HABITAT FOR HUMANITY OF IOWA - FHLB ASSISTANCE PROGRAM

**NEW CONSTRUCTION ONLY**

CHECKLIST OF REQUIREMENTS

AFFILIATE NAME

HOMEOWNER(S) NAME(S)

ADDRESS OF HOME

CLOSING DATE

ABOUT THE 2015A FHLB GRANT: The Federal Home Loan Bank of Des Moines (FHLB) offers an “Affordable Housing Program” designed to assist in the development of affordable housing for low-income households. Habitat Iowa applies for this funding and administers this program on behalf of affiliates in the state. There is $299,940 available for 30 newly constructed homes under the 2015A grant at up to $9,998 per project. The homebuyer must be at or under 60% AMI to be eligible for this program. Funding is available on a first-come, first-served basis. Preference will be given during this funding round for projects serving persons with special needs (elderly 62 years+ and/or persons with physical or mental disabilities).

All FHLB grant application materials are available by contacting Christine Hall at chall@iowahabitat.org or 515-266-6886.

PRE-QUALIFICATION MATERIALS

Please submit Exhibits A, B, C, D, and E to Habitat Iowa approximately two (2) weeks prior to your closing with the homeowner to start the “pre-qualification” process. If you have any concerns or questions regarding eligibility, feel free to contact Christine Hall to review the pre-qualification guidelines.

EXHIBIT A: CONSTRUCTION COST WORKSHEET AND ITEMIZED SPREADSHEET

Please use the Exhibit A: Construction Cost Worksheet to categorize all costs of the home (cash and in-kind). Also, provide a supporting spreadsheet preferably from the affiliate’s accounting system with a detailed accounting for all cash expenditures, plus in-kind materials, in-kind professional labor, and land costs. The spreadsheet should include the names of all professional contractors that provided labor and materials for the home, paid or in-kind. All professional contractors (plumbing, heating, electric, etc.) must be licensed by the State of Iowa.

- Itemized cost spreadsheet (including in-kind material and in-kind professional labor)
- Exhibit A - Construction Uses and Sources – to be signed by Affiliate (both tabs)
- Cost Certification Form (SSO will complete)
- Warranty Deed or other proof of site control (property must be in Habitat’s name prior to house sale)
- Feasibility Worksheet (SSO will complete)

EXHIBIT B: INCOME VERIFICATION

The verification of family income is a very important element of qualifying for funding. Homeowner income cannot exceed the HUD County or State MRB Income Guidelines, whichever is greater. The affiliate must independently verify the family’s income, including any household member over the age of 18 living in the home. To assure compliance, the Calculation of Income Worksheet and all sources of income verified in writing must be submitted. The Calculation of Income Worksheet Instructions will assist you in completion of the form. Please submit the following:

- Income Calculation (SSO will complete, homebuyer will sign)
- Habitat for Humanity Homeowner Application
- A copy of the homeowner’s most recent Federal Tax Return
- ONE of the two following items must be provided to verify the homeowner wage income:
1. Written employer verification of income letter (PREFERRED, include Year-to-Date info)
2. Two months of pay stubs with sufficient data to determine Year-To-Date income
   - Child support received for the most recent 12-months verified by the County
   - Social Security Income (SSI) and/or Social Security Disability Income (SSDI) benefit letter including the date, name of recipient, and monthly amount.
   - To document self-employment income, please provide the most recent two years of their FULL Federal Tax Returns
   - Certificate of Zero Income – if applicable
   - Any other applicable cash income source must be verified (Bank Verification, IRAs, Retirement, etc.)

****ALL SOURCES OF INCOME, EARNED AND UNEARNED, MUST BE VERIFIED****

______ EXHIBIT C: SPECIAL NEEDS
   - Special Needs Self-Descrier Survey – completed by homebuyer

______ EXHIBIT D: APPRAISAL A COPY of the market value property appraisal is required.

______ EXHIBIT E: PROOF OF SWEAT EQUITY AND HOMEOWNER EDUCATION
   - Proof of sweat equity: how many hours were completed. Do NOT send all the sweat equity log in sheets, please summarize in a letter from the family support chair/employee (or whoever verifies sweat equity at your affiliate).
   - Certificate of homeowner education including the classes and amount of hours. If a certificate is not available, a letter will suffice.

MATERIALS TO SUBMIT AFTER THE CLOSING

______ EXHIBIT F: FIRST, SECOND, AND THIRD MORTGAGES AND NOTES
   - A COPY of the signed and recorded first, second, and third (if applicable) mortgages and mortgage promissory notes. Do not send original notes.

______ EXHIBIT G: HUD-1 CLOSING STATEMENT
   - Use of a HUD-1 Closing Statement is required. Homeowner and affiliate must sign a HUD-1 detailing sources and uses of funds to acquire the home. Please include the amount of ALL the mortgages and the $9,998 FHLB Deed Restriction.

______ EXHIBIT H: RECORDED DEED RESTRICTION
   - A COPY of the recorded Deed Restriction (please keep originals for your files).

______ EXHIBIT I: PHOTOS OF PROPERTY
   - Front and back side of house, if photos are not included in Appraisal

****PLEASE NOTE, the total mortgages and deed restriction cannot exceed the appraised market value.****

Once your funding is approved, you will receive an invoice for the processing fee. This fee will be 10% of the award. This fee helps cover the costs of applying for and administering the FHLB funding for affiliates.