

**CITY OF PALMDALE
COMMUNITY REDEVELOPMENT AGENCY
NEIGHBORHOOD IMPROVEMENT PROGRAM
PROGRAM OVERVIEW**

INTRODUCTION

The Neighborhood Improvement Strategy was presented to, and adopted by the Palmdale City Council (City) and Redevelopment Agency (Agency) on May 8, 1996.

Implementation of the Neighborhood Improvement Strategy will be through the Neighborhood Improvement Program neighborhood empowerment/improvement programs targeted in Focus Neighborhoods. The Paint, Landscape, Driveway, Roof, Trash and Tool Loan Program components of the Neighborhood Improvement Strategy will provide assistance up to moderate income level (100 Percent of Median Family Income) homeowners in Focus Neighborhoods.

The Strategy will be implemented by the City's Economic Development Department - Housing Division. Program efforts will compliment and coincide with current Housing Rehabilitation and Agency strategies. The Neighborhood Improvement Strategy will support and balance the Partners Against Crime (PAC) Program and help implement the Downtown Revitalization Plan. The Strategy will begin with an initial survey of single-family home neighborhoods in order to identify the first Focus Neighborhood. Once a neighborhood is selected, the programs will be refined to meet the demands of that specific neighborhood. Program applicants and contacts will be encouraged to join and strengthen the Neighborhood Watch and similar Public Safety and homeowner programs.

The Neighborhood Improvement Strategy is a comprehensive approach addressing a myriad of problems facing our neighborhoods including; crime, housing deterioration, declining property values, lack of neighborhood spirit, vacant houses, open space concerns, and infrastructure needs. Implementation of the Strategy will introduce positive change in our neighborhoods and encourage cooperative efforts to eliminate conditions which are detrimental to health, safety and public welfare.

CONFLICT OF INTEREST STATEMENT

No member of the governing body of the locality, official, employee, or agent of the locality, who exercises decision-making functions or responsibilities in connection with the planning and/or implementation of the Neighborhood Improvement Strategy shall

directly or indirectly benefit from the program. This condition shall continue for one year after the individual's relationship with the locality ends.

AMENDMENT PROCEDURES

All procedures set forth in this program guideline may be amended by the Agency's Executive Director if the proposed changes do not impact the overall financial scope of policies of the Neighborhood Improvement Strategy.

PROGRAM OVERVIEW

Implementation of the Neighborhood Improvement Strategy will be through the Neighborhood Improvement Program which includes neighborhood empowerment/improvement programs targeted in Focus Neighborhoods. The Paint, Driveway, Roofing, Trash, Tool Loan, and Landscape Program components of the Neighborhood Improvement Strategy will provide **grant** assistance up to moderate-income (100 percent of Median Family Income) homeowners in Focus Neighborhoods.

Criteria for identification of Focus Neighborhoods include census tract information, location relative to major arterial routes, 200 or less properties, blight, community needs, City staff input, and County - real estate - education - tax sources will be used to determine the demographic basis for focus area selection.

The Community Redevelopment Agency will provide grants or loans (based on program applications from qualified residents) through the neighborhood improvement programs based on eligible program improvements. The programs are designed to serve the following purposes:

- A. To maintain or preserve those structures which are, **generally**, in good condition.
- B. Provide rehabilitation assistance for the elimination of conditions, which are detrimental to health, safety and public welfare.
- C. Identify blighted areas and present improvement programs to residents, thereby, adding life to the City's existing housing stock and **postponing** deteriorating and blight.
- D. Serve as the City's focal point in Community Outreach programs teamed with the existing PAC and Neighborhood Watch programs.

Description of Program Elements

Roof Replacement Program

This program assists households with repairs or installation of a new roof system. Based upon a professional inspection of an existing roof, a household can have either simple repairs performed or if required, a complete new roof system installed.

Driveway Replacement Program

Old and deteriorating asphalt or concrete driveways that are in poor condition can be replaced utilizing this program. Old driveways are broken up and hauled away and a new concrete driveway is installed in its place.

Paint Program - Program will assist qualified households in focus areas with exterior paint and “**superficial**” exterior repair as determined by the Neighborhood Preservation Specialist or designee. Applicants will sign a Maintenance Agreement with the City to maintain the paint for a period of two years. Paint choices will be made by the property owner from a color spectrum approved by the Agency.

Trash Program - Citizens with current trash service and a need to discard additional refuse may apply to the Agency for assistance. The Agency will coordinate the placement and pickup of a dumpster to be placed in front of or near the applicant's home.

Landscape Program -Designed to assist qualified households in a focus area with installation or repair of irrigation systems and “**simple**” landscape design. Staff will develop two standard landscape designs for the neighborhood; homeowners will have their choice of three species of ground covers, shrubs, and trees; and their location and use within the established standard landscape plan. Only program approved landscape designs will be funded. Applicants will sign a Maintenance Agreement with the Agency to maintain the system and landscape for a period of two years.

Tool Loan Program - Designed to defray the costs of tools used by applicants for maintenance, repair or beautification projects. Qualifying applicants will contract with a pre-approved tool rental company for improvement tools. After the tools have been returned, the citizen will forward the bill to the Agency and a warrant request will be issued to the participating tool rental company for repayment. Applicants will be required to sign an Affidavit acknowledging that the tools can only be used for eligible home improvement work on their property within the Focus Neighborhood area.

Program applicants and contacts will be encouraged to join and strengthen Neighborhood Watch, Block Clubs, select a neighborhood name, organize and sponsor community clean-ups/tree plantings, and other similar Public Safety and homeowner programs. Staff is researching Adopt-a-Programs, as they apply to parks, vacant

houses, and streets. Once a Focus Neighborhood is selected, these programs will be defined to meet the needs of that specific neighborhood.

Eligibility Requirements

Neighborhood Paint Program, Driveway Program, Roofing Program, Trash Program, Landscape Program, Tool Loan Program:

- Applicants can be up to moderate-income households. For purposes of the above referenced Programs, moderate income is defined as households whose total income does not exceed 100 percent of the median income adjusted for family size (refer to Appendix A).
- Income eligibility shall be based on the income limits set by the State Department of Housing and Community Development (HCD) based on percentages of the median income (by family size) for the Los Angeles County Metropolitan Area. The income limits in effect upon the date of completed application shall be used (refer to Appendix A).
- Income or payments received by the family head (even if temporarily absent), each member of the family who is not under 18 years old and a full-time student, and any other person who produces income and resides at the subject property will be included in determining annual income. Income verification must be provided by applicant, (i.e. copies of social security allotment, most recent pay stubs, and last year's Federal Income Tax Return 1040).
- A homeowner who has previously participated in a City/Agency funded rehabilitation program is not eligible to repeat that program.
- Participating homeowner must own the property; however, in the case of a rental property, qualifying income criteria is based on the tenant's income.
- The property must be located within the incorporated boundaries of the City of Palmdale; and within the targeted neighborhood.
- Only single-family residential structures may be improved. The owner must be able to submit documentation of property ownership (i.e., grant deed, deed of trust, or property tax bill). The existing deed must show the applicant's name (or applicant and spouse's name).
- Eligibility of proposed improvements will be based on program staff or his/her designee inspection.

- Existing structure must not be in violation of Article 106 of the Palmdale Zoning Ordinance (nonconforming uses).
- Refinancing - The Maintenance Agreement will transfer with the property and remain in full effect for its determined duration upon the occurrence of any one of the following events: (I) sale or transfer of the property, including, without limitation, lease, exchange or other disposition of the property or any interest therein, (ii) the refinancing of the First Lien for a loan amount in excess of the then current loan balance secured by the first lien.
- The owner and all successors and assigns shall, for the term of the grant, protect, preserve and maintain in good condition, and to the reasonable satisfaction of the Agency, the property exterior improvements. Property maintenance shall be in conformance and in compliance with the City of Palmdale's maintenance standards, as defined by regulation of property maintenance in Municipal Code Chapter 8.36. A maintenance agreement to secure performance of the maintenance standards shall be executed by the homeowner.
- **The Agency retains the right to refuse or cancel program applications at any time if the application is not in the best interest of the purpose, goals, and objectives of the Programs as determined by the Agency. Applicant (s) will be given a written notice of refusal determination.**

Program Terms

Neighborhood Paint, Driveway, Roofing, Landscape Program:

- Maximum grant amount of \$15,000 per home.
- No repayment is required.
- Owner is required to sign a two (2) year Maintenance Agreement.

Tool Loan Program:

- Maximum one time grant amount of \$300.
- No repayment is required.
- Applicant indemnifies the City of Palmdale, Community Redevelopment Agency of the City of Palmdale and its agents.

Homeowners are encouraged to become familiar with the Program Overview and should consult and work closely with their assigned contractor. Contractors participating in this program may be selected by as many as 15 to 20 homes at one time, so communication is important. Contractors are encouraged to make contact with residents they are assigned to work with no less than 3 to 4 times a week. During the construction process there will be times when minor inconveniences as a result of the work being performed occur. Contractors are encouraged to take every precaution possible and within their control to help residents through this process.

Application Process

- Applicant completes and signs all forms, including providing all verifications such as proof of ownership and income. The income of all persons living at the subject property determines program eligibility. If a property owner does not reside at the property, that owner may provide notarized documentation stating he/she does not contribute to the income of the household. All persons listed on the deed are required to sign all documents, unless power of attorney is given to one person.
- Staff reviews and verifies application data and income eligibility. If the applicant is eligible for the programs, the applicant shall be notified detailing how the program will be initiated. If the applicant does not qualify, a written notice will be issued explaining the status.

Property Inspections

- Once approved, staff shall notify applicant of eligibility. Staff shall make an appointment with the applicant to inspect the property.
- The Housing staff sends out the homeowner's improvement request to contractors for proposals. Applicant will select contractors from the list of those who respond to the request for proposals.
- If needed, drawings and specifications are prepared based on the property inspections and particular Program goals. In preparing plans to be financed with the assistance of the Agency, the Eligible Improvements guidelines must be adhered to by homeowners and staff.

Construction Bids

Paint, Landscape, Driveway and Roofing Programs:

- With the Owner's approval, contractors will be solicited to bid from the Eligible List of Contractors or Bidders List. The program will utilize only B-licensed contractors. Contractors who have qualified for the Bidders List by filing a Contractor's Application will be invited to bid. Contractors shall maintain for the duration of the work the following insurance:

Worker's Compensation Insurance, providing coverage as required by the California State Worker's Compensation Law. \$1,000,000 by Statute.

Comprehensive General Liability coverage in the minimum amount of \$1,000,000 per occurrence - Best rating B+ or better.

Automobile Liability coverage in the minimum amount of \$1,000,000 per occurrence - Best rating B+ or better.

Endorsements or other evidence of insurance satisfactory to the Agency shall be filed with the Neighborhood Preservation Specialist and all policies shall contain a provision requiring the carrier to give the Agency at least 30 days notice prior to cancellation. All certificates of insurance shall name the Community Redevelopment Agency of the City of Palmdale and the City of Palmdale as additional insured party. The contractor shall hold harmless and indemnify each property owner, the City, the Agency, and their respective officers, agents and employees from all claims, demands, actions, liability or loss which may arise from or be incurred as the result of, injury or damage to the persons or property in the performance of said work, including but not limited to damage to the premises refer to (Supplemental Agreement - Appendix C).

A reasonable proportion of these contractors will be minority/female consistent with their general availability in the various trades. If the Owner prefers a particular contractor, staff will include the contractor (if licensed) after the contractor submits a Contractor's Application, including evidence of the required insurance, and after staff checks references. Additions to the Eligible List of Contractors are made periodically. Housing staff maintains a folder on each contractor who qualifies and is put on the Eligibility List. Each contractor is given a complete package of Bid Documents including a sample Owner/Contractor Agreement and Instructions to Bidders.

Bidders shall carefully examine the Contract Documents and the construction site and become familiar with them prior to the submission of bids. Bidders shall

notify staff of any errors, omissions, or discrepancies in the Contract Documents promptly, as they are discovered. No extra payments will be given for conditions, which are evident upon examination of the construction site, specifications, and/or drawings.

Bids shall be submitted in a Bid Form format, shall be signed by an authorized agent of the Firm, and shall be sealed in an envelope. The completed Bid Form should be accompanied by a Cost Breakdown.

Bids shall be submitted at the Housing Office, on behalf of the Owner. Any Bid Documents containing erasures, changes, etc., will be subject to rejection unless they are initialed by the Bidder. Staff reviews the bids to determine if all items are included and if there is comparability to the cost analysis sheet. Total cost should be reviewed to determine if the contractor is 10 percent above or below a reasonable total price.

The property will be occupied during the performance of the work unless otherwise specified. Bid Bonds, Labor and Materials Bonds, and Performance Bonds, when required by the Housing Division will be specified. Under the NIP, Paint, Driveway, Roofing and Landscape Program, the Homeowner awards the contract based on their decision of the best contractor for the job. However, the Owner and the Agency reserves the right to reject any or all bids.

Document Execution

- Once the review of the construction documents and plans have been completed, and contractor verifications provided, agreements and contracts can be prepared. For all work conducted by a contractor, a contract must be signed.
- Contractor will be given all the appropriate documents to gather signatures. The Contractor will make sure that all appropriate parties have copies of the signed documents.

Construction and Payments

- Authorization Notice to Proceed will be issued. The work to be performed shall commence within seven (7) calendar days of the Starting Date referred to in the Notice to Proceed and completed within a reasonable time-frame specified by the Housing Division.
- Contractor obtains all necessary building permits. Contractor calls for all inspections as necessary. Contractor provides labor and material lien release from all subcontractors.

- Any changes from the original plan or specifications and any time extensions must be approved by Change Order and approved by the Owner and the Housing Division.
- The progress payment system is the method of disbursement whereby the Housing Division makes payments to the Contractor. In this system, a number of intermediate payments can be made as the construction progresses. At the completion of the work, the Completion Payment is made and 30 days after the Notice of Completion, the Retention Payment is made to the Contractor. The total number of payments will vary according to the size and scope of the construction to be done.
- The Payment Schedule is a schedule in which the work is divided up into portions corresponding to the number of progress payments to be made. The approved Payment Schedule can be revised, when necessary, only by means of a Change Order.
- The payment process for each progress payment is initiated by the Contractor. When the Contractor feels he has completed the work required in the Payment Schedule for a payment, he will then contact the Housing Division and request payment. Each payment is authorized by means of a Certificate for Payment. The Certificate for Payment is the document on which the Contractor, the Owner, and the Housing Division certify that the work has been completed in accordance with the Payment Schedule and the other Contract Documents. The portion of the work required to be completed for each payment is noted on the Payment Schedule and must equal or exceed the dollar value which that payment represents (except on the Completion Payment).
- The Completion Payment is made contingent upon the completion of the work, receipt of satisfactory lien waivers and contractor's certifications, submittal of a copy of the Building Permit, with final approval by signature, by the Building Inspector and the filing of the Notice of Completion by the Owner. Payment for extra work (not specified in the original contract) covered by an approved change order will be made with the Completion Payment.
- The Housing Division may decline to approve a Certificate for Payment and withhold payment in whole or part as may be necessary to protect the Owner from loss because of defective work not remedied, third party claims filed or reasonable evidence indicating probable filing, failure of the Contractor to make payments properly to Subcontractors, and/or unsatisfactory performance of the work by the Contractor. Payment for all progress payments, the Completion

payment and the Retention payment will be disbursed in the form of a check made payable to the Contractor typed and signed on the back.

The City shall be the final authority on when the job has been satisfactorily completed.

General Conditions

- All work estimated to exceed a cost of \$500 must be completed by a State licensed contractor.
- There shall be no reimbursement for any work contracted prior to application.
- The Agency reserves the right to reject any estimates, contract or contractor. The owner and contractor agree to hold the City and the Agency harmless from all claims and damages arising from the work and/or the contract.
- The Agency may deny a request for a grant and/or loan under the following circumstances:
 - Income or property ownership documentation or other information is deemed insufficient, incorrect or falsified.
 - The improvements would not enhance the value or increase the useful life or livability of the home.
 - The existing structure is found to be in violation of Article 106 of the Palmdale Zoning Ordinance (non-conforming use).
- Application for the grant or loan programs will be good for only six (6) months, after which time reapplication to the program will be necessary. An extension of the time limit may be granted if extenuating circumstances delay the normal progress of the rehabilitation activity.
- Owner agrees to maintain in good condition, and to the reasonable satisfaction of the Agency, the project site and improvements, including landscaping. For the purpose of definition, the project site and improvement shall mean the scope of work performed and installed within the Paint, Trash, Landscape, Roofing and Driveway Elements on a particular property as state in the project specifications. Owner shall maintain the appearance and structural integrity of the property, including all permanent structures, irrigation systems/sod/or landscaping, and adjacent public right-of-way, as required by the current City of Palmdale's

Maintenance Standards, as defined by regulation of property maintenance in Municipal Code Chapter 8.36.

- If the owner(s) fail to maintain the property as required above, then the Agency agrees to notify the owner(s), in writing, if the condition of the project site and improvement do not meet with the Agency's maintenance requirements. This notice will include a description of the reasons for the failure. If the Agency provides the written notice and within thirty (30) days after receipt of the notice, owner(s) do not cure the failure identified in the notice, then the Agency at its discretion, may enter onto the property, or hire a contractor to enter onto the property, to correct the failure. Owner shall be jointly and severally, liable to repay Agency all expenses incurred as a result of Agency's exercise of the rights provided in this paragraph. If owner(s) do not repay all the expenses within thirty (30) days after receipt of written notice from the Agency of the amount of the expenses, then the Agency may record a lien against the property in the amount of the unpaid expenses, plus any additional amount Agency may expend to record the lien and collect the unpaid amount of expense.

Program Monitoring and Evaluation

All elements of the Neighborhood Improvement Strategy will be monitored and evaluated statistically and programmatically.

In order to provide the Agency with information on the progress of the program, basic data will be maintained on the number of applications received, activities undertaken, applications approved and payments made, and any other relevant data required by the Agency. A regular monthly report will be provided which includes financial balances and disposition of all applicants. A periodic evaluation will be conducted. Participating applicants, contractors and Program staff will be interviewed to determine the following:

- Has the program benefited property owners and the neighborhood in general, and has it met the established goals and objectives?
- What problem areas exist, if any, and how should the program be modified to address identified problems?
- Has the funding level and other financial restrictions impeded the realization of the program goals and objectives?

Specifications

Exterior Paint

NOTE: Pre-existing conditions that are a result of neglect for proper maintenance to the exterior of the home will greatly affect the overall scope of work. Conditions of the exterior will be rehabilitated within reason and not to exceed the program budget. Should it be determined that the grant amount does not cover the cost of needed repairs, homeowners are encouraged to apply for other housing programs that assist in making extensive repairs requiring additional funding. Each home will be rated to determine the amount of work required to bring the quality of the stucco and trim to the best condition possible. This rating will be disclosed to the homeowner prior to work beginning.

Exterior stucco and wood trim are to be pressure washed with a commercial grade high-pressure washer (1800 psi minimum) all flaking of existing paint to be removed with hand scrapers (if necessary). The prepared exterior is to be allowed to dry for a minimum of 24 hours or more depending on weather conditions.

All visual cracks in fascia, trim and soffits to be filled with an exterior grade spackle and sanded properly. Any wood trim, or fascia boards that are not repairable are to be removed and replaced with new material excluding situations that would compromise the integrity of the roof or would be cost prohibited using program funds. All miter and butt joints are to match existing joinery, as close as possible.

All exterior stucco or masonry to be patched and filled depending on damage. All cracks to be filled with proper stucco filler. All stucco to be filled and textured, to match existing as close as possible. Window and door trim to be caulked and filled as needed. Window glazing that would compromise or result in the replacement of glass or cause the integrity of the window to be compromised will be prepared and finished only at the contractor's discretion.

All plants and dirt surrounding the weep screen are to be moved away to allow the entire base of stucco and trim to be properly prepared and painted. All existing plants and bushes, that are in the general area, are to be temporarily moved or covered.

Structures that are attached to homes (patios, lean-to's, room additions) and separate structures, such as detached garages are to be included in all bid prices and specifications.

A latex based product manufactured by Dunn Edwards, Frazee, or Vista compatible with exterior wood and stucco surfaces. Contractors are to carry a minimum 5 year written warranty against peeling or fading as a result of product failure or improper preparation (**excuses pertaining to pre existing conditions will not be accepted unless otherwise noted in the contractor's proposal at the time of the performance of the work**). A separate representative (non affiliated with the City of Palmdale or any contractor) to determine any product discrepancies that may occur within specified time limits.

Paint selected will be sprayed, rolled or brushed on depending on weather and contractor discretion. All over spray and cleanup will be included with final cleanup process. Contractor to request a visual inspection by owner and City official. All work to be approved and signed stating that work is acceptable and completed. Contractor to supply City official with verification that one or more of the above products were used to complete paint process. Form to be provided by the City of Palmdale and verified by product supplier.

Driveway Replacement

A plot plan is to be submitted with each contractor proposal outlining the scope of work to be performed. If required within the proposed scope of work, all permits for driveway and approaches are to be secured by the general contractor. Contractors are to remove and dispose of the existing driveway and excavate for new driveway. Construct forms; pour a 4" thick concrete slab (with small footing at edges). Driveway shall have a light broom finish. Provide expansion joints at public sidewalk and garage with tar saturated felt and score slab approximately every eight (8) feet of length and/or width. A 28-day curing period will be in effect until the concrete fully hardens. Should surface cracks appear during the 28-day period that would be found to be detrimental to the overall condition of the driveway, a rehabilitation consultant will be contacted to determine if the section in question should be replaced. Any damaged caused by parking too soon or individuals walking to defacing the surface in any manner will be the sole responsibility of the homeowner.

Landscape Program General Conditions

NOTE: Landscape items are only to be referred to as required to complete the basic and simple scope of work as outlined in this program.

Criteria listed below are considered to be minimum requisites for any landscape contractor who constructs, installs or subcontracts the development of landscape systems for the Agency.

- **Seed**
All seed should be labeled in accordance with the California Food and Agriculture Code. (See standards)

- **Other Materials**

Tree stakes

Stakes should be of sufficient size, height, and strength to support the tree in an upright position for a sufficient period of time, to allow for proper trunk growth.

Tree ties

Ties should be of durable, non-abrasive material, with adequate fasteners to secure the tree to the stake. Tree ties should be of such quality to remain intact as long as needed by the plant.

Chemical weed control

All chemical weed control as (herbicides) MUST be registered in the State of California and conform to all requirements of the California Food and Agriculture Code. Types include contact, trans-located, pre-plant, and pre-emergent herbicides.

Mulch

Suitable mulch materials include ground bark, wood chips, compost, and gravel.

Soil Preparation

Preparation of planting areas should consist of cultivation, incorporation of soil amendments and fertilizers as needed, and finish grading.

The planting areas should be cultivated to a minimum depth of six inches to completely break up and compacted soil.

Additives should be uniformly placed and incorporated into the soil as required or in accordance with the recommendations of a qualified soil laboratory and/or local needs.

After all amendments have been incorporated, planted areas should be finish graded to re-establish all swales and grades to ensure proper surface drainage. Final grade should be set at a level below sidewalks, curbs, and similar surfaces which will allow for surface drainage after placement of seed, or mulch. All areas should be sloped to drain at the following percentages:

Adjacent to Buildings.....	2 - 10%
Lawn and Turf Areas.....	1 ½ - 10%
Slopes with Plants.....	1 - 2%

All planting areas should be smooth, and free of rocks and clay lumps in excess of one inch

Planting Holes

Plant hole preparation consists of laying out plant locations, digging holes, and placing required additives, if needed.

Plant locations should be laid out as indicated on the drawings, adjusting as necessary to avoid existing underground and overhead utilities. Plants should be located where they will not obstruct irrigation sprinklers or drainage swales and far enough away from thoroughfares so they will not encroach when they reach their ultimate size.

Plant holes should be excavated to a minimum of two times the diameter of the root ball and 1 ½ times the depth of the root ball. The sides of holes should be scarified if glazing occurs during excavation. Deeper holes may be required to overcome site conditions, such as compacted engineered fill or natural stratification, and to improve drainage in the root zone.

Additives should be placed in each plant hole, if required. This may be accomplished by placing additives in the plant hole and mixing with native material or by removing all material from the plant hole, mixing additives and backfilling to a depth that will allow placement of the plant.

Chemical Weed Control

Herbicides used for chemical weed control should be applied per the manufacturer's recommendations and must be done in accordance with all regulations of government agencies. Use extreme care when using herbicides to avoid the risk of damage to other plant materials or injury to humans and wildlife.

Mulching

Planting areas should be mulched to help keep soil and young plant roots at a desirable temperature, maintain moisture, and reduce weed growth. Mulch should be applied in an even and smooth layer over the planting area after final grading is complete and after the application of an appropriate herbicide, if used.

Seeded Lawn Planting Procedures

After planting area has been prepared, seeds and fertilizers, per manufacturer's recommendations or as specified, should be evenly distributed and incorporated by raking, culti-packing, or other accepted methods, and the area top-dressed with mulch as necessary.

No incorporation of seed and top-dress fertilizer is necessary when seeding hydraulically with an adequate amount of mulch.

The watering program does not have to begin immediately after completion of seeding operations, as long as the soil is not moist enough to initiate germination. During the germination period, the surface should be kept moist at all times, avoiding all water runoff.

Seeded lawns should be mowed before the grass reaches four inches in height and when the soil is in a relatively firm condition. No more than one-third of the leaf surface should be removed at any single mowing.

Existing Conditions

Pavement should not be disturbed without the approval of the Owner or the Owner's representative and then only in the event obstructions are encountered.

Substitutions

All substitutions of materials should be of equal or greater quality and should be approved by the Owner or the Owner's representative.

Demonstration

Upon completion of irrigation system installation or repair, the Contractor should physically demonstrate to the Owner or the Owner's representative how to set time controls, adjust sprinkler heads, and operate pumps and other equipment.

Pipes and Fittings

Unless otherwise specified, all rigid plastic pipe should be polyvinyl chloride (PVC) and should conform to all requirements of product standards for PVC 1120, PVC 1220 (Type 1) or PVC 2120 (Type 2), National Sanitation Foundation (NSF) approved.

Constant Pressure (Main Line Pump): All solvent weld joint piping subject to constant pressure within the system should be class 315; Schedule 40 should be used for pipe sizes not exceeding 2 inches.

Lateral Pipe: Piping downstream of the operating valves, not subject to constant pressure, should be a minimum of class 200.

Fittings: All fittings for rigid PVC pipe should be either solvent weld, ring or gasket joint, gasketed compression, or IPS threaded type. Rigid plastic pipe should not be threaded. Heavy wall nipples Schedule 80 with molded threads are allowed.

Threaded: All fittings for threaded valve assemblies should be threaded PVC Schedule 80.

Threaded Nipples: All nipples used for riser, swing joint, valve, or other threaded assemblies should be a minimum of Schedule 80 PVC with molded threads. Plain end pipe should not be threaded because of the notch-sensitive nature of PVC.

Flexible Pipe and Fittings: All flexible plastic pipe should be virgin polyethylene (PE) PE 2306, PE 3306, or PE 3406 Class 125 or greater, as required to meet or exceed the pressure requirements of the system. Fittings should be insert or compression type designed for use with PE pipe, recommended for that use by the manufacturer, and pressure rated to meet the system requirements.

Control Valves

Manual or electric control valves should be installed in an area adjacent to hard surfaced areas, convenient to user/operator, and the range of the sprinklers being controlled. Combination anti-siphon valves must be installed a sufficient height above the highest sprinkler head it serves to meet local building code requirements (usually six inches). Materials should be SCH40 galvanized steel nipples and fittings or SCH 80 PVC pipe and fittings. Controller housing should be constructed of weather resistant housing and located in an area not exposed to heavy spray.

Planting Soil Preparation

Preparation of planting areas should consist of cultivation, incorporation of soil amendments and fertilizers as needed, and finish grading. Planting areas should be cultivated to a minimum depth of six inches to completely break up any compacted soil. Additives should be uniformly placed and incorporated into the soil as required, or in accordance with the recommendations of a qualified soil laboratory and/or proven, local needs. After all amendments have been incorporated, planted areas should be finish graded to re-establish all swales and grades to ensure proper surface drainage. All planting areas should be smooth, and free of rocks and clay lumps in excess of one inch. Final grade should be set at a level below sidewalks, curbs, and similar surfaces which will allow for surface drainage after placement of sod, seed, or mulch.

All areas should be sloped to drain at the following percentages:

Adjacent to Buildings.....	2 - 10%
Lawn and Turf Areas.....	1 ½ - 10%
Slopes with Plants.....	3 - 20%
Athletic Fields.....	1 - 2%

Growing Media

Growing media should be fertile and friable and of such quality that will promote the healthy growth of the plant material. Soil should be reasonably free of rocks, debris, and all noxious weeds. Imported soil, if required, should be free of diseases, pests, and all noxious weeds, and should be of a similar texture to the native material on the site, providing the existing native material is suitable. All imported soil should be blended to a depth of three to six inches with the sub-grade material, to prevent interface.

Soil Amendments – Fertilizers

Soil amendments should be a wood or bark product, or relatively dry organic matter. They should not contain noxious vegetation, pathogenic viruses, herbicides, or chemicals that could inhibit plant growth. All amendments should comply with the California Food and Agriculture Code. Commercial fertilizers may be in pellet, tablet, granular, or liquid formulas and should comply with the chemical analysis specified. All fertilizers must conform to the requirements of the California Food and Agriculture Code.

Plant Materials

Quality and size of plant materials should conform to the California Grading Code or Nursery Stock, No.1 grade. This requires that stock, when sold, should not be dead or

in a dying condition, frozen, or damaged, and should not show evidence of having root restriction in previous containers or be abnormally pot-bound. All plants should be of a reasonably uniform and standard size for each species, well formed, and in a healthy, fully rooted, thriving condition. All plants should be true to type by name, by species and variety, as required by the California Food and Agriculture Code. All plants should be typical of their species and variety and should have normal habit of growth. The top growth should be structured proportionately so that it is representative of the species.

Groundcovers, Shrubs and Trees

Groundcovers, shrubs and trees should be hardy, drought tolerant species.

Final Grading

Upon completion of planting of trees, shrubs, and ground covers, and prior to the application of pre-emergent weed control and mulch, all planting areas should be final graded to re-establish proper grades, and raked smooth and clean. All debris, and rock or clay lumps one inch and larger should be removed.

Remove any and all dead grass, weeds, and miscellaneous vegetation from the entire area to be landscaped. Remove all broken planters and debris that appear to be no longer useful. Rototill entire area with a minimum of 6" penetration into the existing soil. Remove dead trees or roots and grind existing stumps that interfere with the new landscaping. Rough rake and grade to conform to existing drainage. Fine rake and roll (water wheel) before new grass seed is planted.

All yards to be hydro seeded with a tall fescue blend from a licensed contractor. All yards must have a full growth guarantee from the hydro seed contractor, and be able to return and spot seed as needed. All yards to be cleaned and groomed, along with a water cleanup after hydro seed is sprayed.

Existing Sprinkler System

All underground piping that feeds sprinkler heads to remain in place. All existing sprinkler heads and anti-siphon valves to be removed and replaced with new material. Main water lines to remain or be replaced with contractor's discretion. Any water main that is repaired or replaced is to be inspected with proper permits obtained from the City of Palmdale Building and Safety Department.

Anti-siphon valves to be replaced with automatic anti-siphon valves manufactured by water master #57221. All sprinkler heads to be replaced with Hunter (#PS-02/PS-04) heads with fully adjustable nozzle o-360 degree coverage *minimum 10' throw) an electronic sprinkler timer (water Master #57114) to be installed in garage area with an

approved UL receptacle. Any garage that does not have proper electrical for timer will need an approved designated circuit. (No extension cords to be used for relocation.)

New Sprinkler System

All new underground PVC Schedule 40 to be installed with rigid slip on connections. Anti-siphon valves to be replaced with automatic anti-siphon valves manufactured by water master #57221. All sprinkler heads to be replaced with Hunter (#PS-02/PS-04) heads, with fully adjustable nozzle 0-360 degree coverage (minimum 10' throw) an electronic sprinkler timer (water master #57114) to be installed in garage area with approved UL receptacle. Any garage that does not have proper electrical for timer will need an approved designated circuit. (No extension cords to be used for relocation).

APPENDIX A

Median Income Eligibility

The Neighborhood Improvement Program is available for households where the gross annual income does not exceed 100 percent of the median income (moderate income) adjusted for family size. To see if you income-qualify for this program, please refer to Appendix A which is attached to this program overview. Please note these income limits are published annually, and are subject to change by the State Department of Housing and Community Development. Current figures become effective by April of each year.

APPENDIX B

Eligible Improvements

Program staff reserves the right to approve/disapprove any items not listed. Staff also makes the final determination as to whether an item requires repair or replacement. If work is to be done by the owner, loan or grant funds can only be used for the purchase of materials bought after loan/grant approval.

Eligible home improvements under the Home Conservation Program include, but are not limited to, repair and/or replacement of the following:

1. Walls and ceilings
2. Interior/exterior painting
3. Flooring, where existing flooring is damaged
4. Stairs
5. Sandblasting, re-siding, plastering, re-stuccoing and painting
6. Roofing, rain gutters and down spouts
7. Window, door and screen improvements/replacements
8. Garage doors
9. Concrete work, driveways, sidewalks and porches
10. Replacing property line fencing, gates and walls
11. Weather-stripping, insulation and weatherization
12. Energy or water saving measures
13. Safety devices such as locks or smoke alarms
14. Handicapped accessibility modifications (ramps and handrails)
15. Landscaping (including front yard sprinkler system)
16. Debris removal
17. Kitchen or bathroom repairs

18. Heating system improvements/replacement
19. Electrical or plumbing work
20. Correcting deferred maintenance
21. Any improvement which rectifies a health and safety problem.

The program will also finance the following activities if deemed necessary by Housing Staff: Removal or trimming of trees, bushes, and roots which are damaging the house, patio, porch, driveway, etc., or are dead or diseased. Rental of dumpster for trash and debris removal. No bids required.

APPENDIX C

Ineligible Improvements

1. Materials, fixtures, or equipment of a type or quality which exceeds that customarily used in properties of the same type as the property to be rehabilitated.
2. Appliances, except those which by virtue of their installation become part of the structure. Freestanding ranges excepted.
3. Purchase, repair, or installation of furnishings, including window coverings.
4. Acoustical ceilings, unless required to cover damaged ceiling or water damage.
5. Barbecue pits or outdoor fireplaces or hearths
6. Block walls
7. Boxing-in eaves
8. Brickwork; brick landscaping planters (new or used brick, applied to facing of structure)
9. Burglar alarms or installation of security bars
10. Decorative landscaping, water falls, statues
11. Dropped Ceilings, unless to cover damaged ceiling
12. Exterior structure changes (may be eligible if work corrects a code violation – check with Neighborhood Preservation Specialist)
13. Exterior tile work (i.e., entryway)
14. Interior wall modification
15. Motel expenses resulting from fumigation or other improvements
16. Steam cleaning of exterior surfaces
17. Wall covering for interior other than paint, unless to cover a damaged wall
18. Wood shingle roofs, not fire retardant