



# MEMORANDUM

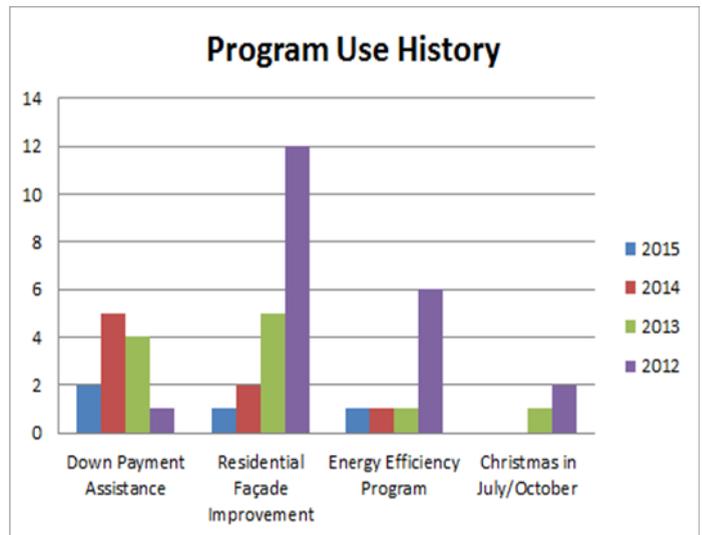
DATE: June 7, 2016  
TO: EDA President Krant, EDA Board Members, and Interim Administrator Meyer  
FROM: Cynthia Smith Strack, Community Development Director  
RE: Item 5.2 HRA Programs

**REQUEST: Discussion: HRA Programs**

## GENERAL INFORMATION

The EDA is now responsible for HRA projects/programs. At this time we offer three separate and independent grant programs. Program guidelines are attached.

1. Down payment assistance: This is a \$2,000 grant to assist in off-setting down-payment/closing costs for new home purchasers. The grant can only be issued within 30 days after closing on the dwelling and is not income restricted. Up to five grants can be issued annually. Funding source is HRA fund balance. In 2016 three grants have been issued or are pending.
2. Façade rehabilitation grant: Up to a \$1,000 matching grant to assist with exterior rehabilitation efforts. Includes new windows/doors, re-siding, re-roofing, and the like. This program is income restricted: 80% of median family income for applicable family size (\$52,600 for two-member family; \$65,700 family of four). Funding source is HRA fund balance. In 2016 four grants have been issued or are pending.
3. Energy efficiency grant: Up to a \$1,000 matching grant to assist with energy efficiency improvements. This program is income restricted. Funding source is HRA fund balance. In 2016 two grants have been issued or are pending.



This item is for your information/discussion.



**Housing and Redevelopment Authority in and for the City of Belle Plaine**

**SINGLE FAMILY HOME DOWN PAYMENT GRANT PROGRAM  
2016 POLICY AND PROCEDURES**

**Purpose**

The purpose of the Single Family Home Down Payment Grant Program is to encourage ownership of newly constructed single family residences within the City of Belle Plaine. Homeowners may apply for down payment assistance in an amount of up to \$2,000 upon purchase of a newly constructed home. The newly constructed home must be completed with the assistance of at least one contractor with its business located in the 56011 zip code and be a newly built home.

**Goal**

To promote new home construction and home ownership of single family residences within the City of Belle Plaine.

**Availability**

Each applicant may apply for up to \$2,000 in down payment assistance by submitting the attached application to the HRA. HRA Staff will review the grant applications and will approve the amount of the final grant to the extent funds are available. The Single Family Home Down Payment Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the HRA Board. Initially it is expected that this grant program will be funded in the amount of up to \$10,000 per year.

**Applicant Eligibility**

Applicants must apply for the Single Family Home Down Payment Grant Program within 30 days after the closing on a home located within the corporate boundaries of the City of Belle Plaine. The home must be new construction (new home permit issued) and not occupied prior to purchase, and at least one contractor that worked on the construction of the home must have its business located in the 56011 zip code. Applicants must intend to live in the home for at least one year. Applicants may not apply for assistance under the Single Family Home Down Payment Grant Program for rental properties. If the Applicant sells the home or converts it to rental property within one year of occupancy the grant authorized and distributed under this Program must be repaid to the Belle Plaine HRA.

**When Payment Made**

If an applicant is provided a grant under this program, the grant will be paid once the applicant moves into the completed home and provides evidence to the HRA that a down payment in, at least the amount of the grant, was paid by the applicant. The applicant will also need to provide a copy of the deed and proof of filing homestead on the property.

**Right to Deny**

The Housing and Redevelopment Authority in and for the City of Belle Plaine has the right to deny any application based on its discretion.



City of Belle Plaine  
 218 N. Meridian Street  
 P.O. Box 129  
 Belle Plaine, MN 56011

Community Development Dept.  
 Phone: 952-873-5553  
 Fax: 952-873-5509  
 www.belleplainemn.com

2016

# SINGLE-FAMILY HOME DOWN PAYMENT 2016 GRANT PROGRAM APPLICATION

Date of Application: \_\_\_\_\_

<b>APPLICANT</b>	Name: _____	Phone: _____
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Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

<b>SUBJECT HOME</b>	Address: _____	Belle Plaine, MN	P.I.N: _____
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Year Constructed: _____	Lot Number: _____	Block Number: _____	Subdivision: _____
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<b>CONTRACTOR</b> <small>Within 56011</small>	Name or Company: _____
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Phone: _____	Contractor's License: _____	E-Mail: _____
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Address: \_\_\_\_\_  56011

**SUBMISSION OF APPLICATION MUST INCLUDE:**

<input type="checkbox"/> 2012/2013/2014/2015 New Home Building permit obtained	<input type="checkbox"/> Proof of Ownership (Deed)
<input type="checkbox"/> Homestead filing	<input type="checkbox"/> Proof of Down payment

**All materials must be submitted no later than 30-days after the closing.**  
**Upon approval of the application, payment can be issued to property owner.**

I have read and understand the Policy for the Single-Family Home Down Payment Grant Program of the Belle Plaine Housing and Redevelopment Authority.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## OFFICE USE ONLY

<b>Date Application Received:</b> _____	<b>Project Completion Date:</b> _____
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<input type="checkbox"/> Contractor within 56011	<input type="checkbox"/> Proof of ownership, down payment and homestead filing
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<input type="checkbox"/> Zoning ordinance compliant	<input type="checkbox"/> Certificate of occupancy issued: _____
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<input type="checkbox"/> 2012/2013/2014 building permit issued	Date: _____
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<input type="checkbox"/> Approved _____ Amount: \$ _____	Permit # _____	<input type="checkbox"/> Reimbursement check issued: # _____
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<input type="checkbox"/> Denied _____	Issue Date: _____
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Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Building Official or Designee: _____	Date: _____
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Zoning Administrator or Designee:	Date:
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## Housing and Redevelopment Authority in and for the City of Belle Plaine

### ENERGY EFFICIENT IMPROVEMENTS GRANT PROGRAM 2016 POLICY AND PROCEDURES

#### **Purpose**

The purpose of the Energy Efficient Improvements Grant Program is to encourage the renovation or rehabilitation of existing housing stock located within the City of Belle Plaine with energy efficient improvements. Homeowners of low or moderate income may apply for assistance under this grant program in an amount of up to \$1,000 in matching funds.

#### **Goal**

To reduce blight in residential neighborhoods within the City by providing assistance to persons with low or moderate incomes for the purpose of renovating or rehabilitating existing homes with energy efficient improvements.

#### **Availability**

Each applicant may apply for up to \$1,000 in assistance under this grant program by submitting the attached application to the HRA. Homeowners will be required to provide matching funds for the renovation or rehabilitation. HRA Staff will review the grant applications and approve the amount of the final grant to the extent funds are available. The Energy Efficient Improvements Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the HRA Board. Initially it is expected that this grant program will be funded in the amount of up to \$10,000 per year.

#### **Applicant Eligibility**

Grants under this program are available to owners of single family homes and multi-family residential projects that are located within the City of Belle Plaine (including persons who have a property interest in a home or multi-family residential project pursuant to a contract for deed). Applicants must apply for the Energy Efficient Improvements Grant Program by completing the attached application and providing evidence that the improvements to be made are energy efficient. In addition, owners of single family homes must satisfy the income criteria set forth below or provide evidence of blight on their properties. Owners of multi-family residential projects must provide evidence of blight on their properties.

#### **Low or Moderate Income**

In order to obtain a grant under this grant program, owners of single family homes must provide evidence that he or she is of low or moderate income (or provide evidence of blight on their properties, as described below), as determined by the Low (80%) Income Limits for Scott County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development at <http://www.huduser.org/portal/datasets/il/il2014/2014summary.odn>.

#### **Blight Findings**

In order to obtain a grant under this grant program, owners of multi-family residential building must provide evidence of blight on their properties. Blight determinations shall be made by the HRA Staff, based on communications with the owner of the multi-family residential building and in-person review of the building sites. A "blighted area" means any area with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.

### **Eligible Uses for Grant Funds**

Proposed improvements must conform to the City of Belle Plaine's Zoning Ordinance.

Eligible improvements include energy efficient improvements such as windows, doors, water heaters, and furnaces. Solar energy panels or other energy efficient heating and cooling mechanisms are also eligible improvements. All labor and design costs are reimbursable with grant proceeds. Labor must be incurred through the work of a qualified contractor, and does not include sweat equity.

All improvements must satisfy the energy efficiency requirements on file with the HRA, which are based on energy efficiency provisions of the State of Minnesota building code.

### **When Payment Made**

If an applicant is provided a grant under this program, the grant will be paid once the applicant provides the HRA with all invoices for the work completed by a qualified contractor or equipment purchased. The HRA will process payment for one-half the amount of the invoices, with a maximum amount of the grant awarded. No invoices for work completed prior to the award of the grant will be reimbursed with grant funds. Such invoices must be submitted to the HRA within one year of the award of the grant under this program.

### **Right to Deny**

The Housing and Redevelopment Authority in and for the City of Belle Plaine has the right to deny any application based on its discretion.



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2016

# ENERGY EFFICIENT IMPROVEMENT GRANT 2016 PROGRAM APPLICATION

(Matching Grant)

Date of Application: \_\_\_\_\_

<b>APPLICANT</b>	Name: _____	Phone: _____
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Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

<b>SUBJECT HOME</b>	Address: _____	Belle Plaine, MN	P.I.N: _____
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Year Constructed: _____	Lot Number: _____	Block Number: _____	Subdivision: _____
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Is home in or potentially in violation of any city ordinance? <b>Y</b> <b>N</b>	Violation: _____
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<b>WORK DESCRIPTION:</b> (Describe energy efficient improvements, attach documentation of energy standards)	<b>POTENTIAL COMPLETION DATE:</b> _____
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**APPLICATION MUST BE SUBMITTED PRIOR TO CONDUCTING ANY WORK AND MUST INCLUDE:**

- Applicant must show 2014 tax return as proof of income.
- Documentation showing improvements meet energy efficient standards (include make/model of materials).
- Detailed estimate of work to be performed.
- Photo(s) of subject property showing blight conditions and where improvements are to be made.
- Building permit obtained, if required.

**\*IMPORTANT: Upon project completion all proof of payments in full must be submitted to HRA staff prior to receiving grant payment.**

I have read and understand the Policy for the Energy Efficient Improvement Grant Program of the Belle Plaine Housing and Redevelopment Authority.

<b>SIGNATURE OF APPLICANT:</b> _____	<b>DATE:</b> _____
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## OFFICE USE ONLY

<b>Date Application Received:</b> _____	<b>Project Completion Date:</b> _____
<input type="checkbox"/> Income meets requirements	<input type="checkbox"/> Attached proof of purchase(s)
<input type="checkbox"/> Improvements meet energy efficiency requirements	<input type="checkbox"/> Building permit completed and closed
<input type="checkbox"/> Zoning ordinance compliant	
<input type="checkbox"/> Building permit issued      Permit # _____	
<input type="checkbox"/> Permit not required to conduct work	<input type="checkbox"/> Reimbursement check issued
<input type="checkbox"/> Approved      Amount: \$ _____ <input type="checkbox"/> Denied	Issue Date: _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Official or Designee:	Date:
Zoning Administrator or Designee:	Date:



## Housing and Redevelopment Authority in and for the City of Belle Plaine

### RESIDENTIAL FAÇADE BEAUTIFICATION GRANT PROGRAM 2016 POLICY AND PROCEDURES

#### **Purpose**

The purpose of the Residential Façade Beautification Grant Program is to encourage the renovation or rehabilitation of the exteriors of existing housing stock located within the City of Belle Plaine in order to remedy existing City ordinance violations or prevent potential City ordinance violations. Homeowners of low or moderate income may apply for assistance under this grant program in an amount of up to \$1,000 in matching funds.

#### **Goal**

To reduce blight in residential neighborhoods within the City by providing assistance to persons with low or moderate incomes for the purpose of renovating or rehabilitating the exteriors of existing homes.

#### **Availability**

Each applicant may apply for up to \$1,000 in assistance under this grant program by submitting the attached application to the HRA. Homeowners will be required to provide matching funds for the renovation or rehabilitation. HRA Staff will review the grant applications and approve the amount of the final grant to the extent funds are available. The Residential Façade Beautification Grant Program will be administered under written policy and procedures to the extent funds are allocated and available to the grant program by the HRA Board. Initially it is expected that this grant program will be funded in the amount of up to \$10,000 per year.

#### **Applicant Eligibility**

Grants under this program are available to owners of single family homes and multi-family residential projects that are located within the City of Belle Plaine (including persons who have a property interest in a home or multi-family residential project pursuant to a contract for deed). Applicants must apply for the Residential Façade Beautification Grant Program by completing the attached application and demonstrating a need for the grant. In addition, owners of single family homes must satisfy the income criteria set forth below or provide evidence of blight on their properties. Owners of multi-family residential projects must provide evidence of blight on their properties.

#### **Low or Moderate Income**

In order to obtain a grant under this grant program, owners of single family homes must provide evidence that he or she is of low or moderate income (or provide evidence of blight on their properties, as described below), as determined by the 80% Income Limits for Scott County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development at [http://www.huduser.org/portal/datasets/il/il14/index\\_il2014.html](http://www.huduser.org/portal/datasets/il/il14/index_il2014.html)

#### **Blight Findings**

In order to obtain a grant under this grant program, owners of multi-family residential building must provide evidence of blight on their properties. Blight determinations shall be made by the HRA Staff, based on communications with the owner of the multi-family residential building and in-person review of the building sites. A "blighted area" means any area with buildings or improvements which, by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use, or obsolete layout, or any combination of these or other factors, are detrimental to the safety, health, morals, or welfare of the community.

**Eligible Uses for Grant Funds**

Proposed improvements must conform to the City of Belle Plaine Zoning Ordinance.

Eligible improvements are any improvements to the outside of the home or residential building, including repair or replacement of windows, siding, doors, roofs, stucco, brick, and awnings. Eligible improvements also include landscaping, painting, and lighting. All labor and design costs are also reimbursable with grant proceeds. Labor must be incurred through the work of a qualified contractor, and does not include sweat equity.

**When Payment Made**

If an applicant is provided a grant under this program, the grant will be paid once the applicant provides the HRA with all invoices for the work completed. The HRA will process payment for one-half the amount of the invoices, with a maximum amount of the grant awarded. No invoices for work completed prior to the award of the grant will be reimbursed with grant funds. Such invoices must be submitted to the HRA within one year of the award of the grant under this program.

**Right to Deny**

The Housing and Redevelopment Authority in and for the City of Belle Plaine has the right to deny any application based on its discretion.



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2016

# RESIDENTIAL FAÇADE BEAUTIFICATION GRANT PROGRAM APPLICATION (Matching Grant)

Date of Application:

<b>APPLICANT</b>	Name:	Phone:	
Address:			
E-Mail:			
<b>SUBJECT HOME</b>	Address:	Belle Plaine, MN	P.I.N:
Year Constructed:	Lot Number:	Block Number:	Subdivision:
Is home in or potentially in violation of any city ordinance? <b>Y</b> <b>N</b>			Violation:

**WORK DESCRIPTION:** (Describe renovation or improvement)

**POTENTIAL COMPLETION DATE:**

**APPLICATION MUST BE SUBMITTED PRIOR TO CONDUCTING ANY WORK AND MUST INCLUDE:**

- Applicant must show 2014 tax return as proof of income.
- Detailed estimate of work to be performed.
- Photo(s) of subject property showing blight conditions and where improvements are to be made.
- Building permit obtained, if required.

**\*IMPORTANT: Upon project completion all proof of payments in full must be submitted to HRA staff prior to receiving grant payment.**

I have read and understand the Policy for the Residential Façade Beautification Grant Program of the Belle Plaine Housing and Redevelopment Authority.

**SIGNATURE OF  
 APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## OFFICE USE ONLY

<b>Date Application Received:</b>	<b>Project Completion Date:</b>
<input type="checkbox"/> Income meets requirements	<input type="checkbox"/> Attached proof of purchase(s)
<input type="checkbox"/> Improvements meet requirements	<input type="checkbox"/> Building permit completed and closed
<input type="checkbox"/> Zoning ordinance compliant	
<input type="checkbox"/> Building permit issued    Permit # _____	
<input type="checkbox"/> Permit not required to conduct work	<input type="checkbox"/> Reimbursement Check Issued
<input type="checkbox"/> Approved    Amount: \$ _____ <input type="checkbox"/> Denied	Issue Date: _____

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Building Official or Designee:	Date:
Zoning Administrator or Designee:	Date:



# FY 2016 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](http://HUD.gov) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

## FY 2016 Income Limits Summary

FY 2016 Income Limit Area	Median Income <input type="button" value="Explanation"/>	FY 2016 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Scott County</b>	\$85,800	Very Low (50%) Income Limits (\$) <input type="button" value="Explanation"/>	30,050	34,350	38,650	<b>42,900</b>	46,350	49,800	53,200	56,650
		Extremely Low Income Limits (\$)* <input type="button" value="Explanation"/>	18,050	20,600	23,200	<b>25,750</b>	28,440	32,580	36,730	40,890
		Low (80%) Income Limits (\$) <input type="button" value="Explanation"/>	46,000	52,600	59,150	<b>65,700</b>	71,000	76,250	81,500	86,750

**Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.**

NOTE: Scott County is part of the **Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area**, so all information presented here applies to all of the **Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area**. The **Minneapolis-St. Paul-Bloomington, MN-WI HUD Metro FMR Area** contains the following areas: Anoka County, MN; Carver County, MN; Chisago County, MN; Dakota County, MN; Hennepin County, MN; Isanti County, MN; Ramsey County, MN; Scott County, MN; Sherburne County, MN; Washington County, MN; Wright County, MN; Pierce County, WI; and St. Croix County, WI.

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2016 Fair Market Rent (FMR) areas. For information on FMRs,