

Home Improvement Program Guidelines
Single-Family and Mobile Homes

June 4, 2026

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I. OVERVIEW OF PROGRAM

A. Purpose, Goal, and Objective of Program

The purpose of the Home Improvement Program is to provide grants to homeowners of owner-occupied detached single-family homes or mobile/manufactured homes on fixed foundations for the preservation of decent, safe, and sanitary housing; correct hazardous structural conditions; make improvements considered necessary to eliminate blight and improve access; and to correct building and health code violations. Grants shall be used to cover the cost of necessary housing improvements. Detailed eligibility criteria are outlined under Section II.

B. Source of Funds

The City of Paramount acts as an agent for and is the recipient of the Federal Government's Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds. These funds are targeted to benefit low- and moderate-income persons and to eliminate slum and blight. The City is obligated to fulfill the terms and conditions of its contract with HUD and comply with State and local rules and regulations. The required CDBG and HOME provisions are incorporated in the "Home Improvement Funding Agreement" and are incorporated herein as Attachment "A."

C. Types of Assistance Available

Subject to funding availability, the Home Improvement Program may award a grant of up to $50,000 for rehabilitation improvements to a qualifying single-family residence or mobile/manufactured home on a fixed foundation. Applicants assisted under the Home Improvement Program shall be eligible for one (1) grant per household, and applicants will have to meet additional qualifications, deed restrictions, and maintenance covenants. CDBG and/or HOME funds will be used to pay for actual costs of construction and eligible project soft costs (such as permit fees). The amount of the grant shall be determined by the City based on property conditions and the cost of construction associated with the Home Improvement Program project.

On a case-by-case basis the Planning and Building Director may approve additional assistance for emergency conditions, health and safety conditions, hazardous repair conditions, necessary Americans with Disability Act (ADA)-related enhancements or removal of barriers, or any condition deemed necessary to ensure habitable living conditions.

II. APPLICANT ELIGIBILITY REQUIREMENTS

A. Income Eligibility Standards Based on Household Size and Income.

HUD requires that all households participating in the Home Improvement Program meet specific income limits as determined by HUD, based upon household size. For reference, the current HUD published income limits, by household size, for Los Angeles County are provided as Attachment "B" of this document. Eligible households must have incomes that do not exceed 80% of the AMI (Area Median Income), as adjusted for household size, and be owner-occupied single-family or mobile/manufactured homes on fixed foundations located within the City. Income shall be re-examined when more than six months has lapsed since the initial determination.

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Definition of Household: For the purposes of determining Home Improvement Program eligibility, "household" is defined as all the people who occupy the residence. A household includes the related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the residence. A person living alone in a residence, or a group of unrelated people sharing a residence such as partners or roomers, is also counted as a household.

Annual income is the gross amount of income that is anticipated to be received by all adult household members, 18 years of age and older for the upcoming 12-month period, and will include:

- Wages, salaries, tips, etc.
- Taxable interest.
- Dividends.
- Taxable refunds, credits, or offsets of State and local income taxes. There are some exceptions – refer to Form 1040 instructions.
- Alimony (or separate maintenance payments) received.
- Business income (or loss).
- Capital gain (or loss). There are some exceptions – refer to Form 1040 instructions.
- Other gains (or losses) (i.e., assets used in a trade or business that were exchanged or sold).
- Taxable amount of individual retirement account (IRA) distributions. (Includes simplified employee pension [SEP] and savings incentive match plan for employees [SIMPLE] IRA.)
- Taxable amount of pension and annuity payments.
- Rental real estate, royalties, partnerships, S corporations, trusts, etc.
- Farm income (or loss).
- Unemployment compensation payments.
- Taxable amount of Social Security benefits.
- Other income, including prizes and awards; gambling, lottery or raffle winnings; jury duty fees; Alaska Permanent fund dividends; reimbursements for amounts deducted in previous years; income from the rental of property if not in the business of renting such property; and income from an activity not engaged in for profit.

Annual Income will not include:

- Child support.
- Money or property that was inherited, willed, or given as a gift.
- Life insurance proceeds received as a result of a person's death.

Income shall be verified utilizing the third-party verification format and other such methods as necessary. Income eligibility will be based on Part 5 (Section 8) income determination as defined by HUD under 24 CFR 570.3 (CDBG) and 24 CFR 91.5 (HOME) definitions of income. The City shall make the final decision in situations where the classification of income is not clear based on federal regulations.

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B. Property Ownership

The applicant(s) must be the current owner(s) of the property and live in the property to be rehabilitated in order to be eligible for Program assistance. The existing grant deed or Certificate of Title must list all current owners of the property. Property owner(s) shall be construed to be any person(s) or legal entity that holds title to the property being rehabilitated. In the case of multiple owners, the signature of each titleholder is required on all appropriate documents. The City shall verify property ownership by completing a title search and shall require all persons currently on the title to give written consent to all work proposed to be done on the property prior to initiating such work.

1. Subsidy Limits

   a. Minimum HOME Investment: The minimum amount of HOME funds is $1,000.

   b. The minimum only relates to the HOME funds, and not to any other funds that might be used for project costs.

   c. The maximum HOME investment per-unit HOME subsidy limit shall be based on the Section 221(d)(3) program limits for the Los Angeles County area published by HUD each year.

2. Maximum Property Value

   a. To use HOME funds, the value of the HOME-assisted property after rehabilitation must not exceed 95 percent of the median purchase price for the area, as published by HUD (203(b) limit), or, in accordance with federal HOME Investment Partnership Act Final Rule, as determined locally through market analysis.

   b. To establish project eligibility, the City of Paramount shall obtain an appraisal of the property.

C. Documentation Required

The applicant(s) must submit the following documents in order to determine eligibility:

1. City application;
2. Copy of Federal Income Tax forms for the previous year (2 years if applicant is self-employed), including W-2 form(s);
3. Copy of recent property tax bill;
4. Copy of two months of recent payroll check stubs, Social Security checks, Social Security SSI checks, pension and retirement checks;
5. Copy of two recent bank statements;
6. Copy of recent utility bill (other than water or trash);
7. Copy of insurance policy for the property;
8. Copy of identification with photograph. (e.g., driver's license, passport);
9. Proof of ownership:

   Single-Family Homes
   Most recently recorded Grant Deed. If applicants do not have a copy, a copy can be obtained from:

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L.A. County Registrar-Recorder/County Clerk
12400 Imperial Highway, 1st Floor, Windows 1-14
Norwalk, CA 90650
(800) 815-2666

Mobile/Manufactured Homes
Certificate of Title and/or Registration Card. If applicants do not have a copy, a copy can be obtained from:

State of California Department of Housing and Community Development
Riverside District Office
3737 Main Street, Suite 400
Riverside, CA 92501
(951) 782-4431

D. Re-application Period

In order to give as many persons the opportunity to participate in the Home Improvement Program, any applicant(s) who has participated in the Program shall not be permitted to participate for a ten (10) year period as measured from the date of the Notice of Completion for the previously funded project or may be able to reapply during a shorter timeframe if there is no waiting list and will be contingent on the City Manager's discretion.

III. PROPERTY ELIGIBILITY REQUIREMENTS

A. Target Areas Eligible Under Program

To be eligible for the Home Improvement Program, the property to be repaired must be used for single-family detached homes or mobile/manufactured homes with fixed foundations and located within the city limits of the City of Paramount.

B. Minimum Property Rehabilitation Standards

CDBG and HOME funds will be provided so that all building code deficiencies and conditions that threaten the health and safety of residents are addressed first prior to addressing any other rehabilitation work, subject to program funding limits. This priority includes testing for the presence of lead-based paint in pre-1978 construction and performing appropriate repairs and clearance of detected lead-based paint as a component of the rehabilitation.

All work performed under the Home Improvement Program shall meet all applicable standards contained in the program's Housing Quality Standards, City's adopted Zoning Ordinance/Zoning Code (Title 17 of the Paramount Municipal Code), local building and safety codes, California Building Code, and any other codes as designated by the Planning and Building Department and/or the State of California Housing and Community Development.

C. Eligible Structures

Buildings or structures eligible for rehabilitation under this Program are owner-occupied detached single-family homes or mobile/manufactured homes with fixed foundations. The applicant must permit interior inspections of the property by the City staff and consultants.

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D. Rehabilitation Needs Which May Warrant Repair

Program funds are available for rehabilitation costs to the property that correct substandard conditions, and which are physically attached to the property and permanent in nature, in the order and as follows:

1. HUD-required items and health and safety items;
2. Emergency repairs or ADA improvements;
3. Correction of code and building violations;
4. Exterior property improvements; and
5. Interior property improvements

For each eligible property, the following health and safety items and code violations shall be considered prior to all other home repairs:

1. Smoke and carbon monoxide detectors;
2. Roof (including a flat roof);
3. Windows;
4. Plumbing (only in extreme cases in which the owner does not have hot water or there is a major leak at the kitchen sink);
5. Electrical wiring (GFCI) in bathroom and kitchen;
6. Heating/cooling system;
7. Foundation;
8. The elimination of specific conditions detrimental to public health and safety which have been identified by the City;
9. Removal of security bars from the exterior of windows.

E. Ineligible Renovation

The following improvements are not eligible for financing through the Home Improvement Program.

1. New construction;
2. Reimbursement for an owner's personal labor;
3. Appliances;
4. Purchase, installation, or repair of furniture;
5. Demolition that does not improve the existing structure;
6. Repairs that are interim in nature;
7. Wrought iron security devices;
8. Recreational equipment, facilities, or repairs;
9. Kennels;
10. Bath houses, swimming pools, saunas, hot tubs, jacuzzis;
11. Photomurals, stands, television antennas, valances, cornice boards;
12. Burglar alarms;
13. Fire extinguishers;
14. Greenhouses;
15. Drapes;
16. Barbecue pits;
17. Any items considered to be luxury items as determined by the City;
18. Detached garages or structures (if HOME-funded) unless health and safety code violations exist.

NOTE: THIS LIST OF INELIGIBLE IMPROVEMENTS IS NOT EXHAUSTIVE. THE CITY WILL MAINTAIN THE DISCRETION TO DETERMINE ELIGIBILITY OF A PARTICULAR IMPROVEMENT.

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IV. PROGRAM PROCEDURES

A. Applicant Intake and Eligibility Determination

1. Application. Persons may apply for Home Improvement Program funds by completing application forms available at the City and submitting such materials to the City of Paramount (attention: Home Improvement Program). Applications shall be reviewed in the order in which they are received. At the consideration and approval of the Planning and Building Director, an extreme condition that is an immediate threat to health and safety may receive expedited application review as feasible.

2. Verification and Eligibility Determination. The City shall verify all sources of household income. Household income must be verified before applicant eligibility can be established. Income verification information shall be updated, and applicant eligibility predetermined if such information is more than six months old prior to the beginning of rehabilitation work. Applicants shall be notified in writing regarding eligibility status.

3. Written Agreement. Once an applicant and the property are determined to meet CDBG or HOME requirements, a written agreement shall be executed between the City and the property owner. The purpose of the written agreement is to ensure compliance with CDBG or HOME regulatory requirements and shall be the basis for the commitment of CDBG or HOME funds.

4. Rehabilitation Feasibility Determination. Once an applicant is determined to meet eligibility requirements, an initial inspection of the property shall be made by the Home Improvement Program Inspector to determine the extent of any building deficiencies that may be corrected through the Program. A Work Write-Up will be prepared by the Program Inspector.

5. Processing. As a goal, processing time from the date the City determines that the applicant is eligible for assistance under the Program until a grant is approved or denied shall be fourteen (14) days.

6. Approval and Notifications. Grants shall be approved by City staff. In order to obtain financing, applicants must meet all property and eligibility guidelines in effect at the time of funding approval. Applicants shall be provided written notification of approval or denial. Reasons for project denial will be provided to the applicant in writing.

7. Historical Review. The Program consultant shall prepare a State of California historical assessment form for the subject property and attach required photographs (unless exempt) for processing with the State of California Historical Review Division.

8. National Environmental Policy Act. In accordance with the National Environmental Policy Act (NEPA) and 24 CFR Part 58 of Federal regulations, all cities receiving CDBG and HOME funds are legally responsible for complying with NEPA environmental reviews prior to funding any grant. If any property fails the environmental review, then the property will be deemed ineligible and no funding will occur.

B. Procurement and Contractor Selection

1. Procurement. The property owner(s) shall be responsible for obtaining a minimum of three (3) bids for the proposed work. In order to assist the property owner(s), the City shall maintain a list of prequalified contractors who have expressed interest in bidding on home improvement work and have been cleared through the State of California Contractors License Board. The list should not be considered a recommendation on behalf of the City. Owners should screen any contractors who

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are providing bids on the work. The City shall coordinate with the property owner to obtain at least three (3) estimates from qualified contractors for each home improvement project. Estimates shall be submitted in the form prescribed by the Home Improvement Program.

A funding spreadsheet shall be generated based upon the Work Write-Up, delineating line-item costs attributable to each source of funds, as applicable and based on the eligibility of improvements for the respective funding sources.

2. Selection. In accordance with CDBG and HOME fund regulations, the contractor who is considered to be the lowest responsible bidder, is cleared by the Contractors State Licensing Board, and is eligible to participate on Federal projects through the System for Award Management (SAM) shall be awarded the contract.

3. Contractor Insurance/License File. The City shall maintain a file for each contractor performing work pursuant to the terms and conditions of this program. The file shall include the following information:

- Contractor's social security number or federal tax ID number;
- Copies of the contractor's current liability and worker's compensation insurance policies;
- Copies of the contractor's current California Contractors License;
- Copy of City Business License; and
- A list of all of the subcontractors (including license number) to be used by the General Contractor.

Any contractor with lapsed insurance or contractor license shall be removed from the job until the contractor is able to provide proof of current insurance and/or license. All contractors shall be required to obtain a building permit from the Building and Safety Division of the Planning and Building Department or State of California Housing and Community Development office prior to commencing work.

4. Ineligible Contractors. The City and the applicant(s) shall not award any contract for rehabilitation work, to be paid for in whole or in part with proceeds from a Home Improvement Program grant, to any contractor who is not a California-licensed contractor, who cannot produce sufficient evidence of current Workers Compensation and Liability Insurance coverage, or who is ineligible to participate on Federal projects through the System of Award Management (SAM) or on the City's list of unreliable or irresponsible contractors. Unreliable or irresponsible contractors include those without a contractor license, worker’s compensation, general liability insurance, and in poor standing with the California Contractors State License Board. It also includes those contactors or laborers whereby City staff has received verifiable resident complaints. The City and the applicant(s) shall not award any contract for rehabilitation work to a contractor holding three (3) open projects within the City of Paramount.

C. Award of Contract

1. Notification. The City shall notify the contractor of the award of bid and shall establish a date and time for the preconstruction conference.

2. Rehabilitation Construction Contract. The contract for the approved rehabilitation work shall be prepared by the City and shall be entered into between the property owner and the selected contractor. The City may require the inclusion of certain contractual terms in accordance with Federal and City requirements. In the event of any dispute arising under this Program, the injured party shall notify the injuring party in writing of its contentions as specified under the contractor agreement between the property owner and the contractor.

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3. Private Arrangements. The City cautions the property owner and the contractor not to enter into "side deals" for additional work or deviations from the approved work write-up. No unauthorized work shall be compensated by the City to a contractor.

D. Preconstruction Meeting

Prior to construction, the City shall arrange a preconstruction meeting which shall be attended by the contractor, subcontractor(s) if applicable, the property owner, and Program staff and/or Consultant. The purpose of this meeting is to explain all applicable Federal and City requirements including Program requirements and procedures, coordinate and schedule the work start date, perform a job walk, and answer questions related to contract documents and the scope of work to be performed.

E. Start of Construction

No work shall commence until a "Notice to Proceed" has been issued to the contractor, signed by the property owner and the City representative. In addition, no work shall commence until the proper permits have been issued by the Building and Safety Division of the Planning and Building Department or State of California Housing and Community Development Department.

F. Progress Payments to Contractor and City Inspections

1. Inspections and Complaints. To ensure the integrity of the authorized repair work, the Program Inspector shall conduct site inspections prior to the issuance of progress payments and prepare detailed inspection reports which identify any deficiencies in a contractor's materials or workmanship. The Program Inspector shall make regular and/or unannounced inspections of work in progress to identify the quality of work and assess satisfaction of the property owner(s). These inspections are in addition to the normal inspections required by the Building and Safety Division or State of California Housing and Community Development Department.

2. Payment Request Packages. The contractor shall submit payment request packages to the City in the prescribed format. All requests shall be signed by the contractor, homeowner, and Program inspector, certifying that the work has been satisfactorily completed. All pertinent invoices, mechanics lien releases, certifications, contractor and equipment warranties, and copies of applicable permits shall be attached to the payment request. A payment shall not be released to the contractor if the invoice does not include applicable documentation. Final payment request must also include the owner's certification of acceptance, Building and Safety Division sign-off card, and the Notice of Completion. Payment request packages shall be submitted to the City for approval. A maximum of three (3) progress payments minus a 10% retention may be submitted. The final payment for the 10% retention shall be paid 35 days after the Notice of Completion is recorded.

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G. Applicant Complaint Resolution Process

Complaints concerning the Program should first be made to the Home Improvement Program Coordinator. If unresolved to the satisfaction of the applicant, an appeal may be made, in writing, to the Home Improvement Program of the City of Paramount. The applicant shall be allowed to present all pertinent facts to the City that may have a bearing on the particular issue to be resolved. The decision of the City shall be final.

H. Resolution Process – Disagreement between Contractor and Applicant

Disagreements between applicant and the contractor or contractor employees or subcontractors shall first be addressed between the applicant and the contractor. The applicant and/or the contractor shall provide the other party a written letter detailing the reason for the disagreement and request a resolution within seven days of the date of issuance. Such letter shall be sent via U.S. Postal Service "Registered Mail – Return Receipt." If the disagreement is unresolved to the satisfaction of the applicant or the contractor, either party shall notify the Home Improvement Program Coordinator in writing explaining the reasons for the disagreements and the steps that have been undertaken to resolve the disagreement. The Home Improvement Coordinator shall make a recommendation on how to resolve the disagreement. If the disagreement remains unresolved, either party may appeal the decision by requesting a review of the disagreement by the Planning and Building Director of the City of Paramount. Both parties will be allowed to present all pertinent facts to the City that may have a bearing on the particular issue to be resolved. The decision of the Director shall be final.

I. City's Responsibilities and Applicant's Responsibilities

1. Property Maintenance. The homeowner shall be responsible for property maintenance during the rehabilitation work (contractor shall be responsible for keeping the property clean of all construction material) in conformance with the Paramount Municipal Code. The homeowner shall be responsible for ensuring that the rehabilitation work is not impeded because of unmaintained property or general sloppiness, and those items of value, including pets, are secured. The City shall encourage that the contractor and employees of the contractor provide adequate protection to the homeowner's property, both interior and exterior, during the rehabilitation process.

2. Property Tax Bills. A copy of current property tax bills for the subject property must be submitted to the City as part of the application process. The property owner(s) is/are responsible for insuring that the property taxes are current. If an applicant's property tax statement indicates a delinquency at the time of the Program application, the City shall not proceed with grant processing until it is supplied with a Certificate of Redemption from the Los Angeles County Tax Assessor's Office or other appropriate documentation of proof of payment.

3. Notice of Completion: The property owner shall be responsible for executing a Notice of Completion within 10 days of the completion of the work.

J. Project Related Soft Costs - HOME Fund.

1. Reasonable and necessary soft costs include but are not limited to the following:
   - Specification writing or related professional services.
   - Credit and title costs; recordation fees; building permits; legal fees; and appraisal fees.
   - Affirmative marketing, information services, and counseling.

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- Project-specific staff and overhead costs (e.g., cost of staff and consultant time to prepare environmental, work write-up, and grant documents, etc.).

2. Invoices shall be coded to the appropriate fund account and processed through the Finance Department of the City of Paramount. The Finance Department shall track expenditures per project address.

3. Upon execution of a Contractor-Owner Agreement, the owner's financial contribution, if applicable, shall be transmitted to the Finance Department.

4. If the property owner withdraws, cancels, or is terminated due to a lack of response, soft costs incurred and drawn-down from the federal Integrated Disbursement and Information System (IDIS) shall be returned to the U.S. Treasury.

V. OTHER PROGRAMMATIC REQUIREMENTS

A. Bonus, Commission, or Fee

The applicant shall not pay any bonus, commission, or fee for the purpose of obtaining approval of the grant application, or for any other approval or concurrence as may be required by the City, pursuant to the provisions of this Program.

B. Conflict of Interest

No Program grant shall be provided to any member of the governing body of the City of Paramount, nor any designee of the City, who is in a decisionmaking capacity in connection with the administration of the Program. No member of the above organizations shall have any interest, direct or indirect, in the proceeds from the Program grant or in any contract entered into by the applicant for the performance of the work, financed, in whole or in part, with the proceeds of the grant.

C. Disclosure of Information

The City is a public agency and information or records (with the exception of financial information which falls under Government Code Section 6250 (c), and Section 7460 et seq.) submitted or released to the City by the applicant may be considered public records and subject to disclosure under the Public Records Act, Government Code section 6250 et seq.

E. Lead-Based Paint Notification

A Lead-Based Paint (LBP) Notification shall be provided to all applicants by the City as part of the application process. Such notice shall be signed and dated by the applicant and a copy shall be maintained in the project file. Upon completion of lead-based paint testing, the property owner shall be notified, in writing, of the test results and shall be provided with a copy of the report. If remediation or abatement of lead-based paint is conducted, a follow-up clearance test shall be conducted. The results of the test and a copy of the evaluation report shall be provided to the homeowner in written form.

If remediation or abatement of lead-based paint is required, the City shall obtain documentation for any lead-based paint clearance activities from clearance contractors and maintain a copy in the project file in compliance with 24 CFR 35.1340(b)(1).

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F. Substitution of Contractor

In the event that the selected contractor fails or refuses to complete the work in a professional and workmanlike manner as set forth in the Rehabilitation Construction Contract, including its General Conditions and Standard Specifications, or fails to use due diligence in performing the required work, the property owner(s) may terminate the Rehabilitation Construction Contract, upon providing proper notice to such contractor. The City shall assist the homeowner in completing the necessary termination documentation, as needed. No further rehabilitation is to commence until the Request for Substitution of Contractor and Termination of Contract Form, releasing the original contractor from his/her contractual obligations, is on file at the City, and a new contract is signed between the substitute contractor and the homeowner(s).

G. Noncompliance by Original Contractor. The City shall inspect the job and compile a list of incomplete or unacceptable items to determine the extent of work to be completed by the substitute contractor. Funds withheld from the original contractor shall be delineated on the form. Lien releases and invoices from the original contractor and subcontractor(s) must be provided by the contractor. The City shall prepare a revised Work Write-up, based upon the City's inspection findings, which contains only those items necessary to complete the job. The Homeowner shall obtain a substitute contractor willing to perform such work, and, to the extent possible, negotiate the total contract price with the new contractor to ensure that the new contract does not exceed available grant funding. A new Rehabilitation Construction Contract and Notice to Proceed shall be prepared by the City and appropriately signed.

H. Davis-Bacon Requirements

In accordance with Federal Regulations, Davis-Bacon requirements apply to the rehabilitation of residential property only if such property contains 12 units under the HOME Program. Therefore, this program is exempt from the Davis-Bacon requirements.

I. HOME Investment Partnership Act Program and Integrated Disbursement and Information System (IDIS) Set Up and Completion Procedure

Upon the execution of a written agreement with the property owner, the Home Improvement Program staff shall prepare and submit a "*Homeowner Rehab Set Up and Completion Form*" to the CDBG Consultant. The CDBG Consultant shall set up project information on IDIS. Upon the completion and release of the 10% retention, the Home Improvement Program staff shall submit a completion notice to the CDBG Consultant. The CDBG Consultant shall update and close out the project on IDIS.

J. Insurance, Assessments, Dues, etc.

All taxes, assessments, dues, and insurance premiums currently due or in arrears on the real estate must be paid before a grant is made. The property must have sufficient fire insurance as necessary to protect the owner and the City's interest in the property.

K. Property Appraisal

The Work Description is the basis for the appraiser to be able to estimate the value of the property after the rehabilitation work has been completed in accordance with the Work Description. Once completed, the appraisal shall be reviewed to determine that the post-rehabilitation value does not exceed 95% of the median sales price as determined in accordance with 24 CFR 92.254(a)(2)(iii). If after rehab appraisal meets the requirements, the applicant may proceed. If value exceeds the limit, the applicant will be informed that the property is ineligible for funding.

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L. Fair Housing and Equal Opportunity

1. Affirmative Marketing Procedures

The City shall inform residents of the CDBG or HOME programs, general eligibility criteria, and application procedures. The City shall ensure that bilingual materials are available for Applicants. In addition, the City shall ensure that bilingual staff will be available to help the property owners understand all program and application materials and to be available to answer any questions.

2. Equal Opportunity

Program participants will be selected on a first-come, first-served basis. No person shall be excluded from participation in, be denied the benefits of or be subjected to, discrimination based upon sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical handicap under any program or activity funded in whole or in part with CDBG funds.

3. Fair Housing

The City has affirmative marketing procedures and requirements for CDBG-assisted housing projects. These may include:

- Press release.
- Advertise in local newspaper and minority publications to solicit applications from residents who are not likely to apply without special outreach.

M. Disclaimer

The application package is an important legal document, and in all respects is voluntarily and knowingly executed by the Applicant(s). The Applicant(s) thereby acknowledge that he/she/they: (i) have read, in its entirety this application package, including any and all attachments hereto; (ii) understand the respective contents and requirements of each document; (iii) sought legal advice, if desired, concerning the legal effect of this application package and the program; (iv) shall indemnify and hold harmless the City of Paramount (including its employees, representatives, agents, or officials) from any claims, actions, suits, or litigation, whether monetary or otherwise, that may be asserted by the Applicant(s) or any third party person, firm, or entity arising from the performance of the City in considering/approving the application; and (v) without reservation agree to be bound by all the terms, requirements, and obligations of this application package and the program.

VI. AMENDMENTS

Amendments to these guidelines may be made from time-to-time by the City Manager. Authority to substantially modify the guidelines shall rest on the City Council, with the exception of Federal and State regulations.

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ATTACHMENT "A"

CITY OF PARAMOUNT
HOME IMPROVEMENT PROGRAM

HOME IMPROVEMENT FUNDING AGREEMENT

This Home Improvement Funding Agreement, dated_____, 20__ (the "Agreement") is hereby entered into by and between the City of Paramount, a municipal corporation (the "City") and_____(the "Participant").

This Agreement stipulates the conditions for participation in the City of Paramount's Home Improvement Program (the "Program") and the conditions under which the City will reserve funding for the rehabilitation of the property listed herein. Rehabilitation of the property must be completed no later than_____. The Program is being funded with and subject to the terms, conditions, and restrictions of the Federal HOME Investment Partnership Program (HOME) as set forth in 24CFR Part 92, and/or the Federal Community Development Block Grant (CDBG) Program as set forth in 24CFR Part 570, all of which are hereby incorporated by this reference.

It is agreed by and between the parties hereto that the following requirements must be met as a condition of program participation and program funding:

1. Participant is eligible for participation in the Program by virtue of ownership and principal residency within a single-family residential or mobile/manufactured property located within the corporate city limits of the City of Paramount, and which is in need of rehabilitation.

2. The property being rehabilitated by Participant under the Program is located at:_____, Paramount, CA 90723.

3. Participant's household income is eligible for Program participation as a low-income family with an annual household income that does not exceed the current 80% of area median income limits for Los Angeles County, as adjusted for household size.

4. Participant acknowledges and agrees that the Property rehabilitated under the Program must be maintained as the principal residence of Participant upon completion of the rehabilitation contemplated under this Agreement.

5. For HOME-funded projects, City and Participant agree that Program financial assistance for the proposed rehabilitation work contemplated under this Agreement exceeds the minimum Program requirement of $1,000, and that program funding is subject to compliance with the requirement that the post rehabilitation value of the Property will not exceed the current HUD approved FHA 203(b) value limit for Los Angeles County of $_____for 20 .

6. City shall provide program funds in an amount not to exceed_____("Grant" amount) for the repair of the Property. Participant and City agree that the proceeds of the City shall be used solely for the repair and rehabilitation of the Property and eligible costs related to such repair. The amount of assistance provided to the homeowner is subject to the approved budget in Attachment "A". The scope of work for the repair of the Property is subject to the approval of the agreement between the Owner and Contractor as provided in Attachment "B".

7. Rehabilitation performed on the Property shall meet all applicable City and State codes, zoning ordinances, and rehabilitation standards at the time of project completion, as required under 24CFR 92.251.

8. Rehabilitation performed shall meet the lead-based paint requirements required in 24 CFR 35, Subparts A, B, J, and R.

9. Relocation is not contemplated nor required as a part of this rehabilitation activity.

10. City and Participant agree to comply with the following applicable Federal requirements as noted in the respective program regulations:

    (a) Nondiscrimination and equal opportunity. The Fair Housing Act (42 U.S.C. 3601–19) and implementing regulations at 24 CFR part 100 et seq. ; Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959–1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107; title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1; the Age Discrimination Act of 1975 (42 U.S.C. 6101–6107) and implementing regulations at 24 CFR part 146; section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title; title II of the Americans with Disabilities Act, 42 U.S.C. 12101 et seq. ; 24 CFR part 8; section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135; Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR, 1964–1965 Comp., p. 339; 3 CFR, 1966–1970 Comp., p. 684; 3 CFR, 1966–1970 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60; Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971–1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development); and Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise).

    (b) Disclosure requirements. The disclosure requirements and prohibitions of 31 U.S.C. 1352 and implementing regulations at 24 CFR part 87; and the requirements for funding competitions established by the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3531 et seq.).

    (c) Debarred, suspended, or ineligible contractors and participants. The prohibitions at 2 CFR part 2424 on the use of debarred, suspended, or ineligible contractors and participants.

    (d) Drug-Free Workplace. The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21.

11. City and Participant agree to comply with the provisions of Section 282 of the HOME Investment Partnerships Act regarding nondiscrimination: "No person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity. [42 U.S.C. 12832]"

12. Grants do not require repayment unless the property owner sells or transfers property ownership within a two (2) year period following the anniversary date of the filing of the notice of completion. Repayment of grants will be prorated annually.

13. Participant is required to comply with all City program requirements as a condition of program funding.

IN WITNESS WHEREOF, the Participant and the City have caused this Home Improvement Funding Agreement to be executed by their duly authorized respective officers, all as of the date first above written.

CITY OF PARAMOUNT:

By:_____
(Name)
Planning and Building Director

PARTICIPANT:

_____
(Name)
Property Owner

ATTACHMENT "B"

Income Limits Table 2026				
Household Size	**30% of AMI** Equal to or less than 30% of Area Median	**50% of AMI** 31% to 50% of Area Median	**60% of AMI** 51% to 60% of Area Median (HOME Only)	**80% of AMI** 61% to 80% of Area Median
1	$35,000	$58,300	$69,960	$93,300
2	$40,000	$66,650	$79,980	$106,600
3	$45,000	$74,950	$89,940	$119,950
4	$50,000	$83,300	$99,960	$133,250
5	$54,000	$89,950	$107,940	$143,900
6	$58,000	$96,600	$115,920	$154,600
7	$62,000	$103,250	$123,900	$165,250
8	$66,000	$110,000	$132,000	$175,900

Based on 2026 Median Family Income for the Los Angeles – Long Beach Metropolitan Area