

## **Application Process**

Submit a complete HRP Application along with all supporting documents to the City of Claremont Community Development Department's CDBG Administrator at:

*Claremont City Hall  
207 N Harvard Ave.  
Claremont, CA 91711  
(909) 931-5323*

## **Project Management Services**

HRP staff will facilitate the following project management services:

- Review HRP application packet
- Conduct property site assessment
- Prepare the project work scope
- Prepare project bid packets for competitive bid procurement by the Applicant
- Update and provide HRP Approved Contractor's List to the Applicant
- Review bids and award contract to lowest most responsive bidder
- Prepare grant and/or loan documents
- Prepare construction contract and conduct preconstruction meeting
- Provide construction management oversight services until project is completed
- Provide general HRP administrative and project delivery services



City of Claremont Community Development Department  
207 N. Harvard Ave.  
Claremont, CA 91711



# City of Claremont

## **HOUSING REHABILITATION PROGRAM**



**Community Development Department  
207 N. Harvard Avenue  
Claremont, CA 91711  
(909) 399-5323**

# GENERAL INFORMATION

The City of Claremont’s Housing Rehabilitation Program (HRP) may provide low to moderate income, single-family, owner-occupied homes the following assistance:

| Loan/Grant                  | Maximum Funding |
|-----------------------------|-----------------|
| Housing Rehabilitation Loan | \$ 20,000       |
| Energy Efficiency Grant     | \$ 5,000        |

HRP funds are used for City approved rehabilitation work and are derived from the U.S. Department of Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) Program.

## Applicant Criteria

Eligible Applicants must be the owner-occupants of a single-family home whose combined gross household’s income does not exceed 80% of the Los Angeles County median income, adjusted by family size, as determined by HUD.

Los Angeles County  
INCOME SCALE FY 2021-22

| <u>Family Size</u> | <u>Annual Income</u> |
|--------------------|----------------------|
| 1                  | \$ 66,250            |
| 2                  | \$ 75,700            |
| 3                  | \$ 85,150            |
| 4                  | \$ 94,600            |
| 5                  | \$ 102,200           |
| 6                  | \$ 109,750           |
| 7                  | \$ 117,350           |
| 8                  | \$ 124,900           |

## HRP Loan Conditions/Terms

- HRP Loan is available up to \$20,000;
- HRP Loan interest rate is set at 0% simple interest and deferred until the first occurrence of sale, refinance, change in title or ceases being principal place of residence of loan applicant;
- HRP Loan may be subordinated on a case-by-case basis if Applicant seeks to make mortgage payment more affordable by refinancing with “No-Cash-Out”;
- HRP Loan Applicants must have clear fee simple title, occupy the property as their principal place of residence for the loan term, and be current on property taxes;
- HRP Loan is evidenced by an executed promissory note and recorded deed of trust on real property;
- HRP Loan may be repaid at any time without penalty; and
- HRP Loan fees are paid by the City.

## Eligible HRP Loan Funded Construction Items (include but are not limited to)

- Health and Safety or Code Violations
- Incipit Building Code Violations
- Site Work (foundation and drainage)
- Roofing, Insulation, and Plumbing
- Cabinets, Countertops, and Flooring
- Electric, Cooling, Heating, and Painting
- Windows, Doors, and Garage Doors
- ADA Improvements
- Rodent, Pest Extermination, and Repairs
- Any other improvement deemed eligible by the City

## Energy Efficiency Grant

The HRP’s Energy Efficiency Grant is available up to \$5,000 and may only be used to make needed energy efficiency repairs or upgrades as determined by an energy audit performed by the City’ third party auditing firm.

## Eligible EEG Funded Construction Items (include but are not limited to)

- Roof
- Dual Glazed Windows
- Attic and Wall Insulation
- HVAC and Ductwork
- Low-Flow Plumbing Fixtures
- LED Lighting
- Any other energy efficiency improvement deemed eligible by the City

The City determines eligibility of all Applicants based on supporting documents. In those instances where eligibility cannot be confirmed by the documents provided, the City reserves the right to request additional or third party verification from the Applicant.

The City determines the work scope and nature of the materials used for all rehabilitation requested under the HRP. All appliances installed under the HRP must be of “modest quality” as determined by the City.

*Remodeling work of any nature is prohibited under the HRP. This program funds City approved rehabilitation-type repairs only.*