

# CDBG Debris Box Voucher Program

City of South San Francisco  
Department of Economic & Community Development  
400 Grand Avenue, South San Francisco, CA 94080  
Phone: (650) 829-6620 Fax: (650) 829-6623  
Email: housingrehab@ssf.net

**Esta forma es disponible en español**

## **PURPOSE:**

The City's Economic Development & Housing Division (EDH) administers a housing rehabilitation voucher program that makes debris box vouchers available to qualified low-income homeowners. Vouchers are provided to remove accumulated debris and yard waste from their properties. Vouchers are used only for limited amounts of money when the usual loan process is prohibitively expensive or too time consuming. Please note that this program is only available to homeowners.

## **PROCEDURES if Referred by Code Enforcement:**

1. Code Enforcement Safety Inspector identifies a property in need of debris removal. Code Enforcement Safety Inspector has homeowner complete and sign the Debris Box Voucher Application. Homeowner must also provide proof of income with application to validate income for all earners in the household (this includes working dependents/adult children). Acceptable documents for proof of income can be either of the following:
  - a. Copy of most recent federal income tax forms **AND** copies of last two pay stubs
  - b. Evidence of Supplemental Security Income (SSI) or other income-tested government assistance
2. Code Enforcement Safety Inspector or homeowner provides EDH office with the completed Debris Box Voucher Application, proof of income, copy of code violation (if applicable), volume and type of debris, and before photos (if available) to the EDH Office.
3. EDH Office verifies that the applicant is the owner of the house.
4. EDH office approves or denies the request for a debris box and confirms the size of box to be issued.
5. If approved, EDH staff:
  - a. Conducts an environmental review to the extent necessary
  - b. Completes a voucher
  - c. Sends one (1) copy of the voucher and a list of prohibited materials to the homeowner and one (1) copy to Code Enforcement
  - d. Records name, address and voucher number in the Voucher Binder
6. Voucher Recipient (homeowner) is responsible for scheduling drop off and pick up of debris box. Instructions are on bottom half of the Voucher.
7. Should the removal of debris require any type of demolition, the homeowner is responsible for contacting the Building Division to determine if a demolition permit is required.
8. Voucher Recipient presents voucher as payment to South San Francisco Scavenger Company when the box is delivered.
9. South San Francisco Scavenger Company will submit invoice to EDH office.

## **PROCEDURES if Homeowner Contacts EDH Directly:**

1. If homeowner calls/emails the EDH Office directly, EDH staff verifies that homeowner lives in South San Francisco. EDH staff mails or emails homeowner Debris Box Voucher Application.
2. Homeowner completes and signs the Debris Box Voucher Application. Homeowner must also provide proof of income with application to validate income for all earners in the household (this includes working dependents/adult children). Acceptable documents for proof of income can be either of the following:
  - a. Copy of most recent federal income tax forms **AND** copies of last two pay stubs
  - b. Evidence of SSI, SDI or other government assistance
3. If the homeowner meets the income requirements, EDH staff will visit the property and take photos.
4. EDH Office verifies that the applicant is the owner of the house.
5. EDH office approves or denies the request for a debris box and confirms the size of box to be issued.
6. If approved, the EDH Office:
  - a. Conducts an environmental review to the extent necessary
  - b. Completes voucher
  - c. Sends one (1) copy of voucher and a list of prohibited materials to the homeowner
  - d. Records name, address and voucher number in Voucher File
7. Voucher Recipient is responsible for scheduling drop off and pick up of debris box. Instructions are on bottom half of the Voucher.
8. Should the removal of debris require any type of demolition, the homeowner is responsible for contacting the Building Division to determine if a demolition permit is required.
9. Voucher Recipient presents voucher as payment to South San Francisco Scavenger Company when the box is delivered.
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Do you own this home?  Yes  No\* **\*Only homeowners are able to request a voucher for a debris box**

Home Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Year home was built: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for the voucher: \_\_\_\_\_

Materials to be discarded: \_\_\_\_\_

1. Is the head of household:  Female?  Disabled?  Elderly (62+ years)? (Check all that apply)
2. Please circle your family size and annual gross (pre-tax) household income. You must also **provide proof of income** with your application to validate income for all adults in the household. Acceptable documents for proof of income can be either of the following:
  - a. Copy of your most recent federal income tax forms **AND** copies of your last two pay stubs
  - b. Evidence of Supplemental Security Income (SSI) or other income-tested government assistance

2015	1 Person	2 People	3 People	4 People
30% AMI	\$24,650 or less	\$28,150 or less	\$31,650 or less	\$35,150 or less
50% AMI	\$24,651 - \$41,050	\$28,151- \$46,900	\$31,651 - \$52,750	\$35,151 - \$58,600
80% AMI	\$41,051- \$65,700	\$46,901 - \$75,100	\$52,750 - \$84,500	\$58,601 - \$93,850
	5 People	6 People	7 People	8 or More People
30% AMI	\$38,000 or less	\$40,800 or less	\$43,600 or less	\$46,400 or less
50% AMI	\$38,001 - \$63,300	\$40,801 - \$68,000	\$43,601 - \$72,700	\$46,401 - \$77,400
80% AMI	\$63,301 - \$101,400	\$68,001 - \$108,900	\$72,701 - \$116,400	\$77,401 - \$123,900

3. List all persons living in the home including all children and the applicant (attach separate sheet if necessary):

Name	Relationship to Applicant	Age	Monthly Income
Applicant:	Self		

\*For each adult (over age 18) in the household without income, complete and attach a Zero Income Affidavit

4. Please select one of the following ethnic backgrounds (for statistical purposes only):

**If you are NOT Hispanic/Latino:**

- American Indian/ Alaska Native
- American Indian/ Alaska Native and Black/African American
- American Indian/Alaska Native and White
- Asian
- Asian and White
- Black/African American
- Black/African American and White
- Native Hawaiian/Other Pacific Islander
- White
- Other \_\_\_\_\_

**If you ARE Hispanic/Latino:**

- Hispanic/Latino American Indian/Alaska Native
- Hispanic/Latino Am. Indian/Alaska Native and Black/African Am.
- Hispanic/Latino American Indian/Alaska Native and White
- Hispanic/Latino Asian
- Hispanic/Latino Asian and White
- Hispanic/Latino Black/African American
- Hispanic/Latino Black/African American and White
- Hispanic/Latino Native Hawaiian/Other Pacific Islander
- Hispanic/Latino White
- Hispanic/Latino Other \_\_\_\_\_

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct to the best of my knowledge. I further understand that providing false representations herein constitutes an act of fraud and that false, misleading, or incomplete information may result in the termination of the execution of the activity (28 U.S. Code 1746).

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

**For City Use Only**

Size of Box Approved: **5 7 14 20 30** Issued By: \_\_\_\_\_ Voucher Number: \_\_\_\_\_

# ZERO INCOME AFFIDAVIT

\_\_\_\_\_  
(Program Name)

## Household Member Income Information

(To be completed by all adult household members who receive zero income)

Last Name of Head of Household: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name of Household Member: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. I hereby certify that I do not individually receive income from any of the following sources:
  - Gross wages, salaries, overtime pay, commissions, fees, tips and bonuses
  - Net income from operation of a business or from rental or real personal property
  - Interest, dividends and other net income of any kind for real personal property
  - Periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of period receipts
  - Lump sum payment(s) for the delayed start of a periodic payment
  - Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay
  - Public assistance
  - Alimony and child support payments (whether through the court system or not)
  - Regular pay, special pay and allowances of a head of household or spouse who is a member of the Armed Forces (whether or not living in the dwelling)
  - Regular monetary gifts from family and/or friends
  
2. I currently have no income of any kind and there is no imminent change expected in my financial status or employment status within the next 12 months or within the duration of the activity, whichever is shorter.

I certify under penalty of perjury under the laws of the United States of America that the foregoing is true and correct to the best of my knowledge. I further understand that providing false representations herein constitutes an act of fraud and that false, misleading, or incomplete information may result in the termination of the execution of the activity (28 U.S. Code 1746).

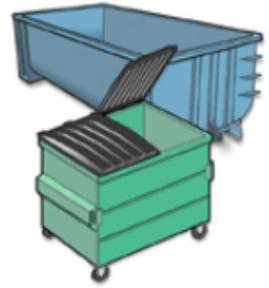
Print Name \_\_\_\_\_  
(Full Name)

Executed on \_\_\_\_\_  
(Date)

Signed \_\_\_\_\_  
(Signature)

## Debris Box

South San Francisco Scavenger Co. is the exclusive franchised debris box hauler for South San Francisco, Millbrae and Brisbane. We provide debris boxes to meet all your disposal needs, from green waste to construction and demolition waste. Simply let us know whether you need a box for recycling or for garbage and we'll deliver it to your home or work site



Our Debris Boxes come in the following sizes:

	W	L	H
5 Yard mini box	5 ft-4 in	6 ft-8 in	4 ft-4 in
7 Yard Dirt rock concrete	5 ft-5 in	12 ft-5 in	4 ft
14 Yard	8 ft	12 ft-5 in	5 ft
20 Yard	8 ft	16 ft-5 in	5 ft
30 Yard	8 ft	18 ft	7 ft



## FAQs

**Q. How will I be charged?**

**A.** We charge a "per-pull rate"- each time the debris box is serviced- as well as a per-ton charge. The price is based on the size of the box.

**Q. How long can I keep the debris box?**

**A.** 3 days for a 5 yard mini box and 7 days for 14-30 cubic yard boxes.

**Q. How high can I load the boxes?**

**A.** Only up to the top. If it's overfilled, then we can't transport them. Materials should also be evenly distributed inside the box.

**Q. Can anything go in the debris box?**

**A.** No hazardous materials are allowed. (Such as oil, paint, chemicals, asbestos or any items defined as hazardous under Federal, State or local laws). Also: No tires, asbestos or electronic waste.

**Q. Where do you set the box?**

**A.** The box can be placed in the street or near your garbage enclosure. Residents requesting driveway placement will need to sign a waiver.