

Hawaiian Gardens Public Housing Authority

Community Development Department

Beautification Program Guidelines



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CITY OF HAWAIIAN GARDENS PUBLIC HOUSING AUTHORITY

COMMUNITY DEVELOPMENT DEPARTMENT

BEAUTIFICATION PROGRAM GUIDELINES

February 2019

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I. PROGRAM OBJECTIVES

The intent of the Beautification Program is to provide exterior enhancements that will bring properties into compliance with the City of Hawaiian Gardens Municipal Code and address deteriorated and unsightly conditions visible from the street in order to enhance the exterior of the home. Necessary improvements within the front yard setback area generally will have priority. This will improve the overall appearance of the City's neighborhoods, increase property values, and boost community pride.

Funding for the Program is from a SERAF loan payment for affordable housing (one time only) for the next three (3) years. It is anticipated that the Program will revert to the previous Program description and guidelines at the conclusion of this three-year period. State income guidelines will be utilized to determine eligibility for the Program per section 34176.1 of the California Health and Safety Code.

II. PROGRAM DESCRIPTION

1. The Hawaiian Gardens Public Housing Authority will provide housing rehabilitation assistance to residential properties inhabited by residents with incomes of 80 percent or less of the area's median income as determined by the State of California's Housing and Community Development income limits. Financial assistance will be available for single family homes, mobile homes, duplex properties, and condominiums.
2. The following assistance is available:
 - i. Assistance will be provided for the cost of removing exterior property code violations such as, but not limited to, landscaping, irrigation, roofing, exterior painting, windows, garage door replacement, property maintenance, walkways,

driveways, building permits, and other improvements. The improvements must be deemed beneficial to the property's overall exterior appearance and address deteriorated and unsightly conditions visible from the street. Not all applicants will qualify for financial assistance.

- ii. Assistance for removing an existing chain link fence, removal of a dilapidated or unsafe fence, and/or assistance with installation of a City approved fence/wall.
 - iii. Assistance for mobile homes and condominiums units is limited to the replacement of interior finishes, such as, but not limited to, floor coverings, paint and texture, kitchen and bath cabinets, windows, exit doors, light fixtures, switches, and receptacles, smoke and carbon monoxide detectors, repair inoperable furnace, plumbing fixtures, interior doors, and water heaters.
3. With the exception of mobile homes, condominiums are eligible for Interior home improvements are eligible for financial assistance under this program. Fines assessed for property code violations are also not eligible for grant funding.
4. Illegal structures must become permitted or be demolished to comply with the Municipal Code. Applicants who withdraw from the program because of Code Violations will be referred to Code Enforcement to ensure compliance.

III. FINANCIAL ASSISTANCE:

The Beautification Program provides a mechanism for property owners to improve their homes and to bring their properties into compliance with the City's Municipal Code.

- 1. Funds will be made available on a "First Come, First Served" basis according to need. Funding for this program will be allocated from the Hawaiian Gardens Public Housing Authority fund.
- 2. Applicants will not be required to pay back money received under this Program. However, if the property is cited for the same code violations once rehabilitation work is completed, the property owner shall be required to pay the money back.

3. The Hawaiian Gardens Public Housing Authority staff may reduce the amount of funding or scope for the project depending on its judgment of the ability of the proposed project to meet City goals and priorities. Staff may also recommend repairing items rather than replacing them.
4. Financial assistance is only available for the following residential types of properties:
 - Single Family Unit Properties - Owner Occupied
 - Duplex Unit Properties - Owner Occupied
 - Condominium Units - Owner Occupied
 - Mobile Homes – Owner Occupied
 - Renter / Tenant Occupied

1. Single Family Unit Properties - Owner Occupied Units:

The Beautification Grant is available for properties with only one dwelling unit. The applicant must meet the following criteria:

Grant Amount: \$15,000 Maximum grant amount

\$25,000 Maximum grant for properties with severe building and structural issues.

Only two (2) Substandard Properties will be funded in any fiscal year

Eligible Applicant: The owner of the dwelling unit must reside on the property, which is the primary residence of the Applicant

Applicants who owns more than 3 residential properties in the City of Hawaiian Gardens do not qualify

No previous financial assistance, under any City property improvement program.

Income Eligibility: Household income at 80% or below the County Area Median Income

Eligible

Improvements: Exterior Improvement only (refer to Eligible items List)

Limitations: Grant cannot be combined with any other City financing assistance program

Housing unit must be more than ten (10) years old

Homes for sale or under construction are not eligible

2. Duplex Unit Properties - Owner Occupied Units

Duplex residential properties which have no more than two dwelling units and that are either attached or detached units are eligible to obtain a grant for eligible improvements when the Applicant(s) meets the following criteria:

Grant Amount: \$15,000 Maximum grant amount

Eligible Applicants: The Owner(s) of the property & must reside in one of the duplex units as their primary residence, **or**

The Tenant who resides in one of the duplex units and has received the property owner's written approval to apply for grant assistance

The Applicant should not own more than 3 residential properties in the City of Hawaiian Gardens

Income Eligibility: Applicant household income at 80% or below the County Area Median Income

Eligible Improvements: Only exterior improvements (Refer to Eligible Items list)

Limitations: Grant cannot be combined with any other City financing assistance program.

This property type is not eligible for an Emergency Assistance Grant

An applicant or any property assisted is not eligible to reapply if they were previously Assisted

Housing unit must be more than ten (10) years old

Homes for sale or under construction are not eligible

Applicants who owns more than 3 residential properties in the City of Hawaiian Gardens do not qualify

3. Condominium Units – Owner Occupied Units:

The Beautification Grant is available for dwelling units located within a condominium development in the City of Hawaiian Gardens. The Grant cannot be used for improvements to the exterior facade of the unit nor any of the common areas within the condominium complex.

Grant Amount: \$15,000 Maximum grant amount

Eligible Applicant: Owner of the dwelling unit must reside in the unit, which is the primary residence of the Applicant

Income Eligibility: Applicant's household income is at 80% or below County Area Median Income

Eligible Improvements: Eligible Interior improvement only. No exterior or common area improvements (Refer to Eligible Items List)

Limitations: Grant cannot be combined with any other City financing assistance program. If an applicant receives an emergency grant, the amount will later be deducted from any subsequent assistance.

Not eligible if Applicant has previously received any City property improvements funding

Applicant not eligible for Grant if property (i.e. condominium unit) was previously assisted

Applicants who owns more than 3 residential properties in the City of Hawaiian Gardens do not qualify

Housing unit must be more than ten (10) years old

Homes for sale or under construction are not eligible

4. Mobile Home – Owner Occupied Units:

The Beautification Program grant is available for mobile home units that are located in either of the two mobile home parks in the City. Every five (5) years both interior and exterior of the property.

Grant Amount: \$7,000 Maximum grant amount

Eligible Applicant: Owner-occupied mobile home unit, which is the Applicant's primary residence

Income Eligibility: Household income is at 80% or below the County Area Median Income

Eligible Improvements: Exterior and interior every 5 years for improvements of the property (refer to Eligible Items List)

Limitations: Grant cannot be combined with other financial assistance. If an applicant receives an emergency grant, it will later be deducted from any subsequent assistance.

If a previous Emergency Grant, the amount of new Grant will be reduced accordingly

Applicants who owns more than 3 residential properties in the City of Hawaiian Gardens do not qualify

Mobile home must be more than ten (10) years old

Mobil homes for sale or under construction are not eligible

5. **Rental Units - Non Owner Occupant Rental Properties**

Properties with one or two single family residences or a duplex property owned by absentee landlords inhabited by tenants with qualifying incomes. The property owner will be responsible for 30% of the cost. The Hawaiian Gardens Public Housing Authority provides funding at 70% of eligible project cost up to \$15,000 per parcel.

For all eligible properties, the criteria for financial assistance is as follows

- Grant Amount:** \$7,000 Maximum for Mobile home units
\$15,000 Maximum for Single family units
\$15,000 Maximum for Duplex Units, both units non owner occupied
\$15,000 Maximum for Condominium units
- Eligible Applicant:** Applicant is: A Tenant who resides in one of the dwelling units and has received the property owner's written approval to apply for grant assistance
- Income Eligibility:** Income of at least one renter household at 80% or below the County Area Median Income
- Eligible Improvements:** Exterior Improvement only (Single Family, Duplex and Mobile Home units) or Interior improvements only for Condominium units (See Eligible items Interior List)
- Rent Stipulation:** Requires a Grant Agreement stipulating a 4 year restriction on rent increases
- Limitations:** Not eligible for the Emergency Assistance Grant
- Grant cannot be combined with other City programs or financial assistance
- Applicants who owns more than 3 residential properties in the City of Hawaiian Gardens do not qualify

IV. EMERGENCY ASSISTANCE

Emergency Assistance Overview: A grant for emergency repairs is available on a case by case basis. The grant is only available to owner occupied residential properties that are a mobile home, single family dwelling unit or a condominium unit.

The assistance is available when a financial hardship prevents the property owner from remedying an immediate emergency condition. Duplex properties are not eligible for this type of assistance. Financial hardship exists when a property owner is unable to finance the repairs from his/her own resources (i.e. checking account, savings account, etc.) or when other sources are unavailable. To qualify for assistance, applicants must meet the state's income eligibility requirements.

Definition of Emergency: Any condition that has caused a dwelling unit to be unsanitary or unsafe as defined by the Building and Safety Codes of the City of Hawaiian Gardens. The condition must possess a serious and immediate threat to the health or safety of the occupants of the dwelling and cause a detriment to surrounding property or structures.

Examples of emergency conditions may include, but are not limited to, gas leaks, sewer failure, water leaks, etc. Routine preventative maintenance is not considered an emergency condition. Roof leaks are not considered an emergency. An emergency condition shall be determined by the Building inspector and at the sole discretion of the Community Development Director. Applicant may appeal in writing within five (5) working days to the Executive Director when an emergency grant is denied.

- i. **Types of Assistance:** The Hawaiian Gardens Public Housing Authority will provide an "Emergency" Grant to the amount necessary, up to \$2,500, to eliminate the hazardous condition. Upon filing a complete application, financial assistance will be disbursed on a first come first serve basis. The applicant will be responsible for any costs that exceed the maximum grant amount of \$2,500. This emergency grant cannot be combined with any other financial assistance received from the Hawaiian Gardens Public Housing Authority. If an applicant receives an emergency grant, it will later be deducted from any subsequent assistance.

- ii. Emergency assistance for Mobile Home: Assistance is available to the owner occupant of a mobile home, once every 5 years. Assistance is provided for both interior and exterior emergency repairs.
- iii. Emergency Assistance for Single Family Dwelling Units. Assistances is available to the owner occupant of a single family unit only once per Applicant. Assistance is provided for both interior and exterior emergency repairs
- iv. Emergency Assistance for Condominium Units. Assistances is available to the owner occupant of a Condominium unit only once per Applicant. Assistance for Condominium units is limited to interior repairs for units within multifamily buildings only.

V. PROGRAM ELIGIBILITY:

- 1. Any qualified applicant who owns one or two single family residences or a duplex property in the City of Hawaiian Gardens, regardless of the property's zone designation, is eligible to receive financial assistance. Mobile homes and condominiums are also eligible for this Program.
 - i. Tenants are eligible to apply for assistance, but will be required to obtain written authorization from the property owner.
 - ii. The age of the home must be more than ten (10) years old.
 - iii. Homes for sale or under construction are not eligible.
- 2. Previously assisted program applicants cannot receive additional financial assistance under the Beautification Program or any other City sponsored Residential Rehabilitation Program(s) unless the required wait period has expired.
- 3. All applicants will be subject to State income requirements/limits for the Program, including employees of the City of Hawaiian Gardens. The tenant's income will be used to determine eligibility for properties with absentee landlords.
- 4. In the public interest, employees of City of Hawaiian Gardens Public Housing Authority, officials or consultants of the City of Hawaiian Gardens who exercise any decision-making function or

responsibility in connection with the administration of the Rehabilitation Program are ineligible for assistance under the program.

- i. However, employees otherwise eligible and not directly involved in the operational responsibility of the Beautification Program may be granted assistance in accordance with the rules, procedures and regulations of the program.
 - ii. Financial assistance will be limited to one city employee per fiscal year and subject to state income requirements. Household income will be verified in order to determine eligibility.
5. To determine eligibility, Staff will proceed as follows:
- i. Staff will meet with the respective Applicants to explain the extent, limitations, and requirements of the Program.
 - ii. Staff will verify household income for each member of the household. The Applicant must submit appropriate documents such as the most recent paycheck stubs (3 months), bank statements (3 months), income tax returns (1 year), etc.
 - iii. Staff will determine whether the subject property is within the City of Hawaiian Gardens.
 - iv. Staff will describe the nature and extent of the rehabilitation work and property owner(s)/tenant(s) desired work to be completed to the Hawaiian Gardens Public Housing Authority.

VI. WAITING LIST OPERATIONS:

1. Initial Application:
 - i. All persons who apply for financial assistance under the program will be placed on the program waiting list based on the date and time application was received. Applicants will remain on the list until their name reaches the top subject to funding availability.
 - ii. However, if there is a change of ownership while on the program waiting list, the new property owner(s) must

re-apply for assistance at the time applications are being accepted.

2. Preferences: Applicants whose properties are in serious violation of the City of Hawaiian Gardens Municipal Code will be placed on a separate waiting list and receive preference as determined by the Community Development Department Staff.

3. Opening the Waiting List:

i. The Hawaiian Gardens Public Housing Authority will provide public notice when applications are being accepted via publication in local newspaper/newsletter, the city's website, and/or other suitable media.

ii. All public notices will also include the following statement:

1. Applicants whose property is in violation of the City of Hawaiian Gardens Municipal Code must bring their property into compliance prior to being considered for financial assistance from the Hawaiian Gardens Public Housing Authority.

4. Closing the Waiting List:

i. The Hawaiian Gardens Public Housing Authority may stop accepting applications when waiting list is deemed sufficient for available program funding for the fiscal year. If the applications received exceed the funding capabilities of the Hawaiian Gardens Public Housing Authority, the application process will be closed until adequate funding becomes available.

5. Notification of status on Waiting List:

i. Staff will periodically notify applicants of their status on the waiting list.

6. Targeting

1. One (1) City of Hawaiian Gardens' employee.

VII. PROGRAM PROCEDURES

1. Upon receipt of the completed program application, the applicant will be added to the program waiting list based on date and time application was received.

- i. Properties that are in violation of the City of Hawaiian Gardens Municipal Code, as determined by Community Development Department Staff, will be placed on a separate waiting list and receive preference.
2. Staff will visit the subject property and prepare a Work Write-Up enumerating the rehabilitation activities to be completed.
3. Photographs of the front yard setback area shall be taken to document the existing conditions of the property. Photographs of rear of property shall be taken only as related to the Work Write-Up.
4. The applicant request and written staff property observations will be presented to the Community Development Director for review and authorization to proceed. Staff may recommend reducing the amount of funding depending on the proposed project's ability to meet program goals and priorities. If the cost of needed repairs exceeds the amount of financial assistance available from the Program, Community Development Department Staff will establish a priority list of repair items that are most effective in eliminating the appearance of blight and enhancing livability.
5. The applicant will review the Work Write-Up and Community Development Department Staff will assign responsibilities for preparing plans and scheduling construction.
6. The applicant must complete various documents, such as an Agreement to Participate, Work Write-Up, etc., prior to initiating construction activity.
7. If the cost of the scope of work exceeds the amount that the Hawaiian Gardens Public Housing Authority can fund, the property owner will pay the difference out of pocket.
8. Property Owners/Tenants are prohibited from performing any type of work under this program.
9. Rehabilitation work may begin after a valid construction contract has been reviewed and executed by the applicant and designated contractor.

VIII. CONTRACTOR REQUIREMENTS

1. The Hawaiian Gardens Public Housing Authority, as a public entity, is required to fund projects to the lowest responsible bidder. In order to expedite the funding process, the Public Housing Authority

will circulate a Request for Proposals (RFP) and make a single contractor available for the entire year. This contractor will then be required to enter into a contract with property owners to perform the scope of work.

- i. The City of Hawaiian Gardens Public Housing Authority will not be part of the contract, but will essentially approve the scope of work and monitor the construction.
- ii. The contractor will submit both the estimate and the invoice directly to the Hawaiian Gardens Public Housing Authority. A copy will be provided to the participant.
- iii. The Hawaiian Gardens Public Housing Authority will pay the contractor directly for work performed. Any expenses included in the contract that exceed the grant amount will be the responsibility of the property owner.
- iv. A progress payment or final payment will be made to the contractor after staff verifies completion of all designated work and after the applicant completes a program survey determining their level of satisfaction for services received.
- v. Upon completion of all work, staff will verify that all permits have been properly processed, all labor and/or material lien releases have been obtained, and post-work photographs of the work completed have been taken.
- vi. Payment for the work completed will not be issued until the applicant signs a Notice of Satisfaction, certifying that all work is completed to satisfaction.
- vii. The Hawaiian Gardens Public Housing Authority will not accept bids from contractors who are related to either the property owner or tenant.

IX. PROJECT BID PROCESS

1. In cases where the Hawaiian Gardens Public Housing Authority's selected contractor is unable to perform its contractual duties, the Hawaiian Gardens Public Housing Authority will go out to bid to meet program guidelines and obtain a minimum of (3) three qualified contractors. The Hawaiian Gardens Public Housing Authority will then select the lowest responsible bidder.

2. A contractor bid packet will be prepared containing the Scope of Work and Work Specifications, then will be mailed/faxed to a minimum of (3) three qualified contractors. Bids submitted after the deadline date will not be accepted.
3. Bids can be accepted after the deadline date only when the minimum number of bids are not received.
4. Staff may provide to applicant a list of contractors who have been pre-qualified to bid work for this program. Applicant can select contractors from the list, or may request bids from any contractor who meets the following requirements of eligibility:
 - i. A valid State Contractor License in the proper category and in good standing.
 - ii. Contractor must have public liability and property damage insurance.
 - iii. Contractor must have a City of Hawaiian Gardens Business License.
 - iv. Staff will clear contractor with the State License Board and County Contract Compliance Office as required.
 - v. The applicant(s) and/or contractor(s) must verify with Planning and/or Building and Safety Departments what rehabilitation work requires permits and/or inspections. Proper permits will be required prior to commencement of work. Contractors who do not obtain all required permits before starting a job will be barred from bidding future projects.
5. If a project bid is a higher amount than the Program's maximum grant amount, the applicant will be responsible to pay the difference out of pocket before construction begins; a cashier check or money order will be payable to the contractor and kept by the City until the project is completed.
6. In cases where the applicant elects not to accept the lowest bid, the applicant is responsible for funding the amount that exceeds the lowest bid. The property owner will need to pay the additional funds before construction begins.

X. PROJECT APPROVAL PROCESS

1. Community Development Department Staff:

- i. Community Development Department Staff will review all applications to determine eligibility, conduct site inspections, take photographs, and prepare a Work Write-Up. Projects will then be presented to the Community Development Director for review and authorization to proceed.

XI. APPEAL PROCEDURES

1. In the event that a problem arises between the staff and an applicant, and it cannot be resolved to the satisfaction of the applicant, then the following process shall be available to resolve such problem:
 - i. The applicant may appeal in writing to the Hawaiian Gardens Public Housing Authority Board within 10 days following written notification from the staff that a problem that will materially affect the applicant's rehabilitation application has been identified. A filing fee will be required per the established Commission resolution.
 - ii. Applicant shall be allowed to present all pertinent facts to the Hawaiian Gardens Public Housing Authority Board that may have a bearing on the issue to be resolved.
 - iii. The decision of the Hawaiian Gardens Public Housing Authority Board shall be final.

XII. PROGRAM MONITORING AND EVALUATION

1. All elements of the Beautification Program will be monitored and evaluated statistically and programmatically.
2. In order to provide the members of the Board of the Hawaiian Gardens Public Housing Authority with information on the progress of the program, basic data will be maintained on the number of applications received, activities undertaken, applications approved, payments made, and any other relevant data required by the Board. A regular monthly report will be provided which includes financial balances and disposition of all applications.
3. At the Board members request, the Executive Director of the Hawaiian Gardens Public Housing Authority will conduct an evaluation with written findings presented to the Board. Applicants and contractors will be interviewed to determine the following:

- i. Has the program benefited property owners, tenants, and the neighborhood in general, and has it met the established goals and objectives?
- ii. What problem areas exist, if any, and how the program should be modified to address identified problems?
- iii. Have funding levels or other financial restrictions impeded the realization of the program goals and objectives?

XIII. PROGRAM AMENDMENTS

The Beautification Program guidelines are developed to promote consistency and precision in the implementation of the Program. The Executive Director is authorized to make minor modifications to the Program guidelines if such changes shall substantially achieve the same results. The Hawaiian Gardens Public Housing Authority shall be notified in writing of any program changes within fifteen (15) days. Any member of the Board may request a review of any changes.

ATTACHMENT "A"
LIST OF ELIGIBLE AND INELIGIBLE WORK

ELIGIBLE WORK		INELIGIBLE WORK	
1.	<i>Roofing Repairsⁱⁱ</i>	1.	<i>Interior Repairs (excluding condominium units in multifamily buildings in emergency cases)</i>
2.	<i>Painting & Lead Paint Abatementⁱⁱⁱ</i>	2.	<i>Electrical</i>
3.	<i>Stucco^{iv}</i>	3.	<i>Plumbing</i>
4.	<i>Decorative Trim (foam treatments, mouldings, bands etc.)</i>	4.	<i>Burglar Alarms</i>
5.	<i>Fascia Boards</i>	5.	<i>Burglar Protection Bars</i>
6.	<i>Windows^v</i>	6.	<i>Room Additions</i>
7.	<i>Basic Entry Door</i>	7.	<i>Fireplaces</i>
8.	<i>Security Door Replacement</i>	8.	<i>Patio Covers</i>
9.	<i>Garage Doors with automatic garage door openers</i>	9.	<i>Furniture</i>
10.	<i>Entry Porch Repairs including steps, railings, landing etc.</i>	10.	<i>Water Fountains</i>
11.	<i>Basic exterior security lighting</i>	11.	<i>Roofing – Decorative</i>
12.	<i>Planters</i>	12.	<i>Side Yard Walkway</i>
13.	<i>Front yard landscaping and irrigation system^{vi}</i>	13.	<i>Tree Surgery</i>
14.	<i>Front Yard Fencing^{vii}</i>	14.	<i>Central Air and Heating Units</i>
15.	<i>Manual Gates</i>	15.	<i>Carports</i>
16.	<i>Awnings</i>	16.	<i>Legalization of unpermitted structures</i>
17.	<i>Termite or Pest Control^{viii}</i>	17.	<i>Items not visible from the street</i>
18.	<i>Address Numbers</i>	18.	<i>Homes under construction</i>
19.	<i>Mailbox Replacement</i>	19.	<i>Any items otherwise considered to be a luxury</i>
20.	<i>Basic Driveway and Walkway^{ix}</i>	20.	<i>Other items determined ineligible by Agency Staff</i>

ELIGIBLE WORK (cont.)	
21.	Building Permit Fees
22.	Garbage and Debris Removal
23.	Tree Removal
24.	Tree (one) ^x
25.	Basic Window Shutters
26.	Rain Gutter(s) Repair
27.	Carport Repairs
28.	Removal of code violations
29.	Other items determined eligible by Agency Staff^{vi}
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ii Roof must show evidence of damage in order to have it repaired or must show evidence that it is beyond repair in order to have it replaced. Roof leaks shall only be repaired if roof appears to be in good condition. City's Building Inspector shall evaluate and confirm roof repair/replacement.

iii Painting shall be applied to all sides of structure for an even and consistent look. Lead paint best practices for home constructed prior to 1978

iv Stucco shall be applied to all sides of structure for an even and consistent look.

v Only windows visible from the street shall be repaired or replaced.

vi Front yard landscaping and irrigation shall include sod, flowers, shrubs, plants, etc. and addressing drainage.

vii Fencing including manual gates will be allowed in the front yard.

viii Termite or pest control shall only be completed in conjunction with other repair work.

ix Driveway?

x One (1) tree not to exceed a twenty-four (24) inch box will be planted in the front yard.

xi Other items deemed eligible by Agency Staff that is not a luxury item and consistent with program guidelines.