



APPLICATION FORM
Gilliam County Attainable Housing
Housing Rehabilitation Grant
Complete and Mail to:
Pioneer Community Development Corp.
PO Box 776
Condon, OR 97823

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 eligible costs; \$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 PCDC Grant Review Committee contingent upon closing. The funds will be committed for 90 days after approval.*

I (we) have reviewed the attached Gilliam 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 Rob Turrie, Executive Director, PCDC at 541-384-3769

Gilliam County Housing Rehabilitation Grant Project Description

1. Program Summary: This program is administered by Pioneer Community Development (PCDC) or "Grantor." PCDC invites applications from property owners located in Gilliam 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 entire project is completed. Grantee will be required to provide Mechanic's Lien Waivers for all products and services. Grant payments will be made after the Grant Review Committee deems that the project complied with the requirements of this program. The dwelling must meet FHA/VA habitability standards once the rehabilitation is complete.
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.
4. Grant Review Committee:
 - a. The duties of the Grant Review Committee shall be to:
 - i. Review all applications for grants under this program and make a final recommendation 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.
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 Gilliam 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.
 - 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 Final Inspection approval is received by the Grantee. If the completed project does not meet the conditions of the grant agreement, all grant funds paid by PCDC shall be repaid in full. Failure to repay these funds within 90 days may result in a lien and foreclosure on the subject property.
 - f. Grantee shall obtain all necessary development permits including, but not limited to: planning, building, electrical, plumbing, and mechanical permits.
 - g. Rehabilitation projects shall be completed within six months 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.
Upon project completion, the dwelling shall meet FHA/VA habitability standards.