



Home Repair & Weatherization Program

APPLICATION GUIDELINES

The City of Bakersfield's Home Repair & Weatherization Program ("Program") is designed to assist existing homeowners disproportionately impacted and burdened by the Covid-19 pandemic make the necessary home repair and weatherization improvements to preserve the health and safety of their homes. If eligible, recipients will receive grants, up to a maximum of \$15,000 per household. Once funding is exhausted, no other grant applications will be considered or accepted. To give as many persons as possible the opportunity to participate in the Program, applicant(s) may only participate in this program once.

The following application guidelines are designed to guide prospective applicants through the application process and complete the application form in its entirety for submission. Prospective applicants for the program may apply by completing the Home Repair & Weatherization Program application form publicly available on the [City of Bakersfield Home Repair and Weatherization Program website](#).

The application form is available as a fillable PDF document that must be completed in its entirety, printed, originally signed, and submitted back to ECD Staff for review via the Program website or emailed to bguzman@bakersfieldcity.us. Questions or concerns may be directed to Home Repair and Weatherization Program Coordinator:

Briggett Guzman
Economic & Community Development Planner
Phone: (661) 852-7077
E-mail: bguzman@bakersfieldcity.us

APPLICANT CONTACT INFORMATION & REQUIRED DOCUMENTATION

Applicants will begin by filling out their general contact information and preparing copies of the following required documents to be submitted with their application.

1. Photo ID. A copy of the Applicant's state-issued driver's license/identity card or passport.
2. Proof of Ownership. A copy of the Grant Deed or Deed of Trust. The Applicant(s) must be the current owner(s) of the property and live on the property to be rehabilitated as their principal place of residence and have lived on the property for a minimum of two (2) years. The existing grant deed must list all current owners of the property.

Property owner(s) shall be construed to be any person(s) or legal entity that holds title to the property being rehabilitated. In instances of multiple ownership, the signature of each title holder is required on all appropriate documents. The City will verify property ownership and require all persons currently on the title to give written consent to all work proposed to be done on the property prior to contracting or initiating such work.

3. Mortgage Statement. A copy of the most recent mortgage statement from the last billing cycle. The Applicant(s) must not be delinquent on any mortgage payments, tax payments, or have any outstanding liens issued by the City.
4. Proof of Property Tax Compliance. A copy of a recent property tax bill. The property owner(s) is/are responsible for ensuring that the property taxes are current. If an Applicant's property tax statement indicates a delinquency at the time of the Program application, the City shall not proceed with grant processing until it is supplied with a Certificate of Redemption from the Kern County Tax Assessor's Office or another appropriate documentation of proof of payment.
5. Proof of Home Insurance. Show proof of homeowners' insurance and a copy of the insurance policy for the property. Applicants are obligated to carry sufficient general hazards, including fire insurance coverage (and flood insurance where applicable) on the property to be rehabilitated under the provisions of this Program. Prior to any grant assistance, minimum general hazards insurance coverage shall be provided in an amount, which is equivalent to the value of the dwelling. Uninsured Applicants must obtain coverage in the required amount prior to receiving grant assistance. Applicants in a "Flood Hazard Area" will be required to purchase flood hazard insurance. This requirement may be waived for emergency repairs, at the discretion of the Economic and Community Development Director ("ECD Director").

SECTION 1: REQUESTED REPAIRS

Applicants will proceed by declaring the type(s) of home repair or weatherization improvements they want to make. The eligible and ineligible types of improvements are listed below. Please be advised, this list is not exhaustive. The City reserves the right to maintain discretion to determine whether a particular improvement is eligible or not.

A. Eligible Improvements

1. Roof repair or replacement
2. Window repairs (i.e., repair of frames, sills, glazing, and replacement of glass)
3. Door replacement
4. General exterior façade/siding repairs
5. Wall repairs
6. Electrical Repairs (i.e., outlets, light fixtures, wiring, electrical boxes)
7. Plumbing Repairs (i.e., water heaters, re-piping, toilets, faucets)
8. Heating/air conditioning system repairs/replacement
9. Weatherization and energy conservation/efficiency (i.e., insulation, caulking, weather stripping and window coverings, appliance replacement)

10. Handicap accessibility (i.e., ramps, safety grab bars, walk-in showers)
11. Replacement of the following energy-efficient appliances: dishwasher, clothes washer/dryer, refrigerator, and stove/oven
12. Other. If the desired improvement is not on the list, applicants have the option to include a repair not listed but will be subject to Staff approval.

B. Ineligible Improvements

1. New construction
2. Repair or installation of solar systems
3. Repair or installation of appliances/furniture, unless previously noted.
4. Repairing or installing flooring, unless required to repair a specific area after plumbing, electrical, or other necessary repairs.
5. Repair or installation of garage doors
6. Repair or replacement of counters and countertops
7. Video surveillance services or equipment
8. Repair or installation of telecommunication system
9. Repair or installation of recreational items (i.e., barbecues, bathhouses, greenhouses, swimming pools, saunas, television antenna, and tennis courts)
10. Fumigation and treatment of termites and pest control
11. Repair or installation of luxury items (i.e., marble, granite, burglar protection bars, dumbwaiters, kennels, murals, flower boxes, awnings)

C. Property Requirements

1. All work performed under the Program shall meet all applicable standards contained in the City of Bakersfield's Zoning Code, local building and safety codes, the California Building Code, and such other codes as designated by the ECD Director.
2. Buildings or structures eligible for rehabilitation under this Program must be owner-occupied single-family dwellings and be the principal place of residency of the owner-occupant who is applying.
3. The property must not be in violation of any local codes and/or ordinances unless the proposed rehabilitation project intends to correct those violations. Code violation corrections will be thoroughly reviewed on a case-by-case basis and subject to the approval of the ECD Director.
4. Rental housing is not eligible for this program.

Applicants will proceed by stating if any members of the household with a disability could benefit from accessibility upgrades. Applicants will then provide a general description of health and safety issues in the home and the associated negative COVID-19 impact. Applicants are encouraged to provide as much detail as possible for assessment.

Applicants are first screened for eligibility based on the home's physical address located within a Qualified Census Tract (QCT). Applicants can determine if their home is in a QCT by referencing the American Rescue Plan Act (ARPA) Qualifying Census Tracts Map (Attachment "A"). If the Applicant answers "Yes" to this question, they will be directed to move on to Section 3 of the application. If the Applicant answers "No" they must

proceed to Section 2 and answer the income verification questions to be eligible for the program based on income.

SECTION 2: HOUSEHOLD INCOME VERIFICATION

ONLY fill out SECTION 2 of the application IF the residence is located outside a QCT. The City will require documentation of household size and household income information to determine applicant eligibility. All members of the household over the age of 18 must submit income verification documentation as part of the application process.

The combined household income must be at or below the following thresholds (adjusted for household size) to be eligible for the program:

HUD Fiscal Year 2022 Income Limits								
Household Size (Persons)	1	2	3	4	5	6	7	8
Moderate-Income Levels (65% AMI)	\$31,720	\$36,270	\$40,820	\$45,305	\$48,945	\$52,585	\$56,225	\$59,865
Note: AMI is determined by the United States Department of Housing and Urban Development (HUD) and the moderate-income thresholds for this program are determined by SLFRF final rules documented by the U.S. Treasury (pages 385-387, and 409)								

Applicants will need the following information on the application and/or attached:

- A. Additional Real Estate Property. State if any members in the household own additional real estate property. If answered "yes," Applicants will list the property address and type.
- B. Supplemental Information. Provide additional supplemental information to verify income eligibility, such as the social security number, date of birth, total number of persons in the household (including dependents), and the head of household's gender.
- C. Household Members Name and Age. State the names and ages of all other persons in the household including dependents.
- D. Sources of Income. Provide all sources of income for every resident in the household - including wages, social security, child support, disability, retirement, interest, dividend income, etc.
- E. Total Household Income. State the estimated annual gross income from all sources for the household. Documentation must include all income earnings and benefits received from employment, Temporary Assistance for Needy Families (TANF)/Aid to Families with Dependent Children (AFDC), Veterans Affairs (VA), Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSID), Unemployment, Worker's Compensation, Child Support, etc.

- F. Financial Assets. State financial assets and asset amounts for each resident in the household (i.e. bank accounts, stocks, bonds, mutual funds, retirement accounts, etc.).
- G. Proof of Income. Income and assets can be verified on copies of the following types of documentation:
 - A. Paycheck Statements & W-2 Form.
 - B. Property Tax Statement
 - C. 1099 Interest Form
 - D. Pension Benefit Statement
 - E. Social Security Benefit Statement
 - F. Investment Account Statements
 - G. Bank Account Statements
 - H. Public Assistance Program Statements
 - I. Federal Income Tax Form

SECTION 3: BENEFICIARY QUESTIONS

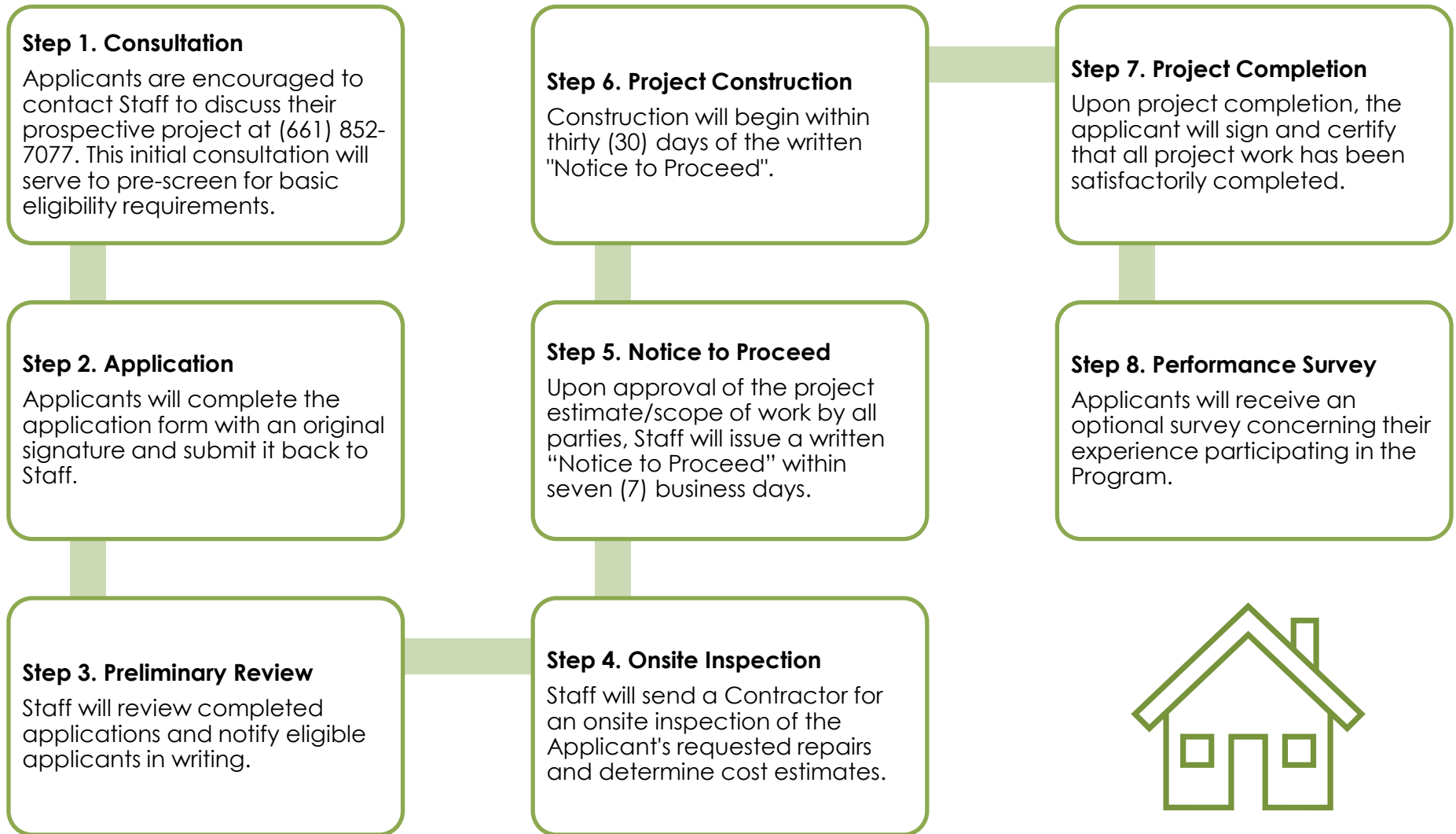
Section 3 answers are for statistical purposes only and will not be considered in determining an applicant's eligibility. Applicants will answer how they heard about the program and which race/ethnic categories best describe the head of household.

SECTION 4: CERTIFICATION

Applicants will complete the application by signing to certify they understand and agree to the terms and conditions of the application guidelines and program requirements.

PROGRAM PROCESS

The flow map below illustrates an overview of the program process.



ADDITIONAL INFORMATION

- A. Application Evaluations.** Applications are evaluated on a first-come, first-served basis until funding is exhausted. City staff will review for completeness within fourteen (14) business days. If the application is not complete, it will be returned to the Applicant with a letter to inform of missing information. If a waiting list is required, submitted applications shall be placed on a waiting list on a first-come, first-served basis.
- B. Emergency Condition.** If an emergency condition exists, the Applicant may be advanced before other Applicants, at the discretion of the ECD Director on a case-by-case basis when immediate repair work is necessary to address emergency situations such as life safety emergencies such as non-functioning water, furnaces, a leaky roof, etc. The amount of grant funding that the applicant will receive will cover the cost to eliminate the emergency condition only. The Applicant then will return to their original place on the application list and when the Applicant reaches the top of the list, they will be eligible for the remaining amount of the original request.
- C. Applicant Complaint Resolution Process.** Complaints concerning the licensed Contractor's work, or lack of completed work, shall be made to the Home Repair and Weatherization Program Coordinator. The City will review the complaint, conduct a site visit if necessary and determine next steps to resolve the concerns which may include the substitution of the Contractor.

If the selected Contractor fails or refuses to complete the work in a professional manner or fails to use due diligence in performing the required work in consultation with Staff, the City shall assign a new Contractor to complete the work.

D. Written Notice to Proceed Revocation.

1. The written notice to proceed may be terminated if an Applicant does not comply with the provisions of these guidelines and signed application, with all Bakersfield Municipal Code provisions, or with the other applicable rules and regulations including Federal funding requirements.
2. The City may withhold payment until compliance is obtained. In the event of a cancellation, the City shall not be responsible for any reimbursement or payment to the Contractor or sub-contractor.

- E. Disclosure of Information.** The City is a public agency and information or records (with the exception of financial information which falls under Government Code Section 6250 (c), and Section 7460 et seq.) submitted or released to the City by the Applicant may be considered public records and subject to disclosure under the Public Records Act, Government Code Section 6250 et seq. All social security and driver's license information is excluded from this disclosure requirement.

F. Housing and Community Development Act of 1974, Equal Opportunity Policy, Age Discrimination, and Section 504 of the Rehabilitation Act of 1973.

1. Section 109, Title I of the Housing and Community Development Act of 1974, provides that no person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Title.
2. The City shall not discriminate based on sex, age, race, creed, color, religion, national origin, marital status, ancestry, or physical handicap in either the awarding of a contract for the rehabilitation of property assisted by a Program grant or in accepting applications and processing Program grants.
3. The City of Bakersfield complies with the provisions of the Age Discrimination Act of 1975, prohibiting discrimination on the basis of age, or with respect to an otherwise qualified handicapped individual, as provided in Section 504 of the Rehabilitation Act of 1973.

G. Civil Rights Act of 1964. The City complies with Title VI of the Civil Rights Act of 1964, which provides that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

H. Amendments to these guidelines may be made at any time by the City of Bakersfield.

Attachment "A"

