

CITY OF HIGH POINT

AGENDA ITEM

TITLE: 2024 Urgent Repair Program (URP24) Policies and Procedures	
FROM: Thanena Wilson, Director Community Development & Housing	MEETING DATE: May 7, 2024
PUBLIC HEARING: N/A	ADVERTISED DATE/BY: N/A
ATTACHMENTS: Conditional Award Letter URP24 Assistance Policy URP24 Procurement and Disbursement Policies	

PURPOSE: Staff seeks Council approval of 2024 Urgent Repair Program (URP24) policies and procedures required by the North Carolina Housing Finance Agency (NCHFA).

BACKGROUND: NCHFA requires URP grant recipients to annually adopt policies and procedures defining procurement and disbursement policies for vendors/contractors, and applicant assistance protocols.

BUDGET IMPACT: High Point has been awarded \$132,000 under the URP24 grant cycle. In addition, the City will provide a \$10,000 match from the general fund for a program total of \$142,000.

RECOMMENDATION / ACTION REQUESTED: The Community Development and Housing Department recommends approval of the URP24 Assistance Policy and the URP24 Procurement and Disbursement Policies, and that the appropriate City Official(s) be authorized to execute all necessary documents.



3508 Bush Street
Raleigh, NC 27609
919-877-5700
www.HousingBuildsNC.com

February 8, 2024

Ms. Tasha Logan Ford, City Manager
City of High Point
P.O. Box 230
High Point, NC 27260

Dear Ms. Ford:

I am pleased to inform you that the City of High Point has been conditionally approved to receive an amount not to exceed \$132,000 under the 2024 cycle of the Urgent Repair Program (URP24).

The URP24 Program attracted applications from a broad variety of housing providers across the state. Fifty-four applications were received, with funding requests totaling \$9.53 million. Our total commitment to URP24 of \$8.8 million funded forty-nine projects this year (90% of all applicants) and will provide urgently needed repairs or modifications to the homes of 803 households in seventy-eight counties. Success in this competition reflects your organization's commitment and capacity to respond to the need for urgent repair assistance in your service area.

A one-day Implementation Workshop is currently scheduled for May 7, 2024. This workshop will be presented virtually. Detailed workshop information will be emailed to you and the person identified in your application as the Program contact. An URP24 Funding Agreement will be sent to you after you submit some required post-approval documentation and key staff have attended the workshop. Please do not begin work on your project until a Funding Agreement has been forwarded to you and properly executed.

On behalf of the Agency, I congratulate you on your successful application. If you have any questions regarding this award, please contact your case manager, Chuck Dopler, Team Leader of Home Ownership Rehabilitation, 919-291-4361.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Handley". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael Handley
Manager of Home Ownership Rehabilitation & Compliance

cc: Ms. Thanena Wilson, CD & Housing Director



**NORTH
CAROLINA
HOUSING**
FINANCE AGENCY

Assistance Policy 2024 Urgent Repair Program

What is the Urgent Repair Program? The City of High Point has been awarded \$132,000 by the North Carolina Housing Finance Agency ("NCHFA") under the 2024 cycle of the Urgent Repair Program ("URP24"). The City shall contribute an additional \$10,000 from General Funds that are allocated toward affordable housing on an annual basis to supplement URP24 project activities. This program provides funds to assist very-low and low-income households with special needs in addressing housing conditions which pose imminent threats to their life and/or safety or to provide accessibility modification and other repairs necessary to prevent displacement of very-low and low-income homeowners with special needs such as frail elderly and persons with disabilities. A total of eleven households are projected to be assisted under URP24.

This Assistance Policy describes who is eligible to apply for assistance under URP24, how applications for assistance will be received, what the form of assistance is and how the repair/modification process will be managed. The City has made every effort to design this URP24 project to be fair, open, and consistent with the City's approved application for funding and with NCHFA's URP Program Guidelines.

The funds provided by NCHFA come from the North Carolina Housing Trust Fund.

Eligibility: To be eligible for assistance under URP24 applicants must meet the following requirements.

- 1) Must reside within the City of High Point and own and occupy the home in need of repair.
- 2) Must have a household income which does not exceed 50% of the State median income for the household size (see income limits below).
- 3) Must have one or more fulltime household members with special needs (i.e., be elderly (≥ 62 years old), handicapped or disabled, a single parent household with at least one dependent child in residence, a large family with ≥ 5 household members, a household with a child below the age of six with lead hazards present or a military veteran who was discharged or released under conditions other than dishonorable).
- 4) Must have urgent repair needs, which cannot be met through other state or federally-funded housing assistance programs.



**URP24 Income Limits
(Statewide non-Metro) ***

<i>Number in Household</i>	<i>30% of Median Income</i>	<i>50% of Median Income</i>
1	\$15,400	\$29,050
2	\$17,600	\$33,200
3	\$19,800	\$37,350
4	\$22,000	\$41,500
5	\$23,800	\$44,850
6	\$25,550	\$48,150
7	\$27,300	\$51,500
8	\$29,050	\$54,800

**Income limits are subject to change based on annually published HUD income limits.*

Outreach Efforts of the Urgent Repair Program: The City of High Point will advertise or publish an article about the Urgent Repair Program in the local newspaper serving the City (The High Point Enterprise), at senior centers throughout the City, with veteran's organizations that serve City residents, and on the City's website.

Selection of applicants: The City shall select recipients on a first-come, first-served basis based on applications received from eligible applicants. NOTE: For a true emergency (e.g., tree falls on roof, sewer backup, etc.), the application and eligibility assessment shall be expedited, and work shall begin as soon as feasibly possible (see paragraph 10 of the Procurement Policy for more information).

The NCHFA Program guidelines require that a minimum of 50% of the households assisted must have incomes which are less than 30% of the area median income for the household size, and no household with an income exceeding 50% of the area median income will be eligible. This guideline will be adhered to strictly and will be a key factor in selection of those households served under the grant.

Recipients of assistance under the URP24 will be chosen by the above criteria without regard to race, color, national origin, religion, sex (including gender identity and orientation), familial status, disability, and limited English proficiency.

The definitions of special needs' population under the URP24 are as follows:

- Elderly: An individual aged 62 or older.
- Disabled: A person who has a physical, mental or development disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- Large Family: A large family household is composed of five or more individuals, with at least four being immediate family members.



- Head of Household: The person or persons who own(s) the house.
- Household Member: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a “household member” (the number of household members will be used to determine household size and all household members are subject to income verification).
- Occupant: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of the household, regardless of the time of occupancy); or non-immediate family member who has resided in the dwelling at least three months prior to the submission of the family’s application.
- Lead hazards: A child below the age of six with lead hazards in the home.
- Veteran: A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
- Emergency: A situation where a household member has an immediate threat of being evicted or removed from a home due to health or safety issues within a time frame that the program can complete a repair to stop eviction or removal.

Client Referral and Support Services: Many homeowners assisted through the Urgent Repair Program may also need other services. When City staff meet the homeowner during the intake and work write-up process, they will discuss the resources and programs available in the City and provide pamphlets and agency contact information when appropriate.

What is the form of assistance under URP24? The City will provide assistance to homeowners, whose homes are selected for repair/modification in the form of a loan. Homeowners will receive an unsecured deferred, interest-free loan forgiven at a rate of \$3,000 per year, until the principal balance is reduced to zero.

What is the amount of the loan? The amount of the loan will depend on the scope of work necessary to address the identified imminent threats to life and/or safety, and that will be determined by the City’s Project Manager. There is no minimum amount of the loan; however, the maximum life-time limit in accordance with URP24 guidelines is \$12,000.

What kinds of work will be done? Only repairs that alleviate housing conditions which pose an imminent threat to the life and/or safety of occupants of the dwelling unit or accessibility modifications will be performed under the City’s URP. It should be noted that all deficiencies in a home may not be rectified with the available funds.

All work that is completed under URP24 must meet or exceed NC State Residential Building Code standards and be done in compliance with all state or local permitting, inspections, licensing, and insurance requirements. If a local code requirement is more stringent than a specific URP Property Standard, the more stringent local minimum housing code requirement(s) will be used.



Who will do the work on the homes? The City is obligated under URP24 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open, and competitive process. To meet those very difficult requirements, the City will invite bids from contractors who are part of an approved contractors' list, as well as from vendors provided through lists from the City's Purchasing Division. On April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning in April 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, childcare facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. The rule will affect paid renovators who work in pre-1978 housing and child-occupied facilities, including:

- Renovation contractors
- Maintenance workers in multi-family housing
- Painters and other specialty trades.

Please request a copy of the City's Procurement and Disbursement Policy for further information.

A minimum of three approved contractors will be invited to bid on each job, and the lowest responsive and responsible bidder will be selected for the contract. "Responsive and responsible" is described in the Procurement and Disbursement Policy. Every effort will be made to secure at least three bids; however, in a case when this is not possible, the City's Purchasing Policy will be followed.

Should fewer than three (3) bids be received, the Project Manager may move forward in awarding the project to a responsive and responsible bidder.

The City has an existing approved contractors' list for its existing rehabilitation programs. We encourage other contractors to apply, particularly minority and women-owned businesses. A contractor or vendor can apply through the following process:

- 1) Fill out a contractor's questionnaire form which includes references, financial information, and recent jobs completed (contact: Kathy Blake @ 336-883-8522).
- 2) Provide appropriate documentation, including licenses and liability insurance.

The City of High Point is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement and will make special outreach efforts to include minority and women-owned enterprises (M/WBE) within its contractor and subcontractor pool.

What are the steps in the process, from application to completion? Now that you have the information about how to qualify for the City of High Point's URP24, what work can be done, and who will do it, let's go through all the major steps in the process:



- 1) **Completing an Application form:** Homeowners who wish to apply for assistance should call (336) 883-3349 or visit the City's website at www.highpointnc.gov/cd. Proof of ownership and income will be required. Those who have applied for housing assistance from the City in the past will not automatically be reconsidered. A new application will need to be submitted.
- 2) **Screening of applicants:** Household income will be verified for program purposes only (information will be kept confidential). Ownership of property will be verified along with other factors.
- 3) **Preliminary inspection:** The City's Project Manager will visit the homes of applicants to determine the need and feasibility of repairs/modifications.
- 4) **Applicant interviews:** Approved applicants will be provided detailed information on assistance, program repair/modification standards and the contracting procedures associated with their project at this informational interview.
- 5) **Work write-up:** The City's Project Manager will visit the home again for a more thorough inspection. All areas of the home must be made accessible for inspection, including the attic and crawlspace, if any. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks and the like. The Project Manager will prepare complete and detailed work specifications (known as the "work write-up"). The Project Manager shall review the work write-up with the homeowner and obtain written acceptance of the work write-up from the homeowner. A final cost estimate will also be prepared by the Project Manager and held in confidence until bidding is completed.
- 6) **Bidding:** The work write-up and bid documents will be sent to a minimum of three contractors on the Approved Contractors' Registry, or from lists provided by the Purchasing Division, who will be given one week in which to inspect the property and prepare bid proposals. Each will need access to those areas of the house in which work is to be performed in order to prepare a bid. Bids will be opened in the City's Community Development & Housing Department.
- 7) **Contractor selection:** Within 24 hours of the bid opening, after reviewing bid breakdowns and timing factors, the winning bidder will be selected. All bidders and the homeowner will be notified of (1) the selection, (2) the amount, (3) the amount of the City's cost estimate, and (4) if other than the lowest bidder is selected, of the specific reasons for the selection.
- 8) **Execution of loan and contract:** The loan will be executed as well as the repair/modification contract. This contract will be between the contractor and the homeowner, with the City serving as the homeowner's agent. The total loan amount of URP24 funds will never exceed \$12,000 for project hard costs.



- 9) **Pre-construction conference:** A pre-construction conference will be held at the home. At this time, the homeowner, contractor, and program representatives will discuss the details of the work to be done. Starting and ending dates will be agreed upon, along with any special arrangements such as weekend or evening work hours and disposition of items to be removed from the home (such as old plumbing, etc.). Within 24 hours of the pre-construction conference, the City will issue a "proceed order" formally instructing the contractor to commence by the agreed-upon date. NOTE: A "proceed order" will not be issued until the contract between the contractor and the homeowner has been executed.
- 10) **Construction:** The contractor will be responsible for obtaining any required building permits for the project before beginning work. The permit must be posted at the house during the entire period of construction. Program staff will closely monitor the contractor during the construction period to make sure that the work is being done according to the work write-up (which is made a part of the rehabilitation contract by reference) and in a timely fashion. The Project Manager will inspect new work for compliance with the State Building Code as required by the guidelines of URP24. The homeowner will be responsible for working with the contractor toward protecting personal property by clearing work areas as much as practicable.
- 11) **Change Orders:** All changes to the scope of work must be reduced to writing as a contract amendment ("change order") and approved by all parties to the contract: the owner, the contractor, the Project Manager, the City's Community Development and Housing Director (or his/her designee), and the City Manager (or his/her designee). If the changes require an adjustment in the loan amount, a loan modification stating these changes in the contract amount must be completed by the City and executed by the owner. If the changes result in a decrease in the loan amount, an estoppel informing the homeowner of these changes in the contract amount will be completed by the City and conveyed to the owner.
- 12) **Payments to contractor:** The contractor will be paid following the inspection and satisfactory completion of all items on the work write-up as well as the receipt by the City of the contractor's invoice and a release of liens, signed by all sub-contractors employed on the job and by all material suppliers from whom materials for the job were purchased. Please request a copy of the City's Procurement and Disbursement Policy for further information.
- 13) **Post-construction conference:** Following construction the contractor and the Project Manager will sit down with the homeowner one last time. At this conference the contractor will turn over all owner's manuals and warranties on equipment. The contractor and Project Manager will go over operating and maintenance requirements for any new equipment installed and discuss general maintenance of the home with the homeowner. The homeowner will have the opportunity to ask any final questions about the work.



- 14) **Closeout:** Once each item outlined in paragraph 12 above has been satisfied and the homeowner has signed a Certificate of Satisfaction, the job will be closed out.

What are the key dates? If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications shall be available to the public starting on the date the NCHFA URP24 Funding Agreement is executed. It is anticipated that the execution of the Funding Agreement will occur on or about June 30, 2024.
- Resources for this program shall be available through December 31, 2025, or when total resources have been spent, whichever occurs first.

How do I enter an application?

Visit the City of High Point, NC website page:

[Urgent Repair Program \(URP\) | High Point, NC \(highpointnc.gov\)](https://www.highpointnc.gov/249/Urgent-Repair-Program-URP)

<https://www.highpointnc.gov/249/Urgent-Repair-Program-URP>

Then click on the link under “Applying for the Program” at the bottom of the page after:

To begin the application process, [download a copy of our Eligibility Screening Form.](#)

<https://portal.neighborlysoftware.com/highpointnc/participant>

Is there a procedure for dealing with complaints, disputes, and appeals? Although the application process and repair/modification guidelines are meant to be as fair as possible, the City of High Point realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

During the application process:

- 1) If an applicant feels that his/her application was not fairly reviewed and would like to appeal the decision made about it, he/she should contact Don McKnight, Assistant Community Development & Housing Director, within five days of the initial decision and voice their concern. If the applicant remains dissatisfied with the decision, the detailed complaint should be put into writing.
- 2) A written appeal must be made within 10 business days of the initial decision on an application.
- 3) The City of High Point will respond in writing to any complaints or appeals within 10 business days of receiving written comments.

During the repair/modification process:

- 1) If the homeowner feels that repairs or modifications are not being completed according to the contract, he/she must inform the contractor and the Project Manager.



- 2) The Project Manager will inspect the work in question. If he finds that the work is not being completed according to the contract, the Project Manager will review the contract with the contractor and ask the contractor to remedy the problem.
- 3) If problems persist, a mediation conference between the homeowner and the contractor may be convened by the Project Manager and facilitated by the City's Community Development and Housing Director ("Director") or his designee.
- 4) Should the mediation conference fail to resolve the dispute, the Director will render a written final decision.
- 5) If the Project Manager finds that the work is being completed according to the contract, the complaint will be noted, and the Project Manager and the homeowner will discuss the concern and the reason for the Project Manager's decision.

Will the personal information provided remain confidential? Yes. All information in applicant files will remain confidential. Access to the information will be provided only to City employees who are directly involved in the program, the North Carolina Housing Finance Agency and auditors.

What about conflicts of interest? No officer, employee or other public official of the City, or member of the City Council, or entity contracting with the City, who exercises any functions or responsibilities with respect to URP24 shall have any interest, direct or indirect, in any contract or subcontract for work to be performed with program funding, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Relatives of City employees, Council Members and others closely identified with the City, may be approved for rehabilitation assistance only upon public disclosure before the City's Community Development and Housing Director and written permission from NCHFA.

What about favoritism? All activities under URP24, including the review of applications, inviting bids, selecting contractors, and resolving complaints, will be conducted in a fair, open, and non-discriminatory manner, entirely without regard to race, color, religion, national origin, sex, familial status, and disability.

Who can I contact about URP24? Any questions regarding any part of this application or program should be addressed to:

Don McKnight
Asst. Director, CD&H Department
211 S. Hamilton St., Suite 312
High Point, NC 27260
336-883-3676
don.mcknight@highpointnc.gov



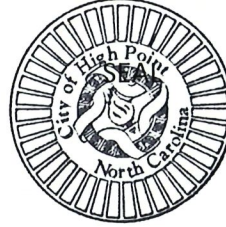
This Assistance Policy is adopted this 20 day of May 2024.

Mayor Cyril Jefferson

Cyril pht

ATTEST:

Sandra R. Keeney
Sandra R. Keeney, City Clerk



****TO BE PLACED IN PROJECT FILE****

Acknowledgement of Receipt

I acknowledge receipt of a copy of the URP24 Assistance Policy and was provided the opportunity to review the document with City staff.

Owner

Date





**NORTH
CAROLINA
HOUSING**
FINANCE AGENCY

Procurement and Disbursement Policies 2024 Urgent Repair Program

PROCUREMENT POLICY

1. To the maximum extent practical, the City of High Point (City) promotes a fair, open, and competitive procurement process as required under North Carolina Housing Finance Agency's Urgent Repair Program (URP). Bids are invited from Contractors who are part of the City's approved contractor registry, or from vendor lists obtained from the City's Purchasing Division. (To be on the registry, a contractor must complete an application, have their recent work inspected, reviewed, and approved by the Project Manager and submit proof of insurance.) Any contractor listed with and approved by the City will receive automatic approval status on the contractor registry.
2. At least three eligible contractors on the City's approved contractor registry shall be invited to bid on each job and the lowest responsive and responsible bidder shall be selected for the contract. "Responsive and responsible" means (a) the contractor is deemed able to complete the work in a timely fashion, (b) that the bid is within 15% on the low end of the City's nominal amount or 15% on the high end of the City's nominal amount and that (c) there is no conflict of interest (real or apparent).

All contractors working on pre-1978 units must be Renovation, Repair and Painting Rule (RR&P) Certified Renovators working for Certified Renovation firms; only those contractors with both firm certificate and the qualified renovator's letter on file will be invited to bid on pre-1978 homes. For units where abatement is required or with more than \$25,000 of construction costs not attributed to Lead-Based Paint (LBP) stabilization/removal, projects must use a certified lead abatement firm as required by North Carolina's Lead Hazard Management Program for Abatement Activities (LHMP). Both firm types are listed at this website: <https://schs.dph.ncdhhs.gov/lead/accredited.cfm>.

Should fewer than three (3) bids be received, the Project Manager may move forward in awarding the project to a responsive and responsible bidder.



3. Although bid packages may be bundled for multiple job sites, the bids for multiple job sites may be considered separate and apart when awarded and may be awarded to the lowest responsive and responsible bidder(s) for each job site.
4. Bid packages shall consist of an invitation to bid, work write up(s) and bid sheet(s) for each job.
5. Bids must include a cost-per-item breakdown with line-item totals equaling the submitted bid price. Discrepancies must be reconciled prior to a contract being awarded.
6. Any change to the original scope of work must be reduced to writing in the form of a change order to be agreed upon and signed by the Project Manager and all parties to the original contract. The change order must also detail any changes to the original contract price.
7. No work may begin prior to a contract being awarded and executed and a written order to proceed provided to the contractor. In addition, a pre-construction conference and "walk thru" shall be held at the work site prior to commencement of repair work.
8. The City reserves the right to reject any or all bids at any time during the procurement process.
9. In the event of a true emergency, the City reserves the right to waive normal procurement procedures in favor of more expedient methods, which may include seeking telephone quotes, faxed bids, bids via email, and the like. In the event phone bids are used, the City of High Point will call the first three responsive contractors on the approved contractor registry. The City will track who has been called and responsive and will rotate through the list before starting the rotation again. Should such methods ever become necessary, the transaction will be fully documented.
10. If the nature of a repair is such that the repair can be made during the contractor's initial inspection, or service for diagnostic call and the repair does not exceed \$1,500, a work write-up or bidding process will not be required. The contractor must, however, provide a quote to the Project Manager prior to commencement of the work. Should this method of repair be used, the transaction will be fully documented, and the Project Manager may use a City procurement card as a method of payment.
11. As the work being performed under the URP does not meet the minimum threshold requiring a formal bidding process under North Carolina General Statutes, bids (or quotes) may be mailed, hand delivered in a sealed envelope, or submitted via email as instructed in the bid package. All bids will be opened and viewed publicly at a time and place to be announced in the bid package. All bidders are welcome to attend.



12. The City of High Point is an equal opportunity employer, implements non-discriminatory practices in its procurement/disbursement procedures and will make special outreach efforts to include Minority/Women Business Enterprises (M/WBE) within its contractor and subcontractor pool. Contractors will be chosen by the above criteria without regard to race, color, religion, national origin, age, sex, familial status and/or disability.

DISBURSEMENT POLICY

1. All repair work must be inspected by (a) the City's Project Manager, (b) the homeowner, and (c) the code enforcement officer as appropriate for the project prior to any payments to contractors. If all work is deemed satisfactory and all other factors and written agreements are in order, payment shall be issued upon presentation of an original invoice from the contractor. Contractor should allow 7-10 business days from receipt for processing of the invoice for payment.
2. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of payment. If the contractor fails to correct the work to the satisfaction of the City's Project Manager, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the City's Urgent Repair Program Assistance Policy complaint process if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy.)
3. Following construction, the contractor and the Project Manager will meet with the Homeowner in a post-construction conference. At this conference the contractor will hand over all the owners' manuals and warranties on equipment and products to the homeowner and be available to answer homeowner questions.
4. Project Closeout: When the contractor declares the work complete, the Project Manager will thoroughly inspect the work. If any of the work is deemed unsatisfactory, it must be corrected prior to authorization of final payment. If the contractor fails to correct the work to the satisfaction of the City's Project Manager, payment may be withheld until the work is deemed satisfactory. (Contractors may follow the City's Urgent Repair Program Assistance Policy if a dispute occurs; however, contractors shall abide by the final decision as stated in the policy). The contractor, homeowner, and Project Manager will sign off on the work. After receipt of the contractor's final invoice, inspections, and certificate of completion and lien releases, the final payment will be ordered. All material and workmanship will be guaranteed by the contractor for a period of one-year, using the date the Project Manager declares all work complete and approves the final invoice for payment, the homeowner will be provided the one-year warranty date in writing.
5. The City assures, through this policy, that adequate funds shall be available to pay the contractor for satisfactory work.



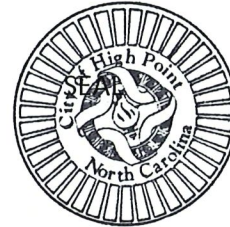
6. All contractors, sub-contractors and suppliers must sign a lien waiver prior to disbursement of funds.

The Procurement and Disbursement Policies are adopted this the 20 day of May, 2024.

City of High Point

Mayor Cyril Jefferson Cyril Jefferson

ATTEST: Sandra Keeney
Sandra Keeney, City Clerk



CONTRACTORS STATEMENT:

I have read and understand the attached Procurement and Disbursement Policies.

BY: _____
Name, Title

COMPANY NAME: _____

WITNESS: _____

