

## Columbia City Housing Authority Residential Façade Loan Program

The Columbia City Housing Authority (CCHA) seeks to beautify the City of Columbia City and its neighborhoods by offering a loan program to residents of Columbia City or within the City's two-mile jurisdictional boundary for the beautification of the exterior of the resident's home. The CCHA will use available program dollars for a no-interest loan, up to a 3-year term, with a cap of \$5,000 per project, per home. This is a year round application process without submittal deadlines. The CCHA goal is to assist the beautification efforts for homes in Columbia City.

Some eligible projects would include, but are not limited to:

- Exterior siding
- Front porch/steps
- Exterior painting
- Awnings
- Gutters
- Front Doors
- Roofing
- Chimney repair
- Driveways

After an application is received, the following will occur:

1. The City staff will begin processing the application. This process will include a review of the nature of the property, the historic attributes of the property, the proposed activities by the applicant, the financial capabilities of the applicant to pay towards the loan each month, the availability of the City dollars to fund the project, and other funding sources.
2. If the applicant meets the guidelines of the program, a staff member will meet with the applicant at the applicant's residence and discuss the application request, review the project that the applicant would like completed, and conduct an assessment on the home.
3. The staff member will meet with the CCHA to determine if the applicant meets the criteria and all thresholds. They will then give additional details and assist the CCHA in scoring the application.
4. Using the application, the CCHA will put together a bid package that is agreed upon by the CCHA and the applicant.
5. The CCHA will provide the bid package to prospective, reputable contractors to perform the work necessary to meet the needs of the applicant.
6. After a reasonable period of time, the CCHA will verify the bids, review the reputation of the contractors through the Indiana Better Business Bureau (BBB) or other applicable agency, obtain approval from the applicant of the contractor/s being proposed, and award the work to the lowest responsible, responsive bidder.
7. Upon award of the contract, the following steps must be taken:
  - (a) The Contractor and the applicant must execute the construction documents and accept the bid package; and

- (b) The applicant must:
- (1) make the first two months of loan payments to the CCHA;
  - (2) Execute a Loan Agreement;
  - (3) Execute the Mortgage and Note; and
  - (4) Execute any additional documents necessary to secure the Loan.
8. Upon execution of the construction documents, the CCHA will pay over to the contractor 50% of the accepted bid amount.
  9. The CCHA will be responsible for verifying the work is done to specifications as well as handling any conflicts that arise between the homeowner and the contractor.
  10. Upon completion of the work and approval from both the homeowner and the CCHA, invoices will be processed by the City and the contractor will be paid the balance owed to the contractor at the next city billing date.

### Household Verification and Client Screening

1. To be eligible, the applicant's home must be within the City of Columbia City, Indiana or the City's 2-mile jurisdictional boundary.
2. The applicant/recipient must be the owner of the house.
3. The applicant must submit the previous 2 years' tax returns as well as a month's worth of paystubs (3 if biweekly, 5 if weekly).

#### Recapture Process:

All applicants/recipients receiving the loan will be required to sign a note and mortgage agreement with the CCHA. The agreement will be for the amount of funding received by the applicant/recipient. The CCHA will make the determination if the mortgage will be for a 12, 18, 24, 30, or 36 month period. Each month, the note will be paid as set forth in the loan amortization schedule. A 15-Day grace period from the due date will be allowed before a payment is considered late. The guidelines include CCHA recapturing any of the funds that have not yet been paid. This may include, but is not limited to, a Mortgage or Lien foreclosure process. *NOTE: A CCHA mortgage may not be subordinated without the written approval and consent of CCHA.*

For any questions on the program, please contact:

Jeff Walker  
Community Development Director  
[jwalker@columbiacity.net](mailto:jwalker@columbiacity.net)  
260-248-5114

John Lefever  
CCHA President  
[jwlefever@gmail.com](mailto:jwlefever@gmail.com)

# Applicant Information Form

Homeowner/Applicant Name:

Applicant Address:

Contact phone number:

Contact email address:

Describe the beautification project you would like to have completed on the exterior of your home.

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Please also provide the following documents:

1. Past two years of tax returns
2. 30 days of paystubs (3 if biweekly, or 5 if weekly)
3. Employer information
4. Current Mortgage information
5. A photo(s) of the exterior portion(s) of the house that are in need of beautification

Return the application to:

Columbia City Mayor's Office  
112 S Chauncey Street  
Columbia City, IN 46725