

Approval Process

Staff will facilitate the following process:

1. Appointment with Applicant to review the property;
2. Preparation of the Work Description and Bid Proposal Form;
3. Fully explain the program policies and procedures to Applicant;
4. Select contractor from the pre-approved contractor's list;
5. Issue Notice to Proceed; and
6. Directly pay contractor after approval of all finished work.

Applicant is responsible for the following:

1. Complete, sign and return application, required supporting documentation and Work Description and Bid Proposal Form; and
2. Fully cooperate with the contractor, inspectors and approve the finished work.

After approval of the ERP Application, change orders will only occur if:

1. Exposure of additional emergency repairs occurs during construction that could not have been reasonably foreseen prior to start of any construction; or
2. Reducing the number of repairs is necessary to prevent exceeding the grant limit, when the Applicant cannot provide additional funds to the project.

Owner Option:

As an option, Applicants may select their own contractor. If the Applicant selects this option, the following applies:

- Applicants are responsible for obtaining written estimates from any licensed, bonded and insured contractor of their choosing;
- Prior to authorizing any work, the City must pre-approve the contractor;
- City cost estimate or contractor's bid, whichever is lower, determines the amount of the ERP grant;
- City cost estimates are confidential until receiving the outside contractor's bid;
- Applicant is solely responsible for any work or cost exceeding the authorized work and dollar amount;
- Applicant agrees to pay the contractor directly, and request reimbursement from the City, only after the work has been completed and has passed City inspection.
- City reimbursement will be made to the Applicant within 30-days from project completion and upon proof from the Applicant that the contractor has been paid in full.

The City of Upland remains uncommitted to authorizing any repairs until the City executes the Work Order. The City will not issue any payments until the property owner signs the Notice of Completion.

**For more information contact the
Housing Division at:
TEL: 909-931-4105**



Rev 03/28/2016

CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT

EMERGENCY REPAIRS PROGRAM



GENERAL INFORMATION

The Emergency Repair Program (ERP) provides a grant for emergency repairs to single-family homes, condominiums and mobile homes of very low income families. The grant is available to income eligible homeowners who live within Upland's city limits. Funding for this program is provided by CDBG and/or local City funds and is available on a first come, first serve basis, subject to type of emergency and annual appropriation caps.

MAXIMUM GRANT AMOUNT: \$10,000

The ERP provides a \$10,000 grant for emergency repairs to owner-occupied single-family homes (including condominiums and mobile homes). This grant may be increased up to \$12,000 with a dollar-for-dollar match between the City and the Applicant beyond \$10,000. All emergency repairs will be verified by Program staff. Immediate or exigent repairs to the structural, mechanical, plumbing, electrical or code violation items within the home will receive priority assistance over other lesser construction concerns. The cost of installing smoke and carbon monoxide detectors, ground fault circuit interceptors (GFCI) outlets, low flow toilets (1.6 gal.) and seismically securing water heaters are in addition to the maximum Program grant amount. Mobile home own-

ers are eligible to apply for the Program once every five (5) years from the last date of assistance, while single-family homeowners and condominiums are eligible to apply for the Program once every ten (10) years from the last date of assistance.

Applicant Criteria:

Eligible applicants must be the owner-occupants of single-family homes or mobile homes. Renters or tenants are ineligible for Program assistance. The City determines the eligibility of an Applicant to the Program from verification submitted with the application, the City's decision is final. The combined household's gross income cannot exceed fifty percent (80%) of the San Bernardino County median income, as adjusted by family size. Adjustment to the limits occur annually. The following list outlines the adjusted income for 2016:

Source: CDBG—HUD Income Limits Eff. 03/28/2016

No. of Household	Low Income (50% AMI)	Moderate Income (80% AMI)
1	\$22,400	\$35,800
2	\$25,600	\$40,900
3	\$28,800	\$46,000
4	\$31,950	\$51,100
5	\$34,550	\$55,200
6	\$37,100	\$59,300
7	\$39,650	\$63,400
8	\$42,200	\$67,500

Eligible Improvements:

- Current code violations; plumbing systems (i.e., leaking, inoperative or broken water fixture, drain and water heater); weather proofing (i.e., leaking roof, broken doors and windows); cooling/heating (inoperative HVAC systems, winter heating and summer cooling); accessibility (ADA improvements); other health and safety repairs determined by Program staff; installation of smoke and carbon monoxide detectors, GFCI, low-flow toilets and seismically securing water heaters and permit costs required to perform work.

Ineligible Improvements:

- General maintenance items; repair work requiring temporary relocation of occupants, unless the Applicant voluntarily relocates without monetary reimbursement from the City; and luxury items.

Application Process:

Via an appointment with Program staff, the following items need to be submitted to the Development Services Department:

1. Completed application;
2. Evidence of ownership: Grant deed; deed of trust; HCD registration card, current property tax bill and any other satisfactory evidence of ownership;
3. Evidence of income: Applicant's recent pay stubs, social security deposits, tax returns; bank statements.
4. Evidence of City residency: utility bill;
5. Copy of valid photo identification for all persons listed as property owners.