



**APPLICATION FORM**  
**Housing Property Preparation Grant**  
Sherman County  
PO Box 365  
Moro, OR 97039

Applicant Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Property Information**

Property Owner: \_\_\_\_\_

Site Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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 provides the following:

Applicants will need to provide the following supporting documentation with their application:

- Description of the lot location;
- Description 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. Include contractor bid(s) and material costs;
- A copy of any inspections required to be completed before demolition.
- 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.

I (we) have reviewed the attached Sherman County Housing Property Preparation 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 we are authorized to make improvements to the subject property. I (we) certify that 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 aware that by signing this application I am entering into an agreement with Sherman County.

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Property Owner Signature(s)

Date

## Sherman County Housing Property Preparation Grant Project Description

This program is sponsored by Sherman County or "Grantor." Sherman County invites applications from property owners with housing stock located in Sherman County; hereafter "Applicant" or "Grantee." Funding is not guaranteed and potential awards are limited to 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 to support 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 dilapidated buildings or lots to prepare for sale or new construction beginning shortly after demolition or abatement is complete.

### **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 costs incurred after application to the program, including:

- a. costs incurred by a licensed contractor or abatement professional
- b. costs necessary to purchase local and/or state permits for the described activity
- c. cost of disposal fees and materials purchased by the Grantee, including any personal protective equipment needed to safely remove hazardous materials if work is being completed by owner.

NOTE: In-kind work by Grantee will not be counted as 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 building** and cannot be a second home.
- c. Applicants must complete and submit program application to staff prior to any demolition or abatement, work for it to remain an eligible expense. Applicants will be responsible for obtaining bids for their project from qualified, licensed contractors if necessary and include as part of the proposed budget.
- d. Grants shall be up to 50% of the Eligible Project Budget, up to \$20,000. Applicants will be responsible for any costs over the approved grant award amount.
- e. The cost of the project will be determined through the Grant Review Committee's evaluation of the Applicant's "Eligible Project Budget" that may include contracted labor, permitting, materials, and proper disposal.
- f. Applicants shall obtain all required permits, including City or County land use requirements.
- g. 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.
- h. Applicants that would like to demolish any structures built before 1978 will be required to have a lead-based paint inspection completed by an accredited inspector prior to any demolition work.

- i. Applicants who contract for abatement work will work with contractors 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 the Grantee spends working on the project will not be considered an eligible expense.
- j. Grantee shall provide Mechanic's Lien Waivers for all products and services in which a subcontractor is used (typically hired by a general contractor).
- k. Projects shall be completed within one year from the date that Sherman County Court issues the final decision on the grant application. Project extensions may be granted from time to time by the Grant Review Committee or program staff.
- l. Grantee shall record a Notice of Completion with the Sherman County Clerk.
- m. Project costs above the approved grant award amount must be paid by the Grantee to the contractor first. An invoice for the balance due (i.e., the grant amount) can be submitted to program staff for direct payment to the contractor.
- n. After work is complete and contractor(s) paid in full, Grantees 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 beginning of construction.
- o. 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.
- p. 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.

Grant Review Committee and Process:

- a. Sherman County Court shall appoint one Board member and at least 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.
- c. The Grant Review Committee 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 by applicants and inform grant applicants of the Terms and Conditions listed above.
  - iii. Resolve questions and issues that arise after grant issuance.