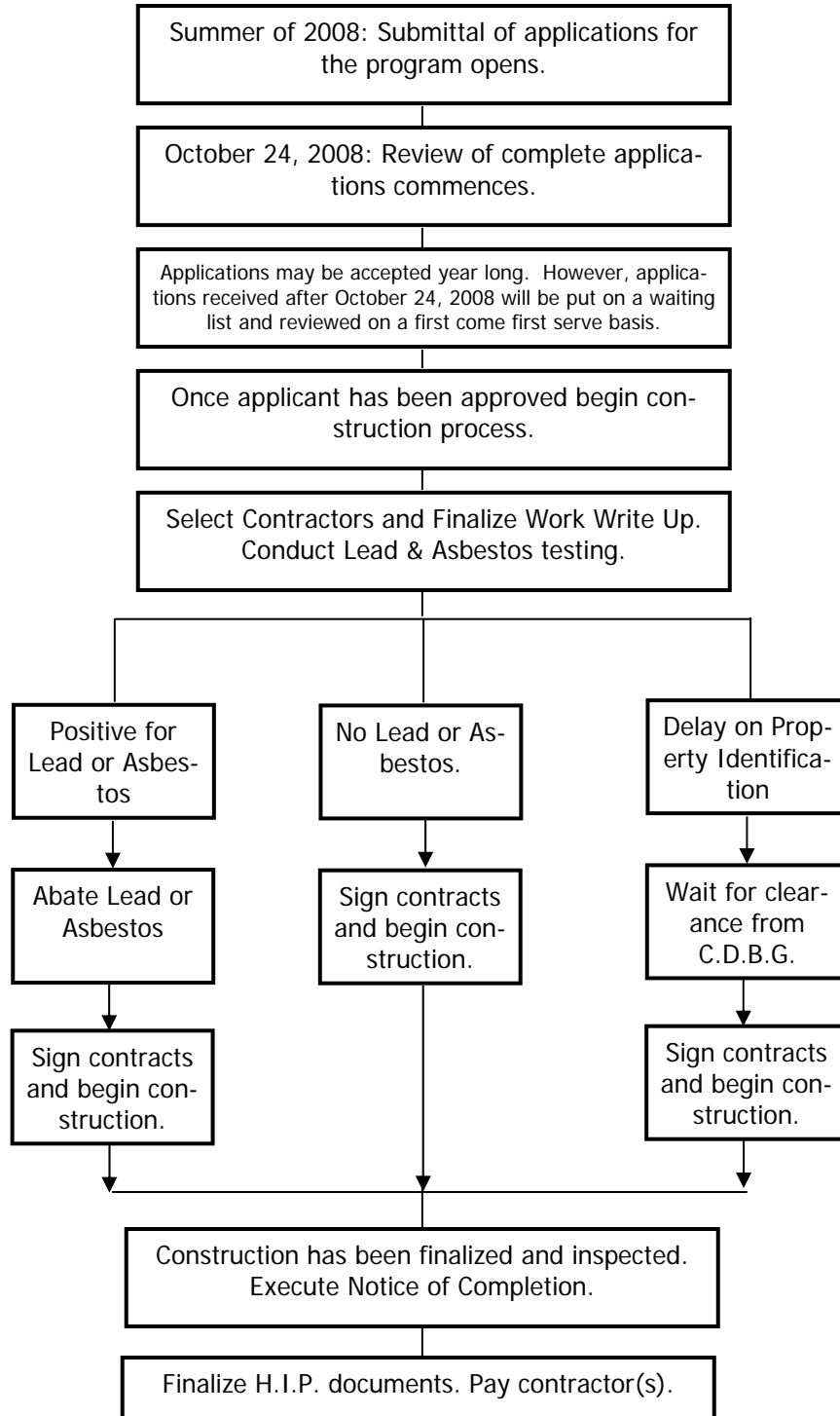




Home Improvement Program Application Handbook

PLANNING & BUILDING DEPARTMENT
1414 MISSION STREET
South Pasadena, CA 91030
(626) 403-7225

2008-2009 H.I.P. Timeline



Dear Program Applicant:

Thank you for your interest in the City of South Pasadena 2008-2009 Home Improvement Program. This grant program is open to all South Pasadena Homeowners with two units or less. The program is designed to assist eligible low to moderate income households with both minor and major home repair needs. However, safety items and code violations hold priority before any other repairs. The maximum grant a household may receive for rehabilitation to their home is \$5,000 for any one year. Participants from past years may reapply as long as the household's total grants received does not total more than \$15,000 in any given five year period. You may refer to the programs general provisions/conditions as described in this packet along with the income guideline chart to verify whether you may participate. Prior to submission of your application, please read this informational packet for assistance. If you have any questions, you may contact the Community Improvement Coordinator at (626) 403-7225.

STEP 1

Your Application

You may submit your application to the Community Improvement Coordinator, in the Planning and Building department as soon as it is complete. All applications will be reviewed on a beginning October 24, 2008. Applications will be accepted prior to this date and thereafter. If your application is submitted after October 24, 2008, your application will put on waiting list. Your application will be reviewed for accuracy and completeness. Prior to submittal of your application, please be sure to verify that you have provided all requested documents and that you fall within the limits of the income guidelines detailed in the following chart:



<u>Household Size</u>	<u>Income (C.D.B.G. 2008 guidelines)</u>
1	\$42,450 or less
2	\$48,500 or less
3	\$54,600 or less
4	\$60,650 or less
5	\$65,500 or less
6	\$70,350 or less
7	\$75,200 or less
8	\$80,050 or less

Income: It is important to remember that Income may be any liquid cash flow that comes to you from interest, retirement or pension funds, IRAs, capital or working income. Not considered income for this program are any equity you have in your home and principles in any savings or retirement accounts.

Ownership: In order to be considered a eligible homeowner you must own and live in the property stated as of July 1, 2008. The homeowner is also required to reside in the home a minimum of three years after the improvements are made. If the homeowner moves within this 3 year period, then the funds granted by the city will be reimbursed back to the City upon sale of the property.

Repairs: The scope of work and the availability of funds will determine the grant amount awarded. In determining what areas of your home need rehabilitation please consider the following information:

Required Improvements:

1. Code Violations
2. Correction of Incipient Violations
3. The elimination of substandard conditions

Eligible Improvements: (Other repairs will be reviewed for eligibility)

1. Interior and exterior painting
2. Stucco work to the exterior
3. Roofing repairs and replacements
4. Driveway repairs
5. Garage doors
6. Plumbing
7. Furnace and swamp coolers
8. Interior flooring (surfaces must display excessive wear)
9. Electrical
10. Repairs to necessary components that make your home habitable

Contractor's Estimates: You are required to provide three estimates for all repair requests, along with your application documents. Each estimate must include an identical description of the work to be accomplished and a description of all materials to be used. If estimates are different on the basis of repairs being requested, it may delay the process of your application review and you may be required to submit more bids. In order to maintain consistency with your bids it is recommended that you create a list of requested repairs or a detailed "Work Write Up" for the contractors use prior to your estimate meeting. Please be sure that the estimates provided by the contractors include everything you have agreed upon and the extent of the work to be accomplished. Remind the contractor that **City Permit Fees are waived.**

Application Checklist

- 1. Please remember to Sign and Date all forms. Unsigned forms will be returned and may extend the review process.**

2008-2009 Home Improvement Program Application

Three (3) work estimates for services requested.

(Reminder: City Permit Fees are waived)

Home Ownership Documentation: Recent Property Tax

Income Verification for all Household Members:

(See application for details)

Annual Income Worksheet

Lead Based Paint Notification

Lead Based Paint Hazards

Application Review:

Your application will be reviewed for accuracy and completeness. The Community Improvement Coordinator will notify you if additional information or documentation is necessary to complete the review process. You will be notified of your eligibility status as soon as it is determined. This may be accomplished by telephone or in writing.



Participating in the H.I.P.

Inspection: Once you have been notified of your acceptance to the H.I.P. the Community Improvement Coordinator will schedule an onsite inspection to qualify the necessity of the assistance being requested and to note all health and safety code violation for immediate or future assistance. At this inspection the City representative will work with the homeowner to determine what repair items will be listed in the Final Work Write Up, prepared by the City to be signed by both the contractor and the homeowner. You must be available during regular business hours of 7:30am to 5:00pm, Monday through Friday for Inspection appointments.

Rehabilitation improvements will only be allowed to legal structures. Any questionable items that appear to be in non-conformance will be noted for immediate or future compliance.

Additional inspections may be required due to work associated with lead or asbestos hazards. The Community Improvement Coordinator will determine the necessity of additional assessments during the inspection. If it is determined that there is a positive reading for lead or asbestos, and abatement is necessary, the Community Improvement Coordinator will set up an abatement company to remove the hazard at a cost to the program before construction is to commence. If this cost is exceedingly high, it may effect the amount of grant monies available for your property rehabilitation in the current program year.

Contractor Selection: Please make sure the following items are included in the contractor's estimates: Name of contractor; address; phone number; state contractor's license number and an itemized proposal displaying associated costs for the work being requested ("Work Write Up").

The Community Improvement Coordinator will work with the homeowner in order to determine and select the lowest most responsible bidder. However it is important to note that the amount of work to be done may be limited by the grant money available to each participant.

Once the contractor is selected the City will secure a Three Party Agreement with the contractor and the participating homeowner. If all contract provisions are met, the Community Improvement Coordinator will notify the homeowner of the status of the contract and when to contact the contractor to proceed. **All contractors participating in the H.I.P. must have a current contractor's license and a City Business License in good standing. The contractor may choose to obtain a current City Business License at the City Finance Department once he has been awarded the bid to complete work.**

Work in Progress:

It is your responsibility to schedule with the contractor the when the proposed work is to be done and completed. The contractor shall schedule and perform his work in such a manner as to cause minimum inconvenience to your household during the work. Please aid the contractor by vacating work areas where required and assisting in the removal and replacement of items as necessary.

Please be aware that in most situations the work must be completed within 30 days of the executed Notice to Proceed date. Any conflicts that may arise during the performance of the rehabilitation work should be resolved between you and the contractor. Only after you and the contractor have made a good faith effort to resolve you differences should the Community Improvement Coordinator be step in to assist. The Community Improvement Coordinator shall review all the facts carefully and objectively, and all parties must agree to abide by the findings or pursue formal mitigation.

Any revisions to the Final Work Write UP must be approved by the City and the homeowner. No change order may be made between the homeowner and the contractor without the submittal of a formal request in writing for the change order to the Community Improvement Coordinator to review for approval or denial. Failure to do so may jeopardize payment for the completed work.

Completion of Work: Upon completion of the work, the Community Improvement Coordinator will do an inspection to determine if the work was completed in a workmanlike manner as per the practice of the trade. City payment will made to the contractor upon final inspection of such work, execution of a Notice of Completion, and the submittal of a invoice by the contractor.

Neither final payment nor partial or entire use of the material, fixture, or equipment repaired or supplied by contractor shall relieve the contractor of liability in respect to any expressed warranties or responsibility for faulty materials or workmanship. The contractor is responsible to remedy any defects in the work, and pay for any damage to other work resulting from, which may appear within a period of one year from the date of final acceptance of the work unless a longer period is specified. You must notify the contractor with reasonable promptness of observed defects.

Please return all requested information and direct your inquiries to:

**Marlon Ramirez
Community Improvement Coordinator
(626) 403-7225**

**City of South Pasadena
Planning and Building Department
1414 Mission St.
South Pasadena, CA
91030**

