

**RESOLUTION NO. R03-06 CMS**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR  
COMMUNITY HOUSING IMPROVEMENT PROGRAM FUNDS  
TO THE STATE OF OHIO, DEPARTMENT OF DEVELOPMENT,  
OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS,  
AND DECLARING AN EMERGENCY**

WHEREAS, the City of Oberlin adopted a Community Housing Improvement Strategy (CHIS) on February 7, 1994; and this Community Housing Improvement Strategy has been revised and updated for the period 1998-2000; and said update has been approved by the Ohio Department of Development, Office of Housing and Community Partnerships; and,

WHEREAS, an implementation measure described in our CHIS is an application for Community Housing Improvement Program (CHIP) grant funding to the State of Ohio, Department of Development, Office of Housing and Community Partnerships; and,

WHEREAS, the City of Oberlin has successfully administered four previous rounds of CHIP funding; and,

WHEREAS, the City of Oberlin desires to continue the implementation of its Community Housing Improvement Strategy in order to provide assistance to low and moderate income residents seeking to rehabilitate their properties and to low and moderate income residents seeking to purchase homes in Oberlin; and,

WHEREAS, the City of Oberlin is devoted to furthering fair housing practices in Oberlin.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Oberlin, County of Lorain, State of Ohio, five-sevenths (5/7ths) of all members elected thereto concurring:

SECTION 1: That the City Manager is hereby authorized and directed to immediately apply for funding for its Community Housing Improvement Program to the State of Ohio, Department of Development, Office of Housing and Community Partnerships.

**SECTION 2:** It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this resolution were adopted in an open meeting of the 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 Section 121.22 of the Ohio Revised Code.

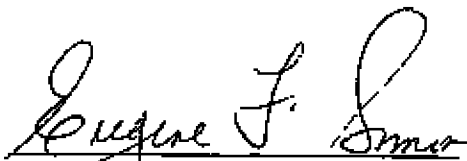
**SECTION 3:** That this resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health and safety of the citizens of the City of Oberlin, Ohio, to-wit:

"In order to allow timely application for funding, the deadline for which is April 9, 2003"

and shall take effect immediately upon passage.

**APPROVED:** 1st reading – April 7, 2003 (E)  
2nd reading  
3rd reading

**ATTEST:**

  
CLERK OF COUNCIL

  
CHAIR OF COUNCIL

**POSTED:** April 8, 2003

**EFFECTIVE DATE:** April 8, 2003

City of  
*Oberlin*

85 South Main Street, Oberlin, Ohio 44074  
(440) 775-1531

September 5, 2003

To: City Council  
From: Robert DiSpirito, City Manager *RGD*  
Re: CHIP Grant Award for 2003

I am very pleased to announce that the City of Oberlin has in fact qualified for a full \$500,000 Community Housing Improvement Program (CHIP) grant award. The effective date of this award is September 1, 2003, with closeout being October 31, 2005. Previously this year, City Council had authorized the submittal of the grant application to the State.

If you have any questions, please let me know.

cc: Sal Tatarico, City Auditor  
Jeff Baumann, Public Works Director/ Housing Specialist

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—OHIO Magazine

# City of *Oberlin*

April 15, 2003

To: City Council

85 South Main Street, Oberlin, Ohio 44074

From: Robert DiSpirito, City Manager (440) 775-1531

Re: CHIP program

*RGD*

Please find attached a memo from Public Works Director / Housing Specialist Jeff Baumann describing a proposed transition plan for administering the City's CHIP program

Council's approval at its April 7<sup>th</sup> meeting of Resolution No. R03-06 did nothing more than authorize the administration to submit an application to the State for a new round of competitive CHIP grant funding. What it did *not* do was contract with or otherwise legally commit the City to use one particular grant administrator or another. That will be handled at a later date with the City sending out Request For Qualifications (RFQ) to experienced housing service providers. The best qualified firm will then be tentatively selected and a draft contract negotiated for Council's review and, at its pleasure, approval as a separate and future ordinance.

I strongly recommend that the prime responsibility for handling the City's CHIP program be lifted from the Public Works Director. He has had to spend as many as ten (10) hours a *week* administering this program, which he carried with him from his prior job as Oberlin's Housing Specialist / Refuse & Recycling Coordinator. This circumstance has detracted from the amount of time that Jeff needs to devote to Public Works. As we head into the busiest time of the year for the Public Works Department, it is important that a transition occur. This shift has been contemplated and necessary ever since Jeff assumed his new duties more than a year ago. For a period of time, we tried training and assigning *some* of the CHIP tasks to a very capable Administrative Assistant in the Planning Department (Kelly LaRosa), which helped for a while, but then Ms. LaRosa left our employment to pursue something different. Hiring another internal employee to fully administer CHIP alone would not be cost effective to the City, nor would it impress the State as they rank our application in competition with those of other cities.

For the purposes of the CHIP grant application, we were required to indicate to the State a plan for the administration / implementation of the program in the next round. In fact, this is an important part of which the City's application is going to be evaluated. Oberlin is in competition with many other cities around Ohio for a limited amount of money available through the State for CHIP. By our indicating that we are planning to utilize an experienced and qualified housing service provider, and one with whom the State is familiar and has had a good working relationship, Oberlin is just that much more competitive. If it is ultimately Council's pleasure to select a provider different than the one mentioned in our grant application (Lines' company), then the City simply notifies the State to modify this information on the application document.

As we have done with most other types of grant applications, which tend to be very hefty like the CHIP application, we have a copy of the actual application itself on file in the Public Works office if you would like to review it. If you have any questions, please feel free to contact Jeff or me at your convenience. We appreciate your consideration and direction with respect to the proposed transition plan, as we seek to more efficiently & effectively provide the CHIP program.

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# CITY OF OBERLIN

85 SOUTH MAIN ST. OBERLIN, OH 44074

## Public Works Department

April 15, 2003

TO: Rob DiSpirito, City Manager

FROM: Jeff Baumann, Public Works Director 

RE: CHIP transition plan

It's my understanding that a number of questions have been raised as a result of the recent CHIP application about the administration's process and intent for resolving the City's limited ability to administer and implement CHIP since my change in job status.

As a brief recap, I have served as Public Works Director during approximately 75% of the timeframe of CHIP FY2000. Between this conflict of priorities and the lead paint regulations, it was impossible to implement CHIP with the productivity seen in previous funding cycles. This hasn't and will not change until a successful transition plan is implemented. There are really three choices: reassign these responsibilities, hire an employee or hire a consultant. I see no options for reassigning the full scope of responsibility for CHIP, we don't have staff, period. Since no grant funds are available and revolving loan funds are inadequate, the City would have to commit general fund monies to hire a CHIP-specific staff person. This also does not appear to be a viable option.

In early 2002, we advertised (RFQ/RFP) for professional services to administer CHIP. We received only one response and shortly thereafter, we determined to negotiate with the Zion CDC to provide services, specifically inspection, specification writing and construction management. These services were ultimately formalized in July after some months of discussion and informed decision-making about what services they could and could not provide. Zion CDC has, in turn, sub-contracted these services to a qualified person. It was our intent to train Gary Boyle's former assistant, Kellie LaRosa to administer CHIP locally (confirm and prioritize eligible applicants, bid process, preparation and signature of contract/loan documents, grant reports, etc.) Although Kellie had expressed interest, she never was pro-active in this area and has, of course, subsequently left the City's employ.

Fast forward a few months as a revised transition plan for CHIP administration is conceptualized. Bear in mind that Mary Jo Pecek, the Executive Director of Zion CDC resigned in January, 2003. It's my understanding that the CDC is in what I would describe as a "regrouping period" while they re-examine their mission statement, their role in the Community, their funding options and the desirable qualifications of their next Director.

Staff concluded that it was desirable to apply for FY2003 CHIP funds. In order to accomplish this (since it is clear that neither Gary nor I have the time to devote to such a project), the City solicited RFQ/RFP's from qualified firms. I believe we sent out about 8 or 10 RFQ/RFPs. We received four responses, two of which were essentially thanks but no thanks. The viable

respondents included CT Consultants and Lines & Associates. CT Consultants is a large firm (250+ architects, engineers, planners, etc.) with about 10 offices around Ohio. Ms. Lines is a former CT Consultants employee who founded her own company about three years ago, specific to the administration of housing funds in Ohio. Ultimately Gary and I agreed that we would get better service working directly with Ms. Lines smaller firm than we would from a large firm

In order to prepare the application, Ms. Lines and I met on three occasions, exchanged countless e-mails and with Wendie's and Gary's assistance she was able to pull together an application for us to meet the April 10<sup>th</sup> deadline. The program in the application is modeled directly on our CHIP in terms of the application process, eligible projects and the financing mechanisms by which assistance is provided.

In order to apply, it is necessary to fully describe the local administrative/implementation plan. At this time, it is our intent to continue to use Oberlin Community Services as we have for several years, to provide application intake services and marketing services for CHIP. Of the four non-profits I have worked with in CHIP, OCS has been the only one to consistently meet their responsibilities. It is our intent to develop an admin/implementation mechanism which includes professional services from a consulting firm but also a primary City Administrative contact, most likely Wendie with oversight from Gary and historical context from me. The April 7<sup>th</sup> authorizing resolution for the CHIP application does not commit the City to use Ms. Lines' firm. The consulting firm would be selected through the normal RFQ/RFP procurement process with a separate contract brought to Council for its approval. Obviously Ms. Lines would be competitive since she wrote the application on our behalf. However, we would not be required to select her. We would be required to demonstrate our ability to successfully implement CHIP if we did choose a different administrative mechanism.

It is not uncommon for small cities to contract for these services. Entitlement cities, those larger than 50,000 who receive guaranteed HUD funding, (like Elyria and Lorain) are better able to provide consistency in their programs since funding is assured. I would remind you that my salary as a city employee in CHIP was paid entirely from grant funds. When funding is not available it becomes very difficult for small cities to continue to administer and implement their programs. I would note that the cities of Amherst and North Ridgeville both use firms which could be perceived as remote from their locale. Amherst uses Poggemeyer Design Group from Bowling Green, OH and North Ridgeville (and Eric County) use Ms. Lines.

I am going to meet with Ms. Lines later this week to discuss project status for a few projects which are outstanding. I am hopeful that we can agree to terms and that she will see these projects through to completion. Not only will these jobs get finished, I think it will provide an excellent opportunity for Ms. Lines, for Wendie and for Zion's sub-contracted Rehab Specialist to work together in our CHIP to understand it's administrative and community context.

This is the most viable transition plan we've had to date. I'd be glad to discuss these issues with you or others in the administration and with council members if there are further questions.

Cc: Gary Boyle, Planning Director

City of  
*Oberlin*

85 South Main Street, Oberlin, Ohio 44074  
(440) 775-1531

November 24, 2003

Lisa Patt-McDaniel, Manager  
Office of Housing and Community Partnerships  
Ohio Department of Development  
P.O. Box 1001  
77 South High Street  
Columbus, OH 43216-1001

Re: *Grant Agreements - Community Housing Improvement Program*  
*Grant A-C-03-160-1*  
*Grant A-C-03-160-2*

Dear Lisa:

Please find enclosed four (4) executed copies of the Grant Agreement for the "Small Cities Community Development Block Grant CHIP" and the "Home Program CHIP" grants. Once these agreements have been signed by your Director, we would appreciate receiving a copy of the same for our records.

The City of Oberlin looks forward to the implementation of this grant program and the benefits that it will bring to our community.

Should you require anything else on this matter, please do not hesitate to contact us.

Sincerely,



Rob DiSpirito  
City Manager

cc: E. Simon, City Clerk  
P. Lines, Consultant  
J. Baumann, Housing Specialist  
G. Boyle, Planning Director

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## MEETING NOTICE

### **CITY OF OBERLIN FY-2003 CHIP GRANT**

Please be advised the City of Oberlin has been awarded a Community Housing Improvement (CHIP) Grant from the Ohio Department of Development for FY2003. This funding will provide deferred loans and/or grants to qualified homeowners to bring their homes up to the State Rehabilitation Standards as well as address health, safety and code violations. The purpose of the program is to preserve existing homes in the City of Oberlin, encourage residents to maintain their property and to provide decent, safe and sanitary living quarters for residents.

The CHIP grant consists of three (3) different activities:

1. **Private Rehabilitation** program consists of full rehabilitation to dwellings located within the City of Oberlin. An amount of \$237,000.00 has been allocated for this program. The maximum amount to be spent on any one home is \$25,000.00 without addressing any lead-based paint hazards or \$35,000.00 when addressing lead-based paint hazards. Applications will be accepted until January 31, 2004. All applicants and households will be rated. The rating system is based on a degree of need. Homes will be rehabilitated starting with the homes receiving the highest rating points and continue until funds are expended.
2. **Home/Building Repair** is a first-come, first-served activity. An amount of \$50,000.00 has been allocated for this program. The maximum amount permitted per home is \$8,000.00. This program will address one or two repair items such as roofing, electrical upgrades or furnace replacement.
3. **Down Payment Assistance/Rehabilitation Program** is also a first-come, first-served activity. Applicants can receive down payment and rehabilitation assistance up to \$25,000.00 without addressing any lead-based paint hazards or \$35,000.00 when addressing lead-based paint hazards. Down payment assistance will vary depending upon need and expected rehabilitation costs. All homebuyers must complete counseling sessions through the Lorain County Urban League.

Private Rehabilitation and Down Payment Assistance/Rehabilitation activities will be in the form of a loan and a lien will be placed upon the property. Funding for the Home/Building Repair activity will be in the form of a grant. Qualified applicants must live in the City of Oberlin and earn less than 80% of the median income for the area.

A public meeting will be held on **Tuesday, December 16, 2003 at 6:30pm at the Oberlin City Library, 65 South Main Street, Oberlin, Ohio.** The purpose of the meeting will be to explain the grant guidelines and eligibility requirements. Applications will be available at this meeting. **PLEASE NOTE: NO APPLICATIONS WILL BE AVAILABLE UNTIL AFTER THIS MEETING.** For additional information please contact (440) 775-7182.



# PUBLIC HEARING

PUBLIC HEARING-

7:15 PM- 4/7/03

RE: CHIP FUNDING

## NAME

## ADDRESS

- |     | NAME               | ADDRESS              |
|-----|--------------------|----------------------|
| 1.  | Paul Lledo         | 42 S. Main St.       |
| 2.  | Jeff Dawson        | 85 S. MAIN           |
| 3.  | Eli Rosenfeld      | 135 W. Lorain St     |
| 4.  | R. A. Berne        | 15701 Rt 511 Oberlin |
| 5.  | Sharon Pearson     | 85 South Main Street |
| 6.  | Shirley R. Johnson | 366 W. College St    |
| 7.  | KEVIN DUDLEY       | 94 E. HAMILTON ST.   |
| 8.  | Doug Schmitter     | 289 S. Professor St. |
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