

Procedure for Acquisition/Rehab (Eligible Use B or E)

(actions to be undertaken by Community and/or Developer)

ACQUISITION

1. Submit either the Acquisition/Rehab Setup Form (if abandoned or foreclosed) or the Acquisition/Redevelopment Setup Form (if vacant and not abandoned or foreclosed) to Neighborhood Stabilization Project Manager so that NSP eligibility can be determined and an Environmental Review may be undertaken.
2. (A) Obtain an appraisal of the property (only required if foreclosed) if the anticipated value of the acquisition is estimated at \$25,000 or higher.
(B) Obtain a Broker's Price Opinion (BPO) if the anticipated value of the proposed acquisition is estimated at \$25,000 or less
(C) Submit documentation of 1% purchase discount from appraised value to HCCD (only if foreclosed).
3. Submit copy of the Voluntary Acquisition Letter with certification of receipt by the seller. Refer to www.hamiltoncountyohio.gov/commdev for Acquisition Letter guideforms and other applicable materials.
4. Submit NSP Tenant Protection documentation if property is foreclosed.
5. Submit documentation to HCCD verifying that the structure on the property is currently vacant and utilities are shut off.
6. Inspect property and estimate rehabilitation costs; include hard and soft costs. Submit estimate to HCCD.
7. Provide proof of foreclosure or abandonment (if applicable):

Foreclosed: A home or residential property has been foreclosed upon if any of the following conditions apply: a) the property's current delinquency status is at least 60 days delinquent under the Mortgage Bankers of America delinquency calculation and the owner has been notified of this delinquency; b) the property owner is 90 days or more delinquent on tax payments; c) under state, local, or tribal law, foreclosure proceedings have been initiated or completed; or d) foreclosure proceedings have been completed and title has been transferred to an intermediary aggregator or services that is not an NSP grantee, subrecipient, contractor, developer, or end user.

Abandoned: A home or residential property is abandoned if either a) mortgage, tribal leasehold, or tax payments are at least 90 days delinquent, or b) a code enforcement inspection has determined that the property is not habitable and the owner has taken no corrective actions within 90 days of notification of the deficiencies, or c) the property is subject to a court-ordered receivership or nuisance abatement related to abandonment pursuant to state or local law or otherwise meets a state definition of an abandoned home or residential property.

8. Submit copy of Purchase Contract and HUD-1 Settlement Statement as attachments to Certification Request for Payment form (see Item 8).
9. Submit Certification/Request for Payment form
 - a. Must be an original with signatures from two Community Officials
 - b. Recipient of check must be on the County's Vendor List (If not on list, have recipient fill out Vendor Form).
 - c. Can pay for acquisition directly at closing or can reimburse the Community or Developer.
10. After closing, submit to HCCD a final signed copy of the HUD-1 Settlement Statement.

REHABILITATION

1. Conduct a Lead Risk Assessment.
2. Draft rehabilitation specifications to conform to Hamilton County's Rehabilitation Standards and set-up initial inspection with County NSP inspector.
3. Procure a general contractor through the proper procurement method – Section 3 Action Plan must be included in bid packet and filled out by each contractor submitting a bid.
4. Submit certifications for all workers involved in lead abatement.
5. Submit copy of executed construction contract with Scope of Work and project budget (include lead inspection and abatement costs in budget).

INTERIM FUNDING

6. Set-up draw inspections with NSP Inspector
7. Submit Certification/Request for Payment Form and draw documentation (affidavits, invoices, etc.)

FINAL PAYMENT

8. Submit Certificate of Occupancy if applicable.
9. Submit Lead Clearance/Abatement Inspection Report.
10. Set-up final inspection with NSP Inspector.
11. Submit Certification/Request for Payment form with copy of contractor final invoice & budget.

RESALE AND COMPLETION

12. Submit after-rehab appraisal
13. Submit purchaser signed Lead Based Paint Notification and distribute the U.S. EPA "Protect Your Family from Lead in the Home" pamphlet.
14. Submit Housing Counseling Certificate
15. Provide purchaser with Down Payment Assistance Application for submittal to HCCD.
16. Schedule closing date
17. Submit purchase contract and final HUD-1 Settlement Statement
18. Submit final Certification/Request for Payment form for maintenance and other eligible project delivery costs and for payment of the Developer's Fee. Remember that maintenance costs cannot be included in determining the selling price of the house.