

HOUSING AUTHORITY  
OF THE  
COUNTY OF CONTRA COSTA



affordable housing solutions

September 17, 2009

**David Woltering**  
Community Development Director  
City of Clayton  
6000 Heritage Trail  
Clayton, CA 94517-1250

**RE: Community Development Block Grant (CDBG)  
Rental Rehabilitation Program  
Housing Authority of the County of Contra Costa**

Dear Mr. Woltering:

In partnership with our local towns, cities, and throughout the unincorporated areas of the County, the Housing Authority of the County of Contra Costa is pleased to announce the availability of low interest home repair loans through the Rental Rehabilitation Program. This program is funded mainly with Community Development Block Grant monies along with private matching funds.

The primary objective of the Rental Rehabilitation Program is to assist in the rehabilitation of affordable rental housing units by providing financial assistance to rental property owners who own this particular type of housing units. Contra Costa County has many neighborhoods all through the County in which this housing stock is in need of rehabilitation. This program is available to assist property owners with their repairs, with emphasis on housing rehabilitation work needed to produce good quality housing and helps improve overall neighborhood appearance throughout Contra Costa.

Enclosed are copies of our program advertising brochures. These are for circulation to the general public. With your assistance, we hope to maximize participation by helping us post these advertising materials at designated kiosks throughout your agency where the public may have access to this information. This is also obtainable in our website at: [www.contracostahousing.org](http://www.contracostahousing.org). With your help, we hope to move the Rental Rehabilitation Program successfully forward where we can continue to improve our neighborhoods and the lives of many low-income families.

If you have any question or need additional information about this program, please contact me at (925) 957-8035 or [tancheta@contracostahousing.org](mailto:tancheta@contracostahousing.org).

Sincerely,



Ted C. Ancheta  
Housing Rehabilitation Officer

CC: Joseph Villarreal, Executive Director, HACCC  
Robert Moore, Director of Development, HACCC  
Kara Douglas, CCC Affordable Housing Program Manager

**RECEIVED**

SEP 21 2009

CLAYTON COMMUNITY  
DEVELOPMENT DEPT.

# ATTENTION!!!

## RENTAL PROPERTY OWNERS



FUNDS ARE AVAILABLE  
TO ASSIST YOU WITH REPAIR COSTS  
ON YOUR RENTAL HOUSING PROPERTY.



**LOANS ARE AVAILABLE AT 3% SIMPLE INTEREST**

**NO MONTHLY PAYMENTS FOR 20 YEARS!**

**WE WANT TO HELP YOU PROVIDE QUALITY RENTAL HOUSING UNITS  
THAT IS AFFORDABLE TO LOW INCOME FAMILIES.**

**FUNDING IS AVAILABLE THROUGHOUT CONTRA COSTA COUNTY  
INCLUDING NORTH RICHMOND AND BAY POINT.**

(EXCLUDING THE CITIES OF CONCORD, PITTSBURG, RICHMOND, AND WALNUT CREEK)

**TO FIND OUT IF YOUR RENTAL PROPERTY QUALIFIES,**



### CONTACT

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA  
TED C. ANCHETA, HOUSING REHABILITATION OFFICER  
3133 Estudillo Street, Martinez, CA 94553

(925) 957-8035 or visit our [WEBSITE at: www.contracostahousing.org](http://www.contracostahousing.org)

\*TENANTS DO NOT HAVE TO BE ON SECTION 8 PROGRAM TO QUALIFY

THIS PROGRAM DOES NOT DISCRIMINATE AGAINST OR SEGREGATE A PERSON OR OF A GROUP OF PERSONS ON  
ACCOUNT OF RACE, COLOR, RELIGION, CREED, AGE, DISABILITY, SEX, SEXUAL ORIENTATION, MARITAL STATUS, ANCESTRY  
OR NATIONAL ORIGIN.

WE STRONGLY SUPPORT EQUAL OPPORTUNITY IN RENTAL HOUSING, LENDING, AND CONTRACTING ARRANGEMENTS.



The rents below reflect deductions for usual tenant paid gas and electric utilities and owner paid water and garbage. For dwelling units where water and garbage service are paid by tenants deduct \$60 per month from maximum Rents shown. Households receiving a Section 8 rent subsidy may be charged the allowable lease maximum.

**AFFORDABLE RENTS FOR QUALIFYING HOUSEHOLDS**

Unit Size	Maximum Monthly Rent
0 Bedroom	\$ 366.00
1	\$1,029.00
2	\$1,237.00
3	\$1,421.00
4	\$1,565.00
5	\$1,709.00

**MAXIMUM ANNUAL INCOME FOR QUALIFYING UNITS**

Household Size	Annual	Monthly
1 person	\$46,350.00	\$3,863.00
2	\$53,000.00	\$4,417.00
3	\$59,600.00	\$4,967.00
4	\$66,250.00	\$5,521.00
5	\$71,550.00	\$6,404.00

**WHAT WE DO . . .**

- ❖ Visit the property with you and discuss the necessary repairs
- ❖ Analyze your tenant's eligibility
- ❖ Verify your credit, title, mortgage, and related loan application requirements
- ❖ Review your contractor's bid proposals and work specifications
- ❖ Prepare your loan documents and close the loan
- ❖ Reserve your loan funds in escrow
- ❖ Issue the Notice To Proceed for your housing rehabilitation contract
- ❖ Disburse loan funds to you or your contractor as the work progresses

Maximum Household Income is the gross income received by all members of the Household.

**CONSTRUCTION ITEMS THAT ARE COMPLETED PRIOR TO LOAN APPROVAL WILL NOT QUALIFY.**

**WHAT YOU DO . . .**

- ❖ Submit completed application and attachments
- ❖ Solicit bid proposals or negotiate cost with your contractor
- ❖ Sign loan agreements and contracts
- ❖ Schedule and direct your contractor's work
- ❖ Request construction pay-offs
- ❖ Complete rent-up

**INTERESTED IN APPLYING FOR A RENTAL REHABILITATION LOAN?**

For applications, program brochure, and related information, the Housing Authority of the County of Contra Costa office is open Monday thru Friday, 8:00 A.M. to 4:30 P.M.

Ted C. Ancheba, Housing Rehabilitation Officer is available to answer questions and accept loan applications for the Rental Rehabilitation Program.

**CALL US TODAY!**  
(925) 957-8035

Housing Authority of the County of Contra Costa  
3133 Estudillo Street, P.O. Box 2759  
Martinez, CA 94553  
(925) 957-8000 FAX (925) 372-0236  
WEBSITE: [www.contracostahousing.org](http://www.contracostahousing.org)

**THIS PROGRAM DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAP. WE STRONGLY SUPPORT EQUAL OPPORTUNITY IN RENTAL HOUSING, LENDING, AND CONTRACTING ARRANGEMENTS.**



PRINTED: DECEMBER 2008

**RENTAL REHABILITATION PROGRAM**

**Our goal** is to expand the supply of quality rental housing in the County of Contra Costa. We can accomplish our goal by helping our community provide quality housing that is affordable for lower-income tenants.



**ATTENTION RENTAL PROPERTY**

We have funds available to cover up to 1/2 of your repair costs on your rental housing units. These funds are available to for-profit owners and non-profit organizations at low 3% Interest Loans.

We have arranged over \$4.5 million in loans for housing improvements in Contra Costa County and we are ready to work with you.

**WHAT KIND OF PROPERTIES ARE ELIGIBLE?**

Properties eligible for this program must be primarily residential single-family or multiple units. The property must be primarily occupied by lower income tenants. Vacant properties are also eligible.

**ELIGIBLE PROPERTY LOCATION**

This program operates throughout Contra Costa County, excluding the cities of Concord, Pittsburg, Richmond and Walnut Creek.

**PURPOSE AND USE OF FUNDS**

Loan funds may be used for work that includes plumbing, heating, roofing, flooring, painting, and general permanent improvements with Authority\* approval with emphasis on housing rehabilitation work that is needed and will produce good quality housing and improve overall neighborhood appearance.

**MATCHING FUNDS**

The Rental Rehabilitation Loan program requires "Matching Funds" from the property owner. The Authority\* may loan up to 50% of the total cost of a project.

\* Housing Authority of the County of Contra Costa Example: If the total project cost is \$10,000.00, the Authority will loan you \$5,000. In the case of Non-Profits, the Authority will loan up to 75% of the total project cost.

**PROCESSING TIME**

Loans usually take 6 to 8 weeks to process. However, each project varies in complexity and some may take more or less time to process.

**FEES AND COSTS**

Applicant is responsible for cost required to cover for Title Search, Appraisal, Credit Check, and Lead Inspection and Report. This fee varies relative to the number of units and age of property. This is due upon submittal of application or can be included with the loan.

Other related fees such as lead-based paint supervision and clearance testing may be financed out of loan proceeds.

**LOAN MAXIMUMS**

No. of Bedrooms	Maximum Loan Per Unit
1	\$20,000.00
2	\$22,500.00
3	\$25,000.00

**LOAN MINIMUMS**

Loans must be an aggregate amount of no less than \$3,000.00 per unit.

**LOAN TERMS**

Loans are made up to 90% of after the rehabilitation value.

Payments on loans for this program are deferred for twenty (20) years. This means that you do not have to make any loan payments for a period of 20 years.

Loan interest rates are 3% simple interest. This means that the interest accrued throughout the term of the loan is based on the original amount borrowed.

Example: If you borrow \$10,000.00, the interest per year on that amount is \$300.00 At the end of twenty years you will have owed \$16,000.00\*  
\* Interest each year @ \$300 x 20yrs = \$6,000 + \$10,000 (principal) = \$16,000.00

**REPAYMENT OF LOAN WITHIN THE FIRST FIVE YEARS OF TERM**

shall subject Borrower, in addition to repayment of principal and interest, an additional cost of \$3,000.00 per project unit for Administrative Fees. This Fee shall be waived after the first five years of Term.

**TENANT MAXIMUM MONTHLY**

Although not a program requirement, we encourage Section 8 Program participation.

Income Limits by Household Size as of FY2008-09

Household Size	1 Person	2	3	4	5	6
Group Monthly Income	\$3,851.00	\$4,412.00	\$4,967.00	\$5,521.00	\$5,963.00	\$6,404.00

Tenant incomes will be verified during loan processing.

**RENT LIMITATION AGREEMENT**

Affordable rent and quality housing are the Authority's goals and the reasons for the low interest rate and deferred payments. Rents are limited to a schedule that can be reviewed when you call our office.

**MAXIMUM RENT AND HOUSEHOLD INCOME**

Effective April 12, 2008

The Maximum Rent and Household Income limits may be adjusted from time to time by the Authority, following publication of the Oakland PMSA Median Income (AMI), by the U.S. Department of Housing and Urban Development. **Maximum Rent shall not exceed 30% of the then current Median Income** and are based on the following occupancy levels: studio, one person; one bedroom, two persons; two bedrooms, three persons; three bedrooms, four persons; four or more bedrooms, five persons, No increase in rent shall be charged for more or fewer occupants.