



## Residential Rehab Workforce Occupied Housing Grant Program Application

### Program Overview

Burwell Economic Development has developed the Residential Rehab Workforce Occupied Housing Grant Program to encourage the new renovation of single family residential home structures located in the existing corporate limits of the City of Burwell that have been determined dilapidated properties. The grants are intended to support needed housing development and enhance overall community attractiveness, and to increase housing stock to support area business staffing requirements. Private citizens or qualified businesses who intend to rehab a dilapidated housing unit may request grant funds up to \$10,000, to be paid in 1- \$10,000 increment and will be released as a documented spend of \$20,000 towards rehab improvements listed below have been completed. The property will need to be documented as workforce rental or a sale for workforce occupied purposes, and rehabilitation projects must be completed within 12 months of grant approval. Grant funds do not apply to owner occupied housing improvements. Grant funds are under obligation to be paid back if the use is determined to be for seasonal recreational or short-term rental intentions within in the first 24 months immediately following rehabilitation.

The goal of this program is to rehabilitate existing properties as quickly as possible and to increase local workforce rental housing stock and open up opportunities for local workforce home ownership.

### Project Example/Guidelines

*As an example, a private citizen or a qualified business (applicant) presents a qualified project plan to rehab a dilapidated residential property and required documentation with this application; within City of Burwell corporate limits. If program funds are still available at the time of application and the Residential Rehab and Workforce Occupied Housing Grant Program application is approved, the applicant would be reimbursed \$10,000 total upon presentation of evidence of completion of the following qualifying improvements to the property: NEW windows, HVAC, furnace, water heater, flooring, siding, or roof.*

*The newly renovated/rehabilitated property would then be marketed for rent to a local workforce applicant for their primary residence, or be sold to a local workforce applicant for their primary residence.*

*Applications will be considered on a first come – first served basis, until all budgeted program funds are exhausted. Applications will be reviewed by the Economic Development Board at their regularly scheduled monthly meetings. Burwell City Council will have final authority to release funds for grant application. Priority will be given to projects that include immediate plans to rehab severely dilapidated vacant homes. The property owner cannot be delinquent on any current City charges, taxes or assessments, or have defaulted on any previous City assistance. It is the applicant/property owner's responsibility to secure appropriate building and related permits that are associated with the rehab activities. It is the applicant/property owner's responsibility to fully insure the property in order to cover any potential damage to City infrastructure or neighboring properties.*

**The City of Burwell and Burwell Economic Development reserve the right to refuse applications for any reason at any time if they choose.**

**Name of Applicant/Property Owner:** \_\_\_\_\_

**Applicant Mailing Address (Street, P.O. Box, City, Zip):** \_\_\_\_\_

**Dilapidated Property Address:** \_\_\_\_\_

**Applicant Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Ownership of Property (check one):** ☐ Individual Owner(s) ☐ Other \_\_\_\_\_

**Total Cost of Project (must provide professional written estimate):** \$ \_\_\_\_\_

**Estimated Appraisal (must provide professional written estimate):** \$ \_\_\_\_\_

**Grant Amount Requested:**

\$ \_\_\_\_\_

**Has the dilapidated property been vacant 12 months or more?**

☐ Yes ☐ No

*(Application Score up to 25 points)*

**Contracted with local contractor and local suppliers (in city limits)?**

☐ Yes ☐ No

*(Application Score up to 25 points)*

**Describe plans below** (improvements to be made, plans for occupancy-must include workforce requirement, expected valuation, etc.), **including expected timeline if applicable.**

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### **Consent for Publicity**

Burwell Economic Development may elect to communicate publically via news releases about the success of this project. By signing and submitting this application, you are agreeing that such project publicity is acceptable.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **With this application, the following information must be submitted:**

- A "before" picture of the existing property.
- A cost estimate/bid for the rehab costs to the residential home from a commercial contractor, including:
  - Detailed description of the project and project timeline.
  - Cost estimate and estimated completed project appraisal.
  - Plans to avoid any damage to neighboring properties and city infrastructure (sidewalks, curbs, street, utilities, etc.)
- Attached additional list of documentation

***It is the property owner's responsibility to confirm there is adequate insurance to cover any damage claims, and to ensure that the contractor is adequately insured and understands proper demolition control in a residential environment and disposal.***

### **Application Process:**

1. Contact the Burwell Economic Development office for an application.
2. Complete the application along with the required supporting documentation and submit it to Burwell Economic Development office. The Economic Development Board will review and consider the application for approval at the next regularly scheduled board meeting (typically the third Thursday of each month).
3. The Economic Development Board may approve, suggest changes, request more information, table or deny the application. The Economic Development Board will discuss their action at the next regularly scheduled City Council meeting regarding the anticipated project.
4. If approved by ED and City Council, grant proceeds will be distributed upon project completion milestones (according to the approved project plan) and the expectations listed in this application.

### **Return the completed application along with the required supporting documents to:**

Burwell Economic Development  
P.O. Box 131  
404 Grand Avenue  
Burwell, NE 68823

### **Questions?**

Phone: (308) 346-5210      Fax: (308) 346-5121  
Email: econdevburwell@nctc.net