



CITY OF TEMECULA  
TEMECULA HOME REPAIR  
PROGRAM GUIDELINES  
March 2023

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## Introduction

As a result of the COVID-19 pandemic, the City of Temecula desires to reinvest funds in the community to assist with home repairs for homeowners who make below 80% of Area Median Income (AMI). The funds will help homeowners with critical repairs such as roof repairs, HVAC repairs, and other similar repairs that make material improvements for the health, safety, and quality of life for our residents. This program will be administered by a Grantee, in compliance with the program requirements.

## Program Description

The Temecula Home Repair Program looks to provide minor and major exterior home repair grants to qualified low-income households within the City of Temecula. A qualified low-income household shall mean homeowners that earn 80% of the Area Median Income (AMI). Qualified repairs may include:

- Roof/repairs/replacements
- Heating, Ventilation, and Air Conditioning (HVAC) repairs and replacements
- Window retrofits
- Wheelchair lifts
- Accessibility improvements
- Exterior home painting
- Fascia repair
- Life safety repairs (smoke alarms, carbon monoxide alarms, etc.)
- Unsafe patio/deck repair/replacement
- Water heater repair/replacement
- Other similar maintenance projects

The program shall include rigorous verification of income qualifications, need, project quality, compliance with all local, state, and federal regulations, and ultimately project completion.

## Program Budget

The program budget shall be as follows:

Project Expense	Amount
Direct Project Staffing	\$30,000
Job Materials and Supplies	\$20,000
Subcontractors	\$400,000
Indirect Overhead Costs (10%)	\$50,000
<b>Total Budget</b>	<b>\$500,000</b>

Indirect overhead costs shall not exceed the percentage of total budget (10%) as listed above. If the project expends less than the total budget amount, the indirect overhead costs shall not exceed the total percent identified of the revised amount.

## Program Eligibility

To determine program eligibility, the Grantee will determine that all beneficiaries meet the following qualifications.

1. The beneficiary may only use the program once during the term of the agreement. The one-time use may include multiple repairs.
2. An individual address may only use the program once during the term of the agreement, regardless of any change in ownership that may occur during the program.
3. Expenditures are limited to a \$20,000 maximum per household.
4. Income eligibility requirements must be met, as listed below.

To determine income eligibility, the Grantee will use the annual income as defined by the United States Department of Housing and Urban Development (HUD). This definition is commonly called the Part 5 method. This eligibility table may be replaced by future HUD updates, as listed on <https://www.huduser.gov/portal/datasets/il.html>.

Riverside-San Bernardino-Ontario, California MSA								
Family Size	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
Income Limit	\$49,300	\$56,350	\$63,400	\$70,400	\$76,050	\$81,700	\$87,300	\$92,950

## Reporting and Documentation

The Grantee shall provide detailed reporting and documentation to verify that all funds are expended in accordance with all local, state, and federal regulations, as well as requirements outlined in the agreement, and these program guidelines. Additionally, all accounting shall follow Generally Accepted Accounting Principles (GAAP). Documentation shall include:

- Date of Request
- Project name with a unique number attached to each project
- Project address
- Project name
- Owner's name
- Owner's phone
- Income verification and eligibility
- Phone number responsible person
- Signature of responsible person
- Title of responsible person
- A detailed breakdown of all costs expended for each project verification, including:
  - Description of work
  - Project costs
  - Expended amount

- Funding through other sources
  - Notes that provide additional details on the project
- Contractor and subcontractor estimates
- Project work scope
- Contractor agreements
  - Including a conflict-of-interest statement
- Invoices with details
- Copies payment
- Employee records if billed against the project
- Time sheets detailing program requirements
- A Certificate of Completion
- Photos
  - Date stamped photos of before project
  - Date stamped photos of after project
- A running list of all projects that includes:
  - Unique project number
  - Total expenditures for the project
  - Quarter in which the project was completed

Reporting shall be provided on a quarterly basis (on a regular fiscal quarter system), with reports provided on the following schedule:

Reporting Period	Reporting Due Date
Quarter 1, 2023	April 15, 2023
Quarter 2, 2023	July 15, 2023
Quarter 3, 2023	October 15, 2023
Quarter 4, 2023	January 15, 2024
Quarter 1, 2024	April 15, 2024
Quarter 2, 2024	July 15, 2024

## Conflict of Interest

No member of the governing body and no official, employee or agent of the local government, nor any other person, either for themselves or those with whom they have business or immediate family ties, who exercises policy or decision-making responsibilities will financially benefit from this program.

## Program Guidelines Changes or Modifications

Minor changes to these Implementation Guidelines involving administrative procedures or accommodations to adapt to unique applicant situations or opportunities, or regulatory changes may be performed with the approval of the Community Development Department.

## Applicant Confidentiality

Grantees City will not disclose any applicant's personal confidential information as part of the program. All confidential information of applicants will be kept in a locked secured storage facility or password protected electronic files and unavailable to persons outside of the program.

## Nondiscrimination

The Program shall be implemented consistent with the City's commitment to State and Federal equal opportunity laws. No person shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with program funds on the basis of their disability, family status, national origin, race, color, religion, sex, marital status, medical condition, ancestry, source of income, age, sexual orientation, gender identity, gender expression, genetic information, or other arbitrary discrimination.

The Grantee will provide reasonable accommodations and/or modifications or provide language assistance to individuals requesting such assistance to benefit from the services provided by the Program.

## Program/Marketing

Program marketing shall be initiated by the Grantee. The Grantee may also request City support of the program, with adequate notification. Marketing will include:

- Social Media postings/ Public Service Announcements/ Advertisements in a media of general circulation.
- Public service announcements on City cable television.
- Posting at community centers and other locations where individuals and families seek services;
- Any other means of advertising as approved by deemed appropriate by the Community Development Department.

Marketing and outreach shall facilitate fair access and transparency. The program shall not rely solely on web-based marketing and outreach. Alternative, non-digital forms may include electronic display board advertisements, or shared marketing with other entities/ organizations providing emergency assistance. Information for applicants shall include any necessary pandemic related disclosures and social distancing guidelines.

A log shall be kept to document marketing and outreach to individuals and families who may be eligible for the Program.