

# CITY OF HUNTINGTON PARK HOME REPAIR PROGRAM GUIDELINES



## SECTION A: GENERAL INFORMATION

The Home Repair Program will provide financial assistance to eligible low-and moderate-income homeowners in the form of a grant no greater than \$25,000 per Single Family Residential Unit. Tenant-occupied units are not eligible for assistance. The program is funded by HOME funds from the US Department of Housing and Urban Development. Funding for the program includes all labor, equipment, supplies/materials necessary for the repairs. The program is administered on a citywide basis.

## SECTION B: REQUIRED DOCUMENTATIONS

- General Qualifications and Conditions Form
- Program Application
- Signed Income/Employment Status Certification and Confirmation of Receipt
- Copy of grant deed or deed of trust
- Copy of recent utility bill
- Copy of insurance documentation
- Copy of Income tax forms for the prior year
- Copy of recent property tax bill
- Copy of income verification documentation
- Copy of photo identification
- Copy of three most recent bank statements
- Copy of Social Security cards
- Copy of mortgage lender's most recent year-end statement
- Copy of credit report

## SECTION C: APPLICANT ELIGIBILITY

- Applicants must meet and comply with all HOME Investment Partnerships Program (HOME) requirements prescribed by the U.S. Department of Housing and Urban Development (HUD)
- Applicant household income cannot exceed 80% of Los Angeles County Area Median Income (AMI)

Household Size	Cannot Exceed HUD Income Limit (80% Area Median Income for Los Angeles County)
1	\$70,650
2	\$80,750
3	\$90,850
4	\$100,900
5	\$109,000
6	\$117,050
7	\$125,150
8	\$133,200

Effective Fiscal Year 2023

## SECTION D: PROPERTY ELIGIBILITY

- Subject property must be located within the City of Huntington Park.
- Subject property must be zoned for Single Family Residential, and the proposed repairs must be in compliance with the City's Municipal Codes.
- Subject property must need repairs to meet the standards and other applicable codes and ordinances of the City of Huntington Park.
- Subject property must be occupied as the family's principal residence.

## SECTION E: MANDATORY HOME REPAIR SERVICES

- Must address code violations.
- Must address hazardous conditions that are a direct threat to the health, safety, and welfare of occupants.

## SECTION F: ELIGIBLE HOME REPAIR SERVICES

### REPAIR OF EXTERIOR OR INTERIOR TO HOME

- (1) Painting and Finishing
  - a. Exterior surfaces
- (2) Wall Resurfacing/Patching
  - a. Plastering-small holes and areas
- (3) Installation of devices for the elderly and compliance with ADA
- (4) Install Bath/Shower Valve & Fixtures
- (5) Electrical upgrades and Rewiring
- (6) Window Replacement
- (7) Replace Water Closet
- (8) Roof Repair/Replacement
- (9) Plumbing Repairs
- (10) Air Purifiers

### SECURITY/SAFETY IMPROVEMENTS

- (1) Installing security devices, including dead bolt locks, window locks, and door peepholes
- (2) GFCI (on existing outlets)
- (3) Smoke detectors
- (4) Carbon Monoxide Detectors

### ENERGY CONSERVATION ACTIVITIES

- (1) Window Replacement (Existing/Retro only)
- (2) Window Glass Replacement
- (3) Door Replacement
- (4) Wall Heater Replacement
- (5) Weather stripping doors and windows.
- (6) Water heater insulation blankets
- (7) Water heater replacement(s)

### PROPERTY CLEAN UP SERVICES

- (1) Cutting of trees (if fallen or proposes a potential trip hazard or may affect the structural integrity of the home)

### EXTERIOR REFURBISHING

- (1) Fencing repairs
- (2) Stucco repairs

## SECTION G: PROCEDURES

- Applicant shall obtain an application for services from the City.
- Repairs will be performed on a first-come, first-served basis. City Staff will maintain a control log demonstrating the processing of each case.
- City Staff will interview applicants, discuss program eligibility and limitations, and assist applicants in selecting the work to be performed.
- Prior to the physical inspection of the property, the City Staff must complete the Homeowner/City Agreement form, including homeowner signature and date.
- City Staff will conduct initial inspection to determine eligible repair services to be performed. City staff will also prepare a Work Write Up that has been signed and dated by the homeowner and the City.
- The applicant will be required to send the approved Work Write Up to eligible general contractors for bids.
- The applicant has the right to solicit a bid from any eligible contractor, so long as that contractor meets all the City's eligible contractor requirements.
- The applicant will be required to obtain and submit a minimum of three (3) bids from eligible contractors to the City for review. The lowest responsive responsible bid shall be awarded.
- In the event the applicant decides not to award the contract to the lowest responsive responsible bidder, the applicant will be required to pay the difference between the lowest bid amount and the awarded contractor bid amount ("Applicant Contribution"). Homeowner funds will be required to be deposited with the City in a separate local account only to be released to the contractor for payment upon applicant, inspection, and City approval.
- Once a contractor is awarded, a three (3) party contract will be signed by the City, Homeowner, and Contractor at the Pre-Construction meeting.
- Once work is completed, a Certification of Completion must be signed and dated by both the homeowner and the City.
- Once the Certification of Completion form is signed, City Staff will process the payment for the Contractor. A 5% retention amount will be withheld and mailed to the contractor 30 days after completion.
- City Staff is responsible for obtaining all warranties and lien releases from Contractor(s) to assure clearances with no liability to the City and its employees.

## SECTION H: CONTACT INFORMATION

Email the application and supporting documentation to [Homerepair@hpcg.gov](mailto:Homerepair@hpcg.gov). City Staff will contact you to discuss your application. If you do not have access to the internet to complete the online application, please contact the City of Huntington Park Community Development Department to discuss alternative application process.

The City of Huntington Park Community Development Department is available to answer questions about the HOME Repair Program by phone at (323) 446-2949 or by email at [Homerepair@hpcg.gov](mailto:Homerepair@hpcg.gov)