



# Town of St. Johnsbury

## 2023-24 Rental Housing Improvement Program

### ST. JOHNSBURY RENTAL HOUSING IMPROVEMENT PROGRAM GRANT APPLICATION

The purpose of the Rental Housing Improvement Program is to encourage landlords to improve rental housing in St. Johnsbury resulting in more livable, sustainable, and marketable rental units for everyone. Universal Design and energy efficiency improvements are strongly encouraged.

#### Program Features

- A reimbursement grant is provided to landlords that complete capital improvement projects that result in more livable, sustainable, safe, and marketable rental units for everyone.
- The maximum grant amount is \$6,000 per unit, and a budget with supporting estimates must be submitted at the time of grant application.
- A 1:1 cash match is required (e.g., a grant of \$6,000 requires at least a \$6,000 cash match from the property owner), and the grant is a reimbursement for funds spent.
- Grant funds must be used for capital improvements to real property. **Please NOTE:** Personal property, such as appliances, may be used as matching funds provided that the personal property purchased supports Universal Design Modifications and energy efficiency. Please include a detailed explanation if you are using personal property as a match.
- We recommend that all applicants have their units inspected prior to submitting the application in order to capture all allowable project costs in the application.
- Program is managed by the Town.

#### Program Requirements

- Property must be an existing residential rental housing unit, or result in a newly registered *rental-ready* unit in St. Johnsbury by June 1<sup>st</sup>, 2024.
- Property owner must have an up-to-date rental housing registration for all existing rental properties owned in St. Johnsbury; the property must be available for occupancy by June 1<sup>st</sup>; the property owner must not have any outstanding health or safety violations; and the property for which a grant is sought must have been inspected by the Town Code Compliance Officer.
- Property owner must be current on all property taxes (and/or agreements), water-sewer bills, civic fees and fines, and parking fees & fines.
- The Town of St. Johnsbury must review all cost estimates and approve the budget for the project. Finished work must be inspected and approved by the Code Compliance Officer before grant money is released.
- One grant award per rental housing unit. A single property owner is eligible for a maximum of three awards per award year. In the event that all funding has not been utilized, this restriction may be waived.
- Applications will be accepted April 1<sup>st</sup>, 2023, through April 30<sup>th</sup>, 2023. Awards will be announced by June 15<sup>th</sup>, 2023. Please submit applications to the Town of St. Johnsbury Code Compliance Office, 51 Depot Square, Suite 3, St. Johnsbury, VT 05819. Please call (802) 748-3926 ext. 9 for question or email [ksterling@stjvt.com](mailto:ksterling@stjvt.com).

#### Application Scoring

- The Rental Housing Improvement Program Grant Advisory Committee will review and score grant applications, making final recommendations to the Select Board for approval. Applications will be reviewed and scored for completeness, including project descriptions and cost estimates from a qualified third-party source. Scoring will be based on the following:
  1. Property is located within the Design Control District 2 Points
  2. Property is owned by a person whose primary residence is in St. Johnsbury 2 Points
  3. Property is in a building with four units or less 2 Points
  4. Property owner did not receive an award last year 2 Points
  5. Discretionary points (up to 4 points) will be awarded for projects that follow the guidelines published in the U.S. Department of Housing and Urban Development (HUD)'s Residential Remodeling and Universal Design.
  6. Discretionary points (up to 4 points) will be awarded for energy efficiency improvements performed by a qualified contractor.
  7. Two bonus points will be awarded for projects that add a new rental housing unit to the St. Johnsbury rental housing inventory.

**Please Note: to be considered this application must be completed in full. Partially completed applications will not be considered for funding. Assistance with the application process is available upon request.**

**APPLICANT INFORMATION (Property Owner)**

Name: \_\_\_\_\_ Grant Amount Requested (up to max. award of \$6,000):

Primary Residence: \_\_\_\_\_ Total Amount of the Project (estimate based on quotes):

Mailing Address: \_\_\_\_\_ Property Owner Contribution (based on estimates):

\_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Project: \_\_\_\_\_ Year Built: \_\_\_\_\_ Town/City: St. Johnsbury State: VT Zip: 05819

**CO-OWNER(S) INFORMATION**

Co-owner #1 Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-owner #2 Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION:** This information does not impact scoring of this application and helps us understand the effectiveness of the program

Purchase Price of Property & Year	Most Recent Bank Appraised Value of Property & Date of Appraisal	Most Recent Town Assessed Value of Property & Date of Assessment	List Monthly Rent by Unit	Indicate what is included with rent (circle those that apply)
\$ _____	\$ _____	\$ _____	Unit #1: \$ _____	Heat Water/Sewer Electricity Trash Snow Removal Recycling None of the Above
			Unit #2: \$ _____	Heat Water/Sewer Electricity Trash Snow Removal Recycling None of the Above
			Unit #3: \$ _____	Heat Water/Sewer Electricity Trash Snow Removal Recycling None of the Above
			Unit #4: \$ _____	Heat Water/Sewer Electricity Trash Snow Removal Recycling None of the Above
			Unit #5: \$ _____	Heat Water/Sewer Electricity Trash Snow Removal Recycling None of the Above
			If more than 5 Units: How many total units : _____ Enter the average monthly rent/unit \$ _____	Heat Water/Sewer Electricity Trash Snow Removal Recycling None of the Above

Applicant Comments about the property:

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**PROJECT DESCRIPTION:** Provide a description of how you plan to use the grant funds and give an estimate of the cost for each portion of the project along with a description about how each improvement will/could support energy efficiency and/or Universal Design. (Please attach cost documentation).

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**(Please Attach the description if more space is needed)**

**FINANCIAL OBLIGATION(S) DECLARATIONS**

Please provide additional information in the notation section for any 'Yes' answers.

1. Is the applicant(s) party to any lawsuit and/or outstanding judgment against the Town of St. Johnsbury?  Y  N
2. Is the applicant current on all credit obligations related to this property?  Y  N
3. Is the applicant(s) current on all required Rental Housing Registration Fees?  Y  N
4. Is the applicant delinquent on any property taxes, parking violations, water/sewer fees, or any other civic fees or fines?  
 Y  N If yes, please describe: \_\_\_\_\_
5. I have attached documentation substantiating the project cost estimates quantified within this application  Y  N

**AUTHORIZATION(S):** I/We for ourselves, and as an authorized signer of the application, certify that everything stated in this application and on any attachments is correct. I/We certify that all cost estimates have been done in good faith, and I/We agree to provide invoices identifying the true and accurate costs that were paid for project materials and contracted labor. I/We understand that projects can combine multiple resources to fund a project, and I/We certify that invoices paid with RHIGP funds have not been submitted and paid with any other funding sources. I/We understand that an inspection of the project by a Town representative and an audit on the actual costs of the project is necessary and forthcoming. I/We certify that the rental housing unit where the work is to be performed has been inspected and has been certified as compliant and that there are no outstanding health and safety violations linked to the property. I/We understand that this is a competitive reimbursement program and that all applications will be scored using the criteria outlined in the program description. I/We acknowledge that we have the full authority to perform the work described at said location. I/We acknowledge that the construction project must be completed, including submission of all invoices, by the end of the term identified in the grant materials. I/We understand that the Town of St. Johnsbury will send out IRS Form 1099 to grant recipients where applicable. If awarded, I/We agree to provide program testimonials and photos for program promotional materials.

In addition, I/We acknowledge that the information provided in this application will be shared with other members of the Town's staff as well as the St. Johnsbury Select Board.

Legal Business Name (If Applicable): \_\_\_\_\_

Project Address and Unit #: \_\_\_\_\_

Applicant #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #1 Print Name: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If applicable)

Applicant #2 Print Name: \_\_\_\_\_

ADDITIONAL NOTES AND ATTACHMENTS INCLUDED (SITE PLAN, PROJECT SKETCHES, PHOTOS, DIAGRAMS, etc.)

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**For Additional Resources and Energy Information, Please Visit:**

- Efficiency Vermont <https://www.encyvermont.com>
- 3E Thermal <https://3ethermal.org/>
- HEAT Squad <https://www.heatsquad.org/>
- VT NETO Inc. <http://www.vtneto.org/>

**Internal Use Only:**  
Application reviewed by the Town Grant Administrator (initials) \_\_\_\_\_ Date: \_\_\_\_\_  
Grant Application reviewed by the Rental Housing Improvement Program Review Committee  Yes Date: \_\_\_\_\_  
Scoring Results: Scoring Criteria #1. \_\_\_\_, #2. \_\_\_\_, #3. \_\_\_\_, #4. \_\_\_\_, #5 \_\_\_\_, #6. \_\_\_\_, #7. \_\_\_\_, #8. \_\_\_\_, #9. \_\_ Total Score: \_\_\_\_\_  
Grant Application reviewed by the Select Board  Yes  No Date: \_\_\_\_\_  
Award:  Yes  No Amount Awarded: \$ \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Internal Use Only:** Grant Closeout Procedures: Invoices Received:  Yes  No Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Amount Requested (up to max. award of \$3,000):	<input type="text"/>	<u>Grant Amount authorized</u>	<input type="text"/>
Total Amount of the Project (estimate based on quotes):	<input type="text"/>	<u>Total Amount of the Project</u>	<input type="text"/>
Property Owner Contribution (based on estimates):	<input type="text"/>	<u>Property Owner Contribution</u>	<input type="text"/>