



CITY OF DUARTE

HOME IMPROVEMENT GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

IMPORTANT DATES TO REMEMBER

MARCH 2-APRIL 30, 2009

TIMEFRAME TO PICK-UP AND
SUBMIT PRE-APPLICATIONS
TO CITY HALL FOR
LOTTERY SELECTION

APRIL 30, 2009

DEADLINE FOR SUBMITTING
PRE-APPLICATIONS FOR LOTTERY

MAY 13, 2009

LOTTERY DAY;
SELECTION OF FINAL
PROGRAM APPLICANTS

JUNE 1, 2009

DEADLINE FOR SUBMITTING FULL
APPLICATIONS AND SUPPORTING
DOCUMENTATION FROM FINAL
PROGRAM APPLICANTS



CITY HALL HOURS
MONDAY-THURSDAY
7:30 A.M. TO 6:00 P.M.
CLOSED FRIDAYS

CITY OF DUARTE
COMMUNITY DEVELOPMENT DEPT.
1600 HUNTINGTON DRIVE
DUARTE, CA 91010
(626) 357-7931
FAX (626) 358-0018

The City of Duarte offers grants for the purpose of completing exterior improvements to your home, such as exterior painting, roof replacement and window replacement.

DO I QUALIFY FOR THIS PROGRAM?

This program is open to all qualifying residents within the incorporated area of the City of Duarte. Priority will be given to those properties that have never received a grant.

Applicants' gross yearly income (before taxes) cannot exceed the amounts shown in the table below.

GRANT INCOME LIMITS	
FAMILY SIZE	GROSS YEARLY INCOME
1	\$42,450
2	\$48,500
3	\$54,600
4	\$60,650
5	\$65,500
6	\$70,350
7	\$75,200
8	\$80,050

WHEN CAN I APPLY?

Residents can pick-up/fill-out pre-applications during regular City Hall business hours in the Community Development Department from **March 2, 2009 through April 30, 2009**. The pre-application is a condensed version of the full program application and does not require any income documentation to be accompanied with it at the time of submittal. **The deadline for submitting pre-applications is April 30, 2009.**

ONCE MY PRE-APPLICATION IS SUBMITTED, WHAT IS THE NEXT STEP?

Once pre-applications are received, they will be separated into two groups:

GROUP 1 — This priority group includes properties that have **never** been assisted by the grant program. This means that the property address has never benefited from the grant program.

GROUP 2 — This group includes properties which have been previously assisted by the grant program. This means that the property address has benefited from the grant program at least once in the past but not within the past two years.

The selection of applications that will be assisted through the program will be completed via a lottery process to take place on **May 13, 2009**. The City will randomly draw 15 applications from Group 1. The first application pulled will be application number one, the second application will be number two and so on and so forth until the 15th application is pulled. In addition to the 15 applications, three additional pre-applications will be pulled as back-up applicants using the same process. All the applications will be reviewed with priority being given to application number one. The three back-up applications are intended to provide a pool of alternate applicants, in the case that any of the 15 applicants selected do not meet the program guidelines. If there is not a sufficient applicant in pool in Group 1, then Group 2 will be used to complete the

process described above. The applicant does not need to be present at the time of the lottery.

IF MY PRE-APPLICATION IS SELECTED VIA THE LOTTERY, WHEN WILL I RECEIVE A FULL APPLICATION?

The 15 applicants drawn from the lottery will receive a full application for completion. If the applicant is present on the day of the lottery, a full application will be provided at that time; otherwise a full application will be mailed out. The three back-up applicants will only receive a full application if any applicant from the pool of 15 cannot meet the program requirements. If this occurs, City staff will contact the back-up applicant pool at a later date.

The following documentation must be submitted with your **full** application:

1. Copy of your Grant Deed or Property Tax Bill.
2. Copies of documents showing income earnings for the most recent two months (8 weeks total) for all members of household. Income earnings include: employment check stubs, social security, pension, disability, child support, rental income, interest earned income, etc.
3. Any adults (18 years or over) not contributing any type of income must provide a signed written statement which indicates that the person does not generate income and does not contribute to the total of the household income.

Full applications and required supporting documentation must be received by **June 1, 2009**.

ONCE MY FULL APPLICATION IS SUBMITTED, HOW LONG WILL IT TAKE TO FIND OUT IF I HAVE BEEN APPROVED?

Full application submittal does not imply approval for a grant. Application and supporting documentation will be reviewed. Funding for the Home Improvement Grant Program will be based on a first come, first serve basis. Therefore, depending on the City's final allocation for the Grant Program and depending on the type of assistance that will be provided for each application (i.e., roof replacement, window replacement, exterior painting), the final number of applications that will be funded will be determined once a complete review of the total 15 applications has been completed. The City works with its general contractor to determine the maximum number of projects feasible under the City's limited CDBG funding. It is difficult to predict the number of applicants that will be assisted at the beginning of each year since the type of projects and costs of labor and material vary from year to year. Therefore, there are no guarantees that each and every one of the 15 applicants that submit full applications will be served. However, the City will determine whether or not you meet the income limits and we will do our best to notify you of the status of your application within 8 weeks of your full application submittal.

HOW MUCH MONEY WILL THE CITY PAY?

If you qualify for the "*Grant*", the City will pay up to \$6,000 for the costs of completing the exterior improvement to the home approved under the program. Improvement costs will be determined by the City's general contractor.

If approved for a Home Improvement Grant, you will automatically receive a *Lead/Asbestos Grant* to cover the costs related to meeting Federal Lead and Asbestos regulations. A separate application is **NOT** required.

HOW LONG WILL IT TAKE BEFORE THE CITY STARTS WORK ON MY HOUSE?

Work will **NOT** begin on your home until all appropriate federally mandated approvals are obtained by the City. The time it takes will vary and it is difficult to estimate a time frame since the City works under very strict Federal regulations. You will be notified by the City Grant Coordinator by mail before a contractor is authorized to contact you.

WHAT ARE THE FEDERAL REGULATIONS THAT APPLY TO THIS PROGRAM?

There are very strict Federal guidelines that apply to this program since it is federally funded by the Department of Housing and Urban Development Community Development Block Grant Program. Federal guidelines require that appropriate measures be taken to contain and sometimes eliminate lead based paint and asbestos if the rehabilitation work on the home will cause disturbance to either potentially hazardous materials.

Typically, lead may be present on your home if it was constructed before 1978 and asbestos may be present if your home was constructed prior to 1980. The procedures that may be necessary to comply with Federal guidelines take some time, especially since it may be necessary to hire professional lead/asbestos services from specialized consultants.

WHO WILL DO THE WORK ON MY HOUSE? WHO WILL PERFORM ANY LEAD/ASBESTOS TESTING AND ABATEMENT WORK THAT MAY BE REQUIRED ON MY HOME?

The City contracts with a general contractor whose main focus will be to service participants of the City's Home Improvement Program. The general contractor will use their own construction crews or in some cases hire sub-contractors to complete the work on your home. The City's contractor will also provide services needed to meet federal lead and asbestos requirements.

If you have any questions about this program, please contact the Community Development Department at (626) 357-7931 between the hours of 7:30 a.m. and 6:00 p.m., Monday through Thursday.