



City of Chino Hills Community Services Department

HOME IMPROVEMENT GRANT PROGRAM

The City of Chino Hills has implemented a Home Improvement Grant Program as part of the City's overall strategy to assist low to moderate-income residents of Chino Hills in revitalizing their properties through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Program.

ELIGIBILITY CRITERIA

A. Homeowner Eligibility Requirements

1. Household Income

Gross annual household income may not exceed 80% of the San Bernardino County median income adjusted for family size as provided by the U.S. Department of Housing and Urban Development (HUD).

<u>Household Size</u>	<u>Income*</u>
1	\$35,800
2	\$40,900
3	\$46,000
4	\$51,100
5	\$55,200
6	\$59,300
7	\$63,400
8	\$67,500

*NOTE: Income levels are subject to change annually

2. Liquid Assets

Total household liquid assets may not exceed \$25,000. Liquid assets include all funds held in savings, checking, money market, brokerage

and trust accounts. Assets held in Individual Retirement Accounts (IRA's), 401(k) and other qualified deferred compensation retirement accounts, and whole life and whole life derivative insurance policies shall not be considered liquid for the purposes of this program provided that no holder of said accounts is greater than fifty-nine and one-half (59½) years of age. In the event that one or more account holders exceed fifty-nine and one-half (59½) years of age, assets held in the above mentioned types of accounts would be considered liquid.

In the event that one or more account holders exceeds fifty-nine and one-half (59½) years of age and the gross household income (not adjusted for business losses) is less than or equal to 30% of the San Bernardino County median income adjusted for family size, the liquid asset limitation shall be \$100,000.

3. **Ownership of Real Property Other Than Primary Residence**

The Applicant is not eligible if they own rental property or other real estate holdings other than the household's primary residence.

B. Property Eligibility Requirements

Following determination of homeowner income eligibility, the owner must demonstrate property eligibility. To be eligible to receive Program assistance, real property will be evaluated and must meet each of the requirements set forth below:

1. **Location and Type of Property**

The property must be a single-family residence (e.g. condominium, townhouse, or detached single-family home) located within the City of Chino Hills.

2. **Condition**

The property must be in need of repairs to (i) correct existing nonconforming development standards, (ii) correct existing nonconforming local and/or state code requirements, (iii) correct existing local and/or state code violations, (iv) protect the structural integrity of the property/structure, (v) refurbish exterior improvements, or (vi) aid the mobility of the physically disabled and/or elderly. All repairs must qualify as eligible repairs as defined in Section C – Eligible Improvements.

3. **Ownership and Owner-Occupancy Requirements**

The income eligible homeowner(s) must occupy the property as a principal residence. Ownership and occupancy must be at least one

year at application submittal. The City will not approve homeowners listing their home for sale.

4. Hazard Insurance

All properties must be insured with an all-risk property insurance policy in an amount equal to the full replacement value of all structures located on the property.

5. Property/Income Tax Delinquency or Liens

All property taxes and assessments must be paid current, and the property must not have any recorded property or income tax liens.

6. Outstanding Judgments and Obligations

All outstanding mortgages recorded against the subject property must be current. Furthermore, no outstanding tax liens, mechanics liens and/or judgments may be recorded against the property to be rehabilitated.

C. Eligible Improvements

A grant provided under this program may be used to cover the cost of improvements including:

- Improvements or repairs to meet local codes, standards, and ordinances.
- Repairs necessary for the proper operation of heating, plumbing and electrical systems.
- Energy-related improvements.
- Improvements for handicapped accessibility.
- General exterior property improvements of a non-luxury nature.

Examples of improvements:

- Exterior Paint
- Sandblast/Restucco
- Driveway (concrete only)
- Replace Windows/Door Screens
- Fence/Block Walls
- Garage Door
- Re-roof
- Termite Fumigation
- Structural Repairs - exteriors
- Drainage/septic systems

D. Financial Assistance

- Grants awarded are up to a maximum of \$5,000.00 per property.
- In exceptional cases where there is an immediate danger to health and safety, additional monies may be awarded subject to the approval of the Chino Hills Community Services Director.
- Grants are awarded “one time only” per household per address.

E. Application Process

1. Qualifying Application

Applicants must complete and submit a Qualifying Application and copies of all applicable documentation. Income verification, including copies of the last two years of income tax returns and/or social security/disability statements may be required. Proof of property ownership will also be required.

The application will be reviewed and a Notice of Application Approval/Denial will be sent to the applicant. If a Notice of Application Approval is sent to the Applicant, a Project Proposal will also be included for the Applicant to complete and submit.

2. Project Proposal

The Applicant must complete the Project Proposal. The proposal includes a detailed description of work and two (2) cost estimates from licensed contractors. The City will issue a Notice to Proceed to the Applicant upon approval of the proposals. All applications and proposals are subject to final approval by the Chino Hills Community Services Director.

F. Project Description

A clearly written description of the work must be prepared for each project. This should include the location of where on the property the work is to take place and what type of work is to be done. If there is more than one project in the proposal, the Applicant is responsible for identifying which project is their main priority.

G. Inspection Requirements

1. An initial inspection will be conducted of the interior/exterior of all properties prior to the issuance of the Notice to Proceed. The purpose of

this property inspection is to ascertain the amount of rehabilitation needed and/or determine the eligibility of the improvements requested. The inspection will be conducted in such a manner that each deficiency/violation will be recorded with respect to the property rehabilitation standards for the program that has been applied for. If there are conditions that threaten health and safety, these projects will be given priority over other applicants.

2. All work done under this program will be subject to inspection. If the project requires a building permit, a City Building Inspector will conduct an initial inspection and perform required inspections as mandated by the Uniform Building Code and/or the City's Municipal Code. The cost for all necessary building permits must be included in the total project cost.
3. A Final Inspection will be required for all work performed and completed under this contract and before any payments are issued to the contractor.

F. Contract and Construction Documents

1. A Notice to Proceed will be issued by the City of Chino Hills prior to the commencement of work.
2. The contract will solely be between the property owner and the contractor.
3. A prime construction contract will be executed between the owner and the contractor that shall be included as attachments to the work description and standard terms and conditions approved by the City of Chino Hills.

G. Contractor Requirements

Contractors performing work in these programs must adhere to the following guidelines:

- Contractor must have current valid Contractor's License and be in good standing.
- Contractor must have a current City of Chino Hills' Business License.
- Contractor must have current and valid Worker's Compensation and Liability Insurance.
- All work will be paid to the selected contractor by the City of Chino Hills within 60 days of completion of the project. A joint check will be issued to the homeowner and the contractor.

H. Time Frames

- All projects must be completed within 90 days from the date of the Notice to Proceed, or as otherwise specified or permitted by the City of Chino Hills.
- Time frames may be extended if extenuating circumstances delay normal progress of the project.

I. Program Year

1. The Home Improvement Grant Program Year commences July 1 of the year the City receives funding from HUD and ends June 30 of the following year.
2. If the number of applications exceeds the number of available grants, those applications will be kept on file until the end of the program year. If additional funding becomes available during the program year, then additional grants may be awarded.
3. At the end of the program year, all applications on file will **no longer** be considered for funding. Applicants must file a new application each year.

J. Appeal Process

The applicant whose application has been denied may submit a written appeal to the Chino Hills Community Services Director. All appeals will be processed in accordance with the Chino Hills Municipal Code Section 1.20.010 et seq.