City of Creston – Neighborhood Revitalization Project – Owner-occupied Housing Rehabilitation Application

If your home is located in the project area for this program and is not in a floodplain, and you both own and occupy this home as your principal residence, you may be eligible for assistance from the City of Creston to rehabilitate your home. Applications can be from homes in the area of Creston shown in the map to the right. If you have questions about your address, please contact us.

The grant the City of Creston received can fund up to 5 owner-occupied homes in this area. Each home can receive up to about $32,000 in program funds (a forgivable loan), depending on need and extent of disrepair. The level of need will be determined through an inspection provided by a construction professional following approval of your application. The owner will not be responsible for paying for any work performed by the program.

Work priorities for this program are:

- Paint stabilization and removal and replacement of deteriorated substrate and components
- Clearance cleaning to ensure lead paint hazards are removed
- Radon testing and mitigation
- Porch rehabilitation
- Unattached garage demolition (when unsafe)
- Exterior lights (where they provide a safety or security function)
- Exterior doors and windows
- Siding replacement (or repainting in some situations) and replacement of shutters, if applicable
- Roof replacement
- Junk and debris removal and disposal
- Foundation/structural improvements
- Exterior electrical or plumbing fixtures
- Steps and sidewalk repairs to meet ADA
- Sealants and rodent entry remediation

As funds remain, other work will be considered on the interior of the home.

The following are some program rules and parameters. All final decisions about participation will be based on need, feasibility, and eligibility.

- All homeowners assisted shall not exceed the LMI (HUD 80% of the area median income) for their households (all persons living in the unit, regardless of biological relationship) at the time of application intake. (See chart on next page for the current income limits.)
- All property owners (homeowners) of record shall agree to a three-year lien on the property. This lien shall be paid back on a receding basis (1/3 per year) if you leave the property before the three years.
- Homes must be feasible for rehabilitation (i.e., have need for renovation but not be beyond repair).
- Homes must be on lots that are entirely outside of the floodplain.
- Homes must be on permanent foundation, slab, or piers, must be taxed as real estate, and must be on land owned by the same individual(s).
- Homes cannot be subject to a contract with the seller, i.e.: buying on contract.

- Properties are to be kept in a reasonable level of repair and accessibility during the entire project period. This includes mitigating any nuisance actions required by the City of Creston.
- Properties must maintain basic property insurance, and the owner must be current on property taxes and mortgage payments.
- Property owners shall cooperate with the city, general administrator, and technical services provider throughout the process. This includes all inspections required to carry out the program.
- Homeowners are required to pay the cost of the forgivable lien filing and release, estimated to be about $25. Payment is due upon owner's acceptance of the construction contract.
- A conflict of interest, as identified through the application process and using Federal criteria, may disqualify participation.

Income limits are the maximum gross income projected for the coming year for all household members of the family. To read this table, please count all people who live in the home as their primary residence, whether or not they are biologically or legally related. We recommend that if your income is under or within $5,000 of this income scale that you should apply, as there may be some income exceptions that will allow you to qualify. See the attached income verification sheet following the application on the next page. This sheet will be used to gather information for our team to determine eligibility. *Note that all information will be held confidential and will not be shared beyond the reviews, who are third parties and do not know local residents personally*

INCOME GUIDELINES

1 person	*2 person*	*3 person*	*4 person*	*5 person*	*6 person*	*7 person*
$51,550	*$58,900*	*$66,250*	*$73,600*	*$79,500*	*$85,400*	*$91,300*

In order to qualify, your application must be completed correctly and entirely, with all requested and applicable attachments provided. SWIPCO will review the application and give you reasonable time to submit missing items or provide additional information unique to your situation.

Applications are due back to the following address no later than October 15, 2025, at 4:30 PM. Please contact the following if you have questions or need special accommodations to apply.

Nicole Rhodes
Southwest Iowa Planning Council
1501 SW 7th Street
Atlantic, IA 50022
712-243-4196, ext 240

Our goal is to review and approve applications in September and October 2025 and then inform applicants of their acceptance/rejection (and ranking by income) in writing. Acceptance into the program is only the first step. Through a ranking process, based on relative income compared to other applicants, and a home inspection to determine feasibility, it is possible that one or more qualified homeowners will not be assisted.

The City of Creston and SWIPCO comply with Fair Housing Law and seek to affirmatively further Fair Housing.

EQUAL HOUSING OPPORTUNITY

City of Creston – Neighborhood Revitalization Project – Owner-occupied Housing Rehabilitation Application

Please answer all questions truthfully and completely.
Name of applicant/homeowner: _____
Address of property: _____ Length of ownership in years: _____
Phone: _____ Email: _____
Number of people living in the home: _____
Number of adults aged 18+: _____
Number of children age 6 or under: _____

The following questions are for statistical purposes only and do not affect your ability to qualify.
Race/Ethnicity:____ White ____ Black/African American ____ Asian ____ American Ind/Alaska Native
____ Native Hawaiian/Pacific Islander ____ White & American Indian/Alaskan ____ White Asian
Hispanic: ____ Yes _____ No
Household Type: ____ Single/Non-Elderly ____ Elderly ____ Related/Single Parent
____ Related/Two Parent ____ Other
Female Headed Household: ____ Yes ____ No
Person With Disability: ____ Yes ____ No

Please answer the following and provide all documentation requested.

- Please provide proof that the home has property insurance, such as a statement signed by your agent that covers the current period or documentation it is covered in escrow.
- Please provide proof that the mortgage is current or that the home is paid off.
- Please provide proof that property taxes are paid and not delinquent.
- Please complete the income information on the next pages and provide applicable documentation.
- Please provide documentation that you are current on water, sewer, gas, and electric utilities.

If you cannot provide any of the above proof, please explain your situation: _____
_____

Describe your main income sources and any unique situation you may be facing that might impact your need and qualification for the program: _____
_____

Are you required to file an IRS income tax return? _____ If yes, please submit a copy of your latest filed return.

Describe the exterior elements of your home you wish to have rehabilitated: _____
_____
_____
_____

By signing below, I (we) acknowledge program requirements, believe we qualify, and all information above is accurate to the best of our knowledge and ability.

_____ _____ _____
Homeowner Other adult aged 18+ Other adult aged 18+

City of Creston – Neighborhood Revitalization Project – Owner-occupied Housing Rehabilitation Application – Income Information Checklist

Please answer each of the following questions for each member of the household. Does any member of your household:

□Yes □No 1. Work full-time, part-time or seasonally?
□Yes □No 2. Expect to work for any period during the next 12 months?
□Yes □No 3. Work for someone who pays them cash?
□Yes □No 4. Now receive or expect to receive unemployment benefits in the next 12 months?
□Yes □No 5. Now receive or expect to receive workers compensation in the next 12 months?
□Yes □No 6. Now receive or expect to receive student financial aid of any kind in the next 12 months?
□Yes □No 7. Now receive or expect to receive veteran's benefits in the next 12 months?
□Yes □No 8. Now receive or expect to receive military pay in the next 12 months?
□Yes □No 9. Now receive or expect to receive income from self-employment or farming in the next 12 months?
□Yes □No 10. Now receive or expect to receive child support in the next 12 months?
□Yes □No 11 Now receive or expect to receive alimony in the next 12 months?
□Yes □No 12. Now receive or expect to receive FIP from Dept. of Human Services (do not include food stamps/EBT for food)?
□Yes □No 13. Now receive or expect to receive Social Security or disability benefits in the next 12 months?
□Yes □No 14. Now receive or expect to receive income from a pension or annuity in the next 12 months?
□Yes □No 15. Now receive or expect to receive regular contributions from anyone not living in the unit in the next 12 months?
□Yes □No 16. Receive income from assets, including interest or dividends on checking, savings accounts, CDs, bonds or stocks, mutual funds, bitcoin, retirement accounts, or pensions?
□Yes □No 17. Do you receive income from rental property? List address(es) _____

_____

ASSET INFORMATION – Please answer each of the following questions for each member of the household. Does any member of your household have:

□Yes □No 1. Cash in a checking account?
□Yes □No 2. Cash in a savings account?
□Yes □No 3. Cash value in a revocable trust?
□Yes □No 4. Cash value in stock, bonds, treasury bills, and bitcoin?
□Yes □No 5. Cash value in certificates of deposit and/or money market accounts?
□Yes □No 6. Equity in rental property, farmland or other capital investment?
□Yes □No 7. Value in an individual retirement plan or Keogh account?
□Yes □No 8. Value in retirement and/or pension fund?
□Yes □No 9. Award of insurance settlement?
□Yes □No 10. Mortgages or deeds of trust held?

I certify by signing below that the information provided in this document is complete, true and correct. I certify that information for each household member is provided, including all income and asset information.

I understand that the above information is being collected to determine eligibility under a Federal Community Development Block Grant (CDBG) funded project.

I authorize the City of Creston or its appointed representative to verify all information provided on this application and to contact current sources for credit and certification information which may be released to appropriate Federal, State, or local agencies.

I understand that additional information may be required to determine program eligibility.

I understand that if, in the next 12 months, any of the above information changes, I must notify the City of Creston and provide updated information.

I understand that if the City of Creston or its appointed representative determines my household income is above the 80% of the median household income, I am ineligible to receive assistance under the CDBG program.

I understand that if the City of Creston or its appointed representative determines my household income is above 80% of the median household income, and CDBG funds have been spent on the property, those funds must be repaid to the City of Creston immediately.

I understand that providing false statements or information is punishable under State and/or Federal law.

Applicant Signature(s): _____

Property address: _____

As a general rule, the following must be provided as proof of income for "yes" answers on the previous page.

Proof of income:

- *Item 1: Latest W-2s from last year's tax return and most recent two pay periods' paystubs.*
- *Item 2: Letter from employer offering position, if available.*
- *Items 3, 15, and 16: Two consecutive months of redacted bank statement showing deposits – redacted means all sensitive and personal information not relevant to this application is blacked out.*
- *Items 4, 5, 6, 7, 8, 12, 13, and 14: Letter from or other proof in writing from the provider or agency showing the payment amount and schedule.*
- *Items 9 and 17: Two consecutive years of Federal Tax Return Schedule C and/or F, as applicable – If the business, farm, or real estate investment income is accounted for separately in another corporate structure, such as an LLC, which you have at least 50% ownership, please also submit two consecutive years' tax returns for those entities.*
- *Items 10 and 11: Documentation from court decree or agency handling each.*
- *Item 16, as applicable: Letter from or other proof in writing from the account manager showing the payment amount and schedule.*

Proof of assets:

- *Items 1 and 2: see attached bank account from, which must be completed and signed by all banks in which you have accounts.*
- *Items 3-10: Statement showing the value and pay schedule, as appropriate, from the entity holding or managing those accounts, such as the bank, investment company, escrow or mortgage company, etc. Statement must be within six months of application deadline.*

Note: we expect you as the property owner and applicant to secure the needed items. Please do not send us a link or contact information. All items need to be in writing. Print-offs of items from an online account are generally acceptable, as long as the needed data is clear and we can see it came from an official source. Printed screenshots and photos should be clear and legible. If you have questions about what items are needed, contact Nicole Rhodes OR Ann Anstey at 712-243-4196.

Bank, Credit Union, or Other Financial Institution Verification Information
City of Corning and Southern Iowa Council of Governments

The person presenting this form to you is applying for a grant for rehabilitation of their home they own or rent. As part of the eligibility determination, to see if this person qualifies, we must obtain verification of accounts at this institution. Please answer the following questions fully and completely. The form can be returned to the person applying or can be scanned and emailed directly to SWIPCO. **Due date: 9/15/25**.

Applicant name: _____ Address of home: _____

Bank or institution name: _____
Address: _____
Representative name of person completing form: _____

Savings accounts:
#1: Amount currently in account $_____ Interest rate: _____ Total interest paid in 2024: $_____
#2: Amount currently in account $_____ Interest rate: _____ Total interest paid in 2024: $_____
#3: Amount currently in account $_____ Interest rate: _____ Total interest paid in 2024: $_____

Checking accounts:
#1: Amount currently in account $_____ Interest rate: _____ Total interest paid in 2024: $_____
#2: Amount currently in account $_____ Interest rate: _____ Total interest paid in 2024: $_____
#3: Amount currently in account $_____ Interest rate: _____ Total interest paid in 2024: $_____

Other accounts (IRAs, settlements, winnings, CODs, MMs, etc.)
Type: _____Amount currently in account $_____ Interest rate: _____ Total interest/dividends paid in 2024: $_____
Type: _____Amount currently in account $_____ Interest rate: _____ Total interest/dividends paid in 2024: $_____
Type: _____Amount currently in account $_____ Interest rate: _____ Total interest/dividends paid in 2024: $_____

Other comments, if any, about these accounts, such as any restrictions, etc.: _____
_____
_____
_____
_____

Signature of representative: _____ Date: _____

Contact info and for any questions:
Nicole Rhodes
Southwest Iowa Planning Council
1501 SW 7th Street
Atlantic, IA 50022
nicole.rhodes@swipco.org
712-243-4196