



# Northeast Iowa Regional Housing Trust Fund

Landlord/For Profit

## **GUIDELINES**

### *Our Mission*

*To ensure that the Northeast Iowa counties of Allamakee, Clayton, Howard, and Winnebago County residents have access to well-maintained, safe and affordable housing in both the rural and urban areas of each county.*

**Purpose:** The Purpose of the Northeast Iowa Regional Housing Trust Fund is to provide financing to assist in improving the stock of affordable housing within the counties it serves. The NEIRHTF will consider financial assistance in the form of partial funding or full funding depending on the project and borrower circumstances.

**Eligible Projects:** Projects eligible for NEIRHTF funds include those that improve the condition of existing housing through rehabilitation and/or repair, or help purchase housing through down payment assistance, or contribute to the development of affordable housing, in Allamakee, Clayton, Howard, or Winneshiek Counties. All projects funded must serve Allamakee, Clayton, Howard, or Winneshiek County households with incomes less than 80% of the statewide median family income. At least 30% of the distribution will be used to benefit extremely low income households (households with less than 30% of the statewide median family income.)

**Application Procedure:** Applications will be accepted by the NEIRHTF on a continuous basis. **A Housing Quality Standards inspection of the property** will be done prior to recommendation to the NEIRHTF Board for final approval. Applicants will be formally notified of approval, contingency approval, or denial within 10 days of the final decision.

**For an application call 1-877-474-7551**

**Return applications to: Upper Explorerland Regional Planning Commission**

PO Box 219  
134 W Greene St.  
Postville, IA 52162

The NEIRHTF reserves the right to act as sole judge of the content of the application submitted for the Board's evaluation, selection and may, at its sole discretion, reject any or all applications.

The NEIRHTF will not be liable to any cost incurred in connection with preparation and submittal of any application.

**Staff at Upper Explorerland (1-877-474-7551) will be happy to answer any questions about the Housing Trust Fund, this form or the application process.**

**PROGRAM CRITERIA:**

- Eligible Existing Properties: Units in Allamakee, Clayton, Howard and Winneshiek Counties.
- Rental requirements: Units must be rented to households with incomes not more than 80% of the statewide MFI. All dwelling units must rent at or below the County FY FMR as determined by HUD throughout the life of the loan, or 5yrs, whichever is more. Borrower must provide \$1.00 of private funds for each \$1.00 of program loan. Units must, at the completion of the project, meet Section 8 Housing Quality Standards and be in compliance with all local health and safety codes. Taxes and insurance must be current.
- The NEIRHTF will finance rental projects through low interest loans. Payments may be deferred or amortized as fits the circumstance. What is the interest?

- Non-Owner occupied requirements: Applicant must own the property and maintain the improvements for the life of the loan. Applicant must have title at time of application. Taxes and insurance must be current.
- The NEIRHTF will finance projects through loans. Payments may be deferred or amortized as fits the circumstance.
- Funding limits are set at \$10,000 per project.
- Loans will be paid in the event that occupancy or ownership conditions change during the loan term.
- Affordability period will be scaled to the level of assistance provided, initially 5 years for each \$10,000 of financial assistance.
- A mortgage, receding forgivable or repayable, term to be determined by the aforementioned scale, will be required as security.
- Inspections, upon completion of the proposed project, will be required.
- Any applicant for funding will be required to demonstrate the benefit to low income (<80% statewide MFI) residents in Allamakee, Clayton, Howard, and Winneshiek Counties through sufficient financial documentation.
- Applicants must demonstrate the capacity to complete the project and provide sufficient documentation supporting the feasibility of a proposed project.
- Applicants will be required to obtain one or more quotes from the entity providing the improvement to the property and moneys from the trust fund will be paid directly to the provider of the improvement. On some occasions, the NEIRHTF may require bids.
- The Northeast Iowa Regional Housing Trust Fund reserves the right to recall any loan if the above requirements are not met.

**Nondiscrimination Statement:**

In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religion, age, disability, or marital or family status. This is an Equal Opportunity Program.

Household Size	80% of median Income	65% of median income	50% of median income	30% of median income
1	36,300	29,500	22,700	13,600
2	41,450	33,700	25,900	15,500
3	46,650	37,900	29,150	17,500
4	51,850	42,100	32,400	19,450
5	56,000	45,500	35,000	21,000
6	60,150	48,900	37,600	22,550
7	64,300	52,250	40,200	24,100
8	68,450	55,600	42,750	25,650

**\*Funds for projects over \$10,000, or matching funds if required, can be funds obtained from a variety of sources, including personal funds, other loan funds, other grant funds, community housing funds (currently available in some communities), etc. Matching funds, if required, will be collected and held in escrow by the Trust Fund before project begins.**

**Affordability Requirements for Allamakee, Clayton, and Howard Counties:**

<b><u>Number of Bedrooms</u></b>	<b><u>Maximum Rents (Inclusive of Utilities)</u></b>
0	379
1	417
2	534
3	692
4	736

**Winneshiek County:**

<b><u>Number of Bedrooms</u></b>	<b><u>Maximum Rents (Inclusive of Utilities)</u></b>
0	347
1	406
2	534
3	694
4	940

**\*Income guidelines and affordability guidelines are subject to change annually.**

**When application is presented to the Housing Trust Fund Board, it will be ranked based on income and project.**

**For roof repair – will fund up to \$10,000**

**Windows – will fund up to \$5,000**

**Siding – will fund up to \$5,000**

**Mechanical (electrical, furnace, water heater) – will fund up to \$5,000**

**Handicap Accessibility – (with Doctor's statement) – will fund up to \$5,000**

**Only projects that retain and improve the structural integrity of the home will be funded.**

**Approved 12/10/2009**