

**PORTAGE COUNTY
CDBG COMMUNITY DEVELOPMENT ALLOCATION PROGRAM
STREETSBORO HOME REPAIR PROGRAM**

FOR ADDITIONAL INFORMATION CONTACT:

**PORTAGE COUNTY REGIONAL PLANNING COMMISSION
449 SOUTH MERIDIAN STREET, 6th FLOOR
RAVENNA, OHIO 44266
(330) 297-3613**



It is Illegal to Discriminate Against any Person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Military Status.

**Portage County
CDBG Community Development Allocation Program
Streetsboro Home Repair Program**

1. APPLICANT ELIGIBILITY

1.1 General – Conflict of Interest

No member of the Board of Portage County Commissioners or the City of Streetsboro and no other officials, employee, or agent of the Board of Portage County Commissioners or the City of Streetsboro who exercises policy, decision making functions, and/or responsibilities in connection with the planning and implementation of the CDBG Community Development Allocation Program Grant shall directly or indirectly be eligible for this program. The prohibition shall continue for two years after an individual's relationship with the Board of Portage County Commissioners or the City of Streetsboro ends.

1.2 Income Eligibility

Applicant shall be income eligible and without sufficient resources to be reasonably expected to make the needed repairs. Income limits for the Portage County Community Development Block Grant Program are the same as those established by the U.S. Department of Housing and Urban Development (HUD) for low income assisted housing (Section 8). The maximum incomes for various households are shown below. These limits shall be updated within thirty (30) days of receipt of notice of revisions from HUD.

| <u>Number in Household</u> | <u>Maximum Income Allowed</u> |
|----------------------------|-------------------------------|
| 1 | \$44,900.00 |
| 2 | \$51,300.00 |
| 3 | \$57,700.00 |
| 4 | \$64,100.00 |
| 5 | \$69,250.00 |
| 6 | \$74,400.00 |
| 7 | \$79,500.00 |
| 8 | \$84,650.00 |

Priority shall be given to those persons with very low incomes, as defined by HUD. These limits are shown on the next page and shall be updated within thirty (30) days of receipt of notice from HUD.

| <u>Number in Household</u> | <u>Maximum Income Allowed</u> |
|----------------------------|-------------------------------|
| 1 | \$28,050.00 |
| 2 | \$32,050.00 |
| 3 | \$36,050.00 |
| 4 | \$40,050.00 |
| 5 | \$43,300.00 |
| 6 | \$46,500.00 |
| 7 | \$49,700.00 |
| 8 | \$52,900.00 |

1.3 Ownership

The structure to be assisted shall have been owned and occupied by the applicant for a period of one (1) year prior to the date of application. It shall be the owner's principle place of residence and shall continue to be so. All Portage County Property taxes must be current, and dwelling must be covered by homeowner's Insurance (fire and theft). Any dwelling, which is presently offered "for sale" or under contract with a real estate agent, shall not be eligible.

Applicant's who are purchasing their homes through a Land Contract will be considered for the program with the cooperation of titleholder or seller of the property. If the titleholder will not cooperate, no assistance can be provided.

Mobile homes will be eligible if they are permanently affixed to an owner-occupied lot.

2. **PROPERTY ELIGIBILITY**

2.1 The Portage County Regional Planning Commission will coordinate with the Ohio Historic Preservation Office on any structure 50 years old. (This does not include participation by occupant, and rarely affects the repair work). Should the Ohio Historic Preservation Office have questions about a particular dwelling, the occupant will be consulted.

2.2 Location/Target Area

City of Streetsboro.

3. **GRANT AMOUNT**

3.1 The maximum amount permitted will be \$5,000.00 plus soft costs. There may be situations where the cost or nature of the job will not permit this agency to consider the applicant's request, i.e. lack of bathroom or kitchen.

3.2 Minimum Amount

THERE IS NO MINIMUM AMOUNT THAT MUST BE SPENT ON ANY ONE STRUCTURE.

4. **CONTRACT**

4.1 The contract for the work shall be between the homeowner and the Contractor. The Neighborhood Development Services, Inc. shall handle bidding, supervision, and final inspection. The County through the Portage County Auditor shall pay the contractor.

4.2 Contracting

Contracting shall be done on a competitive basis. The Neighborhood Development Services, Inc. shall prepare the bid package, advertise, and review all bids to ensure that the bids are responsive and responsible. The contract shall be awarded to the low responsive bidder. If no responsive bids are received, the project will be bid a second and final time. A contract shall be signed within 30 days of award.

4.3 Change Orders

Any change order to the bid specifications requires the signatures of the Owner, Contractor, and the Neighborhood Development Services, Inc.

4.4 Acceptance of Work

In the event of any dispute between the Contractor and the homeowner concerning the completion of the specified work, the agency shall meet with both parties to resolve the matter. If such solution cannot be found, the Neighborhood Development Services, Inc. shall be the final authority concerning the satisfactory completion of the job in question after consultation with the appropriate inspectors.

4.5 Maintenance

Assisted property shall be maintained for the period of the lien. Maintenance includes but is not limited to; interior and exterior painting, lawn and yard upkeep and cleaning and disposal of any and all refuse on the premises. Structures shall be kept free of insect and rodent infestation; and where found insects and rodents shall be exterminated using a generally acceptable method.

The property shall at all times be kept in a clean, safe and sanitary condition.

Recipients will be required to notify the P.C. Regional Planning Commission of any changes in circumstances such as occupancy, use or transfer of the property.

5. SYSTEM FOR APPLICANT SELECTION

5.1 Application Rating and Selection

Generally, applicants will be served based on the order they are received. If it becomes necessary to prioritize due to the volume of applications, applications will be accepted and processed with priority given based on the following criteria:

| | | |
|--|----|-------|
| A. Applicant is low income. | 25 | _____ |
| B. Applicant is moderate income and spends more than 35% of gross income on housing expenses | 15 | _____ |
| C. Handicapped/Disabled/Elderly applicant. | 10 | _____ |
| D. Single headed household with dependent children. | 5 | _____ |
| E. Large family. | 5 | _____ |
| TOTAL | | _____ |

Due to the limited amount of funds available in the grant year, it may not be possible to serve all eligible households. As soon as we are aware that a household will not be assisted, they will be notified in writing of the fact, and of the availability of funds, if any, for the following year. As long as there are new applicants available, households that have received assistance in the past will not be served.