



**HOUSING PRESERVATION PROGRAM
APPLICATION**

NAME _____ SOC. SEC # _____ AGE _____
(Homeowner)

NAME _____ SOC. SEC # _____ AGE _____
(Homeowner)

HOME ADDRESS

_____ (Street Address) _____ (Zip Code)

TELEPHONE () _____ () _____
(Home) (Work)

MOBILE () _____ EMAIL _____

NUMBER IN HOUSEHOLD _____ YEAR PROPERTY PURCHASED _____

HEAD OF HOUSEHOLD: MALE () ANNUAL GROSS INCOME \$ _____
FEMALE ()

NO. OF PERSONS IN HOUSEHOLD WHO ARE EMPLOYED _____

HEAD OF HOUSEHOLD ETHNICITY: AMERICAN INDIAN () HISPANIC () BLACK ()
WHITE () ASIAN () OTHER ()

MAXIMUM ALLOWABLE ANNUAL GROSS HOUSEHOLD INCOME

(Effective May 2019)

INCOME LIMITS	1	2	3	4	5	6	7	8
60-80% PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS	PERSONS
AREA	\$30,702	\$35,088	\$39,474	\$43,860	\$47,368	\$50,877	\$54,386	\$57,895
MEDIAN	To	To	To	To	To	To	To	To
INCOME	\$40,936	\$46,784	\$52,632	\$58,480	\$63,158	\$67,836	\$72,515	\$77,193

I declare under penalty of perjury that the information provided in this application is true and certify that the Community & Economic Development (CED) and the City of West Covina shall not be held liable for any damage that may arise out of or in connection with home improvements undertaken under this program. Also, I authorize the West Covina CED to contact institutions for information regarding the status of loans on my property.

(Signature of Homeowner) (Date) (Signature of Homeowner) (Date)

In order for your application to be processed, it is necessary for you to supply us with copies of the applicable documents listed below which verify your household income. **REMEMBER, IT IS UP TO YOU**, the homeowner, to furnish all the information necessary to determine your eligibility. Without your proof of income, we cannot process your loan application. Please note that completed application packets can be mailed or dropped off at the Community & Economic Development, Room 218, City Hall.

PLEASE CHECK TYPE OF INCOME	PLEASE NOTE PROOF OF INCOME REQUIRED
A. <input type="checkbox"/> Salary	1. Federal Tax Return; 2. State Tax Return; 3. Salary Certification; 4. Check Stubs.
B. <input type="checkbox"/> Social Security	Social Security Verification
C. <input type="checkbox"/> Welfare	Statement from Caseworker
D. <input type="checkbox"/> Pension	Statement of Amount, Copy of Check
E. <input type="checkbox"/> Alimony	Court Order (Divorce Papers)
F. <input type="checkbox"/> Child Support	Court Order (Divorce Papers)
G. <input type="checkbox"/> Unemployment Insurance	Statement of Award, Verification
H. <input type="checkbox"/> Self Employed*	Income Tax (Federal and State) Returns (Latest 2 years)
I. <input type="checkbox"/> Interest	Bank Statements
J. <input type="checkbox"/> Rentals**	Receipt Book
K. <input type="checkbox"/> Others	

* Computation of "Self Employed" income requires a special formula, which will be applied by CED staff to determine household income.

** Eligible applicants must not have an interest in more than one rental unit and must reside in the unit to be improved.

Please note that the following chart illustrates an overview of the program's steps and the order in which they occur:

Phase One:

Loan Application

- Application Submittal
- Pre-Qualification Approval/ Denial
- Property Inspection by City Staff
- Certification of Approved List of Improvements

Phase Two:

Loan Funding

- Execution of Loan Documents
- Authorization to Start Construction

Phase Three:

Construction Monitoring

- Completion of Work
- Homeowner Satisfaction Statement
- Payment of Contractor

Phase Four:

Loan Repayment

- Loan Repayment



HOUSING PRESERVATION PROGRAM
APPLICATION SUBMITTAL CHECKLIST

DOCUMENTATION	PLEASE NOTE
1. <input type="checkbox"/> Application	Please sign and date with all necessary signatures.
2. <input type="checkbox"/> Income Verification	Please reference income checklist and provide all documentation for categories that apply to you.
3. <input type="checkbox"/> Employment and Salary Certification(s)	Note that this needs to be completed by the Human Resources Department for each employed person in the household.
4. <input type="checkbox"/> Mortgage Information Authorization	Please sign and date.
5. <input type="checkbox"/> Deed of Trust/Grant Deed	Demonstrating ownership of property.
6. <input type="checkbox"/> Mortgage Statement	Please provide the most current statement.



**HOUSING PRESERVATION PROGRAM
EMPLOYMENT AND SALARY CERTIFICATION**

The following information concerning:

NAME _____
(First) (Middle) (Last)

ADDRESS _____
(Street Address) (Zip Code)

SOCIAL SECURITY NUMBER _____ TEL. () _____

is requested to verify eligibility in the West Covina Community & Economic Development Housing Preservation Program.

Employed by _____ Full Time
(Name of Company) Part Time

_____ () _____
(Address of Company) (Telephone)

Period of Employment: From _____ to _____
(Date) (Date)

Total Gross Wages (before Taxes), Commissions, etc., paid the above employee in the past twelve (12) months from receipt of this form: \$ _____

Signature of Company Payroll Clerk (Date)

Signature of Applicant (Date)

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE CED AT (626) 939-8417



**HOUSING PRESERVATION PROGRAM
EMPLOYMENT AND SALARY CERTIFICATION**

The following information concerning:

NAME _____
(First) (Middle) (Last)

ADDRESS _____
(Street Address) (Zip Code)

SOCIAL SECURITY NUMBER _____ TEL. () _____

is requested to verify eligibility in the West Covina Community & Economic Development Housing Preservation Program.

Employed by _____ Full Time
(Name of Company) Part Time

_____ () _____
(Address of Company) (Telephone)

Period of Employment: From _____ to _____
(Date) (Date)

Total Gross Wages (before Taxes), Commissions, etc., paid the above employee in the past twelve (12) months from receipt of this form: \$ _____

Signature of Company Payroll Clerk (Date)

Signature of Applicant (Date)

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE CED AT (626) 939-8417



HOUSING PRESERVATION PROGRAM
MORTGAGE INFORMATION AUTHORIZATION

HOMEOWNER'S NAME _____

ADDRESS _____
(Street Address) (Zip Code)

TELEPHONE () _____ () _____
(Home) (Work)

Please list all mortgage companies, banks, and/or savings and loans holding mortgages on your property.

1.

COMPANY NAME _____

COMPANY ADDRESS _____

COMPANY TEL. NO. _____ PAYMENT AMOUNT: _____

LOAN # _____ UNPAID BALANCE: _____

2.

COMPANY NAME _____

COMPANY ADDRESS _____

COMPANY TEL. NO. _____ PAYMENT AMOUNT: _____

LOAN # _____ UNPAID BALANCE: _____

3.

COMPANY NAME _____

COMPANY ADDRESS _____

COMPANY TEL. NO. _____ PAYMENT AMOUNT: _____

LOAN # _____ UNPAID BALANCE: _____

I certify that the above information is true and I hereby authorize the West Covina Community & Economic Development to contact the above institutions for information regarding the status of the loans on my property.

Signature of Homeowner

Date



HOUSING PRESERVATION PROGRAM *PERMITTED IMPROVEMENTS*

All of the following repairs, improvements, installations, or removals must be visible from the public right-of-way.

Building Code Violations	Garage Doors
Exterior Painting	Front Doors
Landscaping	Windows
Tree Trimming & Removal	Exterior Lighting
Roofing	Eaves
Stucco/Siding	Rain Gutters
Handicap Access	Fences/Block Walls
Sidewalks	Porches/Balconies
Driveways	Other Improvements
Cement Entryways and Walks	

In addition to the list provided above, modifications to conditions that are unsafe and threaten the health and welfare of occupants and/or neighbors, including structural modification and repair, may be considered eligible. (If questionable, the determination will be made by the CED Director).

Definitions of Eligible Home Improvements

Any building code violations must be corrected along with the listed exterior home improvements. The following definitions have been prepared for the purpose of clarifying the described home improvements that are eligible under the Agency's Housing Preservation Program. They are not intended to be an exhaustive list; rather they are presented in an effort to provide examples of common, eligible exterior improvements.

Exterior Painting. Includes house and garage. Must be undertaken if needed as determined by the Program Coordinator and/or Code Enforcement Staff.

Landscaping. Installation or removal of shrubs, trees, lawns, and flowers to improve the appearance of the property and to remove overgrown vegetation, debris, and trash. All varieties of vegetation that are planted must be approved by the Program Coordinator and meet City landscaping guidelines. The installation of drought tolerant vegetation is encouraged. Also includes the repair and installation of lawn sprinkler and watering systems.

Tree Trimming & Removal. Trimming and/or removal of trees that are overgrown, overcrowded, or are causing problems with the landscaping, sidewalks, or structure on or near the property due to exposed roots.

Roofing. Repair and replacement of roofing (Building permit required).



Stucco/Siding. The plastering or installation of stucco and siding to a home to improve and extend its life is eligible. Also, repairs, patching, and filling holes in the surfaces of walls is eligible.

Handicap Access. All modifications, alterations, or additions oriented to facilitate access and use of the home by the disabled are eligible. These include installation of ramps, door widening, and other adaptive measures to the exterior of the home.

Sidewalks. Repair and replacement of existing sidewalks to increase safety and overall appearance of the property are eligible (Engineering permit required on right-of-way).

Driveways. Repair and replacement of existing driveway (Engineering permit required on apron).

Entryways/Walks. Repair and replacement of existing entryways and walks, including the addition of brick work, composite pavers, and associated materials used to improve the overall appearance of the building entry. Also includes the installation of new walks where appropriate.

Garage Doors. Repair or replacement of garage doors, including the replacement of broken springs. Installation of automatic openers are only eligible for the handicapped and elderly.

Front Doors. Repair or replacement of the front doors. Any structural modifications to include widening require appropriate Building department approvals. Installation of wrought-iron security doors is not eligible.

Windows. Repair or replacement of the windows facing the public right-of-way. Any structural modifications to include widening require appropriate Building department approvals. Installation of wrought-iron security bars covering the windows are not eligible; however, repairs to existing screens are eligible.

Exterior Lighting. Installation or repair of exterior lighting. Includes landscaping lighting and security lights as well as automatic timers for the system. Any associated electrical modifications need to be approved and permitted.

Eaves. Repair and replacement of building eaves. Structural modifications require appropriate permits and approvals.

Rain Gutters. Installation of rain gutters on the house as well as the garages is eligible.

Fences/Block Walls. Repair and installation of fencing/block walls is permitted only when these face a street or public facility (Planning permit required).

Porches/Balconies. Repair and installation of porches, terraces, and balconies that face a street or public facility. Structural modifications require appropriate permits and approvals.

Other Improvements. Associated improvements not listed above which will improve the overall appearance of the property from the public right-of-way are eligible. All improvements require prior approval from the Program Coordinator.



HOUSING PRESERVATION PROGRAM

STATISTICAL SURVEY

The Housing Preservation Loan Program is being funded by Community Development Block Grant (CDBG) funds, which requires the collection of the following information for federal program requirements. Please select the option that best applies to the person that is the head of the household:

HEAD OF HOUSEHOLD ETHNICITY/RACE	
<input type="checkbox"/>	WHITE
<input type="checkbox"/>	BLACK/AFRICAN AMERICAN
<input type="checkbox"/>	ASIAN
<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE
<input type="checkbox"/>	NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER
<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE & WHITE
<input type="checkbox"/>	ASIAN & WHITE
<input type="checkbox"/>	BLACK/AFRICAN AMERICAN & WHITE
<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AMERICAN
<input type="checkbox"/>	OTHER MULTI RACIAL



**HOUSING PRESERVATION PROGRAM
HOMEOWNER INFORMATION
*LEAD-BASED PAINT HAZARDS ACKNOWLEDGEMENT***

LEAD-BASED PAINT. Lead-based paint can be present in both exterior and interior surfaces in apartments and homes. This type of paint may be found in homes built before 1978 and may be present in our City's older housing and buildings, even after periodic repainting. Lead-based paint can resurface and pose a hazard when paint surfaces crack, scale, peel, chip or become loose. This most frequently occurs on walls, stairs, porches, railings, windows, doors, woodwork, and in hallways.

HEALTH HAZARDS. Lead poisoning is a serious and continuing health hazard in our country. It can endanger any occupant of housing. However, children and infants are usually its victims when paint chips are *eaten* or *chewed*. Lead poisoning, even from small amounts, may cause intellectual disability, blindness, paralysis and death.

WHAT ARE THE SYMPTOMS? At first there may be no obvious signs of lead poisoning. Symptoms appear as any number of childhood diseases. If the child has continuing and chronic stomach aches, vomiting, headaches, loss of appetite or the child frequently lacks energy, *it may be a warning sign.*

WHERE TO SEEK HELP. We advise and encourage any family with a child under the age of seven to be tested for elevated blood levels. Ask your doctor about this screening. The Los Angeles County Health Department offers lead-based paint screening and treatment if necessary. Some or all of the cost for screening may be paid by Medi-Cal.

PREVENTION. Lead-based paint hazards may be present in water leaks from faulty plumbing and peeling and flaking walls and ceilings. Help protect your child's health:

1. Use a stiff broom or brush and remove loose pieces and all dust from walls, woodwork, ceilings and floors;
2. Carefully place the sweepings in a paper bag or wrap them in newspaper and put in a covered trash can;
3. Continually check for chipped or flaked paint and keep out of children's reach;
4. Have your child tested for lead poisoning and treated if required.

ADDITIONAL INFORMATION. Attached you can find the Environmental Protection Agency's informational pamphlet "Protect Your Family from Lead in Your Home." It provides information regarding possible health hazards associated with lead-based paint and possible ways to protect against it.

As evidenced by my signature, I have read this required information on the hazards of lead-based paint and attest that I have received the attached pamphlet, "Protect Your Family from Lead in Your Home."

	Homeowner Signature	Date
Please print:		
NAME	_____	
ADDRESS	_____	
TELEPHONE (____)	_____	

IF YOU HAVE ANY QUESTIONS, PLEASE CALL GERARDO ROJAS AT (626) 939-8417