



2024 PROGRAMS

NEW RESIDENT RELOCATION PROGRAMS

<u>Down Payment Assistance Reimbursement Grant to Employer</u>	\$2,500	max match
<u>Public Employee / Self Employed Down Payment Assistance Grant</u>	\$1,000 - \$2,500	no match
<u>Mobile Home Down Payment Assistance Grant to Employer</u>	\$1,000	max match
<u>Renter Relocation Assistance Grant</u>	\$500	maximum

CODE COMPLIANCE / RISK MITIGATION PROGRAMS FOR DEVELOPERS

<u>Renovation Reimbursement Grant for contractors-developers upgrading existing rental properties (per unit)</u>	\$1,500	max match
<u>Site Improvement, Demolition or Landfill Fees Reimbursement Grant – Housing Only</u>	\$2,500	
<u>Residential Code Compliance Grant – address deficiencies presented by outdated spaces</u>	\$2,500	

APPROVAL PROCESS FOR HOMEOWNERS & CONTRACTORS INCENTIVES

1. Completed application that conforms to its specific guidelines must be turned in prior to closing
2. Internal Review to determine eligibility (typically 1 to 3 days after completed application)
3. Approval notification via phone or email with written confirmation to follow
4. Complete description of requirements included in the applications

NOTE:

- Site Improvement Reimbursement Grant may be combined with any other programs.
- Applicants must comply with detailed guidelines in the application.
- Award of financial assistance from PCDC is not guaranteed and the award is dependent upon availability of funds.
- PCDC may make changes at any time during the life of the programs.



EMPLOYEE & NEW RESIDENT ASSISTANCE PROGRAMS

DOWN PAYMENT ASSISTANCE:

\$2,500

Match

- PCDC will match dollar for dollar, up to \$2,500, any Phelps County employers' contributions designed to assist a current or new employee living outside the county to move into Phelps County. Employer may grant or loan more than \$2,500.
- Employees that have been renting a Phelps County residence for less than 12 months may still qualify; a copy of their lease agreement is required.
- Applications are originated by employers and must be provided to PCDC for review and approval 3-weeks prior to the escrow closing of the employee's new property unless a time-limit waiver has been requested and approved by PCDC staff.
- Beyond PCDC's residency requirement, the employer establishes its own criteria to inform and select employees that are eligible for the assistance.
- PCDC's funds will be made payable to the EMPLOYER post escrow closing and closing documents (i.e. buyer's closing statement, copy of the check or check stub used for the closing) have been provided to PCDC.
- Funds may be used as a down payment or for closing costs for the purchase of a single-family house, townhome, or condo. A special category has been established for mobile homes or other dwellings that are not permanently affixed to a foundation.

APPLICATION:

DATE OF APPLICATION: _____ EMPLOYER: _____

REPRESENTATIVE & TITLE: _____ SIGNATURE: _____

EMAIL: _____ PHONE NUMBER: _____

AMOUNT REQUESTED: _____ EMPLOYER'S MATCH AMOUNT: _____

EMPLOYEE'S NAME: _____

EMPLOYEE'S POSITION: _____ DATE OF EMPLOYMENT: _____

EMPLOYEE'S PHONE NUMBER: _____ EMAIL: _____

EMPLOYEE'S CURRENT ADDRESS: _____

HOW LONG HAS EMPLOYEE BEEN AT CURRENT ADDRESS: _____

IF LESS THAN 12 MONTHS, PREVIOUS ADDRESS: _____

EMPLOYEE'S NEW ADDRESS: _____

ANTICIPATED CLOSING DATE ON HOME: _____ EMPLOYEE'S FAMILY SIZE: _____ Adults _____ Children

Approved / Denied

PCDC REPRESENTATIVE

DATE

PCDC' COMMENTS AND FOLLOW UP INFO: _____



DOWN PAYMENT ASSISTANCE: Public Employees / Self-Employed

Up to \$2,500

No Match Required. This program is designed to assist a current or new public employee living outside the county to move to Phelps County. PCDC grants up to \$2,500 to employers for down payment assistance reimbursement.

- Employees renting a Phelps County residence for less than 12 months may qualify if they provide a copy of their lease agreement and previous out-of-county address.
- Employers must originate applications, which must be provided to PCDC for review and approval 3 weeks prior to the escrow closing of the employee's new property.
- Beyond PCDC's residency requirement, employers establish their own criteria to inform and then select employees that are eligible for the assistance.
- PCDC will provide its grant payment directly to the escrow closing agent at time of closing. Cashier's Check will be made payable to the title company handling the closing.
- PCDC requires a copy of the buyer's closing statement as proof that funds were used to assist with closing costs / down payment.
- Funds may be used as a down payment or for closing costs for the purchase of a single-family house, townhome, or condo. A special category that delivers a smaller amount is available for mobile homes or other style dwellings that are not permanently affixed to a foundation.
- If you are self-employed and moving to Phelps County, please contact our office to discuss.

APPLICATION:

DATE OF APPLICATION: _____ EMPLOYER: _____

REPRESENTATIVE & TITLE: _____ SIGNATURE: _____

EMAIL: _____ PHONE NUMBER: _____

AMOUNT REQUESTED: _____ (NO EMPLOYEE MATCH REQUIRED)

EMPLOYEE'S / APPLICANT'S NAME: _____

EMPLOYEE'S POSITION: _____ DATE OF EMPLOYMENT: _____

EMPLOYEE'S PHONE NUMBER: _____ EMAIL: _____

EMPLOYEE'S CURRENT ADDRESS: _____

HOW LONG HAS EMPLOYEE BEEN AT CURRENT ADDRESS: _____

IF LESS THAN 12 MONTHS, PREVIOUS ADDRESS: _____

EMPLOYEE'S NEW ADDRESS: _____

ANTICIPATED CLOSING DATE ON HOME: _____ EMPLOYEE'S FAMILY SIZE: _____ Adults _____ Children

Approved / Denied

PCDC REPRESENTATIVE DATE

PCDC' NOTES AND FOLLOW UP INFO: _____



DOWN PAYMENT ASSISTANCE: Purchase of Mobile Homes

\$1,000 Match

- PCDC will match employer's contribution up to \$1,000.
- This program is designed to assist a current or new employee living outside the county to move to Phelps County with a PCDC grant up to \$1,000 for down payment assistance for a qualifying mobile home.
- Employees renting a Phelps County residence for less than 12 months may still qualify if they provide a copy of their lease agreement and previous out-of-county address.
- Employers must originate the application and provide it to PCDC for review and approval 3 weeks prior to the closing of the sale of the employee's new property.
- Beyond PCDC's residency requirement, the employer establishes its own criteria to inform and then select employees that are eligible for the assistance.
- PCDC's funds will be made payable to the EMPLOYER post escrow closing and closing documents (i.e. buyer's closing statement, copy of the check or check stub used for the closing) have been provided to PCDC.
- PCDC requires a copy of the buyer's closing statement as proof that funds were used to assist with closing costs/down payment.
- Funds may be used as a down payment or for closing costs for the purchase of a mobile home or any other style home that is not permanently affixed to a foundation. Other conditions may apply.
- If you are self-employed or a public employee and moving to Phelps County, please contact our office to discuss.

APPLICATION:

DATE OF APPLICATION: _____ EMPLOYER: _____

REPRESENTATIVE & TITLE: _____ SIGNATURE: _____

EMAIL: _____ PHONE NUMBER: _____

AMOUNT REQUESTED: _____ (NO EMPLOYEE MATCH REQUIRED)

EMPLOYEE'S / APPLICANT'S NAME: _____

EMPLOYEE'S POSITION: _____ DATE OF EMPLOYMENT: _____

EMPLOYEE'S PHONE NUMBER: _____ EMAIL: _____

EMPLOYEE'S CURRENT ADDRESS: _____

HOW LONG HAS EMPLOYEE BEEN AT CURRENT ADDRESS: _____

IF LESS THAN 12 MONTHS, PREVIOUS ADDRESS: _____

EMPLOYEE'S NEW ADDRESS: _____

ANTICIPATED CLOSING DATE ON HOME: _____ EMPLOYEE'S FAMILY SIZE: _____ Adults _____ Children

Approved / Denied

PCDC REPRESENTATIVE DATE

PCDC' NOTES AND FOLLOW UP INFO: _____



RENTER’S RELOCATION REIMBURSEMENT GRANT TO EMPLOYER

\$500

Designed to assist a current employee living outside the county or a new employee to move to Phelps County. The applicant cannot currently live in Phelps County while applying.

- Employer must complete the application and provide it to PCDC for review and approval prior to employee executing the lease agreement. Only full-time, permanent employees are eligible.
- Employee must sign and provide copy of a 1-Year Lease Agreement for a Phelps County Address to qualify. Landlord must provide proof that they own the property being rented by applicant.
- Beyond PCDC’s guidelines and advertisement, the employer will establish its own criteria to inform and then select employees that are eligible for the assistance.
- PCDC will provide its grant payment as a reimbursement directly to the employer once the application has been approved and lease agreement has been signed.
- **CHECK WILL BE MADE PAYABLE TO THE EMPLOYER**, unless other arrangements have been made between the employer and PCDC at the time of application.
- Grant may be used for any relocation expense including rent, deposit, and moving expenses.
- If approved by the Employer, Grant Recipients may also qualify for PCDC’s Home Buyer Down Payment Assistance Grant 30 days post completion of the 1-Year lease. (please see Down Payment Assistance Grant guidelines for more information).

APPLICATION:

DATE OF APPLICATION: _____ PHELPS COUNTY EMPLOYER: _____

EMPLOYER REPRESENTATIVE SIGNATURE & TITLE : _____

EMAIL: _____ PHONE NUMBER: _____

EMPLOYEE’S NAME: _____

DATE OF EMPLOYMENT: _____ EMPLOYEE’S POSITION: _____

FULLTIME, PERMANENT POSITION: Yes / No (circle one)

EMPLOYEE’S PHONE NUMBER: _____ EMAIL: _____

EMPLOYEE’S CURRENT ADDRESS: _____

_____ HOW LONG AT CURRENT ADDRESS: _____

IF LESS THAN 12 MONTHS, PREVIOUS ADDRESS: _____

EMPLOYEE’S NEW ADDRESS: _____

ANTICIPATED LEASE START DATE: _____ EMPLOYEE’S FAMILY SIZE : _____

LANDLORD’S NAME AND CONTACT INFO: _____

Approved / Denied

PCDC REPRESENTATIVE

DATE

PCDC’ NOTES AND FOLLOW UP INFO: _____



RENOVATION REIMBURSEMENT GRANT FOR RENTAL PROPERTIES

\$1,500 match

The purpose of this program is to bring serviceable buildings up to reasonable modern livability standards.

- Grants for qualifying projects are on a “per renovated living unit” basis to address code compliance for infrastructure and other deficiencies presented by outdated spaces, including but not limited to: modernizing electric and plumbing infrastructure, HVAC, energy efficient windows and doors, ingress-egress devices, and other life safety improvements to modernize and improve habitability.
- Developers may receive reimbursement up to \$1,500 per living unit for authorized expenses.
- Renovation Grants may not be combined with other PCDC programs.
- The project must be substantially completed within 12 months of approval.
- Projects requesting more than \$5,000 total assistance require Board approval.
- No work, other than demolition, can begin until approval has been granted by PCDC in writing.
- Project progress will be reviewed by PCDC staff throughout the duration of the project.
- To qualify, Applicant must submit:
 - Completed Application signed by all owners of the building.
 - A detailed project summary.
 - Itemized budget for the project.
 - Estimates for qualifying materials and labor costs must be clearly documented on the application.
 - Sketches, renderings, or drafts of the proposed project.
 - Photos of the property’s current condition.



APPLICATION: Renovation Reimbursement Grant for Rental Properties

PROJECT DESCRIPTION: _____

AMOUNT OF GRANT REQUESTED: _____

APPLICANT'S NAME: _____

DOING BUSINESS AS (if applicable): _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____

APPLICANT'S EMAIL: _____

BUILDING NAME: _____ TOTAL RENTAL UNITS: _____

BUILDING OWNER(S): _____

PROPERTY ADDRESS: _____

PROPERTY LEGAL DESCRIPTION (attach if necessary): _____

DESCRIBE INTERIOR CONDITION _____

PROJECTED CONST. START DATE: _____ COMPLETION DATE: _____

ESTIMATED TOTAL PROJECT COST: _____

ASSESSED PROPERTY VALUE: _____ EST. VALUE AT COMPLETION: _____

SOURCE OF FINANCING: _____

PROPERTY OWNER _____ DATE _____

PROPERTY OWNER _____ DATE _____

PCDC REVIEW COMPLETED DATE: _____

ACTION RECOMMENDED: [Approve](#) / [Disapprove](#)

PCDC REPRESENTATIVE

DATE

PCDC' NOTES AND FOLLOW UP INFO: _____



SITE IMPROVEMENT / DEMOLITION REIMBURSEMENT GRANT

\$2,500 Match

- The purpose of this program is to assist developers/contractors to renovate or create new living units on infill lots that may have substantial site or property improvement needs prior to construction.
- Grant funds may be used for materials or labor related to a project's lot improvements such as landfill fees, demo costs, asbestos remediation, dirt work, utility improvements, etc.
- The General Contractor must complete the application and receive PCDC's approval before starting the project.
- The project must support development of new housing projects including single-family, townhome, duplexes, condos, or multi-family structures.
- Once the project is completed inside and out, the General Contractor will notify PCDC to inspect the property. PCDC has the right to use photos and descriptions of the completed project for social media or other marketing purposes.

APPLICATION:

PROJECT DESCRIPTION: _____

_____ AMOUNT REQUESTED: _____

APPLICANT'S NAME: _____

IF APPLICABLE, DOING BUSINESS AS: _____

APPLICANT'S MAILING ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____ EMAIL: _____

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

TYPE OF STRUCTURE(S) CURRENTLY ON LOT TO BE DEMOLISHED: _____

CURRENT PROPERTY VALUE: _____ FUTURE STRUCTURE ON LOT: _____

START DATE OF PROJECT: _____ COMPLETION DATE OF PROJECT: _____

PLEASE ATTACH:

1. BEFORE PHOTOS OF THE PROPERTY
2. SUMMARY/PLANS FOR STRUCTURE DEMOLITION
3. BIDS/ESTIMATES FOR THE PROJECT

SIGNATURE OF APPLICANT DATE

SIGNATURE OF APPLICANT DATE

PCDC ACTION: **APPROVED / DENIED**

PCDC REPRESENTATIVE

DATE

PCDC' NOTES AND FOLLOW UP INFO: _____



GUIDELINES: GO! HOME Residential Code Compliance Grant

The purpose of this program is to create new living spaces downtown or in other existing commercial and residential buildings to bring additional vitality to the housing market. Grants are calculated on a “per new living unit created” basis to address code compliance for infrastructure and other deficiencies presented by outdated spaces.

Qualifying investments include but are not limited to modernizing sprinkler systems, electric and plumbing upgrades, energy efficient windows and doors, elevators or ingress-egress devices, faulty roofs, and any other life safety improvements or construction to modernize and improve habitability.

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- Developers may receive up to \$2,500 per new living unit created.
 - Code Compliance Grants may be combined with other GO! DREAM programs to complete a project.
 - Once approved, the project must be substantially completed according to the original design within 12 months of approval. PCDC Loan and Design Committees must approve any changes to design or timeline for any reason.
 - Other than demolition, no work shall begin until approval is authorized by PCDC in writing.
 - Project progress may be reviewed by PCDC staff, Design and Loan Committees throughout the duration of the project construction.
 - To qualify, Applicant must submit:
 1. Completed Application signed by all owners of the building.
 2. Detailed project summary.
 3. Itemized budget for the project.
 4. All estimates or proposals (material and labor costs must be clearly divided and documented on the application).
 5. Pricing sheets for additional added features not included on the estimates.
 6. Sketches, renderings, or drafts of the proposed project.
 7. Photos of the building’s current pre-demolition condition.
 8. Any historic photos of the building.



APPLICATION: Residential Code Compliance Grant

PROJECT DESCRIPTION: _____

APPLICANT'S NAME: _____

BUSINESS/BUILDING NAME: _____

APPLICANT'S ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____

APPLICANT'S EMAIL: _____

LIST ALL BUILDING OWNER(S): _____

PROJECT PROPERTY ADDRESS: _____

CURRENT USE OF BUILDING: _____

BUILDING TENANTS: _____

EXISTING EXTERIOR CONDITION: _____

PROJECTED CONST. START DATE: _____ COMPLETION DATE: _____

ESTIMATED TOTAL PROJECT COST: _____

ASSESSED PROPERTY VALUE: _____ ESTIMATED VALUE AT COMPLETION: _____

SOURCE OF FINANCING: _____

DEVELOPER / OWNER EQUITY: _____ BANK LOAN AMOUNT: _____

AMOUNT OF GRANT REQUESTED: _____

PROPERTY OWNER _____ DATE _____

PROPERTY OWNER _____ DATE _____

PCDC REVIEW COMPLETED DATE: _____

ACTION RECOMMENDED: [Approve](#) / [Disapprove](#)

PCDC REPRESENTATIVE

DATE

CHECKLIST: PROJECT SUMMARY, ESTIMATES, BUDGET, PRICING SHEETS, RENDERINGS, CURRENT PHOTOS, HISTORIC PHOTOS

PCDC' NOTES AND FOLLOW UP INFO: _____