



November 2019

# City of Oelwein Housing Rehabilitation Revolving Loan Fund



*Housing Rehabilitation RLF  
Administration & Technical Services*

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Upper Explorerland  
Regional Planning  
Commission

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# UPERPC ORGANIZATIONAL INFORMATION

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Upper Explorerland Regional Planning Commission (UERPC) is a council of governments that delivers a wide range of customized planning, advisory and resource development services to the incorporated and unincorporated areas of Allamakee, Clayton, Fayette, Howard and Winneshiek Counties in Northeast Iowa. The Commission was formed in 1972 by the cities and counties in the region under Iowa Code Chapter 28H. Since that time, UERPC has successfully obtained over \$247 million in grant funds for the area in housing, planning, and community and economic development.

UERPC’s mission is to provide our cities and counties with creative and practical solutions and services at the most reasonable cost possible to enable local governments to efficiently and effectively meet their goals and objectives. The goal of the Commission can be summarized by the text in Chapter 28H: “The Commission shall be the coordinating body for all units of government in the service area, an organization directed toward challenging problems of mutual interest and concern and providing a platform of information and coordination towards the solution of these problems.”

UERPC is managed by Executive Director Rachelle Howe and governed by a board of directors’ representative of the five-county region. Board members include:

Board Member:	Affiliation:	Board Member:	Affiliation:
Larry Schellhammer*	Allamakee County Sup.	Mark Bohle	Cresco Mayor
Mary Koopman*	Allamakee County Res	Pat Murray*	Howard County Sup.
Jack Knight	Allamakee County - USDA	Mark Kuhn*	Winneshiek County Sup.
Dan Canton	Monona City Administrator	Alison Holten	Winneshiek County Res.
Patti Ruff	Clayton Co. Zoning	Michael Klimesh	Spillville Mayor
Ray Peterson*	Clayton County Sup.	Nina Taylor*	Winneshiek County Res.
Bonnie Basemann	Marquette Clerk	Dean Thompson	Winneshiek County Sup.
Marty Stanbrough*	Fayette County Sup.		
Roger Arthur	Fayette County		
Leon Griebenow	Fayette County Res.		
Sue Updegraff	Fayette County Res.		
Peg Sherrets	Oelwein Mayor		

\*Executive Board Members

## **UERPC Housing Department:**

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The UERPC Housing Department has secured \$3,225,063 in CDBG Owner Occupied Housing funds, \$2,676,000 in HOME funds since 2012 and in 2018 was awarded \$733,700 from the Federal Home Loan Bank for housing rehabilitation. UERPC currently has 7 active owners occupied CDBG Programs, two IFA first time homebuyer programs, and the FHLB Rehabilitation program. In addition, UERPC and the Housing Department also have management contracts with Housing Inc to manage the Northeast Iowa Regional Housing Trust Fund Program, Revolving Loan Fund, and two apartment complexes owned by the organization. The Regional Housing Authority Housing Choice Voucher Program is also managed through the Housing Office. The Regional Housing Authority administers over 400 rental assistance vouchers over the counties of Allamakee, Clayton, Fayette, Howard, and Winneshiek.

The UERPC Housing team has extensive experience in developing, administering, and managing housing rehabilitation programs. All staff are certified Lead Sampling Technicians with formal training in performing housing inspections. The staff have proven track record of success with grant writing, program development, marketing, and providing administrative and technical services for all types of housing projects.

# ADMINISTRATIVE & TECHNICAL SERVICES PROPOSAL

## HOME REHABILITATION RLF PROGRAM DEVELOPMENT

Initial Program Development, Setup, and Marketing	\$4,150.00
<i>(Includes staff time, travel, indirect costs, and materials)</i>	

The scope of service encompasses overall program development & coordination (e.g. establishing financial accounting documents and systems, program materials, guidelines, and all related materials and marketing)

- Work with the City and Board to develop programmatic needs and details of program operation resulting in a formalized document detailing all program information
- Development of materials including all application materials and guideline documents
- Assisting with writing relevant ordinances and resolutions as required
- Advertising and marketing (general information, development of marketing materials, public outreach)
- Facilitating community input needed (if requested) and holding information sessions
- Attending Housing Committee Meeting and providing quarterly reporting on program activity

## HOME REHABILITATION RLF PROGRAM ADMINISTRATION & TECHNICAL SERVICES

Program Management & Technical Services-Per project	\$775.00
<i>(10 projects = \$7750)</i>	
Loan servicing & client support post project closeout	\$200.00
<i>(10 projects = \$2,000)</i>	
PER FUNDED PROJECT TOTAL	\$975.00

- Internal monitoring and oversight of funded program activities
- Processing of individual applications for assistance
- Income eligibility determination and verification of applicants
- Serving as point of contact for interested applicants and others interested in the program
- Initial meeting with homeowner to determine feasibility and eligibility of proposed project
- Vetting contractors and bids
- Final inspection to determine work is completed and release and satisfaction
- Preparation of all construction contractors and requests for payments for contractors
- Issuing payments to contractors
- Preparation of loan documents, verifications, and filing deed restrictions
- Collection of payments and notification for late delinquent payment