

FACT SHEET

Program Purpose

Return vacant properties to productive use in communities that are not being served under the current the Redevelopment Authority of Allegheny County (RAAC) program.

Participating Municipalities

- Etna
- Heidelberg
- Swissvale
- Harrison Township
- Penn Hills
- Turtle Creek

Program Description

The Allegheny County Pro Bono Vacant Property Recovery Program stabilizes neighborhoods, provides viable re-uses for abandoned properties and returns the properties to a positive, tax-generating status through the **Residential Side-Yard Product** and the **Community Beautification Parcel Product**. Each product is described below:

Product	Description	Benefit
Residential Side-Yard Product	<ol style="list-style-type: none"> Side-yard must abut (touch) the applicant’s primary residence The lot must be vacant (no structures are on the property) The property must have at least 3 years of unpaid taxes, (if you need help determining this, please call 412-350-1062.) 	<ol style="list-style-type: none"> Lot(s) are cared for, blight is eliminated and the maintenance cost to the municipality is eliminated. Lot(s) are put back on the tax-rolls, which generates positive income for the municipality.
Community Beautification Parcels	<ol style="list-style-type: none"> Vacant lot (or contiguous lots) that a non-profit organization wishes to do and has the capacity to do a community beautification project i.e. park, recreation facility, etc. Same criteria (# 2 & 3) as above. 	<ol style="list-style-type: none"> Increases community investment, which helps to further stabilize the community.

The Vacant Property Recovery Review Committee (VPRRC) reviews all applications submitted by the participating municipalities. The Committee votes to approve, disapprove or table the applications.

Applicant Qualifications

- Must be current on Taxes, Water, Sewage and Refuse bills on all properties owned in Allegheny County.
- Must have no outstanding code violations on properties owned in the Borough or elsewhere.
- Must provide complete supporting documentation related to their proposed re-use plan, which can include, but is not limited to, financial proofs, time tables, etc.,

A problem with any one of these items disqualifies an application, and as such the application will be terminated.

QUESTIONS? Call 412-350-1062



425 Sixth Avenue • Suite 800 • Pittsburgh, PA 15219

Program Description - We are currently offering two products which are as follows:

Side-Yard

1. Side-yard must abut (touch) the applicant’s primary residence
2. The lot must be vacant (no structures are on the property)
3. The property must have at least 3 years of unpaid taxes, (if you need help determining this, please call 412-350-1062.)
4. The applicant must be up-to-date on taxes on all properties currently owned in Allegheny County and not have municipal liens on any properties.

Community Beautification

1. Vacant lot (or contiguous lots) that a non-profit organization wishes to do and has the capacity to do a community beautification project i.e. park, recreation facility, etc.
2. Same criteria (# 2-4) as above.

If you are interested in acquiring a vacant property, please complete this application and submit a complete application including all required attachments to:

Allegheny County Pro Bono Vacant Property Recovery Program - APPLICATIONS
Allegheny County Economic Development
425 Sixth Avenue, Suite 800
Pittsburgh, PA 15219

SECTION 1: PROPERTY INFORMATION

Address of the Property you wish to acquire	
Lot/Block #	
Approximate Size	_____ SF
Assessed value of the Land only	\$ _____
Describe the current condition	
Tax Delinquency	Does the property have any unpaid Allegheny County Taxes or an Allegheny County Tax Lien? _____ Yes _____ No _____ Unknown

SECTION 2: APPLICANT INFORMATION

Name (please print)	
Organization Name (if applicable)	
Address	
Telephone Number	Home: _____ Other: _____
<p>Do you currently own and live in as your primary residence the property that is next to the property that you wish to acquire?</p> <p>_____ Yes _____ No</p>	

SECTION 3: REUSE/DEVELOPMENT PLAN

Describe your proposed reuse of the property:	
Estimated Costs to implement the reuse proposed above	\$
Estimated Purchase Price (See Pricing Policy below to determine this price)	\$
TOTAL COST	\$
<p>If TOTAL COST exceeds \$1,000, please describe how you plan to finance the project and enclose proof of financing available:</p>	

Pricing Policy:

I hereby attest the above written information is true and correct to the best of my knowledge. I have received, reviewed and understand the Vacant Property Recovery Program's Application Guidelines & Pricing Policy and agree to abide by this policy. I understand that my application will be considered for participation in the Allegheny County Pro Bono Vacant Property Recovery Program, but there is no guarantee of acceptance into the Program, approval of all applications is at the digression of the Redevelopment Authority of Allegheny County. I additionally understand that there is limited funding available for this program.

_____ Date

_____ Signature

_____ Signature

Enclosures:

_____ Photographs of the exterior of the existing Site (2 minimum)

_____ 501 © 3 Status (if applicant is a non-profit organization)

CONFLICT OF INTEREST FORM

All applicants requesting participation in an Allegheny County Economic Development (ACED) or Redevelopment Authority of Allegheny County (RAAC) program are requested to disclose whether they are one or more of the following:

1. An employee or related to employee of Allegheny County; and/or
2. An elected official at the local, county, state or federal level; and/or
3. A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

If you fall into one or all of these categories, a formal Conflict of Interest waiver must be obtained from the appropriate party. If the source of funding for your participation in an ACED/RAAC program is the U. S. Department of Housing and Urban Development (HUD), then a formal Conflict of Interest waiver must be submitted to HUD for approval.

APPLICANT INSTRUCTIONS: Please read all of the sections below and complete all sections as applicable to each applicant. More than one section may apply. Please sign the bottom of the form.

<i>Check all boxes that apply</i>			Category
I am*	I am related to*	I am not nor am I related to	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Allegheny County Employee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An Elected Official
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A person who has a personal financial interest or benefit and/or has decision-making ability that could influence the outcome of any application.

* If you checked anything in the “*I am*” and/or the “*I am related to*” Category above, please provide the following information regarding this relation (attach additional pages as necessary):

Name	Title	Organization/Department

I/we acknowledge and agree that any misrepresentation contained in this Conflict of Interest Disclosure may result in the cancellation of my application for assistance or, if the misrepresentation is discovered after the assistance has been granted, I/we may be required to repay the entire amount of assistance upon demand.

Applicant Name (Printed)

Applicant Signature

Date

Co-Applicant Name (Printed)

Co-Applicant Signature

Date

In addition, the applicant(s) have completed all required local and organizational-related Conflict of Interest processes and it has been determined that no Conflict of Interest exists. Copies of such documentation will be made available to ACED/RAAC upon request.

Borough Official Name (Printed)

Borough Official Signature

Date

Allegheny County Pro Bono Vacant Property Recovery Program
APPLICATION GUIDELINES & PRICING POLICY

Updated 6/2008

Preliminary applicant qualifications:

- § Must be current on Taxes, Water, Sewage and Refuse bills on all properties owned in the Borough or elsewhere.
- § Must have no outstanding code violations on properties owned in the Municipality or elsewhere.

Overview of costs that all applicants will be responsible for:

- 1) **Good Faith Deposit** – Minimum of \$100 or 10% of the appraised value. The Good Faith Deposit is refundable less a \$45 recording fee only if the applicant carries out their project plan within timeframe outlined in the Conditional Agreement letter; otherwise the Good Faith Deposit is non-refundable.
- 2) **Hand Money** - See chart below. This amount will be credited towards the Applicant Parcel Fee if the property is transferred to the applicant; otherwise the Hand Money is non-refundable.

Type of parcel	If an appraisal has been completed	If an appraisal has NOT been completed
Vacant Side Yard less than 4,000 SF	Applicant share per Parcel Fee (below)	\$900*
Vacant Side Yard more than 4,000 SF		\$1,200*

* Should the Applicant Fee be calculated as less upon receipt of the appraisal, the difference will be refunded to the applicant.

** An appraisal is ALWAYS required prior to establishing any costs associated with the acquisition of a parcel with a structure.

- 3) **Parcel Fee** – See Standard Parcel Fee’s (below)
- 4) **Closing Costs** – The applicant will be responsible for paying closing costs, including recording fee, transfer tax, etc.. This cost is on average \$200 per parcel.

VPRP Products and associated standard parcel fees	
1) Residential Side-Yard	a. Side-yard that abuts the applicant’s primary residence (for which the applicant is also the owner of record) which will be used as a side-yard: <ol style="list-style-type: none"> i. Applicant will pay 100% of the appraised value for the parcel. *
2) Community Beautification Parcel	b. Residential or commercial parcels that a non-profit organization wishes to do and has the capacity to do a community beautification project , i.e. park, recreation facility, etc. <ol style="list-style-type: none"> i. Applicant will pay 100% of the appraised value.

Additional Considerations for all applicants:

- The applicant may elect to purchase title insurance, which will be an additional cost (average cost = \$420.00 per parcel).

* In some cases, the cost of parcel acquisition could exceed the standard costs, and should such circumstances arise, the applicant will be given notice of the anticipated additional expenses and will make a decision to continue to stop the acquisition process. Additional expenses can include items related to untangling complex titles, surveys, court proceedings, etc. Should the applicant select to stop the acquisition process due to unexpected additional costs, the applicant will be refunded all funds paid towards property acquisition to date, less costs incurred.

Timeline/Funding Obligations:

- 1) Upon approval of your application by the Vacant Property Review Committee, the applicant will be sent a Conditional Agreement Letter, and will need to:
 - a. Return an executed copy of the Conditional Agreement Letter
 - b. Return the requested Good Faith Deposit Amount (see below)
 - c. Return the requested Hand Money Amount (see below)

Upon receipt of these three items, the process will be started to acquire the property you applied for (which takes approximately 100 days for parcels with no complications). On occasion, parcels may have complex title issues which require additional legal and other work. On these occasions, the applicant will be informed of such additional costs, and will be responsible for 100% of those additional costs (see above). Additional time will be required in these cases to acquire the property.

Sample of Total Amount of Funding owed by the Applicant:

Sample is for a residential side-yard where the applicant is the homeowner of the adjacent house.

Good Faith Deposit	\$100.00
Hand Money	\$900.00**
Parcel Fee	\$0 (Full amount paid as Hand Money)
Closing Costs paid by applicant	\$200.00
TOTAL	\$1,200.00

** Parcel appraised at \$900, applicant per scenario above pays 100% of appraised value