



HOUSING & NEIGHBORHOOD REVITALIZATION DEPARTMENT

MOBILE HOME REPAIR PROGRAM

POLICIES AND PROCEDURES

I. INTRODUCTION

The Department of Housing & Neighborhood Revitalization provides a range of services, programs and projects designed to assist in the maintenance and improvement of the quality of life in Lancaster's neighborhoods. The goal is to make every neighborhood a desirable place to live, work and play by encouraging development and redevelopment through strategic investment of public resources intended to make every neighborhood "livable" through Code Enforcement Compliance, Housing Revitalization and Neighborhood Community Building.

The Department of Housing & Neighborhood Revitalization services are delivered through the, Code Enforcement Division, Housing Division and Neighborhood Community Building Division to address concerns within the more established areas of the City of Lancaster by reversing the pattern of deterioration and recapturing the sense of place that once existed; increase the livability and vitality of its neighborhoods; and rekindle a sense of pride among residents unique to Lancaster. In order to accomplish these goals, it will be necessary to address the problems inherent to the City through physical improvements, financial incentives, and social assistance.

These operations work together to prevent further blight by encouraging and fostering housing and economic revitalization by protecting and promoting the sound development and redevelopment of the community; reinvest in the older and often overlooked neighborhoods, commercial districts and downtowns; and encourage new development at the edges of the City to be more compact and pedestrian oriented.

The Agency did a Housing Needs Assessment to collect and analyze data in the seven redevelopment project to assist in identifying areas in need of housing and other revitalization services, as well as those neighborhoods and/or areas with the most potential for improvement. Analysis of the data resulted in the identification of several primary and secondary focus neighborhoods, as well as neighborhoods of interest for further study. As a result of the Housing Needs Assessments there is a considerable number of senior citizens that reside in the primary and secondary neighborhoods, neighborhoods of interest and concern and other neighborhoods throughout the seven redevelopment project areas.

Housing programs have been created pursuant to the Housing Needs Assessment and goals of the Department. The Housing Programs have been divided into five categories, Senior Home Improvement Programs, Home Improvement Programs, Rental Improvement Programs, Maintenance Programs and Acquisition Programs.

II. **PROGRAM DESCRIPTION**

The Mobile home Grant Program ("Program") is a repair program designed to assist lower income mobile home owners in the City of Lancaster, by providing grants for rehabilitation.

III. **ASSISTANCE TYPE**

A maximum limit of \$5,000 may be expended on repair work and granted under this Program.

IV. **PROGRAM GRANTS**

The Program shall be administered by the Housing and Neighborhood Revitalization Staff ("Staff"). The administration of the Program including, without limitation: application evaluation procedures, rehabilitation assessments, cost estimation, bid solicitation, contractor selection, and disbursement of Program grant funds and issuance of certification of completion will be managed in accordance with these Program Policies and Procedures.

Program grants will be provided to eligible mobile home owners from the Lancaster Redevelopment Agency's Low and Moderate Income Housing Fund in an amount not to exceed \$5,000.

Participation is limited to once per 5 calendar years.

V. **ELIGIBILITY CRITERIA**

Eligible Applicants

To receive a grant under this Program the mobile home must be owner occupied. Applicants must have a total household income that is 80% or less of the Los Angeles County Median Income Levels, as adjusted by family size, to qualify to receive a grant. Annual income limits are determined by the Department of Housing and Community Development.

Eligible Improvements

1. The Mobile Home Improvement Program is designated to assist owners of mobile homes in good condition with a financial grant to help meet the requirements of the Mobile Home Inspection Program. In addition, the Mobile home Improvement Program will assist in providing safe, sanitary and healthy living conditions for the workforce and elderly of Lancaster. Furthermore, the Mobile Home Improvement Program is a neighborhood revitalization program that eliminates, deters and prevents blight in neighborhoods throughout the City of Lancaster a goal approved by the Agency Board.

2. Program grants are to be expended only on improvements to correct issues that pose a harmful threat to the health and/or safety of the owner. Code violations will take precedence over all other repairs. Dangerous exterior electrical, exterior plumbing, exterior landings, exterior stairs and exterior handrails. Any work requiring the relocation of occupants is not eligible under this program.

VI. **IMPLEMENTATION**

A. **Application**

Applications for participation in the Program can be obtained and returned in person to the Housing and Revitalization Department at City Hall located at 44933 North Fern Avenue. Applications are also available online at www.cityoflancasterca.org. Only those mobile homes located within parks in the incorporated area of the City and inspected by the Mobile Home Parks Inspector, shall be eligible for a grant under this program. Applications will be accepted from all interested property owners on a first come, first served basis. The application must be completed in its entirety and submitted together with the following documentation:

- Application Form
- Proof of Ownership (see requirements below)
- Proof of income, which must include but is not limited to Applicant's two most recent pay stubs or SSI Deposits (see additional requirements below)
- Prior years Tax Returns
- 3 months Bank Statements
- A prioritized and itemized list of requested work to be done
- Notice of violation

Proof of Ownership Requirement: Attach a copy of the most recent property tax bill for your property or a copy of the current HCD registration card to this application.

Proof of Income Requirement: If you receive social security, disability, unemployment, annuity and/or pension income, please bring in a copy of the check, or a copy of your bank statement, if your checks are directly deposited into your account. If you receive AFDC, please bring in the statement provided for you by the County's Department of Social Services, which informs you of your benefits.

Staff shall place the property owner's name on a List of Eligible Projects (the "LEP") in order of receipt of the signed application and required documentation. Therefore, those applicants who submit all requested documents with the application in the shortest time frame will have the highest priority for assistance under the Program.

B. Application Processing

Processing of Application. Each application will reflect the time/date received, and will be processed in that order. Staff will review applications for completeness and verify property and income eligibility. Incomplete applications will not be processed until all requested information is submitted. Staff shall notify all ineligible applicants of their status by letter.

Property Inspection. Housing Staff will schedule an appointment with each applicant at the subject property to inspect the single family residence and review the work requested. After inspection, Staff shall establish the type and level of rehabilitation work to be undertaken and prepare a bid proposal. At this point, no additional changes to the work program will be accepted.

C. Bidding Procedures

Upon qualification of an application, Staff shall solicit bids in accordance with applicable bid laws for completion of the rehabilitation work. Staff, on behalf of the applicants and the Agency, shall solicit bids for groups of projects from the LEP several times during the fiscal year. No more than ten projects shall be bid out during any one bid cycle. Ideally, one general contractor shall be selected per bid cycle to carry out all of the

required rehabilitation work with the consensus of the ten property owners / projects. Only those projects on the LEP at the time of a bid cycle will be considered (up to a maximum of ten). Staff and the Property Owners shall select the lowest responsible bidder as the contractor to perform the rehabilitation work. The property owner may reject the contractor recommended by Staff and the other Property Owners, in which case the property owner's project shall be re-advertised in the next bid cycle, if any.

Upon selection and approval by Staff and the Property Owners of the contractor and execution of the Real Property Improvement Agreement (which will list work as described in bid specifications), the contractor will carry out the required work under the supervision of Staff. Work shall commence no later than thirty (30) days after awarding of the bid. Property owners and Staff shall release Program grant proceeds in installment payments, less 10% retention, to the contractor during the construction period in accordance with the Real Property Improvement Agreement. Individual rehabilitation projects will be financially closed subsequent to Staff approval of the work performed and execution by the property owner of a Certificate of Completion.

D. Agreement

When work bid proposals are complete, grant approval obtained, and the bid awarded to the most responsible bidder, Staff shall present each eligible applicant a Real Property Improvement Agreement. The Agency shall not be committed to fund a Program grant prior to the Agency's execution of the Agreement. Staff shall send fully executed duplicates of the originals to the applicant.

After the Agreements are executed, work program changes shall be authorized only for changes resulting from physical conditions revealed during the rehabilitation work, the identification of additional code violations or to reduce the amount of work to be in compliance with the \$5,000 program cap. It shall be solely at the discretion of the Housing and Revitalization Staff what work items shall be deleted to meet the \$5,000 Program cap.

Consent and Declaration: I/we, as undersigned, hereby consent to allow authorized representatives of the Housing and Neighborhood Revitalization Department to enter my/our mobile home for the purpose of evaluating the repair requested. This evaluation will be performed jointly by the undersigned and the representatives of the Housing and Neighborhood Revitalization Department. In addition, by signing below, I/we declare that the information provided herein is true and accurate to the best of my/our belief and knowledge that I/we made no misrepresentations in the application or other documents, nor did I/we omit pertinent information and that I/we under penalty of perjury have received and read the attached Policies and Procedures.

The undersigned certify the following: I/We have applied for the Program funded by the Lancaster Redevelopment Agency. In applying for assistance, I/we completed an application containing information for the purpose of obtaining a grant. I/We understand and agree that the Lancaster Redevelopment Agency cannot ensure that information provided will be kept confidential notwithstanding that the Agency intends to maintain the application package in a confidential file.

I/We understand and agree that the Agency reserves the right to change the requirements of this Program at any time.

Applicant's Signature _____

Date _____

Applicant's Signature _____

Date _____

ATTACHMENT I

MOBILEHOME REPAIR PROGRAM INCOME REQUIREMENTS

Applicants whose total household income is 80% or less of the Los Angeles County Median Income Levels, as adjusted by family size, are qualified to receive a grant.

Household Size	@ 80%
One Person	\$0 - \$44,400
Two Persons	\$44,401 - \$50,750
Three Persons	\$50,751 - \$57,100
Four Persons	\$57,101 - \$63,450
Five Persons	\$63,451 - \$68,550
Six Persons	\$68,551 - \$73,600
Seven Persons	\$73,601 - \$78,700
Eight Persons	\$78,701 - \$83,750

Note: *These maximum income levels are adjusted annually based upon the latest data published by the California Department of Housing and Community Development and any adjustments that may be required by the California Redevelopment Law.

In calculating gross income, all payments from all sources received by the applicant(s) and each additional member of the household who is not a minor and who share the same dwelling unit or share in the ownership of the unit, whether in cash or in kind, shall be considered pursuant to Section 6914 of Title 25 of the California Code of Regulations and as generally set forth below:

The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses; the net income from operation of a business or profession, or from rental of real or personal property (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from business); interest and dividends; the full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts; payment in lieu of earnings, such as employment and disability compensation, worker's compensation and severance pay; public assistance if the public assistance payment includes an amount specifically designated for shelter and utilities which is subject to adjustment by the public assistance agency in accordance with the actual cost of shelter and utilities, the amount of public assistance income to be included as income shall consist of: The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities, plus the maximum amount which the public assistance agency could in fact allow for the family for shelter and utilities; periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling; all regular pay, special pay, and allowances of a member of the Armed

Forces (whether or not living in the dwelling) who is head of the family, spouse, or other person whose dependents are residing in the unit.

Where the applicant household has net family assets in excess of \$5000, income shall include the actual amount of income, if any, derived from all of the net family assets or 10 percent of the value of all such assets, whichever is greater. For purposes of this Program, the following shall be considered net family assets: Cash savings, marketable securities, stocks, bonds, and other forms of capital investment, including tax exempt securities other than Individual Retirement or KEOGH plans; inheritance, lump-sum insurance payments, already received; settlements for personal or property damage already received; equity in real property other than household's full-time residence; and; equity in real property other than household's full-time residence; and other personal property which is readily convertible into cash, exclusive of the value of necessary items such as ordinary household effects, including furniture, fixtures, and automobiles used for personal use.

The following shall not be considered as income: Casual, sporadic, or irregular gifts; amounts that are specifically for, or in reimbursement of, the cost of medical expenses; lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses; amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the government to veterans for use in meeting the costs of tuition, fees, books, and equipment; any amounts of such scholarships, or payments to veterans not used for the above purposes which are available for subsistence are to be included in income; special pay to a serviceman head of household away from home and exposed to hostile fire; relocation payments made pursuant to federal, state, or local relocation law; foster child care payments; the value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1964 which is in excess of the amount actually charged the eligible household; payments received pursuant to participation in the following volunteer programs under the ACTION Agency: National Volunteer Antipoverty Programs which include VISTA, Service Learning Programs and Special Volunteer Programs, National Older American Volunteer Program for persons ages 60 and over which include Retired Senior Volunteer programs, Foster Grandparent Program, Older American Community Services Program, and National Volunteer Program to Assist Small Business Experience, Service Corps of Retired Executives (SCORE) and Active Corps of Executives (ACE).



**HOUSING AND NEIGHBORHOOD REVITALIZATION
MOBILE HOME REPAIR PROGRAM**

APPLICATION FORM

THE INFORMATION ON THIS FORM IS STRICTLY CONFIDENTIAL

NAME OF APPLICANT: _____

PROPERTY ADDRESS: _____

PHONE NUMBER(S): _____

Home

Fax (if applicable)

Mobile

Other

E-MAIL ADDRESS: _____

TYPE OF HOUSING (Check One): _____ Mobile Home

Briefly describe your housing emergency need (subject to evaluation by Housing and Neighborhood Revitalization Staff):

Number of bedrooms: _____

Total Number of people in household: _____

Total annual household income (all sources): _____

Source of Income: _____

Applicant Signature and Date

Co-Applicant Signature and Date