

City of Ames

CDBG Homebuyer Assistance Program w/Habitat for Humanity of Central Iowa

This program is designed for low-and- moderate-income, first-time homebuyer households to assist with the down payment and closing costs of a newly constructed home. The program assistance is limited to the city limits of Ames in the Baker Housing Subdivision and is subject to the availability of CDBG Homebuyer Assistance Program funds and changes in program guidelines from the Department of Housing and Urban Development (HUD).

Complete an Application:

Refer to the attached *Application Submittal Form* and submit all required documents to the City of Ames, Department of Planning and Housing, as listed below. Completing the application does not guarantee that you will be eligible for or that you will successfully purchase a home through this program. Incomplete applications will NOT be processed.

Application Processing:

COMPLETE applications will be processed on a first-come, first-served basis, based on the date and time received. Households will be notified of their "eligibility to continue" status.

Participating Lender:

Habitat for Humanity of Central lowa is the participating lender (s), and they will determine mortgage loan eligibility based on their program underwriting guidelines.

❖ Down Payment and Closing Cost Assistance:

Once approved for a mortgage through Habitat for Humanity of Central Iowa, applicants may qualify for additional down payment and closing cost assistance through the City of Ames in an amount determined through the mortgage loan program with Habitat for Humanity of Central Iowa.

ELIGIBILITY HIGHLIGHTS:

- Must be a first-time homebuyer.
- Must be a United States Citizen or have eligible immigration status.
- Must not have more than \$100,000 liquid assets and \$300,000 non-liquid assets.
- Total gross household income (at the time of application approval) must not exceed:

Household Size	1	2	3	4	5	6	7	8
Income Limit 80% of the Ames Metropolitan Statistical Area (MSA) Effective June 15, 2023 Subject to Change	\$59,600	\$68,100	\$76,600	\$85,100	\$91,950	\$98,750	\$105,550	\$112,350

NEED ASSISTANCE OR HAVE QUESTIONS? 515-239-5380 housingdivision@cityofames.org

APPLICATIONS ACCEPTED IN THE FOLLOWING WAYS:

DROP OFF

Monday–Friday, 8 am–4:30 pm

Ames City Hall

Department of Planning and Housing, Room 214

515 Clark Avenue, Ames

MAIL

City of Ames

Attn: Housing Division

PO Box 811

Ames, Iowa 50010

If you believe that you have been discriminated against, you may call the Fair Housing & Equal Opportunity National Toll-Free Hotline at 800-424-8590 or locally to the Ames Human Relations Commission at 515-239-5101.



City of Ames CDBG Homebuyer Assistance Programwith Habitat for Humanity of Central Iowa



CHECKLIST FOR APPLICATION SUBMITTAL

Please check items as completed and submit this checklist along with your application.

APPI	LICATIONS WILL NOT BE PROCESSED WITHOUT							
	Application Form							
	Release of Information for All Adult (Age 18+) Household Members							
	Declaration of Citizenship							
	Documentation of ALL Household Income, Including but not limited to: Employment – Self-Employment - Year-to-date profit/loss statement along with an estimate of the income you expect to receive for the next twelve (12) months and an exploration as to how you seems to that number.							
	explanation as to how you came to that number. Unemployment – Workforce Development Center Weekly Benefit Amount Child Support – Last Three (3) Months of Payment Records Including Amounts Retained by the State							
	Social Security/SSI – Social Security Award Letter Veteran's Benefits – Veteran's Affairs Award Letter							
	Documentation of ALL Household Assets Including but not limited to: Checking Account(s) –Three (3) months of most recent Bank Statement(s) OR Verification of Assets Form (COPY MORE IF NEEDED)							
	Savings Account(s) –Current Bank Statement(s) OR Verification of Assets Form (COPY MORE IF NEEDED) All Other Assets (i.e., IRA, 401K, Cash Value of Life Insurance) – Current Benefits Statement from all other assets verifying the current balance, interest rate, and annual dividend payment.							
	Federal Tax Returns - Complete SIGNED copies of last three (3) years - 2022, 2021 and 2020, including all schedules and corresponding W2's. If no taxes were filed, a copy of IRS Verification of Non-filing Letter (VNF) must be provided.							
	Current State-Issued Driver's License/ID OR Passport for All Adult (Age 18+) Household Members							
	SIGNED Social Security Card for All Adult (Age 18+) Household Members							
ADD	ITIONAL ITEMS, ONLY IF APPLICABLE							
	SEPARATED OR DIVORCED IN THE LAST THREE (3) YEARS? Submit a full copy of your divorce decree and verification of the division of marital assets, court-ordered custody arrangements, and child and/or alimony payments (this information is often documented in your separation agreement).							
	JOINT OWNERSHIP IN PROPERTY IN THE LAST THREE (3) YEARS AND NO LONGER ON THE TITLE? Submit a Quit Claim Deed showing the termination of your interest in the property.							
	CURRENTLY OWN OTHER REAL PROPERTY SUCH AS VACANT LAND OR COMMERCIAL PROPERTY? Submit a recent appraisal or Assessor's statement and a recent mortgage statement.							

^{*} COMPLETE APPLICATIONS will be processed on a first come, first served basis. *



City of Ames CDBG Homebuyer Assistance Program



APPLICATION FORM

PLEASE ANSWER EVERY QUESTION. USE THE CORRECT LEGAL NAME FOR EACH HOUSEHOLD MEMBER AS IT APPEARS ON THEIR SOCIAL SECURITY CARD. <u>ALL ADULT (AGE 18+) HOUSEHOLD MEMBERS MUST SIGN ON THE BACK, CERTIFYING THE INFORMATION PERTAINING TO THEM</u>. IF YOU HAVE ANY QUESTIONS OR NEED HELP FILLING OUT THIS FORM, PLEASE CONTACT OUR HOUSING HOTLINE AT (515) 239-5380.

PART 1: HOUSEHOLD INFORMATION

Section A - Please complete the following section for all adult (18+) household members who will occupy the property. Make copies for any additional adult household members.

Head of Hous	sehold (HOH)	:			
Last Name, F	irst Name, Mic	ddle Initial (MI)			
Current Addre	ess		City, State, Zip	Phone #	
DOB			SSN	Email	
Sex	Currently Ma	rried?	Separated or divorced in th	e last 3 years?	Full-Time Student?
□F □M	□Yes □No		□Yes □No		□Yes □No
Live in Ames?	>	□Yes □No	How long?		
Work in Story	County?	□Yes □No	How long?		
Language	Do yo	ou speak Englis	sh as your primary language?	☐ Yes ☐ No	
	IF NO) , what is your _l	orimary language?		
	Do yo	ou read, write, s	speak, or understand English	well? □ Yes □ No	
Additional Ad	dult Househo	ld Member:			
Last Name, F	irst Name, Mic	ddle Initial (MI)		Relationship	to HOH
Current Addre	ess		City, State, Zip	Phone #	
DOB			SSN	Email	
Sex	Currently Ma	rried?	Separated or divorced in th	e last 3 years?	Full-Time Student?
of om	□Yes □No		□Yes □No		□Yes □ No
Live in Ames?		□Yes □No	How long?	Type of the second	
Work in Story	County?	□Yes □No	How long?		ertiff albining and

	monitor complia	ance with equal credit	opportunity, fair hous		using programs related to mortgage disclosure laws.
☐ I do not wish to furn	ish this informa	tion.			
Race (Check Only 1 Box) Section B - Pleas	☐ Asian ☐ American ☐ Native Ha ☐ American ☐ Asian/Wh ☐ Black/Afri ☐ American ☐ Other Mu	can American & White Indian/Alaskan Native Iti-Racial	slander & White & Black/African Am	c Only <u>1</u> Box) erican	☐ Hispanic ☐ Not Hispanic ers under 18 who will
occupy the proper					oro <u>anaor ro</u> who whi
Last Name, First I	Name, MI	Relationship to HOH	DOB	Sex	Number of Months During the Year the Household Member Lives with You
				□F □M	
				□F □M	
				□F □M	
				□F □M	
				□F □M	
or have interest i	household m n the same, i ss and state:	ember owned any nocluding real estate	e in foreign count	ries? □Yes	
2. If you have not s					
Lender/Company:			Unpaid Bala	ance:	
Do you have a sec	ond loan on t	his property? □Yes	s □No If yes, wha	t is the unpaid	balance?
		ısed any name(s) o lias)? □Yes □No	other than the one	they are cu	rrently using (i.e. maide
If yes, please expl	ain:				
4. Please list your c	redit score(s)	, if known:			

PART 2: INCOME, DEBT, AND ASSET

Please complete a separate Income, Debt, and Asset Section for EACH individual in the household who receives income or holds debts or assets. Make copies of this part of the application if necessary. You do not need to provide employment income information for household members younger than 18. You do need to include assets held by ALL household members, or benefit income received by ALL household members.

On the following list, check YES if you receive the particular income, and check NO if you do not receive the income.

The following information i	s for: (Name)	

A. Income

Gross income is the combined household income which includes, but is not limited to, job earnings, Social Security and Social Services income (for all in household), TANF, VA benefits, unemployment income, military pay, worker's compensation payments, child support, alimony/maintenance payments, income from pensions or retirement plans, stocks, etc. Failure to report household income is considered fraud and can have serious consequences.

Employment Income (Do not include employment income of household members younger than 18)

	Rece	eive?	Type of Income	Anticipated Net	Clarification
Self-Employment	YES	NO	Type of micome	Income for the Next 12 Months	(as necessary)
Name and Address of Business:		0	Self-Employment	\$	
	Rece	ivo?		Anticipated Gross	
Employer #1	YES	NO	Type of Income	Annual Income for the Next 12 Months	Clarification (as necessary)
Name and Address of Employer:		0	Wages/Salaries	\$	
			Overtime Pay	\$	
			Commissions	\$	
			Fees/Tips	\$	
Avg # hours work/week:			Bonuses	\$	
	Receive?			Anticipated Gross	Clarification
Employer #2	YES	NO	Type of Income	Annual Income for the Next 12 Months	(as necessary)
Name and Address of Employer:			Wages/Salaries	\$	
			Overtime pay	\$	
			Commissions	\$	
	0		Fees/Tips	\$	
Avg # hours work/week:			Bonuses	\$	
PLEASE ADD ALL EMPLOYI	MENT	INC	OME AND RECOR	D THE TOTAL HERE	\$

Benefit Payments

Type of Income	Rece	ive?	Anticipated Gross Annual Income for	Clarification	
Type of Income		NO	the Next 12 Months	(as necessary)	
Social Security			\$		
Supplemental Security Income (SSI)			\$		
Supplemental Security Disability Income (SSDI)			\$		
Worker's Comp/Disability Pay/Benefits			\$		
Unemployment Insurance/Severance Pay			\$		
Insurance Policy Payments/Annuities			\$		
Pension/Retirement Benefits			\$		

Alimony and Child Support

Type of Support	Receive?		Anticipated Gross Annual Income for the Next 12	Oldiffication
Type of Support	YES	NO	Months	(as necessary)
Alimony/Maintenance			\$	
Child Support			\$	

PLEASE ADD ALL SUPPORT INCOME AND RECORD THE TOTAL HERE \$_____

Other Sources of Income

Type of Other Income	Receive?		Anticipated Gross Annual Income for the Next 12	Clarification	
Type of other meetine	YES	NO	Months	(as necessary)	
Money or gifts regularly given by persons not living in the home			\$		
Lottery winnings paid in periodic payments			\$		
Other Income (please specify):			\$		

PLEASE ADD ALL "OTHER" INCOME AND RECORD THE TOTAL HERE

Creditor's Name	Unpaid Balance	Monthly Payment
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

0	A		ets
11	// //	00	OTO
W	(m)	E. C.	

Name	

An asset is cash, or non-cash item that can be converted to cash.

Report the following assets: Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. Equity in rental property or other capital investments. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts. Individual retirement and Keogh accounts (even though withdrawal would result in a penalty). Retirement and pension funds. Cash value of life insurance policies available to the individual before death. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements, and other amounts not intended as periodic payments. Mortgages or deeds of trust held by an applicant.

Do Not Report necessary personal property such as clothing, furniture, cars, and vehicles specially equipped for persons with disabilities.

Bank Accounts

	Danit / too dante							
Hav YES		Name of Institution	Type of Account	Current Balance				
			Checking	\$				
			Checking	\$				
			Checking	\$				
			Savings	\$				
			Savings	\$				
			Money Market	\$				
			Money Market	\$				
			Other (specify)	\$				

PLEASE ADD ALL BANK ACCOUNT BALANCES AND RECORD THE TOTAL HERE \$_

Other Assets

Have?		Name of Institution	Type of Investment	Current Value	Clarification Notes
YES	NO	0 Name of institution Type of investment		of Assets	Ciarification Notes
			Individual Stocks	\$	
			Bonds	\$	
			Mutual Funds	\$	
			Trust Funds	\$	
0			Retirement Accounts (ie, IRA, Keogh, 401K, 403B, PERA)	\$	
			Cash value of life insurance policy	\$	
			Gift Money for down payment - provide a copy of the gift letter	\$	
			Estimated Proceeds from Sale of Home	\$	
			Value of Other Property (specify)	\$	
			Other Asset (specify)	\$	

PLEASE ADD VALUE OF ALL OTHER ASSETS AND RECORD THE TOTAL HERE \$_

PART 3: CERTIFICATION

PLEASE NOTE: A background check will be completed to determine if anyone in the household 1) is required to register as a <u>sex offender</u>, pursuant to any state sex offender registration law and 2) has been charged with, arrested for, or convicted of a <u>drug-related</u> or <u>violent criminal activity</u> in the last twelve (12) months.

It is our policy to verify all information contained in this preliminary application. In acknowledgement of this policy, please sign your name(s) where indicated.

I/We certify the following:

- All the information contained and submitted in support of this preliminary application is true and complete to the best of my/our knowledge and belief.
- I/We are aware that any misrepresentation will result in the forfeiture of my/our right to participate in any of the City of Ames CDBG Homebuyer Assistance Programs and may result in legal action against me/us.
- If I/we purchase a home with this program, I/we will occupy the home and agree to use the home as my/our primary and principal residence.
- I/we understand that completion of this preliminary application does not guarantee my/our eligibility for the program, and/or that I/we will successfully purchase a home through the City of Ames CDBG Homebuyer Assistance Program.

Signature of Head of Household	Date	Signature of Spouse	Date
Signature of Other Adult	Date	Signature of Other Adult	Date

Equal Opportunity: In accordance with the provisions of the Equal Opportunity Act and the City of Ames Homebuyer Assistance Program's policies, there will be no discrimination against an applicant for these benefits on the basis of age, source of income, sex, race, marital status, sexual orientation, national origin, religion, or handicap. If you or a member of your household is an individual with a disability, you have the right to request reasonable accommodation for that disability. The City of Ames is committed to assuring that each individual has an equal opportunity to the use and enjoyment of the benefits of this program. For more information, please contact the City of Ames Planning & Housing Department. TDD service for those individuals with hearing and speech disabilities is available at (515) 239-5133.

Confidentiality: In order to process an application, the City of Ames may supply and receive information as detailed in the "Consent to Release" clause above. Information may also be released to comply with the auditing requirements of program funders. With these two exceptions, all personal and identifying information on an application remains fully confidential.

Office Use Only: RECEIVED DATE STAMP	Office Use Only: COMPLETE DATE STAMP
COMPLETE: ☐ Yes ☐ No	



CDBG Homebuyer Assistance Program



APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION (All ADULT Household Members Must Complete and Sign)

Last Name, First Name, MI		Date of Bir	th	Social Security #	
The undersigned hereby authorize and/or deliver to the City of Ames	s Departn	nent of Pl	anning an	d Housing in	formation related
to the above-named client for participation in the CDBG Homebuy Employers Social Security Administration Financial Institutions Property Managers/Owners Utility Companies Educational Institutions Law Enforcement/Correctional Action Relatives/Friends Central Iowa Regional Housing Authority (CIRHA) Iowa Finance Authority Churches Lunderstand that I have a right to in	ver Assista	once Prog ◆ ◆	state/Cou (including Central Departn Good N MICA Story Co The Brid The Sal United N Other	nty Human Socase manage lowa Communent of Human eighbor ounty Commundge Home vation Army	ervice Agencies ers, etc.) nity Services n Services unity Services
inquiry to the above-named resource. This Authorization will automatical specified: that I may revoke this Authorization been taken in reliance upon it, by Planning and Housing. A photocopy or exact reproduction effect as the original. I hereby autiliary.	es at any ally expire [(list son at any y giving was of the si	time. e 1 year specific nu time, exce written not	from the umber of dept to the ice to the orization s	date of signals or month extent that accept that accept of Ame	ature, except as s). I understand ction has already s Department of
Signature of Head of Household	Date		nature of S		Date
Signature of Other Adult	Date	Sig	nature of C	Other Adult	Date



City of Ames CDBG Homebuyer Assistance Program



DECLARATION OF CITIZENSHIP

PART 1: APPLIES TO ALL FAMILY MEMBERS

Each person who will benefit under the CDBG Homebuyer Assistance Program must either be a citizen or national of the United States or be a noncitizen who has eligible immigration status that qualifies them for assistance as determined by the U.S. Department of Housing and Urban Development and the U.S. Immigration and Naturalization Service.

One box on this form must be checked for each family member indicating status as a citizen or a national of the United States or a noncitizen with eligible immigration status. Family members residing in the household to be assisted who do not claim to be a citizen or national of the United States, or do not claim to be a noncitizen with eligible immigration status, should not check any box.

All adults must sign where indicated. For each child who is not 18 years of age, the form must be signed by an adult member of the family residing in the dwelling unit who is responsible for the child. Use blank lines to add family members who are not listed.

First Name	Last Name	Age	l am a citizen or national of the U.S.		I am a noncitizen with eligible immigration status	Signature of Adult listed to the left, or Signature of Guardian for Minors
				or		X
		40.45		or		X
				or		X
				or		X
				or		X
				or		X

WARNING – Title 18 US Code Section 1001 states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statement to any department or agency of the United States. If this form contains false or incomplete information, you may be required to repay all overpaid rental assistance you received, fined up to \$10,000, imprisoned for up to 5 years, and/or prohibited from receiving future assistance.

HEAD OF HOUSEHOLD CERTIFICATION

As head of household, I certify under penalty of perjury that all members of my household are listed on Part 1 of this form and that members of my household who have not checked either box on Part 1 of this form do not claim to be citizens or nationals of the United States, or noncitizens with eligible immigration status.

Signature of Head of Househo	ld	Date	

NOTE: Family members who have checked a box indicating that they are a noncitizen with eligible immigration status MUST complete Part 2 of this form.



City of Ames CDBG Homebuyer Assistance Program



DECLARATION OF CITIZENSHIP CONT'D

PART 2: APPLIES TO NONCITIZEN WITH ELIGIBLE IMMIGRATION STATUS FAMILY MEMBERS ONLY

All family members who have claimed eligible immigration status on Part 1 of this form must provide this office with an original of one of the following documents:

- (1) Form I-551, Alien Registration receipt Card
- (2) Form I-94, Arrival-Departure Record with appropriate annotations or documents
- (3) Form I-688, Temporary Resident Card
- (4) Form I-688B, Employment Authorization Card
- (5) A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified

Do not mail original documents to this office.

If documents are not presented and verified, your family's ability to receive assistance under the CDBG Homebuyer Assistance Program will be denied as provided in regulations promulgated by the U.S. Department of Housing and Urban Development.

Consent to Verify Eligible Immigration Status

Each family member required to complete Part 2 of this form must sign below granting consent to verify eligible immigration status. For each child who is not 18 years of age, the form must be signed by an adult member of the family residing in the dwelling unit who is responsible for the child.

First Name	Last Name	Age	Signature of Adult listed to the left, or Signature of Guardian for Minors	Office Use Only INS VERIF. #
			X	
			Χ	
			Χ	
			_X	

Evidence supplied with this form may be released by the City of Ames Housing Division, without responsibility for its further use or transmission, to the Immigration and Naturalization Service for purposes of verification of the immigration status of the individual or to the U.S. Department of Housing and Urban Development, as required. The U.S. Department of Housing and Urban Development is not responsible for the further use or transmission of the evidence or other information.



Department of Planning & Housing CDBG Homebuyer Assistance Program

515 Clark Avenue ◆ PO Box 811 ◆ Ames, IA 50010 ◆ 515-239-5400 FAX 515-239-5699 ◆ TDD 515-239-5133 ◆ www.cityofames.org



Re: Verification of Employment

To Whom It May Concern:

MUST Be Completed By Employer, NOT Self-Declared

Please provide the information that is requested below. This information will be used only for the purpose of determining the household's eligibility for the City of Ames CDBG Homebuyer Assistance Program and will not be disclosed except in accordance with federal regulations or state law.

If you have any questions, please contact a Housing Specialist at (515) 239-5400.

Employee Name	Address/City/State/ZIP	
CURRENT EMPLOYMENT STATUS		
Employment Start Date:		
Current Rate of Pay: \$	per Hour, Day, Week, Month	(Circle One)
Overtime Rate of Pay: \$	per Hour, Day, Week, Mont	h (Circle One)
Average # of Hours Scheduled to Worl	k per Week: Straight time	Overtime
Estimated Weekly Income from Tips \$_		
ANTICIPATED EMPLOYMENT STAT	US	
ncrease in Pay During Next 12 Months	s? Yes No	
f Yes, Effective Date		
Anticipated Rate of Pay: \$	per Hour, Day, Week,	Month (Circle One)
The information provided is accurate a nformation is a violation of federal reg		t providing false
Agency/Business Name		Phone Number
Agency/Business Address/City/State/Z	IIP	Email
Name/Title (Please Print)	Signature	Date



Department of Planning & Housing CDBG Homebuyer Assistance Program

515 Clark Avenue ◆ PO Box 811 ◆ Ames, IA 50010 ◆ 515-239-5400 FAX 515-239-5699 ◆ TDD 515-239-5133 ◆ www.cityofames.org



Re: Verification of Assets

To Whom It May Concern:

MUST Be Completed By Financial Institution, NOT Self-Declared

Please provide the information that is requested below. This information will be used only for the purpose of determining the household's eligibility for the City of Ames CDBG Homebuyer Assistance Program and will not be disclosed except in accordance with federal regulations or state law.

If you have any questions, please contact a Housing Specialist at (515) 239-5400.

Account Holder Name	Address/City/State	e/ZIP	
Checking Account #			
Current Balance: \$		Interest Rate	%
Savings Account #			
Current Balance: \$		Interest Rate	%
Other: (For example CDs, Mor	ney Markets, Trust Funds, Bu	urial Fund, Stocks and/or Bo	nds)
Type of Account	Current Balance: \$	Interest Rate	%
Type of Account	Current Balance: \$	Interest Rate	%
The information provided is accinformation is a violation of fed			
Financial Institution Name		Phone Number	
Financial Institution Address/C	ity/State/ZIP	Email	
Name/Title (Please Print)	Signature	Date	