



Housing Authority  
of the  
City of San Buenaventura  
Denise Wise, Chief Executive Officer

BOARD OF COMMISSIONERS

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Dear Contractor

The Housing Authority of the City of San Buenaventura implements the City of San Buenaventura (City of Ventura) Mobile Home Rehabilitation Grant Program (MHRGP).

This MHRGP is a federally funded program with a maximum assistance of \$7,500 per household and the City of Ventura will pay the invoice for the work done for each property assisted up such amount.

If you would like to be on our Approved Contractor's List **please submit all documents checked below.**

**We need to receive the requested documents listed below on or before we can submit an invoice for payment. Please make sure all documents sent to our office have not expired.**

- Contractors' Certification (return signed original, enclosed in packet)
- W-9 Form (with a current date, return signed original, enclosed in packet)
- Copy of – valid & current State of California Contractor's License
- Copy of – valid & current City of San Buenaventura Business License
- Current Certificate of General Liability Insurance Coverage equivalent to \$1,000,000 ea. Single occurrence, and \$2,000,000 Aggregate, with City of San Buenaventura listed as Certificate Holder
- Current Certificate of Worker's Compensation Insurance Coverage, with the City of San Buenaventura listed as a Certificate Holder **(OR)**
- State of California Exemption for Worker's Compensation Insurance (enclosed in packet)

**Please submit all documents including the Contractor's Certification (next page) and the items checked above by fax or email ([njasso@hacityventura.org](mailto:njasso@hacityventura.org)) as soon as possible so we can get you a contract for the work at Mrs. Poindexter's home. For questions please call (805) 648-5008 ext. 2247.**

Sincerely,

Nellie Jasso  
Affordable Housing  
Program Coordinator

**CONTRACTORS' CERTIFICATION**

The UNDERSIGNED CONTRACTOR CERTIFIES that all information given herein is substantially correct and further agrees:

1. That the State of California Contractor's License Class No. \_\_\_\_\_ and Expiration \_\_\_\_\_ and bond are therefore current, and the undersigned Contractor agrees to maintain in a current status all license and bonds as required by the City of San Buenaventura.
2. That the work will be performed in accordance with the requirements of the Local Municipal Code and subject to a clear final inspection by the project inspector.
3. That if work will be performed by the Contractor is found to be unsatisfactory by the administering agency or if contract relations between the contractor, homeowner, or other parties are found to be unsatisfactory, that the administering agency may remove the contractor's name from the approved list.
4. That adequate liability insurance and Workman's Compensation will be provided and a copy of the policy will be submitted herewith.
5. That the Contractor will abide by U.S. Department of Housing and Urban Development regulations pertaining to equal employment opportunity.
6. That all releases required in conjunction with the Mechanic's Lien Law will be furnished on demand.
7. Alterations to original manufactured items of a Mobile Home may require necessary State Permit (HCD 415).
8. Alterations to original exterior add-ons may require appropriate City of San Buenaventura permits for both Mobile Homes.
9. I understand that no more than \$7,500.00 can be funded by the City of San Buenaventura's Mobile Home Program, and any work costs in excess of that amount, will be the sole responsibility of the Mobile Home participant(s) to pay for any and all excessive costs.
10. Becoming an eligible contractor with the City of San Buenaventura does not guarantee work of any kind.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date