



Portland Housing Bureau Home Repair Loan Program Construction Contractor Frequently Asked Questions

The Portland Housing Bureau's (PHB) Home Repair Loan Program provides up to \$40,000 to income-qualifying homeowners in Interstate Corridor or the Lents Urban Renewal Areas (URAs). The no interest, no monthly payment loan covers the cost of substantial home repairs, and is forgiven after 15 years, as long as the homeowner remains in the home for that time.

Becoming a PHB Home Repair Contractor

1. What do Contractors have to do to be eligible to participate in the program?

Step 1 – Meet Contractors Qualifications:

- Licensed, bonded, and insured and in good standing with the Construction Contractor's Board (CCB)
- Certified Lead-Based Paint Renovation (LBPR) Contractor License
- Maintain Worker's Compensation Insurance if your business has employees

Step 2 – If your business meets the above Contractor Qualifications, contact PHB Construction Coordinator, Molly Luft at 503-823-6706 or Molly.Luft@portlandoregon.gov to find out about the next opportunity to bid on a PHB Home Repair Loan project.

Step 3 – Attend a PHB Home Repair Loan bid conference and submit a bid.

Step 4 – If homeowner selects your bid, complete the following forms:

- ACH Direct Deposit Form
- W-9 Form
- Contractor Demographic Form

Step 5 – Upon successful completion of a home repair loan project the new Contractor will be added to PHB's Home Repair Loan Contractor List.

2. How do Contractors obtain a Lead-Based Paint Renovation (LBPR) Contractor License?

- Complete a Renovation, Repair and Painting (RRP) Lead Renovator training from an accredited provider to earn an RRP Certificate.
- Submit the RRP Certificate to the CCB and apply for the Lead Renovator License to be added to your contractor's license. Pay \$50 fee annually to CCB to renew the Lead Renovator License.

3. How many contractors currently participate in the program? There are currently 4 contractors that regularly attend bid conferences and submit bids for the program.

Home Repair Loan Bid Process

4. **Who attends the bid conference?** The PHB Construction Coordinator, Homeowner, and all bidding Contractors attend the bid conference together to discuss the scope of work. Contractors may bring subs to the bid conference as needed.
5. **How long do Contractors have to submit bids after the bid conference?** Bids must be submitted to PHB and the Homeowners within 10-14 days of the bid conference to be considered in the evaluation of bids. Bid due dates will be determined by the end of the bid conference.
6. **Can Contractors contact the Homeowner after the bid conference before submitting bids?** Contractors can contact the Homeowner to schedule a sub-contractor on site if needed to complete a bid. Questions on scope of work should be addressed to the PHB Construction Coordinator. During the bidding process Contractors are prohibited from directly or indirectly initiating discussion with the Homeowner for the purpose of influencing them to enter into a contract with the Contractor.
7. **What happens if a Contractor submits a bid, but excludes one or more items?** Only complete bids are considered.
8. **What happens if one of the Contractors doesn't submit a bid or submits a bogus bid?** If 3 bids are not received by the bid due date, the Contractor selection process can move forward if there are 2 complete and responsive bids from Contractors that are eligible to complete the project, the Homeowner approves of the decision to select a Contractor from 2 bids, and there is Program Manager approval.
9. **Who selects the bid?** The PHB Construction Coordinator prepares a bid comparison form and reviews it with the Homeowner. The Homeowner is responsible for selecting a Contractor for their home repair project.

Working with a Homeowner

10. **Do Contractors have a contract with PHB or the Homeowner?** Contractors working with the Home Repair Loan Program must have a contract with the Homeowner. In addition, Contractors sign a Construction Agreement with PHB which outlines the requirements of the program.
11. **Will the Homeowner be in the home during construction?** Yes, the home will be occupied during construction. The program does not have resources for relocation. Contractors work with Homeowners to minimize the disruption to their day-to-day living during construction (i.e. clear communication and coordination with Homeowner when turning off utilities, bathroom use, etc.).
12. **How long will I have to complete the home repair project?** If a Contractor's bid is accepted, the Contractor will be given 60 calendar days to complete the work. Additional time may be granted upon request.

Home Repair Project Payments

- 13. Are Contractors paid by the Homeowner or PHB?** Contractors are paid by PHB once work has been completed, inspected by the PHB Construction Coordinator, and approved by the Homeowner using a signed disbursement form.
- 14. Does the Home Repair Loan Program pay for materials up front?** The PHB Home Repair Loan Program only pays for work once materials are installed and work has been completed.
- 15. Are progress payments allowed?** Yes, up to 4 progress payments are allowed. Contractors must collect the homeowner's signature on a disbursement form and turn it into PHB Construction Coordinators. PHB will make a direct deposit to the Contractor.
- 16. Are change orders allowed?** Change orders are allowed if they have been approved by PHB Construction Coordinators and signed by the Homeowner in advance of the additional work being conducted.

For more information about these requirements and procedures please contact PHB Construction Coordinators:

- **Molly Luft** at Molly.Luft@portlandoregon.gov or 503-823-6706
- **Tara Anderson** at Tara.Anderson@portlandoregon.gov or 503-823-6699