

Eastern Iowa Regional Housing Corporation  
(EIRHC)  
Housing Trust Fund

**Housing  
Assistance Plan  
2025**

Approved: August 15, 2024 EIRHC Housing Trust Fund Board

## Introduction

This document is the Housing Assistance Plan (HAP) for the EIRHC Housing Trust Fund. The HAP was prepared to meet the requirements of the Iowa Finance Authority State Housing Trust Fund. The plan has several specific objectives, which are as follows:

- I. Identify the entire geographic area
- II. Identify goals and objectives of the Local Housing Trust Fund
- III. Need
- IV. Outline in general terms the activities and projects the Local Housing Trust Fund will undertake, including sources and uses of funds
- V. Address the program guidelines
- VI. Describe general administrative procedures for the Local Housing Trust Fund, including a staffing plan
- VII. Address the economic, social, health and/or other benefits

The organizational documents include the following and are located in the attached Appendices:

- Articles of Incorporation
- Bylaws (include Mission Statement)
- Resolutions from each county and/or city participating in the LHTF
  - Letters of Support
- IRS 501(c) 4 letter
- Current Board of Directors
- Meeting Schedule – minutes are kept and on file and adhere to the Iowa Open Meetings Law and Open Records
- Public Hearing documentation on Housing Assistance Plan
- Map of service area

As is the case with any program, the needs, goals and objectives change over time. This document is intended to be updated and modified as determined necessary by the board and staff.

## I. Geographic Area Served

EIRHC Housing Trust Fund will serve the same area as the general membership of the East Central Intergovernmental Association (ECIA), which is a Council of Governments (COG) and has been in existence since 1974. The service area includes Dubuque, Delaware, Jackson, Cedar and Clinton counties in Eastern Iowa; excluding the city of Dubuque. A map of the service area can be found with the attachments. Cities and counties included in the service area and their 2023 estimated populations by Iowa Data Center ([iowadatacenter.org](http://iowadatacenter.org)) are as follows:

<b><u>DUBUQUE COUNTY</u></b> .....	<b>40,010</b>	Charlotte .....	389
Asbury.....	6,007	Clinton .....	24,239
Balltown.....	79	Delmar .....	542
Bankston .....	23	DeWitt .....	5,587
Bernard.....	116	Goose Lake.....	251
Cascade .....	2,385	Grand Mound.....	610
Centralia.....	117	Lost Nation .....	423
Durango .....	21	Low Moor.....	241
Dyersville.....	4,557	Toronto .....	101
Epworth.....	2,024	Welton .....	127
Farley .....	1,722	Wheatland.....	763
Graf.....	75	Unincorporated .....	7,876
Holy Cross .....	348	<b><u>CEDAR COUNTY</u></b> .....	<b>18,302</b>
Luxemburg.....	238	Bennett.....	335
New Vienna .....	380	Clarence.....	1,004
Peosta.....	2,122	Durant .....	1,815
Rickardsville .....	203	Lowden .....	778
Sageville.....	93	Mechanicsville.....	992
Sherrill .....	176	Stanwood .....	620
Worthington .....	372	Tipton.....	3,054
Zwingle .....	86	West Branch .....	2,754
Unincorporated .....	18,866	Unincorporated .....	6,950
<b><u>DELAWARE COUNTY</u></b> .....	<b>17,600</b>	<b><u>JACKSON COUNTY</u></b> .....	<b>19,342</b>
Colesburg .....	383	Andrew .....	375
Delaware .....	139	Baldwin.....	100
Delhi.....	432	Bellevue.....	2,320
Dundee .....	194	LaMotte .....	233
Earlville.....	717	Maquoketa .....	6,051
Edgewood .....	910	Miles .....	402
Greeley .....	216	Monmouth .....	129
Hopkinton .....	624	Preston .....	938
Manchester.....	5,239	Sabula .....	493
Masonville.....	99	Spragueville.....	90
Ryan.....	346	Springbrook .....	145
Unincorporated .....	8,301	St Donatus.....	119
<b><u>CLINTON COUNTY</u></b> .....	<b>46,158</b>	Zwingle.....	86
Andover .....	107	Unincorporated .....	7,861
Calamus .....	350	<b>TOTAL REGION .....</b>	<b>141,412</b>
Camanche.....	4,552		

## II. Goals and Objectives - Purpose & Organization

The purpose of EIRHC Housing Trust Fund is to provide financing to expand housing opportunities for the – moderate, low, very low and extremely low income families and individuals in the region. The EIRHC Housing Trust Fund is staffed by and functions as a part of the East Central Intergovernmental Association (ECIA), a Council of Governments (COG), with experience in providing housing programs and services for the –moderate, low, very low and extremely low income families since 1974. The EIRHC Housing Trust Fund is not intended to compete with existing services and programs offered by ECIA or other agencies, but rather compliment and expand upon those efforts. These income guidelines are defined by HUD and published annually.

The EIRHC Housing Trust Fund will be operated and administered by staff of ECIA. Housing programs and projects at ECIA fall under the Eastern Iowa Regional Housing Authority (EIRHA). ECIA currently administers many various types of housing programs. The primary areas of service include housing assistance, family self-sufficiency, homeownership, housing counseling, and housing development. In addition, the ECIA has developed and secured funding for over 91 CDBG and HOME owner-occupied city/county rehabilitation and down payment programs in the last 23 years. The EIRHA staff have also been involved with new single family home construction, single family home rehabilitation, development of two Tax Credit sites, USDA sites and 170 Public Housing properties, and providing housing counseling services to the families served. (EIRHA is a HUD approved Housing Counseling agency).

### Mission

The mission of the EIRHC Housing Trust Fund is to assist in the provision of providing decent, safe and affordable housing, as well as providing access to the resources for creating housing opportunities to the families served in eastern Iowa. The emphasis is to provide economic assistance to benefit the -moderate, very low, and extremely low-income residents of Dubuque, Delaware, Jackson, Cedar and Clinton Counties for a variety of housing needs.

### EIRHC Housing Trust Fund Board

The EIRHC Housing Trust Fund board has been set up to provide fair and balanced representation from all areas of the five counties. Refer to the appendices for a full listing of board members. The major responsibility of the EIRHC Housing Trust Fund board is to obtain funding and manage those funds.

## III. Need

All five counties served in the ECIA region have experienced difficult times over the past decades. As rural counties, they were hit particularly hard during the Farm Crisis of the 1980s, losing from 4.7% of its population to 11.3% in Jackson County. As the number of farms decline, the population continues to age, the need for economic development continues to grow, and the need for additional housing becomes increasingly important. The main needs in all the counties include additional land for development within the cities, development of affordable single family homes, preservation of existing housing stock and addressing of deteriorated structures.<sup>2</sup>

### Population & Household Information

2000-2010 POPULATION

POPULATION	Iowa	Dubuque	Delaware	Jackson	Cedar	Clinton	REGION
		County	County	County	County	County	Total
2020	3,190,369	99,266	17,488	19,485	18,505	46,460	201,204
2023 Est	3,207,004	98,887	17,600	19,342	18,302	46,158	200,289
CHANGE	16,635	-379	112	-143	-203	-302	-915
% CHANGE	0.52%	-0.38%	0.64%	-0.73%	-1.10%	-0.65%	-0.45%

Source: Iowa Data Center

Population varies greatly in different areas of the region. Dubuque County is the largest county, partly due to the City of Dubuque, which is the largest city in the region. Delaware County has significantly fewer people, and the other counties fall somewhere in between. With the estimated figures from 2023, all counties experienced a decrease in population, with the exception of Delaware, had minimal increase.

**MEDIAN HOUSEHOLD INCOME**

	Iowa	Dubuque County	Delaware County	Jackson County	Cedar County	Clinton County	Average Region
Median Household Income	69,708	73,492	74,017	64,792	71,563	61,136	69,000
Percent Below Poverty		10.0%	6.6%	10.2%	7.8%	12.4%	

source: lowadatecenter.org

According to US Census figures, the median household income is fairly constant throughout the region. However, as an average, the median income for the region falls below the statewide average, indicating a significant number of low and moderate income families. Over 9% of the total regional population falls below the poverty rate for the region.

**ESTIMATED AGE OF HOUSING UNITS IN 2020**

Year Structure Built	Iowa		Dubuque County		Delaware County		Jackson County		Cedar County		Clinton County		Region Total
Total:	1,354,264		40,077		8,031		9,429		8,111		21,760		87,408
Built 2010 or Later	1.8%	24,377	4.3%	1,723	1.4%	112	1.0%	94	0.7%	57	1.0%	218	2,204
Built 2000 to 2009	11.8%	159,803	11.6%	4,649	10.4%	835	9.8%	924	11.0%	892	7.6%	1,654	8,954
Built 1990 to 1999	10.9%	147,615	10.4%	4,168	13.0%	1,044	7.8%	735	9.2%	746	6.1%	1,327	8,021
Built 1980 to 1989	7.2%	97,507	6.0%	2,405	6.3%	506	7.5%	707	6.4%	519	4.7%	1,023	5,160
Built 1970 to 1979	14.8%	200,431	14.5%	5,811	16.9%	1,357	14.5%	1,367	12.8%	1,038	14.7%	3,199	12,773
Built 1960 to 1969	10.6%	143,552	11.7%	4,689	9.8%	787	11.2%	1,056	9.4%	762	11.8%	2,568	9,862
Built 1950 to 1959	10.6%	143,552	10.8%	4,328	5.4%	434	9.6%	905	11.8%	957	13.2%	2,872	9,497
Built 1940 to 1949	5.7%	77,193	4.4%	1,763	4.5%	361	5.3%	500	5.8%	470	7.8%	1,697	4,792
Built 1939 or earlier	26.5%	358,880	27.2%	10,901	32.3%	2,594	33.3%	3,140	33.2%	2,693	33.0%	7,181	26,508
Percent 2000 or Later	13.6%	184,180	15.9%	6,372	11.8%	948	10.8%	1,018	11.7%	949	8.6%	1,871	11,159
Percent Pre-1980	68.2%	923,608	68.6%	27,493	68.9%	5,533	73.9%	6,968	73.0%	5,921	80.5%	17,517	63,432

source: American Community Survey (B25034: YEAR STRUCTURE BUILT)

A large percentage of the housing stock in the region is very old. While certainly many older homes have been rehabilitated over the years, many are still in need of rehabilitation. In the region, on average, 32.49% of the housing units were built before 1940 with over 50% of the regional population earning less than \$50,000 per year. Their ability to afford to update and rehabilitate the older housing stock is diminished. Those homes built before 1978 (region average of 75%) have the potential to contain lead-based paint, which can potentially cause numerous health problems, especially in children and the elderly.

### Housing Needs Assessments (HNA)

The East Central Intergovernmental Association (ECIA) staff have assisted with the completion of the housing needs assessments on the five counties served as follows:

<u>COUNTY ASSESSMENT<sup>2</sup></u>	<u>YEAR COMPLETED</u>	<u>UPDATED</u>
Dubuque County HNA	2001	
Dyersville HNA	2017	
Farley HNA	2019	
Cascade HNA	2019	
Delaware County HNA	2001	
Manchester HNA	2016	
Edgewood HNA, part of Clayton County	2016	
Jackson County HNA	2015	
Cedar County HNA	2001	2012
Clinton County HNA	2001	
Clinton HNA	2016	

In each of the housing needs assessments, several key housing needs surfaced as priorities. They are as follows:

- Owner-occupied rehabilitation. The most common need in the EIRHC Housing service area is the need to make repairs to the existing aged housing stock. While some areas are seeing some new housing construction, all areas (city and rural) in the five-county region have a significant number of homes built over 60 years ago. Windshield surveys of the general housing conditions in communities indicate strongly a need to provide programs to assist with rehabilitation.
- Down payment assistance. The most common financial barriers to home ownership are the lack of a down payment, closing costs, and persons who are conservative desiring not to borrow to their capacity.
- Ownership Preservation. The subprime loans to the lower income with scarred credit ratings from the late 90's through the early 2000's all resulted in foreclosures. The EIRHA is a HUD certified Housing Counseling Agency and can assist families with locating alternative financing when faced with foreclosure.
- Emergency or Relocation Assistance. The ability to offer assistance as needed, or having the flexibility of program parameters makes the Housing Trust Fund so unique. Each special needs assistance will first be checked to ensure that other agencies or programs cannot assist to prevent duplicate funding. Examples of consideration for the Very Low Income families could include avenues necessary to keep their heat going such as paying the late bill to turn on their gas. Another example would be to assist with relocation expenses if a family is being removed from unsafe or blighted living conditions. This type of assistance would only happen in very extreme or special needs cases.

**Needs of Extremely low income persons.** According to the Five Year American Community Survey<sup>3</sup>, there are currently 4,577 families in the five county region that are extremely low income (ELI). The regional housing market does not have the strength to supply new housing of the types needed to allow for people to move into better housing. While the area has a stable population at best, the housing stock continues to age, and the net supply of homes is not growing rapidly enough to meet the needs of the general population. What then happens is that the ELI persons are not finding homes suitable to their needs or more particularly ELI persons (particularly seniors/handicapped on fixed incomes) have homes that are in need of repairs beyond what they can afford.

**Needs of Inner-city neighborhoods or area with stagnant or declining housing markets,** Because of the rural nature of the Trust Fund area, much of the area is underserved. This results in a large underserved population of low to extremely low-income persons. Large urban areas have resources to offer a variety of programs and large cities are often able to leverage federal funds for housing related activities. This is not the case in rural areas. The majority of all rural towns are all experiencing stagnant or declining housing markets, with the largest city in our trust fund area having a population of 26,885 and the majority having a population less than 800. The ability to address the housing needs of low and extremely low-income persons is often beyond the scope and resources of a single small community or county. By binding together to form the EIRHC Housing Trust Fund, the smaller communities and counties hope to be able to begin to address the needs of their underserved low and extremely low-income populations.

#### **Continuum of Care Needs**

- Homelessness - The region does not have very many genuinely homeless people, and most that are homeless are due to domestic violence. Usually, such homelessness is short-term.
- Transitional Housing – a poll of local shelters in the area indicate that they do not necessarily keep a waiting list for services as it is difficult to do when the housing needs are more immediate. Currently all shelters are able to handle the need.
- Rental Housing - According to the 2010 US Census<sup>1</sup>, there is currently 19% renter-occupied housing units in the five county region served.
- Homeownership - According to the 2010 US Census<sup>1</sup>, there is currently 81% owner-occupied housing units in the five county region served.

### ***IV. Goals and uses of Funds – Activities and Projects***

The following goals and activities have been set out for the EIRHC Housing Trust Fund. While there are other areas of housing that are certainly in need of attention (i.e., rental housing, transitional housing, etc.), it is felt that the most impact can be made by not trying to spread a small amount of money around to multiple types of projects. Areas of greatest need in the region, documented in needs assessments and in the MacDonald study<sup>4</sup>, are those we will continue to address in the first years of operation.

#### **1. LEAD HAZARD REMEDIATION (10%)**

One goal of the EIRHC Housing Trust Fund will be to work towards containing lead based paint hazards in homes with low-income families. In such cases, primary emphasis will be given to households with young children and elderly occupants. Lead hazard remediation has become an important issue for federal funding sources, as HOME, CDBG, and USDA. Program rules have been changed to ensure that homes are lead safe when assistance is provided to help homebuyers buy or repair homes or renters who occupy units financed with these funds. ECIA has several staff trained in lead paint inspection, and also contracts with the Iowa Department of Public Health to complete lead paint analysis on homes with children having elevated blood levels (EBL's) of lead. There are over 71% of the units in the region that were built prior to 1980 that have the potential for lead paint hazards.

#### **2. OWNER-OCCUPIED REHABILITATION ACTIVITIES (30%)**

The trust fund will provide financing to low and moderate income families for general rehabilitation activities. Efforts will be concentrated on major health and safety issues including repairs such as furnaces, electrical work, plumbing, roofs, and energy efficiency items (windows, insulation, weatherproofing, etc.).

The EIRHC Housing Trust Fund Board can also assist with applications for Owner-Occupied Rehabilitation activities subject to major health and safety issues which are deemed as an emergency and are not part of the annual grant activities. These applications are awarded subject to funds available from repayable and recaptured loans funds.

Using the EIRHC Housing Trust Funds for general home rehabilitation activities will complement other programs that currently exist in the area for home repairs.

**3. EMERGENCY (TRANSITIONAL) HOUSING AND SPECIAL NEEDS HOUSING (10%)**

Local and regional emergency shelters are few in number in part due to cost. The ones that do operate in this region are in constant financial stress. Our program will provide a temporary emergency fund to ensure the shelters (existing and new) will continue to operate and meet local needs for vulnerable populations. Funds are needed for supportive services, rehabilitation, expansion, and in certain circumstances, for a short time, general operations (such as utilities, overhead, and furnishings). Assisted living and special needs housing is a growing demand, and low-interest loans to forgivable loans are needed for pre-development costs, infrastructure, and, in some cases, new construction.

**4. INFRASTRUCTURE, LOT DEVELOPMENT & NEW/REHAB CONSTRUCTION (35%)**

This portion will be used to build the capacity of our non-profit and private builders. Under this category, the need exists from time to time to acquire properties in danger of becoming unaffordable. This fund will help reduce risk for such builders and owners of apartments and homes for LMI persons, with a sliding scale repayment program. A combination of loans, forgivable loans, and (rarely) grants are needed, usually on a short-term basis.

**5. DOWN PAYMENT ASSISTANCE/OWNERSHIP PRESERVATION (15%)**

As the focus of homeownership across the state is ever more targeted, the need for this assistance is crucial.

The Ownership Preservation component would provide assistance with mortgage payments to prevent foreclosure. It is not unusual for a home owner that falls into the very low income category to find themselves falling behind during times of crisis. This assistance may provide financing to bring the mortgage current so as not to fall into the foreclosure phase. Scrutiny would come into play to determine why or how this could happen. It will also be mandatory that they attend Homeowner/Buyer Counseling Courses through the EIRHA HUD certified Housing Counseling Program.

In addition to the Ownership Preservation Assistance, the EIRHC Trust fund will provide down payment assistance to assist with the purchase of a primary residence. The buyer will be responsible for obtaining a fully amortized mortgage loan from a regulated lender featuring a rate of interest that is fixed for at least 5 years and that has a term of at least 15 years.

**Sources of Funds**

All funding will be provided to low to moderate-income families, or those with adjusted annual incomes of not more than 80% of the greater of county or statewide non-metro median income limit as published annually by the Iowa Finance Authority. 30% of any new funding from the state will be reserved for the extremely low income of less than 30% of median income.

**V. Program Guideline/Implementation****Collaboration**

The EIRHC Housing Trust Fund will work with established and future created groups to sustain the housing effort. These groups include: county and city economic development groups, city and county governments, Habitat for Humanity, Area Community Action Programs/Agencies, Area Agency on Aging, the Eastern Iowa Regional Housing Authority, non-profit housing developers, private affordable housing developers, area real estate agents, area banks and lenders, area construction coalitions, local municipal utilities, Iowa Finance Authority, Iowa Economic Development Authority, and USDA-RD. Collaborative activities include funding, cooperative agreements, developer agreements, and marketing programs.



## Income Limits and Targeting Goals

All funding will be provided to low to moderate-income families, or those with adjusted annual incomes of not more than the greater of either 80% of the statewide median income limit as published annually by the Iowa Finance Authority or HUD. At least 30% of the available LHTF funds received from the State and direct match will be provided to extremely low-income families, or those with adjusted annual household incomes at or below 30% of the statewide median income limit as published annually, using the HUD statewide limits.

## Program Funding Types and Limitations, Underwriting Criteria

Funding will be provided to program clients in the form of a loan or grant depending on their adjusted gross annual income and individual needs. The types of funds given will vary widely by the type of project, the financial need, and the quality of the individual proposal. Developers, sub-recipients, and final users must apply for assistance. Staff will present it to the EIRHC Board and make recommendations. Any variations in eligibility and underwriting criteria will be subject to approval by the Board.

## Borrower or Project Match/Leverage Requirements

The investment beyond the match for the Housing Trust funds will be provided by entities that directly benefit from the individual programs and projects. These will include cities, counties, developers, homeowners, lenders, and non-profit groups. Generally, the fund will leverage a substantial contribution from any third party, usually 80% or more, filling a gap in funding needs. Staff will perform a thorough gap financial analysis, as needed, for proposals and will require, from applicants, complete pro-formas and other analysis, as applicable, to make wise funding decisions and reduce the risk of project failure.

## Eligible Activities & Uses of Funds

All service agencies will be notified of the upcoming annual plan meeting to provide the opportunity to request or make comment on this HAP document. Upon notification of the award of funds, applications will be reviewed by the EIRHC Housing Trust Fund Board and, based on the amount of monies received, will determine the amount of appropriation to ensure that the EIRHC HTF goals will be met. At the same time, Counties will be contacted to see if there are any special projects that would benefit the low income population in each of the individual areas. It is the intent of the application to distribute the funds as fairly as possible.

## Allocation Guidelines

Based on the needs assessment detailed in this Housing Assistance Plan, the EIRHC Board of Directors adopted the following principles to guide the distribution process:

- 1. Location and income eligibility.** Only housing projects that will serve low-income households within Dubuque (excluding the city of Dubuque), Delaware, Jackson, Cedar and Clinton counties will be eligible for EIRHC Housing Trust Funds. Low-income is defined as household income that is at or below 80% of area median income (AMI). Further, as required by IFA, 30 percent of the state LHTF funds will be used to benefit persons with extremely low income (30% AMI).
- 2. Project Requirements.** Proposed projects must meet the following criteria:
  - Implement an eligible activity, as identified herein
  - Applicant is a non-profit agency, governmental entity, for-profit business, or individual that demonstrates capacity to complete their project and comply with the terms of a funding agreement
  - Provide sufficient documentation supporting financial feasibility of the project
  - For category 5 above – a \$10,000 cap will be placed on the down payment and ownership preservation assistance per household. This will be considered a grant to participating

households. Each recipient will receive Housing Counseling, a \$ 200.00 Fee will be accessed for these services.

- Funding will be provided to program clients in the form of a loan or grant depending on their adjusted gross annual income as described in the following table.
  - This type of assistance will continue subsequent funding cycles and will not exceed \$10,000 per household (for categories 1-3 above). If additional funds are required over \$10,000, other existing programs will be accessed, if available and feasible. The same formula will be followed with any revolving loan funds received back into the housing trust fund.
  - For category 4 above funding limits will be at \$25,000 per unit and 35% of the total allocated dollars.
- Proposed projects must show proof of meeting applicable building codes. For projects located in jurisdictions without building codes, new construction projects must meet county building codes and rehabilitation must at least meet Housing Quality Standards (HQS) of the Department of Housing and Urban Development (HUD) Housing Choice Voucher Program.
- If sufficient applications are not received in one of the five categories above and there is money unspent, the board will shift the money to one of the categories where there is a greater demand/need.

**3. Project Evaluation.** The project evaluation process will give preference to projects that:

- Serve extremely low-income people, defined by HUD as below 30% of area median income
- Leverage additional funding sources (local, state, federal, or private)
- Promote infill development, energy efficiency, and sustainability principles
- Serve areas impacted by natural disasters

**Fundraising and Potential Long-term Sources**

Over the long-term, the EIRHC Housing Trust Fund will become more self-sustaining through the use of a combination of 1) fees for successful Applications, 2) program income from repayable and recaptured loans, 3) fees for Housing Counseling services, 4) supplemental grants, and 5) contributions from local communities that see the success of our effort. We intend to raise funds from grants the EIRHC Housing Trust Fund is seeking, such as from the IDED Housing Fund, HUD, and the Wells Fargo Housing Foundation. While not all these funds will go directly into the EIRHC Housing Trust Fund, they will be used on some of the same projects as the Housing Trust funds. Local match sources for future EIRHC Housing Trust Fund grant applications to IFA may also include city cash, utility reductions, TIF, tax abatement, enterprise zone funds, and other commitments, as the nature of fund use is better known. Staff will fundraise through marketing, also, attempting to secure donated property and services as means to make individual projects more feasible and to sustain the Fund.

**Application Fee Schedule**

- Down Payment Assistance – no Application fee (\$ 200.00 Housing Counseling Fee)
- \$ 25.00\* - Single Family Owner-Occupied
- \$ 100.00\* - Agencies / Developers requesting \$ 10,000 or Less
- \$ 250.00\* - Agencies / Developers requesting \$ 10,001 - \$ 25,000
- \$ 500.00\* - Agencies / Developers requesting \$ 25,001 - \$ 50,000
- \$ 1,000.00\* - Agencies / Developers requesting \$ 50,001 plus

\* Application fee is refundable, if your application is not awarded

Loan Schedule

Income Level (% of median income)	Loan Type	Interest Rate	Term
Owner-Occupied Rehab	FORGIVABLE	NOT APPLICABLE	5-YEAR FORGIVABLE
Down Payment Assistance	FORGIVABLE	NOT APPLICABLE	5-YEAR FORGIVABLE
Developers / Agencies Assisting individuals at or below 50% LMI	FORGIVABLE	NOT APPLICABLE	5-YEAR FORGIVABLE
Developers / Agencies Assisting individuals 51 - 80% LMI	REPAYABLE	UPTO 4.0%	UPTO 15 YEARS

**VI. Administrative Procedures**  
**Staffing Plan**

The staffing plan for EIRHC Housing Trust Fund is necessary to ensure efficient and effective management of the program. EIRHC Housing Trust Fund will be staffed by ECIA staff, as it is preferred to have coordination between existing experienced staff and ongoing programs. Staffing needs to accomplish the goals of the LHTF include:

- Expert Administration: experienced staff who know how to properly administer funds, including fiscal management
- Outreach: dissemination of information on availability of programs is crucial to ensuring that those that need assistance most are aware that it is available
- Intake & Verification: since all funds will be used for low and moderate-income individuals, staffing is necessary to accept applications and verify income eligibility
- Inspection & Construction Management: necessary to determine specific structural needs and ensure proper completion of specified lead remediation and other repairs
- Loan Servicing: sufficient fiscal management is necessary to ensure that timely repayments on loans are made
- EIRHC Board oversight – EIRHC staff will report to the board every other month at meetings.

All of the necessary staffing functions are currently available with the ECIA. The ECIA has twelve staff dedicated strictly to Housing including a Homeownership/Housing Development Specialist (who is Housing Counseling Certified), Housing Coordinator, and Housing Inspectors. Additionally, the fiscal staff at the ECIA currently services all loans from existing USDA and EDA revolving loan funds and new housing programs. The staff at the ECIA have over sixty years of combined experience in housing.

**VII. Economic, Social, Health and other benefits**

It is the mission of the Eastern Iowa Regional Housing Trust Fund to ensure that the residents in the five counties served have access to well-maintained, safe and affordable housing in both the rural and urban areas of the county. Additional benefits are to stabilize and improve the older housing units located in the county, increase the county’s tax base, provide rehabilitation of existing homes for –moderate, low, very low and extremely low-income families, and keep low-income elderly citizens in their homes.

# Appendices

- Bibliography
- Articles of Incorporation
- Bylaws (include Mission Statement)
- Resolutions from each county and/or city participating in the LHTF
  - Letters of Support
    - Local government entities
    - Non-profit organizations
    - Neighborhood organizations
    - For-Profit housing organizations
    - Local service providers
- IRS 501(c) 4 letter
- Current Board of Directors
- Meeting Schedule – minutes are kept and on file and adhere to the Iowa Open Meetings Law and Open Records
- Public Hearing documentation on Housing Assistance Plan
- Map of service area

## Bibliography

- 1 Iowa Data Center
- 2 ECIA Housing Needs Assessment Database
- 3 Five Year American Community Survey
- 4 Housings Economic and Social Impact - McDonald Study
- 5 Opening Doors for Maria House and Teresa Shelter

**Articles of Incorporation**

## By-Laws

## **Resolutions and Letters of Support**



**IRS 501(c) 4**

**Current Board of Directors**

**Meeting Schedule**

## Public Hearing Documentation on Assistance Plan

## Map of Service Area