



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

### SINGLE FAMILY HOME DOWN PAYMENT GRANT PROGRAM 2019 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**

An 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. In 2019, \$2,000 is available for distribution.

#### **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.

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

In order to obtain a grant under this grant program, owners of program eligible single-family homes must provide evidence that the combined household income is at or below the Low (80%) Income Limits for Scott County, Minnesota, reported annually by the U.S. Department of Housing and Urban Development at:

<https://www.huduser.gov/portal/datasets/il/il2017/2017summary.odn>

#### **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 Belle Plaine Economic Development Authority 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

2019

# SINGLE-FAMILY HOME DOWN PAYMENT 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:**

- New Home Building permit obtained
- Homestead filing
- Applicant must show 2018 tax return as proof of income showing that the **combined** household income is at or below the (80%) Income Limits for the Metro area.
- Proof of Ownership (Deed)
- 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"/> Income qualification verified	<input type="checkbox"/> Proof of ownership, down payment and homestead filing
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<input type="checkbox"/> Contractor within 56011	<input type="checkbox"/> Certificate of occupancy issued: _____
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<input type="checkbox"/> Zoning ordinance compliant	Date: _____
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<input type="checkbox"/> First Homestead Owner	Permit # _____	<input type="checkbox"/> Reimbursement check issued: # _____
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<input type="checkbox"/> Approved ____ Amount: \$ _____ <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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