



APPLICATION FORM
Housing Rehabilitation Grant
Sherman County
PO Box 365
Moro, OR 97039

Applicant/Property Owner Name(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Property Information

Site Address: _____

Total Estimated Project Cost: \$ _____

Grant Request (Not to exceed 20% of project cost; \$20,000 max): \$ _____

Application Checklist: In order for your application to be complete, please attach a written statement and supporting documents that provide the following:

- Description of the proposed improvements to the dwelling, noting whether the applicant will complete the work or a contractor. Include contractor bid(s) and material costs.
- Pictures of the condition prior to beginning improvements. Pictures included in the whole home inspection may satisfy this requirement if they cover all proposed improvements. Improvements must be "Eligible Projects" as listed on Page 2.
- A copy of a deed instrument, sales contract, title, or accepted purchase and sale agreement demonstrating ownership of the subject property and thereby authority to make improvements to the subject property. *Note: With a purchase and sale agreement in place, a project can be approved contingent upon closing. The funds will be committed for 90 days after approval.*
- A copy of a professional whole house inspection (electronic submittals are permitted).
- Completed Housing Habitability Standards Self-Certification and U.S. Department of Housing and Urban Development's (HUD) Office of Public and Indian Housing's Inspection Form verifying that dwelling will meet HUD habitability standards outlined in the Inspection Form upon completion of the project.

I (we) have reviewed the attached Sherman County Housing Rehabilitation Grant program description listed on pages 2 and 3 and understand that disbursement of grant funds is subject to the terms and conditions listed therein. I (we) certify that I am (we are) authorized to make improvements to the subject property.

Property Owner Signature(s) Date

For more information, contact program staff at Mid-Columbia Economic Development District (MCEDD), Michelle Colby, michelle@mcedd.org, 541-296-2266 x 1006.

Sherman County Housing Rehabilitation Grant Program Description

This program is sponsored by Sherman County. Sherman County invites applications from owners with property located in Sherman County; hereafter "Applicant". Funding is not guaranteed, and awards will be limited by availability of funds budgeted by Sherman County. The program may be amended to meet community needs.

Purpose: Offer property owners grant opportunities to rehabilitate rental units or newly purchased homes by improving or fixing aging or broken structures in order to increase the amount of habitable housing in Sherman County. Grant awards may be up to 20% of the Eligible Project Budget, not to exceed \$20,000.

Eligible Projects: Projects that improve the habitability of a dwelling, such as fixing or improving aging structures, removing lead-based paint and/or repainting peeling surfaces, replacing broken or energy consuming appliances. At a minimum, the dwelling must meet HUD habitability inspection standards after the project is complete. Projects may include, but are not limited to, improvements to:

- building structures, including roofing and insulation
- HVAC systems
- Plumbing
- Electrical systems
- Flooring
- Interior and exterior finishing

The need for improvements must be documented either with photos showing the deteriorated condition (i.e., peeling paint) or in the home inspection report.

If the project involves improvements to a manufactured dwelling, additional stipulations apply.

- a. The dwelling must be at least a double-wide on a permanent foundation and be less than 20 years old at the time of application.
- b. Improvements cannot cost more than half the assessed value of the dwelling.
- c. Owner must have a single "real property title".

Eligible Project Budget: Eligible project budget items may consist of improvement construction costs incurred after application to the program, including:

- a. costs incurred by a licensed contractor.
- b. costs necessary to purchase local and/or state permits for the described rehabilitation.
- c. cost of materials purchased by the Applicant.

NOTE: Labor hours for work completed by Applicant is not an eligible expense under this program.

Terms and Conditions: Grants shall be awarded based on the availability of funds and according to the following terms and conditions:

- a. Project must be within Sherman County.
- b. Project can be a non-owner-occupied dwelling but cannot be a second home.
- c. For owner occupied dwellings, applicants have up to one year after they close on the purchase of the home to submit a complete application to program staff to be eligible.
- d. Applicants must submit a complete application to program staff prior to beginning work.
- e. Applicants will be responsible for obtaining bids for their project from qualified, licensed contractors, if necessary, and include this documentation as part of the proposed budget.
- f. Applicants shall self-certify that the dwelling will meet minimum HUD habitability standards when complete.
- g. The cost of the project will be determined through Sherman County Court's evaluation of eligible costs included in the Applicant's project budget that may include estimates for contracted labor, permitting, and materials.

- h. Grants may be up to 20% of the Eligible Project Budget, not to exceed \$20,000. Applicants will be responsible for any costs over the approved grant award amount.
- i. Applicants may apply to multiple grant programs for the same property/dwelling unit, but the maximum combined grant award shall not exceed \$30,000 for one property/dwelling unit.
- j. Applicant shall obtain all necessary required development permits including, but not limited to: planning, building, electrical, plumbing, and mechanical permits.
- k. Projects shall be completed within 18 months from the date that Sherman County Court issues their approval of the grant application. Project extensions may be granted from time to time by the County Court or program staff.
- l. Applicant shall record a Notice of Completion with the Sherman County Clerk when the project is complete and post the Notice of Completion at the property.
- m. Grant funds shall be paid on a reimbursement basis once the project is complete. Documentation verifying that terms and conditions have been met must be provided to program staff before the County will issue funds. This includes, but is not limited to the following:
 - o All invoices for work completed, permit fees, disposal fees and proof of payment (canceled checks, bank statements, receipt from contractor noting the invoice was paid).
 - o Copy of approved permits, if applicable
 - o Construction lien waivers for all products and services in which a subcontractor is used (typically hired by a general contractor).
 - o After photos showing improvements that were completed
 - o Copy of recorded the Notice of Completion and a photo of the Notice of Completion posted at the property.
- n. If the completed project does not meet the conditions of the grant agreement, all grant funds paid by Sherman County shall be repaid in full. Failure to repay these funds within 90 days may result in a lien and foreclosure on the subject property.
- o. Should it become necessary to initiate legal proceedings to enforce the terms of this agreement, the County, in addition to any other award, shall be entitled to its reasonable attorney fees and costs.

Application Review Process:

- a. The Sherman County Court shall review complete grant applications, determine whether the project meets eligibility requirements, approve a budget (if applicable), and make a decision regarding approval of the application.
- b. Applications that are approved will be conditional upon meeting all terms and conditions of the program and submitting all required documentation at the end of the project.
- c. The Sherman County Court shall be assisted by Mid-Columbia Economic Development District (Program Staff) in administration of this program. Program staff shall:
 - i. Prepare and revise, when necessary, the grant application that gathers the information needed to review proposals under this program.
 - ii. Answer general questions from applicants and inform grant applicants of the Terms and Conditions of grant programs.
 - iii. Review submitted applications to ensure they are complete and request additional information from the applicant as necessary.
 - iv. Resolve questions and issues that arise after an application is conditionally approved or after grant payment.
 - v. Collect final documentation from Applicant once project is complete and submit to Sherman County for approval and payment.