

Wednesday, October 26, 2016 - 3:00 p.m.
City Council Chambers, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

_____ G. Binns	_____ M. Clark	_____ K. Bleything
_____ A. Finlay (Vice Chair)	_____ L. McConaughy	_____ S. Cooley
_____ R. Greever	_____ S. Poltera (Chair)	_____ S. Kiblinger
_____ L. Gleason	_____ A. Patterson	

Ex-Officio Members:

_____ D. Rich	_____ D. Hart	_____ J. Thomson
---------------	---------------	------------------

2. APPROVAL OF MINUTES – September 28, 2016

3. ANNOUNCEMENTS

4. UPDATES

- a. Brush Up Hutch!
Please See Attached Spreadsheets
- b. Healthy Neighborhoods Initiative
Staff is preparing initial analysis for the next feature neighborhood. The Neighborhood Committee will be notified of the first meeting once it has been completed.
- c. IPMC Code Violation Update
Presentation by Roy Little
- d. Rental Registration
Notices of Renewal will be sent by the end of this month. Landlords will have until December 31, 2016 to renew their license.

5. NEW BUSINESS

- a. 16-HOU-28, 2017 Down Payment Match Incentive (attached)

6. OTHER

- a. The next Housing Commission meeting is scheduled for Wednesday, November 16, 2016; 3:00 p.m.

7. ADJOURN

Staff Contacts:	Jana McCarron	620-694-2681	Casey Jones	620-694-2667
	Amy Denker	620-694-2638	Aaron Barlow	620-259-4918
	Charlene Mosier	620-694-2639	Stephanie Stewart	620-694-2617

1. ROLL CALL

The Housing Commission meeting was called to order at 3:00 PM with the following members present: Lisa Gleason, Luke McConaughy, Greg Binns, Richard Greever, Shelly Kiblinger Anthony Finlay, Jeff Thomson, and Sue Poltera. Scott Cooley, Kevin Bleything, Aubrey Patterson, Mark Clark, and Dianna Hart were absent. Steven Dechant, City Councilmember; Mark Eaton, Land Bank member; and Ryan Patton, Landlord, were also in attendance. Staff in attendance were Jana McCarron, Director of Planning and Development and Amy Denker, Housing Program Coordinator.

2. APPROVAL OF MINUTES

The minutes of the August 24, 2016 meeting were approved on a motion by Gleason, seconded by Kiblinger, passed unanimously.

3. ANNOUNCEMENTS

3a. McCarron said that City Council has approved an application for the 2016 Moderate Income Housing Grant RFP for a 16 unit apartment complex at Hampton East. The applicants, Strawn Development and Prairie Land Partners, are requesting \$400,000 from KHRC for assistance in building the first 16 unit building in a 52-unit complex. This project will utilize RHID financing as well.

4. UPDATES

4a. **Brush Up Hutch!**

Denker reviewed the Brush Up Hutch! report. Aaron Barlow, Associate Planner has processed more receipts and the total projects completed is 9.

4b. **Healthy Neighborhood Initiative**

McCarron said that both neighborhoods have chosen a logo and that Planning Staff is searching for a sign manufacturer to create the sign toppers for both neighborhoods.

Gleason updated the Commission on the progress of the SW Bricktown Initiative. She said that residents are continuing to hold regular meetings and at the last meeting 4 police officers attended and spoke to the residents about a neighborhood watch program.

Finlay spoke about the progress in the College Grove neighborhood, saying that residents have formed a work group to develop a neighborhood project to be funded by the City.

4c. **Infill Development Study**

Denker spoke about the scope of work that was submitted by the KU Development Team which included a timeline for their project. The group is working on the first phase (factfinding) and will begin the second phase. The second phase includes student development of the proposed sites.

4d. **Comp Plan Update**

McCarron reminded the Commission about the conclusion of the Community Survey which is September 30th. The City has received more than 1,000 surveys from residents so far. The Housing Section of the Comprehensive Plan will be reviewed with the Commission once it is near completion.

5. NEW BUSINESS

5a. **Neighborhood Committee**

McCarron reminded the Commission of their new duties which include the Hutchinson Healthy Neighborhood Initiative. The next feature neighborhood will need to be selected and McCarron advised the Commission that establishing a committee would help in the selection process. She requested volunteers of a minimum of three members to be on the Committee. Gleason, Poltera and Finlay volunteered for the committee.

5b. **HutchAreaHomes.com Sneak Peak**

Denker updated the Commission on the progress of the new HutchAreaHomes website. The Hutchinson News has been developing the site with the assistance of City Staff. The Commission reviewed all of the sections of the website and requested changes and additions including: post fees for listing properties on the site, more photos, allowing prospective homebuyers to search by school district, and expanding on current webpages with more information.

6. OTHER

6a. The next Housing Commission meeting is scheduled for Wednesday, October 26, 2016 at 3:00 p.m.

7. ADJOURNMENT – The meeting adjourned at 4:05 PM.

Respectfully Submitted,
Amy Denker, Housing Program Coordinator

October 2016 MONTHLY REPORT - OPEN

Brush UP! Hutch

125 E Avenue B., Hutchinson, KS 67501

PHONE	620.694.2617	NAME	Aaron Barlow	BEGINNING	1/1/2016
EMAIL	Aaron.Barlow@Hutchgov.com	POSITION	Associate Planner	ENDING	12/31/16
WEB	www.Hutchgov.com	MANAGER	Jana McCarron	PREPARED BY	Aaron Barlow
				APPROVED BY	Jana McCarron

DUE DATE	Application	Address	Volunteer Labor?	Notice of Violation?	Paint Supplier	House Size			Average Size	Cost	Over Cost
						< 1,000 sq. ft.	> 1,000 & 2,000 sq. ft.<	> 2,000 sq. ft.			
8/20/2016		325 E 17th Ave	X	X				2026		\$300.00	
9/2/2016	16-BUH-13	705 E Avenue B	X					1533		\$300.00	
9/15/2016	16-BUH-15 - Pilot	416 W Sherman	X			476				\$300.00	
9/18/2016	16-BUH-16 - Pilot	525 W Sherman						2208		\$300.00	
10/4/2016	16-BUH-17 - Pilot	710 W Avenue B	X			964				\$300.00	
10/27/2016	16-BUH-20 - Pilot	624 W Ave A	x					1360		\$300.00	
10/27/2016	16-BUH-21 - Pilot	526 W Ave A	x			969				\$300.00	
10/27/2016	16-BUH-22	909 E 8th Ave	x					1192		\$300.00	
TOTALS						803	1276	1922.3	1341	\$2,400.00	
									Average	\$300.00	

2016 Completed Cases to Date

Brush UP! Hutch

125 E Avenue B., Hutchinson, KS 67501

PHONE	620.694.2638	NAME	Aaron Barlow	PURPOSE	Annual BUH Tracking
FAX		DEPARTMENT	Planning & Development	BEGINNING	1/1/16
EMAIL	Aaron.Barlow@Hutchgov.com	POSITION	Associate Planner	ENDING	12/31/16
WEB	www.Hutchgov.com	MANAGER	Jana McCarron	PREPARED BY	Aaron Barlow
				APPROVED BY	Jana McCarron

House Size

DATE	Applicant	Address	Volunteer Labor?	Notice of Violation ?	Paint Supplier	< 1,000 sq. ft.	> 1,000 & 2,000 sq. ft.<	> 2,000 sq. ft.	Average Size	Cost	Total Cost	Over Cost
5/13/2016	16-BUH-03 - Pilot	321 W Avenue B	x		Home Depot	720				\$196.31	\$196.31	
6/17/2016	16-BUH-08 - Pilot	7 S Van Buren St	x		Home Depot		1924			\$300.00	\$333.91	\$33.91
7/8/2016	16-BUH-11 - Pilot	422 W Sherman	x		Home Depot	551				\$300.00	\$374.24	\$74.24
7/22/2016	16-BUH-14 - Pilot	515 W Sherman	x		Lowe's	838				\$239.88	\$239.88	
7/22/2016	16-BUH-06 - Pilot	212 W Ave B	x		Sher. William		1157			\$300.00	\$362.63	\$62.63
7/28/2016	16-BUH-04 - Pilot	308 W Ave A	x		Home Depot	868				\$202.00	\$202.00	
9/2/2016	16-BUH-09 - Pilot	112 S Madison St	x		Lowe's	1076				\$229.73	\$229.73	
9/2/2016	16-BUH-18	940 East Avenue	x		Home Depot	1064				\$300.00	\$689.90	\$389.90
9/16/2016	16-BUH-07 - Pilot	318 W Avenue B	x		Home Depot	792				\$114.88	\$114.88	
9/27/2016	16-BUH-19	304 East 5th Ave	x		Home Depot	796				\$300.00	\$365.36	\$65.36
9/30/2016	16-BUH-02	1201 E 8th Ave	x	x	Home Depot		1300			\$300.00	\$300.00	
9/30/2016	16-BUH-05 - Pilot	706 W Avenue A	x		Home Depot	864				\$297.60	\$297.60	
9/30/2016	16-BUH-17 - Pilot	710 W Avenue B	x		Home Depot	964				\$300.00	\$349.55	\$49.55
TOTALS						853.3	1460.33	0	993.38	\$3,380.40	\$4,055.99	
									Average	\$260.03	\$312.00	\$112.60



**Housing Commission
Staff Report**

MEETING DATE: 10/26/2016

October 11, 2016

TO: Hutchinson Housing Commission

FROM: Amy Denker, Housing Program Coordinator

THROUGH: Jana McCarron, Director of Planning & Development

SUBJECT: 16-HOU-28, 2017 Down Payment Match Incentive

STAFF RECOMMENDATION:

Staff recommends approval of this request.

MOTION:

Motion to recommend to the City Council (approval / approval with modifications / denial) of the proposed 2017 Down Payment Match Incentive program and authorize an agreement with Interfaith Housing Services to partner in the program.

BACKGROUND:

During the 2017 Annual Budget process, City Council approved allocating \$70,000 for Housing Initiatives. City Council requested the Housing Commission develop strategies as part of the process, resulting in the Housing Commission recommending two new incentives for feature neighborhoods and the City's residential historic district in 2017. One of the recommended 2017 Housing Initiatives was a **down payment match incentive**. The incentive will assist current renters in Reno County with affording a down payment when purchasing a home. The recommended requirements for the program are as follows:

- Applicant must be a current renter in Reno County
- The home for purchase must be located in the SW Bricktown, College Grove or Houston Whiteside Historic District Neighborhoods (Exhibit A)
- Maximum down payment match per loan is \$2,500
- Homebuyer must provide a minimum of 60% of the down payment
- No income restrictions
- Homebuyer must reside in the home to be purchased for five years

The City has been approached by Interfaith Housing Services to develop the Down Payment Match Incentive program in coordination with their existing Hutchinson Area Homebuyers Club (HAHBC). The HAHBC provides new homebuyers entering the homeownership market with hands-on education and counseling to ensure they understand the home purchasing process and housing market. IHS proposes providing applicants for the Down Payment Match Incentive funds with access to the HAHBC,

including access to the online education and one-on-one counseling resources, which IHS proposed to administer (Exhibit B).

ANALYSIS:

Staff proposes partnering with Interfaith Housing Services to offer the Down Payment Match Incentive funds through the Hutchinson Area Homebuyers Club. The following incentive guidelines are proposed in addition to those listed above:

1. All Applicants must participate in the HAHBC, which includes an intake meeting with Interfaith Staff, completion of the eHome America Homebuyer Education Course, and final meeting with Interfaith Staff.
2. All applications will be approved by the City prior to disbursement of the down payment match funds
3. Interfaith Housing Services will receive an administration fee of \$250 per applicant.

The eHome America Homebuyer Education Course is an online learning tool which covers the "15 Steps to Homeownership," discusses management of finances, and provides insight into the mortgage process. To pass the course, applicants must take tests and pass eighty percent of the questions. The estimated time to complete the online course is 5 hours.

Interfaith Staff will engage the applicant throughout the process by holding an intake and final meeting. The intake meeting will set the goals of the applicant and discuss the guidelines of the program. The final meeting will focus on the applicant's financial status and housing options.

A draft incentive policy is attached for further clarification (Exhibit C).

OPERATIONAL DUTIES:

Through the partnership with Interfaith Housing Services, the duties for the Down Payment Match Incentive are proposed as follows:

Interfaith Housing Services	City of Hutchinson
Promotion of the Program	Promotion of the Program
Applicant Recruitment	Final Approval of Applications
Application Completion Assistance	Incentive Tracking
Intake and Final Meetings	5-year Residency Requirement monitoring
Education Supervision	Financial Management
Closing Details	

NEXT STEPS:

Following the Housing Commission's positive recommendation of the proposal, the following steps will be taken to formally launch the 2017 Down Payment Match Incentive:

1. A draft agreement will be developed between the City of Hutchinson and Interfaith Housing Services.

2. The agreement and Housing Commission recommendation will be forwarded to City Council for consideration and approval.

ATTACHMENTS:

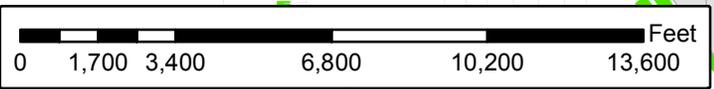
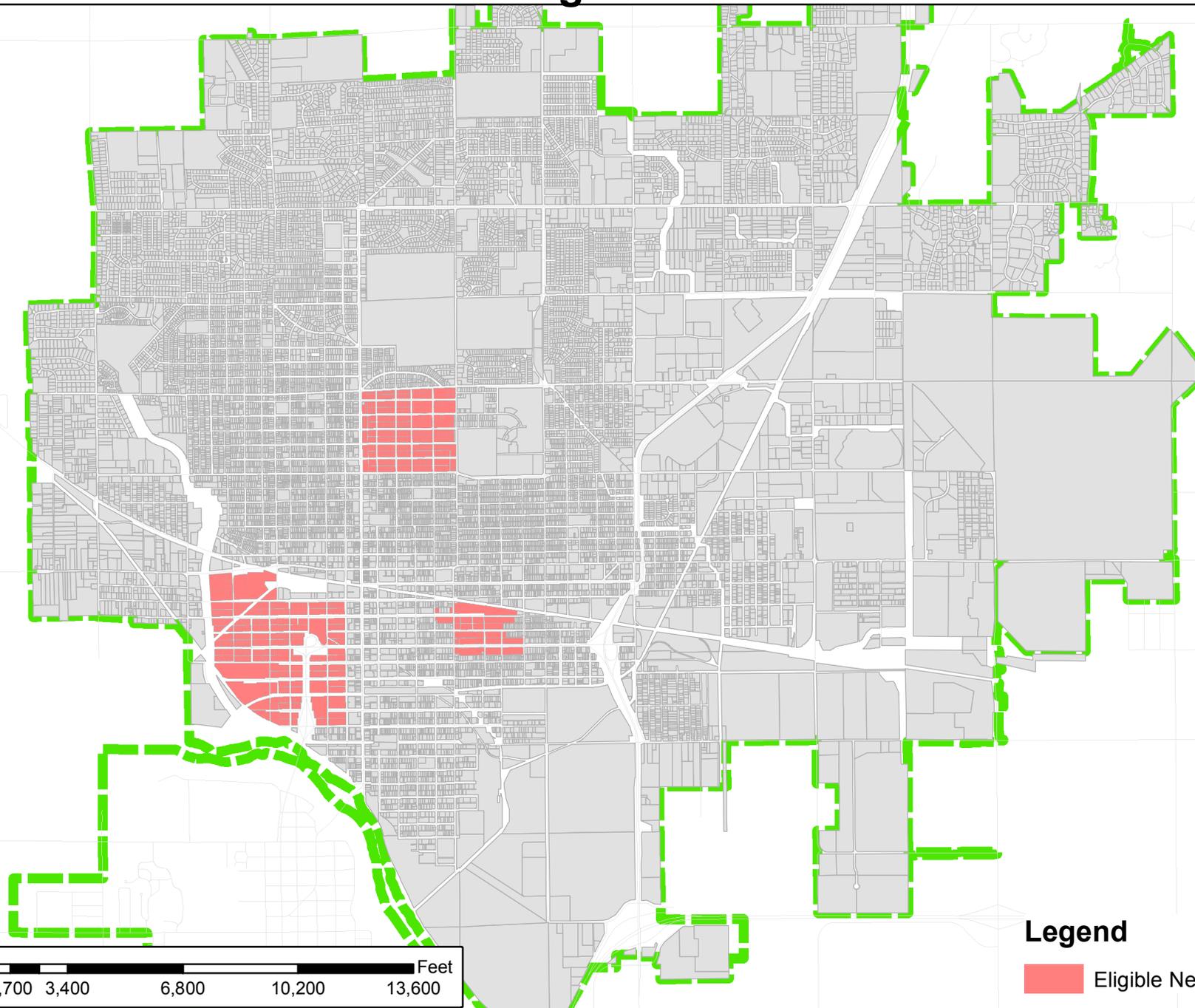
Exhibit A – Down Payment Match Incentive Neighborhood Boundaries

Exhibit B – IHS Proposal Homeownership Expansion Project

Exhibit C – Draft Down Payment Match Incentive Policy

2017 Down Payment Match Incentive Feature Neighborhoods

EXHIBIT A



Legend

 Eligible Neighborhoods

Homeownership Expansion Project
Proposal

Date: May 13, 2016

Requestor Name: Interfaith Housing Services, Inc.
1326 East Avenue A / P.O. Box 1987
Hutchinson, KS 67504
620-662-8370

Project Name: Homeownership Expansion Project

Project Term: January 2017 – December 2017

Project Manager: Alicia Marsh, Homeownership Coordinator
aliciam@ihs-housing.org
620-662-8370 Ext 708

Project Cost: \$35,000

Background

Interfaith Housing Services, Inc., (IHS), became a 501 (c)(3) not for profit organization in 1991 with the mission of developing, promoting, and implementing programs which assist persons of low to moderate incomes to meet their housing needs. While home repair was the original focus, it did not take long to see the need for programs which help households achieve homeownership. IHS began its homeownership initiative in 1993 with the First Homeownership Opportunity Program (1HOP). Through this program, approximately 40 homes were purchased by qualified, low-income, first-time homebuyers. With the establishment of the Kansas Individual Development Account (IDA) Program in 2008, IHS was able to utilize matching funds to offer down payment assistance to low-income, first-time homebuyers who completed financial education, completed first-time homebuyer education, and contributed their own funds towards the home purchase. This program was so successful in Reno County and surrounding areas that the Kansas Department of Commerce suggested expansion of the program statewide. IHS accepted the challenge and to date boasts 119 successful home purchases with only a single home lost due to major medical debt caused by serious illness.

In 2015, IHS recognized the need to expand the homebuyer education and support services to first-time homebuyers outside the income parameters of the Kansas IDA Program. This drive led to the formation of the Hutchinson Area Homebuyers Club (HAHBC). Through comprehensive

education, high quality counseling, and personalized support, this new program empowered first-time homebuyers of all income levels to identify household affordability, to prepare for the home purchase process, and to successfully obtain and sustain homeownership. Of those who have completed the program so far, 67% purchased homes within 6 months. With the recent support of Heartland Credit Union and First National Bank of Hutchinson, enrollment is expected to increase significantly during 2016.

Purpose of Project

IHS seeks to partner with the City of Hutchinson to address the housing needs of the community through the use of the Hutchinson Area Homebuyers Club (HAHBC). The City of Hutchinson has identified the need to increase homeownership in an effort to revitalize neighborhoods with the highest rates of distressed housing. HAHBC suggests that educated homebuyers will have a far greater impact leading to positive outcomes for individuals and families, for neighborhoods, and for the community at large.

Individuals and families who achieve homeownership not only benefit from the financial asset but also experience raised self-esteem, confidence, and independence. Homeowners are also more likely to take pride in and become involved with their community which improves neighborhood safety and stability and increases property values. Communities reap economic benefits from homeownership as well; 30% of all consumer spending is for housing and home-related goods. Homeownership can be a win-win for the citizens of Hutchinson.

With the recent changes in mortgage products, housing market shifts, and general economic downturn, homeownership has become more challenging. Many first-time homebuyers are unaware of the financial means and creditworthiness necessary to purchase a home and are unprepared for the costs associated with continued homeownership. HAHBC provides navigation of the homebuying process alongside financial capability coaching. Participants learn to make and to exercise money management decisions that best fit the circumstances of their life, which enables them to purchase a home and keep it. Studies have shown an increase in credit scores, a decrease in total debt, and a decline in delinquency and foreclosure in those who received pre-purchase training.

Eligibility requirements include: no income restrictions, current Reno County first-time homebuyer, minimum homebuyer contribution of 60% of requested match amount, and successful completion of eHomeAmerica Homebuyer Education online course. The \$99 registration fee for this course will be paid by the homebuyer and will be counted towards the 60% requirement.

First-time homebuyer is defined as an individual who does not own and is not an investor in another residence, and who wishes to purchase a home that will be his/her primary residence who meets any one of the following criteria: 1. An individual who has had no ownership in a residence for the previous three years; 2. A divorced or legally separated individual who has only owned a residence with a former spouse; or 3. An individual who has only owned a residence not permanently affixed to a permanent foundation.

Project Outcomes

Through the implementation of innovative, hands-on education, one-on-one support services, and down payment assistance, the Homeownership Expansion Project expects to change the housing climate of these featured neighborhoods by improving financial health and increased knowledge, facilitating efficient home purchase transactions, and reducing mortgage loan delinquency.

Improved financial health and increased knowledge will be measured through the use of financial well-being surveys conducted at intake, exit, and annual review. HAHBC expects 60% of participants to see an increase in their financial well-being survey scores between the initial intake survey and the first annual review survey conducted 1 year after project exit.

Successful home purchase transactions will result in increased homeownership rates. The city of Hutchinson will provide annual reports indicating current homeownership rates beginning in January 2017 and ending in January 2020 to evaluate project success. IHS will gather data via the annual review surveys and individual participant follow up (as needed). HAHBC expects 60% of participants who register for the eHomeAmerica Homebuyer Education online course to purchase a home within the featured neighborhoods.

Maintenance of regular monthly mortgage payments will also be reported via the annual review surveys. Within the first year of ownership, HAHBC expects 90% of participants who purchased homes within the featured neighborhoods to have zero delinquencies. Within the first three years

HAHBC utilizes the education curriculum provided online through eHomeAmerica, a nationally recognized and HUD-approved online housing education program. The eHomeAmerica Homebuyer Education course covers the steps to homeownership through sections and chapters which address how to decide the right time to buy, how to shop for a home, and how to get a mortgage loan. This comprehensive course utilizes videos and text to present the information and quizzes and tests to determine understanding of the material. It takes between 5 – 6 hours to complete the entire course. Participants are able to log-in and out multiple times which allows them to complete the course at their own pace and on their own time. There is a one-time registration fee of \$99 for this course.

Once the online course is complete, participants meet with an HAHBC homeownership counselor. Available in-person or by phone, counseling is provided by NeighborWorks America® certified homeownership counselors and in accordance with the National Industry Standards for Homeownership Education and Counseling. Counseling sessions take approximately 1 hour to complete and are offered at no additional charge. A minimum of one homeownership counseling session must be completed in order to receive the eHomeAmerica Homebuyer Education course certificate of completion. Credit counseling is also available for those in need of building or repairing credit. This specialized counseling is offered at no additional charge and includes credit report review, credit score evaluation, and debt management tools, along with strategic action steps for reaching financial goals.

HAHBC is a valuable asset to the City of Hutchinson. Homebuyers with increased knowledge and improved financial health make a difference, both short-term and long-term. Through the purchase process, realtors and lenders experience reduced time per customer, as well as, less stressful transactions. Over the years, communities gain invested homeowners and avoid vacant homes and fragmented neighborhoods. The success of one can become the success of many.

Project Details

City of Hutchinson provides down payment match up to \$2,500 for each loan resulting in a home purchased within the featured neighborhoods of Graber, West Avenue A, and Houston Whiteside. In partnership with IHS, the City of Hutchinson requires full participation in HAHBC and provides an administration fee of \$250 to IHS for each applicant who completes the program.

of ownership, HAHBC expects 75% of participants who purchased homes within the featured neighborhoods to have zero delinquencies.

Project Time Line

Marketing will be a key component prior to January 2017. IHS and the City of Hutchinson will provide project information and marketing materials to mortgage lenders, realtors, and financial institutions serving Reno County residents. Marketing will also include press releases for local newspapers and radio stations, as well as, promotion via social media. Project implementation will begin January 2017.

Project participation begins with intake session. An HAHBC homeownership counselor meets with participants to discuss their financial goals and home purchase timeline. During the intake session, the counselor provides instructions for the intake survey and the eHomeAmerica Homebuyer Education online course. Ideal participants will be no more than 6 months away from mortgage readiness.

To successfully complete the eHomeAmerica Homebuyer Education online course, participants must obtain an 80% proficiency on all course competency exams. Failure to achieve this aptitude indicates a lack of skills necessary to purchase a home and will be addressed with further coaching and counseling if the participant so desires.

Upon completion of the course, participants meet with an HAHBC homeownership counselor to identify potential barriers and to create plan of action to obtain homeownership. Action plans are based on participants' current financial profile as it relates to the home purchase process.

Project participation is driven by participants. Services and support are offered according to the needs of participants as determined by them. Participants may decline services and opt-out of project enrollment at any time.

Completion is also driven by participants. Participants may complete the program with the purchase of a home or with the decision to not purchase a home. An HAHBC homeownership counselor will be available to provide participants with services and support as long as their participation continues, regardless of the end result.

An HAHBC homeownership counselor will provide participants with instructions for the exit survey at the time of project completion. Annual review survey instructions will be provided on a yearly basis for up to 3 years following participant exit.

Project Budget

The \$35,000 budget includes funding for the down payment match funds provided towards the loans and for the administration fees provided to IHS. The requested administration fee of \$250 to IHS for each applicant who completes the program covers client support, project marketing, and general operating expenses incurred by IHS for the services provided.

Budget Breakdown

\$30,000	Down Payment Match (\$2,500 X 12 successful participants)
\$5,000	Administration Fee (\$250 X 20 potential participants)
\$35,000	TOTAL BUDGET

Project Sustainability

The Homeownership Expansion Project will be utilized to implement homeownership education in the featured neighborhoods of Graber, West Avenue A, and Houston Whiteside. With success of this project, IHS will continue to seek collaboration with the City of Hutchinson and other community partners, program sponsors, and private donors to expand these services to other target neighborhoods.

HAHBC is designed to meet the needs of first-time homebuyers through accessible and flexible services. Delivery channels include in-person meetings, phone contact, and online platforms, including online education curriculums. Services are offered during reasonable hours, and pace of participation is determined by participants. These services can be easily replicated and modified according to community needs and agency resources.

224 East 30th, Hutchinson, KS 67502 • Telephone (620) 662-0576 • FAX (620) 663-3475



To Whom It May Concern:

The Hutchinson Area Homebuyers Club (HAHBC) of Interfaith Housing Services, Inc. (IHS), is a valuable asset to the City of Hutchinson. HAHBC provides first-time homebuyers with accurate information and world class services to move them into mortgage readiness and sustainable homeownership. The highly trained homeownership counselors are knowledgeable advocates, accessible resources, and friendly motivators. The education and counseling services provided empower individuals and families, strengthen communities, and build opportunities.

As a Board Member for IHS I personally see the positive impact IHS and all of its programs have on the Hutchinson community.

I am a proud supporter of HAHBC! I/We currently recommend this program and look forward to continuing our partnership with HAHBC in the future.

Sincerely,

Kelly Anne Lanham
Realtor
Owner – Elite Property Management

620-966-0246



224 East 30th, Hutchinson, KS 67502 • Telephone (620) 662-0576 • FAX (620) 663-3475



May 10, 2016

To Whom It May Concern:

The Hutchinson Area Homebuyers Club (HAHBC) of Interfaith Housing Services, Inc. (IHS), is a valuable asset to the City of Hutchinson. HAHBC provides first-time homebuyers with accurate information and world class services to move them into mortgage readiness and sustainable homeownership. The highly trained homeownership counselors are knowledgeable advocates, accessible resources, and friendly motivators. The education and counseling services provided empower individuals and families, strengthen communities, and build opportunities.

They have helped many families, and are doing great things in our community! I am a proud supporter of HAHBC! I currently recommend this program and look forward to continuing our partnership with HAHBC in the future.

Sincerely,

A handwritten signature in cursive script that reads 'Valerie Pryor'.

Valerie Pryor, REALTOR® ABR





6 E 5TH AVE • HUTCHINSON, KS 67501 • PHONE: 316-393-8222

To Whom It May Concern:

5/6/2016

The Hutchinson Area Homebuyers Club (HAHBC) of Interfaith Housing Services, Inc. (IHS), is a valuable asset to the City of Hutchinson. HAHBC provides first-time homebuyers with accurate information and world class services to move them into mortgage readiness and sustainable homeownership. The highly trained homeownership counselors are knowledgeable advocates, accessible resources, and friendly motivators. The education and counseling services provided empower individuals and families, strengthen communities, and build opportunities.

Open Mortgage is a proud supporter of HAHBC! We currently recommend this program and look forward to continuing our partnership with HAHBC in the future.

Thank you,



Randy L. Hamilton
Branch Manager

Open Mortgage, LLC.
Ofc 620-664-9384
Cell 316-393-8222
www.HutchKsLoans.com
Fax 480-658-2897



*Kansas Licensed Mortgage Company License No. MC 0001373
Lic # LO 0000362 NMLS 2975 NMLS # 272084



To Whom It May Concern:

The Hutchinson Area Homebuyers Club (HAHBC) of Interfaith Housing Services, Inc. (IHS), is a valuable asset to the City of Hutchinson. HAHBC provides first-time homebuyers with accurate information and world class services to move them into mortgage readiness and sustainable homeownership. The highly trained homeownership counselors are knowledgeable advocates, accessible resources, and friendly motivators. The education and counseling services provided empower individuals and families, strengthen communities, and build opportunities.

First National Bank has been a long time and proud supporter and sponsor Bank of Interfaith Housing. The work they do to assist Hutchinson residents to become home owner is exceptional. Interfaith Housing would be a great partner for the City of Hutchinson and the incentive programs that help improve Hutchinson housing stock, and provide citizens with home ownership education, financial assistance, and target neighborhood improvement.

First National Bank is a proud supporter of HAHBC! I/We currently recommend this program and look forward to continuing our partnership with HAHBC in the future.

Sincerely,

Michael P Holland
SVP, Mortgage Lending Manager
First National Bank of Hutchinson

A handwritten signature in blue ink that reads 'Michael P. Holland'.



4000 N. Monroe • P.O. Box 1645 • Hutchinson, KS 67502 • www.hcu.coop
800.428.8472 • 620.669.0177

May 11, 2016

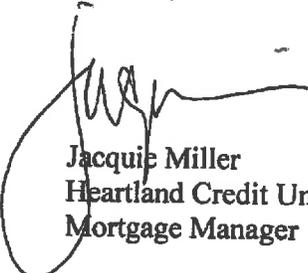
To Whom It May Concern:

The Hutchinson Area Homebuyers Club (HAHBC) of Interfaith Housing Services, Inc. (IHS), is a valuable asset to the City of Hutchinson. HAHBC provides first-time homebuyers with accurate information and world class services to move them into mortgage readiness and sustainable homeownership. The highly trained homeownership counselors are knowledgeable advocates, accessible resources, and friendly motivators. The education and counseling services provided empower individuals and families, strengthen communities, and build opportunities.

HAHBC provides significant value to our community by allowing potential homebuyers to discover realistic homeownership expectations that they wouldn't learn elsewhere.

Heartland Credit Union is a proud partner, advocate and supporter of HAHBC. We highly recommend this program and look forward to a bright and impactful future for HAHBC and our entire community.

Sincerely,



Jacquie Miller
Heartland Credit Union
Mortgage Manager

Fundamental to program implementation and success is certified staff. IHS utilizes NeighborWorks America® for staff certification and continuing education training. The National Industry Standards for Homeownership Education and Counseling have also been adopted to ensure consistent, high-quality services. It is imperative for staff to be provided the proper tools and training to support their work with program participants.

Conclusion

Interfaith Housing Services, Inc., (IHS), desires to partner with the City of Hutchinson to address the homeownership needs of designated neighborhoods through the use of the Hutchinson Area Homebuyers Club (HAHBC). This partnership will allow targeted neighborhoods to be infused with confident and satisfied homeowners, positive and stable families, and truly invested community members.

HOUSING COMMISSION

CITY OF HUTCHINSON, KANSAS
125 E AVENUE B / PO BOX 1657
HUTCHINSON KS 67504

620-694-2639

2017 DOWN PAYMENT MATCH INCENTIVE REQUIREMENTS

Purpose.

In order to create a higher demand for owner-occupied housing in choice neighborhood markets, the Housing Commission hereby establishes the Down Payment Match Incentive program to promote homeownership in Hutchinson. The Incentive is designed to assist current renters in affording homeownership through matching their down payment.

Timing.

Applicants can apply for the Down Payment Match Incentive beginning March 2017 and concluding until December 2017. Interfaith Housing will assist and accept all applications through the Hutchinson Area Homebuyers Club and forward all completed applications to the City for final approval. Upon receiving an approval certificate, applicants shall have 30 days to make an offer on the house, as outlined in their proposal. Once the offer has been accepted, the applicant will proceed with creation of the contract and all provisions thereof. Once all of the requirements of the contract have been met and a closing date has been set, Interfaith Housing will request a check in the amount of the approved match, which the City will issue. The check will be delivered to Interfaith, who will deliver the funds accordingly.

Program Provisions.

1. Current Reno County Renters are eligible for the Down Payment Match Incentive.
2. Prospective homes must be located within the boundaries of SW Bricktown, College Grove or Houston Whiteside Historic District neighborhoods to be eligible for the incentive.
3. Awardees must submit a Down Payment Match Incentive application and any supporting documentation to be considered for approval.
4. Awards shall be granted on a revolving basis, dependent upon the amount of funds remaining in the Down Payment Match Incentive account.
5. The maximum down payment match is \$2,500.
6. The approved down payment match may not exceed 40% of the total down payment. The applicant must provide proof of sufficient funds for the remaining down payment.
7. The applicant must live in the purchased home for 5 years. If the applicant defaults or moves within that five-year timeframe, the applicant must pay back one-fifth of the total match amount back to the City for each year that the agreement is not fulfilled.
8. The applicant must comply with any additional requirements set by Interfaith Housing Services, which have first been approved by the City.

Program Criteria.

Please see attached Home Purchase Payment Policy.

Payment.

1. Once the closing date has been set, Interfaith Housing Services will notify the City of the final down payment match amount 14 days prior to closing.
2. The City will issue the check to the appropriate party and send the check to Interfaith Housing Services.