

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**RESIDENTIAL LENDING AND REHABILITATION SERVICES**

**EARTHQUAKE SAFE HOMES PROGRAM**

250 FRANK H. OGAWA PLAZA, SUITE 5313

OAKLAND, CALIFORNIA 94612-2034

[ResidentialLending@oaklandca.gov](mailto:ResidentialLending@oaklandca.gov)



**EARTHQUAKE SAFE HOMES PROGRAM (ESHP)**

**Reimbursement Request**

To request reimbursement for eligible ESHP expenses, follow the instructions below. For fastest processing, complete this form electronically and return it via email. You may also mail it to the address above. Include all invoices and cancelled checks or credit card transactions as proof of each payment. Once you submit a complete package and your permit is final, you will receive a check within 30-60 days.

<b>SITE ADDRESS:</b>	
<b>OWNER/APPLICANT:</b>	

- 1. Submit a W9** via mail or email to the ESHP office to allow us to set up your reimbursement account. Do this as soon as possible to prevent delays with processing. Your reimbursement check will be issued to the person or entity named on the form and associated with the provided SSN or Tax-ID. You can download a PDF version that you can complete electronically here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

*The W9 is for identification purposes only. ESHP grants are not subject to federal income tax.*

- 2. Design Costs: include copies of all invoices and proof of payment for reimbursable design services.**

INVOICE (# or Date)	DESCRIPTION	CHECK#/PAYMENT ID	\$ <span style="border-bottom: 1px solid black;">AMOUNT PAID</span>
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INVOICE (# or Date)	DESCRIPTION	CHECK#/PAYMENT ID	\$ <span style="border-bottom: 1px solid black;">AMOUNT PAID</span>

**Total for Design Services:** \$                     

- 3. Permit Fees: indicate whether permit fees were paid by owner or included in contractor invoices.** If permit fees were paid by the owner, enter the amount below and include proof of payment with this form. *If a reduced fee permit was offered, permit fees are not eligible for reimbursement.*

<b>Included with Construction Invoices</b>	<b>Permit Fees Paid by Owner:</b> \$ <span style="border-bottom: 1px solid black;">                    </span>
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**4. Construction Costs: Include copies of all invoices and proof of payment for reimbursable construction services.** The final permit valuation must be greater than or equal to the amount invoiced for construction services.

INVOICE (# or Date)	DESCRIPTION	CHECK#/PAYMENT ID	\$	AMOUNT PAID
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INVOICE (# or Date)	DESCRIPTION	CHECK#/PAYMENT ID	\$	AMOUNT PAID
INVOICE (# or Date)	DESCRIPTION	CHECK#/PAYMENT ID	\$	AMOUNT PAID

**Total for Construction Services:** \$ \_\_\_\_\_

**5. Invoice Summary:** Transfer totals from each section above and sum all provided invoices

Design \$ \_\_\_\_\_ + Permit \$ \_\_\_\_\_ + Construction \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**6. Close-Out Inspection:** A quick ESHP inspection is required after your permit is final to photograph the results. If you have not already scheduled your close-out inspection, please indicate your availability. *Inspections are on-hold during COVID precautions. Indicate your general preferences below and we will contact you once inspections resume.*

**Preferred Days of the Week:** \_\_\_\_\_

**Preferred Times:** \_\_\_\_\_

**7. Owner Certification: Sign below and complete and return the attached Owner Certification Form.**

**I/we understand or confirm the following:**

- This document and the included invoices represent all charges paid for retrofit services approved by ESHP for which I/we are requesting reimbursement.
- The amount reimbursed will be based on the maximum amount for each type of service as confirmed at the time of bid approval or as revised and approved by ESHP.
- I declare under the penalty of perjury under the laws of the State of California that the information provided in this document and as attachments to it are true and correct.

OWNER NAME	SIGNATURE	DATE
OWNER NAME	SIGNATURE	DATE

## EARTHQUAKE SAFE HOMES PROGRAM (ESHP) Owner's Certification upon Retrofit Completion

Property Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_

I/we, the undersigned owner(s) of the property above, do certify the following:

1. Fair and Competitive Practices: I/we requested competitive bids for design and construction services from qualified sources to execute retrofit measures eligible for ESHP reimbursement according to the established guidelines.
2. Fixed Price Reimbursement: I/we understand that the reimbursable amount from ESHP for eligible design and construction services is based on a fixed price maximum (lump sum) as confirmed by ESHP upon bid submission and approval, only after project completion, and not to exceed actual invoices paid.
3. Funding Sources: Contracts for engineering or construction services necessary for approved ESHP retrofit measures were not dependent on federal or state funding sources outside of the ESHP grant.
4. Licensing: I/we verified that all engineering and construction firms under contract for the retrofit of the property described above were fully licensed before entering into a contract.
5. Contract Parties: Neither the Department of Housing and Community Development of the City of Oakland, nor the Federal Emergency Management Agency, nor the California Governor's Office of Emergency Services were parties to any contracts for design and construction services eligible for reimbursement by ESHP and are therefore not subject to obligations or liabilities that may result from the contract terms, including any lien or liens which has or may hereafter arise in connection with said improvements.
6. Record Review: The Department of Housing and Community Development of the City of Oakland, the Federal Emergency Management Agency, and/or the California Governor's Office of Emergency Services has the right to request and review the engineer's or contractor's records as made available to owners of the property described above.
7. Conflicts of Interest: I/we did not offer or provide a financial incentive or tangible personal benefit to any employee engaged in the award of a reimbursement grant from ESHP, nor were any such incentives offered by or accepted from contractors selected to execute design or construction services necessary to complete this retrofit. Likewise, the owner(s) of the above described property are not affiliated with said contractors in any way that could give rise to organizational conflicts of interest.
8. Federal Compliance/Anti-Lobbying: During participation in ESHP, all owners of the property described above complied with federal laws, regulations, and executive orders and none have used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress about obtaining any Federal contract or grant.

Page 1 Acknowledgment, Owner's Initials: \_\_\_\_\_

9. Equal Opportunity Clause: During hiring of design and construction contractors we did not discriminate against qualified individuals based on their status as protected veterans or individuals with disabilities, or any individual based on their race, color, religion, sex, sexual orientation, gender identity or national origin.
10. Project Completion: The retrofit improvements submitted to ESHP for approval are accepted by the undersigned from the contractor as being fully and satisfactorily completed in accordance with the terms of the contract.

PRINT OWNER NAME	OWNER SIGNATURE	DATE
PRINT OWNER NAME	OWNER SIGNATURE	DATE
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PRINT OWNER NAME	OWNER SIGNATURE	DATE