



WATERLOO HOUSING TRUST FUND / 2025-2026 APPLICATION

Activity 2 - Owner Occupied Rehabilitation

All projects funded in this activity must serve households with incomes at or below 80% of Area Median Income. Thirty Percent of the IFA funding must be spent on households at or below 30% of Area Median Income.

PART I- PROJECT OVERVIEW

Organization Name:		
Contact Person:		
Street Address:		
City, State, Zip:		
Phone:		Email:

Project Name: _____ Tax ID # _____

Agency Government Nonprofit Other: _____

Identify the amount of WHTF funding you are seeking for the program(s) you hope to fund:

\$

1. Provide a brief description of the project for which you are applying for funds.
2. Provide a detailed explanation of your agency's administrative capacity to complete the activity. How will you monitor and track expenditures?
3. What are your proposed outcomes for this project? How many households / units will be assisted?

4. How will you obtain applicants?
5. If full funding is not awarded from WHTF, how will this project be completed?
6. What is your timeline for this project? List project tasks or milestones.
7. Provide a detailed explanation of the income verification process that the organization will utilize to ensure that the households being funded meet the income eligibility guidelines.
8. Provide a brief explanation of the process the organization will utilize to ensure that the homeowner's repair need exists, the repair has been completed and all parties are satisfied with the result.
9. Will the homeowner be expected to contribute to the cost of the improvements? If yes, describe how that process will work.
10. Will the dollars invested in a home be secured by the use of a recordable document, such as a lien against the home? If yes, how will this be accomplished?
11. How will contractors be selected? How will the organization ensure that any sub-contractors that are utilized have been paid for the work they completed?
12. Use the space below to explain anything else you would like WHTF Board to know about your project.

Be sure to complete all Parts of this Application.

Part I. Project Overview

Part II. Program Budget

Part III: Attachments

Part IV. Certification

