

APPLICATION INSTRUCTIONS HOMEOWNERSHIP COUNSELING PROGRAM

This application form shall be used to obtain funding from HFH-IA. This grant is made possible through the Wells Fargo Housing Foundation: Homeownership Counseling Grant Program, which awarded \$5,000 to HFH-IA to provide homebuyer education assistance to our affiliates. Funding is available until November 1, 2017.

1. The purpose of this grant program is to offer reimbursement of homeownership counseling costs to affiliates on behalf of 30 eligible homebuyer families (at or below 80% area median income) throughout the state of Iowa. Funding will be allocated proportionally each round to all Iowa affiliates who apply and are approved: HFH-IA reserves the right to limit the number of reimbursements offered per affiliate based on funding demand. All coursework must be taught in-person, for a minimum of 8 hours, through a HUD-approved agency (note: individual instructors do not need to be HUD-approved, only the agency for which they work).
2. This program offers the following reimbursement funds based on the homebuyer's geographical location:
 - a. **Group 1: homebuyers within 40 miles of a HUD-approved agency offering in-person training¹ (see Exhibit A).**
 - i. Homebuyer Education Workshop: up to \$60 per eligible homebuyer
 - ii. Workshop Packet/Materials: up to \$20 per eligible homebuyer
 - b. **Group 2: homebuyers more than 40 miles away from a HUD-approved agency (see Exhibit A).** The SSO will sponsor up to 5 regional training sessions scattered throughout the state to better serve homebuyers in rural areas. The SSO will hire a Workshop Instructor from a HUD-approved agency to lead the classes at a local affiliate's office or community building. The SSO will publicize these meetings, so that nearby affiliates and other housing agencies have a chance to send their potential homebuyers to the classes, which will help split costs and help serve as many eligible homebuyers as possible. The SSO will cover the costs listed below, all other costs will be split between the participating affiliates/agencies:
 - i. Homebuyer Education Workshop: up to \$60 per eligible homebuyer
 - ii. Workshop Packet/Materials: up to \$20 per eligible homebuyer
 - iii. Lodging for Workshop Instructor: up to \$110 per night, once per each of the 5 sessions
 - iv. Travel expenses for Workshop Instructor: \$0.485 per mile with a maximum of 386 miles, once per each of the 5 sessions
3. All applicants must submit a completed application by the following dates:
 - a. **December 20th, 2016**: for houses closing sometime between January 1st and May 31st, 2017
 - b. **May 20th, 2017**: for houses closing sometime between June 1st and October 31st, 2017
4. All applicants will be notified of application approval or denial within 15 days of the application deadlines. If approved, the SSO will work with affiliates and other local agencies to set up regional trainings for homebuyers in Group 2. All approved applicants will be reimbursed for eligible expenses after submitting the following items to the SSO²:
 - a. All invoices for the Homebuyer Education Workshop and Packet/Materials
 - b. A copy of all Homebuyer Education Certificates (given to homebuyers after successfully completing coursework – instructors may send copies directly to the SSO)
 - c. A copy of any marketing/promotional materials used in advertising this program to eligible homebuyers. All materials must recognize Wells Fargo Housing Foundation as the program sponsor.

¹ If the local HUD-approved agency does not offer in-person training, the homebuyers will be considered part of Group 2.

² Payments will be sent within 30 days of receipt and approval of invoices and certificates



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**Round one is due by December 20th, 2016 for houses closing between January 1st and May 31st, 2017 **

Round two is due by May 20th, 2017 for houses closing between June 1st and October 31st, 2017

Affiliate Name: _____

Contact Person: _____

Email: _____ Phone: _____

Affiliate Address: _____

1. Number of eligible homebuyers needing homeownership counseling (Group 1): _____

Homebuyer Name(s):	Address of home to be purchased:	Est. closing date:

2. Number of eligible homebuyers needing homeownership counseling (Group 2): _____

Homebuyer Name(s):	Address of home to be purchased:	Est. closing date:



3. Are you able and willing to host³ a homebuyer workshop at your affiliate office? (circle one) Yes No

a. If yes, what days and times work best for your affiliate to host the training? Note that if a one day session is not feasible, sessions may be split between two or more days.

(circle all days that apply): MON TUE WED THU FRI SAT SUN

(circle all times that apply): Morning Afternoon Evening All day

b. If no, is there a local housing agency, Council of Government, non-profit, or community partner in your region that you believe would be able to host the workshop? Name of organization(s) and contact info, if known:

Please return completed application to:
Habitat for Humanity of Iowa
Attn: Christine Hall
5191 Maple Drive, Suite L
Pleasant Hill, Iowa 50327
Email: chall@iowahabitat.org
Phone: 515-266-6886

³ Hosting includes offering conference room/office space for classroom activities, as well as tables and chairs for participants.