



## **Residential Consulting Services Program**

### **Introduction**

A major challenge for homeowners when remodeling a historic home is where to begin the process. Each historic home offers its own set of challenges when trying to meet local and state building codes, zoning codes in addition to maintaining the historic character of the structure. Professional services can be a vital tool to help residential property owners. Consulting Services Program can be utilized for general contractors, structural engineers, architects and design consultants.

### **Who Can Apply**

Any residential property owner within the CRA Overlay District can apply. The house must be an owner-occupied residence for five years following grant approval.

### **Program Guidelines**

1. Funds shall be allocated on a first come first serve basis. Only one grant shall be awarded per residential structure.
2. The CRA will pay up to \$500 per floor of residential structure.
3. Professional services would include, but not limited to, General Contractors, Structural Engineers, Architects and Design Consultants.
4. The Consulting Services Program is exclusive to the Matching Rehabilitation Grant Program.
5. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.
6. Property owner will be reimbursed the cost of consulting fees at the time a paid receipt is submitted to the CRA Office along with a W-9 (required for tax purposes).

## Relocation

It is not the intent of the Community Redevelopment Agency to engage in any rehabilitation activity that requires vacating property.

## Nondiscrimination

The *Consulting Services Program* shall be available to anyone meeting the eligibility requirements, and no one shall be denied the benefits of said program because of race, color, national origin, or sex.

## Program Procedures

1. The owner obtains an estimate from licensed professional (i.e. architect, design consultant, etc.)
2. Submit completed application with estimate to the Community Redevelopment Agency.
3. CRA Staff reviews the application for compliance.
4. Application is placed on the CRA Agenda for final recommendation.  
CRA meets on the fourth Monday of each month\*.
5. Upon approval, written notice will be sent to the property owner. No work shall start until written notice is received.
6. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.
7. Any unapproved changes will void the grant. If grantee decides to change the project scope after approval they must contact the CRA Office.
8. When the project is complete the CRA will reimburse the owner up to \$500 per floor upon receipt of an approved/paid bill and W-9 (required for tax purposes).

\*Meeting dates are subject to change



Received _____
Grant # _____
Staff Approval _____
Requisition # _____

## Consulting Services Program Application

Property Owner's Name \_\_\_\_\_

Property Address \_\_\_\_\_

\_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Provide a written estimate from consultant.  
Application will not be reviewed without all supporting data.**

Number of Floors \_\_\_\_\_

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that the Kissimmee CRA Board must approve these. No work shall begin and funding is not guaranteed until the CRA Board approves completed application and written approval is received. I further understand the project must be completed within 6 months from date written approval is received; grant monies will not be paid until the project is completed. I agree to leave the completed project in its approved design and colors for a period of 2 years from the date of completion. I also understand a W-9 must be provided to the City of Kissimmee for tax purposes.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date