

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Financial/Fiscal/Budget	<b>CODE NUMBER:</b> AC-3-25
<b>TITLE:</b>  Policies and Procedure for application and Administration of MSBU Financial Support through a Matching Grant/Contribution and/or Hardship Programs	<b>ADOPTED:</b> 08/05/03
	<b>AMENDED:</b> 08/09/05
	<b>ORIGINATING DEPARTMENT:</b> Public Resources

**PURPOSE/SCOPE:**

Establish a standard policy and procedure for the application and administration of three financial support programs offered for an identified and created Municipal Services Benefit Unit Capital Infrastructure Project.

**POLICY/PROCEDURE:**

A. Policy for Matching Grant Program

1. Approval of the application will be by the County Manager or designee.
2. Application for the Matching Grant will be for an individual property identified by a single strap number for a specific Municipal Services Capital Project in which a special assessment is being applied.
3. The MSBU Restricted fund will utilize residual funds to provide for a 25:75% (County 25%, Property Owners 75%) match.
4. Applicant must apply for the matching grant prior to the Public Hearing for approval of Resolution of Final Assessment, for the identified MSBU project following the completion of the project.
5. The matching grant program is available for properties that are documented by the Property Appraisers Office as homesteaded, during the calendar year in which the project is completed.
6. Gross Income levels and assets will be considered when reviewing the application. Gross income should not exceed the annual HUD Home Program Low Income Limits. Exceptions will be considered based on extenuating circumstances related to extraordinary medical expenses, not covered by a medical plan.
7. Documented income of all household members over the age of 18 must be provided for consideration.
8. All income including but not limited to rental properties, businesses, and/or Trusts, as may be reported under separate IRS returns for the property owner(s) of record must also be submitted and considered as income when applying for a matching grant.

B. Policy for Applying MSBU Contribution

1. Contributions will be made for projects that are voluntary, with no requirements per development order or development of regional impact.
2. Contributions will be for projects in which the property owners are paying for a minimum of 80% of the project. Projects which are partially supported by federal, state and/or local grants, or any other County funding will be eligible only for that portion which would reduce the property owner's portion to 80%.
3. Contributions for an MSBU Capital Project will be made based on availability of funds in the MSBU residual fund, as determined by the County Manager or designee.
4. The MSBU Services Staff, when preparing an estimate for any MSBU capital project will estimate contributions to a project. The final calculation will be based on the actual costs calculated upon the completion of the project.
5. The contribution shall not exceed 20% of the project costs borne by the property owners, inclusive of cost for obtaining right of way, permits, testing, inspection, engineering, administrative, short-term interest, and construction expenses only. Direct costs to property owners for actual consideration paid for right of way and/or condemnation, mitigation, long-term finance and interest costs shall not be included in the calculation of the contribution.

C. Policy for Hardship Deferral Program

1. Approval of the application will be made by the County Manager or designee.
2. The Hardship Deferral program will be funded by the MSBU Restricted fund using residual funds and will continue as a revolving loan fund.
3. Application for the hardship deferral will be for an individual property identified by a single strap number.
4. Applicants must apply for the deferral each year by June 15<sup>th</sup> for the following year's assessment.
5. The hardship program is available for properties that are documented by the Property Appraisers Office as homesteaded during the year in which the application is made.
6. Gross Income and assets for all adult members (over 18 years of age) of the identified household will be considered when determining eligibility for a Hardship Deferral. The annual HUD Home Program levels will be used to determine eligibility. Total gross incomes should not exceed the 60% income limits. Exceptions will be considered based on documented extraordinary non-reimbursed medical expenses.
7. All income including but not limited to rental properties, businesses, trusts and/or retirement programs as may be reported under separate IRS returns for the property owner(s) of record must also be submitted and considered as income when applying for the hardship deferral.
8. A deferral will not eliminate the responsibility of full payment of all accrued amounts including the principal, interest, penalties, or other related expenses accrued prior to approval of the deferral.
9. Payment of the full assessment is due at time of sale, transfer or refinancing of the property.
10. Neither interest nor penalty will accrue on the special assessment during any period in which a property is approved for the deferral.