



Building Better Neighborhoods



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS MANAGEMENT

Emergency Repairs Program & Commercial Rehabilitation Program



Presented By
CITY OF UPLAND DEVELOPMENT SERVICES DEPARTMENT
October 23, 2019

FEDERAL GRANTS MANAGEMENT

The City of Upland receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) to implement programs that meet three National Objectives specified in 24 CFR 570.483.

NATIONAL OBJECTIVES

1. Benefiting low- and moderate-income persons
2. Preventing or eliminating slum/blight
3. Meeting urgent needs



All programs funded with CDBG funds must comply with ALL federal requirements established and verified by HUD through quarterly and annual IDIS reporting and periodical monitoring by HUD personnel.

CDBG FUNDED CITY PROGRAMS

▶ EMERGENCY REPAIRS PROGRAM (ERP)

- ▶ ERP was initiated in 1989 as a redevelopment agency affordable housing program, after redevelopment dissolution (2011) CDBG funded
- ▶ National Objective - Benefitting low/moderate income persons
- ▶ Income qualified program

▶ COMMERCIAL REHABILITATION PROGRAM (CRP)

- ▶ CDBG funded CRP was activated in FY 2015-16
- ▶ National Objective - Eliminating slum and blight
- ▶ Project Area qualified program (*not income qualified*)



EMERGENCY REPAIRS PROGRAM



▶ EMERGENCY REPAIRS PROGRAM (ERP)

▶ ERP GOAL

- ▶ Prevent neighborhood decay, address deferred maintenance and/or code violations, maintain and improve aging housing stock, prevent homelessness and preserve affordable housing

▶ ERP ELIGIBILITY REQUIREMENTS

- ▶ Applicant must be owner-occupant of the home to be rehabilitated
- ▶ Property to be rehabilitated must be primary residence of applicant
- ▶ Gross annual household income cannot exceed 80% Area Median Income (AMI) as determined by HUD (see HUD's income limit table)

▶ ERP FUNDING AMOUNTS

- ▶ Up to \$10,000 initial ERP grant
- ▶ Up to \$2,000 in \$1:\$1 match from the applicant for costs exceeding the initial ERP grant
- ▶ Up to \$15,000 in costs associated with lead/asbestos abatement (as needed)

HUD INCOME LIMITS

San Bernardino and Riverside Counties

(Effective 04/24/2019)

Household Size	30% AMI Extremely Low Income	50% AMI Low Income	80% AMI Moderate Income
1	\$15,100	\$25,150	\$40,250
2	\$17,250	\$28,750	\$46,000
3	\$21,330	\$32,350	\$51,750
4	\$25,750	\$35,900	\$57,450
5	\$30,170	\$38,800	\$62,050
6	\$34,590	\$41,650	\$66,650
7	\$39,010	\$44,550	\$71,250
8	\$43,430	\$47,400	\$75,850

EMERGENCY REPAIRS PROGRAM

▶ ERP ELIGIBLE STRUCTURES

- ▶ Single-family homes
- ▶ Condominiums/townhomes
- ▶ Mobile/manufactured homes



▶ ERP ELIGIBLE IMPROVEMENTS

- ▶ Health and safety repairs, code violations, dilapidated roofs, windows, doors, plumbing, electrical, heating, cooling, ADA improvements etc...

▶ ERP PROGRAM SERVICE AREA

- ▶ Citywide (incorporated city limits)

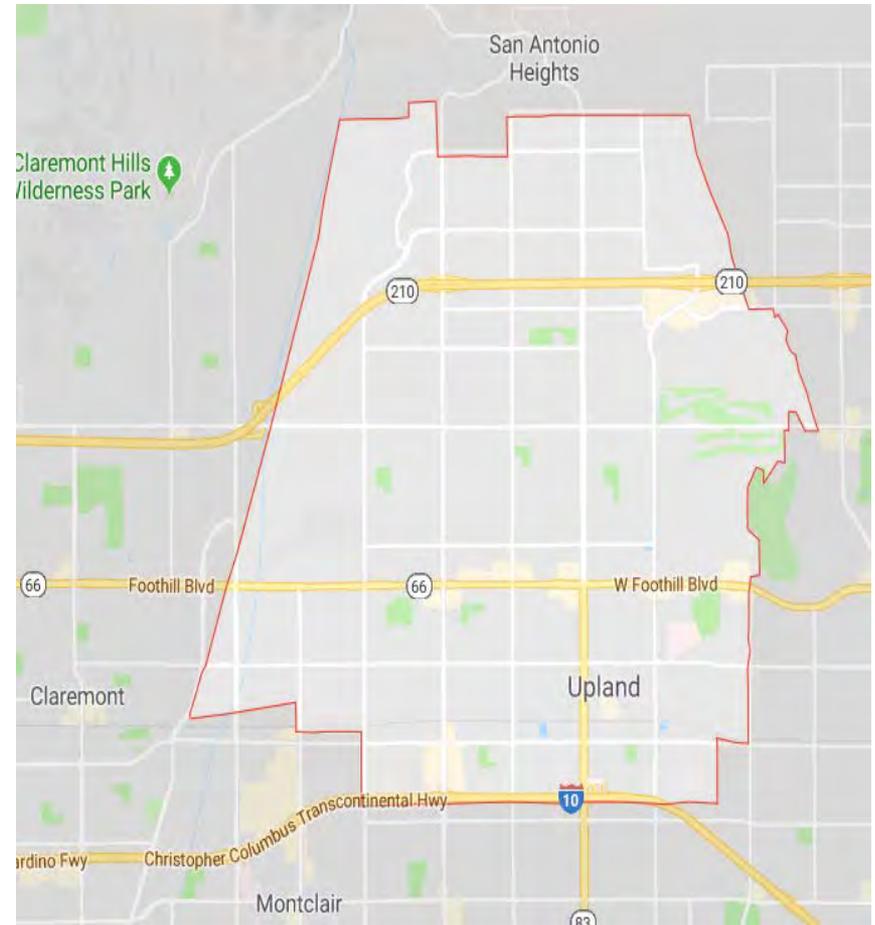
▶ ERP REAPPLICATION PERIOD

- ▶ 10 years for owner-occupants of a single-family residence, condominium/townhomes
- ▶ 5 years for owner-occupants of mobile/manufactured homes

ERP PROJECT AREA MAP

ERP BOUNDARIES

- ▶ Citywide
 - ▶ Incorporated Upland City Limits



EMERGENCY REPAIRS PROGRAM

▶ ERP APPLICATION REVIEW AND CONSTRUCTION PROCESS

- ▶ ERP Applicant submits application and supporting documentation to Staff
- ▶ Staff reviews and verifies supporting documents and conducts eligibility reviews
- ▶ Staff conducts property site inspection(s) to verify work to be done
 - ▶ *If work disturbs pre-1978 painted surfaces or asbestos suspected surfaces, testing inspections are requested from 3rd party lead/asbestos testing consultant*
- ▶ Staff prepares scope of work and bid documents and provides to Applicant for procurement
- ▶ Applicant conducts informal procurement and returns 3 bids (lowest bid selected for award)
- ▶ Staff presents application to Grant Review Committee (GRC) comprised of City Manager, Development Services Director and Finance Officer to confirm applicant eligibility and make City Council recommendation
- ▶ Staff present GRC's recommendation to City Council for eligibility affirmation and ERP award
- ▶ Staff conducts contractor verifications and prepares construction contract
- ▶ Staff conducts preconstruction meeting with Applicant and Contractor, contract signed
- ▶ Staff issues Notice to Proceed and construction activity initiated
- ▶ Staff conducts project management services and inspections
- ▶ Upon construction completion and Applicant acceptance, payments are issued to contractor
- ▶ Project completed, reviewed and filed

Emergency Repairs Program BEFORE and AFTER



Emergency Repairs Program BEFORE and AFTER



EMERGENCY REPAIRS PROGRAM

- ▶ **PREVIOUS- Department Head ERP Process - Emergency FastTrack Capability**
 - ▶ Application submitted, eligibility vetted, property inspected and workscope prepared- 1 to 2 days to review and process
 - ▶ Bids procured by Staff- 1 to 2 days to obtain bids
 - ▶ Contract approval- 1 day by Development Services Director
 - ▶ Total Days to Process and Initiate Construction **4 days**

- ▶ **CURRENT City Council ERP Process - “NO” Emergency FastTrack Capability**
 - ▶ Application submitted, vetted, inspected and workscope prepared- 1 to 2 days to review and process
 - ▶ Bid procured - 1 to 2 days to obtain bids
 - ▶ GRC eligibility review and recommendation - 1 week
 - ▶ City Council GRC eligibility affirmation- 3 weeks (on average)
 - ▶ Construction contract approval - 1 day by Development Services Director
 - ▶ 40 Days to Process and Initiate Construction

EMERGENCY REPAIRS PROGRAM

PERSONAL IDENTIFIABLE INFORMATION POLICY

- ▶ Any federal grants awarded after December 26, 2016 are subject to requirements stipulated in 2 CFR 200 (2 CFR 200.337)
- ▶ HUD advises that cities' protect applicants personal identifiable information/data as it relates to beneficiary and rehabilitation data and recommends assigning case numbers to each recipient to ensure adequate security is afforded to applicant's data as required by 24 CFR 570.508
- ▶ https://www.hud.gov/sites/documents/OHC_PII042815.PDF

**Privacy Policies are
Mandatory by Law**



COMMERCIAL REHABILITATION PROGRAM

▶ COMMERCIAL REHABILITATION PROGRAM (CRP)

Historic Downtown Upland Revitalization

▶ CRP GOAL:

- ▶ To eliminate slum and blight, preserve and beautify historical commercial corridors, upgrade the City's image, stimulate private investment, generate shopping, tourism and a pleasant walking environment in Downtown

▶ CRP ELIGIBILITY REQUIREMENTS:

- ▶ Applicant must be tenant and/or building owner of structure to be rehabilitated
- ▶ Applicants business must be visible from the public right-of-way
- ▶ Applicant must sign a 5-year maintenance covenant with the City
- ▶ Applicant must maintain an active business for the participation period (5-years)
- ▶ Applicant's business must be within the project area (see map)

▶ CRP FUNDING AMOUNTS:

- ▶ Up to \$30,000 for City approved façade improvements
- ▶ Up to \$15,000 for lead and/or asbestos abatement

COMMERCIAL REHABILITATION PROGRAM

▶ Eligible Façade Items (include, but not limited to):

- ▶ Exterior Paint, Stucco/Siding etc...
- ▶ Historical Restoration/Façade Reconfiguration
- ▶ Business Signage
- ▶ Exterior Lighting
- ▶ Doors and Windows
- ▶ Awnings
- ▶ Outdoor Dining Spaces
- ▶ ADA Improvements
- ▶ Anti-Graffiti Window Film
- ▶ Any other exterior property improvement deemed necessary by the City to meet the Program objectives

BEFORE



AFTER



COMMERCIAL REHABILITATION PROGRAM

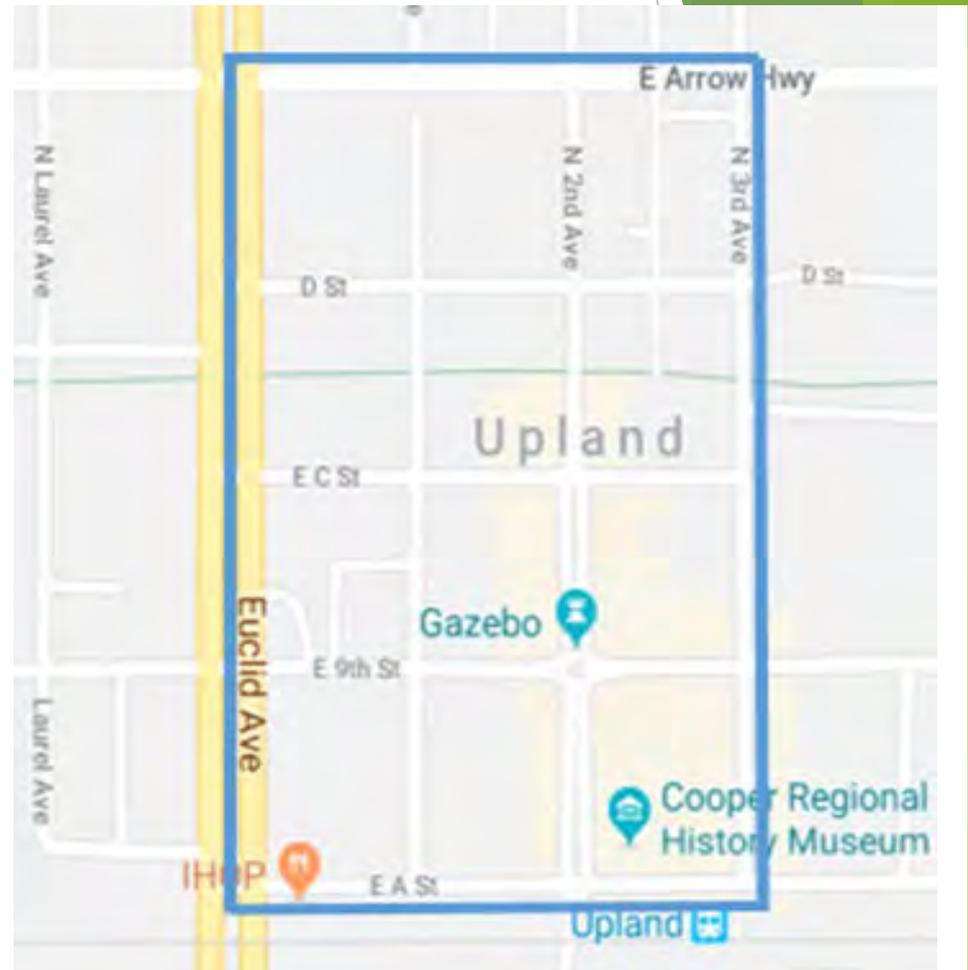
- ▶ CRP APPLICATION REVIEW PROCESS:
 - ▶ Applicant submits CRP application and supporting documentation
 - ▶ Staff reviews and verifies supporting documents
 - ▶ Staff conducts property site inspection(s) to establish façade design with Applicant
 - ▶ *Staff coordinates with Upland Heritage for design historical appropriateness*
 - ▶ *If proposed work disturbs pre-1978 painted surfaces or pre-1982 asbestos suspected surfaces, testing inspections are requested from 3rd party lead/asbestos testing firm*
 - ▶ Staff prepares scope of work and bid documents and provides to Applicant for procurement
 - ▶ Applicant conducts informal procurement, returns 3 bids (lowest bid selected for award)
 - ▶ Staff presents application to Grant Review Committee (GRC) comprised of City Manager, Development Services Director and Finance Officer for eligibility confirmation and City Council recommendation
 - ▶ Staff present GRC's recommendation to City Council for eligibility affirmation and CRP award
 - ▶ Staff conducts preconstruction meeting with Applicant and Contractor sign city contract
 - ▶ Staff issues proceed notice, construction activity initiated, project management and inspections conducted
 - ▶ Upon construction completion and Applicant acceptance, payment is issued to contractor
 - ▶ Project completed, reviewed and filed

CRP PROJECT AREA MAP

CRP Boundaries

- ▶ Arrow Hwy. (North)
- ▶ Third Ave. (East)
- ▶ A St. (South)
- ▶ Euclid Avenue* (West)

*West side of Euclid only



Commercial Rehabilitation Program BEFORE and AFTER



Commercial Rehabilitation Program BEFORE and AFTER



Commercial Rehabilitation Program BEFORE and AFTER



ERP/CRP PROGRAM'S ELIGIBILITY vs. "IN" ELIGIBILITY

- ▶ ERP candidates are deemed "eligible" or "not eligible" to participate in the program based on their ability to meet the program's 3 eligibility requirements:
 1. Applicant must be income eligible
 2. Applicant must be owner-occupant
 3. Property must be located within Upland's city limits

- ▶ CRP candidates are deemed "eligible" or "not eligible" to participate in the program based on their ability to meet the program's 3 eligibility requirements:
 1. Applicant must be legal tenant and/or building owner
 2. Business must be visible from a public right-of-way
 3. Business must be located within Upland's CRP project area

FEDERAL GRANTS MANAGEMENT

- ▶ QUESTIONS
- ▶ COMMENTS
- ▶ DISCUSSION

- END OF PRESENTATION -

City of Upland

Emergency Repairs Program

Commercial Rehabilitation Program