

Small Cities Development Program Application Commercial Rehabilitation Program

Checklist

Commercial Application

Supplemental Packet which includes:

Important Privacy Notice
 Photo Release
 Lien verification
 Non-Discrimination Notice

SCDP Acknowledge Forms
 Conflict of Interest Screening Form
 Walk Away Policy
 What to Expect

Additional Documents Supplied by Applicant:

Recorded Warranty Deed (NOT the abstract- obtain from county Recorder).
If contract for Deed or Life Estate, please contact our office for additional forms

Property Liability insurance - Declarations Page
 (Lists owners' name & address, policy number & policy period)

Most Recent Real Estate Tax Statement

Please provide all of the above required documents (copies) along with your application or you may be denied eligibility for insufficient information. This grant is processed on a first-come, first-served basis. Your application will be completed as we receive all required documents, you are deemed eligible, we have open slots, and there are remaining funds.

Please return the completed application and all documents to:

Drop off: Ortonville City Hall
 315 Madison Avenue
 Ortonville, MN 56278

Mail or Drop off: UMVRDC
 323 W. Schlieman Ave,
 Appleton, MN 56208

Email: bernice@umvrdc.org



SMALL CITIES DEVELOPMENT PROGRAM

COMMERCIAL APPLICATION

APPLICANT: Full Name (Last, First, M.I.)		CO-APPLICANT: Full Name (Last, First, M.I.)	
Social Security Numbers or Federal ID #			
Mailing Address	City	State	Zip
Email Address			
Primary Phone Number:	Type (cell, home)	Secondary Phone Number:	Type (cell, home)
Preferred contact method (cell, phone, text, email)		Best contact time: AM / PM	

The information solicited on this application is requested by the grantee in order to assure the Federal Government, acting through the Small Cities Development Program, the Federal law prohibiting discrimination against applicants on the basis of race, color, national origin, religion, sex, familial status, age, and handicap are begin complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the grantee is required to note the race/national origin and sex of the individual on the basis of visual observation or surname. **The following information is requested solely for the purpose of determining compliance with Federal Civil Rights Law. Your response will not affect consideration of your application.**

Applicant

Ethnicity: (Select One)

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Select one or more)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Co-Applicant

Ethnicity: (Select One)

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Select one or more)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

PROPERTY INFORMATION			
Business Name of Building to be rehabilitated			
Address of Building to be rehabilitated			
Contact person	Primary Phone Number: Type (cell, home)		
Email Address	Are there any rental units in this property? Y/N If yes, how many?		
Year Property Built:	Date of Purchase:	Number of stories:	
Business UEI Number: <i>(replaces DUNS number)</i>	Is the property located within a Floodplain or Floodway? Y/N or Unknown		
Is this building on the National Historic Register? Y/N	Is this building in a Historic District? Y/N or Unknown		
Current Estimated Market Value:	Real Estate Taxes are current? Y/N		
Current Business Insurance carrier:	Expiration Date:		

OWNERSHIP INFORMATION			
Do you have an outstanding mortgage on the property? Y/N If yes, fill out below			
	Name of Mortgage Company	Approx Outstanding Balance	Mortgage Status (current/ delinquent)
First Mortgage			
Second Mortgage			
Other Debts secured by home			
Is property being purchased on a Contract for Deed? Y/N (NOTE: Contract for Deeds have <u>no</u> descending forgiveness) If yes, is there a balloon payment? Y/N When? _____ Amount _____ If yes, list the names and addresses of contract for deed seller:			
<i>Additional paperwork will be needed for all cases of Contract for Deed.</i>			
Do you have a lessee? Y/N If yes, specify terms of lease:			
CREDIT INFORMATION			
Are there any outstanding judgments or liens against the property or you?		Yes or No	
Have any of you been declared or are declaring bankruptcy in the last 36 months		Yes or No	
Have any of you had any property foreclosed upon or given title or deed in lieu therefore?		Yes or No	
Has the property previously received funds from a Small Cities Development Program? Yes or No If yes, when? _____			
Do you understand that you will need to finance this project (matching funds) at 20% plus anything over \$40,000? Yes or No			
Do you have your matching funds secured? Y/N or Unknown Explain:			
EXISTING BUILDING USE:			
PROPOSED IMPROVEMENTS/ACCESSIBILITY ISSUES/NEEDED REPAIRS:			

I/we certify that all statements on this application are true and correct to the best of my/our knowledge. I/we understand that any intentional misstatements will be grounds for disqualification. I authorize program representatives the right to access the property to be improved for the purpose of the Small Cities Development Program. I authorize the UMVRDC. to share the information collected in this application with either housing professionals, funders, potential lenders and other reputable organizations related to the project.

Program policy states, we must complete the inspection and bidding process before beginning any rehabilitation. Any rehabilitation done outside these program policies will be the responsibility of the property owner.

I/we also understand my/our participation in this program is subject to approval and requirements of the Small Cities Development program.

Applicant Signature	Date	Co-Applicant Signature	Date
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FOR ADMINISTRATIVE USE ONLY	
I hereby certify that the above applicant has met the requirements for the Small Cities Development Program:	
_____	_____
Certifying Coordinator Signature	Date



Small Cities Development Program Application

Commercial Rehabilitation Program

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Important Privacy Notice

**** Read Before Completing the Application Form****

We are asking that you provide the information on the application form to determine if you are eligible to participate in the program.

Your name, address and the amount of assistance you receive are considered public data under the Minnesota Data Practices Act. Other information that you provide to the housing rehabilitation program about you and your household is considered private data.

We will use your private data only when it is required for administration and management of the program. Persons or agencies with whom this information may be shared include:

- Staff and other persons involved in program administration.
- Local loan committee members who approve applications.
- Auditors who perform required audits of this program.
- Authorized personnel from the Minnesota Dept. of Employment and Economic Development, the U.S. Dept of Housing and Urban Development or other local, state and federal agencies providing funding assistance for your loan.
- Members of the local governing board for the purpose of addressing/resolving applicant complaints (as addressed in the project’s policy and procedural manual).
- Those persons who you authorize to see it.
- Law enforcement personnel in the case of suspected fraud or other enforcement authorities as required.

We cannot release private data to anyone else or use private data in any other way unless you give us permission by completing a consent form that we will provide. Please keep in mind, however, that data must be released if required by court order, and in addition, your private data may be released if Congress or the Minnesota Legislature passes a new law that authorizes or requires such release of data.

Minnesota law gives you important rights in regard to information maintained about you. These include:

- The right to see and obtain copies of the data maintained on you,
- Be told the contents and meaning of the data, and
- Challenge the accuracy and completeness of the data.

Applicant Signature

Date

Co-Applicant Signature

Date



Photo Release

I give authorization for digital pictures or photos of my property to be taken by the UMVRDC/SWMHP. These may be used in publications or displays. I authorize pictures of my property to be used in the Annual Report.

Applicant

Date

Co-applicant

Date

Lien Verification

I certify that there are no past due assessments, public debts, or tax liens on my property. I also certify that, if applicable, I am current with any mortgage payments and that my property is not the subject of a pending mortgage foreclosure. Finally, I certify that I have property insurance that would be an adequate amount to provide collateral for this SCDP Rehabilitation Loan program.

Applicant

Date

Co-applicant

Date

Non-discrimination Notice

All services, facilities, and benefits of the programs provided by the UMVRDC are for the use of all persons regardless of race, color, sex, religion, disability, or national origin in accordance with Federal law and U.S. Department of Agriculture policy.

To file a complaint of discrimination you may contact the Office of Civil Rights at: U.S. Department of State Office of Civil Rights (S/OCR), 2201 C Street, NW Washington, DC 20520 Email: socr_direct@state.gov Tel: (202) 647-9295 or (202) 647-9294, Fax: (202) 647-4969. This institution is an equal opportunity provider and employer.

Applicant

Date

Co-applicant

Date

Walk-Away Policy

This walk-away policy will be instituted by UMVRDC staff for one or more of the following reasons.

1. When it is determined that the unit is not suitable for rehabilitation.
2. If a property is offered for bid on two separate occasions and no financially acceptable bid is received, or if the inspector confirms that the property cannot feasibly be rehabilitated to HQS and lead based paint standards, within the maximum allowable funding level, the UMVRDC may elect to “walk-away” from that property and take no further action regarding its renovation. The property owner will be notified in writing within two weeks of the determination to “walk-away.”
3. If the property to be inspected or rehabilitated is in an “unkempt” state which could present health or safety hazards to UMVRDC Staff, SWMHP Staff or a Rehabilitation Contractor who would be performing the work, the property owner will be notified in writing and given thirty days to bring the property up to an acceptable standard of cleanliness as determined by the inspector. If, within that thirty-day period, the property is not brought up to an acceptable standard, the UMVRDC reserves the right to “walk away” from that property and take no further action regarding its inspection or rehabilitation. The property owner will be notified in writing within two weeks of this decision. “Unkempt” may include, but would not be limited to, unsanitary conditions, the presence of general clutter or undisposed household garbage, either inside or outside of the property to be rehabilitated.
4. If it becomes apparent that the property owner, or tenants in the case of rental rehabilitation, at any phase of the project are not willing to comply or accept standard practices of the rehabilitation program that are outlined in the “Owners Responsibilities and Expectations” and the “What Can a Property Owner Expect” information sheets provided.
5. If the UMVRDC Staff, SWMHP Staff or the Rehabilitation Contractor decides that continued presence on the job site may constitute a liability to their company due to the owner, or tenants, personal behavior or threatening manner.

If any of the above listed problems persist, the UMVRDC reserves the right to "walk-away" from that property and take no further action regarding its renovation. The property owner will be notified in writing within two weeks of the determination to "walk-away."

If the project is cancelled due to items number 3, 4 or 5, or if you choose to withdraw from the program after either the initial inspection or lead risk assessment/inspection has been conducted, a fee of \$1,000.00 will be charged to the owner of the property if inspections have occurred. If you continue with the home repairs the costs of the initial inspection will be charged to the program and the cost of the lead testing will be part of the program costs or loan, depending on the program.

Payments shall be made to the UMVRDC no later than thirty (30) days following the action that requires the repayment. If such payment is not made within 30 days, collection proceedings will begin to recapture these funds.

Applicant

Date

Co-applicant

Date



What to expect and not to expect from this SCDP Commercial Rehabilitation Program

Things that Property Owners Do in the Commercial Rehabilitation Program

Program Staff will help property owners during the improvement process, but Property Owners are responsible for making the choices and doing the work listed below.

1. Property Owners provide the program staff with necessary information promptly.
2. Property Owners, **not the program staff**, choose contractors to put together bids.
3. Property Owners, **not the program staff**, select the contractor to do the work on the property.
4. Property Owners sign improvement contracts with the selected contractor.
5. Property Owners request and approve payments to their contractors.
6. Property Owners are part of inspecting and approving work performed by their contractors.
7. Property Owners work with contractors to settle disagreements during the job.
8. Property Owners contact their contractors to ask them to correct problems covered by contractor warranties during the first two years after the job has been completed.

Things You Should Think About Before Taking out a Rehabilitation Loan

1. Not all the work that applicants want to be done can always be done with program funds. SCDP funds can only be used for exterior and code violation corrections.
2. Don't expect the property to be completely new after the work is done.
3. It can be stressful working in a property while a contractor is performing the work.
4. Very few times in life is anyone completely satisfied with things they buy or have repaired. Having a property repaired is no different.
5. Finally, the **program staff** is not the contractor and cannot guarantee that Property Owners will be satisfied with the work done by the contractors.

I've read and understand this:

Applicant

Date

Co-applicant

Date