

MINOR HOME REPAIR PROGRAM MANUAL

The Minor Home Repair Program provides loans to homeowners of single-family dwellings units and mobile homes with the following goals:

- 1) Maintain safe homes and attractive neighborhoods
- 2) Preserve and improve the quality of the housing stock
- 3) Assist seniors to age in-place or the disabled to remain in their home
- 4) Enhance the security of the home through the awarding of loans

ASSISTANCE PROVIDED

The maximum loan amount are as follows:

Single Family Homes	Mobile Home (Land Owned)
\$25,000	\$10,000
Due upon sale, transfer, or default	Due upon sale, transfer, or default
3% Simple interest, due upon sale, transfer, or default	0%

All Minor Home Repair Program loans are repaid in full when the home is sold, transferred, or is found in default of the terms of the loan. These loans are available to low-income households, homes may not be rented during the term of the loan and would be a default of loan terms. Carlsbad homeowners are eligible to receive one loan for the duration of the program.

For single-family Minor Home Repair loans, a three (3) percent simple interest will be applied. The accrued interest is due and payable when the home is sold, transferred, or found in default of the terms of the loan.

For mobile home Minor Home Repair loans, a zero percent interest will be applied, and no interest will accrue. Manufactured homes must maintain ownership of the land underneath their home during the term of the loan.

PROGRAM ADMINISTRATION

The City of Carlsbad administers the Minor Home Repair Program and may amend policies and procedures to maintain integrity of the program and provide for its intended implementation.

ELIGIBILITY REQUIREMENTS

- You must be the owner-occupant of a single-family dwelling unit or the owner-occupant of a mobile home unit in which the land is also owned.
- The property must be located in the City of Carlsbad.
- Applicants may not exceed the low-income household income limits established by the U.S Housing and Urban Development Department (see chart in application).

If there are multiple applications and limited funding available, the following applicants will receive priority processing; senior households, veterans, and/or disabled households.

→ **Please note:** Applications will not be processed without verification of address, income, ownership, and photographs of potential improvements.

Proof of Address: California Driver's License, California I.D., or utility bill.

Proof of Income: Verification is required for all forms of household income. Examples: IRS tax forms, award letters for social security, supplemental security income (SSI), aid to families with dependent children (AFDC), pension, unemployment insurance, disability or workmen's compensation, child support or alimony, and any other income. A credit report and title report may be required. The total income (gross income before deductions and withholding taxes) must include income received by all persons living in the household. Applicants must indicate any changes of income and provide documentation (i.e. divorce, death).

Proof of ownership: A copy of the property deed must be attached.

Photographs: Homeowners **must** provide photographs of the needed repairs. If the homeowner is unable to provide photographs, city staff would need permission to document the repairs.

ELIGIBLE COSTS

Loan funds may be used to make minor repairs to remedy unsafe living conditions. On a case-by-case basis, loan funds may be used to improve the appearance of the exterior of the residence. For a complete list of eligible repairs please see **Attachment 1**.

Applicants must submit a scope of work with three bids to complete the work prepared by a licensed contractor and said scope of work must be approved by the City of Carlsbad. Loans will not be granted for work completed prior to obtaining written approval from the City of Carlsbad. All repairs must be completed in accordance with City Building Codes and other related codes. Applicants must pay for the eligible improvements and then request reimbursement from the city after a licensed contractor has certified the project's completion.

APPLICATION PROCESS

The City of Carlsbad will complete an initial screening of all potential applicants to confirm:

1. The property resides within the City of Carlsbad.
2. The home is the primary residence of the applicant.
3. The applicant qualifies for the assistance.
4. Information and photographs indicate the proposed repairs are eligible expenses.
5. The scope of work and three bids, prepared by a licensed contractor, are included.
6. Verify priority status, if applicable.

If approved, the City of Carlsbad will provide a written approval of the proposed scope of work and the necessary information to proceed with the repairs and/or obtain the loan proceeds. Any household that participates in the program will sign a loan agreement and note evidencing the loan. A deed of trust securing the loan will be recorded against title of the property.

Attachment 1

List of eligible repairs include, but are not limited to:

Plumbing:

- Clear clogged drains
- Fix leaking plumbing and faucets
- Replace defective toilets and sinks
- Replace defective water heaters

Carpentry:

- Install window locks, door locks
- Rebuild broken steps
- Remove architectural barriers for access
- Replace broken windows, window panes, door hinges
- Restoring porches and stairs
- Repair termite damage or dry rot repair
- Weatherization of doors or windows

Electrical:

- Install smoke detectors
- Replace broken light switches, outlets, fixtures
- Repair unsafe wiring

Special aids for disabled/seniors:

- Install wheelchair ramps, grab bars, levers, railing
- Install devices for the hearing and sight impaired
- Install accessible showers, bathtub, toilets

Exterior Residence:

- Driveway repair
- Eliminating trip hazards
- Fence improvements
- Overgrown shrubbery
- Removal of debris
- Removal of hazardous trees

Other:

- Repairs to improve the energy efficiency

List of ineligible repairs:

- Repairs to appliances
- Cosmetic repairs
- Tree pruning, unless a safety hazard exists
- Repairs to garages or accessory structures
- Carpet cleaning
- Any item that is "Lead-Based Paint" related or would otherwise require a risk assessment
- Replacement of kitchen cabinets, countertops

→ Any unmentioned repairs will be considered on a case-by-case basis.

For more information, please contact the City of Carlsbad Housing & Homeless Services Department. Se Habla Español.