



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

Applicant Name(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Number of New Units Being Constructed: _____

Project Site Address(es): _____

Owner(s) of Finished Project: _____

Note: Eligible entities only include those that would pay property taxes on the finished project.

Project Description: _____

Please submit with your application:

- 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 Sherman County New Housing Construction 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) aware that by signing this application I am (we are) entering into an agreement with Sherman County.

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 New Housing Construction Grant Program Description

This program is sponsored by Sherman County. Sherman County invites applications from owners of 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 construction of new housing in order to stimulate growth in the housing market in Sherman County. Sherman County may provide a \$10,000 grant for each newly constructed dwelling unit.

Eligible Projects:

- Newly constructed stick-built dwelling.
- New manufactured dwelling if it is double-wide or larger and on a permanent foundation.

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. Single and multi-family dwelling units are eligible for this program. Second homes or units to be used as vacation rentals are not eligible. For grants for long term rental units, see the New Rental Housing Development Grant.

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. Applicants must contact program staff before starting construction.
- c. Applicants must submit a complete application to program staff prior to completing construction.
- d. The maximum grant award will be \$10,000 per dwelling unit. Applicants will be responsible for any costs over that amount. 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.
- e. Applicants shall obtain all necessary required development permits including, but not limited to: planning, building, electrical, plumbing, and mechanical permits.
- f. 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.
- g. 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.
- h. If the Applicant will owner-occupy after project completion, Applicant shall record a Restrictive Covenant with the Sherman County Clerk restricting the use of the housing unit as a short-term rental for a five-year period from project completion.
- i. Grant funds shall be paid on a reimbursement basis after project completion. 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:
 - Floor plans for the unit(s).
 - Copy of approved permits.
 - Certificate of Occupancy (stick built) or Certificate of Satisfactory Completion (manufactured dwelling) from Building Codes.
 - Construction lien waiver(s) – see attached guide for more information about construction lien waivers.
 - Copy of the recorded Notice of Completion and a photo of the Notice of Completion posted at the property.
 - Copy of the recorded Restrictive Covenant if the applicant will owner-occupy after project completion.

NOTE: The penalty for non-compliance is repayment of the full grant amount. The owner may choose to sell the home or convert to a long-term rental during the five-year period and not be penalized.

- j. After project completion, Applicant must:
 - o Sell: Put the new housing unit up for sale within 30 days.
 - o Owner-Occupy: Occupy the home within 30 days.
- 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.
- 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 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.