

**CITY OF MEDINA**  
In Partnership with the CITIES OF  
**BRUNSWICK & WADSWORTH**

**COMMUNITY HOUSING IMPACT & PRESERVATION PROGRAMS**  
**(PY 2014 CHIP)**

**PROGRAM SUMMARY**  
***COMMUNITY DEVELOPMENT BULLETIN #1***

Thank you for your interest in the City of Medina Community Housing Impact and Preservation Program (CHIP). The Cities of Medina, Brunswick and Wadsworth in order to maximize funding to our citizens successfully submitted a partnership application with City of Medina as the Grantee. The attached information will briefly describe the following programs and the requirements for participation: 1. Owner Home Repair Program; 2. Owner-Occupied Rehabilitation Program; 3. Rental Home Repair; and 4. Downpayment Assistance/Rehab. Included are the household income guidelines that apply for all of the programs. An application is attached for those interested in applying. Please indicate the assistance you are applying for.

**1. OWNER HOME REPAIR PROGRAM**

The intent of this program is to assist those homeowners that lack the resources to address a housing problem that poses an immediate threat to the health and safety of the occupant. The City will use OCD Residential Rehabilitation Standards to prioritize work. No general property improvements will be undertaken. The Home Repair Program will only assist eligible homeowners with repair or replacement of electrical, plumbing, heating or mechanical systems, or elimination of other threats to health and safety. This could also include handicapped accessibility and tap-ins. This program is available city-wide in the Cities of Medina, Brunswick and Wadsworth for those households that have incomes of less than 80% of the area median income (see page 2).

Other key features include:

<b>Minimum level of assistance:</b>	<b>\$250.00</b>
<b>Maximum level of assistance:</b>	<b>\$8,000.00 (\$5,000 if paint will be disturbed)</b>
<b>Approximate No. of Homes to be Assisted:</b>	<b>Medina -- 16 Brunswick -- 16 Wadsworth - 14</b>

**Eligible Properties:** Single-family, owner-occupied units in the City limits of MEDINA, BRUNSWICK, OR WADSWORTH.

**Financing Mechanism:** Grant

## **2. OWNER-OCCUPIED PRIVATE REHABILITATION PROGRAM**

The purpose of the private rehabilitation program is to correct basic building code violations, health and safety issues including lead based paint hazards for qualified homeowners with household incomes at or below 80% of median income in the Cities of MEDINA, BRUNSWICK AND WADSWORTH. Eligible repairs can include roof, gutters, windows, doors, furnace, electrical, hot water tanks, structural deficiencies and plumbing. Only single-family, owner occupied housing units within the City limits of Medina, Brunswick and Wadsworth are eligible. The City anticipates assisting a total of seventeen (17) homeowners; six (6) in Medina, five (5) in Brunswick and six (6) in Wadsworth. The City's Rehab Inspector will contact you to evaluate your home as part of the application process. Upon final ranking of applications, homeowners will be selected for assistance. Applications will be ranked in their service area first.

The assistance will be in the form of a 5 year 0% interest deferred loan reduced 17% per year with 15% remaining due upon transfer of the property. **No interest. No payments until transfer.** The loan will be secured by a mortgage and promissory note with a declining repayment agreement. The amount of the financial assistance for each house will vary depending on needed improvements. The average amount of assistance per unit is expected to be \$33,000. In no instance will the amount of assistance exceed the following limits.

**Minimum Assistance:** \$1,000.00

**Maximum level of assistance:** \$30,000.00

**Maximum level of assistance with lead based paint hazards present:** \$35,000.00

**Approximate Number of Homes to be Assisted:** MEDINA 6  
BRUNSWICK 5  
WADSWORTH 6

**Finance Mechanism:** 5 year 0% interest deferred partially forgivable loan (85% forgiven over time)

A walk-away policy has been established by the City. Should your home be considered a walk-away, you will be notified.

Work on all homes must be competitively bid. The City expects work on the selected home to begin in the spring of 2015.



The City will use OCD Residential Rehabilitation Standards to prioritize work. No general property improvements will be undertaken.

#### 4. DOWNPAYMENT ASSISTANCE/REHAB PROGRAM

Key features include:

Minimum Downpayment Assistance:	\$1,000.00
Maximum Downpayment Assistance:	10% of the purchase price with a maximum of \$7,000.00.
Minimum Rehabilitation Assistance:	\$1,000.00
Maximum Rehabilitation Assistance:	\$29,000.00

Maximum assistance inclusive of Down payment and Rehabilitation Work: \$30,000.00  
(The total of both elements may not exceed the maximum of \$30,000.00)

Eligible properties: Single-family homes in the City limits of Brunswick and Wadsworth.  
(Medina City applicants may be eligible later in the program dependent upon funding.)

The intent of the Homeownership Program is to provide gap financing for down payment assistance to potential homeowners lacking sufficient funds to purchase a home. The program operates on a first-come, first-serve basis. The City hopes to assist **one (1)** family in the City of Wadsworth and **one (1)** family in the City of Brunswick within the next two years. The Program can provide 10% of the purchase price with a maximum of \$7,000.00 per home. Homebuyers selected for assistance will be required to attend a series of Homebuyer counseling sessions which will be paid for by the program. All homes will be inspected prior to closing.

All assisted homes must meet local building codes and the State of Ohio Residential Rehabilitation Standards within six months of occupancy. To address these requirements, a rehabilitation element is included which allows up to \$29,000 to address code violations. The combination of down payment assistance and rehabilitation assistance may not exceed \$30,000.00.

Applicants receiving loans for Down payment assistance will also receive a loan for rehabilitation. Each loan will be in the form of a 5-year deferred, partially forgivable loan; i.e., for every year of occupancy 17% of the principal loan balance of each loan is forgiven until the end of the 5<sup>th</sup> year at which time 15% remains due and payable upon transfer of the property. The loan for the down payment assistance will be executed prior to the closing of

the purchase. The loan for the rehabilitation will be executed at the time a contract for rehabilitation has been awarded. Work on all homes must be competitively bid.

A walk-away policy has been established by the City. Should the home you are purchasing be considered a walk-away (not able to be brought up to code within the funding available), you will be notified.

**Household Income Limits by Family Size  
FOR ALL APPLICANTS**

Family Size (Persons)	Low Income (80% of MI)
1	\$35,100
2	\$40,100
3	\$45,100
4	\$50,100
5	\$54,150
6	\$58,150
7	\$62,150
8	\$66,150

Source: HUD PY 2014

**The Owner and Rental Home Repair Program applications must be completed in full with all requested documentation and will be considered on a first come first serve basis.**

**All Owner-Occupied applications must be completed in full with all requested documentation and mailed to:**

**CITY OF MEDINA & BRUNSWICK**

CT Consultants, Inc.

8150 Sterling Court

Mentor, Ohio 44060

Attn: Phyllis Dunlap, Program Administrator

**CITY OF WADSWORTH**

CT Consultants, Inc.

20 Federal Plaza West, Ste. 303

Youngstown, OH 44503

Attn: George Zokle, Program Administrator

**or you may drop off your application to:**

**CITY OF MEDINA**

Sandy Davis  
Community Development Office  
City of Medina  
132 N. Elmwood Ave.  
Medina, Ohio 44256

**CITY OF BRUNSWICK**

Mary Conway  
Community Development Office  
City of Brunswick  
4095 Center Road  
Brunswick, Ohio 44212

**CITY OF WADSWORTH**

Jeff Kaiser  
Planning & Zoning  
120 Maple Street  
Wadsworth, Ohio 44281

**no later than 4:00 p.m., January 15, 2015 to be considered for the program.**

The order of receipt of applications within each City first and then within the service area will be considered as a final factor when all other factors are equal.

Questions regarding the program should be directed to the attention of Mrs. Phyllis A. Dunlap, CT Consultants at (440) 530-2230 or George Zokle, CT Consultants at 330-746-1200.

## FREQUENTLY ASKED QUESTIONS

Q. How do I apply?

A. You must complete an official application form available at the following locations:

City of Medina  
132 N. Elmwood Ave.  
Medina, Ohio 44256

City of Brunswick  
4095 Center Road  
Brunswick, Ohio 44095

City of Wadsworth  
120 Maple Street  
Wadsworth, OH 44281

Or you may contract Phyllis Dunlap or George Zokle of CT Consultants at 440-951-9000 to obtain an application.

If you are unable to come to this office, arrangements can be made for home visitation by calling (440) 951-900 and request to talk with Phyllis Dunlap or George Zokle. These arrangements are for handicapped or elderly persons only.

Q. How much money can I get to fix up my home?

A. The amount of the deferred loan depends on the extent of work required to bring your property in conformance with the Community Housing Code or OHCP Residential Rehabilitation Standards. However, the deferred loan will not exceed an as-bid price of \$30,000 per unit without addressing Lead Based Paint hazards and \$35,000 per unit if addressing Lead Based Paint hazards for private homeowner rehabilitation. Any expenditure in excess of these amounts must be justified and approved by the Community, or paid by the owner.

Q. Does it cost me anything to submit an application or have my home inspected?

A. NO! There are absolutely no charges for this program and your participation is voluntary.

B. The City reserves the right to "Walk Away" from a housing unit that poses undue threat to health or safety of the inspector or contractor at any time. **Housing units that violate the following will not be assisted.** Conditions which may constitute undue threat include, but are not limited to the following:

- Structurally unsound dwellings that are, or should be condemned for human habitation.
- Evidence of substantial, persistent infestation of rodents, insects and other vermin.
- Environmental hazards such as serious moisture problems, friable asbestos or other hazardous materials, which cannot be resolved before rehab work is to start.
- The presence of animal feces in any area of the dwelling unit.
- Excessive garbage build up in and around the dwelling.
- Negligent housekeeping practices that limit access or create an unwholesome working environment.
- A threat of violence.
- The presence and/or use of any controlled substances before or during rehab.
- Suspected manufacturing of a controlled substance before or during rehab.
- Occupants allowing only limited access to the dwelling.

Q. What happens after I submit my application?

A. Community Development personnel will review your application and determine if you are eligible for a loan or grant. You will then be notified in writing of your eligibility and if you decide to participate,



arrangements will be made to have your home inspected for code violations and rehabilitation standards.

- Q. Are there restrictions on how the money is used or the improvements that are to be made?  
A. YES! According to the program guidelines, the money can be spent to correct Code Violations Only, and to meet rehabilitation standards.

The following indicates the type of rehabilitation work that will be permitted:

GENERALLY ELIGIBLE

GENERALLY INELIGIBLE

Roofs	Air Conditioning
Gutters	Detached Garages
Windows	Room Additions
Doors	General Property Improvements
Furnaces	Cosmetic Items (carpeting, wallpaper)
Hot Water Tanks	
Structure Deficiencies (Porches, Floors)	
Walk Stairs	
Plumbing	
Electrical including new 100 AMP Service	

Only work approved by this department may be performed, and must be completed within a 75-day period.

All work must be completed by an experienced and qualified contractor or builder in each particular job classification, and all work must pass inspection in accordance with the building and housing codes.