



February 21, 2025

Katie Herlihy
Community Development Director
City of Capitola

Subject: City of Capitola Housing Rehabilitation Program – Proposal

Habitat for Humanity Monterey Bay, (“HfHMB”) recognizes the need for safe, affordable and sustainable housing. Along with providing homeownership opportunities to low-income families, HfHMB includes home repairs among its housing solutions for low-income families in Santa Cruz and Monterey Counties. HfHMB has a proven track record of building and rehabilitating over 65 homes in the past 36 years in these communities. If chosen to partner with the City of Capitola in its Housing Rehabilitation Program, HfHMB will administer the Program in a manner consistent with the following:

1. HfHMB will use volunteer labor, donated materials, and implement other cost-saving strategies when available.
2. HfHMB will obtain all required permits, and will ensure that repair work is completed professionally and skillfully consistent with industry standards.
3. HfHMB will ensure that all work is complete in compliance with all applicable local building codes and accessibility standards.
4. All repair work that requires a building permit will be supervised by a licensed contractor employed by HfHMB. Repair work that does not require a permit may be supervised by either an HfHMB employee or a construction site qualified volunteer.
5. Before commencing work, HfHMB will execute a written agreement with each property owner or authorized representative that clearly defines the scope of the repair work, and household member participation, if any. Upon completion of the work, HfHMB will secure a certificate of completion signed by the property owner or authorized representative.
6. Any subcontractors hired by HfHMB to perform repairs will be licensed, adequately insured, and bonded (where appropriate) and must perform work in a manner consistent with local best practices.
7. HfHMB will be aware of additional insurance requirements for repair projects and must maintain adequate coverage with its own carrier and at its own expense.
8. Repairs will be performed exclusively on owner-occupied deed-restricted properties within the City of Capitola.
9. HfHMB will follow safety procedures and requirements set forth in the HfHMB Construction Safety and Standards Policy.
10. No volunteers under the age of 18 will be permitted to volunteer at a City of Capitola Housing Rehabilitation project job site.
11. Billable hours for Habitat’s licensed Construction Site Supervisor will be charged at the rate of \$68.00 per hour, and for its unlicensed Construction Site Manager at \$36.00 per hour. Additionally, HfHMB will charge a 10% administration fee for the management of the Program.

HfHMB welcomes the opportunity to administer the City of Capitola's Housing Rehabilitation Program, ("Program") to provide repairs and improvements to single-family households and condominiums with the City's inclusionary housing stock.

Sincerely,

Cathy Wylie

Director of Operations

Habitat for Humanity Monterey Bay