



SAFE HOMES For O.C. Seniors

The Safe Homes for O.C. Seniors program is designed to do what its name suggests; make homes safe for the seniors living in them. The focus of the program is on making improvements that promote the health, safety, or welfare of the senior community. The focused repairs and improvements range from enhancing energy efficiency, providing ADA accessibility, to alleviating code violations.

APPLICANT ELIGIBILITY

Eligibility for the program is limited to persons and households with incomes at or below 80% of the area median income (AMI), adjusted for household size, per the median income calculations published annually by HUD for the use CDBG Program funds. <https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

2024 HUD 80% Median Family Income Limits

Household Size	1	2	3	4
Max Household Income	\$88,400	\$101,000	\$113,650	\$126,250

Un-reported income is fraudulent and will result in denial of the Safe Homes for O.C. Seniors funding.

Each applicant must be a U.S. citizen or other national of the United States or a qualified alien as defined by the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) and 8 U.S.C. 1611 et. seq. Citizenship can be verified through a U.S. passport, Certificate of U.S. Citizenship, Certificate of Naturalization, or a photo ID tribal membership card.

If the items above are not available, a State of U.S. issued birth certificate, a final U.S. adoption decree or a U.S. Citizenship ID card can be provided along with; a current photo ID driver's license, a State issued photo ID card, a work or school ID card, a military photo ID card or a U.S. American Indian or Alaskan Native tribal document.

In addition, applicants must be 62 years or older and be an owner occupant of the qualified home, verified by a property Title report.

Finally, applicants must agree to comply with all HUD, State, City, or program requirements regarding lead based paint hazard inspections, lead based paint hazard reduction work, City Code compliance issues, SHPO requirements, health and safety issues, energy efficiency standards, and any other inspections and requirements as necessary.

PROPERTY ELIGIBILITY

Eligibility for the program is limited to single-family homes, located within the Participating Cities [Brea, Cypress, Dana Point, La Palma, Laguna Beach, Laguna Hills, Laguna Woods, Los Alamitos, San Juan Capistrano, Seal Beach, Stanton, Villa Park] or an Unincorporated Urban Area of Orange County.

Applicant(s) must have owned their home for at least one year prior to receiving Orange County Housing & Community Development [OCHCD]

approval and funding for any repairs and renovation. The funding on the Safe Homes for O.C. Seniors Program is a forgivable grant as long as the applicant(s) remain living in the home for 4 years after the completion of renovation.

SECURITY INSTRUMENTS

Applicants receiving funds from the Safe Homes for O.C. Seniors must execute a Promissory Note, a Deed of Trust and a O.C. Senior Participation Agreement. These documents will expire after 4 years [25% forgiveness each year] and the funding will be wholly granted to the applicant.

HOUSEHOLD COMPOSITION

Households are comprised of all people (adults or minors) living within the eligible home. Non-income producing individuals must reside in the house for more than one year. A "boarder" who is renting a room within the home is excluded from the "household" occupancy number, however, the amount of their rental payment must be included within the household's income calculations. Additionally, property owners who are Joint Tenants on Title (partial owners of the property), but do not live on-site, are not counted as part of the household occupancy number.

CALCULATION OF HOUSEHOLD INCOME

The total gross annual wages, salaries, commissions, fees, bonuses, and all forms of compensation received by all individuals within the household must be calculated and estimated for the next 12-month period. All individuals age 18 and above within the household must be considered and sign the Safe Home for OC Seniors Application detailing the amount of all types of wages, earnings, and financial benefits they receive. This includes, but is not limited to income as an employee or owner of a business, interest, dividends, Social Security benefits, pensions, annuities, disability, retirement funds, insurance policies, death benefits, unemployment insurance, worker's compensation benefits, and all other types of periodic and determinable income are included. Items NOT included in income calculations are casual

or sporadic gifts, reimbursements received for medical expenses, and/or educational scholarships.

ELIGIBLE REPAIRS

Code / Health and Safety Repairs: The focus of the Safe Homes for O.C. Seniors Program is to promote the health, safety, and welfare of the senior community. This is often accomplished through repairing and eliminating any code violations and immediate health or safety issues. Some code violations and safety issues may be discovered upon the initial home walk-through and will be added to the Scope of Work. The Program can fund the necessary repairs to bring the home into Code Compliance and obtain approved building permits.

ADA Repairs: These repairs help make a home accessible to those with disabilities. Sample repairs include: ramps, sidewalks, grab bars, shower accessibility, high boy toilets, drive way repair, and hand rails

Energy Efficiency Repairs: Sample repairs include: HVAC (heating only) repair/replacement, window or door replacement for energy efficiency, insulated vinyl siding installation and water heater replacement.

Welfare: A variety of items can deteriorate the welfare of the Senior community if they are not in good repair, including: roofing, electrical, plumbing, painting (Lead Based Paint), and termite or dry rot damage/repair. Other Eligible Repairs to be determined on an as-needed basis and must be approved by HCD staff and meet the intent of the Safe Homes for O.C. Seniors program.

HISTORIC REVIEW (SECTION 106)

If the applicant's home is more than 50 years old, then a historical assessment (Section 106 Review), and review of the intended scope of work, must be requested from the City's Planning Division. Approval must be obtained through the Cultural Resources Specialist of the Planning Division. Planning staff will provide their written determination and recommendations and send a copy to both Program Staff and the State Historical Preservation Office (SHPO).

CONTRACTOR QUALIFICATIONS

OCHCD requires all Contractors wanting to participate on the Safe Homes for O.C. Seniors program to complete a Contractor Application and be approved by OCHCD. Any Contractor may apply and be approved if the proper documentation and competence can be demonstrated.

Only General Contractors and Sub-Contractors who have applied and meet program requirements are eligible to enter into Safe Homes for O.C. Seniors construction contracts.

Contractor Applications – Applications are accepted from Contractors at any time. Contractors interested in being included on the Contractor List and bidding for construction contracts must complete a standard application available on the County of Orange website under Safe Homes for O.C. Seniors program or at www.civicstone.com Safe Homes for O.C. Seniors tab.

DISQUALIFICATION OF CONTRACTORS

Contractors may be disqualified from participation in the Safe Homes for O.C. Seniors program at any time for just cause. Evidence constituting just cause for Contractor disqualification includes:

- Failure to maintain State Contractor’s Board license and registration, or failure to maintain required insurance coverage or a City business license.
- Insolvency, bankruptcy, or other conduct or conditions causing monetary loss for a homeowner, or the Safe Home for O.C. Seniors program, in connection with construction contracts.
- Activities in conflict with Safe Homes for O.C. Seniors policies or procedures, such as: bid rigging, kickbacks to homeowners, hiring homeowners for pay, failure to complete warranty work in a timely manner, abusive or repeated cost increases and change orders to contracts.
- A history of non-performance in fulfilling construction contracts.
- A history of contract performance judged unacceptable by the Safe Homes for O.C. Seniors program due to poor work quality, lack of cooperation, or repeated conflicts with homeowners.

- Abandoning a job or repeated failure to complete contract work according to specified deadlines.
- Conviction of a crime in connection with contract work, contract payments, or any other funding administered by the County of Orange.
- Disqualified Contractors will be notified in writing and removed from the Contractor's List.

CONTRACTOR SELECTION

The homeowner is provided copies of all bids received and may choose any "reasonable" Contractor bid they wish from those provided. The homeowner is not required to select the lowest bidder, however, Program Staff reviews all received bids to verify they are all within a "reasonable" range [typically no more than 25% variation between the high and low bidders]. If the homeowner wishes to select a Contractor's bid that is considered to be above the "reasonable" range, then the homeowner is required to either "negotiate" that Contractor's bid down into the "reasonable" range or obtain a written explanation from the Contractor that adequately explains, to Program Staff's satisfaction, why their bid is above the range.

CONTRACTOR INSURANCE

Insurance. During the entire repair period Contractor shall take out and maintain the following insurance:

- a commercial general liability and property damage insurance policy in the amount of not less than _____ (\$X,XXX,XXX) combined single limit policy, including contractual public liability, as shall protect OCHCD from claims for such damages until one (1) year after the completion of all repair work performed;
- a comprehensive automobile liability policy in the amount of not less than _____ (\$X,X,XXX) combined single limit;
- a policy of all-risk property insurance with respect to the Property in an amount of not less than one hundred percent (100%) of the full replacement value of the Property
- workers' compensation insurance as required by law.

- contractor shall furnish a certificate of insurance countersigned by an authorized agent of the insurance carrier on a form of the insurance carrier setting forth the general provisions of the insurance coverage. This countersigned certificate and the policy which it certifies, shall name OCHCD and their respective officers, agents, and employees as additional insured. The certificate by the insurance carrier shall contain a statement of obligation on the part of the carrier to notify OCHCD of any material change, cancellation or termination of the coverage at least thirty (30) days in advance of the effective date of any such material change, cancellation or termination. Coverage provided hereunder by Contractor shall be primary insurance and not contributing with any insurance maintained by OCHCD, and the policy shall contain such an endorsement. The insurance policy and the certificate of insurance shall contain a waiver of subrogation for the benefit of the OCHCD.

PROJECT INSPECTIONS

- Periodic Inspections. OCHCD may at any time inspect and evaluate the progress and quality of the repairs at the Property. If OCHCD is not satisfied that the repairs are proceeding in accordance with the time schedule set forth in the Construction Timeline, that the quality of the repairs conform to the approved Scope of Work, or that the actual cost of the repairs will comply with the approved Scope of Work, OCHCD shall issue a Correction Notice to the Contractor to cure all deficiencies noted in the Correction Notice within seven (7) calendar days from the date of the Correction Notice. Contractor shall be fully responsible for all costs incurred to cure the deficiencies set forth in the Correction Notice. If Contractor does not adequately address and cure all deficiencies set forth in the Correction Notice within the time set forth herein, OCHCD shall have the right to cure such deficiencies and either add the cost of such cure to the principal balance of the forgivable grant.
- Final Inspection. Contractor shall notify OCHCD in writing within two (2) calendar days of completing the repair work at the Property. Within seven (7) calendar days of receiving such notice, OCHCD will conduct a final inspection of the Property to ensure that the repairs have been satisfactorily completed in accordance with the approved Scope of Work. OCHCD will issue Correction Notices for any items included within the Scope of Work that have not been completed to the satisfaction. Upon approving the repair work, OCHCD shall issue a Certificate of Completion evidencing that the repair of the Property has been satisfactorily completed before final payments to the Contractor are issued.

CONTRACTOR PAYMENT

For contracts less than \$5,000, only one draw payment is permitted to the Contractor and no retention money is withheld from the payment. For contracts greater than \$5,000, up to three draw payments are permitted and 10% "retention" is withheld from each payment until 30 days after the project has been satisfactorily completed and a Notice of Completion has been recorded. The homeowner and the Contractor must each sign the appropriate Payment Authorization form before any funds will be released. If the homeowner fails to sign the Payment Authorization form for any unreasonable purpose, OCHCD reserves the right to release payment to the Contractor. In addition, the Contractor must provide an invoice, waiver/lien release, and copies of signed off permits as part of any request for payment.

NOTE: The homeowner is not permitted to be paid for conducting any of the home improvement repairs. All program funds are to be paid directly to the chosen third party Contractor.

PROGRAM PROCESS

Homeowner submits a completed Safe Homes for O.C. Seniors Resident Application with all the necessary back up documentation.

Application is reviewed and either needs additional information, is denied, or approved.

Once the application is approved, OCHCD Staff will meet with the homeowner to assess the needed repairs.

A tentative Scope of Work is created

The tentative Scope of Work is sent to OCHCD's List of Pre-Approved Contractors to competitively bid on the work.

The Contractor bids are received by OCHCD and reviewed with the homeowner.

The homeowner selects the Contractor with the best value. HCD approval is also required.

The selected Contractor visits the home to create a detailed Scope of Work with appropriate costs.

The Contractor, homeowner and HCD approve the detailed Scope of Work

Historic Review and SHPO are consulted if necessary

Security documents [Promissory Note, Deed of Trust] are signed by the Homeowner(s) on Title.

Security documents are recorded on the subject property.

Work commences

Contractor has 2-8 weeks to complete the Scope of Work

After work completion, the homeowner signs a Notice of Completion.

A Yellow Card is issued and signed, noting project completion

Contractor invoices HCD to match Scope of Work with copies of signed NOCs as backup

HCD pays Contractor within 30 days

NOTE: The homeowner is not permitted to be paid for conducting any of the home improvement repairs. All program funds are to be paid directly to the chosen third party Contractor.

