligibility requirements and have their household income documented. The HUD Income Limits are published by HUD each year. The income limits in place at the time of grant approval will apply when determining applicant income eligibility. The Program Manager shall ensure to utilize the latest income guidelines. HUD income guidelines may be found at this link. http://www.huduser.gov/portal/datasets/il.html

The Program Manager must certify income based on information obtained from third party verifications and the review of documents provided at the time of application. The income certification is valid for a period of six months. It will not be required to re-certify income unless six months have lapsed from the time of certification. Grant documents must be executed prior to the expiration of the validation period.

The Program Manager is responsible for obtaining all the required income documentation for all the sources of income. Eligibility can be established by examining documentation on the different sources of income for the household. The following is a list of income sources, and examples of acceptable documentation:

Type of Income	Documentation Source – not older than 6 months

Gross employment income: • Wages • Salary • Overtime • Tips • Commissions • Bonuses	• Employment verification from employer • Paycheck stubs (copies of the most recent four weeks of paycheck stubs) • Certified copies of tax returns and W-2's if within the first quarter of the new calendar year, requires a signed 4506 form • Copy of employment contract, which must specify the earnings amount and expiration date
Net self-employment or business income	• Certified copies of tax returns, with signed 4506 form for the previous **2** years (including all attachments, specifically Schedule "C") • Audited financial statement
Social security benefits • Including SSI payments • Including anticipated Cost of Living Adjustments (COLAs)	• Written verification from the Social Security Administration • Copy of award letter stipulating the benefit amount • Copy of bank statement verifying the direct deposit of the benefit amount
Periodic determinable allowances: • Child support • Alimony • Regular contributions received from organizations or persons not residing in the dwelling	• Copy of court decree that establishes amount of support • Verification from District Attorney's office that verifies the amount of support • Notarized affidavit of support
Net rental income	• Tax returns, including schedule "E" • Copies of rental agreements/leases, along with a breakdown of monthly expenses to determine net income • Copies of most recent rent checks, along with a breakdown of monthly expenses to determine net income
Welfare assistance: • Payments under the Temporary Assistance for Needy Families (TANF) • Welfare or General relief	• Benefit award letter specifying the amount of the • benefit • Verification from case worker stating the benefit • amount • Copy of checks
Income from assets: • Savings account(s) • Checking account(s) • Investments	• Bank statements showing the last 6 months of interest • Savings passbook • Verification of deposit • Most recent income tax returns showing the interest earned

	• Investment statements showing the dividends earned and/or anticipated earnings

Type of Income	Documentation Source – not older than 3 months
Gross amount of payments in lieu of earnings: • Unemployment • Disability compensation • Worker's compensation	• Benefit award letter showing monthly benefit • Copy of checks
Gross amount of periodic payment: • Annuities • Pensions/Retirement • Disability benefits • Death benefits	• Statement of benefits • Benefit award letter • Verification from awarding agency/entity
Other sources of income: • Union benefits • Other income not specified above	• Statement of benefit award that evidences benefit amount • Documentation to support declaration of other income
No income:	• EDD Notice of Unemployment • Verification of previous employment
No tax returns:	• Verification from IRS that no taxes were filed.

E. Third Party Verifications are required for all projects.

When requesting third-party verifications the Program Manager must attach the corresponding verification forms that adhere to the Technical Guide to Determining Income (Appendix B), which authorizes the third-party to release the information requested. Third-party written verifications may be in the form of original forms, facsimile copies, e-mail, or Internet. Although written requests and responses are generally preferred, conversations with a third party are acceptable if documented through a memorandum to the file, which specifies the contact person, information conveyed, and date of call. In all cases, the Program Manager must ensure that the person verifying the information is a valid source.

F. Income Exclusions

The list of sources of income that should not be included in the income calculation is specified in the Technical Guide for Determining Income and Allowances for CDBG Rehabilitation Programs (Appendix B).

G. Assessing Information and Computing Income

The Program Manager must calculate the household income based on the documentation obtained, and complete an Anticipated Income Determination Form that adheres to the Technical Guide to Determining Income (Appendix B), for each household.

1. When assessing the documentation, it is important to determine:
   a. The basis on which employees are paid, such as hourly, weekly, monthly, with or without overtime, etc.
   b. In the case of overtime, it is crucial to determine whether the overtime is irregular or a predictable part of the person's income.
   c. If the household member will continue to earn overtime pay on a regular basis, then the Program Manager must calculate the average amount of overtime pay earned over the period used to calculate income eligibility, and the average amount of overtime earnings must be included in the income projection for the household.
   d. If overtime work is not constant, and will not be constant in the next 12 months, the Program Manager must request detailed overtime information from the employer in the Verification of Employment, and use the information supplied by the employer to determine how overtime is to be calculated.

2. Formulas used to determine annual income:

Frequency	**Formula**
Weekly	Multiply gross income by 52 weeks
Biweekly	Multiply gross income by 26 weeks
Twice-a-month	Multiply gross income by 24 weeks
Monthly	Multiply gross income by 12 months

3. Refer to the Technical Guide for Determining Income and Allowances (Appendix B) for CDBG Rehabilitation Programs for household members who have variations in pay.

4. If the Program Manager has verification that the household member has been employed by the same employer from the beginning of the calendar year, then the monthly income can be calculated by dividing the year-to-date (YTD) annual earnings by the number of months worked. For example if the paycheck stub indicates that the pay period ended June 28, 2008, and the YTD is $18,500, then you divide $18,500 by 6.93 months, and annualize the calculated monthly earnings by multiplying the result by 12.

   $18,500 ÷ 6.93 = $2,669.55 per month
   $2,669.55 x 12 = $32,034.60 per year

   To determine the number of months to use for the calculation, you must count the number of full months and determine the percentage of time for the partial month. In the example above, the YTD included earnings of 28 days of a 30-day month. Thus,

you divide 28 by 30 to establish the percentage (28 ÷ 30 = 0.93). In this instance, the employee worked 6.93 months.

The above method will only work if staff has verified that the household member has worked for that same employer since the beginning of the calendar year, and if the paycheck stub reflects the year-to-date earnings that include all overtime, bonuses, etc.

H. Special Circumstances

If income cannot be calculated by using the documentation described above, then the income calculation must be handled on a case-by-case basis, as appropriate for the situation. For example: If the income is derived from the sale of recyclable materials, it will be necessary to provide enough documentation (i.e. sales receipts) to reasonably determine annual income. The documentation must be in a form acceptable to the City of Inglewood HUD Programs Manager and obtained in writing.

I. Determining Household Size

Since income limits are adjusted by household size, it is crucial to accurately determine the size of the applicant's household.

A child who is subject to shared-custody may be counted as part of the household if the child resides with the household at least 50% of the time. The Program Manager must obtain verification of dependent children living at home, such as copy of birth certificate, court order awarding child custody, school records, or other documentation that will verify the dependent is part of the household. Unborn children are not considered part of the household.

The Program Manager must review the "breakdown of household members" portion of the application, which is where the borrower discloses all the members of the household. The Program Manager must also look for "red flags" that indicate discrepancies in the household size disclosed by the applicant. For example, if the applicant claims that he has 3 dependent children, but the tax returns only show 2 children. In this case, the Program Manager must obtain more information and additional documentation to support the 3rd dependent child, such as a copy of the birth certificate for a newborn, a court order that grants custody of the child, or school records for the additional dependent.

For household members of 18 years of age and older who are full-time students, the Program Manager must obtain verification of full-time student status, such as school records, registration, or other documentation that will evidence student status.

J. Comparing Household Income to Income Limits

Once the household size and anticipated household income have been determined, the information must be compared to the Income Limits issued by HUD to verify eligibility. HUD income limits are updated annually. Thus, the Program Manager must make sure to use the

most recent Income Limits (Appendix "A"). HUD will generally update income limits in February of each year.

The Program Manager shall verify that applicants meet the household income eligibility requirements and have their household income documented. The HUD Income Limits are published by HUD each year. The income limits in place at the time of grant approval will apply when determining applicant income eligibility. The Program Manager shall ensure to utilize the latest income guidelines. HUD income guidelines may be found at this link. http://www.huduser.gov/portal/datasets/il.html

Households must have incomes at or below 80% AMI, adjusted for family size, to be eligible for the Program.

K. Other Eligibility Criteria

In addition to income documentation, the Program Manager must obtain supporting documentation to determine eligibility for other program requirements.

Eligibility Requirement	Must verify with at least one of the following:
Verification of ownership: The property must be owned by the grant applicants.	• Copy of property deed, such as grant deed, deed of trust, quitclaim deed, etc. • Title report or insurance issued within the last year, which verifies the vesting to be the applicants' name(s) • Property tax bill • Property profile or cover from title company
Verification that property is in the City.	• Inglewood boundary Appendix C
Verification that property is owner occupied: **The property must be the owner's principal place of residence.**	• Copy of utility bill (except telephone bill), which shows the applicant's name(s) and property address • Copy of current property tax bill that shows homeowner's exemption and the subject property as the mailing address
Verification that mortgage payment is current. **Assistance cannot be provided if payment is not current.**	• Copy of most recent mortgage statement that shows payment is current • Verification of mortgage completed by Mortgagor • Mortgage history printout
Verification of type of first mortgage. No reverse mortgages, or negative amortizations.	• Copy of most current mortgage statement

Verification that property taxes are up-to-date. **Assistance cannot be provided if taxes are not current.**	• Printout from the Los Angeles County Tax Collector's website that shows the tax as current. Website at http://ttax.co.la.ca.us/ • Receipt of payment (if payment has been recently made and website has not been updated) • Copy of payment arrangements from tax collector for delinquent tax
Verification that insurance is up-to-date.	• Copy of current evidence of insurance or policy. It must show the expiration date, or specify that it is continuous
Verification of Dependents	• Copy of birth certificate(s) • Copy of school records • Court order warding custody • Adoption documents • Proof of full-time student status for dependents 18+ years of age

L. Grant Processing Timeline

Grant applications must be processed in the order received. Upon receipt of a completed grant application, the Program Manager must evaluate it for eligibility and compliance of program and funding requirements within seven (7) business days.

If the application is incomplete, the Program Manager must issue a Request for Additional Documentation (Appendix F) to the Applicant, and allow fourteen (14) calendar days for the Applicant to submit the missing documentation. If the Applicant fails to submit the missing documentation within the deadline, a second reminder must be sent, and a fourteen (14) day extension can be granted. If there is no response to the second notice, then a Notice of Cancellation of Grant Application (Appendix F) must be mailed.

When the application is complete, and eligibility has been determined, the Program Manager must:

1. Request all required third party verifications, such as verifications of mortgage, employment, benefits, or deposit.
2. Order property inspection by following the procedures specified in Part IV, of this Manual.
3. Upon receipt of the Inspection report, order lead testing (when applicable) – To comply with HUD's Lead Safe Housing Rule, a certified Environmental Company must perform a lead inspection to test surfaces to be disturbed during rehabilitation activities on properties built prior to 1978. A post lead clearance is also required. Refer to Appendix M for Lead- Based Paint (LBP) hazard reduction requirements. The required report must be ordered on each grant application within five (5) business days from the time eligibility has been established. Fax the request to a certified

Environmental Company, and keep the fax confirmation in the grant master file for reference and follow-up.

4. Order termite inspection (if requested by the homeowner) within five (5) business days from the time eligibility has been established. The Program Manager must fax the request to at least three (3) qualified termite companies and keep the fax confirmation in the grant master file. If the property has been inspected and treated for termites within the last 12 months, a new termite report is not required.
5. The Program Manager must conduct proper follow-up if the lead and termite reports are not received within three (3) weeks from the time they were ordered.
6. Upon receipt of the lead report/assessment and termite report, the Program Manager must provide copies to the Applicant, who must sign an acknowledgement of receipt of reports. The Program Manager must also forward copies of the reports to the Inspector so that the Work Write-up (Appendix H) can be completed.
7. The Program Manager must obtain historic clearance for the subject property, as specified in the Part III, *Grant Processing Procedures,* below.

M. Historic Preservation

Historic preservation requirements apply to properties that are 50 years old or older. Historic properties are residential properties listed in or eligible to be listed in the National Register of Historic Places, state or local inventory of historic places, designated as a historic landmark, or designated as contributing to a historic district by local law or ordinance. The Program Manager must determine if the property is subject to historic preservation requirements, as follows.

1. Verify the age of the property with a title report or through the LA County Assessor website at http://maps.assessor.lacounty.gov/GVH_2_2/Index.html?configBase=http://maps.assessor.lacounty.gov/Geocortex/Essentials/REST/sites/PAIS/viewers/PAIS_hv/virtualdirectory/Resources/Config/Default .If the property is not 50 years old or older, then no further historic process is required.

2. If the subject property is 50 years old or older and the rehabilitation work will involve exterior work, the Program Manager must submit a Historic Eligibility Determination to State Historic Preservation Office (SHPO) via regular mail. This consultation with SHPO is only for projects that will include exterior work. SHPO clearance is not needed for projects that will only address interior rehabilitation, or for properties that are not 50 years old or older. The consultation letter must include:

   a. Photographs of the front, back, and side views of the subject property.
   b. A list of the proposed rehabilitation.
   c. Relevant information regarding the historic significance of the property.

   SHPO must respond within 30 days. If no response is received, then rehabilitation work may proceed.

3. Completion of Historic and Architectural Assessment Form:

a. If the proposed rehabilitation involves only interior work or if the subject property is less than 50 years old, only Part A of the Historic and Architectural Assessment Form (Appendix G) is necessary.
b. If the proposed rehabilitation involves exterior work to a property that is 50 years old or older, verify that proper consultation was submitted to SHPO. If no response is received from SHPO within 30 days, then project is able to proceed.
c. Complete Part B of the Historic and Architectural Assessment Form (Appendix G) for projects that involve exterior rehabilitation of properties 50 years old and older.

N. Compliance of Environmental Requirements

The Program Manager must ensure that each project is reviewed for its environmental impacts. The Program Manager must fill out the Environmental Finding Forms Parts 1 through 3. The Environmental Finding Forms may be found in Appendix G. The Environmental Finding Forms must be executed by the authorized certifying officer; the City of Inglewood HUD Programs Manager or designated City of Inglewood staff.

Part IV – PROPERTY INSPECTION & SELECTION

A. Inspection Requests

Once Program eligibility has been established, the property must be inspected to determine the work that needs to be done. The Program Manager must request an inspection with the Program Contractor. The request must include the Inspection Form (Appendix H).

B. Inspections

The Program Manager must contact the homeowner to schedule the inspection. Appointments can be set in the morning or afternoon, depending on the Program Contractor's schedule. If an appointment is set for the morning, the homeowner must be available between 8:00 AM and 12:00 PM. For afternoon appointments, the homeowner has to be available between 12:00 PM and 4:00 PM. While scheduling the initial inspection, the Program Contractor must inform the homeowner that access to all areas of the property is required.

The Program Contractor must conduct a thorough property inspection to assess the repairs needed, prepare work specifications to bring the subject property into conformance with Program requirements as specified in Part II, *Program Summary and Guidelines* of this Manual, and provide a rehabilitation estimate. The field inspection must be conducted based on the Repair Check-off List (Appendix E), submitted by property owner as part of the application, Property Standards, and Program guidelines.

The Program Contractor must take before and after photos of all the areas to have repairs completed and for historic clearance. A minimum of one photograph per area is required.

C. Property Standards

All repair work must meet current Uniform Building Code standards. At a minimum, health and safety hazards and code deficiencies must be eliminated.

D. Work Write-up

The Program Contractor must prepare the Work Write-up (Appendix H), which is the set of instructions specifying the proposed rehabilitation work. The Work Write-up must describe and address any code violations, health and safety deficiencies, and lead hazards in a manner that is sufficiently detailed to serve as the basis for estimating costs and if required, contractor bids. The Work-Write up must include the following:

1. Scope of Work, which must conform with:
   a. Program requirements, such as lead hazard reduction, correction of health and safety deficiencies and of code violations and incipient code violations, work that improves energy efficiency, and other eligible general property rehabilitation.
   b. Planning & Building Requirements.
   c. Exact meaning of words, such as "any" implies a limited number selected at the discretion of the reader, while "all" means every.

2. The type of materials that are allowed under the Program. No luxury upgrades are allowed. Deteriorated materials and components must be replaced with like materials. The write-up must include adjective strings to describe materials.

3. Quantity.

4. Location of where the rehabilitation will occur, as in the bedroom, kitchen, etc.

5. Construction method and specific instructions of the proposed work, which uses action verbs strings to describe the method, such as "power-wash, prep and repair stucco surfaces."

6. Special conditions, requirements, and/or installation method, as when working with lead contaminated areas, termite infestation, etc.

7. Performance standards, such as durability and warranties.

8. General provisions, which define rules that apply to all write-ups, such as definitions, process, etc.

9. Plans (when applicable).

10. No cross-outs or white out are allowed for deletion of line items. An amended work write-up must be printed out, reflecting any changes made, along with the date of amendment.

11. The Program Manager shall encourage the use of conservation techniques for water and energy efficiency. All eligible appliances shall meet ENERGY STAR® standards. Documentation must be kept on file that these features were offered and declined, or offered and accepted for each household served under the program

12. The work write-up must be saved in the project file created by the Program Manager for the specific case file.

E. Program Contractor Estimate

Along with the work write-up, the Program Contractor must prepare an estimate of costs for the proposed rehabilitation work. The staff estimate must be used as a guideline for the project budget.

F. Work Write-up Containing Lead Work

The Program Contractor must incorporate in the Work Write-Up all of the necessary lead inspection and if necessary reduction work utilizing the most appropriate and cost effective method, as defined in the LBP Hazard Reduction Guidelines (Appendix "L"), and the LBP risk assessment report.

G. Inspection and Write-up Timeline

1. Inspection must be scheduled up to fourteen (14) business days from the time eligibility was established.

2. Up to twenty-one (21) business days from the inspection and receipt of lead report, the Inspector must prepare a preliminary work write-up.

3. The homeowner must review and comment on the preliminary work write-up, up to fourteen (14) business days thereafter. The Program Manager must conduct adequate follow-up to ensure that homeowner responds in a timely manner.

4. A final work write-up, reflecting any changes made, must be completed fourteen (14) business days from the receipt of the homeowner review. A copy of the final write-up must be provided to the homeowner, and the original must be maintained in the project's master file.

5. The Program Manager shall provide the work write up to the City for review and shall obtain the proper building permits as required.

6. Program Contractors shall be responsible for obtaining a building permit.

H. Qualifications

A certified Environmental Company must perform a lead inspection to test surfaces to be disturbed during rehabilitation activities to properties built prior to 1978. A post lead clearance is also required. Refer to Appendix "L" for lead Based Paint (LBP) hazard reduction requirements. The required report must be ordered on each grant application with five (5) business days from the time eligibility has been established. The Program Manager must obtain three bids and select a lead testing/abatement contractor to conduct a lead inspection and abatement. Upon receipt of the lead report, the Program Manager must provide copies to the applicant, who must sign an acknowledgement of receipt of report. If lead is found on the property, a certified lead removal company must be utilized. A certified lead company different from the lead testing/abatement company must certify that the lead has been removed. The Program Manager must obtain three bids and select the lead testing/abatement company and for the lead company certifying clearance.

If a termite inspection is requested by the applicant, the Program Manager must obtain three (3) bids for a certified termite company to conduct an inspection and abatement. Upon receipt of the termite report, the Program Manager must provide copies to the applicant, who must sign an acknowledgement of receipt of report After the removal, the Program Manager must obtain a terminate company to certify that termites have been cleared from the property. The Program Manager shall obtain three (3) bids and obtain a termite certified company.

The Program Manager must ensure that the Program Contractor meets the following Program requirements:

1. An appropriate State of California's Contractor License that is in good standing
2. Current contractor's licensing bond ($15,000 minimum)
3. Current liability insurance ($1,500,000 minimum coverage)
4. Current worker's compensation insurance
5. Contractor must not be debarred from HUD or from the State of California
6. For lead:
    a. Current State of California Department of Health Services Lead-Related Construction Certifications for all workers and supervisors
    b. Liability and workers compensation insurance for lead-related work
    c. Current injury and illness prevention program plan
7. Contractor qualifications must be checked, either annually or when a rehabilitation contract is awarded, to ensure compliance of licensing and insurance requirements.
8. EPA Lead Certification
9. City of Inglewood Business Tax Certificate

I. Program Contractor Documentation

1. Completed Qualification Application Packet.
    a. Qualification Application.
    b. W-9 Form.
    c. Organizational Information Form.
    d. Equal Opportunity Forms.
    e. Non-debarment Certification.
2. Copy of current Contractors' license.
3. Current certificate of liability insurance naming the City as an additional certificate holder.
4. Current certificate of worker's compensation insurance naming the City as an additional certificate holder.
5. Copy of City business tax certificate.
6. W-9 Tax Payer Number and Certification.
7. Copy of current driver's license.
8. For a lead contractor:
    a. Copy of current State of California Department of Health Services Lead-Related Construction Certifications for all workers and supervisors.
    b. Liability and workers compensation insurance must cover lead-related work.
    c. Copy of medical reports and fit test respirator for all lead-certified workers and supervisors.
    d. Copy of the company's current site-specific injury and illness prevention program (IIPP) plan.

J. Verification of Qualifications

The Program Manager must review the application and verify pertinent information, as follows:

1. Verify licensing information through the State License Board website at http://www.cslb.ca.gov/consumers . A printout is required for the master file.
2. Verify that has not been debarred by HUD or the State of California by accessing the following websites:
    a. http://epls.arnet.gov for HUD debarments. A printout is required for the file.
    b. http://www.dir.ca.gov/dlse/debar.html for California debarments. A printout is required for the master file.

K. Central File

Once eligibility has been established, the Program Manager must set up a file that contains all of the required documentation and eligibility verification. Proper follow-up is required to

ensure that licensing, insurance, and debarment documentation is current prior to issuing a Notice to Proceed on any project.

Part V – FINAL EVALUATION AND APPROVAL PROCEDURES

A. Final Evaluation and Approval

Within seven (7) business days from the Program Contractor's work write up, the Program Contractor shall determine if a City of Inglewood Building Permit is required and obtain the permit. The Program Manager must conduct a final evaluation of the file to ensure compliance of all Program requirements. This final evaluation includes a review of the following:

1. Review the Anticipated Annual Income Certification Form to verify calculations are accurate.
2. Compare the income calculation on the certification against the income limit chart to verify that household is within the maximum income.
3. Verify that historic and environmental requirements were met. Make sure that the Environmental Review form was completed using the historic and flood information obtained.
4. Verify that LBP requirements were met, per the Lead Based paint Hazard reduction Guidelines (Appendix L).
5. Upon completion of the final evaluation, the Program Manager must make a recommendation for grant action by completing the Project Analysis and Recommendation Form (Appendix J). This form must reflect the information verified during the final evaluation, and the recommendation to approve or deny the grant application, and conditions of approval, when applicable.
6. File circulation for approval: Upon grant recommendation by the Program Manager the file must be forwarded to the City of Inglewood HUD Programs Manager.
7. Approvals are good for 30 days, and legal grant documents must be executed prior to the 30-day deadline. A time extension may be granted, on a case-by-case basis.
8. One hundred percent of grant proceeds must be used to rehabilitate the home.
9. No cash is provided to the homeowner.
10. No more than 15% of the grant may be used for administrative costs.
11. Denial: if eligibility is not established, the Program Manager must complete the Project Analysis and Recommendation form (Appendix J) documenting the reasons for denial.
12. Upon approval/denial, the Program Manager must send a notification via regular mail, within seven (7) business days from approval / denial date to the applicant.

Part VI – FUNDING PROCEDURES

The program allows up to $15,000 for each owner occupied housing unit.

Part VII – CONSTRUCTION MANAGEMENT PROCEDURES

The Contractor is responsible for monitoring the construction activities of all projects and scheduling the required inspections with the City of Inglewood Building Inspector when required.

A. Pre-Construction Conference

Prior to the start of the construction work, the Program Contractor and Program Manager must conduct a pre-construction conference with the homeowner. The Program Manager must schedule the pre-construction conference within seven (7) business days from the signing of the grant agreement documents. The meeting must be held at the site. The purpose of the pre-construction conference is to review the roles and responsibilities of each party, review the work write-up, rehabilitation process, start date, date of completion, and other terms and requirements stipulated in the Agreement for Rehabilitation (Appendix K). The homeowner and the Program Contractor must address any questions or concerns regarding the work to be performed, and execute the Agreement for Rehabilitation and Notice to Proceed (Appendix K) in order to begin construction.

B. Agreement for Rehabilitation

The homeowner and Program Manager must execute an Agreement for Rehabilitation, which specifies the repairs and rehabilitation to be financed through the Program. The Agreement for Rehabilitation is a contract between the homeowner and Program Manager. The City is not a party to the contract. The Agreement must include the following:

1. The Property Owner/Program Manager Agreement for Rehabilitation (Appendix L)
2. The Work Write Up (Appendix H) / construction plans (if required by the City of Inglewood Building Inspector)

Rehabilitation Contracts are not required for work under $500. Only a Work-write up signed by the owner and is required. The Program Manager shall ensure that this exception meets federal guidelines.

C. Notice to Proceed

The Program Contractor is authorized to begin the home repairs when they receive a Notice to Proceed from the Program Manager. Any work the Program Manager completes before receipt of a Notice to Proceed (Appendix K) is ineligible for payment. A Notice to proceed shall also be issued for other third party contractors such as for lead or termites.

D. Building Permits

Prior to the start of construction, the Program Contractor must procure the appropriate permits and approvals, as required by the City of Inglewood and other local agencies. The Program Contractor shall not start any work without obtaining an executed Notice to Proceed

(Appendix K). The Program Contractor must comply with permit requirements in order to receive payment for work completed.

E. Payment Schedule

1. One payment shall be made when work is completed for each application.
2. Only completed, inspected, and approved work, is eligible for payment. Payment is made for satisfactory completed work.
3. Payment Process: The Program Contractor must call the City of Inglewood Building Inspector (only when a building permit is required) for an inspection and a final signature on the building permit and request payment by submitting the following documents to the Program Manager:
   a. Invoice for the amount due.
   b. Authorization to Release Payment (Appendix K) is signed by the homeowner.
   c. The Program Manager shall then submit the complete file packet for the review of the City of Inglewood HUD Programs Manager for release of payment.
   d. Lien release signed by all laborers, suppliers, and subs used up to that point.

F. Payment Demand/Purchase Orders

The City of Inglewood HUD Programs Manager shall submit a PO to the Finance Department to obtain management approval. The PO shall include the PO number in the location denoted on the Finance Requisition form.

G. Change Orders

No change in work as described in the CDBG Rehabilitation Program Work Write-up/Cost Estimate, and/or Specifications and/or Plans and Drawings, shall be made except upon the mutual written consent of the Property Owner and Program Manager. At no time shall the cost of the work exceed $15,000. The Program Manager shall not be entitled to any compensation for any additional Work unless such written Change Order Agreement (Appendix K) is made and entered into by Property Owner and Program Manager. The Change Order shall describe the nature of the additional Work in a detailed description, the estimated time for completion thereof, and the terms of compensation to be paid to the Program Manager for its performance in accordance with the Agreement as modified by the Change Order. If changes are made without each party's authorization the contract will be terminated.

Grant amount may exceed the $15,000 max up to a total project cost of $25,000, if the HUD Programs Manager makes a determination in writing that there is a critical safety repair.

The Program Manager shall:

1. Verify the work that is being invoiced has been completed
2. Verify the charges are correct.
3. If the invoice meets the above standards, attach a signature stamp to the invoice, obtain the appropriate signatures

4. Invoices for Final Payment, indicate on signature stamp

H. Reporting

The Program Manager shall provide the following Reports (Appendix D):

Quarterly Reports-on or before January 15th, April 15th, July 15th and October 15th. The reports will be due 15 days after each fiscal quarter.

Fiscal Year Housing Rehabilitation End of Year Stats Report-on or before October 30th of each year. This will be 30 days after the fiscal year end of September 30th.

I. Warranties

The Program Contractor must comply with State law regarding all labor and material warranties. The Program Contractor must warrant that all rehabilitation work meets the accepted standards of the trade and are free from defects. The Program Contractor must warrant that any defects, which are found within twelve (12) months from the date of completion, for roofs the warranty for labor is a minimum of five (5) years or the items must be repaired or replaced, at the contractor's option and at no expense to Property Owner.

The Program Contractor must provide to the homeowner commercially reasonable written warranties and guarantees from its subs and suppliers to the extent that they are obtainable in the ordinary course of business. The Program Contractor must give the homeowner a reasonable opportunity to purchase any additional or extended warranties available for purchase from subs or material suppliers.

J. Termite / Fumigation

The Program Manager must coordinate termite fumigation with homeowner, Termite Company, and the general contractor (as necessary).

K. Termination of Agreement for Rehabilitation

The homeowner and the Program Manager have the right to terminate the Agreement for Rehabilitation upon a three (3) days' written notice. In the event of such termination, the Program Manager is entitled to payment for all Work done through and including the effective date of such termination. Such termination is effective on the date such notice is personally served, or forty-eight (48) hours after deposit of same in the custody of the United States Postal Service, as reflected by the official U.S. postmark.

Part VIII – GRANT CLOSURE PROCEDURES

A. File Completion and Close-out

Upon release of final payment the Program Manager must close-out the project file as follows:

1. The Program Manager must reconcile the project expenditures on the Project Analysis and Recommendation Form (Appendix J), and make sure that the file contains copies of the all demands, authorizations for payment, and checks issued.
2. The Program Manager must make sure that the master file contains photographs of the work completed ("before and after pictures") to file along with the photographs taken during the initial inspection. The "before and after" pictures illustrate the accomplishments of the Program.

LIST OF APPENDIXES

A. Fiscal Year Income Limits

B. Technical Guide for Determining Income and Allowances for CDBG/HOME Programs

C. City Limits Map

D. Reporting
   1. Quarterly Report
   2. Fiscal Year Housing Rehabilitation End of Year Stats Report

E. Application Packet
   1. Preliminary Application
   2. Application
   3. Application Cover Letter
   4. Income Documentation Requirements
   5. Cost-Effective Conservation Standards
   6. Lead-based Paint Certification
   7. EPA "Protect Your Family from Lead in Your Home"
   8. EPA "Protega Su Familia Contra El Plomo En El Hogar"
   9. Repair Check-off List

F. Grant Processing Forms
   1. Acknowledgement of Receipt of Report
   2. Denial Letter-Ineligible due to income
   3. File Checklist
   4. Intake-Cancellation Letter
   5. Notice of Cancellation of Loan Application
   6. Request for additional documents
   7. Request for additional docuements-2nd Notice

G. Environmental/Historic Preservation Forms
   1. Flood Plain Identification Form

2. Historic and Architectural Assessment Form (Attachment 1)
3. Template letter for SHPO Historic Form
4. Part 1 Environmental Finding Form
5. Part 2 Environmental Finding Form
6. Part 3 Environmental Finding Form

H. Property Inspection Forms
1. Request for Inspection
2. Work Write-up Standard Format

I. Contractor Certification Package/Selection Forms
1. Bid Comparison and Contractor Selection
2. Certification from Debarment
3. IRS Taxpayer Identification
4. Request for Bids
5. Statistical Information on Contractor
6. W-9 Form

J. Final Evaluation and Approval Forms
1. Lead-Safe Housing Rule Checklist (A & B)
2. Project Analysis

K. Construction Management Forms
1. Authorization for Payment
2. CDBG Grant Agreement
3. Change Order
4. Completion Notice
5. Contractor's Lien Release
6. Final Payment Forms
7. Notice to Proceed
8. Smoke Detectors Installation Self Certification
9. Work Write Up

L. Lead Based Paint Hazard Reduction
1. Lead based Paint Hazard Reduction Guidelines