

RESOLUTION ARB2015-0012

Approval of Housing Rehabilitation Loan Program Policies and Procedures

Whereas, County entities may adopt, amend, rescind, and administer rules on matters within their respective jurisdictions, as established by the County Charter, the County Code, or general law; and

Whereas, Section 205.09(A) of the Cuyahoga County Code establishes the Cuyahoga County Administrative Rules Board; and

Whereas, per Section 113.02(A) of the Cuyahoga County Code, a county entity seeking to adopt, amend, or rescind a rule shall submit a request, including the specific language of the rule, to the Clerk of the Administrative Rules Board in accordance with the procedures and deadlines established by the Board for such submissions; and

Whereas, per Section 113.02(G) of the Cuyahoga County Code, the Administrative Rules Board is given approval authority over rules promulgated by County entities based on a determination of: (1) whether the requesting entity has the authority to adopt, amend, or rescind the rule and (2) whether the proposed rule conflicts with the County Code; and

Whereas, the Department of Development administers policies and procedures for the Housing Rehabilitation Loan Program;

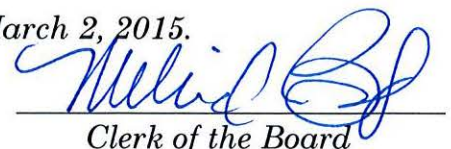
NOW, THEREFORE, BE IT RESOLVED BY THE ADMINISTRATIVE RULES BOARD OF CUYAHOGA COUNTY, OHIO:

Section 1. The Housing Rehabilitation Loan Program Policies and Procedures, as attached, are hereby enacted as part of the Cuyahoga County Administrative Code.

Section 2. This Resolution shall go into immediate effect and remain in full force and effect until December 2, 2015.

Section 3. It is found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were passed in an open meeting of this Board and that all deliberations of this Board that resulted in such formal actions were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

The foregoing resolution was duly adopted on March 2, 2015.


Clerk of the Board

Housing Rehabilitation Loan Program Policies and Procedures



Department of Development

Housing Rehabilitation Loan Program (HRLP)

The Housing Rehabilitation Loan Program (HRLP) is designed to assist low-and-moderate income homeowners with non-emergency repair and /or replacement of the following four major housing components: 1. Roof 2. Electrical 3. Furnace 4. Plumbing – including sanitary sewer connections. The goal of the HRLP is to not only maintain the structural integrity and essential operations of the house, but also to efficiently utilize limited funds from the U.S. Department of Housing and Urban Development (HUD) to benefit (51) Urban County Communities throughout Cuyahoga County. Because funding is limited, priority is given to first time applicants. Repeat applicants are eligible to re-apply after a 5-year waiting period has elapsed from their original job completion date. Please note- often times the need for assistance is greater than the resources available prompting a waiting list for the HRLP.

Loan Terms

Loans are offered at below-market interest rates, and loan amounts are based upon approved housing specifications (scope of work) with terms up to 20 years. Interest rate and term of loan depend on yearly (gross) income and are available for one to four-family owner occupied homes. Senior citizens at or above 62 year of age who meet eligibility and income criteria may qualify for a deferred loan where payments are usually deferred and the full loan amount becomes due when the property transfers title. The following required services are provided by the HRLP: title search, credit check and property appraisal (if needed). Qualifying for the loan has eligibility requirements that must be met and include the following:

- Property taxes must be current or be in an approved current payment plan with the County Treasurer.
- Property must not be in foreclosure.
- Homeowner must have current homeowner's insurance.
- Bankruptcies must have been discharged for two years. If bankruptcy discharge is less than 2 years, court approval will be needed to take out the loan.
- Loans are made to low-to-moderate income households based on HUD income guidelines.
- Interest rate and term are based on annual gross income and the ability to repay the loan.

Case Procedures

Upon satisfying homeowner eligibility requirements (as listed above), the case is assigned a number and an initial inspection is performed by a Building Rehabilitation Specialist focusing on the four major housing components described above. The scope of work is then determined by a Housing Committee within the Department of Development (DoD). Job specifications are prepared by the DoD and approved by the homeowner. Utilizing both contractors currently registered with the DoD and the homeowner's choice of other non-registered contractors, job specifications are sent out to a homeowner approved list of contractors for bidding purposes with a due date. After contractor bids have been returned, data is compiled on a spreadsheet and forwarded to the homeowner allowing for the opportunity to effectively compare bids. In most cases, the homeowner is not required to select the lowest bidder as long as the subject bid is within 10% of an estimate prepared by the DoD. Once the homeowner selects a contractor to perform the work, the DoD verifies that the contractors registration is valid (all contractors must meet registration requirements established by Cuyahoga County). A Housing Rehabilitation Contract is then

Housing Rehabilitation Loan Program (HRLP)

signed between the homeowner and contractor listing the terms and conditions of the work to be performed. Please note- the DoD is not a party to the Housing Rehabilitation Contract and assumes no liability for problems that may occur between the homeowner and contractor(s). The case is then forwarded to the DoD's eligibility division for further processing and the creation of formal loan documents.

How to Apply for the Loan

Homeowners interested in applying for the loan may download the application from our County website at <http://development.cuyahogacounty.us/en-US/housing-rehabilitation-loan.aspx>

Or please call (216) 348-4066 and an application will be mailed per request.

Completed applications should then be mailed back to the address listed below.

Cuyahoga County Administrative Headquarters

Department of Development
2079 East 9th St., 7th Floor
Cleveland, Ohio 44115
(216) 348-4066
Ohio Relay Service: 711

If you live in one of the following Entitlement Cities, please call the telephone number listed below to inquire about your community's home assistance program(s):

Cleveland Residents	(216) 664-4133
Cleveland Heights Residents	(216) 291-4869
Brecksville Residents	(440) 526-4351
East Cleveland Residents	(216) 681-5020
Euclid Residents	(216) 289-4625
Hunting Valley Residents	(440) 247-6106
Lakewood Residents	(216) 529-5906
Parma Residents	(216) 661-7372