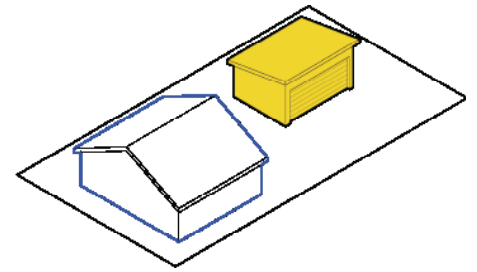
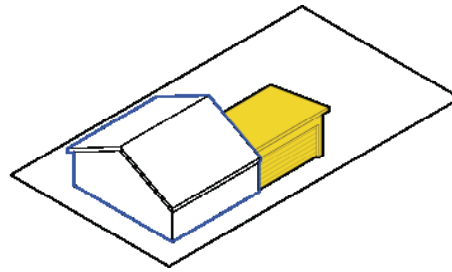
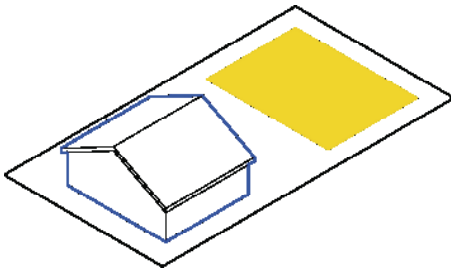




WEST HOLLYWOOD ADU PILOT PROGRAM

PROPERTY OWNER APPLICATION
SUMMER 2022



FOR MORE INFORMATION, PLEASE CONTACT:

The City of West Hollywood Property Development Division
Alicen Bartle, *Project Development Administrator*
Email: ADUPilot@weho.org
Phone: (323) 848-6323

VISIT WEBSITE:

www.weho.org/adupilot

**Design With Skill** + CASITAS

PROGRAM OVERVIEW

General Information

The City of West Hollywood ADU Pilot Program is a new affordable housing initiative that incentivizes property owners to create an affordable rental unit on their property. This program offers property owners "Comprehensive Assistance" for financing, designing, permitting, and constructing a new Accessory Dwelling Unit (ADU) in the City of West Hollywood. This program offers property owners financial assistance to build an ADU through new construction or garage conversion.

Through this program, an ADU Consultant will guide the property owners in choosing the architect, builders, planners, and contractors needed for the ADU design and construction. The ADU Consultant will assist the property owner at every stage from pre-design to permitting to bid preparation, and project oversight. The ADU Consultant will act as construction manager, and liaison between the general contractor and property owner.

It is recognized that expanding the stock of Accessory Dwelling Units (ADUs) can be an important tool in the City's strategy to address the shortage of affordable housing in West Hollywood. To encourage the provision of ADUs, the City has developed a program which provides low interest loans to property owners to assist the construction of new ADUs or the rehabilitation of existing ADUs.

Incentives

Program participants will receive:

- Applicant will receive project management services, affordable design options, and construction services.
- An economical way to build an ADU on your property.
- Rental income source as long as you own the property.
- Help address California's affordable housing crisis by renting to a Section 8 voucher holder of your choice.
- Pride in helping a neighbor in need!

Selection Categories

The City of West Hollywood ADU Pilot Program is seeking a diverse group of ADU project types. There will be a total of two (2) participants awarded a loan to design and construct an ADU on their property. The selected applicants will be evaluated and grouped into one of the categories listed below.

- CONVERSION- including converting an existing garage or other on-site structure
- NEW CONSTRUCTION- including ground-up or pre-fabricated, modular units
- MULTIFAMILY-including detached or attached; conversion or new construction

Submission Instructions

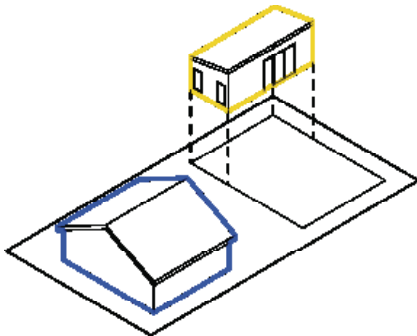
- Fill out application. Take a minimum of four photos of your property.
- Digitally submit the application form with property photos to the email: ADUPilot@weho.org
- All applications must be received by September 30, 2022 at 5pm PST.

ADU INFORMATION

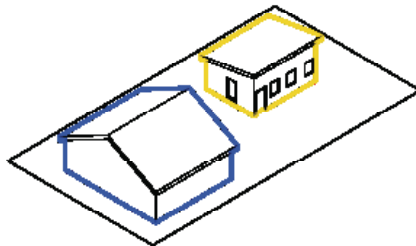
What is an ADU

An Accessory Dwelling Unit (ADU) is a self-contained residential unit that shares the same lot as the primary residential dwelling. An ADU generally includes a living room, sleeping area, kitchen and a bathroom. Newly constructed ADUs are classified as a new structure or by an addition to an existing structure either attached to or detached from the primary single-family residence located on the same lot. Converted ADUs are constructed through conversion of part of the existing floor area of a single-family residence or an existing accessory structure, such as a garage, pool house, or studio.

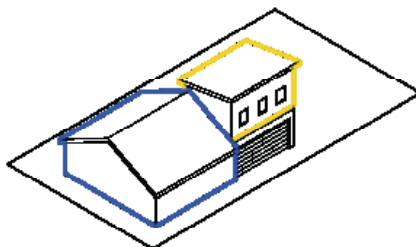
Types of ADU



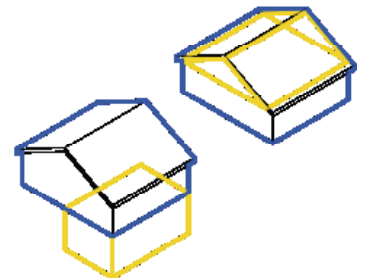
Modular Unit



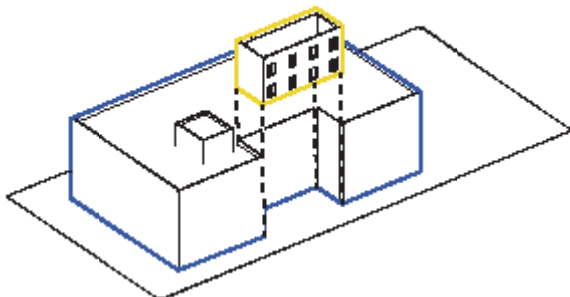
Attached Garage Conversion



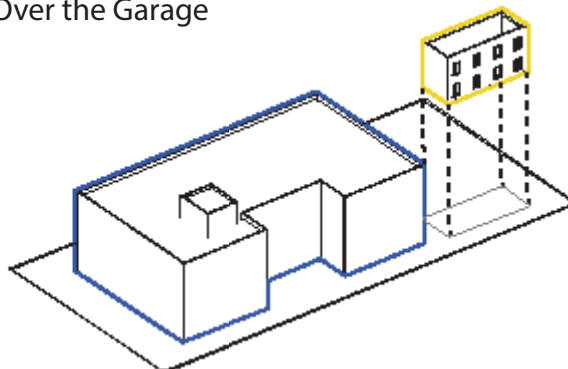
Over the Garage



Basement or Attic Conversion



Multifamily Unit Attached



Multifamily Unit Detached

WEST HOLLYWOOD ADU PILOT PROGRAM

PROPERTY OWNER APPLICATION

ELIGIBILITY

To participate in the the City of West Hollywood ADU Pilot Program the applicant must meet the following eligibility criteria:

- Single-family property must be owner occupied the past one (1) year as primary residence.
- Must rent ADU to a Section 8 voucher holder for a minimum seven (7) continuous years.

GENERAL LOAN TERMS AND CONDITIONS

New ADU Construction Loan (\$150,000 max.)

- 3-Year loan with 1% simple interest.
- 3 years deferred payments, including principal and interest, with two 1-year extension options.
- Loan must be refinanced prior to the end of deferred payment period.
- Failure to refinance will result in 1% loan conversion fee of principal and interest.
- Loan will convert to 30-year conventional with compounding interest rate of 1% plus the prime rate at time of conversion.
- Must rent ADU unit to a Section 8 tenant for 7 continuous year term through an executed landlord agreement with the Lender (City).
- A request for notice will be recorded on property title until the 7-year commitment is met.
- The ADU will be deed restricted for a low-income tenant who rents for an amount that is affordable to households where the family's gross annual income is below 50% of the Area Median Income (AMI) in Los Angeles County.
- Tax adjustments or penalty implications may apply. Borrower is responsible and should contact their tax service professional or CPA. Should any additional grant funding be awarded the borrower shall receive and acknowledge form 1099-G of potential income tax consequences.
- Failure to meet the terms and conditions of the loan will result in repayment, in whole or in part, of all principal and interest.
- A penalty of \$25,000 to property owner for ADU unoccupied by a Section 8 tenant for more than 90 days.

APPLICATION PREFERENCE

1st Priority: Proposed ADU Location On-Site

- Is equipped for senior/ disabled access
- Size a maximum of 500 SF
- Utility access, including sewer connection, is 25' or less
- Income* under \$158,000
- Residence is not located historic district or listed in the California Register of Historic Resource
- Physical location of the planned ADU on the site

2nd Priority: Property Location

- NMA Area (per SCAG map)
- TPA Area (per SCAG map)
- Within 0.5 miles of Bike Lane Access (per SCAG map)
- Within 0.5 miles of Open Space (per SCAG map)

3rd Priority: Owner-Occupied

- Homes owner-occupied for previous three (3) years or more continuously

Tie-breaker:

- Lottery

**Refer to the end of this application packet for income requirements.*

WEST HOLLYWOOD ADU PILOT PROGRAM

PROPERTY OWNER APPLICATION

APPLICANT INFORMATION

1. Applicant Name (Last, First): _____
2. Applicant Address: _____
3. Contact Email: _____
4. Contact Phone Number: _____
5. Co-applicant Name (Last, First): _____
6. How long has the applicant occupied the Home? _____
7. Household Information:
 - a. Individual Borrower Income: \$ / year _____
(Refer to the end of this application packet for income requirements.)
 - b. Number of Persons Living in Household (including self): _____
8. List all household members names, ages and monthly income below (including self).
 - Name (Last, First): _____
 - Age: _____
 - Monthly Income: _____

 - Name (Last, First): _____
 - Age: _____
 - Monthly Income: _____

 - Name (Last, First): _____
 - Age: _____
 - Monthly Income: _____

 - Name (Last, First): _____
 - Age: _____
 - Monthly Income: _____

 - Name (Last, First): _____
 - Age: _____
 - Monthly Income: _____



WEST HOLLYWOOD ADU PILOT PROGRAM

PROPERTY OWNER APPLICATION

APPLICANT INFORMATION

9. Applicant's Monthly Financial Information:

- a. Current Monthly Gross Income: _____
- b. Total Credit Card Payment: _____
- c. Loan Payment: _____
- d. Mortgage Payments: _____
- e. Credit Score: _____

10. Co-Applicant's Monthly Financial Information:

- a. Current Monthly Gross Income: _____
- b. Total Credit Card Payment: _____
- c. Loan Payment: _____
- d. Mortgage Payments: _____
- h. Credit Score: _____

11. Mortgage Balance on Current Home Loan: _____

12. What is the current Zillow value (Zestimate) of the applicant's home: _____

13. What zone classification is your property designated (refer to zoning map provided): _____

14. Is your property located in a historic district? _____

15. Is your property/building listed on a local, state, or federal historic registry? _____

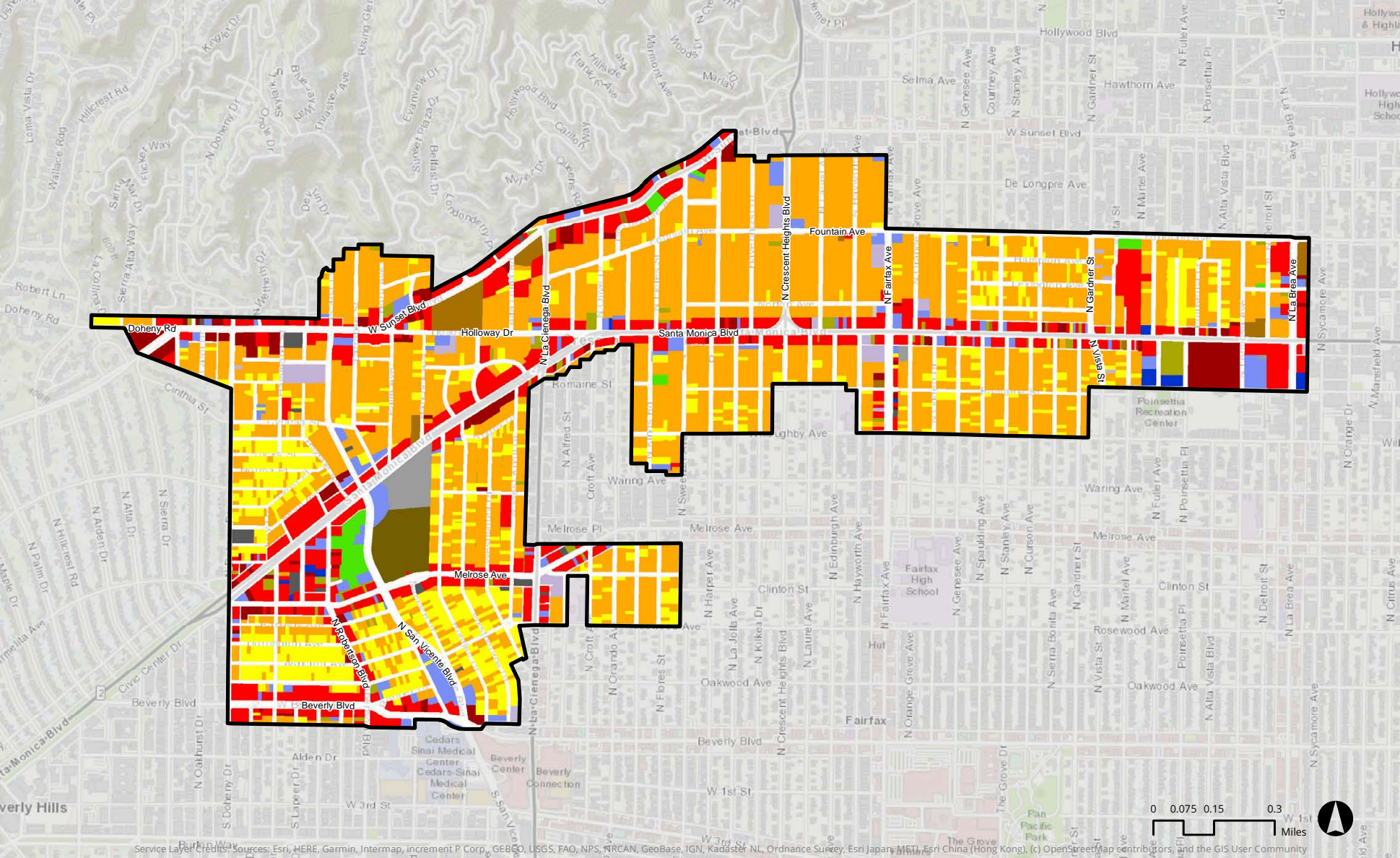
16. Is your property/building located on a hillside? _____

17. Please provide a description of the planned Scope of Work to be covered under the ADU loan program. Include information such as planned location on property, converted existing space, new ground-up unit, intended unit size/ area, bedroom count, bathroom count, etc.

18. Provide a minimum of 4 photos (.jpg, .png, .tif, or .pdf) of the property and planned location of the ADU. Please label the photo files with the property address and email the photos to ADUPilot@weho.org.

By submitting this application, the applicant declares that all written information provided above is true and correct, not misleading, and will not omit any material fact or relevant consideration. Any willfully provided incorrect information or intentional omission will disqualify the applicant.





Service Layer Credits: Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

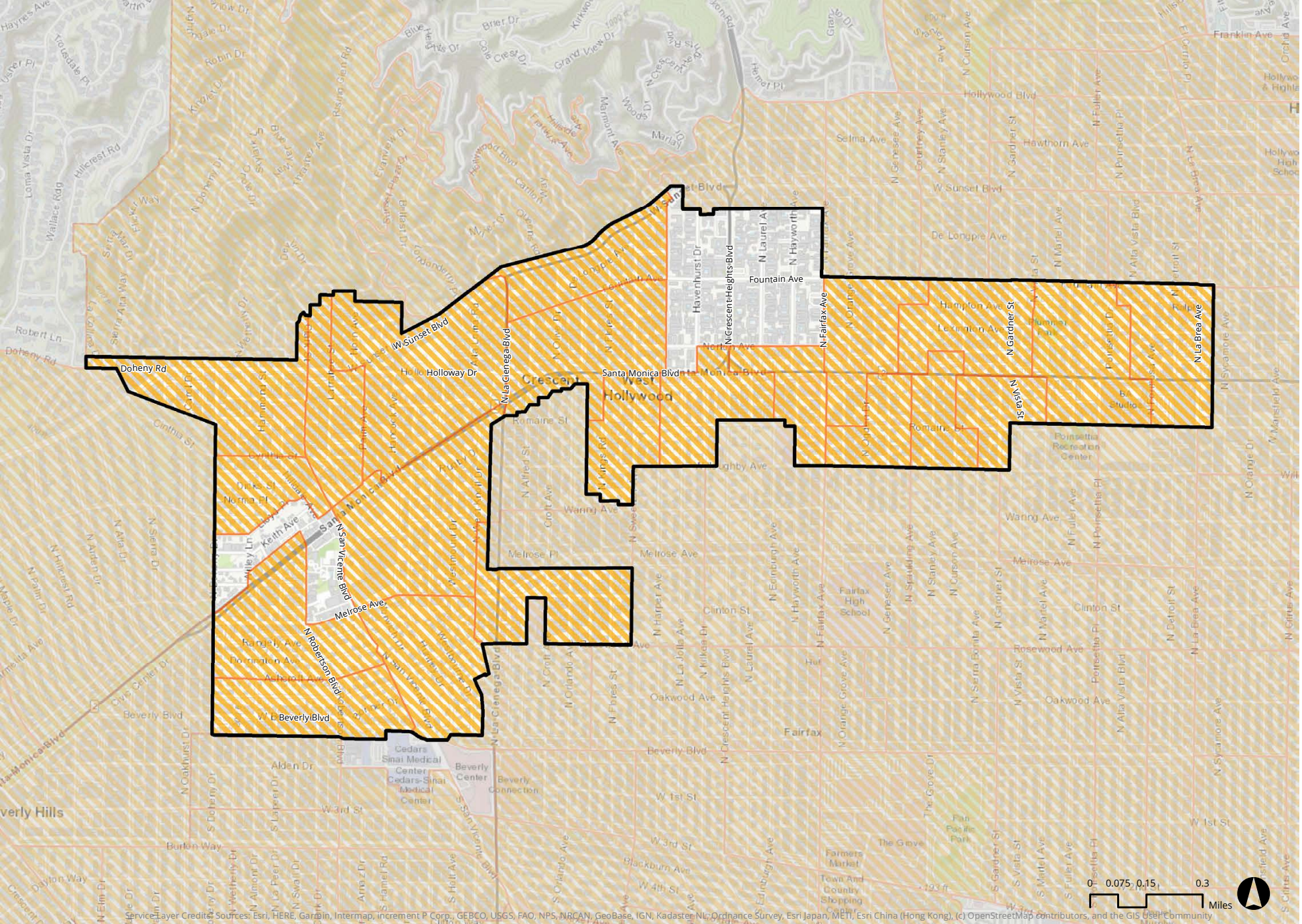
2019 Existing Land Use in City of West Hollywood (SCAG Land Use Codes)

- | | | | |
|--------------------------------|---|---------------------------|---------|
| Single Family Residential | Facilities | Open Space and Recreation | Unknown |
| Multi-Family Residential | Education | Agriculture | |
| Mobile Homes and Trailer Parks | Military Installations | Vacant | |
| Mixed Residential | Industrial | Water | |
| Rural Residential | Transportation, Communications, and Utilities | Specific Plan | |
| General Office | Mixed Commercial and Industrial | Under Construction | |
| Commercial and Services | Mixed Residential and Commercial | Undevelopable | |

Data Source: City of West Hollywood, SCAG | Data Updated: 2021 | Map Created: 1/27/2022

Disclaimer: This map was created as a part of SCAG Data/Map Books to solicit feedback from local jurisdictions during Connect SoCal 2024 Local Data Exchange (LDX) process. SCAG shall not be responsible for user's misuse or misrepresentation of this map. For the details regarding the data sources, methodologies and contents of this map, please refer to the SCAG Data/Map Book or contact LIST@scag.ca.gov. Please note that existing land use data shown in the map represents an approximation of local conditions as of 2019. For authoritative data on these subjects, please contact the respective local jurisdiction directly.

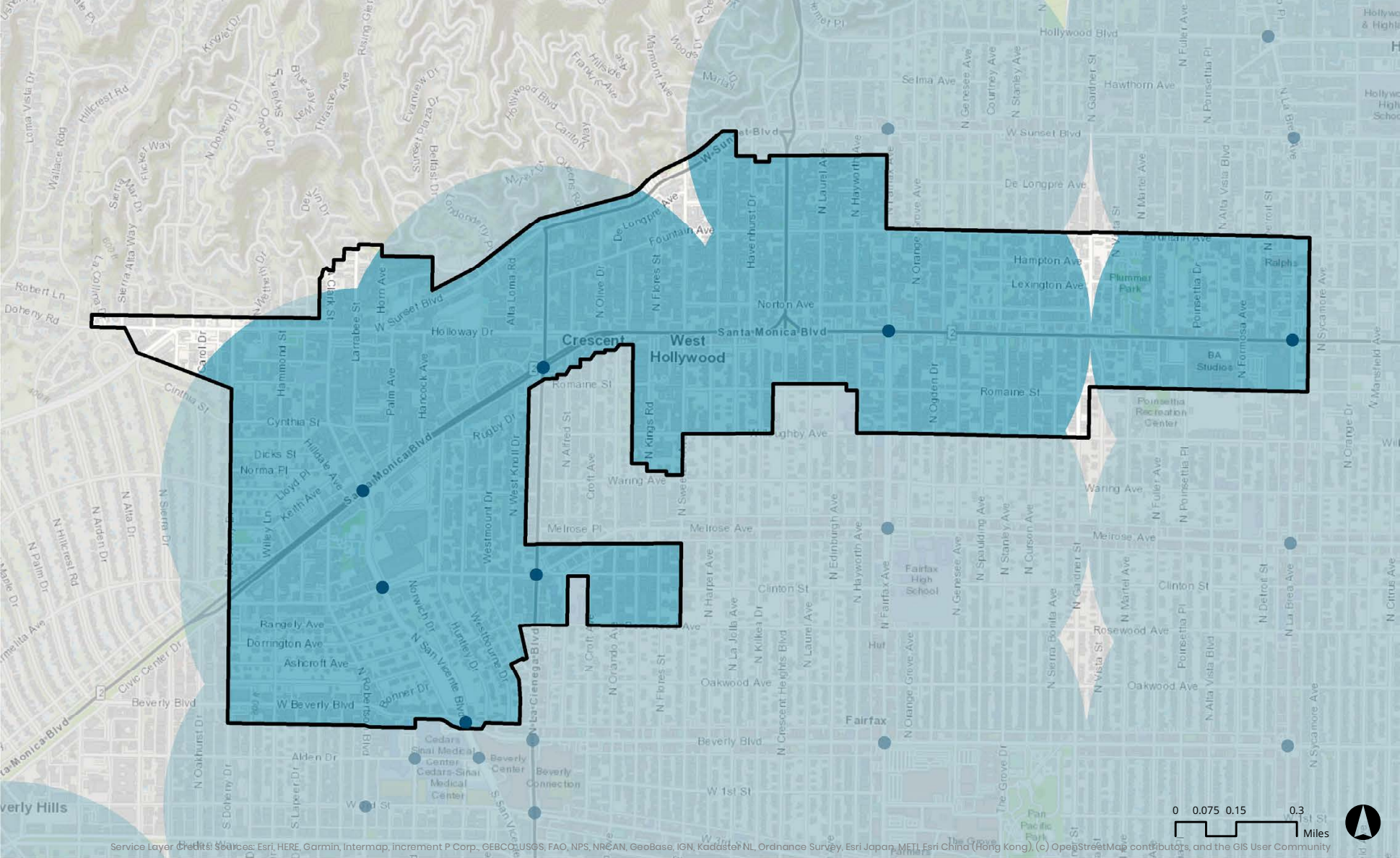




Neighborhood Mobility Areas (NMAs) in City of West Hollywood

- City Boundary
- Neighborhood Mobility Areas (NMAs)

Data Source: SCAG | Data Updated: 2021 | Map Created: 2/16/2022
 Disclaimer: This map was created as a part of SCAG Data/Map Books to solicit feedback from local jurisdictions during Connect SoCal 2024 Local Data Exchange (LDX) process. SCAG shall not be responsible for user's misuse or misrepresentation of this map. For the details regarding the data sources, methodologies and contents of this map, please refer to the SCAG Data/Map Book or contact LIST@scag.ca.gov.



Transit Priority Areas and Major Transit Stops in City of West Hollywood [Connect SoCal 2020 Plan Year 2045]

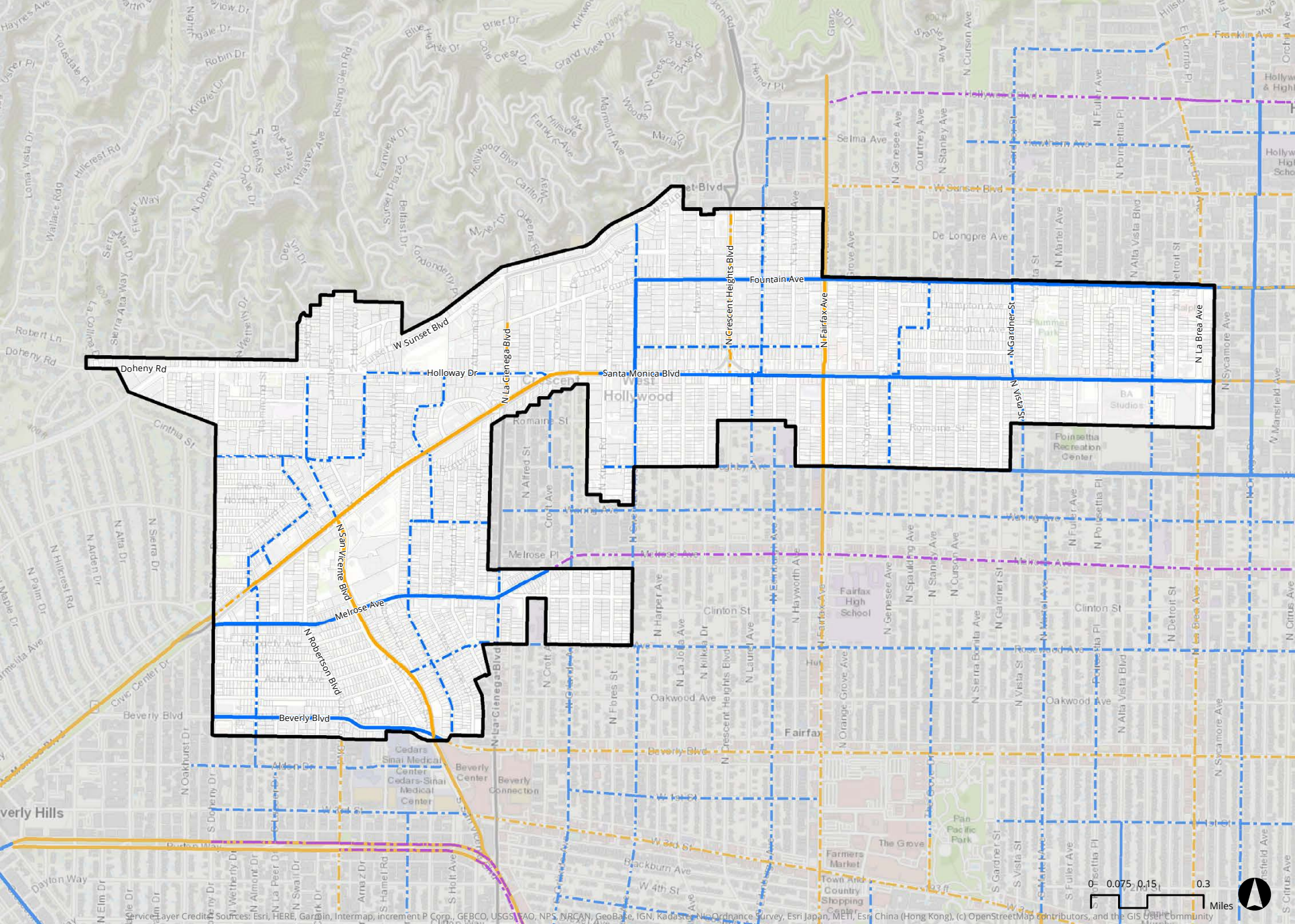
- Major Transit Stops
- Transit Priority Areas (Areas within One-Half Mile from Major Transit Stops)

Note: Transit Priority Areas and major transit stops in this Data/Map Book are based on the 2045 plan year transit network of Connect SoCal 2020. Further explanation of the methodology for identifying major transit stops is included in the Connect SoCal 2020 Transit Technical Report Appendix. This map may undergo changes as SCAG continues to update its transportation network as part of the Connect SoCal 2024, and updates to this information will be forthcoming as information becomes available. SCAG assumes no responsibility arising from use of this information by individuals, businesses, or other public entities. Users should consult with the appropriate transit provider(s) to obtain the latest information on transit routes, stops and service intervals before making determinations regarding CEQA exemption or streamlining.

Data Source: County Transportation Commissions, SCAG | Data Version: Connect SoCal 2020 Plan Year 2045 | Map Created: 1/21/2022

Disclaimer: This map was created as a part of SCAG Data/Map Books to solicit feedback from local jurisdictions during Connect SoCal 2024 Local Data Exchange (LDX) process. SCAG shall not be responsible for user's misuse or misrepresentation of this map. For the details regarding the data sources, methodologies and contents of this map, please refer to the SCAG Data/Map Book or contact LIST@scag.ca.gov.





Bikeways in City of West Hollywood (Existing and Proposed/Planned)

Existing Bikeways

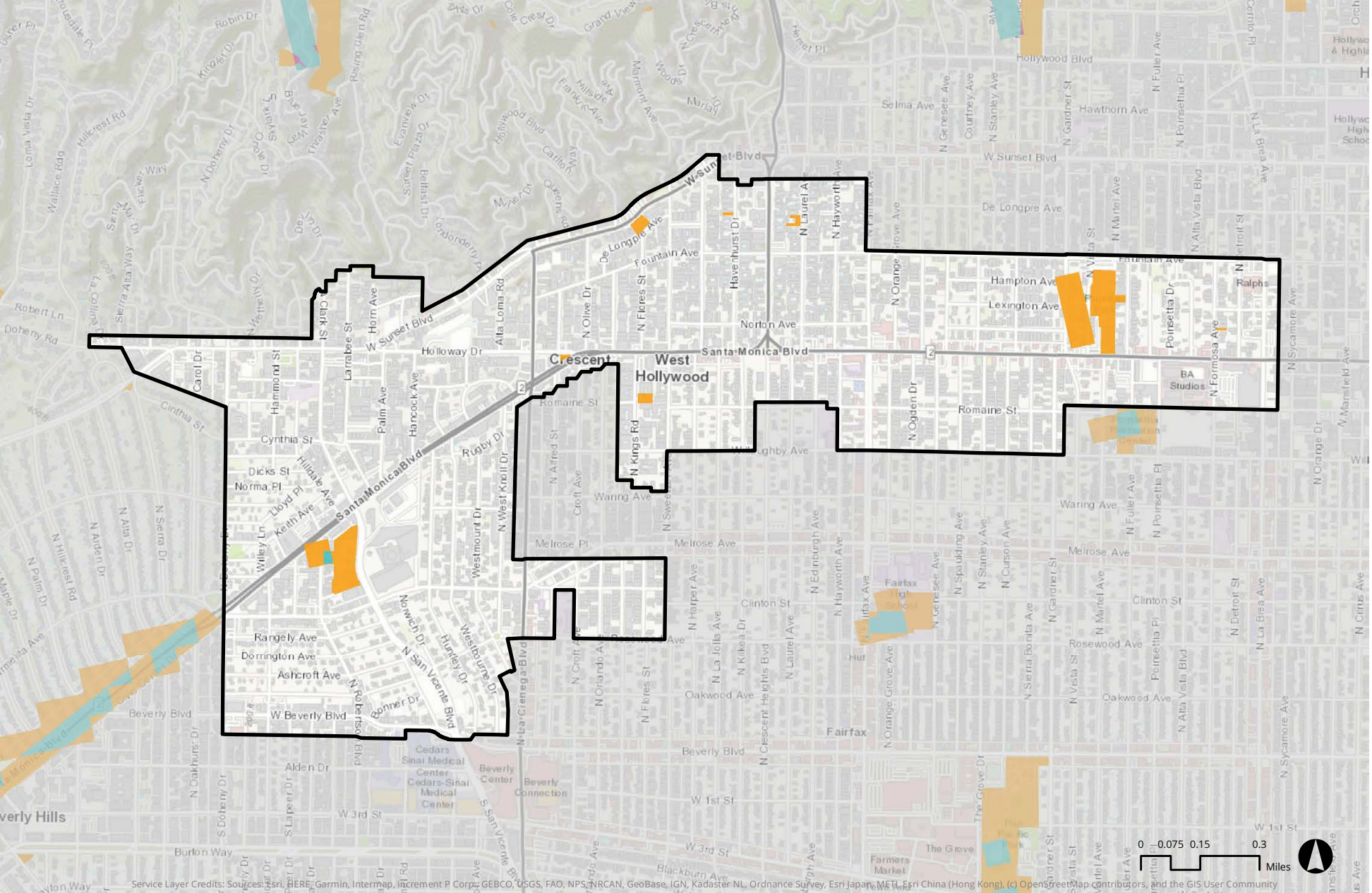
- Class I
- Class II
- Class III
- Class IV

Proposed/Planned Bikeways

- Class I
- Class II
- Class III
- Class IV

Data Source: County Transportation Commissions, City of West Hollywood, SCAG | Data Updated: 2021 | Map Created: 1/19/2022

Disclaimer: This map was created as a part of SCAG Data/Map Books to solicit feedback from local jurisdictions during Connect SoCal 2024 Local Data Exchange (LDX) process. SCAG shall not be responsible for user's misuse or misrepresentation of this map. For the details regarding the data sources, methodologies and contents of this map, please refer to the SCAG Data/Map Book or contact LIST@scag.ca.gov.



Open Space/Habitat Multi-Benefit Assets in City of West Hollywood

Open Space/Habitat Asset Value



Data Source: Save Our Agricultural Resources (SOAR), 2017, County of Ventura; California Conservation Easement Database (CCED), 2021, Multiple sources; California Protected Areas Database (CPAD), 2021, Multiple sources; National Wetlands Inventory, 2020, US Fish and Wildlife Services; South Coast Missing Linkages (SCML) Wildlife Corridors, 2018, Conservation Biology Institute; 2015 Areas of Conservation Emphasis (ACEIIV2), 2015, CA Department of Fish and Wildlife; Conservation Plan Boundaries, Habitat Conservation Plans (HCPs) and Natural Community Conservation Plans (NCCPs), 2021, CA Department of Fish and Wildlife; and California Natural Diversity Database (CNDDB), 2017, CA Department of Fish and Wildlife
 Data Updated: 2021 | Map Created: 2/9/2022

Disclaimer: This map was created as a part of SCAG Data/Map Books to solicit feedback from local jurisdictions during Connect SoCal 2024 Local Data Exchange (LDX) process. SCAG shall not be responsible for user's misuse or misrepresentation of this map. For the details regarding the data sources, methodologies and contents of this map, please refer to the SCAG Data/Map Book or contact LIST@scag.ca.gov.



INCOME REQUIREMENTS AND CALCULATIONS

Eligibility for this program is determined on the basis of the applicant's verified annual income and the additional criteria of the program as listed below.

Income eligibility is verified as defined in U.S. Department of Housing and Urban Development (HUD) Regulation 24 CFR (Code of Federal Regulations) Part 5. A list of the Part 5 income "inclusions" and "exclusions" is published in the Code of Federal Regulations at 24 CFR 5.609. This list is periodically updated by HUD when changes are made to the Part 5 definition of annual income by the United States Congress. The latest available list is in Appendix B.

In accordance with the HUD regulations, when determining whether an individual is income eligible, the participating jurisdiction must use one of the following three definitions of annual income:

- (1) Annual income as defined by 24 CFR 5.609 with income inclusions and exclusions (see Appendix B); or
- (2) Annual income as reported under the Census long-form for the most recent available decennial Census. This definition includes:
 - a. Wages, salaries, tips, commissions, etc.;
 - b. Self-employment income from owned non-farm business, including proprietorships and partnerships;
 - c. Farm self-employment income;
 - d. Interest, dividends, net rental income, or income from estates or trusts;
 - e. Social security or railroad retirement;
 - f. Supplement Security Income, Aid to Families with Dependent Children, or other public assistance or public welfare programs;
 - g. Retirement, survivor, or disability pensions; and
 - h. Any other sources of income received regularly, including Veterans' (VA) payments, unemployment compensation, and alimony; or
- (3) Use HUD Part 5 – 1 B although the definitions used in this handbook.

Total tenant payment. See §5.628.

Utility allowance. If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility reimbursement. The amount, if any, by which the utility allowance for a unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (This definition is not used in the Section 8 voucher program, or for a public housing family that is paying a flat rent.)

Very low income family. A family whose annual income does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.

Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments (including assistance provided under the Temporary Assistance for Needy Families (TANF) program, as that term is defined under the implementing regulations issued by the Department of Health and Human Services at 45 CFR 260.31).

Work activities. See definition at section 407(d) of the Social Security Act (42 U.S.C. 607(d)).

[61 FR 54498, Oct. 18, 1996, as amended at 65 FR 16716, Mar. 29, 2000; 65 FR 55161, Sept. 12, 2000; 66 FR 6223, Jan. 19, 2001; 67 FR 47432, July 18, 2002; 81 FR 12370, Mar. 8, 2016]

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FAMILY INCOME

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§5.609 Annual income.

(a) *Annual income* means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
 - (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
 - (3) Which are not specifically excluded in paragraph (c) of this section.
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) Annual income includes, but is not limited to:

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

(4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);

(5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);

(6) *Welfare assistance payments.* (i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:

(A) Qualify as assistance under the TANF program definition at 45 CFR 260.31; and

(B) Are not otherwise excluded under paragraph (c) of this section.

(ii) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(B) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(9) For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition and any other required fees and charges, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 *et seq.*), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

(c) Annual income does not include the following:

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);

(3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);

(4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

(5) Income of a live-in aide, as defined in §5.403;

(6) Subject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution;

(7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

(8)(i) Amounts received under training programs funded by HUD;

(ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);

(iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

(iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;

(v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;

(9) Temporary, nonrecurring or sporadic income (including gifts);

(10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

(11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);

(12) Adoption assistance payments in excess of \$480 per adopted child;

(13) [Reserved]

(14) Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts.

(15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

(16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

(17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the FEDERAL REGISTER and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.

(d) *Annualization of income.* If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

[61 FR 54498, Oct. 18, 1996, as amended at 65 FR 16716, Mar. 29, 2000; 67 FR 47432, July 18, 2002; 70 FR 77743, Dec. 30, 2005; 79 FR 36164, June 25, 2014; 81 FR 12370, Mar. 8, 2016]

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§5.611 Adjusted income.

Adjusted income means annual income (as determined by the responsible entity, defined in §5.100 and §5.603) of the members of the family residing or intending to reside in the dwelling unit, after making the following deductions:

(a) *Mandatory deductions.* In determining adjusted income, the responsible entity must deduct the following amounts from annual income:

(1) \$480 for each dependent;

(2) \$400 for any elderly family or disabled family;