



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

Applicant Name(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Proposed Rehabilitated Non-Owner-Occupied Dwelling Information

Property Owner: _____

Site Address: _____

Phone: _____ Email: _____

Total Estimate 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 provides the following:

- Description of the proposed improvements to the dwelling. Improvements must be "Eligible Projects" as listed in Section 2 on Page 2;
- Description of improvements that will be completed by contractor and the tasks that will be completed by the applicant. Include contractor bid(s) and material costs;
- A copy of a deed instrument, sales contract, 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 by the Grant Review Committee 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) shall be submitted prior to final approval by the Grant Review Committee. The inspection may be submitted after initial review and prior to approval of the proposal by the Grant Review Committee.

I (we) have reviewed the attached Sherman County Housing Rehabilitation Program description listed on pages 2 and 3, and understand that disbursement of grant funds is subject to the terms and conditions listed in that program; in particular Section 5: Terms and Conditions. I (we) certify that we are authorized to make improvements to the subject property.

Property Owner Signature(s) Date

For more information, contact Marla Harvey, marla@mcedd.org at 541-296-2266.

Sherman County Housing Rehabilitation Grant Project Description

1. Program Summary: This program is sponsored by Sherman County or "Grantor." Sherman County invites applications from property owners located in Sherman County; hereafter "Applicant" or "Grantee."

As described under the Terms and Conditions listed in Section 5, Grantees may apply for grant funds up to 20% of the Eligible Project Budget not to exceed \$20,000. These funds will be given on a reimbursement basis once the project is completed. Grantee will be required to provide Mechanic's Lien Waivers for all products and services. Sherman County grant payments will be made after the Grant Review Committee deems that the project complies with the requirements of this program. The dwelling must meet FHA/VA habitability standards once the rehabilitation is complete. When the project is completed, the Grantee will be required to record a Notice of Completion with the Sherman County Clerk.

2. Eligible Improvement Projects: Eligible projects are those that further the purpose and intent of this program. Projects may include, but are not limited to: improvements to building structures, HVAC, roofing, plumbing, electrical systems, flooring, interior, exterior finishing and curb appeal landscaping. Eligible projects do not include improvements to manufactured dwellings.
3. Eligible Project Budget: Eligible project budgets that may be counted toward the Grantee's contribution include Eligible Improvement Project construction costs incurred by a licensed contractor and costs necessary to purchase local and/or state permits for the described construction. The cost of materials purchased by the Grantee may be included, however, in-kind work by Grantee will not be counted as a Grantee's contribution under this program. Up to \$50,000 of the purchase price of the subject property may also be included.
4. Grant Review Committee:
 - a. Sherman County Court shall appoint one Board member and two additional representatives to a Grant Review Committee.
 - b. The duties of the Grant Review Committee shall be to:
 - i. Review all applications for grants under this program and make a final recommendation to Court on grant issuance. This recommendation will be based on the Committee's determination of the best use of grant funds.
 - ii. Determine if grant applications are Eligible Improvement Projects as listed in Section 2.
 - iii. Periodically perform inspections of the granted project.
 - c. The Grant Review Committee shall be assisted by Mid-Columbia Economic Development District (MCEDD) in administration of this program. MCEDD 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 by applicants, and inform grant applicants of the Terms and Conditions listed in Section 5.
 - iii. Resolve questions and issues that arise after grant issuance.
5. 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 building** and cannot be a second home.
 - c. Grants shall be up to 20% of the Eligible Project Budget not to exceed \$20,000. While the Eligible Project Budget may include the price of a new acquisition, at no time shall the Sherman County grant contribution exceed the portion of the project budget for eligible improvements.
 - d. The cost of the project will be determined through the Committee's evaluation of the Grantee's plans that must include contracted labor and materials estimates. All Grantee projects will be required to have a professional inspection to aid in determining the extent of required improvements. The inspection shall be submitted prior to final approval by the Grant Review Committee.
 - e. Grant funds shall be paid on a reimbursement basis once the Eligible Improvement Projects are completed and once a copy of the final inspection is provided by the Grantee to staff.

- f. 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.
- g. Grantee shall obtain all necessary required development permits including, but not limited to: planning, building, electrical, plumbing, and mechanical permits. Grantee shall record a Notice of Completion with the Sherman County Clerk.
- h. Rehabilitation projects shall be completed within one year from the date that the Grant Review Committee issues the final decision on the grant application. Project extensions may be granted from time to time by the Grant Review Committee or MCEDD staff.
- i. Upon project completion, the dwelling shall meet FHA/VA habitability standards. The Grantee must ensure that the dwelling meets the stated habitability standards before the project is considered complete.

Funding is not guaranteed and the program may be amended to meet community needs.