



## CITY OF CARSON NEIGHBORHOOD PRIDE PROGRAM

### ITEMS REQUIRED FOR SUBMISSION TO DETERMINE ELIGIBILITY

Submit the following documents in order to evaluate your application for eligibility in our program.

1.  **PROGRAM APPLICATION**  
*Included in this packet. Please fill out all information requested.*
2.  **GENERAL QUALIFICATIONS AND CONDITIONS FORM**  
*Included in this packet. Please read, sign, and return this document.*
3.  **COPY OF PHOTO IDENTIFICATION**  
*Provide photo identification (i.e., driver's license or CA I.D.) for persons on title to the property.*
4.  **COPY OF INCOME TAX FORMS FOR PRIOR YEAR**  
*Submit a complete copy, inclusive of all attachments, forms and schedules of the most recent federal income tax return for all income producing household members. Please ensure that the submission is signed by all taxpayers.*
5.  **COPY OF INCOME VERIFICATION DOCUMENTATION**  
*This includes the three most recent consecutive payroll stubs, social security checks, SSI checks, AFDC checks, pension and retirement checks, alimony and child support payments, or other income documentation from all other income sources, for all members of the household.*
6.  **COPY OF ASSET VERIFICATION DOCUMENTATION**  
*This includes the most recent statements for all bank accounts, investment accounts, or other asset holdings for all members of the household.*
7.  **COPY OF A) GRANT DEED (SINGLE FAMILY DWELLING), OR B) STATE REGISTRATION FOR MOBILE HOME AND INCLUDE A COPY OF THE MOST CURRENT MORTGAGE STATEMENT**  
*This document will verify that you are the owner of the property and confirm how title is held.*
8.  **COPY OF RECENT PROPERTY TAX BILL**
9.  **COPY OF A RECENT UTILITY BILL**  
*This document is needed to verify residency. Submission must reflect owner(s) name and address.*
10.  **COPY OF INSURANCE DOCUMENTATION**  
*Please provide photocopies of your current property insurance documentation.*
11.  **SIGNED COPY OF CONFIRMATION OF RECEIPT – LEAD BASED PAINT NOTICES**  
*Included in this packet. Please complete, sign, and return.*
12.  **SIGNED COPY OF “NOTIFICATION – WATCH OUT FOR LEAD-BASED PAINT”**  
*Included in this packet. Please sign, date, and return with application*

**When submitting documentation - DO NOT SUBMIT ORIGINALS – PLEASE PROVIDE PHOTOCOPIES**



## CITY OF CARSON NEIGHBORHOOD PRIDE PROGRAM

### General Qualifications and Conditions for Grant and Loan Eligibility

1. The intent of the Residential Rehabilitation Program is to provide grants and loans to eligible owner-occupants of single family detached dwellings for the preservation of decent, safe and sanitary housing; to correct hazardous conditions; to make improvements considered necessary to eliminate blight and improve handicapped access; and to correct building and health code violations through the awarding of grants and loans. All properties to be repaired must be a single family residential property and located within the City limits of the City of Carson.
2. In order to be eligible to participate, the gross family income may not exceed that listed in Table "A." Gross family income includes all income from all household members living in the property to be repaired.
3. Residential Rehabilitation grants and loans are:
  - a. Citywide Grants are up to a maximum of \$10,000 per household.
  - b. Target Area Grants (single-family dwellings **only**) are up to a maximum of \$ 5,000 per household
  - c. Citywide and Target Area grants are not required to be paid back unless the home is sold within one (1) year of completion of the work
  - d. Mobile Home Grants are up to a maximum of \$5,000 per mobile home
  - e. Deferred loans are up to a maximum of \$25,000 per household.
  - f. Loan terms are as follows: Loan payments will be deferred until the property is sold, transferred or refinanced, with a fixed interest rate of three percent (3%) annually.
4. All loans are secured by a Promissory Note and a Deed of Trust on your home.
5. The City will permit only B-1 (General) and/or C-47 (Mobile Home) licensed contractors to participate who maintain a current license in good standing with the Contractors State License Board, and who also maintain the required liability and worker's compensation insurance coverage.
6. Rehabilitation work must not commence until all permits are issued and a Proceed Order is issued by the City of Carson.
7. Do not advance any personal funds to the Contractor. Do not incur any expenses on your own. The City of Carson will not be responsible for funds advanced. Do not enter into side agreements with the contractor.
8. All funds are disbursed by the City, subject to homeowner signature of approval on the Contractor's invoice, and are payable directly to the contractor for repair work performed.
9. Grant and loan proceeds may only be used for the costs of services and materials necessary to carry out City approved repair work. Equity loans are not allowed.
10. Previously contracted or commenced work or materials purchased are not eligible for reimbursement, or for continuation of work underway.

11. Eligible repairs may only include work to be performed on the main residential unit on the property, are repair and/or rehabilitation in nature, and are not upgrades to the existing conditions. Eligible items include but are not limited to the following:

- Correction of code violations;
- Repair/replace existing HVAC systems
- Removal of barriers to the disabled;
- Install new deadbolt locks;
- Repair/Replace doors/windows/screens;
- Repair/Replace electrical system;
- Eliminate garage conversion
- Disabled access lifts, ramps
- Cost effective energy conservation measures;
- Repair/Replace garage doors;
- Trimming/Removal of Overgrown/Dead Vegetation (only when causing structural damage);
- Exterior and/or Interior painting;
- Termite/Pest Control;
- Repair Plaster, Siding and Stucco;
- Repair/Replacement of plumbing/sewer pipes/fixtures;
- Property clean-up (only to remove hazardous conditions);
- Repair/Replace Roofing;
- Installation of Smoke Detectors;
- Installation of Ground-Fault Circuit Interrupters;
- Rear or Side-yard Slope Landscaping (as a soil erosion mitigation measure only);
- Structural Repairs/Modifications (only to correct existing structural code deficiencies or to provide accessibility to disabled persons);
- Testing and treatment/removal of lead-based paint/asbestos hazards;
- Any items determined eligible by screening committee; and
- The elimination of specific conditions detrimental to public health and safety, which have been identified by Rehabilitation Inspector.

12. Ineligible Repairs include, but are not limited to, the following:

- Complete the work for existing unfinished remodels and/or additions, i.e. kitchens, baths,
- New air conditioning system
- Water softener systems
- Bathhouses
- burglar alarms
- dumbwaiters
- fire extinguishers
- flower boxes
- greenhouses
- kennels
- kitchen appliances which are designed and manufactured to be free standing and are not built-in and permanently affixed as an integral part of the kitchen in a residential structure
- marble
- granite
- laminate flooring, i.e. "Pergo"
- outdoor fireplaces or hearths
- patio and enclosures
- mobile home carports and sheds
- penthouses
- photomurals
- radiator covers or enclosures
- steam cleaning of exterior surfaces
- swimming pools, Jacuzzis, hot tub and/or related equipment
- television antennae
- tennis courts
- waterproofing a structure by pumping or injecting any substance in the earth adjacent to or beneath the basement or foundation or floors
- "luxury" items
- any other improvement not customarily found in the surrounding dwellings.
- other items not within the goals and intent of the Federal Standards and Program Guidelines as determined by the Rehabilitation Inspector

13. Applicants must be able to provide proof of ownership of the property to be repaired.
14. Applicants shall be eligible for only one (1) grant **or** for one (1) loan under this program.
15. Applicants must permit City of Carson staff or its agents to conduct necessary property and repair work inspections.
16. Applicants must permit the selected Contractor to have access to the premises from 8:00 a.m. thru 7:00 p.m., Monday through Saturday.
17. The City of Carson reserves the right to deny requests in specific instances where the repairs requested to be completed and/or the application do not conform to these or other program requirements.
18. The City of Carson determines the eligibility of the applicant to the program.
19. An application will immediately be denied if the property is encumbered by a 2<sup>nd</sup> or 3<sup>rd</sup> or greater Deed of Trust, a Home Equity Line of Credit (HELOC), a Judgment, or a lien against the property.
20. This is a formal notice for all homeowners participating in the Neighborhood Pride Program. Homeowners that have homes that were constructed prior to the year 1978 will be subject to mandatory testing for the presence of lead-based paint in the home. The testing is required to comply with the Department of Housing and Urban Development (HUD) and the City's Neighborhood Pride Program regulations and laws. An associate from the City of Carson's environmental consultant, Barr & Clark, will contact **required participants only**.

**If testing is required on your home, but you, the homeowner, do not permit the inspection and testing to be performed, your application will immediately be VOID.**

I/WE have read and understand the foregoing general qualifications and conditions for program eligibility. I/WE further understand that any misstatements, omissions, misrepresentations, deletions, falsifications, or other actions which result in MY/OUR not conforming to the requirements listed above or in other contract documentation, will subject MY/OUR application to immediate cancellation, and cause any disbursed funds to become immediately due and payable, and may cause further legal action if warranted by the Carson City Attorney and/or the Inspector General of the United States.

Date: \_\_\_\_\_

---

Owner Signature

---

Spouse/Co-applicant Signature



**CITY OF CARSON**  
**NEIGHBORHOOD PRIDE PROGRAM**  
 2010 Income Limits for Grant and Loan Eligibility

**TABLE "A"**  
**LOS ANGELES COUNTY**  
**2010 Eligibility Income Limits**

**HUD ENTITLEMENT CDBG**  
**Effective 2010**

<b>Household Size</b>	<b>Extremely-Low Income</b> Equal to or less than 30% of Area Median	<b>Low Income</b> 31% to 50% of Area Median	<b>Moderate Income</b> 51% to 80% of Area Median
1	\$17,400	\$46,400	\$52,900
2	\$19,900	\$53,000	\$60,500
3	\$22,400	\$59,650	\$68,050
4	\$24,850	\$66,250	\$75,600
5	\$26,850	\$71,550	\$81,650
6	\$28,850	\$76,850	\$87,700
7	\$30,850	\$82,150	\$93,750
8	\$32,850	\$87,450	\$99,800

Based on June, 2010 Median Family Income for the Los Angeles – Long Beach Metropolitan Area of \$63,000

**REDEVELOPMENT FUNDED PROJECTS**  
**Effective June, 2010**

<b>Household Size</b>	<b>Extremely-Low Income</b> Equal to or less than 30% of Area Median	<b>Very Low Income</b> 31% to 50% of Area Median	<b>Lower Income</b> 51% to 80% of Area Median	<b>Moderate Income</b> 81% to 120% of Area Median
1	\$17,400	\$29,000	\$46,400	\$52,900
2	\$19,900	\$33,150	\$53,000	\$60,500
3	\$22,400	\$37,300	\$59,650	\$68,050
4	\$24,850	\$41,400	\$66,250	\$75,600
5	\$26,850	\$44,750	\$71,550	\$81,650
6	\$28,850	\$48,050	\$76,850	\$87,700
7	\$30,850	\$51,350	\$82,150	\$93,750
8	\$32,850	\$54,650	\$87,450	\$99,800

Based on June, 2010 Median Family Income for the Los Angeles – Long Beach Metropolitan Area of \$63,000