

APPLICATION PROCESS

APPLICATION PROCESS:

Submit a completed and executed ERP Application along with all supporting documentation to the Housing Programs Administrator (by appointment only).

PROJECT MANAGEMENT SERVICES:

Program staff will facilitate the following project management services:

- Inspect the property and prepare the Work Description and Bid Proposal Form.
- Prepare grant documents and construction contract.
- Project management oversight until project is complete.

APPLICANT IS RESPONSIBLE FOR:

- Complete application with supporting documents.
- Obtain three competitive written estimates. Contractors are required to be licensed, bonded and insured.
- Document review in a timely manner: Work Description, Bid Proposal, Grant Agreement, Construction Contract, and other documents as applicable.
- Submit document on a time to avoid delays in the process.
- Complete cooperation with the contractor, inspectors, and City staff.

***Prior to authorizing any work, the City must pre-approve the contractor.**

City of Upland
Development Services-Housing Division
460 N Euclid Avenue
Upland CA, 91786
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CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT

HOUSING DIVISION

EMERGENCY REPAIR PROGRAM



PROGRAM INFORMATION

The Emergency Repair Program (ERP) provides a grant for home repairs to single-family homes, townhomes, condominiums, and mobile homes. The grant is available to income eligible homeowners who live within Upland city limits. Funding is available on a first come, first serve basis.



GRANT AMOUNTS

The ERP Program provides the following grants

\$15,000	Home Repair Grant
\$5,000	Accessibility Grant (ADA Improvements)
\$5,000	Program match (dollar-for-dollar homeowner match up to \$2,500)

ERP provides a home repair grant for safety repairs from an approved list. Immediate or exigent repairs to the structural, mechanical, plumbing, electrical or code violation items within the home will receive priority assistance.

The accessibility grant is provided for ADA purposes; accessibility improvements for disabled adults, seniors 62 years and older or retired veterans with mobility constraints.

ELIGIBILITY REQUIREMENTS



To qualify for the program applicants must:

- Be owner-occupant of a single-family home, mobile home, town home or condominium.
- Live within the Upland City limits
- Have a total maximum household income of 80% or below the Area Median Income (AMI).

***Tenants are NOT eligible to apply for this program.**

2025 INCOME LIMITS

Household Size	Low-Income (80% AMI)
1	\$62,650
2	\$71,600
3	\$80,550
4	\$89,500
5	\$96,700
6	\$103,850
7	\$111,000
8	\$118,150

Source: CA Dept. of Housing Community Development (HCD) 4/1/25

FREQUENTLY ASKED QUESTIONS

What Improvements are allowed?

Code violations; plumbing systems (i.e., leaking, inoperative or broken water fixture, drain and water heater); weather proofing (i.e., leaking roof, broken doors and windows); cooling/heating (inoperative HVAC systems, winter heating and summer cooling); accessibility (ADA improvements); other health and safety repairs determined by Program staff.

What improvements are NOT allowed?

General maintenance items; luxury items, repair work requiring temporary relocation. (unless the applicant voluntarily relocates without monetary reimbursement from the city)

What if I have unpermitted structures?

Structures must be permitted or demolished before the City can assist with repairs. Applicants also have the option to use program funds to demolish structures as determined by program staff.

How often Can I apply?

Homeowners are eligible to apply once every ten (10) years from the last date of assistance.

How do I Apply?

Program funds are limited, contact program staff for availability of program funds and checklist of required documents.

www.uplandca.gov/housing-programs

**For more information contact the
Housing Division at:
909-931-4300**