



## Home Rehabilitation Trust Fund Procedures and Guidelines

**Goal:** The goal of the Grand Traverse County Home Rehabilitation Trust Fund (HRTF) is to financially assist area nonprofit organizations that rehabilitate existing residential units so as to provide safe, decent, and affordable housing for low-income households in Grand Traverse County.

### Section 1: Purpose

In 2010, Grand Traverse County created an affordable housing trust fund (AHTF) that has been underutilized due to lack of resources to administer the fund. Given the lack of resources, on August 5, 2020, the Grand Traverse County Board of Commissioners adopted a resolution to abolish the AHTF and transfer funds to this new trust fund to better utilize monies to address an important and critical need of critical home repair and rehabilitation.

Consistent with the Board of Commissioners resolution, the purpose of the County's HRTF is to provide grants to fund home rehabilitation projects or programs operated by area nonprofit organizations who have as a purpose the preservation of existing housing, which permits low income families to continue to live in their homes. The HRTF aims to provide financial support to projects that retain needed housing for households earning less than 80 percent of the area median income as defined by the Department of Housing and Urban Development (HUD).

The procedures and guidelines contained in this document are intended to be simple and straight forward, which would give eligible applicants the ability to quickly obtain funds and use them to carry out home rehabilitation projects or activities. The procedures and guidelines include sources of trust fund monies, administration and oversight, eligible applicants, eligible uses and activities, allocation of funds, leverage requirements, and selection criteria.

### Section 2: Sources of HRTF Monies

The source of HRTF monies comes from the AHTF, which was established from tax-foreclosure net auction proceeds and County Land Bank Authority ("LBA") property sales. Prior to AHTF being abolished there was approximately \$300,000 in the fund that is now transferred to the HRTF. Funds dedicated to the HRTF shall be exclusively reserved to support the eligible uses and activities identified in Section 5 of these procedures and guidelines and shall not be used for the general operation of the County.

### Section 3: Administration

The LBA shall administer the trust fund on behalf of the County. The LBA shall provide oversight of the fund, shall announce the availability of grant applications for HRTF funds, shall approve grant applications to eligible applicants that meet the selection criteria provided in Section 5 of this document, and release grant funds to the successful applicants.

County Administration staff shall assist the LBA in its review and selection of grant awards. Administration shall provide the Board of Commissioners periodic updates of grant awards and the total amount of funds from the HRTF awarded.

## **Section 4: Eligible Applicant**

Entities eligible to apply for and receive HRTF grants shall be nonprofit organizations that have as a purpose the rehabilitation of existing residential dwelling units in Grand Traverse County. A successful applicant shall meet the grant award selection criteria found in Section 5 of these procedures and guidelines.

## **Section 5: Eligible Activities**

To be eligible to receive an HRTF grant the activities must relate to rehabilitation and emergency repairs permitting the family being able to stay in their existing home. Examples include but are not limited to: roofing in dire need of repair or replacement, broken water lines, broken glass in windows, failed heating system, lack of safe and sanitary indoor bathroom facilities, and disability access issues that do not allow safe use or egress of the home.

## **Section 6: HRTF Grant Distributions**

Disbursement shall be made as grants of up to \$50,000 per application to eligible applicants as defined in Section 4 who engage in eligible activities as identified in Section 5. The LBA shall establish a grant allocation cycle with grants being disbursed at least twice each calendar year. Once established, the LBA shall provide public notice of the grant allocation cycle on the LBA's webpage as found on the County's website.

No disbursements may be made from the HRTF without the prior authorization of the LBA. The distribution of any and all HRTF funds will be made after the applicant completes and submits to the LBA a grant application. County Administration shall prepare the application and application instructions, which at a minimum shall contain the requirements provided in these guidelines, and shall be written in easy to understand plain language. The LBA shall review and approve the application and instructions prior to providing public notice of the grant allocation cycle. The grant application and instructions shall be published on the LBA's webpage in a fill-able form to allow an applicant to submit the application to the LBA electronically.

The successful applicant shall execute a grant agreement prior to disbursement of funds. The grant agreement shall be drafted in accordance with all established County procedures and the terms of the agreement shall comply with all Federal, State, and Local laws.

## **Section 7: Leverage Requirements**

The HRTF is intended to support a critical need of home rehabilitation but is not intended to provide the sole source of funding for any project or housing program. To ensure that, those organizations that assist individuals and families in keeping or obtaining safe housing, it has been determined that:

1. HRTF grants shall be for materials only.
2. Grant recipients shall provide verifiable accounting for materials used.

## **Section 8: HRTF Grant Award Selection**

The LBA shall develop and approve a grant award selection criteria, which shall include the following parameters:

1. The project is located within Grand Traverse County
2. The applicant is an eligible applicant as provided in Section 4

3. The applicant provides proof that the project was requested either directly from a household or referring social service organization
4. The applicant provides proof that an inspection of the project was performed to determine the specific scope of the project
5. The applicant shall verify responsibility for completing the project
6. The applicant shall verify that all activities performed shall be done in accordance with all relevant federal, state and local laws as well as obtain all necessary permits and inspections needed to perform the work
7. The applicant shall seek a grant for only the eligible costs as provided in Section 5 by submission of appropriate invoices, estimates and other documentation
8. The applicant shall provide a report to the LBA within 90 days of completion of the project that shall include the following:
  - a. Name and address of the project
  - b. Explanation of the need and work completed
  - c. Pictures showing before and after of the work completed