



# HOUSING REHABILITATION PROGRAM CONTRACTOR'S INFORMATION SHEET

## What is the Program?

The County of Tuolumne's Housing Rehabilitation for Homeowners Program provides financing through loans for income qualified households living in the unincorporated areas of the County who own their home but are unable to afford to rehabilitate their property. The work to be performed will correct health and safety issues and serious deterioration, such as a leaky roof, non-functioning or poorly functioning appliances, such as a stove or refrigerator, inadequate or no heat, deteriorated windows or doors, leaky pipes and deteriorated exterior paint or stucco. Non-essential items and upgrades will not be a part of the loan.

## What Qualifications Do I Need to Bid on Jobs?

1. Contractors are required to be licensed and bonded by the State of California Contractors Licensing Board, and be active and in good standing with the Board.
2. Contractors will be checked against HUD's federally debarred list of contractors. No award will be granted to a contractor on that list.
3. Contractors must have Comprehensive General Liability and Property Damage Insurance with Combined Single Limits of at least \$1,000,000.
4. If applicable, contractors must have worker's compensation, unemployment and disability insurance to the extent required by State law.

## How Do I Apply to Bid on Jobs?

The County of Tuolumne maintains a list of approved contractors. Homeowners will use this "Approved Contractor's List" to solicit bids and select a contractor to perform the work. To add your name to this list, please contact Sheila Shanahan, Housing Program Coordinator for the County at 209-533-6904 or [sshanahan@co.tuolumne.ca.us](mailto:sshanahan@co.tuolumne.ca.us). You will be asked to fill out an information sheet that the homeowner will use to select a contractor.

## What Is Involved in the Bidding Process?

County staff will inspect the property and determine the scope of work. The homeowner will select contractors from the "Approved Contractors List" and solicit bids. The homeowner and the County will review the bids and the homeowner will select a contractor.

## What Happens after a Contractor Is Selected?

If you are selected by the homeowner to perform the work, you will be contacted by County staff. At that time, you will be asked to provide proof of insurance and any other required

information. You will then enter into a contract with the homeowner and begin the home renovation.

## **Are Green Building Practices Encouraged?**

Homeowners who participate in the program will be encouraged to use green building methods and materials such as effective air sealing, weather-stripping, water-saving fixtures, long-lasting materials, low or zero-VOC paint and other green features. Low or zero VOC (volatile organic compounds) paint is paint that does not release toxic emissions into the air. If appliances, such as hot water heater systems, or heating/cooling systems need to be replaced as part of the scope of work, borrowers will be encouraged to use products meeting ENERGY STAR standards.

## **Who Do I Contact for More Information?**

Please call or email Sheila Shanahan, Housing Program Coordinator at 209-533-6904 or [sshanahan@co.tuolumne.ca.us](mailto:sshanahan@co.tuolumne.ca.us).

