



## Re-Housing Recovery Program Requirement



### Complete Application Packet includes the following:

**Complete Application Packet includes the following:** (Incomplete Applications will be returned):

- 1) Completed Application Form, signed by Applicants (Property Owners)
- 2) Copy of the Tax Bill and Deed for each property
- 3) Standard Lease Agreement
- 4) Completed W-9 form
- 5) Scopes of work and budget for each project
- 6) Copy of Contractor contracts, if available
- 7) Copy of any applicable permits, if available

### Program Overview

- The Re-Housing Recovery Program offers grants up to \$30,000 per unit for repairs needed to bring rental units up to Vermont Rental Housing Health Code guidelines (maximum of 15 units/landlord).
- Property Owner is required to contribute at least a 10% match of the grant per unit.
- Program requires Property Owners to work with the Continuum of Care to attempt to find suitable renters. Priority will be given to Property Owners that re-house the homeless in these units.
- Project scope may be reviewed and altered if the property is on or eligible for the State or National Historic Register. Additional compliance with the Vermont Rental Housing Code and local ordinances.
- All affected units must be rented at or below HUD Fair Market Rents for the County for a minimum of five years (published annually) and Landlord must sign a Housing Affordability Covenant outlining this.
- Property owner has not accepted other COVID-related grants that address housing needs.
- Unit(s) are required to be vacant for 90-days from the date that the last tenant(s) moved out.
- **Eligible applicants MUST have the ability to meet the deadline for completion, see below\***

### Services Provided by Neighborworks of Western Vermont

- Attend an initial site visit of the property/units with Property Owners
- Review proposed scope of work and budget, help to define and finalize
- Verify that all permitting and compliance with local, state, and federal regulations are satisfied
- Confirm construction deadlines are being met and provide progress payments
- Oversee match requirements, obtain documentation
- Conduct final inspection to ensure all repairs have been completed
- Collect and verify all program documents: pre-work, during-work, post-work as required.

\*This program has a non-negotiable deadline. All units must be done with construction, occupied (with a Certificate of Occupancy) and all invoicing complete no later than **December 20, 2020**.

By missing this deadline you will assume the remaining payments due to the contractor and/or supplier.

Initial here that you understand the project has a deadline of December 20, 2020: \_\_\_\_\_

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