

RESOLUTION NO. 429

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE REDLANDS REDEVELOPMENT AGENCY OF THE CITY OF REDLANDS ESTABLISHING PROGRAM GUIDELINES WITH RESPECT TO THE AGENCY'S NEIGHBORHOOD REVITALIZATION PROGRAM

WHEREAS: The Redevelopment Agency of the City of Redlands (the "Agency") is a duly constituted redevelopment agency under the laws of the State of California and pursuant to such laws is responsible for the administration of redevelopment activities within the City of Redlands; and

WHEREAS, pursuant to the California Community Redevelopment Law (Health & Safety Code § 33000 et seq.) and consistent with the Agency's adopted redevelopment plan for the North Redlands Revitalization Project, the Agency has developed a Neighborhood Revitalization Program (the "NRP"); and

WHEREAS, the Agency's Redevelopment Department currently is responsible for administering housing and commercial rehabilitation programs and policies for the Agency; and

WHEREAS, the purpose of the NRP is intended to provide loans to enhance the exterior of single family, owner-occupied residential properties; and

WHEREAS, the NRP will be funded with a portion of bond proceeds from tax-exempt bonds sold in 2003 for the purpose of funding low-and-moderate income housing activities; and

WHEREAS, in order to assist property owners to correct exterior deficiencies, Agency staff has prepared the attached program guidelines for the NRP which will formally establish a benchmark with respect to the Agency Board's policy over the administration of the NRP and empower staff to administer the program; and

WHEREAS, the need for improvement and rehabilitation of certain housing units within the City of Redlands is great and all prerequisites to the adoption of this Resolution have been satisfied.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Redevelopment Agency of the City of Redlands as follows:

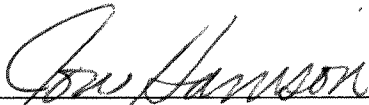
Section 1. The facts set forth above in this Resolution are true and correct.

Section 2. The program guidelines with respect to the Neighborhood Revitalization Program (NRP), as described on Attachment "A", are approved.

Section 3. The Agency's Secretary shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

Section 4. This Resolution shall take effect upon the date of its adoption.

ADOPTED AND APPROVED this 17th day of February, 2009.



Jon Harrison, Chairperson

ATTEST:



Lorrie Poyzer, Secretary

I, Lorrie Poyzer, Secretary of the Redevelopment Agency of the City of Redlands, hereby certify that the foregoing resolution was duly adopted by the Redevelopment Agency at a regular meeting thereof held on the 17th day of February, 2009 by the following vote:

AYES:	Members Gilbreath, Gallagher, Aguilar, Bean; Chairperson Harrison
NOES:	None
ABSENT:	None
ABSTAIN:	None



Lorrie Poyzer, Secretary
Redevelopment Agency



CITY OF

REDLANDS



NEIGHBORHOOD REVITALIZATION PROGRAM

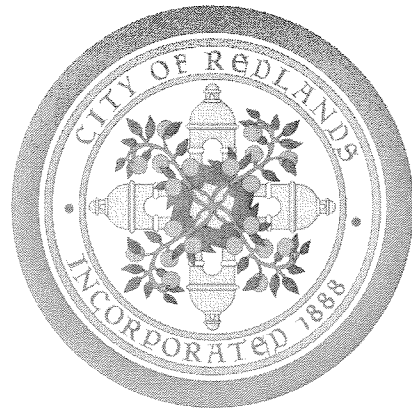
PROGRAM GUIDELINES

February, 2009



NEIGHBORHOOD REVITALIZATION PROGRAM

PROGRAM GUIDELINES (ADDENDUM)



Jon Harrison – Chairman

Patricia Gilbreath – Vice Chairperson

Pete Aguilar – Boardmember

Jerry Bean – Boardmember

Mick Gallagher - Boardmember

N. Enrique Martinez – Executive Director

Daniel Hobbs – Redevelopment Director

**NEIGHBORHOOD REVITALIZATION
PROGRAM POLICIES**

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I. OVERVIEW OF PROGRAM

A. Purpose

The purpose of the City of Redlands Redevelopment Agency Neighborhood Revitalization Program (NRP) is to preserve and enhance single-family residential neighborhoods in the City; to provide grants to eligible homeowners of single-family detached dwellings for the preservation of decent housing; to improve the overall exterior appearance of the home; and to eliminate an appearance of blight.

B. Program

The Neighborhood Revitalization Program (NRP) has been established to provide grants for exterior improvements to rehabilitate owner occupied single-family residential properties located within specific "Target Areas" within the City of Redlands. Property owners of residential properties within a designated "Target Area" are eligible to participate in the NRP.

C. Amendment - Program Procedures.

The City of Redlands Redevelopment Director shall have the authority to make minor revisions to the program guidelines. All substantial amendments to the guidelines will require Agency Board approval.

II. ASSISTANCE TYPE

Eligible homeowners may utilize assistance under the Neighborhood Revitalization Program (NRP). Grants under the program are available on a one-time only basis. Participation in the NRP is subject to the additional requirements described in this policy. The grant shall be evidenced by an agreement between the Agency and the applicant in the amount of the grant.

Maximum Grant Amount: The maximum grant amount shall not exceed \$10,000.

Fees: None

Project Location: Designated Target Areas

Availability: Owner occupied Single-Family Properties -
One time only per household per address

Eligible Improvements: Repair, upgrade or replacement with
energy efficient doors/windows/ and

screens; installation or upgrade of front yard landscaping and irrigation system;* landscape lighting; exterior painting; repair or replace driveway; fencing; and roofing.

III. ELIGIBILITY CRITERIA

A. Property Eligibility Requirements

1. Location and Type of Property

The property must be a detached single-family residence located within the City limits of the City of Redlands and located within a designated NRP "Target Area."

2. Property Tax Delinquency or Liens

All property taxes and assessments must be paid current, and the property must not have any recorded property or income tax liens.

B. Homeowner Eligibility Requirements

1. Ownership

The NRP grants will be offered to owner-occupied single-family residential property owners who are income eligible and reside within the designated "Target Area." City Council Members, Redevelopment Agency members, all Redevelopment Department employees and any employee, official or agent of the City or Agency who exercises any policy or program decision-making function in connection with the NRP, are ineligible for assistance under the NRP.

2. Household Income

The NRP grants will be offered to owner-occupied single-family residential property owners within the designated "Target Area," whose income does not exceed 120% of the Area Median Income (AMI) as published annually by the State of California Department of Housing and Community Development. Income shall defined as per Health and Safety Code Section 50093 (see Appendix A). Homeowners will be required to submit a complete application packet including income documentation in the form of the latest Income Tax Return in order to be eligible for the program.

**Applicants encouraged to choose drought tolerant plants & landscaping or other water conservation measures whenever possible.*

C. Eligible Improvements

The NRP is designed to provide for the repair, replacement or upgrade of the exterior of an eligible property especially those damaged, deteriorated, or failing items. Materials used for the NRP shall conform to the specifications designed by the Agency staff.

Any work requiring the off-premises relocation of occupants is not eligible under the NRP unless the applicant waives all claims for relocation assistance.

A listing of all eligible improvements is shown below. Where the cost of the rehabilitation exceeds the maximum grant available under the program, priority will be given to the areas that are visible from the public right-of-way.

1. Doors/Windows/Screens
2. Front Yard Landscaping/Irrigation
3. Landscape Lighting
4. Painting
5. Plastering, siding, and stucco
6. Roofing
7. Driveway
8. Fencing
9. External energy conservation measures (such as double-paned windows, solar panels, insulation on new roof only).

IV. ELIGIBLE/INELIGIBLE COSTS**A. Eligible Costs.**

NRP proceeds may only be used for the actual reasonable costs of materials and services necessary to complete all rehabilitation work approved by the City as set forth in the Scope of Work and additional costs, as follows:

1. Building permits and other related fees necessary for the completion of the approved rehabilitation work; and

B. Ineligible Costs.

Specific costs not eligible for payment under the NRP include, but are not limited to the following:

1. Purchase, installation or repair of interior home furnishings;
2. Compensation/reimbursement of owner's personal labor;
3. Compensation/reimbursement for ineligible improvements or any work not included and authorized in the Agency approved Contractor Agreement or subsequent Agency approved change orders; and
4. Any repair work not listed as eligible in this Program and any work contractually entered into prior to approval by the Agency.

V. IMPLEMENTATION

A. Administration

The City of Redlands Redevelopment Agency Housing Staff ("Staff") shall administer the NRP. As used herein, the term "Staff" may include either employees or consultants of the Redevelopment Agency.

B. Application

Applications for participation in the NRP must be obtained from and returned to the City of Redlands Redevelopment Agency. The application must be completed in its entirety and submitted together with the following documentation:

1. NRP Application Form;
2. Proof of ownership of the property (copy of Deed of Trust);
3. Proof of residency at the subject property (i.e., utility bill other than water or waste),
4. Household Income Documentation.
5. A prioritized and itemized list of the exterior work requested to be done; and

C. Pre-qualification, Evaluation and Work Write-Up

Staff will review applications for completeness and verify eligibility. Incomplete applications will not be processed until all requested information is submitted. Staff shall notify all applicants of their status by letter. Prior to consideration, staff shall schedule an appointment with each pre-qualified applicant at the subject property to review the work requested and evaluate the renovation needs of the premises.

Staff shall schedule an appointment with each approved applicant at the subject property to prepare a scope of work to be later included within the formal bid documents. If necessary, staff shall determine how much and what work items shall be deleted to meet the maximum NRP funding cap.

D. Bidding and Contractor Selection Procedures

On behalf of the applicant, (based on the scope of work specified within the bid documents) staff shall solicit bids (in accordance with applicable NRP guidelines or other guidelines as appropriate to the funding source) from a list of City qualified contractors for completion of the rehabilitation work. Project bids may be grouped for bidding in an effort to obtain better pricing. The lowest responsible bidder shall be contracted to perform the work.

The Agency will encourage the use of local Redlands contractors and request that supplies and materials be purchased from businesses located in Redlands whenever possible.

E. Notice to Proceed and Construction Phase

Staff will issue the selected contractor(s) a Notice to Proceed subsequent to finalizing all NRP grant documents. Property owners and staff shall release NRP proceeds in accordance with the NRP Agreement. Individual exterior improvement projects will be financially closed subsequent to staff approval of the work performed and execution by the property owner of a Certificate of Completion. If mechanic's and material supplier's liens have not been recorded against the assisted properties, the 10% retention will be released to the contractor subsequent to the full execution of a Certificate of Completion.

F. Authority to Administer

The preparation and use of all required NRP Guidelines manuals, forms, documents, and agreements shall be administered by the Redevelopment Agency Director or its designees in accordance with the NRP policies.

APPENDIX "A"

INCOME LIMITS Effective February 28, 2008

Household Size	Moderate Income 81% to 120% of Area Median
1	\$52,100
2	\$59,500
3	\$67,000
4	\$74,400
5	\$80,400
6	\$86,300
7	\$92,300
8	\$98,200

Based on 2008 Median Family Income for the
San Bernardino Metropolitan Area of \$62,000

APPENDIX "B"

Neighborhood Revitalization Program (NRP) Sample Rehabilitation Costs

The average home within the NRP service area is a 1,200 square foot, 3-bedroom, 1-bathroom home on a 6,400 square foot rectangular lot. The following list includes estimated prices to make various repairs to a home of this size:

<u>Eligible Improvement</u>	<u>*Cost</u>
New Roof - 30 Year Shingles	\$ 6,200
New Roof - Built-Up Roofing	\$ 4,300
Exterior Paint (Wood Trim & Plaster/Stucco)	\$ 3,000
Exterior Paint (Wood Trim & Siding)	\$ 3,800
New Front Door - Raised Panel with Window Accent	\$ 1,250
Replacement Screens (10 Windows, 1 Sliding Glass Door)	\$ 850
New Retrofit Windows including Screens (Total of 10)	\$ 6,500
New Retrofit Sliding Glass Door Including Screen (Total of 1)	\$ 1,950
New Color Coat	\$ 5,000
Paint Wood Trim and Doors	\$ 1,500
New Nail-On Windows including Screens (Total of 10)	\$ 7,500
New Nail-On Sliding Glass Door including Screen (Total of 1)	\$ 2,250
Install Front Automatic Sprinkler System and Sod	\$ 2,800
New Concrete Driveway	\$ 3,200
New Metal Roll-Up Garage Door	\$ 1,200
New White Vinyl Fencing at Front Yard	\$ 1,800

* Cost reflected is for illustrative purposes only. Actual costs may vary depending on site conditions and current market conditions.