

CITY OF AUBURN HILLS – CDBG FUNDED PROGRAMS
MINOR HOME REPAIR & MANUFACTURED HOME REPAIR PROGRAM
City of Auburn Hills-Senior Services Department
1827 N. Squirrel Auburn Hills, MI 48326
248-370-9353

The City of Auburn Hills Senior Services Department welcomes inquiries regarding the city's CDBG (Community Development Block Grant) Minor Home Repair & Manufactured Home Repair Program.

Senior citizen homeowners and income eligible home owners seek competitive prices for repairs on their home utilizing this list. Residents seeking price quotes may be enrolled in the Minor Home Repair / Manufactured Home Repair Program that is funded under the city's CDBG program. Inclusion on the list does not guarantee a job.

The CDBG program is federally funded, administered through Oakland County and locally administered by the City of Auburn Hills Senior Services Department. All payments for service are through the City of Auburn Hills. Payments are rendered after completion and final inspection of the project. The program does not pay for quotes, deposits or sales tax. Permit fees are not waived.

There are specific requirements for a contractor to perform services under the CDBG program and are outlined below.

Program administrator determines which company performs the service based on the CDBG guidelines. Guidelines include the lowest reasonable price, company qualifications, documentation, and reputation and not have excessive violations for past service in the City of Auburn Hills.

Service Company Responsibilities

The following documentation is required of all contractors' prior to performing service for residents enrolled in the City of Auburn Hills Senior Citizen Service's Minor Home Repair Program:

- *A clear copy of principal owner's driver's license;*
- *A completed W-9 For;*
- *A current copy of the companies/employees State of Michigan Builders License, Electrical, Mechanical, Plumbing or other related license and;*
- *A certificate of insurance naming **Oakland County Community Development** and the **City of Auburn Hills** as certificates holder: Insurance coverage must include the following:*
 - a) *Independent contractor's rider*
 - b) *Products/completed, operations' hazard rider*

- *Vehicle Liability in a combined single limit of \$ 500,000*
 - a) *Hired Vehicle rider*
 - b) *Non-owned vehicle rider*
- *Workers Compensation and Employers' Liability with a minimum limit of \$ 100,000.*
- *Service Company should have the ability to respond to service request within a reasonable and acceptable time frame;*

Service Company is required to pull permits for such projects that require a permit to be pulled;

- *Service Company must provide a contact name and phone number for emergencies, and non-business hours to Senior Services Department;*
- *Service Company must submit a numbered invoice (including the following information: customer name, address, date of service, type of service and total amount) and a Sign Off Form to the City of Auburn Hills Senior Services Department (Not the Homeowner) upon completion of the service;*

Approval of payments is recorded after enrolled resident completes customer satisfaction survey and returns to senior services department;

Payments are within 30 days of receipt of invoice unless otherwise noted or prior arrangements have been made;

Enrolled Resident Responsibilities:

- *Resident is required to pre-qualify for the program through the Senior Services Department. Qualifications are based on residency, homeownership, age and income following Oakland County guidelines;*
- *Resident must receive prior approval from program administrator for approval of service;*
- *Resident must obtain and submit to office 3 price quotes for work as outlined in city approval letter;*
- *Resident must complete application and sign liability waiver prior to work being performed;*
- *Resident must apply for the program each year;*
- *Resident is allowed up to a certain amount of service per year (this rate changes yearly)*
- *Resident must be at home for scheduled appointments by Service Company;*
- *Resident must contain all pets while work is being performed on site under the CDBG program*
- *Resident to complete satisfaction survey and return to Senior Services Department upon completion of service.*

City of Auburn Hills Senior Services Responsibilities

Will enroll the senior in the Minor Home& Mobile Home Repair Program;

Will inform resident and Service Company of approval in writing;

Will inspect, (along with the City of Auburn Hills building department if applicable) all jobs prior to and after service;

Will process payment requests within 30 days of receipt;

Will maintain all records as required

Will maintain communication between the homeowner & contractor during the project.

If your company is interested in being included on this list please return the enclosed contractor information form along with the additional required documentation. If you have, any questions feel free to contact my office at 248-370-9353 or by email kadcock@auburnhills.org .

Thank you.

Sincerely,

Karen S Adcock, S.D.C.,
Senior Services Director