



**TOWN OF LAKE PARK  
COMMUNITY REDEVELOPMENT AGENCY (CRA)  
Guidelines And Procedures  
For  
Residential CRA Grant Program**

Please note than an application must be approved by the CRA BEFORE work begins.

The applicant assumes all financial liabilities related to work that is completed prior to a ruling.

The applicant will receive an official written correspondence from the CRA Grant Program Committee following a review of the application.

**Purpose**

The primary objective of this grant program is to encourage redevelopment and revitalization of residential structures and properties by offering limited financial and technical assistance. The overall objective is to stimulate reinvestment in the CRA districts and to preserve or revitalize the homes that create the unique character of the community.

Residential property owners may qualify for this matching grant program which provides full payment for low-income homeowner-occupied properties and 50% reimbursement for residential rental properties occupied by low-income tenants of the total project cost, to pay for the design and/or implementation of eligible improvements to existing residential structures within the CRA. Grants requested *solely* for the purpose of beautification will also only be funded at 50%, regardless of applicant status. It is not the intent of this grant program to provide for continuing or ongoing maintenance. All disbursements of grant funds are made following the completion and final inspection of the improvement project; payments for residential property owners will be paid directly to contractors upon approval by the homeowner. Funds are appropriated annually in the CRA budget for each district and are available on a first-come, first-served basis. The program is subject to the availability of allocated funds in the CRA budget. Low-income describes an individual or family that is at or below 80% of the area median income. Proof of income must be provided.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. All grant criteria contained herein are guidelines, not guarantees for awards and successful applicants may receive any amount up to the maximum award. Should an applicant

meet all grant criteria, a grant may or may not be awarded due to funding limitations, competing applications, and/or competing priorities. Program details are subject to change.

### **Program Rules**

The following rules are intended to inform a potential grant applicant of the extent and scope of the program. The desired result will halt deterioration, stabilize property values, improve and upgrade the appearance of the area, and facilitate and encourage redevelopment activity in the CRA. This program shall not serve to pay for delinquent or recurring operational utility or similar invoices.

1. The program is for residential properties only, to include residentially zoned properties not homesteaded or occupied by the property owner (i.e. residential rental properties). The property owner must be the applicant. Applications for properties delinquent in payment of property taxes will not be accepted.
2. The program is available only for property located within the CRA.
3. The property to be improved by the grant cannot have Town of Lake Park liens against it, unpaid bills, and/or open Town of Lake Park code violations. If these issues exist, they must be addressed prior to any beautification work is undertaken.
4. Improvements must be consistent with applicable design guidelines and policies as outlined by the CRA Plan and all other applicable codes.
5. Eligible improvements for this program include:
  - Painting/cleaning/siding
  - Roof repair/replacement
  - Porch repair/replacement
  - Exterior doors/windows
  - Landscaping (to include hardscapes)
  - Irrigation
  - Driveway/parking creation/improvement
  - Exterior lighting and electrical
  - ADA improvements
  - Fencing
  - Demolition of structures deemed unfit and unsafe for use
  - Permit fees associated with proposed improvements
  - Rectifying code violations
  - Other structural or façade improvements as determined to qualify by the CRA Executive Director
6. All work must be done in compliance with applicable Town of Lake Park codes and regulations. All professional work must be performed by a licensed contractor in good standing with the Town of Lake Park. Improvements to properties that do not or cannot meet building and safety codes are ineligible.

7. Historically designated buildings shall meet the historic preservation guidelines and requirements.
8. Grant funds will be reimbursed exclusively for approved work, approved change orders and only for work that has been performed after being notified of grant approval by the CRA. Any work completed prior to receiving grant approval is ineligible for reimbursement.
9. Only one (1) Residential Improvement Grant application will be accepted per property, per annual grant cycle. A grant agreement that includes consecutive years of funding may be approved and is contingent on the CRA Board's acceptance of this type of grant agreement. The Residential Improvement Grant Program is only available to applicants who have not received previous grant funding for the same property in the three (3) years prior to the date of grant approval by the CRA Board.

### **Application Process**

1. An applicant seeking a Residential Improvement Grant may apply online at **TBD**. A checklist of required documents and forms can be found and uploaded within the online grant application.
2. Applications will be accepted on a rolling basis and the associated fiscal year CRA funds will be applied.
3. The CRA Grant Program Committee undertakes the initial review of the application and determines if the application is complete. If the application is determined to be incomplete, it will be returned to the applicant and the applicant will have the opportunity to resubmit. Once complete, the application will be date-stamped as received. Acceptance of a completed application packet is not a guarantee of funding.
4. Applicants may not have any outstanding Town of Lake Park violations or liens against their property. CRA grants will not be awarded until the complete satisfaction of any Town of Lake Park violations or liens.
5. Within two (2) weeks, or 10 business days, of receipt of the completed application, the CRA Grant Program Committee will conduct a full review to ensure compliance with the CRA Grant Program criteria. The CRA Grant Program Committee will forward a recommendation to the CRA Executive Director. Once approved by the CRA Executive Director, the application will be provided to the CRA Board for final approval, along with a grant agreement and associated promissory note, as well as a resolution for approval, denial or approval with conditions.
6. All grant funding decisions are final.
7. By accepting the CRA grant award, applicant understands and agrees to:
  - Maintain the improvements made in accordance with this agreement for a period of three (3) years.
  - Not alter, modify, or remove the improvements made in accordance with the agreement for a period of three (3) years without CRA approval.

- Maintain ownership of the property in accordance with the agreement for a period of three (3) years unless written approval from the CRA Grant Program Committee is received. Receipt of grant funding to improve property for sale is prohibited. Sale of subject property prior to completion of improvements will result in the revocation of award approval.
- Commit to allowing all tenants in residence at the time of grant award to remain in residence for three years, if the tenant so desires, or rent the property to a tenant with comparable financial status at a comparable rent (if the property is not owner-occupied).

Failure to comply may result in:

- Legal action.
- Repayment of all CRA funds received by applicant for the subject property.

### **Project Implementation and Reimbursement Process**

1. Projects receiving funding must apply for any necessary permits immediately (if applicable) and begin work within 90 days from receipt of grant approval notification and must be completed within one (1) year, unless a written agreement stipulates otherwise or a written request for time extension is received and approved by the CRA at least 30 days prior to project expiration. Non-compliance with these time frames may result in retraction of grant approval, and a new application would be required for consideration.
2. By accepting the grant, applicant agrees to comply with monthly updates conducted by the CRA Grant Program Committee. These updates may be obtained via email, phone or site visits. Reporting may include, but is not limited to, work schedules, reporting forms, and projected completion dates.
3. CRA staff will conduct a site visit before grant payment is made in order to verify that work has been completed; additional inspections will be performed if a permit is required for the work. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement.
4. Grant funds will be dispersed after the improvements are completed and inspected (unless a grant agreement stipulates otherwise). In the case of residential rental properties, it is the responsibility of the applicant to maintain proper documentation of funds expended in the course of completing the project. Release of funds is subject to submission of this documentation to the CRA Grant Program Committee by the applicant. The project must be completed essentially as presented to the CRA Grant Program Committee and approved by the CRA Director in order to receive payment/reimbursement.
5. Award reimbursement shall be made upon completion of the improvements as approved. A final inspection and approval by the Town are required. Submission of the following documentation is required for reimbursement of awarded project costs:
  - Photos of completed project and all work funded by the CRA grant.
  - Proof of payment in full for all work included in project as approved. Detailed invoices and paid receipts showing the name, address and phone number of licensed contractor or professional service used is required.
  - Copies of all required permits and final inspections.
  - Signed and completed W-9, as required by law, for the contractor(s) providing services.
6. Requests for reimbursement of project costs not included in either the approved renovation

plan or an approved change order shall not be considered for reimbursement.

7. The CRA reserves the right to verify any and all costs associated with design or renovation work for which reimbursement is requested.
8. The Town of Lake Park's Finance Department (which also manages the CRA budget) shall keep all financial records associated the CRA annual budget and CRA grants.

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