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# Glossary of Housing Terms

## A

**abandonment:** relinquishing all rights to a property

**abatement:** a reduction or rebate of taxes

**absentee landlord (owner):** a property owner who does not occupy the property, such as one who rents it to another or leaves it vacant (distinguished from *owner-occupant*)

**abstract:** a summary of the public records relating to the title to a particular piece of land—an attorney or title insurance company reviews an abstract of title to determine whether there are any title defects that must be cleared before a buyer can purchase a clear, marketable, and insurable title

**acceleration clause:** allows a lender to declare the entire outstanding balance of a loan immediately due and payable should a borrower violate specific loan provisions or default on the loan.

**accessibility modifications:** repairs that modify standard building elements to improve a home's usability for persons with a broad range of needs

**adaptive re-use:** the rehabilitation of old property for a new purpose

**adjusted income:** a figure used to determine subsidized rent, which is based on gross income minus allowable adjustments. The following table shows the allowable deductions by household type:

Allowable Deductions	Type of Household		
	Elderly	Disabled	Family
Elderly or Disabled household	X	X	
Dependent	X	X	X
Child care	X	X	X
Medical expenses	X	X	
Disability assistance expenses	X	X	X

where Allowable Deductions are defined as follows:

**Elderly or Disabled:** A household that meets the definition of an **elderly** or **disabled** household is entitled to a deduction of \$400 per household.

**Dependent:** PJs (participating jurisdictions) must deduct \$480 from a household's "annual (gross) income" for each household dependent when calculating "adjusted income."

**Child Care:** Reasonable child care expenses for the care of a child age 12 or under

**Medical Expenses:** medical expenses that are in excess of three percent of their "annual (gross) income."

**Disability assistance expenses:** can be deducted from a household's "annual income" to the extent that they exceed three percent of annual income.

**ad valorem taxes:** property taxes based on the assessed value of property

**affordability:** housing costs of 30 percent or less of a household's income (see *housing costs*)

**amenity:** a non-essential feature of real estate property that enhances its attractiveness and increases the occupant's or user's satisfaction

**amortization:** loan repayment by equal periodic payments calculated to retire the principal at the end of a fixed period and to pay accrued interest on the outstanding balance

**amortization schedule:** a payment timetable showing what amount of a payment is applied to interest and what amount is applied to the principal and the remaining balance

**annexation:** extending a city's zoning ordinances to adjacent areas to assure orderly growth

**annual cap:** see cap

**annual percentage rate (APR):** the total annual mortgage cost, stated as a percentage of the loan amount, including the base interest rate, primary mortgage insurance, and loan origination fee

**appraisal:** a written analysis of the estimated value of a property prepared by a qualified appraiser  
**appraised value:** an opinion of a property's fair market value, based on an appraiser's knowledge, experience and analysis of the property  
**appraiser:** a person qualified by education, training and experience to estimate the value of real and personal property.  
**appreciation:** the increased value of a property  
**A.P.R.:** see annual percentage rate  
**architecture:** the art and science of designing and erecting buildings.  
**ARM:** see adjustable rate mortgage  
**assessment:** a charge made against property by a state, county, city, or other authorized taxing jurisdiction  
**assessed value:** the value of property assessed for property tax purposes  
**asset:** anything of monetary value that is owned by a person, including real property, personal property and enforceable claims against others (bank accounts, stocks, mutual funds, and so on)  
**assignment:** the transfer of a right or contract from one person to another  
**assisted living facility:** a facility that combines housing, personalized supportive services and health care, which is designed to meet the needs of elderly who require assistance with daily living activities  
**assumable mortgage:** an agreement between a buyer and a seller, requiring lender approval, where the buyer takes over the payments for a mortgage and accepts the liability. Assuming a loan can be advantageous for a buyer because there are no closing costs and the loan's interest rate may be lower than current market rates. Depending on what is in the mortgage or deed of trust, the lender may raise the interest rate, require the buyer to qualify for the mortgage, or not permit the buyer to assume the loan at all.  
**Assumption:** see assumable mortgage

## B

**balloon mortgage:** mortgage with a final lump sum payment that is greater than preceding payments and pays the loan in full  
**base rent:** the minimum rent payable under the terms of a below-market rental lease  
**basis point:** equivalent to 1/100<sup>th</sup> of a percentage point in bond interest yield  
**below market interest rate:** a lower interest rate than the prevailing market interest rate offering by lenders willing to sacrifice return in order to encourage the development of affordable housing for low- and moderate-income households  
**biweekly mortgage:** a loan requiring payments of principal and interest at two-week intervals. This type of loan amortizes much faster than monthly payment loans. The payment for a biweekly mortgage is half what a monthly payment would be  
**blanket mortgage:** a mortgage covering more than one parcel of real estate  
**bond:** a certificate serving as security for payment of a debt. Bonds backed by mortgage loans are pooled together and sold in the secondary market  
**bridge loan:** a loan to "bridge" the gap between the termination of one mortgage and the beginning of another, such as when a borrower purchases a new home before receiving cash proceeds from the sale of a prior home. Also known as a swing loan  
**broker:** an intermediary between the borrower and the lender. The broker may represent several lending sources and charges a fee or commission for services  
**brownfields:** abandoned or underused industrial sites that are contaminated  
**building code:** minimum acceptable requirements necessary for protecting the public health, safety and welfare of buildings usually consisting of four documents: a building, plumbing, mechanical and electrical code  
**building line (setback):** distances from the ends and/or sides of the lot beyond which construction may not extend. The building line may be established by a filed plat or subdivision, by restriction covenants in deeds or lease, by building codes, or by zoning ordinances.

**buydown:** a sum of money paid to the lender at closing to reduce the borrower's out of pocket monthly payment

## C

**cancellation clause:** a clause in a contract that allows either party to terminate the contract under certain agreed upon conditions

**cap:** a limit in how much an adjustable rate mortgage's monthly payment or interest rate can increase. A cap is meant to protect the borrower from large increases and may be a payment cap, an interest cap, a life-of-loan cap or an annual cap. A payment cap is a limit on the monthly payment. An interest cap is a limit on the amount of the interest rate. A life-of-loan cap restricts the amount the interest rate can increase over the entire term of the loan. An annual cap limits the amount the interest rate can increase over a twelve-month period.

**capital improvement:** any structure or component erected as a permanent improvement to real property that adds to its value and useful life

**capital improvement program (CIP):** a management and fiscal planning tool communities use for financing and construction of needed public improvements and facilities.

**cash flow:** money left from a project's gross income after all expenses (operating and debt service) have been deducted (positive cash flow represents a profit for the property while negative cash flow represents a loss)

**cash reserve:** at least two months of mortgage payments available after closing, which lenders may require of a buyer

**certificate of reasonable value (CRV):** a Veteran's Administration appraisal that establishes the maximum VA mortgage loan amount for a specified property

**certificate of title:** document rendering an opinion on the status of a property's title based on public records

**clear title:** a title to a property without liens or questions as to ownership

**closed-end mortgage:** a mortgage principal amount that is fixed and cannot be increased during the life of the loan. See also open-end mortgage

**closing:** a meeting for the finalized sale of a property where documents are signed and monies exchanged

**closing costs:** expenses (in addition to the price of the property) incurred by both the buyer and seller during the transfer of a property

### Fees Paid to the Lender

Origination fee

Discount points

Credit report fee

Appraisal fee

Assumption fee if loan is assumed

### Fees Paid in Advance

Interest from the closing date to the beginning of the 1st payment

Hazard insurance premium

Mortgage insurance premium

### Other Charges

Title search and title insurance

Sales commissions

Legal and recording fees

Inspection and survey fees

Property taxes and other adjustments

Processing and document preparation fees

**Cloud:** a claim to the title of a property that, if valid, would prevent a purchaser from obtaining a clear title

**cluster zoning:** a type of zoning where there is a limited residential or unit density for an entire area, although density may vary within the area

**collateral:** something of value pledged as security for a loan. In mortgage lending, the property itself serves as collateral for a mortgage loan

**commitment fee:** a fee charged when an agreement is reached between a lender and a borrower for a loan at a specific rate and points and the lender guarantees to lock in that rate

**community development block grant:** a HUD-unified block grant program under which communities may apply for funding for community development projects and housing expansion projects for

low- and moderate-income persons (the program is administered by state agencies that allocate the funds)

**community housing development organization (CHDO):** a private nonprofit, community-based organization that develops affordable housing for the community it serves (CHDOs are designated by a governmental entity using HUD's criteria)

**co-mortgagor:** one who is individually and jointly obligated to repay a mortgage loan and shares ownership of the property with one or more borrowers. See also co-signer

**comprehensive plan:** a set of goals, policies, maps, illustrations and implementation strategies that states how a city or county should grow physically, socially and economically

**condemnation:** the taking of private property through court action for public use or due to the uninhabitable conditions of the property (the owner must be fairly compensated, but cannot fight the eviction or the amount of compensation, and a renter may be eligible for federal, state, or local assistance with relocation if evicted through condemnation)

**conditional sales:** a contract for the sale of a property in which transfer of title to the buyer is contingent on fulfillment of certain conditions/contingencies

**congregate housing:** housing that offers independent living in separate owned or rented apartments, and opportunities to share daily living activities with other residents

**condominium:** a real estate project in which each unit owner has the title to a unit in a building, an undivided interest in the common areas of the project and sometimes the exclusive use of certain limited common areas

**conforming loan:** a loan that conforms to Federal National Mortgage Association (FNMA) or Federal Home Loan Mortgage Corporation (FHLMC) guidelines. See also non-conforming loan

**construction loan:** a short-term loan which enables a developer to pay a contractor's bills and other expenses incurred before and during the construction period

**consumer handbook on adjustable rate mortgages (C.H.A.R.M.):** a disclosure required by the federal government to be given to any borrower applying for an adjustable rate mortgage (ARM)

**continuing care retirement community (CCRC):** a facility or campus-type project that provides the appropriate level of accommodations and services along the continuum of a senior's needs, from independent living to assisted living and nursing care (this project typically provides housing, activities, services and medical care)

**contract:** an agreement between two parties for a legal consideration, which must be in writing to be enforced

**contract rent:** rent payable by a tenant to a landlord

**conventional mortgage or loan:** any mortgage that is not insured or guaranteed by the federal government

**convertible ARM:** an adjustable-rate mortgage that can be converted to a fixed-rate mortgage under specified conditions

**conveyance:** the transfer of title real property from one party to another

**cooperative project (co-op):** a residential or mixed-use building wherein a corporation or trust holds title to the property and sells shares of stock representing the value of a single apartment unit to individuals who, in turn, receive a proprietary lease as evidence of title

**cooperation agreement:** an agreement between the Public Housing Authority (PHA) and local government under which the government gives tax-exempt status to the PHA and its property and agrees to provide such municipal services as police and fire protection, trash removal, etc., and the PHA agrees to make payments in lieu of taxes (PILOT) of usually 10 percent of the rents collected, excluding utilities and maintenance

**co-signer:** one who is obligated to repay a mortgage loan should the borrower default but who does not share ownership in the property. See also co-mortgagor

**cost burden:** housing costs that exceed 30 percent of a household's income, which includes rent and utilities for renter-occupied households, and mortgage payment, taxes, insurance and utilities for owner-occupied households

**covenant:** a clause in a mortgage that obligates or restricts the borrower; violation can result in foreclosure

**credit counseling:** education about money management that is offered by a specialized credit organization or counseling agency to groups or individuals

**credit enhancement:** tools such as direct loans, grants, interest rate subsidies, loan guarantees, mortgage insurance and rental assistance that make the financing of a proposed housing project more attractive to a lender

**credit report:** a credit history that is prepared by a credit bureau and used by a lender in determining a loan applicant's creditworthiness

**CRV:** see certificate of reasonable value

## D

**Debt:** money owed to repay someone

**debt coverage ration (DCR):** net operating income divided by monthly debt service, with the sum indicating whether a property has enough income to cover expenses and monthly mortgage payments (lenders normally require a DCR of 1.2 to 1.3, or a 20 to 30 percent cushion of net income as compared to expenses)

**debt service:** a borrower's periodic payment of principal and the interest a lender charges the borrower for use of the money.

**debt-to-income ratio:** the ratio between a borrower's monthly payment obligations divided by his or her net effective income (FHA or VA loans) or gross monthly income (conventional loans)

**deconstruction:** the selective dismantling or removal of materials from buildings before or instead of some elements of demolition

**deed:** the legal document conveying title to a property

**deed in lieu of foreclosure:** a deed voluntarily given by a borrower to the lender to satisfy a debt and avoid foreclosure; also called a voluntary conveyance

**deed of trust:** a type of security instrument conveying title in trust to a third party for a particular property in order to secure payment of a note. (The title is conveyed to a trustee as collateral security by the borrower to secure payment of a debt with the condition that the trustee shall re-convey the title upon full repayment of the debt. The trustees are empowered to sell the property and pay the outstanding debt should the debtor default on the loan.)

**default:** the failure to make a payment on a timely basis or otherwise comply with other loan requirements

**deferred payment loans:** repayment of a loan is postponed until some future date, usually when the project has presumably paid back part of the principal on the permanent mortgage and the net operating income is sufficient to pay back the deferred loan

**delinquency:** a loan payment that is at least one month overdue, but which has not yet been declared by the lender to be in default

**density:** the ratio of land area to the number of structures built upon it

**Department of Housing and Urban Development (HUD):** the U.S. government agency that administers FHA, GNMA and other housing programs

**depreciation:** a decline in the value of property

**development budget (also called a sources and uses statement):** a financial statement that includes one-time financial costs such as acquisition, construction and transaction costs in comparison to the financing package including loans, equity or grants

**development process:** the process through which development projects are conceived, initiated, analyzed, financed, designed, built and managed

**direct loans:** loans made directly to individuals or organizations to assist with homeownership or housing development

**discount points:** see points

**down payment:** the part of the purchase price that the buyer pays in cash that is not included in the mortgage

**due-on-sale:** a clause in a mortgage or deed of trust allowing a lender to require immediate payment of the balance of the loan if the property is sold (subject to the terms of the security instrument).

**duplex:** a freestanding structure that contains two complete housing units, either with common side walls or stacked one above the other

## E

**earnest money:** deposit in the form of cash or a note, given to a seller by a buyer as good faith assurance that the buyer intends to go through with the purchase of a property

**easement:** a right to the limited use or enjoyment of land held by another such as an interest in land that enables sewer or other utility lines to be laid, or allows for access to a property

**economic development:** a general term indicating projects to strengthen an area's economy and employment base

**effective gross income:** gross potential rent less decreases due to vacancies, renovations, bad debt and late payments

**efficiency apartment:** a housing unit consisting of one or two rooms and a bathroom, but no separate bedroom

**emergency shelter:** a building that provides shelter and essential services to numerous homeless individuals or families, usually on a short-term basis

**eminent domain:** the rights of governmental bodies, public utilities and public service corporations to take private property for public use (e.g., schools, roads, etc.) on payment of its fair market value

**employer-assisted housing:** a special housing initiative that encourages employers to provide benefits to assist their employees in purchasing homes

**encroachment:** an obstruction, building or part of a building that intrudes beyond a legal boundary onto neighboring private or public land, or a building extending beyond the building line

**encumbrance:** a legal right or interest in land that affects a good or clear title, and diminishes the land's value that takes numerous forms, such as zoning ordinances, easement rights, claims, mortgages, liens, charges, pending legal action, unpaid taxes or restrictive covenants (an encumbrance does not legally prevent transfer of the property to another)

**Equal Credit Opportunity Act:** a federal law prohibiting lenders and other creditors from discrimination based on race, color, sex, religion, national origin, age, marital status, receipt of public assistance or because an applicant has exercised his or her rights under the Consumer Credit Protection Act.

**equity:** the difference between the fair market value of a property and the amount still owed on the mortgage

**escape clause:** a provision allowing one party or more to cancel all or part of the contract if certain events fail to happen, such as the ability of the buyer to obtain financing within a specified period.

**escrow:** item of value, usually money, deposited with a third party that is returned upon fulfillment of a condition or contract

**exempt property:** property that is immune to taxation, such as churches and universities.

## F

**fair housing:** housing provided without discrimination due to race, color, national origin, religion, sex, familial status or handicap

**fair market rent (FMR):** an amount determined by HUD to be the gross rent paid for the 40<sup>th</sup> percentile (was changed from 45<sup>th</sup> percentile in 1995) of new residents for standard housing, excluding new construction, in a specific market area. In 2001, FMRs for 39 selected areas began being calculated at the 50<sup>th</sup> percentile.

**fair market value:** the price at which property is transferred between a willing buyer and a willing seller—both with good information and under no compulsion to buy or sell

**family:** two or more related persons who occupy a housing unit

**Fannie Mae:** nickname for the Federal National Mortgage Association (FNMA)<sup>54</sup>, which is a government-sponsored organization that purchases pools of conventional, FHA, and/or VA mortgages from lenders in exchange for mortgage-backed securities

**farm labor housing:** year-round or seasonal housing and related support facilities for domestic farm laborers

**feasibility study:** a detailed investigation and analysis conducted to determine the financial, economic or technical advisability to pursue a proposed project

**Federal Home Loan Mortgage Corporation:** See Freddie Mac

**Federal Housing Administration (FHA):** an agency within the Department of Housing and Urban Development that sets standards for underwriting and insures residential mortgage loans made by private lenders. One of FHA's objectives is to ensure affordable mortgages to those with low or moderate income. FHA loans may be high loan-to-value, and they are limited by loan amount. FHA mortgage insurance requires a fee of 1.5 percent of the loan amount to be paid at closing, as well as an annual fee of 0.5 percent of the loan amount added to each monthly payment.

**Federal National Mortgage Association (FNMA or Fannie Mae):** see Fannie Mae

**fee simple:** the full ownership rights in a property without any reservations or restrictions

**FHA stream mortgage for refinancing** – requires no re-appraisal and no credit check (if you currently have an FHA mortgage).

**fifteen-year mortgage:** a loan with a term of 15 years. Although the monthly payment on a 15-year mortgage is higher than that of a 30-year mortgage, the amount of interest paid over the life of the loan is substantially less

**first mortgage:** the mortgage that has first claim in the event of default

**fixed-rate mortgage:** a mortgage in which the interest rate does not change

**flood insurance:** insurance required for properties in designated flood areas

**FNMA:** See Fannie Mae

**forgivable loan:** the borrower is relieved of repayment obligations if certain conditions are met, for example, if a rental property remains affordable for an established period of time

**Freddie Mac:** the nickname for the Federal National Mortgage Association (FHLMA), which is a government-sponsored organization that deals with conventional loans, pooling mortgages and selling bonds with mortgages as security

**forbearance:** the lender's agreement to postpone foreclosure to allow the borrower to catch up on overdue payments

**four-plex:** a free standing structure that contains four complete housing units either with common side walls or stacked one above the other (also referred to as a quadruplex)

## G

**gap financing:** a loan required by a developer to bridge the gap, i.e. to make up a deficiency between the amount of mortgage loan due on project completion and the expenses incurred during construction

**garden apartment:** a multi-family structure, usually four stories or less where the units are separated by a common hall and shared entrances, stairs, hallways or other common elements

**gift:** this includes amounts from a relative or a grant from the borrower's employer, a municipality, non-profit religious organization, or non-profit community organization that does not have to be repaid.

**Ginnie Mae:** nickname of the Government National Mortgage Association (GNMA), which is a government-sponsored organization that provides a secondary market for housing mortgages and special assistance to housing mortgages financed under HUD mortgage insurance programs

**good faith estimate:** estimate on closing costs and monthly mortgage payments provided by the lender to the homebuyer within 3 days of applying for a loan

**Government National Mortgage Association (GNMA or Ginnie Mae):** See Ginnie Mae

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<sup>54</sup> For more info, see <http://www.fanniemae.com/index.jhtml>

**government-sponsored enterprise (GSE):** a corporation chartered by Congress to achieve a public purpose that includes providing liquidity in the secondary mortgage market, providing assistance relating to mortgages for low-and moderate-income families and promoting access to mortgage credit throughout the nation including underserved areas

**graduated payment mortgage (GPM):** a fixed-interest loan with lower payments in the early years than the later years. The amount of the payment gradually increases over a period of time and then levels off at a payment sufficient to pay off the loan over the remaining amortization period

**grant:** a direct cash contribution from the government or a “gift” or sale of publicly owned land and/or buildings at a reduced cost, which reduces the up-front acquisition cost and results in instant equity

**gross monthly income:** total amount a borrower earns each month before taxes or other expenses are deducted

**gross potential rent (GPR):** the rent that would be collected if all units were rented and all residents paid their rent

**ground lease:** a lease of land alone, as distinguished from a lease of land with improvements on it, usually leased on a long-term basis

**group home:** a single-family residential structure designed or adapted for occupancy by unrelated developmentally disabled persons, which provides long-term housing and support services that are residential in nature

## H

**habitable:** suitable for occupancy, taking into account local health, safety and building codes

**Habitat for Humanity:** a nonprofit, nondenominational Christian housing organization that organizes people to build simple, decent, affordable, houses in partnership with those in need of adequate shelter

**hazard insurance:** a form of insurance that protects the insured property against physical damage such as fire and tornadoes. Mortgage lenders often require a borrower to maintain an amount of hazard insurance on the property that is equal at least to the amount of the mortgage loan

**historic preservation:** rehabilitation of a residential or nonresidential building with historic value for reuse as affordable housing according to historic preservation guidelines

**HOME:** shortened name for the HOME Investment Partnership Program through HUD that provides funds to states and local government to implement local housing strategies designed to encourage tenant-based assistance, housing rehabilitation and new construction for low-income people

**homebuyer education:** education targeted to potential homebuyers outlining the benefits and responsibilities of homeownership through in-depth training on the home-purchase process

**home equity loan:** a mortgage on the borrower's principal residence, usually for the purpose of making home improvements or debt consolidation

**home inspection:** a thorough review of the physical aspects and condition of a home by a professional home inspector. This inspection should be completed prior to closing so that any repairs or changes can be completed before the home is sold

**homeless household:** a household made up of one or more individuals who lack a regular and adequate nighttime residence or have a primary nighttime residence that is a shelter designed to provide temporary living accommodations

**homeowners insurance:** a form of insurance that protects the insured property against loss from theft, liability and most common disasters

**household:** one or more persons who may or may not be related and occupy a housing unit

**housing costs:** payments for utilities and rent (for renter-occupied units) or mortgage payments, property taxes, insurance and utilities (for owner-occupied units)

**Housing and Urban Development (HUD):** the U.S. government agency that administers FHA, GNMA and other housing programs

**housing affordability index:** indicates what proportion of homebuyers can afford to buy an average-priced home in specified areas. The most well known housing affordability index is published by the National Association of Realtors

**housing development corporation:** a private multi-family housing corporation established to serve a specific geographic area (neighborhood, city, state, or region) that provides technical assistance, lends seed money, directly sponsors housing developments, has a board of directors that generally consists of community residents, local businessmen, and government officials

**housing expenses-to-income ratio:** see debt-to-income ratio

**HUD:** see Housing and Urban Development

**housing finance agency:** state agencies that are responsible for the financing of housing and the administration of subsidized housing programs

**housing trust fund:** a public fund established by legislation, ordinance or resolution to receive specific dedicated revenues such as taxes, fees or loan repayments, which can only be spent on housing

**housing units:** manufactured, permanent, transitional and single room occupancy housing or group homes (emergency shelters or facilities such as nursing homes, hospitals, residential treatment facilities, correctional facilities and student dormitories are not included)

**HUD (U.S. Department of Housing and Urban Development):** agency that administers many housing programs from subsidy assistance to homeownership and ensures fair housing in real estate transactions

## I

**income approach to value:** a method used by real estate appraisers to predict a property's anticipated future income. Income property includes shopping centers, hotels, motels, restaurants, apartment buildings, office space and so forth

**income limits:** limits established by funding agencies for admission into low- and moderate-income housing projects or to qualify for rent supplements, which are based on family size and geographic location

**income-to-debt ratio:** see debt-to-income ratio

**index:** a published interest rate compiled from other indicators such as U.S. Treasury bills or the monthly average interest rate on loans closed by savings and loan organizations. Mortgage lenders use the index figure to establish rates on adjustable rate mortgages (ARMs)

**individual development account (IDA):** savings accounts established for a restricted purpose such as purchase of a home, continuing education or starting a business, with matching funds provided by public or private sources

**industrial revenue bonds:** a form of financing whereby a municipality or development corporation issues bonds, up to a statutorily defined limit, to revenue-producing projects, which in turn pay the debt service with their revenue

**infill housing:** housing built on vacant or underutilized land in existing neighborhoods that are already largely developed

**insurance:** as a part of PITI, the amount of the *monthly* mortgage payment that does not include the principal, interest, and taxes. Also see homeowners insurance

**interest:** the fee charged for borrowing money

**interest cap:** see cap

**interest rate:** the simple interest rate, stated as a percentage, charged by a lender on the principal amount of borrowed money. See also Annual Percentage Rate

**interest rate subsidy:** a direct cash grant that allows a bank to write-down the interest rate on a housing loan

**interim financing:** a loan that covers the land and construction costs, current real estate taxes, and other incidental expenses attributable to the construction period used to bridge the gap until permanent financing is secured

## J

**joint tenancy:** see tenancy

**joint venture:** a partnership formed for a limited, specific purpose by investors in a development project, which establishes the partner's duties in the development process and specifies how the ownership will be determined

**jumbo loan:** a nonconforming loan that is larger than the limits set by the Federal National Mortgage Association (FNMA) or Federal Home Loan Mortgage Corporation (FHLMC) guidelines

## K

**key lot:** real estate deemed highly valuable because of its location

## L

**landlord:** an owner or management agent who rents property to a tenant with an oral or written contract

**land sale:** a sale lease back negotiated on land only enabling a developer to build on a leasehold

**land trust:** a nonprofit corporation that acquires land through purchase or donations with the intent to retain the title into perpetuity, thus removing the land from the speculative market

**land trust mortgage option:** an alternative financing option that enables low- and moderate-income homebuyers to purchase housing that has been improved by a nonprofit land trust that also leases the land on which the property stands

**lease-purchase:** an alternative financing option that allows low- and moderate-income homebuyers to lease a home with an option to buy by dividing each month's rent payment into payments to principal, interest, taxes and insurance (PITI) on the first mortgage, plus an extra amount that is deposited to a savings account where the down payment will accumulate

**lending consortium:** a collaboration among financial institutions in which capital is committed by participating institutions to finance affordable housing and community development units

**letter of credit:** a document which approves the credit of an individual or corporation and enables them to borrow bank funds

**lien:** a legal claim to a property for payment of a debt either secured by the property or some other financial obligation; e.g., mortgage, taxes, unpaid repair or construction bill

**life-of-loan cap:** see cap

**limited partnership:** a partnership consisting of one or more general partners, with unlimited partnership liability, through which the business is conducted; one or more limited partners contribute cash to the capital of the partnership, with partnership liability limited to their investment

**liquidity:** cash position based on assets that can readily be converted to cash

**loan assumption:** the process whereby a buyer assumes responsibility for the existing loan on the property

**loan discount:** see points

**loan origination fee:** see loan fee

**loan fee:** the charge made for negotiating a loan in addition to interest; sometimes used in reference to an additional fee paid directly to a lender either for a commitment or at the time advances are made

**loan-to-value ratio (LTV):** the amount of a loan(s) divided by the market value of the property as determined by a qualified appraiser (lenders normally require a LTV between 0.6 and 0.8 percent)

**lock-in:** the guarantee of a specific interest rate and/or points for a specific period of time. Some lenders will charge a fee for locking in an interest rate

**low-income housing tax credit:** a federal program designed to encourage investments of private capital in development of affordable rental housing for low-income households by providing a credit or reduction in tax liability that is based on the costs of development and the number of qualified low-income units

**low-or moderate-income neighborhood:** means any neighborhood in which 51 percent or more of the households have incomes at or below 80 percent of the median income for the area

## M

- maintenance costs:** the cost of the upkeep of the house. These costs may be minor in cost and nature (replacing washers in the faucets) or major in cost and nature (new heating system or a new roof) and can apply to either the interior or exterior of the house
- management fee:** payment to a contracted firm or agent for a specified scope of services usually set in the range of 5 to 9 percent of gross rent collected
- manufactured home:** factory-built or pre-fabricated housing, including mobile homes
- margin:** the amount a lender adds to the index of an adjustable rate mortgage to establish an adjusted interest rate. For example, a margin of 1.50 added to a 7 percent index establishes an adjusted interest rate of 8.50 percent
- market approach:** using the market place as a yardstick to measure the value of property
- market rent:** the highest rent charged for a unit based on its location, condition and what the market will bear
- market study:** a projection of future demand for a specific type of project, usually with a recommendation for volume of space to be sold or rented and the sale or rental price
- market value:** the price a property can realistically sell for, based upon comparable selling prices of other properties in the same area
- maturity linked:** a source and use of funds tied together to allow a lender to make longer-term, fixed-rate loans and to fund them with deposits of a similar maturity, therefore reducing interest rate risk
- McKinney Act:** a 1987 federal act that allowed the creation of programs providing food, emergency and transitional housing, health services, job training, education and other supportive services to address the needs of homeless people
- minimum lot zoning:** a type of zoning that regulates the smallest lot size per building
- minimum property standards:** regulations that dictate the lowest acceptable technical standards for housing
- modification:** a change in the terms of the mortgage note, such as a reduction in the interest rate or change in maturity date
- mortgage:** a legal document that pledges a property to the lender as security for payment of a debt
- mortgage banker:** a lender who originates loans for sale to other investors and generally continues to service the loans
- mortgage-backed security (MBS):** an investment security issued by Fannie Mae that represents an undivided interest in a pool of mortgages
- mortgage broker:** a fee-based intermediary between the lender and borrower
- mortgage insurance:** money paid to insure the lender against loss due to foreclosure or loan default. Mortgage insurance is required on conventional loans with less than a 20 percent down payment. FHA mortgage insurance requires a payment of 1.5 percent of the loan amount to be paid at closing, as well as an annual fee of 0.5 percent of the loan amount added to each monthly payment
- mortgage insurer (MI):** a company or government entity that insures the mortgage investor against loss in the event of a borrower's default under a conventional mortgage
- mortgage interest:** interest rate charge for borrowing the money for the mortgage. It is used to calculate the interest payment on the mortgage each month
- mortgage revenue bonds:** bonds issued by a public entity payable from revenues derived from repayments of interest on mortgage loans which were financed from the proceeds of the bonds
- mortgage term:** the length of time that a mortgage is scheduled to exist. Example: a 30-year mortgage term is for 30 years
- mortgagee:** the lender
- mortgagor:** the borrower
- multifamily projects:** a residential dwelling that has more than two dwellings as a part of a single development. Generally associated with garden apartments, townhouses and high-rise apartment complexes

## N

- negative amortization:** a situation in which a borrower is paying less interest than what is actually being charged for a mortgage loan. The unpaid interest is added to the loan's principal. The borrower may end up owing more than the original amount of the mortgage
- neighborhood preservation:** the repair or removal of blighting conditions on private property or in the immediate vicinity through the use of code enforcement and community improvement initiatives
- net operating income:** the difference between the effective gross income and the total operating expenses (the sum is the amount of income available to make payments on loans, referred to as the debt service of debt payment)
- net return:** the remainder left after total operating expenses and interest payments are deducted from gross income
- non-assumption clause:** in a mortgage contract, a statement that prohibits a new buyer from assuming a mortgage loan without the approval of the lender
- non-conforming loan:** a loan that does not conform to Federal National Mortgage Association (FNMA) or Federal Home Loan Mortgage Corporation (FHLMC) guidelines. Jumbo loans are nonconforming. See also conforming loan
- non-profit sponsor:** a group organized to undertake a housing project for reasons other than making a profit
- note:** a signed document that acknowledges a debt and shows the borrower is obligated to pay it
- notice of funding availability (NOFA):** a notice from HUD to inform potential project sponsors that funding is available for various housing activities

## O

- open-end mortgage:** a mortgage allowing the borrower to receive advances of principal from the lender during the life of the loan. See also closed-end mortgage
- origination fee:** see loan fee
- operating expense:** the costs of running and maintaining a property including administrative costs, utilities, maintenance, debt service, taxes, insurance and replacement reserve payments
- operating income:** residential rent, including both rents paid by the tenants and rent subsidies provided by the government, in addition to income generate from laundry facilities, vending machines, a rental fee for use of the community room, parking fees and storage rental
- option agreement:** the right acquired, for a consideration, to buy or sell property at a fixed price within a specified time
- owner financing:** a property transaction in which the owner provides all or part of the financing
- owner-occupied project:** a project involving the purchase, construction or rehabilitation of owner-occupied housing including condominiums and cooperative housing

## P

- panelized home:** factory-built homes in which panels consisting of a whole wall with windows, doors, wiring and outside siding are transported to the site and assembled
- participation loan:** a mortgage loan in which one institution makes the original loan and one or more institutions purchase an interest
- partnership:** an association of persons joined by contract to combine their property, labor and/or skills
- payment cap:** see cap
- P&I:** abbreviation for principal and interest
- payment in lieu of taxes (PILOT):** payments made by a public housing authority to the local governing jurisdiction (usually a percentage of total rents) for the provision of certain municipal services
- performance bond:** a bond to guarantee performance of certain specified acts, such as the completion of construction of a property or offsite improvements
- permanent financing:** mortgage loan covering development cost, interim loan, construction loan,

financing expenses, marketing, administrative, legal and other costs, which is a long-term obligation that goes into place after the project is constructed and open for occupancy

**PITI:** an acronym for principal, interest, taxes and insurance—all the components of a monthly mortgage payment

**planned unit development (PUD):** land development larger than a stated minimum size reviewed and approved as a unit; this method increases the density allowed under zoning restrictions by clustering housing and thus providing maximum utilization of open space

**plat:** a map or chart of a lot, subdivision or community drawn by a surveyor showing boundary lines, improvements on the land and easements

**points:** used by the lender to increase the yield of the mortgage (one point is equal to one percent of a mortgage loan)

**prequalification:** determining the amount a buyer is eligible to borrow before a loan application is made

**prime rate:** the interest rate commercial banks charge their most creditworthy customers

**principal:** the amount borrowed or remaining balance that reduces the outstanding balance of a mortgage, which does not include interest

**private mortgage insurance:** a form of mortgage insurance without governmental participation that protects the mortgage lender against loss in the event of default on that mortgage

**pro forma:** an operating budget that predicts expected income and expenses for the first 10 to 15 years of the operation of a housing project

**project-based assistance:** subsidized assistance that is tied to the unit; renters receiving this assistance lose it if they move out of the unit

**property appraisal:** see appraisal

**property tax:** a tax set and charged by the local government and used to fund a variety of municipal services such as schools, police, or street maintenance

**prorate:** to proportionally divide amounts owed by the buyer and the seller at closing

**public housing authority (PHA):** public agency created by state or local government to finance or operate low-income housing programs

**punch list:** a list of items that have not been completed at the time of the final walk-through of a newly constructed housing project

**purchase agreement:** a written proposal by a buyer to purchase real estate that becomes binding upon the acceptance of the seller

## Q

**Qualification:** as determined by a lender, the ability of the borrower to repay a mortgage loan based on the borrower's credit history, employment history, assets, debts and income

**quick-claim deed:** a deed relinquishing all interest, title or claim in a property by a grantor, but not representing that such title is valid, not containing any warranty or covenants for title

## R

**rate cap:** see cap

**R-value:** the term commonly used to describe the insulating value of resistance to heat flow of a material (the higher the R-value of a material, the greater the insulating value)

**real estate owned (REO):** property acquired through foreclosure or acceptance of a deed in lieu of foreclosure

**Real Estate Settlement Procedures Act (RESPA):** a consumer protection law that requires lenders to give borrowers advance notice of closing costs

**realtor:** an agent, acting for an owner, who is licensed to sell or rent property

**recertification:** annual or interim reexamination of a subsidy holder's income or family size required in subsidized housing to redetermine eligibility for such housing

**refinancing:** paying off one loan with a new loan using the property as security

**regulatory rent:** rent based on particular rules established for government programs with specialized or restricted funding

**relocation:** a move from one property or unit to another (if forced to move by government action, the tenant or owner may be eligible for financial assistance)

**rental assistance:** supplemental payments provided to owners of private housing on behalf of qualified low-income tenants to subsidize the amount of rent the tenant can afford

**rent-up period:** the amount of time it takes for a rental project to reach a stable occupancy rate and income stream

**rental agent:** a person responsible for leasing units and sometimes for rent collection

**replacement cost:** the cost to replace a structure or structural system with one of equivalent value and function.

**resident manager:** a person hired to oversee the leasing and management of a rental property and who lives on the property

**return on equity:** the ratio of cash flow on an investment minus debt service and operating expenses to the amount invested exclusive of financing

**reverse annuity mortgage:** a type of mortgage loan in which the lender makes periodic payments to the borrower. The borrower's equity in the home is used as security for the loan

**revolving loan fund:** a pool of money set up through federal, state or local grants to make loans which are replenished through borrower paybacks

**RHCDS:** Rural Housing and Community Service

**right of first refusal:** purchasing a property under conditions and terms made by another buyer and accepted by the seller

**right of rescission:** when a borrower's principal dwelling is going to secure a loan, the borrower has three business days following signing of the loan documents to rescind or cancel the transaction. Any and all money paid by the borrower must be refunded upon rescission. The right to rescind does not apply to loans to purchase real estate or to refinance a loan under the same terms and conditions where no additional funds will be added to the existing loan

**right of way:** a right to the limited use or enjoyment of land held by another

**rollover:** at the end of the construction loan period, the borrower's file is delivered to Bank One Mortgage Loan Servicing Dept. Prior to delivery, CLD contacts the borrower and obtains funds for the tax and insurance escrows, a final title policy and homeowner's policy. This process is called a rollover

**rural:** generally refers to areas of open country and communities with populations of 20,000 or less (some programs define rural to mean any area outside the central city of a metropolitan statistical area)

**Rural Housing and Community Development Service**  
A federal agency that administers mortgage loans for buyers in rural areas.

## S

**sales contract:** a written agreement between a buyer and seller stating the terms and conditions of a sale or exchange of property

**second mortgage:** a mortgage that has a lien position subordinate to the first mortgage

**secondary mortgage market:** a system whereby lenders, investors or government sponsored entities buy existing mortgages as long-term investments, and in doing so provide greater availability of funds for mortgage loans by banks, mortgage bankers, and savings and loan associations

**Section 8:** an income-based rental subsidy program for very low-income persons or families; the subsidies are funded by HUD and represent the difference between 30 percent of the household's income and the rent amount

**self-help housing:** a program that enables families to become homeowners with an investment of "sweat equity"—a contribution of their own labor to help with such tasks as painting, landscaping, carpentry, and roofing

**servicing:** the responsibility of collecting monthly mortgage payments and properly crediting them to the

principal, taxes and insurance, as well as keeping the borrower informed of any changes in the status of the loan

**settlement costs:** see closing costs

**shared housing:** housing that matches home-providers with home-seekers who are willing to provide assistance with chores, household maintenance, meal preparation, or transportation in exchange for housing

**single room occupancy (SRO):** a rental property with units that consist of a single room (kitchen or bathroom facilities may be shared among tenants)

**site-built home:** a home that is built entirely on site, using few if any factory-built structural components

**site work:** usual land improvements such as excavation for foundations or utilities; grading, installing on-site utility lines, roads, walkways or parking areas; landscaping, outdoor lighting; or other permanent improvements to the land

**skilled nursing home:** a facility that provides 24-hour nursing care for convalescent residents and those with chronic or long-term illnesses

**strategic planning:** a planning process to systematically determine how to allocate organizational resources, address community needs and take advantage of opportunities that arise

**subdivision:** a housing development that is created by dividing a tract of land into individual lots for sale or lease

**subordinate mortgage:** an agreement by which one mortgage is made subject to another mortgage

**survey:** a physical measurement of property done by a registered professional showing the dimensions and location of any buildings as well as easements, rights of way, roads, etc.

**sweat equity:** contribution to the construction or rehabilitation of a property in the form of labor or services rather than cash

## T

**tax abatement:** exemption or reduction of local taxes associated with a project for a specific period of time

**tax credits:** credit available on federal income tax for equity investors and/or owners of housing projects for low-income and historic preservation projects (see *low-income housing tax credit*)

**tax-exempt bond:** a bond on which the interest payments are not subject to federal taxation issued by a tax-exempt entity such as a housing finance agency

**tax deed:** a written document conveying title to property repossessed by the government due to default on tax payments

**tax savings:** the amount of money that the homeowner is not required to pay the government in taxes because he or she owns a home

**Taxes:** as a part of PITI, the amount of the *monthly* mortgage payment which does not include the principal, interest, and insurance.

**technical assistance:** provision of practical knowledge, advice and guidance to enhance capability expertise and skill

### tenancy

- **joint tenancy** - equal ownership of property by two or more parties, each with the right of survivorship.
- **tenancy by the entirety** - ownership of property only between husband and wife in which neither can sell without the consent of the other and the property is owned by the survivor in the event of death of either party.
- **tenancy in common** - equal ownership of property by two or more parties without the right of survivorship.
- **tenancy in severalty** - ownership of property by one legal entity or a sole party.
- **tenancy at will** - a license to use or occupy a property at the will of the owner.

**tenant-based rental assistance:** a rental subsidy tied to the tenant that allows the tenant to move within any jurisdiction or to any jurisdiction that will accept the subsidy

**tenant organization:** a group of formally or informally organized tenants who conduct various services

and activities, as well as work with the landlord (also called a resident association or council)

**title:** legal document showing homeownership

**title insurance:** a policy issued by a title insurance company insuring the purchaser against any errors in the title search. The cost of title insurance may be paid for by the buyer, the seller or both.

**title search:** a check to ensure that the seller is the legal owner of a property and no liens or claims are outstanding.

**transfer tax:** state or local tax payable when title transfers from one owner to another

**transitional housing:** temporary housing for families or individuals who have not yet found permanent housing and require more stability than an emergency shelter; residents usually stay for several months until their circumstances stabilize

**tri-plex:** a freestanding structure that contains three complete housing units, either with common side walls or stacked one above the other

**trust deed:** see deed of trust

**truth in lending:** federal law that requires lenders to fully disclose in writing all terms and conditions of a mortgage, including all charges

## U

**underwriting:** the process of evaluating a loan application to determine the risk involved for the lender

**Uniform Settlement Statement:** a standard document prescribed by the Real Estate Settlement Procedures Act containing information for closing which must be supplied to both buyer and seller.

**universal design:** the design of products and environments to be usable to the greatest extent possible by people of all ages and abilities, eliminating the stigma and expense of special or different design

**utility reimbursement:** rent program whereby a very low-income renter pays no rent and is sent a check to offset some or all of the cost of the unit's utilities

**underwriter:** a professional who approves or denies a loan to a potential homebuyer based on the homebuyer's credit history, employment history, assets, debts and other factors such as loan guidelines

## V

**vacancy rate:** average monthly percent of a building that is unoccupied

**variable rate mortgage (VRM):** See: adjustable rate mortgage.

**verification of employment:** a form used for qualifying income limits, credit investigations and rent determinations that allows a landlord or agent to verify an applicant's work history, occupation and salary

**Veterans Administration (VA):** a federal agency that, among other services, insures or guarantees mortgage loans for veterans

## W

**walk-through:** an inspection of a property by the prospective buyer prior to closing on a mortgage.

**waiver:** a written agreement that gives up a claim or a right

**warranty deed:** a document protecting a homebuyer against any and all claims to the property.

**weatherization:** improvements to the thermal efficiency of dwellings through the installation of materials such as attic insulation, caulking, weather-stripping and storm windows

## Y

**Yield:** the rate of earnings from an investment.

## Z

**zoning:** the purpose to which land or building may be put in specific areas, and of the architectural, structural, and/or spatial elements of such land or building

# Appendix A

## Income Maintenance & Self-Sufficiency Programs Run by the Missouri Department of Social Services

<ul style="list-style-type: none"><li>• <a href="#">Food Stamps</a></li><li>• <a href="#">Food Distribution Programs</a></li></ul>
<ul style="list-style-type: none"><li>• <a href="#">Temporary Assistance</a></li><li>• <a href="#">MC+ for Kids</a></li><li>• <a href="#">MC+ for Pregnant Women and Newborns</a></li><li>• <a href="#">Medical Assistance for Families (MAF)</a></li></ul>
<ul style="list-style-type: none"><li>• <a href="#">Child Care Services</a></li><li>• <a href="#">Employment and Training Programs</a></li><li>• <a href="#">Welfare Reform</a></li></ul>
<ul style="list-style-type: none"><li>• <a href="#">Medical Assistance</a></li><li>• <a href="#">Nursing Care</a></li><li>• <a href="#">Home and Community-Based Services</a></li><li>• <a href="#">Prevention of Spousal Impoverishment</a></li><li>• <a href="#">General Relief</a></li><li>• <a href="#">Supplemental Aid to the Blind</a></li><li>• <a href="#">Blind Pension</a></li><li>• <a href="#">Adult Supplemental Payments</a></li><li>• <a href="#">Qualified Medicare Beneficiary</a></li><li>• <a href="#">Specified Low-Income Medicare Beneficiary</a></li></ul>
<ul style="list-style-type: none"><li>• <a href="#">MC+ for Kids Website</a></li><li>• <a href="#">Medical Services - Medicaid</a></li><li>• <a href="#">Medical Services - MC+</a></li></ul>

For more information on any of the programs, click on the corresponding web-link or see MO Department of Social Services' website: <http://www.dss.mo.gov/dfs/pap.htm>

# Appendix B

Definition of Variables Collected via Windshield Survey

## I. HOUSING CHARACTERISTICS

The following variables were identified as “housing characteristics”:

ROOF COVER	EXTERIOR WALLS
GUTTERS AND DOWNSPOUTS	PARKING AREA
DECKS (Decks, porches and balconies)	FOUNDATION
EXTERIOR PAINT	ENTRY & STEPS
WINDOWS & DOORS	OUTBUILDINGS
CHIMNEY	OVERALL CONDITION.

The following scale was used for housing characteristics:

1 = GOOD - (No Deficiency)

A structure recently built and meeting codes or which, if somewhat older, has had careful maintenance of both structure and grounds. No surface wear is apparent and repairs are not needed.

2 = FAIR - (Minor Deficiency/Minor Repairs Needed)

A sound structure but in need of surface maintenance and possibly showing small signs of wear. The structure is not as well maintained as the 'GOOD' category and the pavement or any accessory building may need repairs. Minor maintenance needed.

3 = POOR - (Major Deficiency/Major Repairs Needed)

Significant surface wear is noticeable. The structure itself is slightly out of plumb with cracks, holes or breaks evident in walls, foundation and roof. Paint is blistered and windows, steps, etc., may need to be replaced. Major maintenance is needed.

4 = DETERIORATED - (No Rehabilitation Feasibility/Beyond Repair)

The structure is unsound and totally substandard. The foundation, roof and bearing elements have substantial defects.

8 = NON-EXISTENT/NOT APPLICABLE

This characteristic does not exist or is not applicable to this structure.

## II. NEIGHBORHOOD CHARACTERISTICS

A unique scale was developed for each neighborhood characteristic upon which it was graded.

The following variables were identified as “neighborhood characteristics”:

OCCUPIED (does dwelling appear occupied?)

1 yes                    2 no

SCHOOL DISTANCE (distance to school in meters)

PARK DISTANCE (distance to park in meters)

HOSPITAL DISTANCE (distance to hospital in meters)

SCHOOL IN YARDS (distance to school in yards)

PARK IN YARDS (distance to park in yards)

HOSPITAL IN MILES (distance to hospital in miles)

TREES (Neighborhood Trees)

1 Mature trees throughout neighborhood

2 Some mature trees scattered in neighborhood

3 Some mature/some younger trees scattered in neighborhood

5 Some younger trees scattered in neighborhood

6 Only a few younger trees in neighborhood

8 No trees present

4 No mature/some younger trees scattered in neighborhood

**FIRE HYDRANT (its proximity to property)**

- 1 Fire hydrant in front of property
- 2 Fire hydrant within 100 yards of property
- 3 Fire hydrant visible, but greater than 100 yards from property
- 8 No fire hydrant visible from property

**FENCING (property fencing)**

- 1 Front of property completely fenced
- 2 Front of property partially fenced
- 3 Front of property fenced with non-fencing materials (plantings, etc.)
- 8 No fencing visible in front of property

**NUMBERS (house numbers visible from street)**

- 1 Clearly visible
- 2 Present but not easily seen from street
- 3 Present but difficult to see from street
- 8 Not visible from street/not present

**LIGHTING (general street lighting)**

- 1 Street lights present
- 2 Dusk-to-dawn lights present without street lights
- 8 No general street lighting present

**CURBING (street curbing system)**

- 1 Formal curb present
- 2 Rounded curb present
- 3 No curb present but gravel shoulder present
- 8 No curb and no shoulder present

**STREET PARKING**

- 1 Street sufficiently wide for on-street parking
- 2 On-street parking w/street use restricted to one lane
- 3 Street parking on shoulder
- 8 No street parking of any kind

**STREET CLEANLINESS**

- 1 Very clean
- 2 Fairly clean
- 3 Fairly dirty
- 4 Very dirty

**STREET CONDITIONS**

- 1 Good condition
- 2 A few bad spots
- 3 Many bad spots
- 4 Very bad condition
- 8 Street not paved

**SIDEWALK CONDITIONS**

(sidewalk condition in front of property)

- 1 Good condition
- 2 A few bad spots
- 3 Many bad spots
- 4 Very bad condition
- 8 No sidewalks present

**TREE MAINTENANCE**

(tree maintenance on property)

- 1 Well maintained
- 2 Some pruning/trimming needed
- 3 Very much pruning/trimming needed
- 4 Unmaintained/overgrown/limbs broken and or on ground
- 8 No trees present

**ANIMAL\_CONTROL**

- 1 No animals running loose, unsupervised
- 2 Animal(s) running loose, unsupervised

**OVERHEAD WIRE (overhead utility wires)**

- 1 No wires visible from street
- 2 Wires visible located behind house
- 3 Wires visible on side of house
- 4 Wires visible in front of house

**PROPERTY CLEANLINESS**

- 1 Very clean
- 2 Some debris/trash present
- 3 Much debris/trash present
- 4 Excessive debris/trash present

**GRAFFITI**

- 1 No graffiti visible from property
- 2 Some graffiti visible from property
- 3 Much graffiti visible from property
- 4 Excessive graffiti visible from property

**YARD MAINTENANCE (yard maintenance appearance)**

- 1 Well-maintained
- 2 Some maintenance needed

- 3 Much maintenance needed
- 4 Unmaintained/landscaping overgrown

### III. COUNTY ASSESSOR'S DATA

The following data was obtained from County Assessor's office:

#### PARCEL ID (parcel identification number)

The first two digits of the Parcel ID number is the county numbers, the second two digits are the township numbers, the third two digits are the area numbers, the fourth set of number are section number, the section is divided into a two digit quarter-section number, the next two digits are the block number, within the ¼ section, the last number is the parcel number within the block. The Parcel ID number for Worth County should always have 13 digits.

#### TYPE OF DWELLING

1 Single-Family	3 Five or more unit complex
2 Duplex, Triplex, or Four-plex	4 Mobile home

#### OWNER

The owner is the person/people who pays taxes on the property.

#### MAILING ADDRESS

The mailing address is location of the owners' residence including the city, state, or zip of where the owner resides

#### PHYSICAL ADDRESS

The physical address is the location of where the property resides in Grant City, MO 64456.

#### IMPROVEMENT VALUE

The improvement value is the assessor's value of structure.

#### LAND VALUE

The land value is the assessor's value of the land that surrounds the structure.

#### TOTAL VALUE

The total value is the assessor's sum of the improvement and land value.

#### ASSESSMENT VALUE

The assessment figure includes the value taxed by what is set the levy tax in the city.

#### YEAR

The year is when the structure was built on the property or in a factory setting.

#### EFFECTIVE AGE

The effective age is the assessed estimated age of the structure.

#### ROOMS

The number of rooms in the structure included on the PRCs (Public Record Cards).

#### BEDROOMS

The number of bedrooms in the structure included on the PRCs.

#### STORIES

The number of stories in the structure included on the PRCs

#### BASEMENT (Is there a basement connected to the structure?)

Y – yes            N – no

#### OTHER BUILDING

This includes other buildings not connected to livable structure, such as utility sheds, gazebo, or garages that reside on the property land.

#### ADJUSTED AREA

The adjusted area is the square footage of the livable structure.

# ***Appendix C:***

## ***Tools and Resources for Housing Development***

### **10 Steps to Homeownership**

Developed by the Colorado Housing Finance Agency, this could be adapted in specific communities and used as a step-by-step guide to homeownership. The 10 steps listed include homebuyer education, choosing a lender, selecting and purchasing a home, the loan application, loan processing, loan approval, loan closing, the monthly payment, payment problems and preserving your home.

[http://www.colohfa.org/hf\\_10steps.shtml](http://www.colohfa.org/hf_10steps.shtml)

### **1999 and 2000 Individual Development Account Program Directories**

These directories include a current listing of IDA Programs with descriptions of the main organization, the IDA program, details and requirements of the program and funding partners. Can be purchased from the Corporation for Enterprise Development at 202/408-9788.

### **2003 National Construction Estimator**

The Craftsman Book Company cost-estimating library provides current building costs for residential, commercial and industrial construction, including estimated prices for every common building material. The estimator also provides man-hours, recommended crew and gives the labor cost for installation.

<http://get-a-quote.net>

### **2003 National Repair & Remodeling Estimator**

The National Estimator provides current building costs for residential, commercial, and industrial construction using the Craftsman Book Company cost-estimating library. Estimated prices for common building materials include cabinets, carpet insulation, molding and trim, doors, drywall and more. The estimator also provides man-hours, recommended crew, and gives the labor cost for installation. Construction costs are available on-line or you can download the software and database (\$17.50), or 2001 Costbooks on CD-ROM can be ordered on-line (\$47.50 to \$69.00).

<http://www.get-a-quote.net>, from the *Select a Costbook* menu, choose *Repair and Remodeling*

### **A Builder's Guide to Marketable, Affordable and Durable Entry-level Homes (MADE) to Last**

To increase the number of site-built, entry-level homes, HUD's Office of Policy Development and Research produced this manual that illustrates how developers can construct high-quality, energy-efficient, durable and affordable housing. The guide, developed as a part of the Partnership for Advancing Technology in Housing, provides builders with tools to market affordable housing to entry-level buyers; successful techniques for building affordable, durable housing; methods to define homebuyer expectations and fulfill their needs both before and after the sale; and preliminary plans illustrating how many of these techniques fit into a MADE-to-last demonstration home. March 1999, 74 p.

<http://huduser.org/publications/destech/made.html>

### **Acquisition and Rehab for Resale**

This is a complete resource on acquiring, rehabilitating and reselling single family housing stock as part of your neighborhood revitalization strategy. The basis for this product line is existing single family housing stock, which is typically vacant and/or distressed. It is unlikely that an absentee landlord will invest in preventative or ongoing maintenance that rarely increases the return on investment. To be effective, developers of this line of business must establish a "pipeline," with projects in different stages in process simultaneously. The recommended production team model for this line is the rehab specialist model.

<http://www.enterprisefoundation.org/resources/dss/singlefam/default.asp>

### **Affordable Assisted Living: Surveying the Possibilities**

Because of demographic and lifestyle changes, such as increased mobility, smaller family sizes, and the increased proportion of women in the labor force, seniors are less likely to move in with the adult children as means of receiving much-needed assistance with their everyday activities. Over the past decade, a private market in assisted living has emerged that serves as an intermediary stage between independent living and skilled nursing facilities. However, the high cost of assisted living put it out of reach of low- to moderate-income seniors. Thus, there should be a concerted effort to provide assisted living that is affordable to seniors of limited means. Joint Center for Housing Studies, Harvard University (2003)  
[http://www.jchs.harvard.edu/publications/seniors/03-1\\_schuetz.pdf](http://www.jchs.harvard.edu/publications/seniors/03-1_schuetz.pdf)

### **Affordable Housing Design Advisor**

The web site, developed by HUD in association with other national housing organizations, brings together experience and ideas from successful affordable housing projects all over the country, and the people who developed, designed and built them. The site provides information on what is good design, why it is important, and how to achieve it. Key ideas and strategies are outlined for achieving design excellence, with hundreds of drawings and photographs showing how it's done.  
<http://www.designadvisor.org/home.html>

### **Affordable Housing, Volume II: Affordable Residential Construction**

HUD's Joint Venture for Affordable Housing demonstration was a program designed to help re-evaluate building regulations and typical builder practices in an attempt to find solutions for building affordable homes. Many of these cost-saving construction methods were instituted through demonstration projects. This guide contains methods to reduce costs in most phases of direct construction of the house itself. This manual is organized along the lines of how a house is built starting with design, then footings and foundations, floors, walls, etc. Each section contains a general discussion of the topic followed by specific cost-saving innovations, and then case studies. Order from HUD USER at 800/245-2691.

### **Aging, Autonomy and Architecture: Advances in Assisted Living**

America's growing elderly population is reshaping the market for elderly housing, forcing policymakers, community planners and housing developers to modify their approach to housing seniors. This publication, available from the Johns Hopkins University Press, examines the evolution of assisted living facilities for seniors. Its 16 essays consider assisted living's residential characteristics, design, services and philosophy of care, shedding light on how one segment of the housing industry is responding to the growing senior population. To order the complete publication, contact HUD USER at 800/245-2691.

To read a summary of the essay, go to: [http://www.huduser.org/periodicals/urm/urm\\_07\\_2000/urm.html](http://www.huduser.org/periodicals/urm/urm_07_2000/urm.html)

### **Aging in Place: Coordinating Housing and Health Care Provision For America's Growing Elderly Population**

As the elderly population grows, so does the need for adequate elderly health and housing services. But as the ratio of working to retired Americans decreases, the resources to provide such services will also decrease. As a result, the most desirable and most cost-efficient method of aging – aging in place – is difficult, even under the most ideal conditions. Joint Center for Housing Studies, Harvard University (2001)  
[http://www.jchs.harvard.edu/publications/seniors/lawler\\_w01-13.pdf](http://www.jchs.harvard.edu/publications/seniors/lawler_w01-13.pdf) or  
<http://www.nw.org/network/pubsAndMedia/pdf/agingInPlace.pdf>

### **Agreement between Owner and Rehabilitation Specialist**

This sample contractual agreement, produced by The Enterprise Foundation, outlines the responsibilities of the rehabilitation specialist, optional services, responsibilities of the owner, arbitration, termination of agreement, payment and other conditions.

<http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Housing Production* under the *Housing* heading, find article in list.

### **America's Elderly Population and Their Need for Supportive Services**

This paper explores the characteristics of America's elderly population, using data from the Assets and Health Dynamics Among the Oldest-Old (AHEAD) survey. The elderly make up a substantial and rapidly increasing proportion of the US population. The best measures of their health and need for assistance are measures of difficulty with activities of daily living (e.g., walking, dressing, bathing, eating) and instrumental activities of daily living (e.g., preparing meals, grocery shopping, taking medicine, money management). The elderly show increased difficulty with these activities as age increases. In addition, cognitive skills decline and depression increases with age. The elderly need support services to assist with these difficulties. A variety of responses are required to match the great variety in the characteristics of the elderly. <http://www.jchs.harvard.edu/publications/>, mail completed form to Joint Center for Housing Studies; Attn: Publications; 1033 Massachusetts Avenue; 5th Floor; Cambridge, MA 02138

### **Analyzing Local First-time Homebuyer Markets: A Step-by-step Approach**

A useful guide to estimating both the potential size of your community's first-time homebuyer market and also its current and potential supply of owner-occupied housing units. Use the results to make a business case for your home-ownership program, with funders or lender partners, or in feasibility assessments and business planning. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (2000, 26 pg., \$10.00)

### **Apprising Your Appraiser**

Obtaining satisfactory real-estate appraisals is one of the many vexing issues confronting those involved in community revitalization. The appraisal can often be a deal-breaker, stopping or severely limiting the flow of both construction and mortgage financing for badly needed housing revitalization. By understanding the appraiser's perspective and knowing the appraisal process, you can take steps to improve the odds of getting appraisals that reflect your efforts to comprehensively revitalize your neighborhood. <http://www.nw.org/>, click on *Publications*, click on *NeighborWorks Journal*, click on *On a Roll with Rehab*.

### **The Architecture of Affordable Housing**

An enlightening examination of dignified affordable housing design for those not served by the private sector. This book provides an easily accessible, non-technical analysis that reveals the complexities of planning and developing low-income housing and offers solutions to the problems and pitfalls of affordable housing design. (208 pg., Publication No. O968, Price \$35 non-member/\$30 NAHRO member)

To order this book, use the order form at [http://www.nahro.org/publications/books\\_order.html](http://www.nahro.org/publications/books_order.html) or contact Amber Singletary at 202/289-3500 ext. 260 or by email at [asingletary@nahro.org](mailto:asingletary@nahro.org).

### **Barriers to the Rehabilitation of Affordable Housing, Volumes I and II**

Prepared by HUD. The first volume presents finding and analysis, whereas the second summarizes case studies, May 2001. <http://www.huduser.org/publications/pdf/brahvol1.pdf> and <http://www.huduser.org/publications/pdf/brahvol1.pdf>

### **Beyond Housing Profile**

There are 32 profiles included in the 1997 second edition of The Enterprise Foundation publication entitled, "Beyond Housing: Profiles of Low-Income, Service-Enriched Housing for Special Needs Populations and Property Management." This publication describes transitional and permanent housing programs, which successfully demonstrate the integration of social services and housing. It also includes property management programs, which successfully demonstrate sound property management services sensitive to the needs of low-income people. <http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Supportive Housing* under the *Housing* heading, find *Beyond Housing* articles in list.

### **Building an Understanding of Credit Services**

Reproduced by Fannie Mae, this brochure, originally published by the Federal Trade Commission and Associated Credit Bureaus, instructs a customer on how to understand his or her credit history and credit

report, how to deal with credit problems, and where to go for more information. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (\$.50)

### **Buying a New Home: A Solid Investment**

A full-color, glossy, tri-fold brochure, produced by the National Association of Home Builders and *Builder* magazine, and sponsored by Masco Corporation. It lays out investment perspectives on home ownership, in terms of building wealth, the advantages of leveraging and tax benefits, among others. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (6 pg., 10 brochures for \$1.00)

### **Choices and Decisions**

This interactive program is available to high schools through a cooperative effort of VISA banks, credit unions and Consumer Credit Counseling Services. This interactive program using a computer and laser disc includes the latest in technology with 13 learning modules. <http://www.cccsintl.org/edu/index.asp>

### **Choosing the Mortgage That's Right for You**

How big a loan can you get? How will the type of mortgage you get determine how much house you can afford? Which mortgage is best for your budget? Your future? When you finish reading this guide developed by the Fannie Mae Foundation, you will have answers to these questions and several more. It is important that potential homebuyers know this information, so they will be prepared for some of the questions a lender will ask when they apply for a mortgage loan. It is also important to know this information so they can get an idea about how expensive a home they can afford before they go shopping. To order, call 800/611-9566 or [http://www.homebuyingguide.org/pdf/OD2\\_A.pdf](http://www.homebuyingguide.org/pdf/OD2_A.pdf)

### **Community Land Trusts**

This resource, created by the Institute for Community Economics (ICE), explains the Community Land Trust (CLT) model. It includes examples of CLT profiles, a list of existing CLTs and answers to frequently asked questions about CLTs. <http://www.iceclt.org/clt>

### **Community Land Trusts: An Introduction**

Community land trusts are offering an increasing number of communities a way of developing long-term affordable housing. Community land trusts typically acquire and hold land. In this way, the cost of land in the housing equation is minimized or eliminated, thus making the housing more affordable. The land leases, in addition to being long-term and renewable, are also assignable to the heirs of the leaseholder. Most, if not all, land trusts have in place "limited equity" policies and formulas that restrict the resale price of the housing in order to maintain its long-term affordability. These features of the community land trust model provide homeownership opportunities to people who might otherwise be left out of the market.

<http://www.plannersweb.com/wfiles/w162.html>

### **Community Land Trusts and Rural Housing**

The issues of land control, land availability, land use and land costs have reached a critical juncture in rural America. With urbanization, environmental awareness, household mobility, and shrinking governmental budgets, the availability of and costs of securing and developing land suitable for building have risen dramatically during the past decade. At the same time, incomes in much of rural America have remained steady or declined; rarely have they grown to meet the increasing costs of land and housing. The community land trust (CLT) model addresses the issues of affordability, availability and security of tenure, offering an alternative – and a positive choice – for its followers.

<http://www.ruralhome.org/pubs/clt/landtrusts.htm>

### **The Community Land Trust Handbook and Profiles of Community Land Trusts**

The Handbook, prepared by the Institute for Community Economics (ICE), includes a description of the community land trust model and its theoretical basis, nine case studies of early CLTs, and practical advice

on organizing, financing and developing a CLT. With pictures and an easy-to-read format, this book is a key resource for anyone interested in CLTs (228 pages, 1982, \$7). To order this resource, call ICE at 413/746-8660, fax 413/746-8862 or <http://www.iceclt.org/orderform.html>

### **Community Land Trust Homeownership Program Manual**

By Burlington Community Land Trust, this technical assistance guide focuses on BCLT's "buyer-initiated" CLT homeownership program. It addresses legal, marketing and financing issues, qualification and education of homebuyers, resales, bargain sales, leaseholder services, and more. (81 pages, 1994, \$22.50). To order this resource, call ICE at 413/746-8660, fax 413/746-8862 <http://www.iceclt.org/orderform.html>

### **The Community Land Trust Legal Manual**

This manual, prepared by the Institute for Community Economics (ICE) land trust legal task force, provides community land trusts and their lawyers with information about legal issues regarding organizational structure, separate ownership of land and buildings, ground leases, and equity limitation. Includes model documents (240 pages, 1991, \$100 for non-members, \$50 for members). To order this resource, call ICE at 413/746-8660, fax 413/746-8862 or <http://www.iceclt.org/orderform.html>

### **Community Lending Second Lien Document**

This document set consists of two second lien instruments offered (in early 1995) by Fannie Mae as prototypes for use in below-market-rate second mortgage loan programs which assist low-income homebuyers in tandem with conventional first mortgage loans. The two documents are a subordinate deed of trust and a subordinate mortgage. Similar to a first mortgage lien, these are legal instruments that create a means for the lender to enforce repayment (through foreclosure if necessary) if the borrower does not fulfill certain obligations. The two documents are substantially the same in content, but some state statutes refer to these legal instruments as "deeds of trust" while others call them "mortgages" or "mortgage deeds." <http://www.enterprisefoundation.org/resources/ERD/default.asp>.

### **Comprehensive Community Revitalization**

This issue of the NeighborWorks Journal, published by the Neighborhood Reinvestment Corporation, focuses on comprehensive community revitalization. Articles focus on nurturing grass roots efforts, making affordable housing available to more homebuyers, and pooling skills and experience in support of community revitalization. Feature articles include "Chock Full of Block-Aid", a weekend volunteer blitz that aided 52 homes in a St. Louis neighborhood. <http://www.nw.org/>, click on *Publications*, click on *NeighborWorks Journal*, find issue in list (Volume 13, No. 2, Winter 1994-95)

### **Construction Management for Single-Family Housing Rehabilitation Programs**

This package of forms, developed by The Enterprise Foundation, contains forms and sample documents used in single-family rehab construction management from the bid stage to project closeout. The package is suitable for a nonprofit or public agency that is involved with funding selective rehabs of single-family homes for owner-occupants.

<http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Housing Production* under *Housing* heading, click on *Forms package: construction management for single-family housing rehabilitation programs*.

### **Consumer Home Inspection Kit**

The Consumer Home Inspection Kit, developed by Freddie Mac, serves as a tool in selecting and maintaining the right home. Through the use of this kit, a homebuyer can identify a home's distinguishing features that make it attractive for purchase, estimate the costs and identify solutions for any problems uncovered during the inspection and provide a basis for comparing homes under consideration. This is not a replacement for a professional home inspection. It is a tool to use prior to making a decision to buy a particular home. <http://www.freddiemac.com/sell/consumerkit/english/> or <http://www.freddiemac.com/sell/consumerkit/spanish/>

### **Continuum of Care: HUD Funding Takes New Approach to Tackling Homelessness**

A competitive fund for transitional and permanent supported housing and services for the homeless; the Homeless SuperNofa is administered by HUD. HUD provides the funding to a community, who locally decide where to spend the money based on the gaps in their continuum system. The amount of money given to a community depends on their local need (derived from a HUD formula that includes poverty and housing need) and the quality of their continuum application and process.

<http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Supportive Housing* under the *Housing* heading, find article in list, click *View the Document Online* to see full article.

### **Controlling Affordability over Time in Subsidized Owner-occupied Housing**

This document provides an overview of the subject of resale controls in affordable homeownership programs, such as those sponsored by nonprofit and public agencies. The underlying premise of this piece is that most "intentional" affordable housing involves subsidies, and the purpose of resale controls is to retain some or all of the value of those subsidies for public purposes, not private gain. Subjects covered include origin of resale controls, typical goals of resale control policies, most-used mechanisms, formulas for shared appreciation and program design considerations.

<http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Financial and Feasibility Analysis* under the *Finance* heading, then find article in list.

### **The Cost Cuts Manual: Nailing Down Cost for Least-cost Housing**

This publication, produced by the Enterprise Foundation's Rehab Group, offers 164 ideas for saving money on rehabilitation activities, selecting efficient rehabilitation methods, and choosing cost-effective materials. Both practitioners and suppliers alike will benefit from the procedures detailed here. (281 pg., Publication No. O801, Price: \$65 non-member/\$60 NAHRC member)

To order this book, use the order form at [http://www.nahro.org/publications/books\\_order.html](http://www.nahro.org/publications/books_order.html) or contact Amber Singletary at 202/289-3500 ext. 260 or by email at [asingletary@nahro.org](mailto:asingletary@nahro.org).

### **Cost-Saving Techniques for New Home Construction**

Robert Santucci, a consultant to The Enterprise Foundation, developed this list of cost-reduction ideas. The recommended techniques address a wide range of costs, including fees and other soft costs, land and on-site utilities, building design approaches and building construction phases.

<http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Housing Production* under the *Housing* heading, find article in list.

### **Counseling Skills for Financial Managers**

Designed to be used in training budget counselors, this video program is divided into three sections: counseling basics, demonstration, and question-and-answer. Order from Cornell Cooperative Extension, Resource Center-GP, 7 Business and Technology Park, Ithaca, NY 14850; 607/255-2080 (code 325VCSFM). (\$24.95)

### **Decisions about Retirement**

There really is no place like home. When asked about their preference for housing, most seniors answer, "What I would really like to do is to stay right here." The person's own home represents security and independence to most Americans. For people willing to relocate, there are various options including independent living retirement communities, assisted living facilities, nursing homes and continuing care retirement communities. Less conventional options include group homes, shared housing and adult foster care. Weighing the advantages of service-oriented housing against the independence offered by a single family home is a useful way to approach such decisions. <http://www.aoa.gov/eldfam/Housing/Housing.asp>

### **Design Matters**

Good design can mean more jobs, more tourists, and increased property values. Without thoughtful attention to design, a town will become "Anywhere USA." Design of a community communicates what it is. This article addresses this issue and suggests that design satisfies more than aesthetics – it makes a

community more viable. (1996, 1 pg., \$3 single copy, \$8 for up to 20 copies)

<http://www.plannersweb.com/wfiles/w282.html>

### **Designing Resale Formulas**

An expanded version of a chapter in the CLT Legal Manual, this guide is a useful resource for homeownership program administrators concerned with designing resale formulas to preserve affordability of owner-occupied homes (28 pages, 1992, \$15). To order this resource, call ICE at 413/746-8660, fax 413/746-8862 or print form from web site and mail. <http://www.iceclt.org/orderform.html>

### **Determinants of the Living Arrangements of the Elderly**

The housing choices of the elderly are classified into five types: assisted communities, unassisted 60 plus communities, shared housing, supported housing and conventional housing. The selection of each of the first four is studied relative to the selection of conventional housing. Assisted communities are favored by older households (especially those with the oldest person over 85) and when there are no children living within ten miles, but, somewhat surprisingly, are unaffected by the presence of difficulties with activities of daily living or instrumental activities of daily living. Shared housing is favored by households who have difficulties with instrumental activities of daily living or with activities of daily living and by households without any non-resident children. Supported housing is favored by households having difficulties with activities of daily living or with instrumental activities of daily living. Education, income, net worth and sex have little to do with the selection of one of the living arrangements. Some racial differentials are observed. (1999). <http://www.jchs.harvard.edu/publications/seniors/index.html>.

### **Developing Affordable Housing**

The Colorado Division of Housing has established this outline of the ten steps toward developing affordable housing. The steps that a local government or housing agency should take include assessing the housing need, confirming the political will, evaluating site options, securing land, setting design standards, securing financial commitments, hiring a private developer, assembling the project team, finalizing development plan, and managing development and occupancy.

<http://www.dola.state.co.us/doh/Publications.htm>

### **Developing and Managing Scattered-Site Rental Housing: A Complete Overview**

In a scattered-site rental housing program, a nonprofit housing organization acquires and renovates rental properties for low-and very low-income households. Depending on the neighborhood, the organization purchases houses or small apartment buildings located throughout the area, rather than concentrated at one site. While the organization usually maintains ownership of the properties, in some cases another private or nonprofit organization takes over property management responsibilities. This manual, developed by the Enterprise Foundation, includes market dynamics, financing strategies, project feasibility analysis, acquisition strategies, project and asset management and potential risks and their solutions.

<http://www.enterprisefoundation.org/model%20documents/1112-Developing&ManagingScattered-SiteRental.pdf>

### **Directory of Licensed Long-term Care Facilities (Oklahoma)**

The Oklahoma State Department of Health performs health protection and public assurance functions in the area of health facilities. This directory of licensed long-term care facilities is provided with the name, address and administrator of facilities by county across Oklahoma. This list could be used as a resource for touring various facilities by identifying design and amenities desired for a local project. The list could also be used to identify organizations that specialized in developing residential care facilities, continuum of care facilities or assisted living centers. <http://www.health.state.ok.us/program/condiv/hrsd/okdir~1.htm>

### **Effective Housing Counseling**

This video, developed by Neighborhood Reinvestment, shows four steps involved in counseling potential clients for home ownership, including intake, budgeting, home-ownership counseling and default and

delinquency issues. Format: VHS; Time: 13:00, Cost \$10. <http://www.nw.org/>, click on *Publications*, click on *Publication and Video Catalog*, click on *Homebuyer Education*, find article in list.

### **Eight Most Common Code Violations**

The Neighborhood Preservation Division in Phoenix, Arizona developed this list of common code violations. Code inspectors in this community look for these eight blighting conditions on private property or in the immediate area including yard maintenance; inoperable motor vehicles; junk, litter and debris; open and vacant buildings and structures; outside storage; fences in disrepair; undesignated parking areas, and graffiti. The organization also offers the use of landscape and/or painting tools free of charge and will assist in organizing neighborhood clean-ups. <http://phoenix.gov/NBHDPGMS/neigpres.html>

### **Employer-Assisted Home Ownership: A Sourcebook for Nonprofit Organizations**

This overview of employer-assisted housing, developed by Neighborhood Reinvestment, explains the benefits to employers and describes options for structuring a new program. Case studies are provided for several types of employers. Detailed instructions for setting up a new program are included. Cost \$2.50. <http://www.nw.org/>, click on *Publications*, *Publication&Video Catalog*, and on *Home Ownership*.

### **Employer Assisted Housing**

Some of the most innovative housing programs of the 1980s were employer-assisted plans. This *Shelterforce Special Issue* investigates all angles: employer housing benefit plans; union participation in negotiating for housing benefits; how and why businesses are housing their workers; worker attitudes toward housing benefit programs; changing federal tax and labor laws. (24 pg., \$3)

To order this publication, send check or money order to: The National Housing Institute; 439 Main Street Suite 311; Orange, NJ 07050. For credit card orders, call 973/678-9060.

### **Employer-Assisted Housing: Competitiveness through Partnership**

This analysis by the Joint Center for Housing Studies of Harvard University was performed with the support of the Neighborhood Reinvestment Corporation. The report provides a brief history of employer-assisted housing (EAH), discusses the current position, assesses employers' motivations in undertaking EAH initiatives, and presents a matrix of EAH mechanisms according to employer objectives, illustrated with cases of existing EAH efforts. Barriers to the more widespread adoption of EAH programs are discussed with ways to overcome including the role of public and nonprofit-sector partners.

<http://www.nw.org/>, click on *Publications*, click on *Community Development Resources*.

### **Employer-Assisted Housing: Improving the Bottom Line and Unlocking Doors to Homeownership**

As companies search for ways to compete and succeed in today's dynamic marketplace, Employer-assisted Housing (EAH) is a benefit many are considering. Fannie Mae has developed this booklet to help promote EAH plans, which are gaining popularity because they make a company stand out from the crowd and can have a positive impact on the bottom line. With an EAH plan, employers can realize a financial gain for their company as they help their employees achieve the dream of homeownership.

<http://www.efanniemae.com/hcd/ahc/index.jhtml>, under *Initiatives and Partnerships*, click on *Employer-Assisted Housing*

### **Employer Assisted Housing: Information, Assistance and Education**

This web site developed by Rutgers University cutting-edge information on employer assisted housing including articles by experts in the field such as Daniel Hoffman and David Schwartz. Topics include how employers view employer-assisted housing; new motivations, new methods and new partnerships; a blueprint for employer-assisted housing; labor and housing benefits; new approaches for low-income communities, why businesses are helping house their employees; and changing federal tax and labor laws.

<http://www.policy.rutgers.edu/eah>

### **Employer-Based IDAs**

In an effort to make Individual Development Accounts (IDAs) more widely available, advocates and practitioners are exploring a range of delivery models for different populations. Currently, IDAs are most commonly delivered by community-based organizations serving low-income individuals and families. This model has worked well to foster the creation of hundreds of programs and thousands of accounts, but other models will be necessary to create a large-scale delivery system that encourages private sector funding and support. The employer-based IDA model is one that holds great potential for large-scale implementation. <http://www.idanetwork.org>, click on *IDA Initiatives* in left-hand column, click on *Employer-Based IDAs*.

### **Estimating the Economic Benefits of Home Ownership**

Explains and estimates the economic benefits – to new homeowners, lenders, contractors, local government and others – of helping lower-income families buy and own their first home and avoid foreclosure. Describes a reproducible methodology that community-based development organizations can use in estimating the approximate value of the economic benefits associated with their activities. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (35 pg., \$10)

### **Estimating the Economic Impacts of Community Lending**

This paper provides a step-by-step approach to understanding and estimating the economic benefits of helping lower-income households buy and own their first home. The economic benefits of services provided by community-based nonprofit organizations, such as pre-purchase education, affordable home financing, and post-purchase assistance, are explained. A reproducible methodology is described that organizations can use to estimate the approximate value of the economic benefits associated with their activities. Although not a measure of net benefits that account for offsetting costs, the methodology described here gives nonprofit organizations an important tool that helps demonstrate their value to their business partners, government, and the public. (1999)

[http://www.jchs.harvard.edu/publications/finance/collins\\_w99-7.pdf](http://www.jchs.harvard.edu/publications/finance/collins_w99-7.pdf)

### **Evaluation of Supportive Housing Programs for Persons with Disabilities**

Historically, the private housing market has found it difficult to address the housing needs of persons with disabilities. However, by combining housing with essential supportive services, HUD continues to play a crucial role in providing housing to this vulnerable segment of the population. This report assesses the effectiveness of HUD programs in meeting the needs of persons with disabilities.

<http://www.huduser.org/publications/suppsvcs/shp.html>

### **FDIC Money Smart Training Program**

Money Smart was created by the Federal Deposit Insurance Corporation (FDIC) as a training program to help adults build financial knowledge, develop financial confidence and use banking services effectively. The Money Smart program is a set of 10 instructor-led modules covering basic financial topics. The subject matter begins with a description of deposit and credit services offered by banks and moves progressively to topics such as choosing and maintaining a checking account, the mechanics of budgeting, the importance of saving, and how to obtain and use credit effectively. FDIC staff is available to provide technical assistance and to help facilitate partnerships among interested parties.

<http://www.fdic.gov/consumers/consumer/moneysmart/index.html>

To order a free copy of the Money Smart program, see <http://www2.fdic.gov/moneysmartregister/index.asp>

### **Federal Programs and Local Organizations: Meeting the Housing Needs of Rural Seniors**

Elderly persons often have special housing needs. The Housing Assistance Council (HAC) conducted case study research that profiles how federal and other funds have been used in rural areas to help meet the housing needs of low-income elderly homeowners and renters in selected counties. The case studies focus on rural counties with high elderly populations or elderly in-migration rates. Each county examined exhibits substantial use of federal programs to assist elderly homeowners and renters. In many of the

counties, the efforts to serve elderly clients have been innovative and involved collaboration among local housing and service providers. In rural America, additional challenges arise when attempting to house elderly persons adequately and affordably. Older persons need a continuum of housing options that correspond to the normal progression of the process of aging. This article outlines the continuum along with other data. <http://www.ruralhome.org/pubs/hsganalysis/elderly/intro.htm>

### **Federally Sponsored Rehabilitation Activity**

Each year the federal government spends approximately \$6 billion to rehabilitate the housing stock, which leverages a similar amount of spending from the private sector and state and local governments. The bulk of this spending is not captured in remodeling expenditure statistics. Today's largest programs take the form of block grants, tax credits, and support for improving public housing, though residual insurance programs exist. Over time, federal rehab support favored light over substantial rehab, and has recently shifted back in the direction of smaller projects as administrative control over most federal spending is now devolved to states and localities. Many of the projects supported blend subsidies from multiple federal sources in order to achieve the depth of subsidy necessary to provide affordable units to those with low incomes. This working paper describes current levels of activity, briefly characterizes the evolution of federal policy, and reviews the primary existing programs. (July 2001)

[http://www.jchs.harvard.edu/publications/governmentprograms/duda\\_w01-8.pdf](http://www.jchs.harvard.edu/publications/governmentprograms/duda_w01-8.pdf)

### **FHLB Marketing Kit**

This marketing kit developed by the Federal Home Loan Bank of Topeka includes five file templates on a diskette that your organization can use to produce materials promoting the first-time homebuyer workshops in your area and throughout your state. Included are a news release, public service announcement, local flier, statewide flier and brochure. Instructions explain the use and purpose of each template and how to modify them to include your organization's information. Order from the Federal Home Loan Bank by calling 785/233-0507, ext. 6033

### **Financial Fitness Education for Potential Homebuyers**

Neighborhood Reinvestment has developed this educational model to help build consumers' decision-making skills related to financial matters. It is targeted to potential homebuyers who face obstacles to home ownership that cannot be resolved within a few months, and youths, seniors and other underserved consumer markets. Common topics include setting financial goals and making decisions, knowing the importance of savings and investing, developing a budget and spending plan, tracking expenses, getting credit and using it wisely, understanding and repairing credit reports, using banking and other financial services, and protecting oneself against consumer scams and predatory lending. (2002)

<http://www.nw.org/nwis/nw/network/strategies/campaign/publications/pdf/finfitstartup.pdf>

### **A Generic Example of an Employer-assisted Homeownership Program**

Employer-assisted housing models are being developed around the county where employers are actively assisting their employees move toward homeownership. None of these companies are in the housing business, but they have recognized that there is significant business self-interest in doing this. By decreasing workers commute times, and helping employees become owners, employers actually decrease their recruitment and retention costs, thus improving their bottom line and their public image. The Metropolitan Planning Council of Chicago provides this sample program to help visualize what a program could look like, who the partners would be, and what role they might play.

<http://www.metroplanning.org/objectDetail.asp?objectID=545>

### **Get a Running Start on Good Credit**

A good credit report puts a potential homebuyer ahead of the race. This guide, developed by Freddie Mac, includes sections on credit records, credit scores, paying your bills on time, paying down high balances, ensuring accurate credit records and more. Available in English and Spanish.

<http://www.freddiemac.com/corporate/goodcredit>

### **Guide to Homeownership**

This guide is produced by Fannie Mae and provides general information designed to assist potential homebuyers in obtaining affordable housing. Sections include preparing for homeownership, shopping for a home, obtaining a mortgage, closing and life as a homeowner. Order from Fannie Mae Customer Education Group at 800/732-6643.

### **A Guide to Homeownership Manual**

This workbook, produced by Fannie Mae, provides general information designed to assist potential homebuyers in obtaining affordable housing. It provides consumers with guidance on purchasing a home, obtaining a mortgage, budgeting to meet monthly costs, and maintaining a home. Available in English and Spanish. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (\$1.00)

### **Helping Families Build Assets: Nonprofit Homeownership Programs**

Homeownership offers many households the opportunity to invest in themselves and claim a stake in their communities. The Enterprise Foundation has a resource database that offers hands-on, how-to information on successful rural and urban homeownership programs. Learn how to mitigate risk in homeownership for lower income families. Find marketing plans, support materials, housing orientations for new homebuyers, and narratives on implementing homebuyer support programs.

<http://www.enterprisefoundation.org/pubsnews/bb/cc397.asp>

### **Homebuyer Education and Counseling: A Start-Up Guide**

This guide developed by Neighborhood Reinvestment combines material from various sources to summarize the best homebuyer education programs. Samples range from job descriptions for counselors to homebuyers club schedules. Also included are recommended standards for homebuyer education. Cost \$2.50. <http://www.nw.org/>, click on *Publications, Publication and Video Catalog, Homebuyer Education*.

### **Homelessness: Programs and the People They Serve**

The 1996 National Survey of Homeless Assistance Providers and Clients is a landmark study. It was designed to provide updated information about the providers of homeless assistance and the characteristics of homeless persons who use services. The survey is based on a statistical sample of 76 metropolitan and nonmetropolitan areas, including small cities and rural areas. Data for the survey were collected between October 1995 and November 1996. The survey is a response to the fact that homelessness remains one of America's most complicated and important social issues.

Highlight report: <http://www.huduser.org/publications/homeless/homelessness/highrpt.html>

Entire Report: <http://www.huduser.org/publications/homeless/homelessness/contents.html>

Technical Report: [http://www.huduser.org/publications/homeless/homeless\\_tech.html](http://www.huduser.org/publications/homeless/homeless_tech.html)

### **Homelessness: State and Local Efforts to Integrate and Evaluate Homeless Assistance Program**

To provide greater assistance to homeless people and to meet their complex needs, states and localities are trying to link and integrate homeless assistance programs with mainstream social service systems. Some state and localities are also beginning to use outcome measures to better manage their programs and to help ensure that their limited resources are being targeted to the most successful programs. This report describes some notable examples of efforts by states and localities to (1) link and integrate their homeless assistance programs with mainstream systems and (2) measure and evaluate outcomes for their homeless assistance programs. <http://www.gao.gov/archive/1999/rc99178.pdf>

### **Homeownership Models That Work: National Partners in Homeownership**

America's Community Bankers developed this article, which adopts the framework of the National Homeownership Strategy with chapters reflecting five of the six components of the strategy – financing, building communities, opening markets, education and counseling, and production. By spreading the word

about successful homeownership initiatives, the document also accomplishes the sixth strategy of raising awareness. Order by calling America's Community Bankers at 202/296-8716.

### **Housing America's Seniors**

This publication, prepared by the Joint Center for Housing Studies at Harvard University, provides a preliminary assessment of elderly housing demand, looking at the factors affecting whether seniors choose to live in assisted or unassisted communities, shared, supported or conventional housing. For housing developers, remodelers and service providers, seniors represent a large and growing market. With their greater wealth and more active lifestyles, more seniors are likely to own second homes, make modifications to their residences to accommodate changing needs and choose specialized environments such as active retirement communities, congregate housing and assisted living facilities. And given that seniors overwhelmingly prefer to "age in place," the market for in-home services is set for a boom. (2000)  
[http://www.jchs.harvard.edu/publications/seniors/housing\\_americas\\_seniors.pdf](http://www.jchs.harvard.edu/publications/seniors/housing_americas_seniors.pdf)

### **Housing Choices**

This web site, developed by Senior Resource, provides information on the various options available to the elderly including aging in place, senior retirement communities, age-restricted apartments, modular home communities, ECHO or accessory unit housing, shared housing, continuing or life-care communities, congregate communities, assisted living, board and care housing, nursing homes, Alzheimer's communities, senior day care and short-term vacation housing options.  
<http://www.seniorresource.com/house.htm>

### **Housing Counseling in Rural America**

This report developed by the Housing Assistance Council examines the types of housing counseling currently being used for low-income residents of rural areas in light of past studies of the effectiveness of counseling. A literature review establishes the context for this examination. Important aspects of rural housing counseling programs are described, with special attention to their uniquely rural attributes. Finally, in-depth case studies are presented and possible ways of measuring the success of rural housing counseling programs are reported. <http://www.ruralhome.org/pubs/counseling/tableofcon.htm>

### **Housing for A Competitive Workforce: Homeownership Models that Work**

The future economic health of a community depends on maintaining a competitive workforce for the businesses and industries. Employers around the country are developing programs to assist their employees in finding suitable housing. Employers have traditionally invested in relocation assistance for top management but an increasing number are addressing the needs of non-managerial and hourly workers through advocacy, savings plans, down payment assistance, soft-second loans, and mortgage guarantee programs. This report by Metropolitan Planning Council (MPC) provides models that show how modest private investments can leverage public funds to create programs that benefit workers. (1998)  
<http://www.metroplanning.org/resources/119intro.asp?objectID=119&categoryID=2>. More recent MPC articles related to housing: <http://www.metroplanning.org/resources/>

### **Housing Our Elderly**

This report, developed by the Department of Housing and Urban Development, creates a baseline of information on elderly housing conditions, needs and strategies. Its dual message is clear. Overall, older Americans are among the best-housed citizens of a well-housed Nation. The majority of elderly households lead vigorous lives in quality housing that is within their means and located in neighborhoods that they like. However, millions of elderly households continue to live in housing that costs too much, is in substandard condition, or fails to accommodate their physical capabilities or assistance needs. For many, the day-to-day economics and month-by-month housing situations of their working years have left their declining years insecure. Many more face the prospect of their hard-won housing security slipping away at some point in their lives, a casualty of declining health, dwindling wealth, a deteriorating home or the death of a helpmate. (1999) <http://www.huduser.org/publications/hsgspec/housec.html>

### **The Housing Needs for Lower-Income Homeowners**

As the population continues to age and as the minority share of the population continues to increase, the number of owner households with lower incomes is likely to rise in the coming decades. As their numbers expand, so too may the housing problems associated with lower-income homeowners. In recent years, however, the federal commitment to the repair and modification needs of lower-income homeowners has waned. Some lower income owners may have the equity and assets to leverage funds in the private sector for home repairs, but many are hesitant to adopt available market-based solutions. Non-profit and charity organizations provide needed assistance, especially to those households who cannot qualify for market-based aid and who are without federal subsidies. In the future, creative funding efforts, new program alliances, and renewed commitment from the private sector, government, and non-profit organizations may all be required to help confront and stem the housing problems facing homeowners with the fewest resources. (1998) [http://www.jchs.harvard.edu/publications/homeownership/louie\\_mcardle\\_belsky\\_w98-8.pdf](http://www.jchs.harvard.edu/publications/homeownership/louie_mcardle_belsky_w98-8.pdf)

### **Housing Receivership**

This package includes two articles. The first details Chicago's aggressive program that goes beyond code enforcement and gets results with troubled apartment buildings; how public funds are invested and recouped. Also, *Housing Receivership—A New Tool for Code Enforcement*, about a successful receivership program in Essex County, NJ. Cost: \$5. To order this publication, send check or money order to: The National Housing Institute; 439 Main Street Suite 311; Orange, NJ 07050. For credit card orders, call 973/678-9060.

### **Housing Rehabilitation for Small Cities: The Community Development Approach**

This HUD guidebook builds on the experience gained by states, counties and cities in administering Community Development Block Grant (CDBG) funds for housing rehabilitation over the past 10 years and emphasizes the importance of keeping housing rehabilitation program goals clear and simple. The primary focus of this document is single-family housing rehabilitation with key program design and financing issues, and implementation and marketing strategies. It includes appendices of property rehabilitation publications and a list of state CDBG agencies. Order from HUD USER at 800/245-2691. (\$10.00)

### **HUD Homebuyer's Kit**

This site provides a myriad of information that can be used to prepare for and teach homebuyer education classes including common questions from first-time homebuyers, homebuyer rights, information on how much mortgage you can afford, and a sample wish list. In addition, there are sections on choosing a real estate agent, shopping for the best mortgage deal, home shopping checklist, manufactured home consumer's guide and financing a rehab. <http://www.hud.gov/buying/index.cfm>

### **Improve Your Homeownership Customer Tracking Strategy**

A guide and user's manual in print or on disk of the NeighborWorks® Customer Tracking Toolbox for following customers from homebuyer counseling to home ownership. It explains why customer-tracking is important; lists a series of key strategies for keeping in touch, and provides tools for implementing the strategies. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (8 pg., \$10.00)

### **Increasing Production and Recovering Costs**

This booklet combines several key pieces on cost recovery such as cost recovery strategies, fee samples, case studies, negotiation lessons, and an operations report from the MBA. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (\$1.50)

### **Individual Development Accounts**

The Corporation for Enterprise Development (CFED) fosters widely shared and sustainable economic well-being. CFED promotes asset-building and economic opportunity strategies, primarily in low-income and distressed communities, that bring together community practice, public policy and private markets in new and effective ways including individual development accounts. The web site provides an overview on IDAs and information on their tax treatment. In addition, IDA practices and policies are included. (2000)

[http://www.cfed.org/individual\\_assets/ida/index.html](http://www.cfed.org/individual_assets/ida/index.html)

### **Individual Development Account Program Design Handbook: A Step-by-Step Guide**

This handbook offers an overview of IDAs, feasibility assessments and design phase framework. Also included on a CD-ROM are exhibits, case studies, and IDA resources. Available from the Corporation for Enterprise Development at 202/408-9788. (2000; \$50)

### **Individual Development Accounts: Strategy for Asset Accumulation**

IDAs are a mechanism to allow all Americans an opportunity to achieve self-sufficiency through participation in traditional capital markets and by means of acquiring valuable human and social assets. IDAs are savings accounts at financial institutions established by individuals, with a specific, restricted purpose for the funds, such as purchasing a home, continuing education or starting a business. With training and economic counseling provided by nonprofit organizations, as well as matching funds provided by public or private sources, low income persons can now begin to transition themselves from poverty to prosperity. This paper, developed by the Office of Thrift Supervision, is designed for financial institutions and nonprofit organizations that may be interested in learning more about IDAs, establishing partnerships to support a local IDA program, or identifying national and local resources to seek further information on this important means of asset development. (November, 1998) <http://www.ots.treas.gov/docs/48057.pdf>

### **Infill Development: Strategies for Shaping Livable Neighborhoods**

Communities across the country are increasingly recognizing that the spread out patterns of growth, which have shaped American communities for the past several decades, cannot be sustained. Infill development is the process of developing vacant or under-used parcels within existing residential areas that are already largely developed. This handbook provides strategies to make infill development attractive to developers, potential and existing residents, and encourages a holistic approach to rebuilding and filling the gaps in neighborhoods. (June 1997) <http://www.mrsc.org/publications/infill1.pdf>

### **Infill Housing Program**

The City of Phoenix established Infill Housing Program. The goals of the program are to encourage development of single-family owner-occupied housing on vacant, orphaned or underutilized land located in the mature portions of Phoenix. To be eligible for the Infill Housing Program, potential new house sites must comply with Infill Housing Program's boundary and eligibility criteria requirements, comply with the Infill Housing Program - Development Standards, and address current zoning requirements outlined in the zoning ordinance. Qualified applicants may receive incentives, expedited building plan review, and personalized customer service from the city. <http://www.ci.phoenix.az.us/BUSINESS/infillpgm.html>

### **Infill New Construction**

Beat sprawl by building and selling homes on infill parcels of land. These new construction developments have access to infrastructure – although you may have to extend a water line or add a street light – and utilities are typically available. Whether building one or twenty houses, the design phase is often the trickiest. House design and materials should conform to the rest of the neighborhood. The site may have restrictive zoning ordinances, such as in historic districts or new setbacks.

<http://www.enterprisefoundation.org/resources/dss/infillh/>

### **Information about Housing the Rural Elderly**

This fact sheet developed by the Housing Assistance Council describes the housing conditions of the elderly living in rural areas. The elderly occupied 27 percent of all rural housing in 1991. They also

occupied 27 percent of all rural substandard housing. There are several reasons why the rural elderly do not leave their crumbling homes. Unlike in cities, most rural elderly-headed households (over 80 percent) own their homes. Often the elderly prefer to remain in their own homes as long as their health allows. This is compounded by the lack of viable alternatives in the form of apartments, congregate projects or assisted care facilities. <http://www.ruralhome.org/pubs/infoshts/infoelderly.htm>

### **Insuring Homes: A Housing Professional's Guide to Obtaining Homeowners Insurance**

This guide is a product of the National Insurance Task Force's Accessibility subcommittee and is organized into four sections: (1) The Basics of Homeowners Insurance; (2) Ways to Overcome Obstacles to Obtaining Homeowners Insurance; (3) Resources for Information; and (4) Understanding Insurance Terminology. (31 pages; 2000.) <http://www.nw.org/network/homeframex.asp?searchfor=12>, click on *Publications, Publication and Video Catalog*.

### **Introducing Community Land Trusts Brochure**

This is a concise, compelling brochure introducing community land trusts, explaining the importance of community control of land and including a description of the essential features of CLTs, endorsements from people involved in CLTs, and stories of three successful CLTs. This is a useful tool for local CLT organizing and includes a space to fill in a local contact name. Also available in Spanish (1999, \$25 for 100 copies, \$.20 for each after 100) For a free sample or to order this resource, call ICE at 413/746-8660, fax 413/746-8862 or print form from web site and mail. <http://www.iceclt.org/orderform.html>

### **Keep Nebraska Beautiful /Great American Cleanup**

The Great American Cleanup focuses not only on litter removal and litter prevention, but also on other local community improvement initiatives and neighborhood beautification projects. By offering many different ways to participate, the Great American Cleanup hopes to get more and more people involved. The cleanup is also an opportunity to conduct a recycling drive that educates residents and businesses on the importance of recycling salvageable materials. In communities where graffiti is a recurring problem, the cleanup encourages painting over defaced public buildings and areas to restore beauty and send the message that graffiti will not be tolerated there. The event can also be used as a form to incorporate the "greening" of each community with projects to plant flowers and tree seedlings. Collecting clothes for the reuse by the needy is another activity that fits into the goals to reduce, reuse and recycle. Drop off sites around the community are designated for clothing collection. After collection, the clothing is donated to local charities, shelters and other social service organizations. Call the Keep Nebraska Beautiful at 800/486-4562. <http://www.knb.org/gac.html>

### **Knowing and Understanding Your Credit**

Establishing good credit can be a positive step toward the American dream of homeownership. This guide, developed by the Fannie Mae Foundation, explains what credit is and why having good credit is so important, especially when you want to buy a home. The guide also provides useful information about credit reports and credit scoring; improving your credit; creating a nontraditional credit history; and using a budget, checking account, and savings account to take control of your credit. <http://www.homebuyingguide.org/>

### **Land Trusts and Planning Commissions: Forging Strategic Alliances**

Land trusts provide an important resource for communities concerned about preserving open space and natural resources. This introduction to land trusts focuses on how planning commissions and land trusts can work cooperatively to achieve open space protection goals. It includes sidebars highlighting a dozen land trusts from across the country. (Planning Commissioners Journal, #34, Spring 1999) <http://www.plannersweb.com/wfiles/w351.html>

### **A Little Knowledge Is a Good Thing: The Effectiveness of Pre-purchase Homeownership Counseling**

Effective pre-purchase counseling significantly helps homeowners avoid falling behind in their mortgages, in some cases by as much as 34 percent, according to the first empirical study done on the impact of pre-

purchase home counseling. This study uses data on almost 40,000 mortgages originated under Freddie Mac's Affordable Gold program to pose three questions; does pre-purchase homeownership counseling demonstrably reduce 90-day delinquency rates, do the different types of prepurchase homeownership counseling programs vary in their effectiveness at reducing delinquency rates, and are any counseling providers more or less effective in administering their programs.

<http://www.freddiemac.com/corporate/reports/>, click on article.

### **Loan Workout Options**

Mortgage Guaranty Insurance Corporation provides a list of loan workout options that could be adopted by local housing counseling agencies in partnership with local lenders. The options include repayment, a forbearance plan or loan modifications such as presale or deed in lie of foreclosure.

<http://www.mgic.com/loanworkout.html>

### **Looking for the Best Mortgage: Shop, Compare, Negotiate**

Shopping around for a home loan or mortgage will help homebuyers get the best financing deal. A mortgage – whether it's a home purchase, a refinancing, or a home equity loan – is a product, just like a car, so the price and terms may be negotiable. This guide, developed by the Federal Reserve Bank, can be used to compare all the costs involved in obtaining a mortgage. Shopping, comparing and negotiating may save a homebuyer thousands of dollars. [http://www.federalreserve.gov/pubs/mortgage/mortb\\_1.htm](http://www.federalreserve.gov/pubs/mortgage/mortb_1.htm)

### **Low Income Housing and Services Programs: Towards a New Perspective**

This paper by the National Low Income Housing Coalition provides a review of the history of low-income housing programs linked with services and proposes a new perspective on designing and implementing future programs. Despite the long history of this linkage, too often programs have not focused on achieving permanent housing stability, and have focused more on transitional housing linked to temporary services. Lacking are permanent housing and services programs. Following the historical review, this analysis examines current research and program evaluations, discusses potential barriers to program development, and concludes by recommending a new framework and terminology for housing and services programs grounded in theory and core principles. (March 2001) <http://www.nlihc.org/pubs/Housing.pdf>

### **Make a Difference Day**

Make a Difference Day, the largest national day of helping others, is sponsored by USA WEEKEND Magazine and its over 500 carrier newspapers. The event is usually held in October in partnership with the Points of Light Foundation. Participating organizations are eligible for awards and cash donations to a charitable cause. The Web site provides project ideas and tools including planning guides. Specialized merchandise is also available. <http://www.usaweekend.com/diffday/index.html>

### **The Many Benefits of Home Ownership**

An artfully designed summary of selected benefits of home ownership, including continuity and stability in tenure, improved homeowner confidence, positive environments for families, better neighborhoods, greater civic involvement, building personal wealth and benefiting local economies. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (8 pg., 10 brochures for \$1.00)

### **Master Rehab Specifications**

The Enterprise Foundation's Rehab Work Group has refined this library of more than 1,300 bid specifications for housing rehabilitation. This revised and expanded second edition includes specific, how-to instructions for inspection, spec writing and cost estimating; instructions and sample formats of how to assemble a work write-up; state-of-the art lead paint treatment specs; unit pricing for every specification; and spec language to inform a contractor of the owner's required building materials and installation methods for each item. One 3.5" disk accompanies the manual and includes a sample inspection checklist, sample reports, and the specification. The files are in ASCII format and can be used on any IBM or Macintosh word processor equipped to read ASCII files. Order from The Enterprise Foundation at 800/624-

4298. (1995; 438 pages and 1 disk; \$45)

### **Models and Guidelines for Infill Development**

By absorbing growth into existing communities, infill relieves growth pressures on rural areas and can improve the quality of life for older communities. Infill helps achieve the goals of smart growth, support existing communities, preserve our best agricultural and natural areas, and save taxpayers from the high cost of building infrastructure to support development that has spread far from our traditional population centers. This publication is intended to help local governments, architects, builders and developers achieve infill by offering remedies that overcome barriers. The report identifies components of a successful infill strategy and outlines design elements that could be considered in reviewing infill projects. A model infill ordinance is provided that can be adopted as is, crafted to fit a community's particular needs, or used to identify alternative approaches to supporting infill development. Development review techniques provide guidelines to use in reviewing, grading or selecting projects for infill. (October 2001)

<http://www.op.state.md.us/planning/M&gs/InfillMay11.pdf>

### **Model Rehabilitation Standards for Single-family Housing**

This model document consists of standards for rehabilitating single-family housing, in a form that might be used by an affordable housing agency that is doing the work and/or providing special financing. It is applicable only to "selective" rehabilitation (sometimes called "partial" or "moderate" rehabilitation) as opposed to substantial rehabilitation. <http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Housing Production* under the *Housing* heading, find article in list, click *View the Document Online*.

### **Money 2000 & Beyond**

Money 2000 & Beyond is a program offered by the Cooperative Extension Service across the nation designed to help families improve their financial well-being. Topics include money management, investing in your future, increasing your savings, reducing your debt, feeling more in control of your finances and monitoring your financial progress. Contact your nearest extension office for more information.

<http://www.fcs.okstate.edu/money/>, <http://www.rce.rutgers.edu/money2000/>,  
<http://www.uwex.edu/ces/money2000/>

### **National Partners in Homeownership**

The National Partners in Homeownership is an unprecedented public-private partnership that was formed in 1995 to dramatically increase homeownership opportunity in America. The Partnership consists of 58 national organizations representing lenders, real estate professionals, homebuilders, nonprofit housing providers, and federal, state and local governments. The *Local Partners Tool Kit* was designed to assist organizations throughout the country to form or strengthen local homeownership partnerships. It provides the information and instructions necessary for local partnerships to participate in the National Homeownership Strategy – a bold initiative to increase homeownership rates throughout the United States. To receive a *Local Partnership Tool Kit*, call 800/297-4183.

### **Needs Assessment: A Key to a Good Elderly/Special Needs Housing Plan**

Housers have the challenge of providing housing to low- and moderate- income persons including the elderly, as well as the younger disabled population. Given our limited funding resources, we must know exactly what the needs of our elderly and disabled population are and what resources we have. This publication will assist you to identify the needs of your present population, identify the needs of your waiting list, identify the resources needed to meet those needs, provide you with sample assessment instruments and show you how to bring your housing services plan together. (200 pg., Publication No. T112, Price: \$52 non-member/\$45 NAHRO member)

To order this book, use the order form at [http://www.nahro.org/publications/books\\_order.html](http://www.nahro.org/publications/books_order.html) or contact Amber Singletary at 202/289-3500 ext. 260 or by email at [asingletary@nahro.org](mailto:asingletary@nahro.org).

### **NEFE High School Financial Planning Program**

The National Endowment for Financial Education initiated this program in 1984 as a public service to increase the financial literacy of America's youth. The seven-unit program provides teens with a greater

understanding of and ability to manage their personal finances in the areas of goal setting, budgeting and saving. The program uses unique games, simulations, case studies, and interactive exercises to provide hands-on experience for students to test and apply the financial principles and concepts being taught.

<http://www.nefe.org/pages/highschool.html>

### **Neighborhood Preservation Ordinance and Code Enforcement Policy**

This is a sample neighborhood preservation code from Phoenix, Arizona. It is the intent of the city to promote the health, safety and welfare of its citizens. Part of this responsibility includes protecting neighborhoods from blighting and deteriorating conditions that have a negative impact on area property values and encourage social disorder and crime. To assist in this endeavor, this code enforcement policy was established to guide the City in addressing properties with code violations.

<http://phoenix.gov/NBHDPGMS/nghordin.html>, <ftp://phoenix.gov/pub/NSD/ordinance.pdf> and <ftp://phoenix.gov/pub/NSD/code.pdf>

### **New Respect for Rehab**

This issue of the *NeighborWorks Journal* published by the Neighborhood Reinvestment Corporation, focuses on rehabilitation. Topics of articles include expanding partnerships with lenders and government agencies; giving new life to foreclosed or abandoned properties through acquisition, rehab and sale strategy; overcoming traditional obstacles to keeping housing rehab affordable; getting the work out on lead abatement; and making building codes more consistent, uniform and user-friendly.

[www.nw.org](http://www.nw.org), click on *Publications*, click on *NeighborWorks Journal*. (Volume 15, No. 1, Fall 1996).

### **Opening the Door to a Home of Your Own. Home Buying Guide**

The Fannie Mae Foundation has developed the guide to homeownership that includes sections on purchase readiness, how to calculate your mortgage payment, and the amount of mortgage you can qualify for. The guide is available in 9 languages, including English, Chinese, Korean, Vietnamese, Russian, Polish, Portuguese, Spanish, and Haitian-Creole. <http://www.homebuyingguide.org/>

### **Operating a Home Improvement Program: A Complete Overview**

A home improvement program is a resource for the renovation of single-family homes in a neighborhood. Most home improvement programs provide quality construction funded by grants or low-cost financing for lower-income homeowners. Topics covered in this manual, developed by The Enterprise Foundation, include program stages and design, required staffing and skills, program tools, relationships with banks and contractors, program budgeting and capitalization, and potential risks and their solutions. This workbook is one of 36 included in The Enterprise Foundation's Community Development Library. Order from Atlas Books at 800/247-6553.

### **Owner-occupied Home Improvement Program**

While this program is most often undertaken by the local housing agency, in some cases a neighborhood-based developer is more effective at engaging the existing homeowner market. Many features of this product line are similar to "Acquisition and Rehab for Resale", such as the need for rehabilitation standards and financial affordability analysis. You are however, really selling a service rather than a product. Why? In this product line, you are managing the home improvement process for the homeowner but you never acquire and re-sell the property. <http://www.enterprisefoundation.org/resources/dss/ownocc/default.asp>

### **Poverty and Housing of Rural Women**

This information sheet put together by Housing Assistance Council discusses the disproportionate amount of female-headed households in the poorest income bracket, the reasons behind it and the effects it has on society. <http://www.ruralhome.org/pubs/infoshts/women.htm>

### **Qualifying Contractors for Single-Family Rehabilitation Programs**

This package of forms, developed by The Enterprise Foundation, is intended to be used or adapted by local government or nonprofit agencies that are rehabilitating single-family housing. The purpose of the forms is

to assist in qualifying capable rehabilitation contractors and to avoid using firms that have a poor track record or operate on too small a scale or too informally to take on the agency's construction jobs. <http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Housing Production* under the *Housing* heading, find article titled *Forms package: qualifying contractors for single-family rehabilitation*.

### **Realizing the American Dream: A Workbook Series for First-time Homebuyers**

A joint project of the American Bankers Association, the National Foundation for Consumer Credit and the Neighborhood Reinvestment Corporation, this workbook was designed to use in an eight- to 12-hour series of seminars for homebuyers. The trainer's version contains a trainer's toolbox that is full of exercises, teaching tips, handouts and transparencies that make it easy to run successful seminars. Key components include: *Are You Ready to Buy a Home?*, *Shopping for a Home*, *Getting a Mortgage Loan*, *Budgeting and Credit*, and *Keeping Your Home and Managing Your Finances*. Two booklets are also available to address managing your home's energy and maintaining your home. Student manuals \$10/Instructor manual \$15. <http://www.nw.org>, click on *Publications*, click on *Homebuyer Education*, find article in list.

### **Rebuilding Together**

The mission of this program is to preserve and revitalize houses and communities, assuring that low-income homeowners, particularly those who are elderly and disabled and families with children, live in warmth, safety, and independence. Each local program sets its own goals. Some affiliates provide emergency year-round services in addition to the major rehabilitation projects they undertake on National Rebuilding Day. Some affiliates choose to do significant work preserving and revitalizing non-profit facilities. Some affiliates organize their work in a one-day blitz while others work over several weekends. The unskilled volunteers join with skilled workers in painting, cleaning, and weatherizing, doing carpentry, plumbing, and electrical work. <http://www.rebuildingtogether.org/>

### **Regional Housing Opportunities for Lower Income Households: A Resource Guide**

This publication talks about the history of the segregation by race and income in suburban areas. It includes descriptions of over 30 past and present initiatives to expand housing choice and increase housing affordability for low-income families. March 1994, 249 pg., \$20. <http://www.huduser.org/publications/affhsg/reghsing.html>

### **Rehab as a Tool for Neighborhood Revitalization**

Different types of rehab programs will be most effective at different times, depending on the neighborhood's real estate market, housing stock and available financing tools. Neighborhoods Inc., of Battle Creek, Michigan, has used a variety of rehab programs to promote neighborhood revitalization at different times over the last decade including rehab and sale, rehab lending for homeowner rehab, rehab lending as part of home purchase and rehab lending for small exterior repairs. [www.nw.org](http://www.nw.org), click on *Publications*, click on *NeighborWorks Bright Ideas*, find issue (Summer 2000).

### **The Rehab Guide Volumes 1 - 9**

HUD has released *The Rehab Guide*, a series of nine guidebooks to inform the design and construction industry about state-of-the-art materials and innovative practices in housing rehabilitation. *The Rehab Guide* series focuses on building technologies, materials, components, and techniques rather than projects such as adding a new room. Each volume covers a distinct element of housing rehabilitation and feature breakthrough materials, labor-saving tools, and cost-cutting practices. The nine volumes are:

- The Rehab Guide Volume 1: Foundations - <http://www.huduser.org/publications/destech/rehabgui.html> (June 1997, 57 p.)
- The Rehab Guide Volume 2: Exterior Walls - <http://www.huduser.org/publications/destech/walls.html> (August 1999, 96 p.)
- The Rehab Guide Volume 3: Roofs - <http://www.huduser.org/publications/destech/roofs.html> (March 1999, 81 p.)

- The Rehab Guide Volume 4: Windows and Doors - <http://www.huduser.org/publications/destech/doors.html> (May 1999, 68 p.)
- The Rehab Guide Volume 5: Partitions, Ceilings, Floors, and Stairs - <http://www.huduser.org/publications/destech/partition.html> (November 1999, 66 p.)
- The Rehab Guide Volume 6: Kitchens and Baths - <http://www.huduser.org/publications/destech/kitchen.html> (September 1999, 79 p.)
- The Rehab Guide Volume 7: Electrical/Electronics - <http://www.huduser.org/publications/destech/electrical.html> (April 2000, 58 p.)
- The Rehab Guide Volume 8: HVAC/Plumbing - <http://www.huduser.org/publications/destech/hvac.html> (August 1999, 87 p.)
- The Rehab Guide Volume 9: Site Work - <http://www.huduser.org/publications/destech/sitework.html> (August 1999, 87 p.)

### **The Rehab Manual: Planning and Managing a Housing Rehabilitation Project**

Ithaca Neighborhood Housing Services designed this manual primarily for construction specialists, rehabilitation coordinators, project managers, and others who may have limited experience in housing rehabilitation or development projects. Examples of various planning and construction stages of an actual renovation project are found throughout the manual. Order from the NeighborWorks® Campaign for Home Ownership Clearinghouse, 108 N. Cayuga Street, Ithaca, NY 14850; Phone: 607/273-8374. (\$1.00)

### **Rehab Specialist Contract**

It's hard to find a standard contract covering design services for selective and maintenance-level rehab that doesn't require a licensed architect or engineer. This contract carefully defines the responsibilities for plan design packaging as well as payment procedures. Buy one copy and photocopy it as often as you like. Order from The Enterprise Foundation at 800/624-4298. (10 pages; \$10)

### **Request for Proposals: Rehabilitation Specifications and Construction Management Services**

This document, created by The Enterprise Foundation, is a request for proposals from firms or individuals for providing full-service specification writing and construction management for a housing rehabilitation program. The program works primarily with single-family homes and occasionally with small multifamily properties. <http://www.enterprisefoundation.org/resources/ERD/default.asp>, click on *Housing Production* under the *Housing* heading, find article in list.

### **Residential Rehabilitation Inspection Guide**

An important factor in making the best use of our nation's housing stock is accurately assessing the condition, safety, usefulness, and rehabilitation potential of older residential buildings. The Residential Rehabilitation Inspection Guide provides step-by-step technical information for evaluating a residential building's site, exterior, interior, and structural, electrical, plumbing, and HVAC systems. This guide, prepared for HUD by the National Institute of Building Sciences, is designed to help evaluate the rehabilitation potential of small residential buildings and structures. Contractors, builders, realtors, home inspectors and others with a basic knowledge of building construction may use the guide. When used in conjunction with the local building code, the guide can assist in identifying unsafe or hazardous conditions and uncovering functional deficiencies that should be corrected. (February 2000, 162 p.)

<http://www.huduser.org/publications/destech/inspection.html>

### **Rural Homelessness: A Review of the Literature**

This document reviews and summarizes national, state and local reports that provide information about homelessness in rural area. Cost: \$6 (1991, 80 pages, ISBN 1-58064-051-6). To order with a credit card, call 202/842-8600, or download order form from the web site. <http://www.ruralhome.org/pubs/order.htm>

### **Rural Homelessness: Finding a Solution**

Developing a comprehensive response to homelessness in nonmetropolitan and rural areas presents many challenges. In many communities, even a system to meet emergency housing needs is lacking. This document outlines the issues faced by smaller communities in addressing homelessness.

<http://www.ruralhome.org/pubs/infoshts/solution.htm>

### **Rural Homelessness: The Problem**

In 1991, the Housing Assistance Council (HAC) reviewed national, state and local studies, reports and public hearings to summarize what was known about rural homelessness. The literature indicates that homelessness occurs in rural areas throughout the country; it is a problem of national concern

<http://www.ruralhome.org/pubs/infoshts/rhomeles.htm>.

### **Rural Housing**

A number of publications related to rural housing including comparison between rural and urban housing market, papers addressing rural rental housing, rural housing for people with disabilities, and rural seniors.

By Housing Assistance Council. <http://www.ruralhome.org/pubs/publist.htm#alpha>

### **Scattered-Site Properties and the Community Land Trust: A Strategy for Expanding Affordable Housing Opportunities**

The community land trust can make effective use of a scattered site strategy to remove the cost of purchasing land for the homebuyer, acting as a co-purchaser of real estate with homebuyers who qualify for assistance. The trust would take title to the land itself, and the homebuyer would purchase the improvement. The homebuyer would then be charged an annual ground rent by the trust in accordance with a predetermined formula and subsidized based on the level of household income. (1991)

[www.geocities.com/Athens/Acropolis/5148/dodson\\_comm\\_land\\_trusts.html](http://www.geocities.com/Athens/Acropolis/5148/dodson_comm_land_trusts.html)

### **Section 8 Homeownership Program**

The Public Housing Reform Act of 1998 includes language that allows HUD to assist Section 8 housing choice voucher recipients in purchasing a home. The Section 8 homeownership option permits public housing agencies (PHAs) to use the voucher subsidy to assist an eligible first-time homeowner with their monthly homeownership expenses instead of with the rent. The homeownership voucher is an option under the housing choice voucher program. PHAs who choose to participate may also choose to impose limits on the size of its homeownership voucher program.

<http://www.hud.gov/pih/programs/s8/s8homeownership.html>

### **Setting the Standard for Building Safety: Codes and Standards**

Maintained by International Code Council. Contains State Codes. <http://www.iccsafe.org/cs/>

### **Single Family Selective Rehabilitation**

This manual covers the process of making rehabilitation loans to homeowners assuming the lender is helping to bid jobs to general contractors and monitor construction. Procedures from successful programs are used. Selective rehabilitation assumes that substantial rehab – complete replacement of most systems – is not the norm. Order from The Enterprise Foundation at 800/624-4298. (1991; 256 pages; \$35)

### **Steps to Homeownership**

Reports on a field study of low-income tenants' attitudes toward home ownership, and the implications for how CDCs manage property and how effective tenant involvement contributes to the success of home ownership programs. To order this publication, email [ressandoh@ncced.org](mailto:ressandoh@ncced.org). (1994; 89 pg., \$16.00 regularly/\$8.00 for NCCED members)

### **Strategies for Successful Infill Development**

This book, written by the Northeast-Midwest Institute, Congress for the New Urbanism, is designed to help communities plan, design, approve and fund successful infill development. Successful infill development

can provide housing (both affordable and market rate) near job centers and transit; increase the property tax base; preserve open space at the edge of regions; provide new residents to support shopping districts and services; capitalize on community assets such as parks, infrastructure and transit; and create new community assets such as child-care centers, art districts, and shopping areas.

<http://www.nemw.org/infillbook.htm>

### **Successful Single-family Acquisition and Rehabilitation:**

#### **A Complete Overview of the Skills and Finances Needed to Run a Successful Program**

An acquisition and rehabilitation program for home ownership is an effective strategy to help restore a community and provide quality affordable houses for purchase. Topics covered in this manual include locating properties, finding and supervising contractors, selling in the rehab market, financial and project management, and risks and their solutions. This workbook is one of 36 included in The Enterprise Foundation's Community Development Library. <http://www.enterprisefoundation.org/pubsnews/catalog/>

### **The Ten Year Plan to End Homelessness**

The National Alliance to End Homelessness had developed a groundbreaking and ambitious new campaign to combat homelessness in America. The campaign is the result of a year-long collaborative planning process involving the Alliance's staff, member organizations, and Board, as well as noted national experts on the issue of homelessness. Its goal is nothing less than to end the crisis of homelessness in America within the next ten years. While the Alliance realizes that we cannot eliminate homelessness on our own, we believe the time has come for our nation to re-commit itself to the necessity of ending homelessness, and to begin to take more effective, pro-active steps to generating solutions, rather than finding ways of merely living with the problem. <http://www.endhomelessness.org/pub/tenyear/tenyearplan.pdf>

### **Two- to Four-Unit Acquisition/Rehab**

This owner occupied product line is very similar to “Acquisition with Rehab for Resale.” Financial feasibility and underwriting are different because the development costs are higher (more units per property) and there are both operating income and expenses attached to the rental units. Marketing, ongoing support & maintenance is different because the owner must be interested in, and capable of managing the attached rental units. It is possible that the additional income from the rental units will make home ownership affordable to a lower income market. The housing stock best suited to this product line are large converted single family homes and existing multi-family buildings that do not suit the current market needs – too large a house or too small a unit. <http://www.enterprisefoundation.org/resources/dss/2to4/default.asp>

### **What are Credit Scoring and Automated Underwriting**

A glossy, illustrated guide from Fannie Mae on understanding the tools lenders use – especially credit scoring and automated underwriting – in evaluating mortgage loan applications. It explains what borrower information a lender will need, and how a lender will use credit scoring and automated underwriting to evaluate a borrower’s application. (24 pages, \$.50)

### **You're in Charge**

A set of three videotapes and a high school teaching curriculum is available from Consumer Credit Counseling Services, A Division of Money Management International. The tapes include a decision making model to assist individuals in regaining control of their credit; an introduction to the basic ideas of savings, credit and debt, and how these relate to our needs and wants; and effective credit management strategies. The comprehensive curriculum guide includes video summaries, teaching strategies, discussion questions, vocabulary and text questions for all tapes listed in the series. Cost \$199.

<http://www.cccsintl.org/edu/youre.html>

### **Your Route to Homeownership**

On-line tutorial, developed by Freddie Mac, provides easy to understand and in-depth information on all aspects of buying a home, from understanding the pros and cons of homeownership to demystifying the mortgage process. <http://www.freddiemac.com/homebuyers/>

## ***Appendix D:***

### ***Sources of Funding and Technical Assistance***

#### **“Affordable Housing Finance” magazine**

Covers affordable housing news, apartment industry news and tax credit investment news. Available online at <http://www.housingfinance.com>. Also provides “Affordable Housing and Community Directory Online” for a fee.

#### **Affordable Housing Management Association, VII (AHMA/7)**

AHMA/7 is an affiliate of the National Affordable Housing Management Association (NAHMA) that serves Kansas and Missouri, <http://www.nahma.org/content/field/ahma7.html>. AHMA/7 is a non-profit organization representing owners, managers and developers of affordable, multi-family housing projects in Kansas and Missouri. AHMA/7 provides educational programs on housing management, national regulatory and legislative issues, and a forum for communication between members.

#### **American Dream Downpayment Initiative**

Signed by President Bush in December 2003, this \$200 million program will help tens of thousands of low-income families to become homeowners. Program’s goal is to increase the overall homeownership rate, especially among minority groups who have lower rates of homeownership compared to the national average. The focus is on low-income families who are also first-time homebuyers. Families may use the subsidy for downpayment assistance, such as closing costs and interest reduction. To participate, recipients must have annual incomes that do not exceed 80 percent of the area median income. States and local governments with populations over 150,000 or allocated at least \$50,000 by formula will receive the funding. The program, that is expected to start in Spring 2004, will be administered as part of HUD’s existing HOME Investment Partnerships Program (HOME). For more information, see <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/addi/index.cfm>

#### **Community Development Block Grants: An Action Guide**

This is an in-depth guide to this \$4 billion federal program. It explains the rules concerning how CDBG money can be used (with a focus on benefiting lower income people) and the process governments must follow when deciding how to use this money (such as encouraging participation by lower income people). <http://www.communitychange.org/Publications/CDBG.pdf>.

The Missouri Department of Economic Development (DED) administers CDBG Program Revitalization that offers grants to communities to improve facilities, address health and safety concerns and develop a greater capacity for growth. Funded projects range from housing and street repairs to industrial loans and job training. For more info, see <http://www.ded.mo.gov/communities/communitydevelopment/cdbg/>

#### **Enterprise MoneyNet**

Developed by the Enterprise Foundation, this web site is a fast and easy way to access a wide range of funding information. It includes a searchable database of donors and the latest funding deadlines relevant to housing and community development, including federal government funding sources. In addition, Enterprise MoneyNet includes a collection of best practices in fund raising including donor profile checklists, steps for prospect screening, solicitation worksheets, proposal writing guidelines, and more. Users can also read about some of the top donors in the housing and community development field and link to other funding resources on the Web. <http://www.enterprisefoundation.org/resources/funding/moneynet>

#### **Fannie Mae Foundation, Building Healthy Communities**

The Fannie Mae Foundation nurtures and maintains a broad range of partnerships with government agencies, nonprofits, neighborhood leaders, schools and faith-based institutions to help develop and implement comprehensive community revitalization plans and other local efforts to improve affordable housing options for low-income families. Funding priorities include programs that address design, smart

growth, and sustainable development issues; affordable housing production (generally pre-development or gap-financing support); operating support for community development corporations and other nonprofit affordable housing developers; and efforts to help bridge the "digital divide" experienced by housing nonprofits. <http://www.fanniemae.foundation.org/grants/grants.shtml>

In October 2003, Self-Help, the Ford Foundation, and Fannie Mae announced the successful completion of their \$2 billion initiative launched in 1998 to provide affordable mortgages to nearly 30,000 minority and low-income home buyers nationwide. Building on the success of the initiative, Fannie Mae has committed to purchase an additional \$2.5 billion in loans acquired by Self-Help over the next five years to serve an additional 35,000 families.

### **Fannie Mae Foundation, Wealth Creation through Information**

The Fannie Mae Foundation strives to provide every American with the information they need to take control of their financial future. A Foundation priority is support of education and programs that incorporate personal finance components into both pre- and post-purchase education and counseling. Substantive training on budgeting/money management, credit, debt management, saving and investing is a core component of the Foundation's homeownership education focus. The Foundation has a special emphasis on programs that provide culturally appropriate outreach to new immigrants and other particularly under-served populations. The Foundation also supports predatory lending consumer education programs. <http://www.fanniemae.foundation.org/grants/grants.shtml>

### **FHA (Federal Housing Administration)**

The U.S. Department of Housing and Urban Development offers a variety of loan insurance programs through the Federal Housing Administration which require approximately 3 to 5 percent cash down. FHA loan limits vary depending on the county where the property is located. FHA loans administered by HUD are originated by private lenders. For more information, contact lenders who offer FHA loans or a regional HUD office. For more info, see <http://www.hud.gov/offices/hsg/hsgabout.cfm>

### **FHA - Mortgage Insurance for One- to Four-family Homes**

HUD's Federal Housing Administration (FHA) insures mortgages made by qualified lenders to people purchasing or refinancing a home of their own. Insured loans may be used to finance the purchase of new or existing one- to four-family housing, as well as to refinance debt. Down payment can be reduced to as little as 3 percent and some closing costs can be financed. The maximum amount of the mortgage is limited, depending on location. HUD has updated Handbook 4155.1 REV-5 "Mortgage Credit Analysis for Mortgage Insurance, One to Four Family Properties". All credit policy changes related to loans insured under Sections 203(b) and 234(c) of the National Housing Act and implemented by HUD Mortgagee Letters issued since September 1995 have been incorporated into this Handbook. To view the updated Handbook, visit HudClips, [http://www.hudclips.org/cgi/index\\_cliphome.cgi](http://www.hudclips.org/cgi/index_cliphome.cgi). Click on the "what's new" link or the "library" link to find the updated handbook.

### **Federal Home Loan Banks**

The FHLBanks are the wholesale banks, overseen by the Federal Housing Finance Board. The 12 banks of the FHLBank System are owned by over 8,000 community financial institutions. Each of the 12 regional FHLBanks (<http://www.fhlbanks.com>) administer the Affordable Housing Program (AHP), [http://www.fhfb.gov/FHLB/FHLBP\\_housing.htm](http://www.fhfb.gov/FHLB/FHLBP_housing.htm) and the Community Investment Program (CIP), [http://www.fhfb.gov/FHLB/FHLBP\\_economic\\_intro.htm](http://www.fhfb.gov/FHLB/FHLBP_economic_intro.htm). Since 1989, the FHLBanks have annually contributed 10 percent of their income or \$100 million, whichever is greater, to the AHP program that subsidizes long-term financing for very low-, low- and moderate-income families. In addition, FHLBanks provide advances to fund community and economic development projects through CIP. CIP is a lending program that provides below-market-rate loans that enable banks to extend long-term financing for housing and economic development that benefits low- and moderate-income families and neighborhoods. For more information on FHLBanks and community development lending, contact the Community Investment Officer at the FHLBank in your area: FHLBank of Des Moines, [www.fhlbdm.com](http://www.fhlbdm.com)

### **FHLBank, Affordable Housing Program (AHP)**

The Federal Home Loan Bank of Des Moines administers the Affordable Housing Program (AHP) that includes a twice-a-year competitive grant program and two homeownership set-aside programs: Rural Homeownership Fund (RHF) and Native American Homeownership Initiative (NAHI). In 2003, 25 Missouri rural communities were awarded funding from RHF. For the first round of 2003 AHP, 3 projects were funded in the State of Missouri that encompass 142 AHP single-family housing units. For more information on these programs, see [http://www.fhlbdm.com/cj\\_ahp.htm](http://www.fhlbdm.com/cj_ahp.htm)

### **FHLBank, Community Investment Advance Program**

The Federal Home Loan Bank of Des Moines administers the Community Investment Advance Program that includes Commercial Lending Advance (to enhance commercial lending efforts, cost- plus funds are available for construction loans, rehabilitation loans, permanent financing or other commercial lending) and Residential Lending Advance (provides financing for rehabilitation, construction, redevelopment or purchase of affordable housing. It's a low-priced advance that can be used with other Bank funding to achieve the best rate for all qualified residential lending projects). Housing and economic development initiatives are vital to the health of a community's economy. Eligible economic development projects include commercial, industrial, manufacturing, social service, infrastructure projects, and public facility projects and activities. Community Investment Advance applications are accepted all year.

Additional information is available by calling the Community Investment Department at 800.544.3452, ext. 1173, or at [http://www.fhlbdm.com/ci\\_cia.htm](http://www.fhlbdm.com/ci_cia.htm)

### **Freddie Mac (Federal Home Loan Mortgage Corporation – FHLMC)**

Freddie Mac is a stockholder-owned corporation chartered by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing. Freddie Mac purchases single-family and multifamily residential mortgages and mortgage-related securities, which it finances primarily by issuing mortgage pass through securities and debt instruments in the capital markets. By doing so, it ultimately helps homeowners and renters get lower housing costs and better access to home financing.

<http://www.freddiemac.com/>

### **Ginnie Mae (Government National Mortgage Association - GNMA)**

The purpose of Ginnie Mae is to serve low-to moderate-income homebuyers. The primary function of Ginnie Mae is to operate the Mortgage-Backed Securities (MBS) program. Ginnie Mae helps ensure that mortgage funds are available throughout the United States including rural and urban areas in which it has been harder to borrow money to buy a home. <http://www.ginniemae.gov/>

### **Heritage Preservation Services, Federal Historic Preservation Tax Incentive**

Current federal law establishes a 20 percent tax credit for the rehabilitation of historic buildings for commercial, industrial and rental residential purposes. Developers who rehabilitate historic buildings can claim a percent of the qualified rehabilitation costs in the form of a federal income tax credit, dollar-for-dollar tax savings. Provisions of the current tax law are found in the Internal Revenue Code. The preservation tax incentives are available for any qualified project that is designated as a certified rehabilitation of a certified historic structure. A certified historic structure is a building that is individually listed in the National Register of Historic Places or a building that contributes to a registered historic district. A certified rehabilitation is a renovation project in keeping with the historic character of the property and, where applicable, the district in which it is located. <http://www2.cr.nps.gov/tps/tax/>

### **Housing Assistance Council**

The Housing Assistance Council (HAC) is a nonprofit corporation headquartered in Washington, D.C., that has been helping local organizations build affordable homes in rural America since 1971. HAC emphasizes local solutions, empowerment of the poor, reduced dependence, and self-help strategies. HAC assists in the development of both single- and multi-family homes and promotes homeownership for working low-income rural families through a self-help, "sweat equity" construction method. The Housing

Assistance Council offers services to public, nonprofit, and private organizations throughout the rural United States. <http://www.ruralhome.org/index.htm>

### **Housing Assistance Council, Rural Housing Loan Fund (RHLF)**

A \$14.1 million revolving fund, the RHLF provides seed money for affordable new housing construction, repair and rehabilitation. Eligible uses include land options, down payments, land purchase, site development, architectural and engineering fees, site surveys, soil test borings, market studies, appraisals, environmental engineering studies, archeological clearances, and legal expenses related to site acquisition. Contact the HAC Midwest Office, 10920 Ambassador Drive, Suite 220, Kansas City, MO, 64153, 816/880-0400. <http://www.ruralhome.org/loanfund/index.htm>

### **HUD (US Department of Housing and Urban Development)**

HUD administers such programs as Public Housing, Section 8 (that provides Housing Choice Vouchers), CDBG (helps local governments to subsidize the cost of economic and community development activities), HOME (which is a federal housing block grant program), Section 202/811 (helps nonprofit housing sponsors to fund the construction or rehabilitation of supportive rental or cooperative housing units for elderly and disabled renters) and others.

### **HUD - Continuum of Care**

The Continuum of Care model is based on the understanding that homelessness is not caused merely by a lack of shelter, but involves a variety of underlying, unmet needs – physical, economic, and social. HUD believes the best approach for alleviating homelessness is through a coordinated community-based process that provides a comprehensive response to the differing needs of homeless individuals and families.

<http://www.hud.gov/cpd/comcare.html>. There are two local HUD offices in the State of Missouri: KC regional office that serves western part of MO and St. Louis field office that serves eastern part of MO.

Their contact info is:

#### **Kansas City Regional Office**

**Phone:** (913) 551-5644

**Fax:** (913) 551-5469

Macie Houston, Regional Director

**Office Hours:** 8:00 a.m. to 5:00 p.m.

Monday through Friday

#### **St. Louis Field Office**

**Phone:** (314) 539-6583

**Fax:** (314) 539-6384, **TTY:** (314) 539-6331

Roy E. Pierce, Field Office Director

**Office Hours:** 8:00 a.m. to 5:00 p.m.

Monday through Friday

### **HUD - Emergency Shelter Grant**

HUD awards grants to states, territories and qualified cities and counties for the conversion, major rehabilitation or renovation of buildings for use as homeless shelters. It also funds operating expenses; supportive services concerned with employment, health, drug abuse and education; homelessness prevention activities; and administrative costs. <http://www.hud.gov/offices/cpd/homeless/programs/esg/>

### **HUD's Home Investment Partnerships Program (HOME)**

The federally funded HOME program provides a financing source for several eligible activities that increase the supply of affordable housing for low and very low income persons. These federal funds can be used in housing rehabilitation, tenant-based assistance, assistance to first-time homebuyers, acquisition of housing and new construction of housing. Funding may also be used for other necessary and reasonable activities related to the development of non-luxury housing, such as site acquisition, site improvements, demolition and relocation. As HOME Administrator for the State of Missouri, Missouri Housing Development Commission (MHDC) uses a portion of its annual HOME allocation to finance rental production at a very low interest rate, which results in rents that are affordable to low income families. For more info, see [http://www.mhdc.com/rental\\_production/home\\_prog/index.htm](http://www.mhdc.com/rental_production/home_prog/index.htm). Also, see HOME contacts in Missouri: <http://www.hud.gov/offices/cpd/affordablehousing/programs/home/contacts/mo/index.cfm>

### **HUD/FHA Section 232 Mortgage Insurance for Nursing Homes and Assisted Living Facilities**

HUD, through the Federal Housing Administration (FHA), insures mortgages made by approved lenders

that cover the construction or rehabilitation of nursing homes, intermediate-care facilities, board-and-care homes and assisted living facilities. The maximum amount of the loan is 90 percent (95 percent for nonprofit borrowers) of the estimated value of the physical improvements and major movable equipment. The facilities must house 20 or more patients who need continuous care from licensed, trained personnel. The mortgage can include major equipment and day care facilities.

<http://www.hud.gov/offices/hsg/mfh/progdesc/nursingalcp232.cfm>

### **HUD – Rural Housing and Economic Development (RHED)**

The RHED Program provides for capacity building at the State and local level for rural housing and economic development. Funds are awarded competitively on an annual basis, through a selection process conducted by HUD in consultation with the USDA. Eligible applicants are local rural non-profits, community development corporations, state housing finance agencies (HFAs), state community and/or economic development agencies. Funds are available in 2 categories, Capacity Building and Support for Innovative Housing and Economic Development activities. Capacity building involves the enhancement of existing organizations to carry out new functions and/or perform more effectively existing functions. Support for Innovative Housing and Economic Development activities include preparation of plans, architectural drawings, acquisition of land and buildings, demolition, provision of infrastructure, purchase of materials, construction, use of local labor markets, and job training, homeownership and financial counseling. <http://www.hud.gov/offices/cpd/economicdevelopment/programs/rhed/index.cfm>

### **HUD - Shelter Plus Care (S+C)**

Shelter Plus Care provides rental assistance that, when combined with social services, provides supportive housing for homeless people with disabilities and their families. Shelter Plus Care provides them with rental assistance in connection with support services from other providers. The program allows for a variety of housing choices such as group homes or individual units, coupled with a range of supportive services (funded by other sources). Grantees must match the rental assistance with supportive services that are at least equal in value to the amount of HUD's rental assistance. <http://www.hud.gov/progdesc/shcare.cfm>

### **HUD - Supportive Housing Programs**

The Supportive Housing Program (SHP) provides grants to develop supportive housing and services that will enable homeless people to live as independently as possible. Eligible applicants are States, units of local government, other governmental entities such as PHAs, and private nonprofits.

<http://www.hud.gov/offices/cpd/homeless/programs/shp/index.cfm>

### **HUD - Section 202 Supportive Housing for the Elderly Program**

Section 202 provides capital advances to finance the construction and rehabilitation of structures that will serve as supportive housing for very low-income elderly persons and provides rent subsidies for the projects to help make them affordable. <http://www.hud.gov/progdesc/2eldr114.cfm>

### **HUD - Section 811 Supportive Housing for Persons with Disabilities**

The Section 811 program provides grants to nonprofit organizations to develop and construct or rehabilitate rental housing with supportive services for very low-income persons with disabilities. The companion Mainstream Program awards funding for Section 8 rental vouchers and certificates to very low-income families whose head, spouse, or sole member is a person with a disability.

<http://www.hud.gov/progdesc/811main.cfm>

### **Missouri Housing Development Commission (MHDC)**

MHDC is a State Housing Finance Agency that administers HUD's Home Investment Partnerships Program (see above), Housing Trust Fund (HTF), Missouri' Tax Credit, "First Place" Home Loans (previously called Mortgage Revenue Bond - MRB) and other housing programs. MHDC products are first time buyer products. For more information, contact: Missouri Housing Development Commission, 3435 Broadway, Suite 605, Kansas City, MO 64111, phone: (816)759-6600, <http://www.mhdc.com/>

### **MHDC – “First Place” Home Loans**

MHDC "First Place" loan programs (previously called Mortgage Revenue Bond – MRB) give first-time homebuyers the edge they need to purchase a home. Affordable, below market interest rates allow prospective buyers to obtain mortgage financing in a competitive market. Individual buyers may also be eligible for a 4 percent cash assistance grant that will help them with down payment and closing costs. The buyers must be income eligible, have qualifying credit, and have not owned (or had principle interest in) a residence during the past three years. Any FHA, VA, USDA/Rural Development or Fannie Mae-qualified 30-year conventional mortgage may be used under the rules of the program. MHDC has partnered with over 100 lenders throughout the state to offer this tremendous home financing opportunity. For more info, see [http://www.mhdc.com/homebuyer\\_programs/index.htm](http://www.mhdc.com/homebuyer_programs/index.htm) and [http://www.mhdc.com/homebuyer\\_programs/pdf/MHDC-FMAE\\_homeloanEXP.pdf](http://www.mhdc.com/homebuyer_programs/pdf/MHDC-FMAE_homeloanEXP.pdf)

### **MHDC - Housing Trust Fund**

The Missouri Housing Trust Fund (HTF) was created by the State Legislature in 1994 to help meet the housing needs of very low income families and individuals. The Missouri Housing Development Commission (MHDC) administers the Trust Fund, which provides funding for a variety of housing needs, such as acquisition and/or rehabilitation or new construction of rental housing (and related services) for very low income families, rental assistance, emergency housing aid and home repair. For more info, see [http://www.mhdc.com/housing\\_trust\\_fund/index.htm](http://www.mhdc.com/housing_trust_fund/index.htm)

### **MHDC – Low Income Housing Tax Credits**

This program provides a federal tax credit to investors in affordable housing. The credit can be used each year for 10 years and is allocated to developers, who may sell it to raise equity to construct or acquire and rehabilitate affordable rental housing. Annually, the Internal Revenue Service allocates the credit to each state in an amount equal to \$1.75 times its population for fiscal year 2003. Missouri also has a state low income housing credit, and may allocate an amount equal to 100% of the federal credit. The Housing Credit is limited to a percentage of the Qualified Basis, based upon depreciable basis, and the percentage of affordable units in the development. The minimum number of qualifying units is a) 40% of the total number of units affordable to persons at 60% of the median income or b) 20% affordable to persons at 50% of the median income. For more info, see [http://www.mhdc.com/rental\\_production/low\\_inc\\_tax\\_pgrm.htm](http://www.mhdc.com/rental_production/low_inc_tax_pgrm.htm)

### ***MHDC – Other Programs:***

#### **MHDC – Disaster Assistance (Home Repair - HeRO Program)**

MHDC has made funds available for a HeRO Program in non-metropolitan areas and in counties declared disaster areas by FEMA. This program was awarded to non-profit agencies to provide individual grants of up to \$5,000 for home repairs to owner-occupied homes, including rehabilitation, accessibility improvements, weatherization or lead reduction. Individuals interested in this program should contact a local participating agency who is responsible from providing the funding to applicants. See [http://www.mhdc.com/more\\_programs/disaster\\_assist.htm](http://www.mhdc.com/more_programs/disaster_assist.htm)

#### **MHDC – Missouri Affordable Housing Assistance Program (AHAP)**

The AHAP housing production credit is used as an incentive for Missouri businesses and/or individuals to participate in affordable housing production. The State offers an income tax credit for any eligible firm or individual that donates cash, equity, professional services, and real or personal property to a non-profit community based organization. The credit is equal to 55% of the value of the contribution. The AHAP credit may be sold or transferred. The credit may be used in the first year or carried forward for ten years. To be eligible for an AHAP credit, the donations must assist in the production of a specific affordable housing development or, in some cases, provide assistance for administrative costs of the organization. The non-profit organization may be involved directly as part of the development team or it may assist a specific development through a grant or loan. AHAP Tax Credits are governed by Missouri Revised Statutes, Chapter 32, State Department of Revenue, Section 32.105. For more info, see [http://www.mhdc.com/rental\\_production/ahap/index.htm](http://www.mhdc.com/rental_production/ahap/index.htm)

### **MHDC – Rental Production and Preservation Program**

The MHDC Rental Housing Production and Preservation Program provides funding to developers for the acquisition and rehabilitation or new construction of rental housing for low and moderate income families. The MHDC funds are typically combined with Low Income Housing Tax Credits to fund affordable multifamily housing developments. For more info, see [http://www.mhdc.com/rental\\_production/prod\\_and\\_preservation.htm](http://www.mhdc.com/rental_production/prod_and_preservation.htm)

### **Missouri Downtown Economic Stimulus Act (MODESA)**

2003 Missouri Downtown and Economic Stimulus Act (MODESA) provides new funding for downtown revitalization and historic renovation. As outlined in Sections 99.915 to 99.980, RSMo (HB 289, 2003 Session), the purpose of the Act is to facilitate the redevelopment of downtown areas and the creation of jobs by providing essential public infrastructure. Eligible Areas: “Central business districts” that are either “blighted” or a “conservation area.” At least 50 percent of the buildings must be 35 years old or older. According to the Act, a portion of the new state and local taxes created by a project can be diverted to fund eligible public infrastructure and related costs for a period of up to 25 years. The local match must be, at a minimum, 50% of the amount of the new local sales tax and 100% of the amount of the new real property tax created by the project each year; or a comparable amount of local funds from the city/county or a non-profit organization. Eligible Applicants: Municipalities with an annual median household income of \$62,000 or less. Total project costs and/or new job creation minimums are based on the population of the municipality. Funds administered by DED. See <http://www.ded.mo.gov/communities/modesa.shtml>

### **National Affordable Housing Management Association (NAHMA)**

The NAHMA is the leading voice for affordable housing, advocating on behalf of multifamily property owners and managers whose mission is to provide quality affordable housing. As an advocate for professional standards for affordable housing providers, NAHMA holds a unique position in the industry. Founded in 1990, NAHMA's membership today includes some of the industry's most distinguished multifamily owners, managers and industry stakeholders. For more info, see <http://www.nahma.org/>. Also, see Affordable Housing Management Association, VII (AHMA/7), NAHMA's affiliate, serving Kansas and Missouri, <http://www.nahma.org/content/field/ahma7.html>.

### **National Association of Housing and Redevelopment Officials (NAHRO)**

NAHRO is the leading housing and community development advocate for the provision of adequate and affordable housing and strong, viable communities for all Americans—particularly those with low- and moderate-incomes. Its members administer HUD programs, such as Public Housing, Section 8, CDBG and HOME. See <http://www.nahro.org/about/index.html>

### **National Council of State Housing Agencies (NCSHA)**

HFAs concentrate on 3 federally-authorized programs: Mortgage Revenue Bonds (MRBs), the Housing Credit, and the HOME Investment Partnerships (HOME) program. See <http://www.ncsha.org/section.cfm/2>. State Housing Finance Agencies (HFAs) are state-chartered authorities established to help meet the affordable housing needs of the residents of their states. They administer a wide range of affordable housing and community development programs. Missouri HFA is Missouri Housing Development Commission, [www.mhdc.com](http://www.mhdc.com) (see description above).

### **National Housing and Rehabilitation Association (NH&RA)**

NH&RA promotes partnerships among sophisticated professionals in the affordable multifamily housing field. NH&RA members are involved in all aspects of the multifamily housing industry. They include developers, lenders, investment bankers, nonprofit organizations, attorneys, property managers, accountants, financial advisers, syndicators, state and local agencies. For more info, see <http://www.housingonline.com/about.htm>

### **National Low Income Housing Coalition (NLIHC)**

The National Low Income Housing Coalition is dedicated solely to ending America's affordable housing

crisis. It focuses its advocacy on those with the most serious housing problems, the lowest income households. The NLIHC policy agenda is organized around five priority areas: Preservation, Production, Public Housing, Vouchers and Housing Plus Services. <http://www.nlihc.org/about/index.htm>

### **Neighborhood Assistance Tax Credit Program**

The Missouri Department of Economic Development (DED) administers the Neighborhood Assistance Program that enables the community-based organizations to implement community or neighborhood projects in the areas of community service, education, crime prevention, job training and physical revitalization. For more info, see <http://www.ded.mo.gov/communities/communitydevelopment/nap/>

### **Public Housing Authorities**

Public Housing Authorities administer HUD's Public Housing Redevelopment programs, such as Hope VI, Capital Funds, Demolition/Disposition, Homeownership, Housing Choice Vouchers (formerly, Section 8), Moderate Rehabilitation, Moving to Work Demonstration, Operating Funds, Public Housing Drug Elimination Program, Rental Housing Integrity Improvement Program, Resident Opportunities and Self-Sufficiency, and Troubled Agency Recovery. [http://www.housingonline.com/public\\_housing/programs.htm](http://www.housingonline.com/public_housing/programs.htm)

### **Rental Assistance**

Tenant based rental assistance such as housing vouchers and HUD-subsidized apartments is provided by Public Housing Authority, <http://www.hud.gov/local/index.cfm?state=mo>. For a list of Public Housing Authority contacts in Missouri, see <http://www.hud.gov/offices/pih/pha/contacts/states/mo.cfm>.

### **USDA Rural Development – Rural Housing Service (RHS)**

The Rural Housing Service (RHS, formerly called the Farmers Home Administration) helps rural communities and individuals by providing loans and grants for housing and community facilities. It provides funding for single family homes, apartments for low-income persons or the elderly, housing for farm laborers, childcare centers, fire and police stations, hospitals, libraries, nursing homes, schools, and much more. RHS programs encompass three areas: community programs, single-family housing and multi-family housing.<sup>55</sup> See <http://www.rurdev.usda.gov/rhs/>

#### ***USDA – Community Programs***

##### **USDA Community Facilities Direct Loan Program**

Rural Development can make direct loans to applicants who are unable to obtain commercial credit or may guarantee up to 90 percent of any loss of interest or principal on a loan made by a commercial lender. Loans and guarantees are available to public entities such as municipalities, counties and special-purpose districts, as well as to non-profit corporations and tribal governments in rural areas and towns of up to 20,000 in population. Loan funds may be used to construct, enlarge or improve community facilities for health care, public safety and public services. [http://www.rurdev.usda.gov/rhs/cf/brief\\_cp\\_direct.htm](http://www.rurdev.usda.gov/rhs/cf/brief_cp_direct.htm)

##### **USDA Community Facilities Grant Program**

Rural Development provides grants to assist in the development of essential community facilities in rural areas and towns of up to 20,000 in population. Grants are available to public entities such as municipalities, counties, and special-purpose districts, as well as non-profit corporations and tribal governments. Grant funds can be used to construct, enlarge or improve community facilities for health care, public safety and public service. [http://www.rurdev.usda.gov/rhs/cf/brief\\_cp\\_grant.htm](http://www.rurdev.usda.gov/rhs/cf/brief_cp_grant.htm)

#### ***USDA - Single-Family Housing***

##### **USDA Section 502 Guaranteed Rural Housing Loans**

Rural Development guarantees loans made by eligible lenders to individuals or households to build, repair, renovate or relocate a home, or to purchase and prepare sites, including providing water and sewage facilities. Applicants for loans may have an income of up to 115 percent of the area median income; be

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<sup>55</sup> RHS runs the following (rental) programs: Section 515, Section 538 and Section 514.

without adequate housing; and be able to afford the mortgage payment, taxes and insurance but unable to obtain credit elsewhere. Loans are for 30 years, require no down payment and the lender sets the interest rate. [http://www.rurdev.usda.gov/rhs/sfh/brief\\_rhguar.htm](http://www.rurdev.usda.gov/rhs/sfh/brief_rhguar.htm)

#### **USDA Section 502 Direct Rural Housing Loans**

Rural Development makes loans available directly to low- and very-low income households at reasonable rates and terms with no down payment to assist these households in obtaining homeownership. Applicants at or below 50 percent of area median income may obtain 100 percent financing to purchase an existing dwelling, purchase a site and construct a dwelling, or purchase newly constructed dwellings.

[http://www.rurdev.usda.gov/rhs/sfh/brief\\_rhdirect.htm](http://www.rurdev.usda.gov/rhs/sfh/brief_rhdirect.htm)

#### **USDA Section 504 Housing Repair & Rehabilitation Grants**

Rural Development provides grants to very low-income homeowners who are 62 years of age or older and unable to obtain affordable credit elsewhere. Funds may be used for repairs or improvements to remove health and safety hazards, or to complete repairs to make the dwelling accessible for household members with disabilities. The amount of the grants is based on the applicant's ability to repay and must be used in conjunction with the Repair and Rehabilitation Loan. The lifetime maximum grant amount is \$7,500.

[http://www.rurdev.usda.gov/rhs/sfh/brief\\_repairgrant.htm](http://www.rurdev.usda.gov/rhs/sfh/brief_repairgrant.htm)

#### **USDA Section 504 Housing Repair & Rehabilitation Loans**

Rural Housing Repair and Rehabilitation Loans are loans funded directly by the Government. These loans are available to very low-income rural residents who own and occupy a dwelling in need of repairs. Funds are available for repairs to improve or modernize a home, or to remove health and safety hazards. This loan is a 1% loan that may be repaid over a 20 year period. To obtain a loan, homeowner-occupants must be unable to obtain affordable credit elsewhere and must have very low incomes, defined as below 50 percent of the area median income. *Grants* are only available to homeowners who are 62 years old or older and cannot repay a Section 504 loan. [http://www.rurdev.usda.gov/rhs/sfh/brief\\_repairloan.htm](http://www.rurdev.usda.gov/rhs/sfh/brief_repairloan.htm)

#### **USDA Self-Help Technical Assistance Grant**

The Technical Assistance Grant is funded directly by the Government. These grants provide financial assistance to non-profit organizations who will provide technical assistance to low- and very low-income households to build their own homes in a rural area. Funds may be used to pay salaries, rent, and office expenses of the non-profit organization. See [http://www.rurdev.usda.gov/rhs/sfh/brief\\_selfhelp\\_tech.htm](http://www.rurdev.usda.gov/rhs/sfh/brief_selfhelp_tech.htm)

#### **USDA Section 502 Mutual Self-Help Loans**

The program is used primarily to help very low- and low-income households construct their own homes. The program is targeted to families who are unable to buy clean, safe housing through conventional methods. Families participating in a mutual self-help project perform approximately 65 percent of the construction labor on each other's homes under qualified supervision. The savings from the reduction in labor costs allows otherwise ineligible families to own their homes. If families cannot meet their mortgage payments during the construction phase, the funds for these payments can be included in the loan.

[http://www.rurdev.usda.gov/rhs/sfh/brief\\_selfhelpsite.htm](http://www.rurdev.usda.gov/rhs/sfh/brief_selfhelpsite.htm)

#### **USDA Section 523 Rural Housing Site Loans (for Self-help Housing)**

Rural Development provides loans to private or nonprofit organizations that will acquire and develop sites only for housing to be constructed by the self-help housing method, including the construction of access roads, streets and utilities. Loans are for two years and bear 3 percent interest.

[http://www.rurdev.usda.gov/rhs/sfh/brief\\_rhbsite.htm](http://www.rurdev.usda.gov/rhs/sfh/brief_rhbsite.htm)

#### **USDA Housing Application Packaging Grants**

This program provides government funds to tax-exempt public agencies and private non-profit organizations to package applications for submission to Rural Housing Service. Packagers assist very low- and low-income applicants with the application process by prescreening, making preliminary eligibility

determinations, ensuring the application is complete, and helping the applicant understand the program. Packagers receive training from the Agency and receive a certificate to participate in the program. [http://www.rurdev.usda.gov/rhs/sfh/brief\\_hhpg.htm](http://www.rurdev.usda.gov/rhs/sfh/brief_hhpg.htm)

#### *USDA – Multi-Family Housing*

#### **USDA Farm Labor Housing Loans and Grants**

The Farm Labor Housing Loan and Grant program provides capital financing for the development of housing for domestic farm laborers. Loans are made to farmers, associations of farmers, family farm corporations, nonprofit organizations, public agencies, and associations of farmworkers. Typically, loan applicants are unable to obtain credit elsewhere, but in some instances, farmers able to get credit elsewhere may obtain loans at a rate of interest based on the cost of federal borrowing. Grants are made to farm worker associations, nonprofit organizations, and public agencies. Funds may be used in urban areas for nearby farm labor. [http://www.rurdev.usda.gov/rhs/mfh/brief\\_mfh\\_flh.htm](http://www.rurdev.usda.gov/rhs/mfh/brief_mfh_flh.htm)

#### **USDA Section 515 Rural Rental Housing Loans**

Rural Development specifies targeted rural communities yearly that may request loan funds to develop affordable multifamily rental housing for very-low to moderate income families, the elderly, and persons with disabilities. Loans can be made to individuals, trusts, associations, partnerships, limited partnerships, public agencies, consumer cooperatives, and profit or nonprofit corporations. The program is designed for communities with population less than 20,000 persons. For more info, see [http://www.rurdev.usda.gov/rhs/mfh/brief\\_mfh\\_rrh.htm](http://www.rurdev.usda.gov/rhs/mfh/brief_mfh_rrh.htm) and <http://www.rurdev.usda.gov/mo/fact515.htm>

#### **USDA Housing Preservation Grant (HPG)**

The HPG program provides grants to sponsoring organizations for the repair or rehabilitation of low- and very low-income housing. The grants are competitive and are made available in areas where there is a concentration of need. Those assisted must own very low- or low-income housing, either as homeowners, landlords, or members of a cooperative. Eligible sponsors include state agencies, units of local government, and nonprofit organizations. Funds must be used within a two-year period. The population limit of towns served is 20,000. [http://www.rurdev.usda.gov/rhs/mfh/brief\\_mfh\\_hpg.htm](http://www.rurdev.usda.gov/rhs/mfh/brief_mfh_hpg.htm)

#### **USDA Guaranteed Rental Housing**

The program has been designed to increase the supply of affordable multifamily housing through partnerships between the Rural Housing Service (RHS) and major lending sources, as well as State and local finance agencies and bond issuers. The RHS guarantees loans under the Rural Rental Housing Guaranteed loan program for development of multi-family housing facilities in rural areas of the United States. Loan guarantees are provided for the construction, acquisition, or rehabilitation of rural multi-family housing. Occupants must be very- low-, low- or moderate-income households, elderly, handicapped, or disabled persons with income not in excess of 115 percent of the area median income.

[http://www.rurdev.usda.gov/rhs/mfh/brief\\_mfh\\_grrh.htm](http://www.rurdev.usda.gov/rhs/mfh/brief_mfh_grrh.htm)

#### **USDA Rental Assistance Program (RA)**

The Rural Rental Assistance (RA) program provides an additional source of support for households with incomes too low to pay the RHS subsidized (basic) rent from their own resources. The Rural Housing Service (RHS) pays the owner of a multi-family housing complex the difference between the tenant's contribution (30 percent of adjusted income) and the monthly rental rate. Rental assistance may be used in both existing and newly constructed RHS Rural Rental Housing (Section 515) or Farm Labor Housing (Section 514) financed projects. Projects must be established on a nonprofit or limited profit basis. Tenants with very low and low incomes, the elderly, and persons with disabilities are eligible if they are unable to pay the basic monthly rent within 30 percent of adjusted monthly income.

[http://www.rurdev.usda.gov/rhs/mfh/brief\\_mfh\\_rra.htm](http://www.rurdev.usda.gov/rhs/mfh/brief_mfh_rra.htm)

\* Note: the majority of information in Appendices C and D came from “Housing Profile and Needs Assessment, Pontotoc County, Okla., City of Ada”, Federal Home Loan Bank of Topeka, April 2002.