

RESOLUTION NO. 2023 - 04

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPROVING A MINOR HOME REPAIR PROGRAM IN CONNECTION WITH AMERICAN RESCUE ACT FUNDS UP TO AN AMOUNT OF TWO HUNDRED THOUSAND DOLLARS (\$200,000); PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, On March 10, 2021, the United States Congress passed the American Rescue Plan Act of 2021 (“ARPA”) which was signed into law by President Joseph Biden on March 11, 2021; and

WHEREAS, ARPA established the Coronavirus State Fiscal Recovery Fund (“CSFRF”) and Coronavirus Local Fiscal Recovery Fund (“CLFRF”), together known as the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program, which provides a combined \$350 billion in assistance to eligible state, local, territorial, and Tribal governments to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery; and

WHEREAS, The City received federal funding in the form of the SLFRF under ARPA in response to the coronavirus (“COVID-19”) pandemic. These funds may be used to carry out a wide range of community development activities, including those that benefit local communities; and

WHEREAS, ARPA provides that the City may grant awards to eligible beneficiaries for eligible ARPA expenditures; and

WHEREAS, the City desires to establish a Minor Home Repair Program to provide grants benefiting residents in need of assistance in order to complete approved home repairs for owner-occupied, single-family homes within the City; and

WHEREAS, grants will be made available to qualified City homeowners; and

WHEREAS, the City also desires to promote business opportunities for local contractors and other licensed tradesmen; and

WHEREAS, to carry out this purpose, the City desires to establish the City of Pahokee’s Minor Home Repair Program, attached hereto as Composite Exhibit “A”; and

WHEREAS, the City has budgeted funds to provide grants benefitting Pahokee residents who desire assistance to complete health, safety and welfare related home

repairs to owner-occupied, single-family homes within the City up to an amount of Two Hundred Thousand Dollars (\$200,000.00).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Approval of Minor Home Repair Program. The City Commission of the City of Pahokee hereby grants approval and acceptance of the Minor Home Repair Program, as set forth in Composite Exhibit “A” attached hereto.

Section 3. Authorization of City Manager. The City Commission of the City of Pahokee hereby authorizes the City Manager to take all necessary and expedient action to carry out the intent of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 14th day of February 2023.

ATTEST:

By: _____
Nylene Clarke, Acting City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Week, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

COMPOSITE EXHIBIT “A”

MINOR HOME REPAIR PROGRAM

City of Pahokee
MINOR HOME REPAIR PROGRAM



207 Begonia Drive
Pahokee, FL 33493
561-924-5534

The City is accepting applications for single-family, owner-occupied homeowners that need minor repairs to their homes, and that reside within the city limits of Pahokee. Please pick up your application to apply at City Hall.

March 1, 2023, (Mon-Fri) 9AM-3PM
(Applications will be provided and accepted)

CITY OF PAHOKEE



MINOR HOME REPAIR PROGRAM REQUIREMENTS

The City of Pahokee Minor Home Repair Program has been established to assist eligible residents in obtaining needed health, safety and welfare related home repairs. Funding is available to Pahokee residents only and on a limited, first-come, first-serve basis. The maximum program award per applicant is up to \$5,000.

Program Eligibility

- 1) Properties for which assistance is being requested must be located in the City of Pahokee;
- 2) Properties for which assistance is being requested must be owner-occupied. Residential rental units and or commercial properties are not eligible for funding assistance.
- 3) Applicant's gross household income may not exceed the below listed Palm Beach County maximum "low income" levels:
 - Household Size of 1 - Maximum Eligible Income Level = \$40,600
 - Household Size of 2 - Maximum Eligible Income Level = \$46,400
 - Household Size of 3 - Maximum Eligible Income Level = \$52,200
 - Household Size of 4 - Maximum Eligible Income Level = \$58,000
 - Household Size of 5 - Maximum Eligible Income Level = \$62,650
 - Household Size of 6 - Maximum Eligible Income Level = \$67,300
 - Household Size of 7 - Maximum Eligible Income Level = \$71,950
 - Household Size of 8 - Maximum Eligible Income Level = \$76,600

Source: Palm Beach County and Florida Housing Finance Corporation

- 4) Assistance is available for the following types of home repair items:
 - Repair/replace roofing gutters and fascia;
 - Repair/replace damaged water heaters;
 - Repair/replace electrical work;
 - Install new insulation;
 - Repair/replace windows/doors;
 - Correction of building code compliance violations;
 - Removal of lead-based paint/asbestos hazards;
 - Removal of home barriers to the disabled and elderly;
 - Elimination of other specific conditions detrimental to public health and safety;
 - Installation of smoke alarms; and

- Repair or replace worn, damaged kitchen or bathroom flooring; repair or replace damaged kitchen or bathroom plumbing fixtures (non- cosmetic related improvement)
- 5) Financial assistance is not available for proposed home beautification or home remodeling projects.

Application Submittal Requirements

- 1) Residents applying for financial assistance must submit a completed application to the City of Pahokee, 207 Begonia Drive, Pahokee, Florida 33476 (561) 924-5534.
- 2) In order to verify City of Pahokee residency, applicants must provide proof of residency in the form of Palm Beach County Homestead Exemption, a State of Florida driver's license, a Florida identification card or other acceptable forms of proof of Pahokee residency.
- 3) In order to verify household income, applicants must submit a copy of their most recent federal income tax return or three (3) most recent pay stubs or social security payment verification statement for City review.
- 4) At least two (2) contractual service estimates must be included with each submitted application. Contractual service estimates must be provided by licensed handyman or contractual service company. **Note: The contract for minor home services will be entered into between the property owner and the selected handyman or contractual service company. It is the responsibility of the property owner to request proof of insurance from the selected contractual service company. The City of Pahokee does not enter into contract with the selected minor home repair company. However, immediately upon completion of minor home repair services, a copy of the final invoice must be provided to the City of Pahokee so the City may reimburse the homeowner..**
- 5) After submitting a written application to the City of Pahokee, City staff will schedule a site meeting with the applicant to review and inspect all requested home repair items. Photographs will be taken by City staff to formally document the need for home repairs. Within 3-5 business days, City personnel will provide notification to the applicant indicating whether the requested home repair services have been approved or disapproved.
- 6) If the requested minor home repair service project is determined to be eligible based on program guidelines, a copy of the minor home repair eligibility notification must be provided to the selected contractual service company to ensure home repairs are completed in accordance with all requirements of program.

After Completing Minor Home Repair Services:

- 1) Following completion of minor home repair services, the applicant is required to immediately inform the City regarding the completion of authorized repairs and must also provide the City with a copy of the final invoice for home repair services;
- 2) Following completion of minor home repair services, City personnel will re-inspect the property to ensure the minor home repairs were completed in accordance with all program requirements.
- 3) The City shall determine those Projects requiring an advance purchase of supplies prior to the commencement of work to be performed on a case-by-case basis. If the City determines that there is a financial need by Grantee requiring an advancement for supplies, an estimate shall be obtained from the Home Depot store located at 220 South State Road 7, West Palm Beach, Florida 33414, documenting the amount needed to begin work up to a limit of \$1,000.00. If the City agrees with the provided estimate, an authorized City staff person shall accompany Grantee's Contractor to the Home Depot store located at 220 South State Road 7, West Palm Beach, Florida 33414 where the supplies will be purchased by City directly from said Home Depot store. All advanced supply purchase amounts shall be deducted from the total grant award amount.
- 4) Following receipt of notification from the Grantee regarding completed home repairs and submission of a final invoice, the City will within 7-10 business days, reimburse the property owner for all eligible cost relating to the authorized home repairs (excluding sales tax). The city is a tax-exempt organization and is exempt from paying taxes. The Grantee will therefore will not be reimbursed for any sales tax associated with the transaction. Note: The Grantee shall also be responsible for any **unauthorized** work completed by the handyman or contractual service company. Note: The City will not be responsible for assisting in coordinating check disbursement to the selected minor home repair company.

If you have any questions or concerns regarding the City of Pahokee Minor Home Repair Program, please feel free to contact the City of Pahokee at (561) 924-5534



FAQ's (Frequently Asked Questions)
City of Pahokee Home Rehab Grants
(Pahokee Residents Only)

1. Question: Do I have to own my home?
Answer: Yes, you must own and occupy your home before October 1, 2020.
2. Question: If selected, will a lien be placed on my home or will there be any restrictions on selling my home in the future?
Answer: No liens and no restrictions on selling your home in the future as part of this grant. However, the Grant Agreement provides that Grantee shall not, for a period of two (2) years from the execution of the agreement, rent or otherwise convey or transfer title to the property or any portion of the property being repaired.
3. Question: If selected, will I receive the maximum grant amount?
Answer: The amount awarded will vary and will depend on your home's repair needs based on the evaluations of the City's Personnel.
4. Question: If I am selected, how long until my work begins?
Answer: The City has a multi-step process to ensure the validity of your home needs, quality of work, and administrative coordination. This process can take time and patience will be required. Once the home repairs or needs are verified/appraised, the timeline will depend on contractor availability along with scheduling.
5. Question: If selected, will I have to pay for anything out-of-pocket?
Answer: The grant will cover all home repair expenditures, labor, contractor fees and associated permitting fees up to \$5,000. Grantee will be responsible for any taxes associated with the cost of the work and materials.
6. Question: Should I pass away before the work is completed, will the repairs to my home continue?
Answer: Yes, the work will continue.
7. Question: If I am awarded City of Pahokee Home Rehabilitation grant funds, can I apply for more at a later date?
Answer: No. once you are selected and funds are awarded, you are no longer eligible for additional funds through the City.
8. Question: How will I be selected and what are my chances?
Answer: First come, First serve completed application.
9. Question: If I am selected and awarded a grant, will I need to sign paperwork?

Answer: Yes, once the grant amount is determined and awarded, you will be required to sign an agreement to enter the program with the City along with a binding contract directly with the contractor. The binding contract will include a proposed work schedule.



CITY OF PAHOKEE
MINOR HOME REPAIR PROGRAM APPLICATION

PLEASE RETURN COMPLETED APPLICATION INCLUDING ALL REQUIRED SUPPORTING DOCUMENTATION TO:

The City of Pahokee
207 Begonia Drive
Pahokee, Florida 33476
561-924-5534

APPLICATION NO. _____ (For Office Use)

NAME OF PROPERTY
OWNER/APPLICANT _____

PROPERTY ADDRESS

CONTACT PHONE NUMBER

DESCRIPTION OF HOME
REPAIRS _____

NAME OF CONTRACTOR AND ADDRESS OF QUOTES PROVIDED

IS THE REQUESTED REPAIRS HEALTH, SAFETY & WELFARE RELATED? YES ____ NO ____
HAVE AT LEAST TWO REPAIR ESTIMATES INCLUDING LICENSES BEEN SUBMITTED WITH
APPLICATION? YES ____ NO ____

WILL YOU BE AVAILABLE DURING THE DAY FOR CITY STAFF TO REVIEW REQUEST?
YES ____ NO ____

BEFORE ME, the undersigned authority, personally appeared _____, who being duly sworn under oath deposes and states that:

I/we _____, request assistance through the City of Pahokee Minor Home Repair Program to complete health, safety and welfare related home repairs on my property. I certify that I am the property owner and that the address provided above is my primary residence. I understand that all approved home repair services will be contracted between myself and the selected contractor and that the City of Pahokee is not a party to the actual contracting or performance of the home repair service. I understand that the Minor Home Repair Program will assist in providing the cost for authorized home repairs. Following repair service completion and City inspection, the applicant will be reimbursed for the full amount of the completed repair service (excluding taxes). The City will also have the option to disburse final payment directly to the contractual service company completing home repairs. Payment to the contractor is my responsibility and in return for participation in this program, I agree to indemnify and hold harmless the City of Pahokee and its agents, officers, employees, from and against all claims, damages, losses and expenses, which may arise from or result from the home repair services herein described. I have reviewed and understand all policies and procedures governing the Minor Home Repair Program.

FURTHER THE AFFIANT SAYETH NAUGHT

Property Owner/Applicant Signature(s) **Date Signed**

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by

_____, affiant, who is either personally known to me or who presented to me the identification shown below.

Notary Public, State of Florida
Name: _____ Personally known ____ or
produced Identification _____

Identification produced: _____

My Commission Expires: _____



CITY OF PAHOKEE
MINOR HOME REPAIR PROGRAM
NOTIFICATION OF ELIGIBILITY

FOR OFFICE USE ONLY: (COMPLETED APPLICATION CHECKLIST)

1. Does the application include at least 2 estimates from a professional home repair company? YES NO
2. Are the professional home repair estimates prepared by a licensed repair company? YES NO
3. Are the requested home repairs health, safety and welfare related? YES NO
4. Are the requested repairs included on the eligible home repair list? YES NO
5. Has the requested home damage been documented with photographs? YES NO
6. Has the applicant provided proof of Pahokee residency? YES NO
7. Has the applicant provided a recent tax return or pay stubs verifying household income? YES NO
8. Has a completed signed and notarized application been submitted by the applicant? YES NO

APPLICATION ELIGIBILITY DETERMINATION

9. Provide total amount of residents residing in household _____
10. Provide total household income amount \$ _____
11. Is total household income within the eligible “low income” program threshold? YES NO
12. Is name on the application the same as property owner’s name listed on the BPA webpage YES NO
13. Indicate name of eligible home repair company(ies) _____
14. Indicate total funding amount recommended for approval \$ _____
15. Does selected repair estimates contain professional license verification? YES NO

Based on whether all responses to questions 1-15 are affirmative, please indicate below whether **APPLICATION NO.** _____ has been approved or disapproved. If application has been approved, in comment section below please indicate all eligible application home repairs. If the application has been disapproved, please indicate reason for disapproval. If application is incomplete, please clearly indicate what items are required from the applicant to complete the application.

APPLICATION APPROVED _____ **APPLICATION DISAPPROVED** _____

Reviewer Comments:

Reviewer's Signature

Date Reviewed

If all affirmative responses have been provided on Questions 1 thru 15, the attached minor home repair application should be recommended for approval. Written notification including the eligibility notification should be provided to the applicant indicating approved scope of work, the total amount of authorized funding; and a notice to proceed with authorized minor home repair services.