CHAPTER ONE. ORGANIZATION, FUNCTONS AND GENERAL PROVISIONS

Subchapter Six: Minor Home Repair Grant Program

1.06.010 Scope.

a. The Town of Colma Minor Housing Repair Grant Program has been developed in response to the need for the conservation of affordable housing, especially in the older and basically-sound residential neighborhoods of the Town. It is the intention of this program to provide grants for repairs to substandard homes for very low, low and moderate-income families within the city limits.

b. The goals of the Grant Program are to:

i. Improve and preserve the community's supply of Very Low, Low and Below Median Income Housing available at affordable housing costs; and

ii. Offer options to property owners for improving their property within their means.

1.06.020 Grants.

The Town shall pay up to $1,000 per dwelling to each eligible applicant for eligible work performed under these Guidelines. The grant does not have to be re-paid to the Town if it is used in the manner authorized.

1.06.030 Eligible Households.

The applicant must have lived in the Town of Colma continuously for at least 90 days prior to the date of the application to the completion of the work, the applicant must own the property upon which the work of improvement will be performed, and the current, adjusted gross income of the household must be less than the current income level for median income households in the County of San Mateo.

1.06.040 Eligible Properties.

The dwelling must be located within the city limits of the Town of Colma, the area must be zoned for residential use, and the dwelling must be owner-occupied.

1.06.050 Eligible Work.

The following types of work are eligible for grant funding:

a. Exterior work that will better the neighborhood and which may be installed without a building permit, such as exterior painting; landscaping of the front yard; and installation or repair of fences, walkways, driveways, and retaining walls less than 4'high;

b. Repairs or rehabilitation that will conserve energy or other natural resources, such as installation or replacement of:

i. Ceiling or wall insulation, warped or inoperative windows, dual pane windows, and weatherproofing around doors and windows;

ii. Energy-efficient, installed appliances;

c. Betterment of the essential elements of a dwelling unit, such as:

i. New roofs and gutters;

ii. Kitchens or bathrooms; and

iii. Interior painting;

d. Providing handicap access to the dwelling;

e. Removal or mitigation of health and safety hazards, such as:

i. Installation of fire walls between *de facto* dwelling units;

ii. Structural repair or replacement, such as foundation or termite work;

iii. Repair or replacement of walkways or porches that present a "trip and fall" hazard;

iv. Drainage work;

v. Sewer work; and

vi. Replacement of unsafe security bars and gates.

1.06.060 Retroactive Date.

An improvement shall be eligible for a grant if construction of the work began on or after September 13, 2002.

1.06.070 Full or Part Payment.

Grants may be used to pay all or any part of any eligible work.

1.06.080 Process.

a. The City Manager shall designate a Housing Coordinator who shall be responsible for processing applications and coordinating all other staff responsibilities in connection with the Minor Housing Grant program. The City Manager shall be and hereby is authorized to establish rules and regulations reasonably necessary to implement the Minor Housing Repair Grant Program, and is authorized to expend funds to implement the program, provided that the expenditures of funds are within the budget set by the City Council.

b. All grant payments shall be made directly to the contractor performing the work or the vendor furnishing the materials for the home repairs. The homeowner shall be responsible for all costs and expenses over and above the grant awarded by the Town.