



APPLICATION FORM
Housing Property Preparation 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 50% 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 lot location.
- Description of the dwelling unit (including year built) with pictures of current condition; description of the contamination on the property; or any combination of the two based on your proposed project.
- Description of proposed demolition and/or abatement work needed with indication of whether the applicant will complete the work or a contractor. Include contractor bid(s) and material costs.
- A copy of any inspections/surveys required to be completed before demolition.
- 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.*

I (we) have reviewed the attached Sherman County Housing Property Preparation Grant program description listed on pages 2-4 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. I (we) certify that I (we) will follow all applicable requirements related to abatement activities and that the County is not liable for any work completed incorrectly. I (we) certify that I am (we are) aware that by signing this application I am (we are) entering into an agreement with Sherman County.

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 Property Preparation 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 developers, builders, and property owners grant opportunities for responsible demolition of dilapidated structures or abatement of lots with hazardous materials to support construction or installation of new dwelling units in order to stimulate growth in the housing market in Sherman County. The intention is not to support costs for demolition/rebuilding of the home you live in, but for cleanup of dilapidated buildings or lots to prepare for new construction or sale of the lot beginning shortly after demolition or abatement is complete. Grant awards may be up to 50% of the Eligible Project Budget, not to exceed \$20,000.

Eligible Projects:

- Demolition, removal, and disposal of unsafe or uninhabitable dwelling units:
 - A dwelling unit is defined as a building, or portion thereof, consisting of one or more rooms including a bathroom and kitchen facilities, which are arranged, designed, or used as living quarters for one family or one household.
 - Unsafe or uninhabitable can include structures that have extensive mold/mildew, insect infestations, structural or safety issues (i.e., exposed or faulty wiring, inadequate plumbing, holes in roof, walls, or floor), buildup of waste, such that the cost of rehabilitation would exceed the cost of demolishing and rebuilding.
- Abatement of environmental hazards discovered during an inspection prior to demolition of a dwelling unit or for ground contaminants that must be disposed of before any construction of a dwelling unit can occur. *(Note: if you have a rehabilitation project that requires abatement, please refer to the Housing Rehabilitation Grant program instead).*

Eligible Project Budget: Eligible project budget items may consist of pre-award inspection and survey expenses and costs incurred after application to the program, including:

- a. costs to hire an accredited asbestos or lead-based paint inspector to perform a hazardous materials survey or lead-based paint inspection in structures to be demolished (note: this work will need to occur prior to submitting a grant application but can be included in the budget as a pre-award cost.).
- b. costs incurred by a licensed contractor or abatement professional to perform demolition or abatement.
- c. costs necessary to purchase local and/or state permits for the described activity.
- d. cost of disposal fees and materials purchased by the Applicant, including any personal protective equipment needed to safely remove hazardous materials if work is being completed by owner.

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 must be a non-owner-occupied dwelling and cannot be a second home.
- c. Applicants must submit a complete application to program staff prior to any demolition or abatement work for it to remain an eligible expense. Surveys, if required, should be conducted prior to submitting an application.
- d. 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.
- e. The cost of the project will be determined through the Sherman County Court's evaluation of eligible costs included in the Applicant's project budget that may include actual costs for surveys and estimates for contracted labor, permitting, materials, and proper disposal.

- f. Grants may be 50% of actual eligible costs, up to the approved grant award amount and not to exceed \$20,000. Applicants will be responsible for any costs over the approved grant award amount.
- g. 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.
- h. Applicants shall obtain all required permits and comply with City or County land use requirements.
- i. 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.
- j. Applicants that would like to demolish any structures built before 2004 will be required to have an asbestos survey conducted by an accredited inspector prior to any demolition work. A copy of the asbestos survey report must be on-site during all demolition activities.
- k. Applicants that would like to demolish any structures built before 1978 will also be required to have a lead-based paint inspection completed by an accredited inspector prior to any demolition work.
Note: Expenses for inspections and survey work completed by a contractor are eligible pre-award expenses and can be included in Applicant's proposed budget.
- l. Applicants who contract for abatement work will need to select a contractor certified in abatement (specifically for the contaminants found, such as asbestos, lead paint, etc.) and licensed and bonded with the Oregon Construction Contractors Board. These contractors must comply with state regulations regarding removal and disposal of materials. Applicants may do the work themselves as long as all state regulations regarding removal and disposal of materials are followed. Note: Time Applicants spend working on the project will not be considered an eligible expense.
- m. Applicants 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.
- n. 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 waiver(s) – see attached guide for more information about construction lien waivers.
 - o Copy of the recorded Notice of Completion and a photo of the Notice of Completion posted at the property.
- o. After project completion, Applicants must either:
 - o Put their lot up for sale within 90 days; OR
 - o Begin construction of a new single or multi-family (zoning permitting) housing unit on the lot.
NOTE: Constructing necessary utility connections does not constitute the beginning of construction. However, if construction is delayed due to delays with securing permits, please provide details to program staff.
- p. 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.
- q. 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.