



City of San Dimas Housing Authority Charter Oak Mobile Home Estates Safety Barrier Fence Improvements Grant Program Guidelines

A. Program Purpose

The purpose of the Charter Oak Mobile Home Estates Safety Barrier Fence Improvements Grant Program ("Program") is to provide grants for health and safety fencing, and/or banks or slope violations maintained and owned by eligible low to moderate income seniors in Charter Oak Mobile Home Estates.

B. Service Area

The Program serves Charter Oak Mobile Home Estates senior homeowners who are low to moderate income (120% and below AMI) as defined by current State income guidelines, determined by the Department of Housing and Community Development (HCD) for Los Angeles County.

C. Eligibility Criteria

In order to apply for the Program, homeowners must meet the following criteria:

1. Reside in Charter Oak Mobile Home Estates.
2. Household income must be within the current year program income limits as low to moderate income (120% and below AMI).
3. Have a health and safety code violation in regards to rear lot fencing, and/or banks or slopes as determined by Management.

D. Program Grants

Safety Barrier Fence Improvements Grants will be provided to eligible applicant's subject to meeting all Program requirements. The grant shall be evidenced by an agreement between the Housing Authority, Housing Alternatives, and the applicant. The maximum amount of the grant shall not exceed \$15,000. Only one (1) grant will be awarded per property.

E. Eligible Improvements

Under the COMHE Safety Barrier Fence Improvement Grant Program, funds may only be expended for specific improvements to the mobilehome rear lot. These improvements include any identified code violations in regards to fencing and/or banks or slope hazards as determined by Management and the City. On a case by case basis, landscaping violations may be addressed when incidental with fence violation.

F. Implementation and Process

1. Administration

The City of San Dimas Housing Division Staff shall administer the COMHE Safety Barrier Fence Improvement Program. Staff may include either employees or consultants. The administration of the Program including without limitation, application evaluation procedures, improvement assessments and approvals, cost estimation and approvals, disbursement of funds and processing of certification of completion.

2. Application Process

Homeowners meeting eligibility criteria will be given an application to apply for Program. Applications shall be submitted with supporting documentation to the Housing Division. Supporting documents include:

- a. Income verification (income documents as listed in the application for all adult household members).
- b. Employment verification (if applicable) (pay stubs with YTD total, EDD, etc.).
- c. Residency verification (Homeowners name on Current Property Tax Bill or Current Mobile Home Title).
- d. Driver's license or California Identification Card for all adult household members.
- e. Current Charter Oak Mobile Home Estates Rent Statement.

Applications are submitted to the Housing Division for review. Housing Staff will work with the homeowner to insure all necessary documents are provided and application is complete. When it is determined the file is complete, it is reviewed by the Housing Manager and/or designee for final review and approval. A Grant Agreement will be prepared for the Homeowner to sign (Attachment A).

3. Contractor Selection

Approved applicants will preferably work with Property Management Company and Housing Alternatives, a subsidiary of DeFalco Management on scope of work needed for unit. Scope and selection will be provided to City Housing Division for final approval. All work will be completed by Contractor and their approved subcontractors. Contractor will obtain permits and approvals from HCD when applicable.

4. Grant Agreement

Housing Staff will prepare a Work Order (Attachment B) for execution between the homeowner, Housing Alternatives, and the City detailing responsibilities of all parties. This agreement must be executed before work can begin. Housing staff will issue a notice to

proceed to Housing Alternatives. City payment is made to Housing Alternatives upon final inspection by HCD inspector if applicable, Housing Staff, and approval from homeowner.

5. Grievances between Homeowner and Contractor

Any controversy arising out of or relating to Agreement for Safety Barrier Fence Improvements, or the breach thereof, must be submitted to binding arbitration in accordance with the provisions of the California Arbitration Law, Code of Civil Procedure 1280 et seq., and the Rules of the American Arbitration Association. The arbitrator will have the final authority to order work performed, to order the payment from one party to another, and to order who must bear the costs of arbitration. Costs to initiate arbitration are to be paid by the party seeking arbitration. Notwithstanding, the party prevailing in any arbitration proceeding shall be entitled to recover from the other all attorney's fees and costs of arbitration

G. Terms and Conditions of Program Assistance

1. Maintenance/Occupancy Requirements

All assisted units shall be maintained in compliance with the Park Rules and Regulations and HCD Codes and Standards. All assisted units shall maintain occupancy not to exceed the maximum occupancy limits as established by the U.S. Department of Housing and Urban Development (HUD). Property owners shall not permit criminal activities to occur on the property, permit property improvements to suffer unreasonable deterioration or decline; or maintain, cause or permit to be maintained, any public nuisance on the subject property.

2. Nondiscrimination

There shall be no discrimination against or segregation of any person or group of persons in accordance with Executive Order 11246, Title VI of the Civil Rights Act of 1964, Section 109, Title I of the Housing and Community Development Act of 1974, Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, in the selection of contractors or subcontractors to complete the rehabilitation work financed with Program assistance, or in the sale, leasing, transferring, use, occupancy, tenure, or enjoyment of assisted properties.

3. Interested Party/Conflict of Interest

Employees, officials, or consultants of the City of San Dimas who exercise any decision-making function or responsibility in connection with the administration of the Program shall not be eligible for assistance under the Program.

4. Compliance with Program Policies and Procedures

Throughout the applicable term of Program assistance, Program participants shall comply with all Program requirements and procedures as set forth in this guideline and administrative procedures

established for the Program and as required by the City and as set forth in the Grant agreement and related attachments.

H. Authority to Administer

The Community Development Director or his/her designee shall have the authority to administer this Program inclusive of the establishment, maintenance, and modification of appropriate implementation procedures.

I. Amendments

Amendments to these guidelines may be made from time to time by the City as necessary. Authority to modify elements of these Program Guidelines shall rest on the Community Development Director/City Manager
