

## SBPC Multi-Family Housing Rehab Application Guidelines

### Eligible Applicants

- Housing Authorities
- Government Entities
- Non-Profit Organizations

### Eligibility Requirements

- Renter-occupied housing units, including multi-family properties located in Pierce County.
- More than 50 percent of the occupants must be classified as low- or very low-income. Low-income will be defined as 51-80% of the area median income. Very low-income will be defined as 0-50% of the area median income.
- Property owners must provide 25 percent in matching funds to be eligible for a grant

### Eligible Activities:

Eligible activities include but are not limited to:

- Improved weatherization
- Repairing or new roofing
- New windows, doors, siding, gutters, insulation, appliances
- Plumbing
- Electrical
- Improve or create handicap accessibility

### Selection Process

- Priority will be given as follows:
  - Very low-income
  - Elderly (individuals 62 and over)
  - Disabled (Individuals receiving disability benefits through the Social Security Administration; or individuals who have been out of work for a minimum of six (6) months and is receiving Workmen's compensation for a job-related injury; or individuals classified as disabled due to mental or physical condition)
  - Minorities

Property owners with renters who meet the income requirements and are eligible for assistance may be required to supply additional supporting documentation. Additional documents requested may include but are not limited to financial information, proof of ownership, medical records, and personal identification. Only those applications that are complete, meet the full requirements, and are determined to be eligible for funding will be considered.

Only those applicants meeting eligibility requirements will be considered. If multiple eligible applications are received for more funding than is available, the SBPC Executive Board of Directors will have final determination of funding levels.

Each housing unit being considered for rehabilitation will undergo a review by SBPC staff. The initial review of the home will provide a checklist of needs within the household. SBPC will use this review to determine:

- Is the home decent, safe, and sanitary for living conditions? If not, will it be once it is rehabilitated?
- What are the greatest rehabilitation needs of the home?
- Are there additional local programs and services that we can recommend to the homeowners? (i.e. housing counseling, mortgage assistance, Community Action assistance, etc.)

## Application Requirements

To be considered for funding, please submit the following information by **April 5, 2019 at 12:00 PM:**

- Organization Name
- Organization type (Housing Authority, Government Entity, or Non-Profit Organization)
- Main contact information including phone number and email address
- Address of the complex in need of rehab
- Number of low-income occupied units
- Total number of units
- Total number of occupants
- Number of adults over age 62
- Number of children under age 18
- Number of minority individuals (Native American, Black, Hispanic, etc.)
- Number of occupants with a documented disability (medical needs or mental health needs)
- A description of the work that needs to be done to your complex
- Cover letter
  - Cover letter must include exact wording listed below and must be signed
    - I certify, under penalty of law, that the information included in this application is true and complete to the best of my knowledge. I understand that any willful misstatement may be grounds for disqualification. My signature below constitutes our consent in verifying information from any necessary source. I certify I will supply SBPC with any additional documents requested and will allow SBPC into the property for assessment and rehabilitation work.

Please include any additional items you deem necessary to assist in the review process (i.e. photos, property assessments, HQS inspections, etc.)

**\*Application may not exceed 4 pages including cover letter with a minimum size 11 font**

\*If you are deemed eligible for funding, additional supporting documentation may be required for further review before funding will be considered, which may include but is not limited to tax statements, medical documents, property documents, and proof of ownership.

\*If you receive funding for your property, said property must be maintained with units reserved for more than 50 percent of the occupants must be classified as low- or very low-income. Low-income will be defined as 51-80% of the area median income. Very low-income will be defined as 0-50% of the area median income. You will be required to sign an agreement before funds will be awarded.

For program questions, please contact Emily Berg at [emily@sourisbasin.org](mailto:emily@sourisbasin.org) or 701.255.1982.

Projects will be scored using the following criteria:

Demographics – 200 points maximum

- 1 point will be given for each percentage of the population that falls under the following categories: elderly, handicapped, minority, very low-income (100 max)
- 1 point will be given for each percentage of the population considered low-income (100 max)

Number of low-income units – 100 points maximum

- 2-5 units will be given 25 points
- 6-10 units will be given 50 points
- 11-15 units will be given 75 points
- 16+ units will be given 100 points

Match – 100 points maximum

- 25% match will be given 25 points
- 26%-50% match will be given 50 points
- 51%-75% match will be given 75 points
- 76%+ match will be given 100 points

Anticipated Timeline

Time	Title	Description
March 2019	Applications	SBPC will seek applications for housing rehabilitation
April 2019	Project Scoring	Project applications will be reviewed, and applicants will be notified of consideration
April -May 2019	Project Reviews	In-person property reviews will be conducted, as needed
May - June 2019	Grant Awards Issued	Grant awards will be issued to approved applicants

\*No expenses may be incurred prior to award date. Expenses incurred prior to award date will not be considered for reimbursement

\*\*Timeline subject to change