

RESOLUTION NO. RDA2008-07

A RESOLUTION OF THE LODI REDEVELOPMENT
AGENCY APPROVING PROGRAM GUIDELINES FOR A
RESIDENTIAL PAINT UP/FIX UP PROGRAM

WHEREAS, Redevelopment agencies are mandated to set aside 20 percent of their tax increment revenue into a housing fund for programs and projects that increase, improve, and preserve the supply of low- and moderate-income housing within their communities; and

WHEREAS, staff has researched and prepared guidelines for the first such program, a Paint Up/Fix Up Grant Program that would be implemented, subsequent to Council/Redevelopment Agency approval, in the 2009-10 fiscal year; and

WHEREAS, eligibility for this program will be limited to just those homeowners whose properties are located within the Lodi Community Improvement Project Area. At a future date, staff will report to the Council/RDA how Program funds were used and, if the Council/RDA desires, adjust eligibility requirements; and

WHEREAS, Program Guidelines are as follows:

Section 1. Program Description

This Residential Paint Up/Fix Up Program provides grants of up to \$10,000 to low- to moderate-income seniors, handicapped persons, and families who own and occupy their homes and need financial assistance to make minor exterior repairs and improvements.

Section 2. Eligibility

Income eligibility requirements are based upon both family size and total annual household income for very low-, low-, median-, and moderate-income households (income limits are attached as Exhibit A).

Applicants who qualify under the very low-income category are not required to contribute any matching funds to participate in the grant program. All other income categories are required to provide a 20-percent match.

Eligible properties are any owner-occupied, single-family residence, duplex (half-plex, where both halves are owner-occupied), or mobile home where there is a legitimate need for improvements within the project area.

Section 3. Eligible Improvements

The Program covers the following exterior property improvements, with the understanding that Building Code/Housing Code compliance and safety repairs will have a priority over other improvements.

- 1) Prep and paint the exterior and trim of the dwelling;
- 2) Minor exterior repair to stucco and repair/replacement of minor damage to wood siding;

- 3) Replacement of windows and window frames;
- 4) Replacement of exterior doors, door hardware, and deadbolts, including garage doors;
- 5) Repair/replacement of roofs (40-year warranty minimum);
- 6) Installation of ramps and handrails for handicapped;
- 7) Installation of new fencing within the front yard setback;
- 8) Landscaping improvements such as sod, tree plantings, and irrigation systems (automatic watering systems required);
- 9) Driveway/walkway replacement.

Section 4. Application Requirements

Applications will be accepted from July 1st through September 1st of each program year. Selection of applications for funding will be made by the Lodi Improvement Committee. Priority for funding will be given to very low and low-income families.

Applicants must provide the following documentation for all persons on title and anyone over the age of 18 who resides within the dwelling:

- 1) Proof of income in the form of two months pay stubs;
- 2) Proof of ownership in the form of a grant deed, a deed of trust, or property tax bill;
- 3) Social Security Card;
- 4) Most recent Federal and State tax returns with **W-2** form(s);
- 5) The City will reserve the right to require additional documentation as necessary to verify total household income, such as a Statement of Benefits from the Social Security Administration, Child Support Order from the Court, etc.

A copy of the proposed grant application for this program is attached as Exhibit B.

Section 5. Program Procedures

Subsequent to confirming the applicant's income eligibility, staff will physically inspect the property to determine the scope of eligible repairs. Applicants who meet all program criteria will be provided a Letter of Approval and a list of Program-approved contractors/vendors. Along with the Letter of Approval, applicants will receive a Notice to Contractors for the applicants to use when they obtain at least three estimates.

The Notice to Contractors provides instructions on what repairs have been approved and the acceptable format for estimate submittals. If the applicant chooses to seek estimates from his or her own contractors/vendors, he/she must provide at least one bid from a Program-approved contractor.

If the applicant chooses to directly engage his/her own contractor/vendor, the applicant may use any contractor of his/her choice as long as the contractor holds the appropriate professional licenses, appropriate insurance coverage/bonding and a City Business License. Any contractor that is not on the Program-approved list will need to be approved by Program staff prior to receiving authorization to proceed.

Regardless of whether the applicant agrees to proceed with a Program-approved vendor/contractor or his/her own, the City will pay the vendor/contractor directly for all approved work once the work has been completed, inspected, and

approved. The applicant will not have any financial responsibility other than the amount needed to meet any match requirements. The applicant will need to provide those matching funds prior to engaging the vendor/contractor.

Under either contractor selection method, payment shall not be made for substandard work or materials. Final payment will not be made until after Program staff approves the work performed and the applicant signs an Acceptance and Approval of Completed Work.

Section 6. Approval of Program Legal Documents

All Program legal documents shall be approved as to form by the City Attorney prior to their use.

Section 7. Authority to Administer

The preparation and use of all required Program procedure manuals, forms, documents, and agreements shall be administered by the City Manager or his designees in accordance with these Program guidelines.

NOW, THEREFORE, BE IT RESOLVED that the Redevelopment Agency for the City of Lodi does hereby approve the Program Guidelines for a Residential Paint Up/Fix Up Program as outlined above.

Dated: October 1, 2008

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I hereby certify that Resolution No. RDA2008-07 was passed and adopted by the Redevelopment Agency of the City of Lodi in a regular meeting held October 1, 2008, by the following vote:

- AYES: MEMBERS – Hansen, Hitchcock, Johnson, and Katzakian
- NOES: MEMBERS – None
- ABSENT: MEMBERS – Mayor Mounce
- ABSTAIN: MEMBERS – None


JENNIFER M. PERRIN
Assistant Secretary
City of Lodi Redevelopment Agency

CITY OF LODI REDEVELOPMENT AGENCY

PROGRAM GUIDELINES FOR THE RESIDENTIAL PAINT UP/FIX UP PROGRAM

PROGRAM DESCRIPTION: This Residential Paint Up/Fix Up Program provides grants of up to \$10,000 to low- to moderate-income seniors, handicapped and families, who own and occupy their home and need financial assistance to make minor exterior repairs and improvements.

ELIGIBILITY Income eligibility requirements are based upon both family size and total annual household income for very low-, low-, median-, and moderate-income households (Income limits are attached as Exhibit A).

Applicants who qualify under the very low-income category are not required to contribute any matching funds to participate in the grant program. All other income categories are required to provide a 20-percent match.

Eligible properties are any owner-occupied, single-family residence, duplex (half-plex, where both halves are owner-occupied), or mobile home where there is a legitimate need for improvements within the project area.

ELIGIBLE IMPROVEMENTS: The Program covers the following exterior property improvements, with the understanding that Building Code/Housing Code compliance and safety repairs will have a priority over other improvements.

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Applicants must provide the following documentation for all persons on title and anyone over the age of **18** that resides within the dwelling:

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- Social Security Card;
- Most recent Federal and State Tax Returns with W-2 form(s);
- The City will reserve the right to require additional documentation as necessary to verify total household income, such as a Statement of Benefits from the Social Security Administration, Child Support Order from the Court, etc.

A copy of the Grant Application for this program is attached as Exhibit B.

PROGRAM PROCEDURES: Subsequent to confirming the applicant's income eligibility, staff will physically inspect the home/property to determine the scope of eligible repairs. Applicants who meet all program criteria will be provided a Letter of Approval and a list of Program-approved contractors/vendors. Along with the Letter of Approval, applicants will receive a Notice to Contractors to use when they obtain at least three estimates.

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APPROVAL OF PROGRAM LEGAL DOCUMENTS: All Program legal documents shall be approved as to form by the City Attorney prior to their use.

AUTHORITY TO ADMINISTER: The preparation and use of all required Program procedure manuals, forms, documents and agreements shall be administered by the City Manager or his designees in accordance with these Program guidelines.

Exhibit A

Income Qualification Limits

Source: State of California Housing and Community Development 2008 Income Levels

Table A - Very Low Income

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$21,450	\$24,500	\$27,600	\$30,650	\$33,100	\$35,550	\$38,000	\$40,450

Table B - Low Income

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$34,350	\$39,250	\$44,150	\$49,050	\$52,950	\$56,900	\$60,800	\$64,750

Table C - Median Income

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$42,900	\$49,000	\$55,200	\$61,300	\$66,200	\$71,100	\$76,000	\$80,900

Table D - Moderate Income

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$51,500	\$58,900	\$66,200	\$73,600	\$79,500	\$85,400	\$91,300	\$97,200

Exhibit B

Paint Up – Fix Up Grant Program Application

SECTION 1 – APPLICANT INFORMATION

Applicant Name: _____
Last First M.I.

Applicant Address: _____
Number Street

Applicant Phone: _____
Home Work

SECTION 2 – INCOME INFORMATION

List everyone in the family and others living with you and the current gross monthly income (before taxes) received by each. Include wages, social security, disability, retirement, child support, alimony, income from investments, etc.

Name of Resident	Age	Gross Monthly Income	Source of Income
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Total # of Residents at this Address: _____ Total Gross Monthly Income: _____

List all assets held by each person listed above:

SECTION 3 – PROPERTY INFORMATION

How long have you owned this property? _____

How many bedrooms in the home? _____

Proposed home improvements: Paint Exterior Siding/Stucco Repair Windows Doors

Roof Ramps/Handrails Fencing Landscaping Driveway/Walkways

Other: _____

The City of Lodi will seek recovery of any funds paid under this program to any person whose application contained false or incomplete information.

I certify under penalty of perjury that the above information is true and correct.

Signature

Date