

ST.James Housing Rehabilitation / Single Family Repair Loans

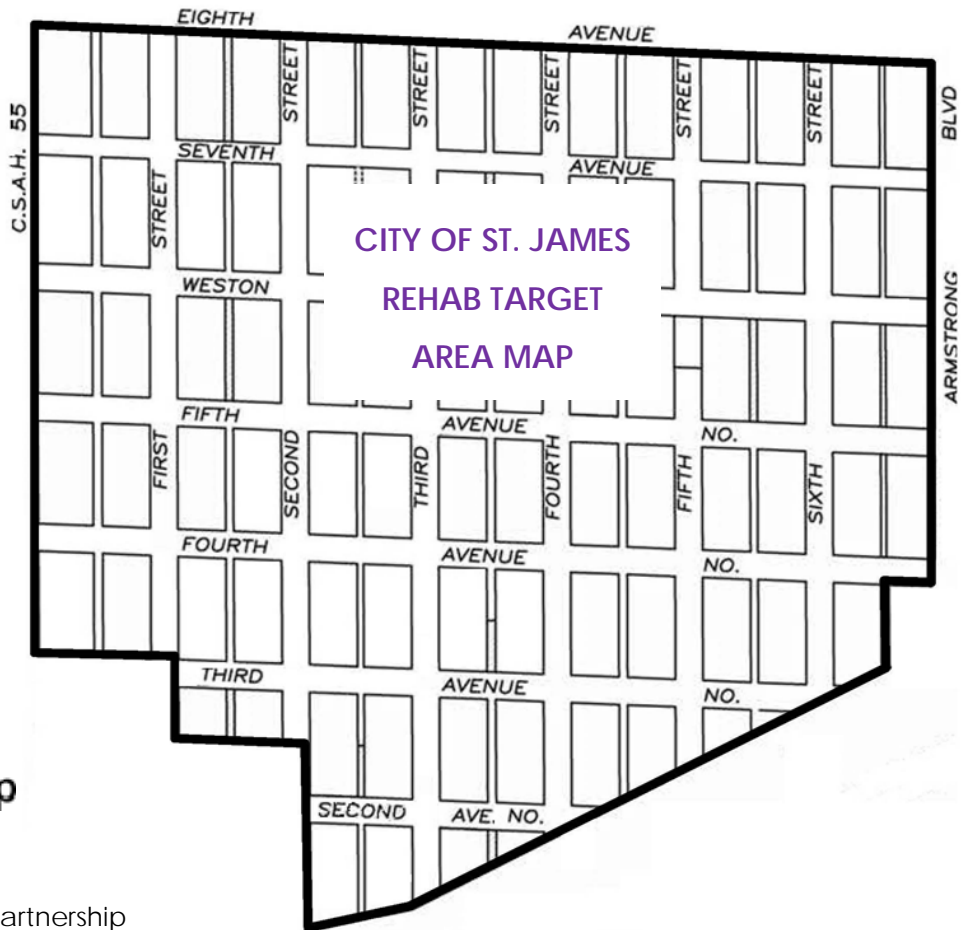
INFORMATIONAL SHEET

- ✓ Do you own your home and live in the target area on the map below?
- ✓ Does your annual family income meet the guidelines in the chart below?
- ✓ Are you current on your real estate taxes?
- ✓ Do you have homeowner insurance?

Eligible repairs may be roofing, foundations, siding, windows, heating units, electrical, accessibility, plumbing and health & safety items.

**2018 Watonwan County
Area Median Family
Income Chart**

1 person	\$38,950
2 persons	\$44,500
3 persons	\$50,050
4 persons	\$55,600
5 persons	\$60,050
6 persons	\$64,500
7 persons	\$68,950
8 persons	\$73,400



SOUTHWEST MINNESOTA
Housing Partnership

Questions?

Contact Mike at the
Southwest Minnesota Housing Partnership
2401 Broadway Avenue, Slayton, MN 56172

MichaelZ@swmhp.org
Toll Free 1-888-468-8010, ext, 1617

*(see other side for Loan Information
& Housing Repair Process)*



LOAN INFORMATION

The City of ST. James has received \$294,000 to provide housing repair loans to 15 income eligible homeowners living within the City of ST. James target area.

Average Loan - The average ST. James Housing Repair Loan is \$19,600. The homeowner will need to furnish a match to the ST. James Housing Repair Loan. SWMHP will assist in determining the match and other resources that may be available to fund the match.

Loan Breakdown: 70% of the cost, 0% deferred loan*
30% homeowner's match.

* **Deferred Loan** – The ST. James Housing Repair loans will be loaned as 0% deferred loans. A deferred loan is a loan with no monthly payment and no interest accruing which will be forgiven 10% each year or will revert into a grant if the property does not change ownership within ten (10) years.

HOUSING REPAIR PROCESS

The program will follow the guidelines as laid out below:

Application Procedure – The Applicant will need to complete a full application and provide proof of property ownership, verification of income, and other eligibility requirements. All households will be served on a first come first serve basis.

1. **Application** - An Applicant completes the SCDP ST. James Rehabilitation application and provides proof of ownership of their property, current insurance policy, proof that the real estate taxes have been paid and third party income verification. This information is submitted to the SWMHP.
2. **Preapproval** - SWMHP verifies that the Applicant meets income and property requirements.
3. **Property Inspection** - SWMHP Project Manager will identify any housing problems, will inspect the property to identify health & safety, energy efficiency and building code deficiencies. SWMHP Project Manager will work with the Applicant to determine what repairs should be done. **LEAD RULES AND REGULATIONS DO APPLY.**
4. **Scope of Work** - The SWMHP Project Manager will develop a scope of work and prepare bid packets. The applicant will receive the bid packets and solicit bids to eligible contractors. Please note, only licensed general contractors are able to provide a bid. In some instances, the contractor must have a MN Department of Health Lead Supervisor license.
5. **Bid Awards** - The Applicant accepts or rejects bids.
6. **Repayment Agreement** - The Applicant enters into a repayment agreement with the City to accept the conditions of the loan. The repayment agreement is filed at the County Recorder's office.
7. **Proceed to Work** - The SWMHP Project Manager sends a letter notifying the contractor that work may begin at the owner's property.
8. **Payments** - Payments can be made when all/part of the work has been completed. In order to receive payment, the contractor must submit a lien waiver, a billing statement, and a signed completion certificate (all furnished). In order to make payment, the Project Manager must inspect the property. The Applicant must give signed permission to pay the contractor.
9. **Project Completion** - Upon completion, a final inspection is done and the project is closed.