

**West Palm Beach
Community Redevelopment Agency**

Downtown/City Center CRA District



CONTRIBUTING STRUCTURE REHABILITATION GRANT PROGRAM

Amended 8.11.17, Reso 17-42

Northwest Historic District CONTRIBUTING STRUCTURE REHABILITATION GRANT PROGRAM

About the Program

The Contributing Structure Rehabilitation Grant Program is an incentive available to residential properties located in the Historic Northwest District for aesthetic improvements to the exterior of a contributing structure. A contributing structure is defined as a property that contributes to the historic significance of an historic district by location, design, setting, materials, workmanship, feeling, and association, and thus adds to the district's sense of time, place, and historical development. Painting of the building, installation of awnings, new doors/windows, landscaping, roofing, and brick pavers are examples of possible improvements covered by the Contributing Structure Rehabilitation Grant Program. In conjunction with the grant program, periodic workshops and seminars will be provided to Northwest neighborhood residents to educate them on proper maintenance and rehabilitation techniques for historic structures. Attendance of the workshops will be encouraged, although not a requirement for the grant approval.

The CRA will provide a grant up to \$75,000 for each primary structure and, where applicable, up to \$10,000 for each accessory structure per parcel, provided the overall grant awarded does not exceed 80% of total project cost. Eligibility is limited to 'contributing' residential projects within the designated Historic Northwest District. Rough boundaries of the Historic Northwest District within the CRA cover 2nd Street to Palm Beach Lakes Boulevard and from Rosemary Avenue to Tamarind Avenue.

Properties listed for sale may not apply. Properties sold within one year of receiving rehabilitation funding must repay the full amount received; properties sold within two years of receiving rehabilitation funding must repay 50% of the amount received to the City of West Palm Beach. Work on the project must begin within ninety (90) days following City approval process. Applicant may reapply if deadline is missed.

Because of limited funding, staff from the City of West Palm Beach will evaluate the submissions and select those that beautify the neighborhood, complement area improvements, and are in keeping with the historical context of the Historic Northwest District.

Small Improvements Initiated by the Agency

On certain occasions the CRA may deem it necessary to implement some special form of improvement to a property that would affect the health, safety, and welfare of the community. These improvements may or may not incorporate the entire rehabilitation program regulations when initiated by the Agency but will require written approval of the property owner. These improvements do not require approval by the CRA Board.

The Contributing Structure Rehabilitation Grant Program benefits are contingent upon funding availability, Historic Preservation Division approval, and CRA approval. Benefits of this program are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Downtown/City Center CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

Step 1: Application Process

1. The applicant will submit the application to the CRA Staff for initial review. The application will then be forwarded to the Historic Preservation Division for further review and processing. At that time, the application should include:
 - A) Photographs of the property showing the area(s) for improvement.
 - B) Conceptual design drawing(s) and cost estimate(s) of the proposed improvements. (At this point, the CRA may provide conceptual design assistance.)
2. Upon submittal of completed applications, the Historic Preservation Staff will advise the applicant of the status of application, the level of Historic Preservation review required, and an approval or denial from the Historic Preservation Staff or Board, if necessary.
3. The completed application with a Historic Preservation Staff recommendation of approval or denial will be submitted in its entirety by the CRA Staff to the CRA Board of Commissioners for formal approval.

4. The City will process the application and provide the applicant with a Rehabilitation Agreement. **IT IS RECOMMENDED THAT NO CONSTRUCTION BEGIN UNTIL THE REHABILITATION AGREEMENT IS SIGNED BY ALL PARTIES. IMPROVEMENTS COMPLETED PRIOR TO APPROVAL BY THE HISTORIC PRESERVATION DIVISION AND/OR BOARD AND THE CRA BOARD, MAY NOT BE ELIGIBLE FOR REIMBURSEMENT.**

Step 2: Construction/Payment by the CRA/City of West Palm Beach:

1. If your contractor agrees to wait for payment until a check is issued by the CRA/City of West Palm Beach, you must submit an invoice for the work for both you and your contractor, a letter from you indicating the work is complete and that you are satisfied with the job.
2. If your contractor(s) requires payment upon completion of the work you must pay the invoice. You may then provide the CRA/City of West Palm Beach with the paid invoice and/or a copy of *both* sides of the cancelled check
3. A CRA/City of West Palm Beach staff member will visit the property and take a photograph of the completed project. A check will be issued in your name.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- Properties listed for sale may not apply. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.
- Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the Planning Department.
- After approval process, the CRA will provide the applicant with an approved Grant Agreement for signature. It is recommended that **NO CONSTRUCTION** begin until the Grant Agreement is signed by all parties. Improvements completed prior to approval by the CRA Board, may not be eligible for reimbursement.
- If deemed necessary, the Community Redevelopment Agency (CRA) reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the applicant.
- If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of West Palm Beach. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Downtown/City Center CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date _____

Property Owner

**Historic Northwest District
CONTRIBUTING STRUCTURE REHABILITATION GRANT PROGRAM
APPLICATION**

Date of Application: _____

1. Address of project requesting incentive: _____

2. Name of Applicant: _____

Address of Applicant: _____

Phone: _____ **Fax:** _____

Email: _____

3. Does the applicant own property? _____ **Yes** _____ **No**

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

4. Project Description:

5. Total Project Cost: _____ **Total Funding Request:** _____

Authorized Representative:

Name

Title

Signature

Date

PLEASE ATTACH PHOTOGRAPHS AND PLANS OF PROPOSED WORK.

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