



PIONEER COMMUNITY DEVELOPMENT CORPORATION

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Gilliam County Attainable Housing Incentive Grant Programs

Purpose, Description, Process

Purpose and Intent of this Program

The purpose and intent of the following programs is to offer developers and builders a cash grant incentive as an alternate to existing Gilliam County Attainable Housing loan programs available through Pioneer Community Development Corp (PCDC).

Whereas: Quality housing is essential for attracting employees to Gilliam County.

Whereas: Dilapidated and vacant houses create a blight in neighborhoods.

Whereas: The market in Gilliam County does not support the necessary investment that would be required to bring existing housing up to working family standards or to construct new rental housing.

Therefore: These programs are designed to provide incentives to property owners and developers seeking to make improvements to existing stick-built dwellings and/ or to construct new dwellings.

Program 1: New Rental Housing Development Grant

PCDC agrees to contribute \$10,000 per new rental housing unit constructed as an incentive to developers to create rental housing units in Gilliam County. These funds would be given as a grant in a direct contribution to the developer upon completion of the project.

Requirements to Qualify for Grant:

- Project is for construction of new rental housing that is stick-built or new manufactured homes that are double-wide or larger and on a foundation.
- Housing unit(s) is located within Gilliam County.
- Owner would pay property taxes on the finished project.
- Project agrees to sign an agreement with PCDC to keep the unit as a long-term rental, not for use as a vacation rental, within the County for at least a five-year period. Projects violating this agreement will be required to repay the funds to PCDC.

Rental Housing Development Grant Process:

1. Applicant completes application form and submits to PCDC.
2. PCDC staff reviews application form for meeting program requirements.
3. For projects that meet all requirements, PCDC staff submits a copy of the application to the PCDC Grant Committee for review.
4. PCDC Grant Committee approves or denies the grant. For approved projects:
 - A. Applicant completes project and requests a Certificate of Occupancy once completed.

- B. Applicant submits a copy of the Certificate of Occupancy to PCDC staff.
- C. Applicant records a Trust Deed lien covering a five-year period from project completion to ensure the agreement that the unit remains a rental is followed. Applicant submits a copy of the Trust Deed lien to PCDC staff. The penalty for not keeping the unit(s) as a rental is repayment of the funds granted to PCDC.
- D. PCDC provides applicant with funds.

Program 2: Housing Rehabilitation Grant

PCDC will provide a grant of up to 20% of eligible expenses, not to exceed \$20,000, for the rehabilitation of existing non-owner-occupied stick-built dwellings in Gilliam County. 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. PCDC grant payments will be made after the PCDC Grant 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 Gilliam County Clerk. While the process is described below, view the grant application for full program requirements and information.

Housing Rehabilitation Grant Process:

1. Applicant completes application form and submits (to PCDC) additional required materials, including:
 - A. Description of the proposed improvements to the dwelling.
 - B. Description of improvements that will be completed by licensed contractor(s) and the tasks that will be completed by the applicant. Include contractor bid(s) and material costs;
 - C. A copy of a deed instrument, sales contract, or accepted purchase agreement demonstrating ownership of the subject property and thereby authority to make improvements to the subject property;
 - D. A copy of a professional whole house inspection (electronic submittals are permitted) shall be submitted prior to final approval by the PCDC Grant Committee. The inspection may be submitted after initial review and prior to approval of the proposal by the PCDC Grant Review Committee.
2. PCDC staff reviews complete applications for meeting program requirements.
3. For projects that meet all requirements, PCDC staff submits a copy of the application and materials to the PCDC Grant Committee, which reviews the application and approves or denies it based the submitted materials and the Committee's determination of the best use of GCAH grant funds.
4. Applicant obtains all necessary required development permits including, but not limited to: planning, building, electrical, plumbing, and mechanical permits.
5. PCDC Project Manager may periodically perform inspections of granted projects in construction.
6. Applicant completes project and requests a Certificate of Occupancy once completed. The dwelling must meet FHA/VA habitability standards once the rehabilitation is complete.

7. Applicant records a Notice of Completion with the Gilliam County Clerk.
8. Applicant submits a copy of the Certificate of Occupancy to PCDC staff along with invoices and receipts for documentation of project costs and Mechanic's Lien Waivers for all products and services.
9. PCDC provides applicant with funds.

For an application and/or additional information on these and other Gilliam County Attainable Housing Programs, please call Rob Turrie, Executive Director of Pioneer Committee Development at 541-384-3769 or email at rturrie@ncesd.k12.or.us.

