City of Stanton
CDBG Housing Rehabilitation Grant Application

The City of Stanton is offering a CDBG Housing Rehabilitation Grant Program to assist senior homeowners with important health, safety, and accessibility improvements. This grant provides up to $9,000 per household for eligible modifications. To qualify, applicants must:

- Own and occupy their home in the City of Stanton
- Be 62 years of age or older
- Have a household income at or below 80% of Area Median Income (AMI)

This is a grant program — no repayment, lien, or loan documents will be recorded on your property. Approved applicants will enter into an agreement with an approved contractor. In applying, applicants acknowledge that the City is acting only as a grantor of funds and is not a party to any project agreement. Applicant agrees to indemnify the City for any work undertaken pursuant to this grant.

Prefer to apply online? Visit www.civicstone.com to complete the application digitally, submit documents, and sign electronically through DocuSign.

- ***Note**: Paper applications are still accepted for those more comfortable with printed forms.*

Housing Rehabilitation Grant Process

1. **Apply:** Complete and submit this application along with all required documentation listed in Section 6.
2. **Eligibility Review:** CivicStone, Inc. will review your application for completeness, verify income eligibility (80% AMI or below), and confirm ownership and age requirements (62+).
3. **Doctor's Assessment Form:** All applicants must submit a Doctor's Assessment Form. This form allows your physician to confirm your health condition and the medical necessity of the requested improvements. Please remind your doctor about your health situation so the form can be completed accurately and thoroughly. Because program funds are limited, the City of Stanton will use this form, along with household income, to prioritize applicants with the greatest need.
4. **Site Visit & Scope of Work:** Once your application is preliminarily approved, you may select contractors of your choice to review the requested improvements and prepare cost estimates. The City of Stanton suggests at least three (3) competitive bids for the

proposed work to ensure fair pricing, quality workmanship, and the best value for the program.

5. **Approval & Contractor Selection:** After receiving the suggested three bids, the City will review the proposed scope of work and assist you in selecting a contractor. To participate in the program, the selected contractor must meet the following requirements:

    - *Licensing & Insurance* – Must hold a valid California contractor's license and maintain current liability insurance.
    - *City Business License* – Must hold an active City of Stanton business license.
    - *Professional Standing* – Must have no significant complaints with professional organizations or the Better Business Bureau.
    - *Required Documentation* – Must submit a completed City of Stanton Contractor Application and provide copies of all required certifications, licenses, and insurance documents.

    Once approved, the City will prepare a formal contract between the homeowner and the contractor. The City acts solely as the grantor of funds and does not guarantee the work performed by the contractor. Grant payments will be made directly to the contractor upon satisfactory completion of work and City inspection. No payments will be issued directly to the resident.

6. **Construction:** The contractor completes the approved improvements. A City inspector will visit the property to verify that the work meets program standards before the City authorizes final payment to the contractor.

7. **No Cost to You:** This is a grant program funded by the City of Stanton. You will not be charged for eligible improvements approved under this program.

Section 1 - Household Information

Applicant's Name: _____ Age: _____ Sex: _____

Co-Applicant's Name: _____ Age: _____ Sex: _____

Address: _____

Email Address: _____

Phone (home): _____ (cell) _____

Section 2 - Household Composition

Total number of people in household: _____

How many are disabled? _____

Is anyone living here other than the Applicant/Co-Applicant? □ Yes □ No

DEMOGRAPHICS

Do you consider your household Hispanic/Latino? ☐ Yes ☐ No

How do you identify? Please check all that apply:

- ☐ White
- ☐ Black or African American
- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ American Indian or Alaska Native & White
- ☐ Asian & White
- ☐ Black or African American & White
- ☐ American Indian/Alaska Native & Black/African American
- ☐ Other _____

Head of Household is: ☐ Male ☐ Female

Section 3 - Income Information

The income amounts reported below should represent the combined monthly income from all household members. Please provide supporting documentation for each income source and each household member.

Examples of Income	Name of Income Source	Gross Monthly
Employment / Wages		
Self-Employment / Rental		
Social Security / SSI / SSDI		
Pension / Retirement / Annuity		
Disability / Unemployment		
Public Assistance		
Other (gifts, alimony, etc)		
	Total Monthly Income	
	Total Annual Income (x12)	

*Need help understanding what counts as income or how to calculate it? See **Appendix A** at the end of this application.*

Section 4 - Assets

List all household assets and attach recent statements. For each asset, provide the institution name, last four digits of the account number, and current value.

Assets	Cash Value	Bank Name	Account # (Last 4 Digits)
Checking Account	$		
	$		
Savings	$		
	$		
Credit Union	$		
Stocks/Bonds	$		
401K/Retirement	$		
Life Insurance	$		
Other Property Ownership Equity	$		
	$		
		Total Household Asset Value	
		2% of Total Asset Value (multiply Total Asset Value by .02)	

Total Household Income	
Total Annual Income from Section 3	
2% of Total Assets Value from Section 4	
GRAND TOTAL HOUSEHOLD INCOME	

Maximum Income Allowed (80% Area Median Income - 2026 HUD Limits)	
1 Person Household	$104,200
2 Person Household	$119,100

Section 5 - Requested Improvements

- ☐ Water damage or dry rot
- ☐ Trip or fall hazards
- ☐ Doors or windows replacement
- ☐ Other safety concerns
- ☐ Walk-in shower or tub
- ☐ Grab bars or handrails
- ☐ Ramps or accessible entry
- ☐ Comfort-height Accessible Toilets
- ☐ Tree Removal
- ☐ Roof repair or replacement
- ☐ Plumbing or water heater
- ☐ Electrical repairs
- ☐ Heating or air conditioning
- ☐ Sidewalk or driveway hazards
- ☐ Exterior painting (eligible repairs)
- ☐ Termite or pest damage
- ☐ Home fascia replacement
- ☐ Other (please describe below:

_____

_____

Section 6 - Required Documentation

Please include all supporting documents for the Income and Asset declarations above. (Please feel free to cross out your social security numbers and all BUT the last 4 digits of your account numbers.) Below is a checklist of requirements as applicable.

- ☐ Copy of your most recent Federal Tax Returns, signed, including all schedules but not worksheets (or 3 years if self-employed).

- ☐ Copy of your last 2 paycheck stubs showing year-to-date income totals or current Profit and Loss Statement if self employed. If you are not working, provide a statement indicating the nature and anticipated duration

- ☐ Copy of your Annual Social Security Award Letter or other benefit statements.
- ☐ All pages of banking statements (2 months, checking & savings)
- ☐ Investment/retirement statements (stocks, bonds, etc if applicable)
- ☐ Other: Any documents to support stated income and investments
- ☐ Proof of property ownership (Grant Deed, Title, or Mortgage Statement)
- ☐ Doctor's Assessment form (to be used for prioritizing received applications)

Section 7 - Other Assistance Received

Have you received, applied for, or been approved for any insurance proceeds, FEMA assistance, SBA assistance, grant funds, charitable assistance, or other financial assistance for the improvements requested?

☐ No

☐ Yes

_____

_____

_____

Section 8 - Certification

The information provided in this application will be used to determine eligibility for the City of Stanton's CDBG Housing Rehabilitation Grant Program and to administer the program. Information may be reviewed by the City, County, HUD, auditors, or other entities as required for program administration, monitoring, compliance, or as otherwise required by law. All application materials become the property of the City and will not be returned.

By signing below, I/We acknowledge that:

- We are the owner-occupants of the property identified in this application.
- The information provided is true, correct, and complete to the best of our knowledge.
- We understand that eligibility is subject to verification and that additional documentation may be requested.
- We understand that providing false, incomplete, or misleading information may result in denial or termination of assistance and may carry legal consequences.
- We understand that submission of an application does not guarantee funding and that assistance is subject to the availability of program funds.

Signature of Applicant: _____ Date: _____

Signature of Co-Applicant: _____ Date: _____

Program Contact Information

DROP OFF AT CITY HALL OR MAIL TO:

City of Stanton – Housing Division
c/o CivicStone, Inc.
4195 Chino Hills Parkway #267
Chino Hills, CA 91709
Phone: (909) 364-9000 | Email: monique@civicstone.com

FOR OFFICE USE ONLY	
Reviewed by: _____	Date: _____
☐ Approves ☐ Denied - Reason: _____	

Appendix A: Clarifying Income & Asset Information

What Counts as Income? Include all income sources for both the applicant and co-applicant. These should reflect the gross monthly amounts received by each household member. Examples include:

- Wages from employment – Include gross earnings before taxes. Also include any regular pay, special pay, or allowances received by a member of the Armed Forces.
- Self-employment or rental income – If you or your co-applicant operate a business, work independently, or earn income from rental of property (real or personal), report the net monthly income after expenses.
- Social Security benefits – Include the gross amount (before deductions for Medicare) received monthly through Social Security Retirement, SSI, or SSDI.
- Pensions, annuities, or retirement distributions – Include any regular monthly payments received from pensions, annuities, IRAs, or retirement accounts, as well as insurance payments or death benefits.
- Unemployment, disability, or worker's compensation – Report the gross monthly amount received from any of these sources.
- Public assistance – Include monthly cash assistance and other recurring public benefits. Do not include CalFresh (food assistance) benefits.
- Other income – Include regular contributions from others outside your household, such as gifts, alimony, or child support.

What Counts as Assets? Include the current value of all assets held by any household member. This includes but is not limited to:

- Checking and savings accounts
- Money Market Accounts
- Certificates of deposit (CDs)
- Investment accounts (stocks, bonds, mutual funds, etc.)
- Cryptocurrency wallets or digital assets
- Trust funds (if accessible)
- Cash value of life insurance policies
- Equity in any property you own, other than your current Stanton residence
- Retirement accounts (IRA, 401(k), etc.)

How HUD Treats Assets: HUD does *not* count the total value of your assets as income. Instead, it assumes your assets earn approximately 2% annually. For example:

- $50,000 in total assets = $1,000 in additional calculated income
- $100,000 in total assets = $2,000 in calculated income

Only the **interest or imputed income** from these assets is included in your income total.

- **Note:** If you are unsure whether something counts, include it and we will help you determine eligibility.