



Residential Matching Rehabilitation Grant

Introduction

The primary objectives of the Matching Rehabilitation Grant Program are to encourage rehabilitation and preservation of residential structures by offering financial and limited technical assistance for rehabilitation. The goal is to return the historic neighborhoods to their original characters. It is hoped that in addition to preserving the housing stock, the program will provide an incentive for complete rehabilitation of the residential structures.

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible the efficient, contemporary use while preserving those portions which are significant to its historic, architectural and cultural values.

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. Grant funds awarded require a matching dollar for dollar expenditure by the owner. Funds will be matched up to \$5,000 to return a property to a state of utility.
3. Where practical, all building facades shall be restored to their original period design. If it is deemed not practical by the CRA board, then a similar architectural design shall be used. All horizontal and vertical features (lintels and piers) shall be retained.
4. If a structure does not have a historically significant architectural design or feature, then a proposed historic design may be submitted to qualify for this grant program.
5. All residential structures shall be designed, constructed and maintained to compliment and accept the architectural features of the building.
6. All color schemes shall accent the structure as well as harmonize with adjacent buildings. Colors shall be period specific.
7. No grant monies or matching monies shall be used to perform general repair, structural or habitable work or otherwise to meet code to occupy the structure. (No roofing, landscaping, or detached structures.)
8. No work shall be done prior to grant approval.
9. Upon grant approval, applicant will be required to place a CRA Grant sign, furnished by the CRA Office, viewable by the public, for the duration of the project. Failure to return the sign at the completion of the project will generate a \$20 charge to be deducted from the reimbursement.
10. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of the grant funding.

Relocation

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

Nondiscrimination

The *Matching Rehabilitation 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.

General Requirements

1. The residence must be structurally sound.
2. The residence must meet or have approved plans for rehabilitation to meet the minimum building a life safety codes that apply.
3. Property taxes, both City and County, must be current.

Program Procedures

1. Submit completed application and checklist (page 3 of application) with supporting documents to the Community Redevelopment Agency.
2. CRA Staff reviews the application for compliance.
3. Exterior Rehabilitation - Application is placed on Historic Preservation Board (HPB) agenda for recommendation.
HPB meets on the second Monday of each month*.
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 after approval they must contact the CRA Office.
8. When the project is complete the CRA will reimburse the owner 50% of an approved/paid bill with the CRA maximum contribution being \$5,000. A W-9 will be required for tax purposes.
9. Grantee must submit a paid bill for reimbursement.
10. Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the grant program.

*Meeting dates are subject to change

Matching Rehabilitation Grant Program Supporting Data Checklist

Checklist must be submitted with application

Paint:

- Provide samples of the colors chosen
- Mark which color will be body color and which will be accent colors.
- Note where each color will be used.
- Submit written estimate from painter of your choice.

Major Façade (Exterior) Alteration:

- Provide a rendering of major changes, including paint colors where applicable.
 - Windows
 - Doors
 - Awnings
 - Other
- Submit a written estimate from contractor.

Major Interior Alteration:

- Provide details of work to be completed. (check all that apply)
 - Kitchen
 - Bathroom(s)
 - Other (specify)
- Submit a written estimate from licensed contractor.



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|----------------------|
| Received _____ |
| Grant # _____ |
| Staff Approval _____ |
| HPB Approval _____ |
| Requisition # _____ |

Matching Rehabilitation Grant Program Application

Property Owner's Name _____

Property Address _____

Mailing Address _____

Phone Number _____ Cell Number _____

Fax Number _____ E-mail Address _____

**Supporting Data Checklist must be included with application.
Application will not be reviewed without all supporting data.**

Total Cost of Project: _____

Rehabilitation match not to exceed \$5,000

Owner may only apply for one matching rehabilitation grant

Estimated Start Date _____

Estimated Completion Date _____

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 agree to place a CRA Grant sign for the duration of the project and agree to return the sign. I further understand the project must be completed within 1 year from date written approval is received; grant monies will not be paid until the project is completed as designed. I agree to leave the completed project in its approved design and colors for a period of 5 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