



Housing and Homeless Services Department Community Housing Improvement Program - Mobilehome

General CHIP Program Guidelines

The City of Chula Vista's Housing Division provides home improvement forgivable 0% deferred loans of up to \$10,000 to income qualified mobilehome owners (trailers not eligible) in qualifying mobilehome parks in Chula Vista for health and safety related repairs.

In order to receive funds ALL of the following conditions must be met:

1. **Applicants may not have received a previous grant or loan from the City of Chula Vista.**
2. **The mobilehome must be located within a mobilehome park in the City of Chula Vista.**
*Except Orange Tree Mobilehome Park
3. **All applicants must be owner-occupants** for at least one year and may not have ownership interest in other real property that exceeds 1/12th interest.
4. **Eligible property improvements must be health and safety related.** Repairs may include, but are not limited to: roof repair, safety repairs, installation of a new furnace, ADA improvements, and energy conservation improvements. Ineligible items include appliances, furniture, microwave ovens, and air conditioners. Priority will be given to critical improvements and must be made in the order selected by City Staff.
5. **Applicants must meet income qualifications/guidelines.** Income documentation for each household member who is over the age of 18 is required. Income includes all sources such as government benefits (Social Security, SSI), unemployment benefits, pensions, wages, salary, tips, commissions, interest, child support, alimony, business income, etc.
6. **Maximum liquid assets may not exceed \$25,000** (not including retirement accounts i.e. IRA's, 401(k), etc.).
7. **All eligible applicants for "Rent Control" ([CVMC 9.50](#)) must have paid the Administrative Fee.**

Application Guidelines & Checklist

COPIES of the following documents **MUST** be submitted with your completed application. **DO NOT SEND ORIGINALS.** Failure to submit the required documentation will delay review of your application.

- Completed Application
- Income statements and verification for the last 2 months or the most recent statement period for **ALL** income received. (Examples include: Social Security statements, retirement checks, and employment check stubs).
- Federal Tax Returns and W-2 forms for previous 2 years (all pages)
- Bank Statements for 2 most recent months (all pages)
- Copy of Certificate of Title **AND** Registration
- Evidence of Homeowner's Insurance for property (if applicable)
- Most recent Mortgage Statement **AND** Property Tax Bill (if applicable)
- Social security numbers for all persons on the title
- Signed Acknowledgement of Lead Hazard Information materials



Loan Terms

Eligible applicants may qualify for forgivable loan funds up to \$10,000 if your total gross family income is less than the amount shown on the chart below. This money does not have to be repaid unless you transfer the property within FIVE years. You will be required to sign a Promissory Note and other documents securing the loan.

Household Size	1	2	3	4	5
50% AMI or less	\$53,050	\$60,600	\$68,200	\$75,750	\$81,850

***effective May 1, 2024**

Application Processing

Once staff has received a complete application packet, you will be contacted by City of Chula Vista Code Enforcement staff to schedule an initial inspection. The inspector will review your list of requested repairs and determine a priority for all health and safety related repairs.

Based on the inspection you will be required to obtain **THREE** bid estimates for **EACH** item of work being requested. A letter will be mailed to you stating the items to be repaired after your inspection. Contractors **MUST** be licensed and will be required to submit a copy of their Contractor's License and City of Chula Vista Business License. In addition, Contractor's must also meet the City's insurance requirements, which include proof of General Liability for \$1 million dollars and designating the City of Chula Vista on the liability as an additional insured endorsement. Proof of Worker's Compensation insurance is also required if applicable.

Please note that it is the **Homeowner's responsibility** to sign a contract with the contractor and to assume responsibility for the work to be performed. If the work is not performed to the satisfaction of the applicant, it is the Homeowner's responsibility to resolve any dispute that may occur between the Homeowner and the contractor. The CHIP program strives to implement a program that provides measures for accountability by both the Homeowner and the licensed contractor but is not responsible for the contract that is entered into by both parties. **The City will not get involved in applicant and contractor disputes.**

In order to provide prompt review of your application please submit a complete application packet. The processing time depends on how accurate and complete the application is and on the number of applicants, time of year, and fund availability. You will be placed on a waiting list if there are many applicants and a priority ranking will be applied.

Approval

After the inspection has been completed and all bids have been turned in, staff will review your application and make a FINAL DETERMINATION on eligibility and the repairs to be completed under the Program. You will be notified of the decision in writing.

Please note that no work should be started prior to receiving an official Notice to Proceed and no payments will be made to contractors prior to a final inspection and fully executed Request for Payment being submitted.

This letter is meant to provide general information regarding the CHIP loan rehabilitation program and is subject to change without notice. If you would like additional information, please call the Housing hotline at (619) 585-5600 and select Option 3.

