



# CITY OF DUARTE

## HOME IMPROVEMENT GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

### IMPORTANT DATES TO REMEMBER

#### **MARCH 1-APRIL 29, 2010**

TIMEFRAME TO PICK-UP AND  
SUBMIT A PRE-QUALIFICATION  
APPLICATION FOR  
LOTTERY SELECTION

#### **APRIL 29, 2010**

DEADLINE TO SUBMIT  
A PRE-QUALIFICATION  
APPLICATION FOR LOTTERY

#### **MAY 12, 2010**

LOTTERY DAY;  
SELECTION OF FINAL  
PROGRAM APPLICANTS

#### **JUNE 1, 2010**

DEADLINE TO SUBMIT FULL  
APPLICATION 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 properties within the incorporated area of the City of Duarte that have never been assisted by the grant program. This means that the property address has never benefited from the grant program in the past. Applicants' gross yearly income (before taxes) cannot exceed the amounts shown in the table below.

GRANT INCOME LIMITS	
FAMILY SIZE	GROSS YEARLY INCOME
1	\$44,400
2	\$50,750
3	\$57,100
4	\$63,450
5	\$68,550
6	\$73,600
7	\$78,700
8	\$83,750

### **WHEN CAN I APPLY?**

Pre-qualification applications can be downloaded from our website at [www.accessduarte.com](http://www.accessduarte.com) or picked up during regular City Hall business hours in the Community Development Department from **March 1, 2010 through April 29, 2010**. The pre-application is a condensed version of the full program application and does not require any income documentation be accompanied with it at the time of submittal. **The deadline for submitting pre-qualification applications is April 29, 2010.**

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

The selection of applications that will be assisted through the grant program will be completed via a lottery process to take place on **May 12, 2010**. The City will randomly draw 15 applications from the pool of applicants in addition to five back-up applicants to be used only in the event that any of the 15 applicants selected do not meet the program guidelines. The applicants do not need to be present at the time of the lottery.

### **IF MY PRE-QUALIFICATION 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 five back-up applicants will only receive a full application if any applicant from the pool of 15 do not 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 as specified on the full application for all members of household. Income earnings generally 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, 2010**.

### **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.