

City of Auburn Hills

CDBG Minor Home and Mobile Home Repair Contractor Quote Guidelines

Dear Contractor,

Thank you for taking the time to provide a quote for this project. This project is being paid for using federal dollars under the Community Development Block Grant (CDBG) program, a program funded under the U.S. Department of Housing and Urban Development (HUD). This program is a division of Oakland County Community and Home Improvement and administered locally by the city.

This program provides homeowners who are income eligible the opportunity to obtain home improvements that they might not otherwise be able to.

There are specific guidelines and regulations that must be followed in order to qualify for CDBG funding. For example: all projects must have had 3 quotes and all work quoted must be the same in each quote.

To ensure your quote meets the necessary guidelines please keep in mind the following:

- The city and/or homeowners will not pay for quotes.
- All contractors submitting quotes must be licensed (if applicable) and insured. No exceptions. All contractors will be required to provide proof of insurances, licenses (if applicable) and certificate of liability documents if not already on file.
- Any work that typically requires a permit such as water heater replacement will still require a permit. The city does not waive permit fees and inspections are made. Include your permit fee in the quote.
- All items must be quoted separately. Include all necessary materials, permits, time, etc to cover your cost. The city does not pay for expenses not included in quote because the contractor failed to include the expense.
- Homeowners are instructed not to ask for additional work. If it is not on the homeowner's seek quotes letter do not quote it. If in your expert opinion there is additional work that is necessary to complete the job indicate this separately on the quote with an explanation of why it is necessary.
- All quotes must include length of time quote is good for.
- Contracts are awarded based on lowest **reasonable** bid. Do not assume just because a quote is low it will or will not be accepted.
- No construction draws on projects are allowed. All projects must have a final invoice submitted along with approved inspections (if applicable) prior to payment. No payments are made on the day of completion of the project. Payments of invoices may take up to 30 days. Do not ask the homeowner to cover any expenses that are a part of the awarded project.
- Any additional work must be approved by program administrator and a contract addendum must be completed prior to additional work being done.
- Work beyond the scope of services of the CDBG program may be completed between the homeowner and yourself under a separate agreement.
- You may submit your quote directly to the city by fax or email.
- Fax: 248-370-9357 (attention Karen Adcock)
- Email: kadcock@auburnhills.org

Again thank you for taking the time to submit a quote to the City of Auburn Hills Minor Home Repair Program / Mobile Home Repair Program. For questions or for more information please call program administrator Karen S. Adcock, SDC at 248-370-9353.