

CITY OF BROOK PARK, OHIO

P/C _____
CA 9-9-14
1st R 9-9-14
2nd R _____
3rd R _____
B/C _____

RESOLUTION NO. 20-2014

INTRODUCED BY: MAYOR COYNE

A RESOLUTION

AUTHORIZING THE MAYOR TO FILE AN APPLICATION WITH THE CUYAHOGA COUNTY DEPARTMENT OF DEVELOPMENT FOR A COMMUNITY DEVELOPMENT BLOCK GRANT, AND DECLARING AN EMERGENCY.

WHEREAS, Community Development Block Grant (CDBG) funds are now available and the City desires to make application for such funding for a variety of housing, economic development and community improvement projects;

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

SECTION 1: That the Council of the City of Brook Park, hereby authorizes the Mayor to seek an application for a Community Development Block Grant of \$150,000 for improvement projects.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to this Resolution 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 actions were in meetings open to the public in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution 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 further reason to authorize the Mayor to file an application with the Cuyahoga County Department of Development for a block grant; therefore, this Resolution shall take effect and be in force immediately from and after its passage and approval by the Mayor.

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

PASSED: August 9, 2014

Dennis P. Patta
PRESIDENT OF COUNCIL

ATTEST: Michelle Blazak
CLERK OF COUNCIL

APPROVED: [Signature]
MAYOR

9/9/2014
DATE



City of Brook Park

Thomas J. Coyne, Mayor
Community Home Improvement Program (CHIP)

Mission Statement

A program designed to maintain and improve the value of your home and your neighborhood. City of Brook Park, through their Building Department, offer 0%, deferred forgivable loans to City Resident's residents who need to make repairs to their homes but do not have the funds to do so. The Building Department Staff will work with you throughout the application process. If you take pride in your home and pride in living in the beautiful City of Brook Park, we want to work with you.

Forms of Assistance

Grants: Projects \$5,000 or less.

Forgivable Loans: Projects exceeding \$5,000 (maximum \$15,000). A lien will be placed on the property for the term of the loan.

Eligibility Requirements

1. You must own and reside in the home to which the proposed improvements are to be made for at least 2 yrs, prior to application.
2. Your gross household income cannot exceed current income requirements.

(see table to the right)

Income Guidelines	
Household size	Maximum Household Income
1	\$35,100
2	\$40,100
3	\$45,100
4	\$50,150
5	\$54,150
6	\$58,150

Eligible Improvements

This program may be used to eliminate any potential housing safety violations and for general property improvements only as follows:

- Roofs, gutters and downspouts
- Sewer repairs
- Furnaces and hot water heaters
- Upgrading of electrical systems
- Plumbing
- Handicap Accessible Ramps
- Air-conditioning if proven medically necessary

The First Step In Getting A 0%, forgivable, deferred Loan

Contact us at (216) XXX-XXXX and leave your name and address for an application and program guidelines to be mailed to you. You will need to supply the following information when submitting your application:

1. If you're employed, a recent paycheck stub.
2. Last year's W-2's and federal tax return with all attachments, if filed.
3. If you're retired, current written monthly allowance verification. This can be obtained by calling Social Security Toll free at 1-800-772-1213.
4. If you receive other pensions, written verification of monthly allowance.
5. Verification of interest and dividends received from savings accounts, stocks, bonds, etc.
6. Verification of the outstanding principal balance and monthly payments of any mortgages on the property.
7. Outstanding liabilities (credit cards, car loans, credit union, etc.) including monthly payments.
8. Month and year your home was purchased and purchase price.
9. Market value of your home as listed on most recent tax appraisal.
10. Birthdate and Social Security number of spouse, if applicable.
11. Copies of recent utility bills (water, electric, gas).

Next Step

A mandatory inspection and evaluation of your property is completed by one of our Project Specialists to verify the work to be completed. This review is confidential and is not shared with any other city departments or divisions. Bid specifications will then be completed by the Building Department. The Building Department has a list of highly qualified contractors that you can choose from.

Any Questions? Just call us at (216) XXX-XXXX. We'll be happy to answer any questions and schedule an appointment to help you fill out an application.

U.S. Department of Housing and Urban Development

Community Planning and Development



Special Attention of:

Notice: CPD-07-08

All CPD Division Directors

All CDBG Grantees

Issued: November 21, 2007

Expires: November 21, 2008

SUBJECT: Use of Community Development Block Grant (CDBG) Program Funds in Support of Housing

Introduction

This notice describes ways in which grantees can use the CDBG program to expand the development of decent, accessible, and affordable housing in their communities. Many of these subjects are discussed further in the Guide to National Objectives and Eligible Activities (the "Guide") located on the web at <http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>.

This notice brings together ways to use CDBG funds for housing that are supported in various sections of the CDBG regulations and the Guide. These activities include but are not limited to the following:

- Homeownership Assistance
- Rehabilitation and Reconstruction

HUD GUIDE-LINES

Rehabilitation and Reconstruction

To support the preservation of affordable housing, CDBG funds may be used to rehabilitate and reconstruct housing.

- Rehabilitation. CDBG funds may be used in a variety of ways to rehabilitate publicly- and privately-owned buildings for residential purposes, including manufactured housing that is part of the community's permanent housing stock [24 CFR 570.202]. With CDBG funds providing a grant or a low-interest loan for rehabilitation, affordable housing can be maintained and improved without appreciably increasing an owner's or renter's housing costs.