

Housing Repair Process: The program will follow the guidelines as set forth below.

- **Application** – The applicant will need to complete a full application for the program that requires proof of property ownership, verification of income, and other eligibility requirements.
- **Application Ranking** – All applications submitted that are complete, signed, and accurate; all the requested supporting documents must be included, and each application will be ranked as per the date they arrive. Households that participated in the survey process and requested to be on the waiting list will have the first chance to apply for the funds. After 30 days, the applications will open up to targeted areas. DSI will review applicants for verification of eligibility based on the ranking system. All households will be served on a first-come, first-served basis.
- **Property Inspection** – DSI will inspect the property, identify any housing problems, and work with the applicant to determine what repairs should be done. **LEAD RULES AND REGULATIONS DO APPLY.**
- **Work Write-Up** - The DSI Housing Inspector will develop specifications on the work to be completed and how the work should be done. The homeowner will select the contractor from a list of DSI-approved contractors they would like to bid on their project, and bid packets will be distributed to these contractors.
- **Bid Awards** – DSI will meet with the owner and review the bids after receipt of bids from the contractor. The owner will then accept or reject the bids which have been submitted.
- **Repayment Agreement** - The owner shall enter into a repayment agreement with the City to accept the conditions of the loan. The repayment agreement will be filed at the County Recorder's Office.
- **Proceed to Work** - The DSI inspector will notify the contractor by letter that work may begin at the owner's property. The contractor will be required to secure any necessary building permits.
- **Payments** - Payments to contractors can be made on a full or partial basis as each contractor's work has been completed. To receive payment, the contractor must submit a lien waiver, a billing statement, and a signed completion certificate (all furnished). To make payment, the DSI housing inspector must inspect the property, and the homeowner must give signed permission to pay the contractor.
- **Project Completion** – A final inspection and lead clearance assessment will be done upon completion of the rehab, and then the project will be closed.

Timeline:

- The timeline to complete projects usually is 30 months, depending on the project size and scope.

Resources:

- **DEED Small Cities Development Program**



Communities • Businesses • Solutions

402 North Harold • P.O. Box 48 • Ivanhoe, MN 56142
Ph: (507) 694-1552 • www.dsi-services.com

Minnesota Owner-Occupied Housing Repair Program Full Application

Return this application to:

Development Services, Inc.
ATTN: 6Hrv
P.O. Box 48 / 402 N. Harold St.
Ivanhoe, MN 56142

Phone: (507) 694-1552
Fax: (507) 694-1525
Email: VHVLFHFRRGLQWR#VLVHVLFHVFRP

Date Received by Development Services, Inc.: _____

Household Number: _____

Section A. Eligibility Limits

Eligibility for the housing repair program is based on household size and income, with guidelines set annually by the Federal government. To be eligible for housing repairs, your gross household income (before taxes) **must be below these 2024 income limits in Lyon County:**

Annual Income Less Than			
1-person household	\$51,350	5-person household	\$79,200
2-person household	\$58,650	6-person household	\$85,050
3-person household	\$66,000	7-person household	\$90,900
4-person household	\$73,300	8+person household	\$96,800

Section B. Household Information

Name of Applicant:	County:
Name of Spouse or Partner:	
Street Address of House / City / Zip:	Mailing Address (if different) / City / Zip:
Telephone Number (Primary): Cell / Work / Home	Telephone Number (Other): Cell / Work / Home
Email Address:	Telephone Number (Other): Cell / Work / Home
Household status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Cohabiting Partners	

CONFLICT OF INTEREST

Have you or any member of your household been (during the last 36 months) an employee, consultant, officer, elected official, or appointed Official of this City or State of Minnesota?

___ Yes ___ No

If yes, describe:

Do you or have you had immediate family ties or a business relationship with any of the above-named member of your household (minus yourself as the named family member above)?

___ Yes ___ No

If yes, describe:

Note: If a conflict exists, it may be possible for the grantee and its agents to request an exception to the conflict from the funding agency.

Signature: _____ Date: _____

Signature: _____ Date: _____



EQUAL HOUSING OPPORTUNITY
We Do Business in Accordance with the Federal Fair Housing Law
(The Fair Housing Amendments Act of 1988)
Development Services Inc. is an equal opportunity provider and employee.

The Lead-Safe Certified Guide to Renovate Right

(EPA-740-K-10-001)- Revised September 2011

I hereby certify that I have received the publication information entitled “Renovate Right” found at <http://dsi-services.com/services/small-cities-development-program/> or <https://www.epa.gov/lead/renovate-right-important-lead-hazard-information-families-child-care-providers-and-schools> pamphlet and I have read and understood the information.

- If you prefer that a copy of the pamphlet be mailed to you, call Christy Lundberg at DSI Services Inc. at 507-694-1552.

Applicant’s Signature

Date

Applicant’s Printed Name

Joint Applicant’s Signature

Date

Joint Applicant’s Printed Name



EQUAL HOUSING OPPORTUNITY

We Do Business in Accordance with the Federal Fair Housing Law
(The Fair Housing Amendments Act of 1988)

Development Services Inc. is an equal opportunity provider and employee.