

**192.3 SUBJECT: HOUSING CODE ASSISTANCE PROGRAM**

:1 OBJECTIVE:

To assist very low- -income owner occupants repair exterior deficiencies, which constitute violations of the Housing Code with priority given to referrals from the Code Enforcement Division.

:2 AUTHORITY:

This procedure amended by City Council February 21, 2005, Item A7.

:3 DIRECTION:

Housing Development Program Manager under the supervision of the Housing Division Manager and the Housing Director.

:4 METHOD OF OPERATION:

A. City Council authorized the establishment of an assistance program for very low income homeowners to make repairs to their property (City Council minutes of May 2, 1983, Item 16). The program is funded from collections of fines imposed by the Code Enforcement Board.

B. The Housing Code Assistance Program provides assistance for emergency and non-emergency exterior code violations.

Approved applicants are eligible for a grant of up to \$5,000. The actual amount of the grant is dependent upon the violations of the property.

Assistance under this program may be combined with emergency or other assistance available from other sources

C. Eligibility

1. Applicants are eligible if their gross income is less than 50% of the median income, as determined by the U. S. Department of Housing and Urban Development; and

2. The units must:

a. be single-family structures or duplexes;

b. be inhabited by the owner of the property as principal residence; and

c. have exterior violations of the City of Orlando Housing Code.

3. Items which may be repaired under the program are only those items which are required for compliance with the Housing Code.

D. Processing

Application for assistance is required. The City of Orlando rehabilitation staff will process the application by verifying income and home ownership. Rehabilitation staff will prepare a work write-up of the items to be repaired under the program. The owner may choose a contractor, according to the City of Orlando Housing Rehabilitation Program operating policies and procedures, or they may request the City's assistance to solicit bids. In emergency cases staff may select contractors from the City's contractors' list to perform the work. All rehabilitation work will be performed under a written contract between homeowner and the contractor, and monitored and enforced by the Housing Department

:5 FORMS:

As developed by the Housing Department and reviewed by the Office of Legal Affairs.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Council action of May 2, 1983, Item 16. Procedure adopted by City Council April 1, 1985, Item 13 (A-23); amended August 25, 1986, Item 16 (A-27); amended April 19, 1993, Item VV; amended August 26, 1996, Item 7-B; amended September 27, 1997, Item 3-YY; amended September 15, 2003; amended September 21, 2005, Item A7.

:8 EFFECTIVE DATE:

This procedure effective February 21, 2007.