



## **Residential Paint Voucher Program**

### **Introduction**

The intent of this program is to encourage maintenance of historic residential structures within the Community Redevelopment Overlay District.

### **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 date of voucher.

### **Program Guidelines**

1. Funds shall be allocated on a first come first serve basis. Only one voucher shall be awarded per residential structure.
2. Property owner will be reimbursed the cost of paint upon completion of work. Materials such as buckets and brushes are not reimbursable items.
3. All color schemes shall accent the structure as well as harmonize with adjacent structures. Colors shall be period specific.
4. Work done by property owner will require a written estimate for cost of paint, type of paint to be used and color. If a professional is doing work, a written estimate, breaking out the cost of the paint, will be required along with color of paint.
5. No grant monies shall be used to perform general repair, structural or habitable work or otherwise to meet code to occupy the structure. (no roofing).
6. No work shall be done prior to grant approval.
7. 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.

## Relocation

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

## Nondiscrimination

The *Paint Voucher 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. Property taxes, both City and County, must be current.

## Program Procedures

1. Submit completed application and checklist (page 3 of application) with supporting data to the Community Redevelopment Agency.
2. CRA Staff reviews the application for compliance.
3. 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 100% of approved/paid bill for paint cost. 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

# Paint Voucher 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, excluding labor and materials

### Attach Color Sample



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

# Paint Voucher 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.**

Square footage of home \_\_\_\_\_

Estimate of Cost for Paint \_\_\_\_\_

Type of Paint \_\_\_\_\_ Color of Paint \_\_\_\_\_

Check one

\_\_\_\_\_ I will be doing the work.

\_\_\_\_\_ I will have a professional completing the work. (A written estimate is required with the cost of paint itemized from other costs).

Owner may only apply for one Paint Voucher

I hereby submit the voucher application, color samples and estimate for the proposed project and understand that the Kissimmee CRA Board must grant approval. 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 that the project must be completed within 6 months from date written approval is received and the voucher will not be paid until the project is completed. I agree to leave the completed project in its approved colors for a period of 2 years from the date of completion. I also understand a W-9 is required for tax purposes.

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

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

\_\_\_\_\_  
Date