



North Coast Opportunities
14290 Olympic Drive, Suite B
Clearlake, CA 95422
707.461.4574

**CONTRACT BETWEEN NORTH COAST OPPORTUNITIES AND XXXXX FOR HOME
REHABILITATION, REPAIR AND/OR NEW CONSTRUCTION.**

This agreement is entered into between North Coast Opportunities (NCO) and XXXXXX (CONSULTANT) for the purpose of improving rental properties to meet the HUD Minimum Habitability Standards, ensuring compatibility with NCO's New Digs Program.

New Digs is a program of NCO and works to develop stable living situations for individuals and families who are homeless or at risk of homelessness, helping them to achieve the stability they need to find, secure, and maintain permanent housing. New Digs provides financial assistance, intensive case management, and a robust referral system to identify and address barriers to support future self-sufficiency.

The BUILD (Building Up Individuals and Local Development) program aligns with New Digs, helping vulnerable populations develop construction skills while simultaneously increasing the affordable housing pool. BUILD participants remodel uninhabitable local properties to ensure HUD standards are met while providing safe housing options for New Digs clients to live in, all within a teaching and training environment.

BUILD seeks to establish mutually meaningful arrangements for all parties. The CONSULTANT agrees to rent to New Digs clients for a period commensurate with the level of investment by BUILD. Below is the rubric of total project costs and years of commitment to work with New Digs.

<\$2500 = 1 year
\$2500-\$5000 = 2 year
\$5000-\$7500 = 3 year
\$7500-\$10000 = 4 year
>10k = 5 year

1. Project Details

Property Address: XXXXX
Property Owner: XXXXXX
Property Owner Contact Information: XXXXXX

2. Timeline

XXXXXXXXXXXXXXXXXX

This project will commence XXXXX and cease XXXXX given no unforeseen circumstances arise. If the project workplan is not completed by XXXXX, NCO reserves the right to extend this agreement for a specific period, without any change to the project budget. If

unforeseen circumstances arise due to construction circumstances or disaster, these delays will be communicated to the CONSULTANT in writing. Supporting documentation will be added to this contract and all parties will give final signatures during the final walkthrough.

3. **Project Workplan**

This workplan proposes to rehabilitate a modular house at XXXXX, owned by XXXXX and managed by XXXXX. NCO agrees to cover the cost of labor. The CONSULTANT agrees to cover the cost of materials.

NCO will remove waste and repair cosmetic damage that will bring the project site up to HUD habitability standards.

List of work identified during walkthrough on XXXXX to be completed by XXXXX:

- Remove waste from exterior and interior areas.
- Remove debris from roof.
- Remove large vines in front yard.
- Replace exterior fascia and trim that has rotted.
- Reinforce exterior porch and steps.
- Repair damaged porch roof panels.
- Replace the window blinds in the living room.
- General cleaning of interior surfaces.
- Treat cat urine.
- Remove carpet and replace with new vinyl plank flooring.
- Replace all baseboards where new flooring is laid.
- Replace small sections of subfloor that have rotted.

4. **Project Budget**

NCO Financial Responsibilities:

- a. Provide approximately \$4,800 in labor costs. Projected salary budget for BUILD workers = 64 hrs @ \$15.00 p/hr X 5 workers
- b. Provide approximately \$3,600 to Bridges Construction for teaching contractor salaries and permits (when applicable) = 48 hrs @ \$75.00 p/hr

CONTRACTOR Financial Responsibilities:

- a. Projected materials budget \$4000. It is the CONTRACTOR's responsibility to provide all materials associated with this project. Materials must be delivered to the project site by XXXX.

5. Responsibilities of NCO

NCO will ensure that all completed construction work is done safely, is supervised, and is completed in accordance with all county building codes. All NCO workers on the project site will be fully insured. NCO uses the highest safety standards possible as all BUILD workers are students in a construction training environment. Work requiring a permit will be done under the direct supervision of a licensed construction firm, such as Bridges Construction. Work that does not require a permit will be supervised directly by NCO.



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NCO will ensure that all BUILD workers behave professionally, respect the project site, respect neighbors, and ensure that the property is locked up and secure before leaving at the end of the day.

Once renovations are complete and the final walkthrough has been signed off, NCO New Digs will immediately work to house a client in the home, based on the lease terms described below in Responsibilities of CONSULTANT. A lease agreement will be signed by the tenant and landlord within 45 days. NCO New Digs will provide tiered financial assistance for the first 6-months of the lease and an additional 6-months of case management to ensure permanent housing has been achieved. If a New Digs client breaks lease, it will be the responsibility of the landlord to begin eviction proceedings. Once a client is successfully evicted, NCO will place another family in the home as soon as possible.

NCO BUILD and NCO New Digs are grant-funded programs. If an NCO client requires eviction, and the client damaged the home which now puts it at risk of not meeting HUD minimum standards, NCO may be able to support needed repair work. This option will be evaluated on a case-by-case basis and will only be available when funds are available to do so.

6. **Responsibilities of CONSULTANT**

All parties agree that this project site will be ideal to house a small New Digs family or two separate clients in a shared housing agreement.

Once renovated, the CONSULTANT agrees that the home will be available to rent for \$1,300/month for a minimum of 3 years. The CONSULTANT is to pay for sewer and garbage utility costs. The tenant is to pay for all other utilities. The CONSULTANT agrees that NCO will place a single family or two individuals in this home via shared housing. If shared housing is deemed the best fit by NCO, costs will be as follows: \$750/month for the master bedroom and \$550/month for the regular bedroom.

The CONSULTANT is responsible to maintain the work completed by NCO for the full 3-year period, and any other repairs that may arise, to ensure the property maintains compliance with the HUD minimum habitability standards throughout the term of this contract.

Based on the project cost estimate of \$XXXXXX, the CONSULTANT would agree to rent to New Digs clients for XXXX year(s). The final time commitment with New Digs by the CONSULTANT will be determined by the total project cost after the work is complete at the final walkthrough.

7. **Signatures**

Initial Walkthrough:

Contract begins once all signatures are collected during the initial walkthrough.

DATE: _____	CONSULTANT: _____ Consultant Name and Title	_____
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DATE: _____	NORTH COAST OPPORTUNITES: Patty Bruder, Executive Director	_____
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DATE: _____	NORTH COAST OPPORTUNITES: Robyn Bera, Program Director	_____
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DATE: _____	NORTH COAST OPPORTUNITES: Derek Fielder, Program Coordinator	_____
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Final Walkthrough:

Contact is finalized once work passes inspection and all signatures are collected during the final walkthrough.

DATE: _____	CONSULTANT: _____ Consultant Name and Title	_____
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DATE: _____	NORTH COAST OPPORTUNITES: Robyn Bera, Program Director	_____
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DATE: _____	NORTH COAST OPPORTUNITES: Derek Fielder, Program Coordinator	_____
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