

*Legislative*

P/C 4/14/26 *Spec. Council*  
CA 4/21/26  
1st R 4/21/26  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C \_\_\_\_\_

CITY OF BROOK PARK, OHIO

ORDINANCE NO: 11531-2026

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE AMENDING ORDINANCE NO. 11467-2025, AUTHORIZING THE IMPLEMENTATION OF THE BROOK PARK HOME MAINTENANCE ASSISTANCE GRANT PROGRAM (HMAP), AND DECLARING AN EMERGENCY

**WHEREAS**, in order to implement the Home Maintenance Assistance Program (HMAP), the Council authorizes the Mayor to approve and the Finance Director to issue grants from the Economic Development Fund #243, in order to continue the Home Maintenance Assistance Grant Program (HMAP) within the City;

**WHEREAS**, this Council desires to implement rules and regulations to facilitate the prompt and effective management of the HMAP program within the city;

**WHEREAS**, the City of Brook Park encourages the development and maintenance of real property located within the City, and specifically within the City's LMI (low/moderate-income) and Target Improvement Area zones; and

**WHEREAS**, financial assistance from the City of Brook Park is necessary to permit residents to effectuate the remediation and repairs to their residential properties and to protect the community from blight and deterioration; and

**WHEREAS**, the City of Brook Park, having the appropriate authority for the stated type of project, is desirous of providing its residents with assistance and incentives to protect their properties and to prevent the deterioration and decay of its residential neighborhoods consistent with the purposes of Section 13 of Article VIII of the Ohio Constitution to eradicate and mitigate blight within the City, and to improve the economic welfare of the people of the State; and

**WHEREAS**, the Council of the City of Brook Park has investigated the request of the Mayor for authority to implement a HMAP program and concurs that the requested administrative authority will greatly assist homeowners and city officials to remediate housing stock within the City, improve the living conditions of city residents and improve the economic climate of the City of Brook Park;

RECEIVED  
APR 22 2026  
BROOK PARK CITY COUNCIL

**NOW, THEREFORE, BE IT ORDAINED,** by the Council of the City of Brook Park, State of Ohio, that:

**SECTION 1:** Notwithstanding any other codified ordinances the Mayor is authorized to approve, and the Finance Director is authorized to issue, Home Maintenance Assistance Program grants to residents of Brook Park in owner-occupied dwellings upon the following terms and conditions:

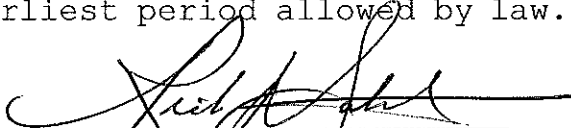
1. The City shall maintain complete records of all grants issued under the HMAP program;
2. All existing building code violations for the property in question shall be corrected as part of and as a condition precedent to the issuance of funds by the City under the HMAP program;
3. The City shall conduct due diligence of all HMAP grant applications to determine whether the applicant falls within the income assistance guidelines;
4. Brook Park residents who live in owner-occupied homes and have a documented household income at or below 80% of the Area Median Income (AMI), as defined by the U.S. Department of Housing and Urban Development (HUD) for the Cleveland Metropolitan Statistical Area (MSA), are eligible to receive up to \$5,000 in matching grant funds for documented repairs and improvements to exterior residential structures.
5. The income guideline amounts will be established as of the date the application is received by the City of Brook Park.
6. The use of funds shall be limited to exterior structural home and capital repairs limited to front porch/patio, gutters, paint exteriors, roofs, windows, furnaces/boilers, driveways, the repair or replacement of siding, exterior doors and garage doors. Funds cannot be used for landscaping, or sidewalks of a premise.
  - A. Upon completion of the desired improvements and inspection, approval and certification of the improvements by the Commissioner of Building and Housing, the Director of Finance shall issue payment to the registered contractor performing the work.
  - B. The proposed project must meet all applicable codes and be approved in advance by the Building Commissioner.
  - C. Applications will be taken on a first come first serve basis until annually appropriated funds are exhausted.
  - D. During the term of the grant, applicants must occupy said premises.
7. Once a grant has been awarded to a recipient that recipient is not eligible for another five years.
8. Property taxes must be current in order to qualify.
9. Further, regulations and applications are attached hereto and incorporated herein as Exhibit "A".

**SECTION 2:** The money needed for the aforesaid grants shall be paid by the City from funds appropriated for the Home Maintenance Assistance Program upon the completion of the aforesaid remediation and repair activities and said funds shall be exclusively applied to the costs, expenses and fees arising from and/or incurred by the homeowner in furtherance of the aforesaid home maintenance and improvements.

**SECTION 3:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Sections 121.22 of the Ohio Revised Code.

**SECTION 4:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason implement the Home Maintenance Assistance Program; provided this Ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: April 21, 2026

  
 PRESIDENT OF COUNCIL

ATTEST: Carol Johnson  
 Clerk of Council

APPROVED: Edith M. Dault  
 MAYOR

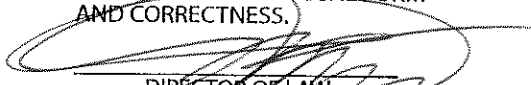
4/22/26  
 DATE

CERTIFICATE

Carol Johnson, Clerk of Council, of the City of Brook Park, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ordinance Resolution No. 11531-2026 passed on the 21 day of April 2026 by said council.

Carol Johnson  
 Clerk of Council

I HEREBY APPROVE THE WITHIN INSTRUMENT AS TO LEGAL FORM AND CORRECTNESS.

  
 DIRECTOR OF LAW

|            | Yea                                 | Nay                      |
|------------|-------------------------------------|--------------------------|
| Gonzalez   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mencini    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Roberts    | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Scott      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| McCorkle   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Poindexter | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dufour     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

# 2026 Home Maintenance Assistance Program (HMAP) Income Guidelines

| Household Size | Monthly Income (80%AMI) | Annual Income (80% AMI) |
|----------------|-------------------------|-------------------------|
| 1              | \$ 4,812.00             | \$ 57,750.00            |
| 2              | \$ 5,500.00             | \$ 66,000.00            |
| 3              | \$ 6,188.00             | \$ 74,250.00            |
| 4              | \$ 6,871.00             | \$ 82,450.00            |
| 5              | \$ 7,421.00             | \$ 89,050.00            |
| 6              | \$ 7,971.00             | \$ 95,650.00            |
| 7              | \$ 8,517.00             | \$ 102,200.00           |
| 8              | \$ 9,062.00             | \$ 108,750.00           |

Source: U.S. Department of Housing and Urban Development (HUD) for the Cleveland Metropolitan Statistical Area (MSA)





2026 Home Maintenance Assistance Program (HMAP) Application



1. Property Address \_\_\_\_\_

2. Name & age of all residents

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

3. Name and Phone Number of Primary Contact

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

4. Have you included proof of the gross income of all persons over the age of 18, residing at the property? Please circle one.

Yes or No

5. Are the property taxes current? Please circle one.

Yes or No

6. Total Project Cost: \$ \_\_\_\_\_

7. Are (3) estimates from contractors registered, licensed, bonded, and insured in the City of Brook Park included with your application? Please circle one.

Yes or No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(OVER)



9. Project outline

(Please number and attach additional sheets of paper if needed.)