

# City of Oelwein

*Home Rehabilitation Program*



ADMINISTRATION CONTRACT

City Responsibilities	UERPC Responsibilities
<ol style="list-style-type: none"> <li>1. Outreach <ul style="list-style-type: none"> <li>• Participate in program marketing &amp; outreach efforts</li> <li>• Publication of public hearing, meeting, and other required notices</li> </ul> </li> <li>2. Application intake and screening <ul style="list-style-type: none"> <li>• Field inquires, provide applications, and direct applicants to UERPC for intake and screening – make sure the application fee is paid</li> </ul> </li> <li>3. New loan processing <ul style="list-style-type: none"> <li>• City Council to review applications and ensure each is scored using selected criteria</li> <li>• City council approves loan amount/contract amount – informs UERPC</li> </ul> </li> <li>4. Project inspections and review <ul style="list-style-type: none"> <li>• City inspectors will assist UERPC staff as requested to assess property conditions and proposed work – provide inspections if complete; send uerpc before pictures;</li> <li>• Conduct final inspection and others as requested or UERPC can do; if city does, send after photos to UERPC</li> </ul> </li> <li>5. Accounting and reporting <ul style="list-style-type: none"> <li>• Establish necessary accounts</li> <li>• Provide UERPC bank statements/online statement access</li> <li>• Monitor and evaluate all administrative charges and the use of all RLF funds</li> <li>• Maintain up-to-date ledger of all payments made</li> <li>• Monitor account delinquency and provide reasonable collection efforts</li> <li>• Deposit payments received</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Outreach <ul style="list-style-type: none"> <li>• Conduct program outreach and participate in public hearings</li> <li>• Develop marketing and application materials</li> <li>• Participate in Oelwein City Council meetings and related Housing Committee meetings as requested</li> </ul> </li> <li>2. Application intake and screening <ul style="list-style-type: none"> <li>• Respond to all citizen inquiries</li> <li>• Process applications</li> <li>• Meet with homeowners and assist in completing required documents</li> </ul> </li> <li>3. Eligibility determination <ul style="list-style-type: none"> <li>• Review applications for completeness</li> <li>• Verify income and assets verification to make eligibility determination</li> <li>• Conduct initial property inspection (city/uerpc) &amp; provide assessment</li> <li>• Assist homeowner in prioritizing project needs</li> <li>• Verify property information (ownership, adequate insurance, and property tax payments)</li> <li>• Verify contractor registration &amp; insurance</li> </ul> </li> <li>4. New loan processing <ul style="list-style-type: none"> <li>• Contract title company to complete lien search and complete credit checks</li> <li>• Maintain all application and loan closing forms to meet current requirements</li> <li>• Prepare materials for Oelwein City Council to approve loans after initial eligibility is determined</li> <li>• Complete loan closing with homeowner to include all documents as laid out in the program administrative guidelines document</li> </ul> </li> <li>5. Project management, review, and payment <ul style="list-style-type: none"> <li>• Draft contracts between contractor and homeowner</li> <li>• Issue notice to proceed to selected contractor</li> <li>• Conduct final inspection and others as requested</li> <li>• Monitor project status</li> <li>• Obtain acceptance of final work from homeowner</li> </ul> </li> <li>6. Existing loan servicing and monitoring <ul style="list-style-type: none"> <li>• Acquire necessary signatures on payment requests from the homeowner and contractor</li> <li>• Provide request for payment from City of Oelwein; UERPC will send pay request to city</li> <li>• Maintain records and program files</li> <li>• Process requests on all existing loans (subordinations, assignments, etc.)</li> </ul> </li> <li>7. Accounting and reporting <ul style="list-style-type: none"> <li>• Reconcile payments with monthly bank statement sent from the city</li> <li>• Provide all information to the City on a quarterly basis</li> </ul> </li> </ol>

UERPC will provide all information to the City on a quarterly basis. UERPC will submit invoice of \$950 to the city of Oelwein once the home completed and signed off by homeowner and contractor. UERPC will also invoice the City at a current rate of the financial department head (2022 rate - \$75/hour). Payment will due upon receipt of invoice from UERPC.

Signature

Signature

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UERPC representative

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City of Oelwein Representative

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