

## OLD TOWN COMMERCIAL FACADE IMPROVEMENT PROGRAM ELIGIBILITY REQUIREMENTS

Dear Applicant(s):

Thank you for your interest in the City of Victorville's Old Town Commercial Facade Improvement Program.

It is recommended that you review the Program Manual and these requirements prior to completing an application. To receive a loan, the Applicant must meet one of three (3) income qualification requirements (summarized below) and have a storefront located in the Program Area (see Appendix A of the Program Manual). Applications are prioritized for funding purposes on a first-come, first-served basis. Therefore, you are encouraged to complete and return the application as soon as possible.

Applicants whose applications have been accepted for this Program will receive a ONE-TIME LOAN in an amount up to \$100,000 (FY 2025-2026) for the purpose of making external repairs in accordance with City of Victorville commercial rehabilitation standards as set forth in the City's Building Code, and Old Town Specific Plan. The finished rehabilitation work must be free of any Health and Safety Code, Building Code, or other State and local code violations. Loans are available through the City of Victorville and funded by the Community Development Block Grant Program.

Please complete your application online at [victorvilleca.gov/OTFacadeProgram](http://victorvilleca.gov/OTFacadeProgram). Once your application is complete, you will receive an email from the Economic Development Department with a personalized link to submit the additional required documentation to complete your application. **All documents must be in PDF format. Screen shots will NOT be accepted.** You may also provide paper copies by mail or by appointment only to:

**City of Victorville**  
**Old Town Commercial Facade Improvement Program**  
**Economic Development Department**  
**14343 Civic Drive,**  
**P.O. Box 5001**  
**Victorville, CA 92393**  
**Ph: (760) 955-5032**  
**Opportunities@victorvilleca.gov**

### TO BE ELIGIBLE FOR THE PROGRAM UNDER OPTION 1:

1. The Applicant must be the Property Owner or Business Owner.
2. THE PROPERTY MUST NOT BE LISTED FOR SALE.
3. This application is for Applicants seeking to qualify for the Program under **Option 1 – Owner Income Qualification**. To qualify for the Program under this option, the Applicant must be a low-income Property/Business Owner with a maximum total family income (including all adult members of the household and all sources of income) of no more than:

1 person household	\$62,650
2-person household	\$71,600
3-person household	\$80,550
4-person household	\$89,500
5-person household	\$96,700
6-person household	\$103,850
7-person household	\$111,000
8-person household	\$118,150

(2025 Income Limits – Department of Housing and Urban Development)

The Old Town Commercial Facade Improvement Program requires the completion of the application in order to participate in the Program. Depending on the eligibility options above, the following is a list of information you will be required to provide in order to submit a completed application. Additional information may be requested.

## CHECKLIST OF NECESSARY DOCUMENTS - OPTION 1

### Household

- Copy of Applicant(s) California Driver's License/identification card and Social Security Card
- Copy of Social Security card for all members of the Applicant(s) household
- Copy of Applicant(s) signed 2024 State and Federal Income Tax returns for all working household members over the age of 18 or complete an IRS tax form 4506-T Request for Transcript of Tax Return
- Completed and signed Household Size Affidavit
- If Applicant(s) is currently employed, attach copies of the last three (3) paycheck stubs
- If Applicant(s) is self-employed, attach a copy of the most recent profit and loss statement, balance sheet and cash flow statement; If Applicant(s) does not receive any income they must fill out an Affidavit Declaration of No Income (this form requires a notary)
- If Applicant(s) is receiving Social Security, annuities, insurance policy benefits, retirement funds, pensions, unemployment, disability or death benefits, worker's compensation, severance pay, alimony, child support, or Armed Forces income, attach a copy of the entitlement letter or equivalent
- If Applicant(s) is receiving Aid to Families with Dependent Children (AFDC) or other public assistance, attach a copy of the benefit statement from the Department of Social Services or other agency that states the amount of benefits
- Copies of three (3) of the most recent monthly bank statements for each account for all working household members over the age of 18. If you have more than one bank account, provide copies of the three (3) most recent bank statements from each account

### Property/Business

- Copy of the recorded Grant Deed, copy of the most recent Property Tax Bill and current Mortgage Statement, if applicable
- Copy of two (2) of the most current utility bills for two consecutive months (i.e. water, gas, telephone, or electricity bill)
- Copy of Property Owner's insurance policy
- Copies of three (3) most recent monthly bank statements for each account (business). If you have more than one bank account, provide copies of the three (3) most recent bank statements from each account
- Copy of Applicant(s) signed 2024 State and Federal Income Tax returns complete an IRS tax form 4506-T Request for Transcript of Tax Return. If not available, please complete and sign an Income Tax Affidavit
- Completed and signed Right of Entry
- Notice of code violation, if applicable
- SAM Unique Entity ID (if the Applicant(s) does not have this number, please apply at <https://federal.famr.us/sam-gov>)
- Satisfactory credit history of Property/Business Owner(s) (City will perform a credit verification)
- Business Description Form
- Copy of Business License
- Copy of Certificate of Occupancy
- 12-month Cash Flow Statement
- IRS W-9 Form – Request for Taxpayer Identification and Certification

**NOTE:** Applications without the required proof of PROPERTY OWNERSHIP, OCCUPANCY, PROPERTY OWNERS INSURANCE and INCOME as described above will be considered incomplete. All incomplete applications will not be processed.

**TO BE ELIGIBLE FOR THE PROGRAM UNDER OPTION 2:**

1. The Applicant must be the Property Owner, or the Business Owner coordinating with the Property Owner.
2. THE PROPERTY MUST NOT BE LISTED FOR SALE.
3. This application is for Applicants seeking to qualify for the Program under **Option 2 – Low-Moderate Jobs Activity**. To qualify for the Program under this option, the Business Owner must coordinate with and have permission from the Property Owner to apply and participate in the Program and be a provider of permanent jobs where at least 51% of employees, computed on a full-time equivalent basis, involves the employment of low- to moderate income persons. Employees must be willing to complete an Employee Beneficiary Form affirming their household income status. To be considered low- to moderate income, the employee’s maximum total family income (including all adult members of the household and all sources of income) must be no more than:

1 person household	\$62,650
2-person household	\$71,600
3-person household	\$80,550
4-person household	\$89,500
5-person household	\$96,700
6-person household	\$103,850
7-person household	\$111,000
8-person household	\$118,150

(2025 Income Limits – Department of Housing and Urban Development)

The Old Town Commercial Facade Improvement Program requires the completion of the application in order to participate in the Program. Depending on the eligibility options above, the following is a list of information you will be required to provide in order to submit a completed application. Additional information may be requested.

**CHECKLIST OF NECESSARY DOCUMENTS - OPTION 2**

Property Owner(s):

- Copy of California Driver’s License/identification card and Social Security Card
- Copy of signed 2024 Federal Income Tax return or complete an IRS tax form 4506-T Request for Transcript of Tax Return
- Copy of the recorded Grant Deed, copy of the most recent Property Tax Bill and current Mortgage Statement, if applicable
- Copy of two (2) of the most current utility bills for two consecutive months (i.e. water, gas, telephone, or electricity bill)
- Copy of Property Owner’s insurance policy
- Copies of three (3) most recent monthly bank statements for each account (business and personal). If you have more than one bank account, provide copies of the three (3) most recent bank statements from each account.
- Completed and signed Right of Entry
- Notice of code violation, if applicable
- SAM Unique Entity ID (if the Applicant(s) does not have this number, please apply at <https://federal.famr.us/sam-gov>)
- Satisfactory credit history of Property Owner(s) (City will perform a credit verification)

Business Owner(s)/Operator(s):

- Copy of Business License
- Copy of Certificate of Occupancy
- Business Description Form
- Employee Beneficiary Form for each employee
- Written statement committing that 51% of permanent full-time jobs available will be provided to low- moderate income persons
- W-4 for each employee
- 12-month Cash Flow Statement
- IRS W-9 Form – Request for Taxpayer Identification and Certification
- Copies of three (3) most recent monthly bank statements for each account. If you have more than one bank account, provide copies of the three (3) most recent bank statements from each account
- Copy of two (2) of the most current utility bills for two consecutive months (i.e. water, gas, telephone or electricity bill)
- Copy of Applicant(s) signed 2024 Federal and State Income Tax return or complete an IRS tax form 4506-T Request for Transcript of Tax Return
- SAM Unique Entity ID (if the Applicant(s) does not have this number, please apply at <https://federal.famr.us/sam-gov>)
- Satisfactory credit history of Property Owner(s) (City will perform a credit verification)
- Copy of current lease agreement

**NOTE:** Applications without the required proof of PROPERTY OWNERSHIP, OCCUPANCY, PROPERTY OWNERS INSURANCE and INCOME as described above will be considered incomplete. All incomplete applications will not be processed.

### **TO BE ELIGIBLE FOR THE PROGRAM UNDER OPTION 3:**

1. The Applicant must be the Property Owner, or the Business Owner coordinating with the Property Owner.
2. THE PROPERTY MUST NOT BE LISTED FOR SALE.
3. This application is for Applicants seeking to qualify for the Program under **Option 3 – Match Qualification**. To qualify for the Program under this option, the Applicant does not meet the income qualification requirements in Option 1 or 2 and must match 25% of the grant up to \$100,000 (or up to \$25,000) to participate in the Program.

The Old Town Commercial Facade Improvement Program requires the completion of the application in order to participate in the Program. Depending on the eligibility options above, the following is a list of information you will be required to provide in order to submit a completed application. Additional information may be requested.

### **CHECKLIST OF NECESSARY DOCUMENTS - OPTION 3**

- Copy of California Driver's License/identification card and Social Security Card
- Copy of signed 2024 Federal Income Tax return or complete an IRS tax form 4506-T Request for Transcript of Tax Return
- Copy of the recorded Grant Deed, copy of the most recent Property Tax Bill and current Mortgage Statement, if applicable
- Copy of two (2) of the most current utility bills for two consecutive months (i.e. water, gas, telephone, or electricity bill)
- Copy of Property Owner's insurance policy
- Copies of three (3) most recent monthly bank statements for each account (business and personal). If you have more than one bank account, provide copies of the three (3) most recent bank statements from each account.
- Completed and signed Right of Entry
- Notice of code violation, if applicable
- SAM Unique Entity ID (if the Applicant(s) does not have this number, please apply at <https://federal.famr.us/sam-gov>)
- Satisfactory credit history of Property Owner(s) (City will perform a credit verification)

**NOTE:** Applications without the required proof of PROPERTY OWNERSHIP, OCCUPANCY, PROPERTY OWNERS INSURANCE and INCOME as described above will be considered incomplete. All incomplete applications will not be processed.