



City of Hemet Senior and/or Disabled Ramp Program Guidelines

Senior and/or Disabled Ramp Program Description

The purpose of Hemet's Ramp Program is to assist **very low income** homeowners, with income that does not exceed 50 percent of the County median adjusted by family size, as promulgated by the U.S. Department of Housing and Urban Development (HUD), by providing a grant to their single family owner-occupied residences within the City of Hemet. An income eligibility table, by household size, is included as **Appendix A** to this document.

Assistance Type

The City of Hemet shall operate the Ramp Program utilizing Community Development Block Grant (CDBG) Funds. Program funds will only be utilized for ramps only. There is a limit of one ramp per eligible household. Grants are not repayable.

There is no minimum or maximum amount allocated per ramp. The actual amount of ramp shall be determined by bid amounts. Three bids will be required per household.

Selection of Properties

Properties eligible for the City of Hemet Ramp Program shall be owner occupied properties located within the City boundaries of Hemet, and within the **very low-income** limits. Properties participating in the program must be and remain the principal residence of the owner.



Application Procedures

An application for participation in the program must be obtained from and returned to the Housing Department at City Hall, located at 445 E. Florida Avenue, Hemet, CA 92543. The application must be completed in its entirety and submitted together with **COPIES** of the following documentations:

1. Verification of all sources of household income and assets for the last 6 months is required. If a 1040 (Income tax return) was filed; a signed copy is required. **Please be advised if the copies of the Income tax return forms are not signed they are not considered valid.** Please attach only signed copies of the Income tax returns form.
2. If Social Security is received. Verification of Social Security benefits is required. You may obtain a benefit statement from the Social Security office.
3. If retirement income is received, and a tax return was not filed to reflect the retirement income, verification of the retirement benefit is needed.
4. Six months of Bank Statements, all of the pages.
5. If AFDC is received, verification is needed.
6. Provide 6 months verification of any and all other sources of income
7. If an adult child is living in the home, income verification for the adult child is necessary. If the adult child does not receive or have an income, a notarized statement from a notary republic is necessary. Stating the adult child does not have income and the applicant does not receive monies from the adult child to contribute to the household.
8. A copy of the Deed/ Deed of Trust of home (Certificate of Title and Registration for mobile homes) is needed to verify property ownership. If a spouse is listed on the Deed or Certificate of Title, and the spouse is deceased, a copy of the death certificate is needed.
9. Picture I.D's, Driver's License or State Identification Card for all persons living in the home **over the age of 18.**

Staff shall place the property owner's name on a list of eligible projects in order of receipt of the signed application and above noted documentation.

Application approval is subject to funding availability.

Selection of Property Owners/Screening Process

1. Applicants for the Ramp Program will be accepted from very low-income family property owners located within the City of Hemet and that reside within our low to moderate income limits.
2. Participating households will be selected from eligible applicants on a first come, first served basis.
3. Pre-qualification

Each application filed with the City shall be date stamped, and will be processed in the order received. Staff will review applications for completeness and will 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 in writing.

The City of Hemet requires that all households participating in the Ramp Program meet specific income limits as determined by HUD, based upon household size. For reference, HUD published income a limit, by household size, for Riverside County, Appendix A is attached to this document.

4. Income & Disability shall be verified through third party verification, if necessary.
5. For all households applying for the City of Hemet's Ramp Program, all persons living in the household shall be considered as household members for the purpose of determining income eligibility.
6. If an applicant is over the income limits or appears to have a conflict of interest, the applicant will be notified in writing.

Method of Determining Ramp Assistance

Property Inspection

1. The City of Hemet will conduct the initial property inspection with the property owner to determine:
 - a. If there is a justifiable necessity for a ramp
 - b. If there is ample space for a ramp

Contractor Selection Procedures

1. The applicant will obtain three (3) bids from approved licensed contractors that have not been placed on a debarment list by HUD and are in good standing with the State of California's Contractor Licensing Board. A courtesy list will be provided by the City of Hemet but the applicant will not be limited to only those contractors.
2. The contractor with the most reasonable bid will be selected. A letter notifying the applicant that a contractor has been selected and the work has been authorized to begin. This letter will include a start date and approximate completion date.

Completion and Payment Process

When the contractor indicates completion and the homeowner concurs, the City of Hemet housing staff member will perform a final inspection with the homeowner and the contractor. This inspection is to insure that the quality of the work provided meets the standard for the City's program and all parties are to sign a Certificate of Completion. The contractor will initial that all warranties have been given to the homeowner. Final payment will be processed and made payable to the Contractor. When the invoice is received from the General Contractor, the project file is reviewed by the housing staff for conformance with program standards and adherence to proper procedures.

Binding Arbitration

In the case of any controversy among any of the parties to the contract concerning, but not limited to, the validity, construction, or interpretation of the contract, the parties shall refer such dispute in writing to an arbitrator ("Arbitrator") to be jointly agreed upon, or, failing an agreement, to the American Arbitration Association for referral to a single Arbitrator. The Arbitrator shall promptly determine such dispute and deliver a written decision to each party by personal delivery or certified mail. The City at its sole discretion may elect to pay the initial arbitration fee. The parties as determined by the Arbitrator shall pay in the amounts and all costs assigned by the Arbitrator. The decision of the Arbitrator shall be final and binding on all parties.

APPENDIX A

INCOME CHART

<u>HOUSEHOLD SIZE</u>	<u>MAXIMUM GROSS ANNUAL INCOME</u>
1	\$20,700
2	\$23,700
3	\$26,650
4	\$29,600
5	\$31,950
6	\$34,350
7	\$36,700
8	\$39,050