



Community Redevelopment Advisory Board Regular Meeting

Agenda

April 28, 2022 @ 5:30 pm

City Commission Chambers

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 - a. Board Member (Re)introduction 15 minutes
 2. **Consent Agenda**
 - a. Approval of minutes from March 24, 2022 meeting. 1 minute
 3. **Public Comments (for items not on the agenda): three minutes allowed for each speaker.**
 4. **Action Items**
 - a. Home Renovation Program FY23 Update 15 minutes
 5. **Non-Action Items**
 - a. Business Façade Program FY23 20 minutes
 6. **Staff Updates**
 7. **Board Comments**
 8. **Adjournment**



Community Redevelopment Advisory Board

agenda item

item type	Call to Order	meeting date	April 28, 2022
prepared by	Kyle Dudgeon	approved by	
board approval			
strategic objective	N/A		

subject

Board Member (Re)introduction

motion / recommendation

N/A

background

At the March 2022 meeting, the board requested an item be placed on the agenda to (re)introduce board members. Staff is also taking this opportunity to provide the board with copies of the CRA Annual Report. The report may be found digitally at www.cityofwinterpark.org/cra.

Christine E Girand (Chair)

1st Term

Jun 22, 2020 to Apr 30, 2022

Appointing Authority

City Commission

Category

Resident in CRA

Dais Seat

Commission Seat 4

Maria Bryant (Vice Chair)

1st Term

Apr 28, 2021 to Apr 30, 2024

Appointing Authority

City Commission

Category

At-large

Dais Seat

Mayor

Carol M Rosenfelt

1st Term

Jun 22, 2020 to Apr 30, 2022

Appointing Authority

City Commission

Category

Business in CRA

Dais Seat

Commission Seat 3

Linda Faye Washington

1st Term

Jun 22, 2020 to Apr 30, 2023

Appointing Authority

City Commission

Category

Resident in CRA

Dais Seat

Commission Seat 2

Murray Scott Wilton

1st Term

Jun 23, 2021 to Apr 30, 2023

Appointing Authority

City Commission

Category

Business in CRA

Dais Seat

Commission Seat 1

Anjali Vaya

1st Term

Apr 28, 2021 to Apr 30, 2024

Appointing Authority

City Commission

Category

At-large

Dais Seat

Mayor

alternatives / other considerations

N/A

fiscal impact

N/A



Community
Redevelopment
Advisory Board

agenda item

item type	Consent Agenda	meeting date	April 28, 2022
prepared by	Jesica Lovelace	approved by	Kyle Dudgeon, Peter Moore
board approval	Completed		
strategic objective			

subject

Approval of minutes from March 24, 2022 meeting.

motion / recommendation

Approval of the minutes from March 24, 2022 meeting is requested.

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[1a - 032422 CRA AB Minutes ADA.pdf](#)



Community Redevelopment Advisory Board Minutes

March 24, 2022 at 5:30 pm

Virtual Meeting

Present

Board Members: Christine E Girand, Maria Bryant, Linda Faye Washington, Carol M Rosenfelt, Murray Scott Wilton, Anjali Vaya

Staff Members: Peter Moore, Kyle Dudgeon, Jessica Lovelace

Absent

None.

(1) Call to order

Staff called the meeting to order at 5:32 pm.

(2) Consent Agenda

A. Approval of Minutes - February 24, 2022

Request made to update correct spelling for parking lot in Board comments to Beloit.

Motion to approve minutes made by Murray Scott Wilton, seconded by Carol Rosenfelt. Motion passes 6-0.

(3) Staff Updates

A. Staff Updates

CRA Assistant Division Director, Kyle Dudgeon, introduced two items. Staff has moved forward with the formal solicitation process for the Central Park Stage and will recommend a construction firm to the City Commission on April 13, 2022. After approval, staff will begin the pre-construction and timeline process.

Staff is collaborating with the Economic Development Advisory Board and MJB consulting to analyze Winter Park businesses and determine if the City has the right mix of businesses and whether the City is leveraging those businesses appropriately.

(4) Public Comments (for items not on the agenda)

Sheila Reid, 780 Carver Street, requested a timeline for when a parking study that includes parking garages might take place. Budget & Management Division Director, Peter Moore responded stating that staff did install parking sensors in the Park Place Garage, which was completed internally through the City's IT department. Mr. Moore will check and see if there is data to pull from that. However, if the parking puck study is successful, then staff will certainly revisit broadening the scope of the study to potentially include parking garages. Timeline is contingent upon success of the parking puck study as well as available grant funding.

March 24, 2022

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Furthermore, Ms. Reid inquired about whether the current parking study be used to determine need for additional parking garages in Winter Park. Mr. Dudgeon responded stating that the purpose of the study is to develop a more efficient way for the City to evaluate how to manage parking and not necessarily to advocate one way or another for additional parking garages.

(5) Non-Action items

A. Discussion of CRA Home Renovation Grant Program

CRA Assistant Division Director, Kyle Dudgeon, introduced the item. Mr. Dudgeon noted that this is the time of year where staff evaluates the effectiveness of programming to ensure that CRA programs are meeting constituency, meeting demand, and meeting program goals with the intention of making necessary program amendments. Mr. Dudgeon continued by providing a brief update on program status. The Home Renovation program has demonstrated positive performance in recent years by executing several grant applications for residents without the need of a waitlist. However, to assess overall program performance effectively, staff researched the program practices and guidelines of other Florida municipalities with the goal of identifying program gaps evident in the Winter Park CRA home renovation program.

To provide further comments, Mr. Dudgeon introduced CRA/Economic Development Specialist, Jesica Lovelace to discuss city-to-city comparisons of home renovation programming. Ms. Lovelace indicated that research shows that the two most common programmatic differences is maximum available funding and specific repair eligibility. In many Florida CRA programs, the average program budget is \$40,000 per applicant where Winter Park's maximum available is \$20,000. In addition, many local CRAs will allow interior and exterior improvement eligibility if the repairs pertain to ADA enhancements and safety.

Based on available research and rising costs of materials and labor, Mr. Dudgeon asked the board to consider any potential changes to or recommendations for the grant program that can be included in the CRA budget as a whole, which will be implemented October 1.

Questions were raised regarding how staff assesses the needs of the community and if the grant's maximum available funding is increased, how will the program continue to provide funding to as many eligible residents as possible. Mr. Dudgeon stated that staff assesses need through demand. Demand for the program varies from year to year. To ensure appropriate budget capacity, staff can review program activity over the years and distinguish average program participation and develop a suitable budget model from that point.

In addition, there was further inquiry pertaining to the board's role in determining qualification metrics. Mr. Dudgeon responded stated that Winter Park mirrors much of Community Development Block Grant (CDBG) federal guidelines to determine applicant eligibility. The Winter Park Home Renovation program follows CDBG's income guidelines to ensure program funds reach the neediest applicants. In addition, the program also considers home ownership status, homestead exemptions, and owner-occupied status.

Furthermore, questions were raised regarding how the grant is awarded to applicants. According to Mr. Dudgeon, the grant is awarded as a 10-year forgivable loan.

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There was additional inquiry regarding the program's use for churches. Mr. Dudgeon stated the program is designed for single-family residences. For non-profit organizations and churches seeking assistance from the City, the CRA has utilized ARPA funding as well as provided funding through a provisional not for profit support grant in the past. However, to assess a non-profit's eligibility for CRA funding, staff will consider an organization's social capital by examining how the organization supports the goals of the CRA prior to investing.

Mr. Dudgeon advised that if the CRA decides to recommend an increase to the program's grant cap, the board should also consider making changes to types of eligible improvements.

After continued discussion regarding program eligibility, eligible improvement considerations, indirect costs, and the opportunity for future program changes that arise as the market and community demand fluctuates, the board directed staff to look into providing recommendations for increasing the current grant cap as well as expanding the program's eligibility requirements to review at the next board meeting.

Prior to moving on to the next item, the board opened the floor to public comment.

Sheila Reid, 780 Carver Street, requested clarification on whether the home renovation grant can be used to cover church repairs. Mr. Dudgeon stated that the grant program cannot be used to cover church improvements.

B. Downtown Curbside To Go Smart Parking Study

CRA Assistant Division Director, Kyle Dudgeon, introduced the item. To conduct the study, staff will adhere to two phases. Phase One will look at quantitative data using the installed parking pucks to evaluate the curbside to-go program, which will be done in tandem with a community survey. After 90 days, staff will collect data gathered to determine if there is cause to expand the parking sensor technology throughout Downtown Winter Park. Both the train station and city hall lots have been identified as potential expansion areas. Hence, the goal is to bring the parking data to the board to discuss phase two expansion into specific Winter Park surface lots. Concerns were raised regarding value of the curbside to-go parking spaces post-pandemic. Due to parking spaces being positioned right in front of a particular business, certain businesses have a parking advantage that is not afforded to all businesses. Ideally, unless merchants are willing to pay for curbside parking spaces, the spaces pose an unfair advantage. Mr. Dudgeon responded stating that the spaces are not exclusive to certain businesses and should be used for quick shopping trips throughout Park Avenue. However, the data derived from the parking puck study should help identify proper use for curbside parking in the future.

There was subsequent inquiry pertaining to the need for designated curbside parking spaces if the spaces can be used for shopping at any business regardless of location. In addition, the board inquired about whether the parking garages would also be evaluated within this study. Mr. Dudgeon responded stating that the resulting parking data should provide staff with information outlining relative use. Moreover, Mr. Dudgeon added that the current parking study will only be used to analyze surface parking due to technological limitations and the structure of parking garages.

In addition to the parking technology, staff is collaborating with the Park Avenue District and the Chamber of Commerce to distribute a survey to Winter Park merchants and residents who utilize the curbside to-go parking to assess community utilization effectively,

March 24, 2022

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(6) Action Items

None.

(7) Board Comment

A. Upcoming items for agenda.

Some board members are interested in gathering more information about board members so that members have a better understanding of who is serving alongside them.

(8) Adjournment

There being no further business to discuss, the meeting adjourned at 6:27 pm.

Christine Girand, Chairperson

Board Liaison, Kyle Dudgeon



Community Redevelopment Advisory Board

agenda item

item type	Action Items	meeting date	April 28, 2022
prepared by	Jesica Lovelace	approved by	Kyle Dudgeon, Peter Moore
board approval	Completed		
strategic objective			

subject

Home Renovation Program FY23 Update

motion / recommendation

To approve as requested

background

The Community Redevelopment Advisory Board discussed the possibility of expanding the existing guidelines for the CRA Home Renovation Grant Program. Upon reviewing thorough research compiled on local home rehabilitation programs throughout municipalities in Florida, it has become evident that program expansion will assist the City of Winter Park CRA in maximizing efforts to improve and provide quality living standards for local residents. As previously stated, CRA Housing Programs have served over 140 Winter Park residents since inception and awarded more than \$1.5 million in grant funding. However, to maintain local competitiveness, staff is seeking to raise the current funding limit for qualified projects to \$30,000 per applicant and include additional improvements to the program's existing eligible improvement list. Both of which can be viewed in the program application and guidelines (attached).

According to the 1994 CRA Plan it is essential for the City to support local homeowners through the process of upgrading and uplifting the residential area of the westside, and thus ensuring the sustainability and rehabilitation of existing properties. Other grant guidelines will remain the same, including the program's community service requirement for all participants. The grant's social element advances civic involvement and is critical to the redevelopment and revitalization cycle. As the CRA Plan mentions, rehabilitating and redeveloping the physical aspects of the community helps to expand civic pride in the appearance of the local neighborhoods and encourages residents to accept responsibility of maintaining their homes in an effort to reduce future blight conditions as a result of

neglect.

The current funding cap for CRA Home Renovation Grant recipients is \$20,000. With advisory board approval, staff can move forward with the appropriate approval process necessary to update existing guidelines for program implementation. Pending such approval, updates to the program will be initiated October 1, 2022.

alternatives / other considerations

Consider additional changes
Consider some changes
Do not consider any changes

fiscal impact

Increase program cap to \$30,000. Staff includes in its budget request an allocation of \$200,000 for affordable housing initiatives.

ATTACHMENTS:

[City home programs.pdf](#)

ATTACHMENTS:

[2022 Home Renovation Program Guidelines.pdf](#)

ATTACHMENTS:

[2022 Home Renovation Program Application-FINAL.pdf](#)

Collier County				
Amount	Type		Notes	Website
\$ 50,000.00	Interest-free, deferred loans		One-third of the loan is forgiven every five years; rehabilitated property value cannot exceed 90% of the assessed value as determined by the Collier County Property Appraiser's Office, including after repairs. SHIP	https://www.colliercountyhousing.com/individual-assistance-and-availability/#owner-occupied-rehabilitation
Osceola County				
Amount	Type		Notes	Website
\$ 50,000.00	Lien		CDBG; The assessed value of the property must not exceed \$200,000 according to the Osceola County Property Appraiser	https://www.osceola.org/agencies-departments/housing-community-services/community-development-block-grant/cdbg-owner-occupied-housing-rehabilitation-program.shtml
\$ 10,000.00	Grant		County; To repair/install sewer/septic or water lines/systems where existing lines/systems have failed; For senior citizens more than 62 years old and/or disabled persons for accessibility improvements	https://www.osceola.org/agencies-departments/housing-community-services/community-development-block-grant/cdbg-owner-occupied-housing-rehabilitation-program.shtml
Gainesville, FL				
Amount	Type		Notes	Website
Funds limited	Home rehab lien, primarily exterior		tax assessed, sales price or appraised value of your home may not exceed \$258,690; Eligible repairs may include items such as: structural, roof, electrical, plumbing, heating, and accessibility repairs. Not Eligible: Air conditioning, pools, hot tubs, carpeting and room additions	http://www.cityofgainesville.org/HousingCommunityDevelopment/HousingRehabilitation.aspx
Funds limited	Roof repair		must attend a mandatory Homeowner Education & Training Workshop	http://www.cityofgainesville.org/HousingCommunityDevelopment/HousingRehabilitation.aspx
Fort Meyers				
Amount	Type		Notes	Website
Minimum \$10,000	Grant		Obtain hazard and flood insurance (if applicable) prior to assistance	https://cityftmyers.com/1543/Repair-and-Rehabilitation
Tamarac, FL				
Amount	Type		Notes	Website
\$ 40,000.00	Lien		repairs to correct health and safety hazards, as well as address any building or code deficiencies of owner occupied properties. They also charge a \$35 fee to cover the cost associated with satisfying the lien placed on your property as a result of participating in this program. Much higher income limits (i.e. for a one person household, the income limit is \$73,920)	https://www.tamarac.org/425/Home-Rehabilitation
Tallahassee				
Amount	Type		Notes	Website
\$ 25,000.00	Zero-interest, forgivable loan. Lien period of 10 years		to address significant improvements with priority for health and safety hazards. Repairs include: roof replacements, window repair/replacement, flooring replacement, bathroom modifications, or plumbing replacement.	https://www.talgov.com/neighborhoodservices/housingprograms.aspx
\$ 12,500.00	Forgivable loan (5-years) with payments		Plumbing repairs Structural repairs to the roof, ceiling, walls, floors, stairs, etc., where hazards exist Roof repair or replacement Heat repair or installation Electrical repairs where hazards exist Exterior painting Rafters, soffit and fascia repair Windows and screens Railings and stairs Landings and porches Yard clearings and debris removal when done in conjunction with repairs to the home	https://www.talgov.com/neighborhoodservices/housingprograms.aspx
Ocala, FL				
Amount	Type		Notes	Website

Emailed		Repairs include, roof, heating & cooling, windows/doors, electrical repairs, water/sewer. Plumbing, ADA accessibility (like bathrooms and ramps). I also saw pictures of kitchen repairs.	https://www.ocalafl.org/government/city-departments-a-h/community-development-services/community-programs
Tampa, FL			
Amount	Type	Notes	Website
Emailed	Deferred loan secured by a recorded mortgage and promissory note	Leaking or failed roof system Failure of electrical, plumbing or HVAC systems Failed structural systems such as floors and structural walls Exterior deterioration (walls, foundation, porches, siding, etc.) Weatherization (windows, doors and insulation) Water heater replacement Accessibility improvements (ramps, widening doorways, countertops, bathroom modifications, etc.) Lead based paint remediation or other environmental issues. CDBG	https://www.tampa.gov/housing-and-community-development/programs/owner-occupied-rehab
Clearwater, FL			
Amount	Type	Notes	Website
\$ 45,000.00	Loan	Roof Plumbing HVAC Electric ADA Modifications of an Immediate Nature. Cannot be used for anything cosmetic in nature. All non-health or non-safety related remodeling requests will not be considered. Homes with mold damage and structural issues are ineligible.	https://www.myclearwater.com/government/city-departments/affordable-housing/resources-for-residents
Volusia County			
Amount	Type	Notes	Website
Limited repair \$10,000; Home rehab \$100,000; basic accessibility repairs \$5,000. Wind Hazard mitigation \$10,000	Funds over 10k need to be repaid, with a loan term based on applicant eligibility	Provides repairs to correct safety and health hazards to a primary structural system such as roof, heat/air, plumbing, well, septic or windows	https://www.volusia.org/core/fileparse.php/4466/urlt/Home-Repair-Programs-Pre-Application.pdf
St. Petersburg			
Amount	Type	Notes	Website
Emailed	Forgivable loan (15-years) with payments	funds to remove health and safety risks from the home and to correct code violations to an owner-occupied residence. Examples include leaking roofs, electrical hazards, plumbing, sanitary sewer issues, and other threatening perils that are an immediate detriment to household occupants	https://www.stpete.org/residents/housing/homeowners/housing_rehabilitation_assistance_program.php#:~:text=The%20Housing%20Rehabilitation%20Assistance%20Program,Barrier%20Free%20Loans%20and%20Grants
\$ 3,000.00	ACCESSIBILITY ASSISTANCE PROGRAM; grant	Repairs over 3k are eligible for a \$15k loan	https://www.stpete.org/residents/housing/homeowners/housing_rehabilitation_assistance_program.php#:~:text=The%20Housing%20Rehabilitation%20Assistance%20Program,Barrier%20Free%20Loans%20and%20Grants
Coral Springs			
Amount	Type	Notes	Website
\$ 40,000.00	Grant/lien	Six point seven percent of the grant is forgiven per year, so that at the end of fifteen years, the loan has a zero balance and is 100% forgiven. CDBG	https://www.coral Springs.org/Government/Departments/Community-Development/Housing-Assistance/Home-Repair-Program
Hollywood, FL			
Amount	Type	Notes	Website
\$ 55,000.00	A deferred payment loan for thirty 30 years	Link to eligible repairs: https://www.hollywoodfl.org/DocumentCenter/View/6965/Eligible-Repairs-as-of-July-2016?bidId=	https://www.hollywoodfl.org/200/Home-Rehabilitation-Repair
Sarasota, FL			
Amount	Type	Notes	Website

If there isn't enough equity in the home \$20,000, if there is \$60,000

Interest-free Loan

For essential systems such as Electrical, Plumbing, Roof, and/or Heating and Air Conditioning. Not to be used for interior repairs. The loan is in the form of a mortgage on the home and the amount available is based on equity in the home

<https://www.sarasotafl.gov/government/office-of-housing-and-community-development/home-repair-programs>

Lakeland, FL			
Amount	Type	Notes	Website
Funding availability is based on HUD guidelines for the applicant's area. However there is a \$25,000 major & emergency rehab limit		This program applies to anything from minor plumbing to a new house. They do all repairs. They do both interior and exterior. CDBG	https://www.lakelandgov.net/departments/community-economic-development/housing/homeowners/

Fort Pierce			
Amount	Type	Notes	Website
\$ 35,000.00	A deferred loan	Households that have been assisted with City funds with a maximum lifetime assistance of \$35,000 are not eligible to receive funding through any of the Grants Administration Division's programs. Repairs are grouped by priority with highest priority going to safety and health repairs (plumbing, termites, code violations, roofs, foundations, electrical, etc.) priority II goes to aesthetic and ADA repairs	https://www.fppd.org/DocumentCenter/View/14071/Residential-Rehabilitation-Program-FAQ?bidId=

Orange County, FL			
Amount	Type	Notes	Website
\$ 75,000.00	Housing rehab program (lien)	roofing, plumbing, electrical, repair or replacement of HVAC systems, septic repairs (CDBG)	
\$ 10,000.00	Minor repair grant program	Emergency home repairs (major and minor code violations)	

Eatonville, FL			
Amount	Type	Notes	Website
\$ 75,000.00	Housing rehab program (lien)	roofing, plumbing, electrical, repair or replacement of HVAC systems, septic repairs (CDBG)	https://eatonvillecra.org/housing-rehabilitation-program/
\$ 10,000.00	Minor repair grant program	Emergency home repairs (major and minor code violations)	

Seminole County, FL			
Amount	Type	Notes	Website
Now closed	Home Rehab	interest-free, deferred loan payment. CDBG, SHIP	https://www.seminolecountyfl.gov/core/fileparse.php/4051/urlt/2019-CD-Homeowner-Rehabilitation-Application-for-Assistance.pdf
Now closed	Minor Repair	CARES CRF, homes within the city of Sanford	https://www.seminolecountyfl.gov/departments-services/community-services/community-development/community-development-programs.shtml



HOME RENOVATION PROGRAM GUIDELINES

The Community Redevelopment Agency (CRA) of the City of Winter Park has developed a forgivable zero-interest loan program to qualified homeowners to help improve neighborhoods, bring dwellings into compliance with applicable adopted housing standards, reduce future maintenance costs, preserve decent affordable owner-occupied housing, and to eliminate threatening health and safety-related property conditions of dwellings located in the CRA District.

This program is designed to provide a zero-interest ten (10) year forgivable loan to income-qualified homeowners of owner-occupied single-family homes whose property needs improvements. The homeowner will be required to maintain the property in a condition acceptable to the City. This program is intended to be for capital improvements and is not responsible for minor maintenance.

Program applications year-round as funds are available. Applicants must submit a complete application with all necessary attachments to be considered. Applications will be prioritized in the following categories:

- Health and Safety
- Code Violations
- New Applicants

ELIGIBILITY REQUIREMENTS

- ✓ The home must be located in the CRA district (see map)
- ✓ Must meet Orange County's Income guidelines for very-low and low income
- ✓ Home must be owner-occupied
- ✓ Property must be current on all taxes and liens
- ✓ Property must have homeowner's insurance
- ✓ Property must not have had prior rehab assistance under City of Winter Park rehabilitation programs within the last ten (10) years

INCOME LIMITS (adjusted by household size) Household must meet the Orange County Income Limit Guidelines for low income (80% AMI) or below. The income limits are as follows:



Orange County, Florida

2021 Income Limits

Area Median (Family) Income \$70,800

HOUSE- HOLD SIZE	INCOME CATEGORY		
	VERY LOW DPA: \$35,000 (50% OF MEDIAN)	LOW DPA: \$25,000 (80% OF MEDIAN)	MODERATE DPA: \$15,000 (120% OF MEDIAN)
1	\$26,750	\$42,750	\$64,200
2	\$30,550	\$48,850	\$73,320
3	\$34,350	\$54,950	\$82,440
4	\$38,150	\$61,050	\$91,560
5	\$41,250	\$65,950	\$99,000
6	\$44,300	\$70,850	\$106,320
7	\$47,350	\$75,750	\$113,640
8	\$50,400	\$80,600	\$120,960

Orange County Housing and Community Development Division

Effective: April 1, 2021

ELIGIBLE IMPROVEMENTS

The home renovation program assists homeowners in correcting health and safety hazards, code violations, and making other repairs to the interior of the home. Eligible improvements may include:

- Replacing windows, doors and screens
- Weather stripping
- Electrical repairs
- Foundation repairs
- Plumbing repairs
- Roof system repair
- Insulation
- Drywall repair/replacement
- Handicap accessibility improvements
- Installing smoke detectors
- Environmental– lead/mold correction
- Termite treatments (initial treatment only)
- Sewer and Septic – repair, replacement, and connection fees
- Tree trimming, removal, & replacement (only if deemed an immediate safety issue by City Inspectors)
- And any other health, safety and code violation improvements deemed necessary by the city

All repairs provided under this program will be completed by a contractor and will be covered by a one-year guarantee period, with the exception of a roof repair which has a three-year guarantee period. Applicants will be referred to Orange County if more work is needed other than what the Home Renovation Program can offer.

The city has the discretion to prioritize the improvements based on severity of health and safety property conditions as well as severity of Code Enforcement violations. The city reserves final right to approve or disapprove of qualifying repairs and replacements. Final inspections on all work will be performed and approved by city building inspectors.

PROCESS AND TIMEFRAME – An inspection of the dwelling unit will be performed by city staff in order to determine minimum rehabilitation requirements and prepare an itemized scope of the needed improvements.

Once scope is determined, the homeowner will be responsible for obtaining and submitting three written quotes from licensed contractors for each requested improvement to CRA in accordance with the City's Procurement Policy. Homeowner is responsible for confirming all contractors are licensed and have proper liability insurance coverage. Once all necessary quotes are submitted and acknowledged by CRA, contracts will be signed between homeowner and contractor, and between CRA and contractor. Upon contract signing, the contractor will have seven (7) days to acquire permits and thirty-five (35) days to complete the contracted repairs and improvements. An extension will be given to the contractor only if the contractor experiences a manufacturer's delay of materials ordered for the job. Regular inspections will be made by staff and a city inspector to coordinate and direct the work of the contractor. Homeowners are to make all reasonable effort to allow access to the property so work can be completed in a timely manner. It is the responsibility of the homeowner to move/relocate all furniture or other items interfering with completion of the job. The homeowner is also responsible for the cleaning and additional maintenance supplies

once the project has been completed. The contractor will not move any furniture or provide maintenance supplies.

The loan agreement entered into by the homeowner in the contract will be forgiven after ten (10) years of continuous residence. If the homeowner chooses to sell the property within this period, the homeowner will incur a 10% prorated repayment penalty of the value of loan for each year remaining in the loan term. If the home ownership passes to another relative, that person must also meet the income limit guidelines or be subject to repayment.

COMMUNITY SERVICE - Community service of two (2) hours for every \$500.00 of grant money awarded will be required. **Homeowner, or representative, must complete ten (10) hours of community service prior to the start of home rehabilitation. The CRA will not commence any rehabilitation work if homeowner or representative has not completed the initial service hours.** Community service work must benefit the CRA district and may be served through churches, nonprofit organizations and the City of Winter Park Public Library. Initial service hours will be deducted from required total service hour amount.

PROGRAM REUSE - A property that has participated in a Winter Park home renovation program may not reapply for future assistance for a period of ten (10) years. Homeowners will be able to submit new applications after the ten (10) year term limitation. Exceptions will be made for emergencies where households with homeowner's insurance are unable to pay the deductible (ex. Hurricane causes severe roof damage).

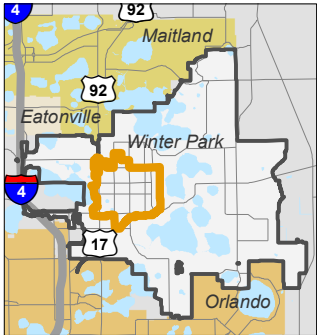
PROGRAM FUNDS AVAILABILITY - Due to the uncertain nature of budget availability in any given year and the uncertainty of future grant awards, the CRA cannot guarantee that funding will be available in future years for home renovation. In no way will the CRA be required to offer funding for any home renovation work outside of officially established funds budgeted specifically for the program.

SUBMISSION OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE/FUNDING



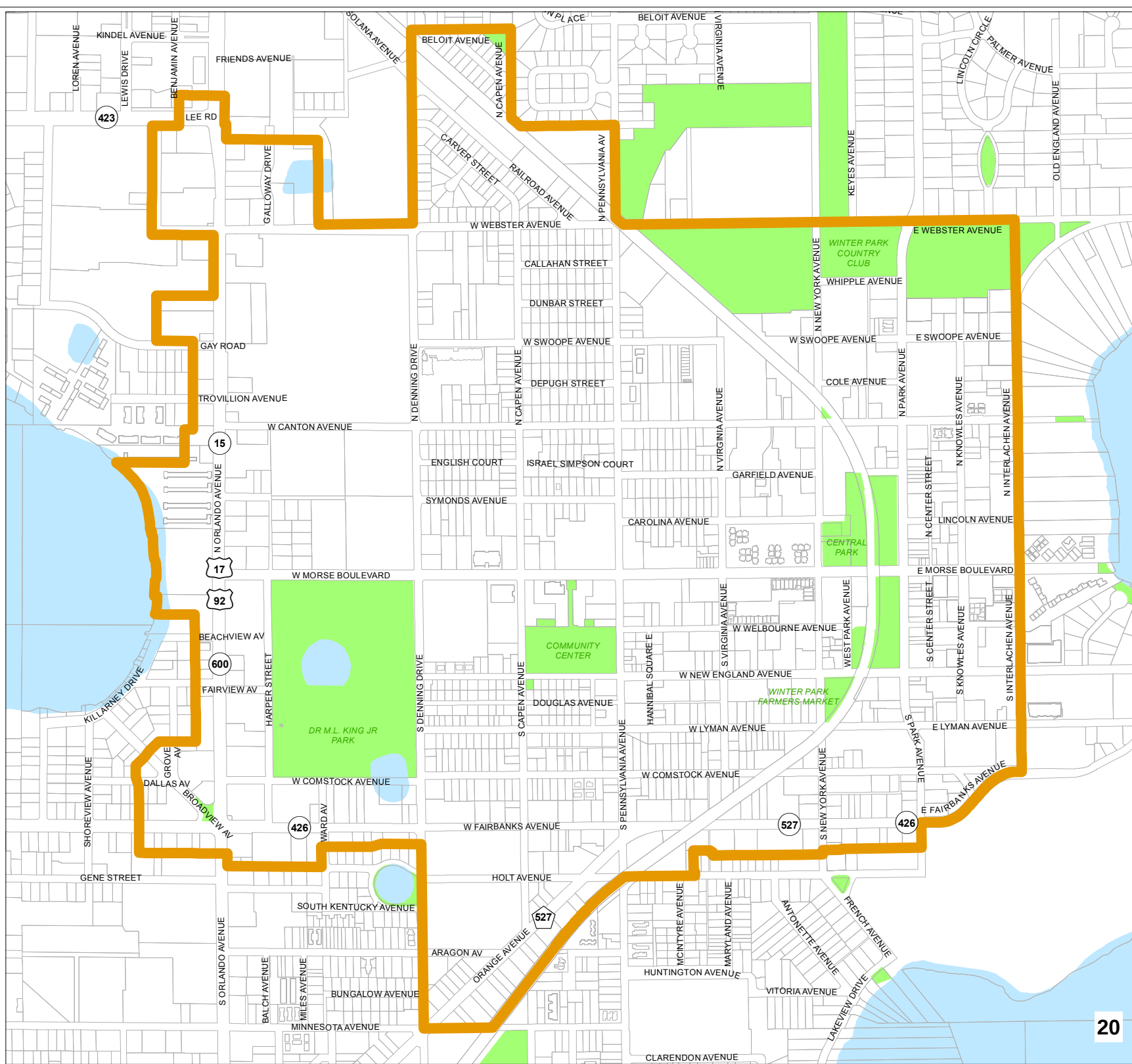
COMMUNITY REDEVELOPMENT AGENCY BOUNDARY

City of Winter Park
Florida



0 220 440 660 880 1,100
Feet

Date: 5/16/2016
Project: CRA20150813
Source: City of Winter Park CRA



CRA HOME RENOVATION PROGRAM PROCESS

- Step One** **Submit application documents.** Make sure all required supporting documents are completely filled, signed, and attached.
- Step Two:** **Complete 10 hours of community service hours.** Please reach out to the CRA for a list of suitable nonprofit organizations
- Step Three:** Meet with City-supplied construction inspector for **initial home inspection**. The CRA will work with you to determine a suitable time to schedule the initial home inspection.
- Step Four:** **Collect three quotes** from contractors for all requested improvements. The scope rendered from the City-supplied construction inspector will count as one of the required quotes. Residents are not required to use Ovation Construction to complete requested repairs.
- Step Five:** **Sign contract agreement.** Once the applicant submits all required quotes and completed community service hours, the CRA will send over the contract agreement via email.
- Step Six:** **Schedule repairs.** Once the contract is signed by all required parties, the applicant can work with selected contractors to begin work on home.
- Step Seven:** **Check permitting.** Once the work is complete, the city will verify that all improvements have been made to the home by verifying that the requested permits are closed. The resident will need to reach out to the city to disclose repair status.
- Step Eight:** **Complete Community Service Hours.** Prior to payment, the city will need to verify that all required community service hours have been met.
- Step Nine:** **Payment.** Upon approval of completed repairs, the CRA will issue a check to the applicant for the grant amount. It is the responsibility of the applicant to provide final payment to the contractor(s).

CRA HOME RENOVATION PROGRAM FREQUENTLY ASKED QUESTIONS (FAQs)

What is the CRA Home Renovation Program?

The CRA Home renovation program a forgivable zero-interest loan program to qualified homeowners to help improve neighborhoods, bring dwellings into compliance with applicable adopted housing standards, reduce future maintenance costs, preserve decent affordable owner-occupied housing, and to eliminate threatening health and safety-related property conditions of dwellings located in the CRA District.

Who is eligible for the program?

An applicant is eligible for the program if they meet the following requirements:

1. Applicant meets Orange County's Income guidelines for very-low and low-income residents.
2. The property is located within the City of Winter Park's CRA boundary (see map)
3. Home is **owner-occupied**
4. Property is **current on all taxes and liens**
5. Property has homeowner's insurance
6. Property has have had prior rehab assistance under City of Winter Park rehabilitation programs within the last ten (10) years

Who decides what work is needed?

The homeowner will provide a list of requested improvements upon applying for the program. From this point, [Ovation Construction] will assess the property to develop a scope of work and estimated cost for the project. After the scope is delivered, it is up to the applicant to determine what repairs he/she will move forward with in the program.

What improvements can be made?

Please refer to the program guidelines for a list of eligible improvements.

Do I have to pay back the funds?

The loan agreement entered into by the homeowner in the contract will be forgiven after ten (10) years of continuous residence. If the homeowner chooses to sell the property within this period, the homeowner will incur a 10% prorated repayment penalty of the value of loan for each year remaining in the loan term. If the home ownership passes to another relative, that person must also meet the income limit guidelines or be subject to repayment.

How long does the process take?

The application process can take approximately 2-3 weeks to complete depending on how quickly it takes for the applicant to submit required documents and collect required quotes for repairs.

Depending on the extent of the repairs and improvements to be made, the average process will take about six months to complete from application to completion.

What happens if I sell my home?

If you sell your home, or rent, refinance, transfer title or if the home ceases to be your principal residence, the homeowner will incur a 10% prorated repayment penalty of the value of loan for each year remaining in the loan term.

What is the maximum loan amount that I can get?

The maximum assistance amount is \$



Home Renovation Program Grant Application

401 S. Park Avenue, Winter Park, FL 32789 (P) 407-643-1657

Date _____

Applicant Name _____ **SS#** _____

Co-Applicant Name _____ **SS#** _____

Address _____ **Winter Park, FL 32789**

Home Phone # _____ **Work Phone #** _____ **Cell Phone #** _____

E-mail _____

Is your property located within the CRA district of Winter Park? (see map) ☐ Yes ☐ No

Please check one of the race categories that best describes your household (optional)

- | | |
|--|--|
| ☐ American Indian / Alaska Native | ☐ Hispanic / Latino |
| ☐ Asian | ☐ White / Caucasian |
| ☐ Black / African American | ☐ Other _____ |

Additional Household Information (optional, check all that apply)

- | | |
|---|--|
| ☐ Single Parent | ☐ Single / Non-Elderly |
| ☐ Two-Parent | ☐ Elderly (62+ years) |
| ☐ Female Head of Household | ☐ Person(s) with a Disability |

Household Size - Complete the following information for **all** persons living in the home. Use separate sheet if necessary.

Name	M / F	Age	Relationship	Social Security #

Household Income Information - List income and source of income for all persons age 18 or older residing in your home, or proof of full time student status.

Name	Age	Gross Monthly Income	Income Source

Size of Home: My house has _____ bedrooms and _____ bathrooms

Proposed Improvements - Check the item boxes that need improvement. The CRA reserves final right to approve or disapprove qualifying repairs and replacements.

- ☐ Correct Exterior Cited Code Violations
- ☐ Handicap Accessibility Improvements
- ☐ Roof Repair
- ☐ Exterior Wall/Foundation Repairs
- ☐ Exterior Doors
- ☐ Exterior Paint
- ☐ Exterior Windows
- ☐ Other: _____

Previous Participation - Please note, homeowners who have previously participated in the program within the last ten (10) years are not eligible to apply unless an emergency exists that creates a health or safety problem *(see guidelines for details)*.

Have you ever participated in the CRA's Home Renovation Grant Program? ☐ Yes ☐ No Date: _____

Have you ever participated in Orange County's Housing Rehabilitation Program? ☐ Yes ☐ No Date: _____

***NOTE:** Applicant(s) may not apply or participate in the Home Renovation Grant Program and the Driveway Grant Program or Paint Only Grant Program within the same fiscal year.*

Photograph Release Statement- The CRA has my permission to use photographs of me and/or my home in presentations and publications in conjunction with the City's Home Renovation Program. **Initials:** _____

Applicant's Declaration: I/We declare under penalty of perjury, that the above statements are true and correct. I/We consent to the physical inspection(s) of the premises to process this application. I/We understand that the enrollment and qualification process may impose additional conditions and limitations on my property. The CRA reserves the right to change programmatic priorities and process without notification. I/We agree to provide additional descriptive, financial, and/or other information upon request by the City. I/We understand that the grants are available in limited quantities and selection is based on the criteria listed on the Home Renovation Program guidelines. I/We have received, reviewed and understand the program rules, limitations, and the homeowner obligations listed in the program guidelines.

Applicant's Signature

Date

Co-Applicant's Signature

Date

FOR OFFICE USE ONLY:

Date Application Received

Application Reviewed By

Income Level: VL__L__

Number of persons in HH

HH Monthly Income \$

HH Annual Income \$

Is income within HRP guidelines? Yes__No__

Eligible

Date Notified:

Volunteer hours completed? Yes__No__

Wait Listed date:

Ineligible (reason:

Home Renovation Program Application Checklist

Before submitting the application, please ensure that you have completed and provided the following:

- ☐ Completed loan application
- ☐ Copy of photo identification for both the applicant and co-applicant (*drivers' license, state ID, or passport*)
- ☐ Copy of the last two (2) year's tax returns for every working member of the household over the age of 18. (*last three (3) years' returns required if self-employed*)
- ☐ Provide the last three (3) paystubs for each working member of the household over the age of 18.
- ☐ Copy of verification of any other sources of earned and/or unearned income for all members of the household (*social security award letter, unemployment form, pensions, etc.*)
- ☐ Copy of the last three (3) complete bank statements for all members of the household (*checking, savings, 401K, CDs, money market accounts, etc.*)
- ☐ Copy of current mortgage statement
- ☐ Proof of home ownership (*warranty deed, quit-claim deed, etc.*)
- ☐ Proof of homeowner's insurance (*declaration page*)
- ☐ Signed employment verification form or unemployment affidavit (*if applicable*)
- ☐ Signed current income statement form
- ☐ Signed and notarized Home Renovation Affidavit

Please submit completed applications to:

**City of Winter Park
Community Redevelopment
401 S. Park Ave.
Winter Park, Florida 32789**

ONCE APPROVED, THE HOMEOWNER, OR REPRESENTATIVE, MUST COMPLETE TEN (10) HOURS COMMUNITY SERVICE PRIOR TO THE START OF THE HOME RENOVATION. THE CRA WILL NOT AWARD ANY RENOVATION FUNDS IF HOME OWNER HAS NOT FULFILLED THIS REQUIREMENT

SUBMISSION OF APPLICATION DOES NOT GUARANTEE APPROVAL/FUNDING



Community Redevelopment Advisory Board

agenda item

item type	Non-Action Items	meeting date	April 28, 2022
prepared by	Kyle Dudgeon	approved by	Kyle Dudgeon, Peter Moore
board approval	Completed		
strategic objective			

subject

Business Façade Program FY23

motion / recommendation

N/A

background

In its thirteen-year tenure, the Business Façade Program has witnessed a great deal of growth within the community as well as program use. Since 2009, it has supported almost 70 different businesses within the CRA.

As the program continues to evolve, staff will continue to identify ways to improve programming and provide maximum assistance to businesses. Current program guidelines aim to maximize participation by only permitting business locations to use the program once. This guideline also carries over for merchants who sell their property to a new owner. Thus, if a new owner acquires a business that once used the program, that merchant is no longer able to utilize the façade program under the current guidelines. Staff is requesting the board review the existing business façade program and consider changing this guideline for the future. Changing this guideline might allow for increased usage in the program in the event that new merchants or even previous applicants are seeking relief in times of economic uncertainty, or the useful life of previous improvements has expired.

In 2022, with the goal of growing and expanding its reach within the city, the program expanded beyond the community redevelopment area (CRA) and transitioned to a separate city-wide effort through American Rescue Plan Act (ARPA) funds. Moving to city-wide approach allows the CRA to promote a more inclusive community enhancement

agenda that not only benefits the CRA but the city as a whole. Ultimately, the business façade program is a useful tool in bolstering the city's competitiveness through supportive programming and business retention.

alternatives / other considerations

Provide staff direction on other program changes

Provide no program changes

fiscal impact

Pending changes to guidelines. Existing applicants are able to request up to \$20,000 in eligible funding rebates. The program is budgeted at \$100,000 for this fiscal year.

ATTACHMENTS:

[CRA Façade Program Research Matrix.pdf](#)

ATTACHMENTS:

[Winter Park CRA Business Facade Guidelines.pdf](#)

ATTACHMENTS:

[Winter Park CRA Business Facade Application.pdf](#)

#	City	Timeline	Notes	Webstie
1	Gainesville	3 years		https://gainesvillecra.com/wp-content/uploads/2018/07/FAPS-Facade-Grant.pdf
2	Tallahassee	None	Applicants can use up to \$50,000. They have the option to come back once a year until the 50k they are allotted is used up	https://www.talgov.com/Uploads/Public/Documents/cra/dtgreg_guide_application.pdf
3	Lakeland	5 years		https://static1.squarespace.com/static/5930d7bce4fcb5becc66acb5/t/6024284cda7dae3d2cc1f526/1612982349413/Art+Infusion+District+Grant+Guidelines_Final_1.28.21.pdf
4	Sanford	10 years		https://sanfordfl.gov/wp-content/uploads/2021/10/FacadeGrantApplication-1.pdf
5	Winter Garden	5 years	Even if an owner sells the property, the 5-year rule still applies	https://www.cwgdn.com/DocumentCenter/View/254/Business-Facade-Matching-Grant-Program-4-14-PDF?bidId=
6	Daytona Beach	10 years	\$5000 maximum per proerty, this amount increases to \$10,000 for properties with multiple storefronts	https://fl-daytonabeach.civicplus.com/DocumentCenter/View/11554/Commercial-Facade-Grant-Program?bidId=
7	Winter Haven	5 years		https://www.mywinterhaven.com/wp-content/uploads/Downtown-CRA-Facade-Grant-application-1.pdf
8	Kissimmee	5 years		https://www.experiencekissimmee.com/sites/default/files/Facade%20Improvement%20Matching%20Grant%20-%20July%202016.pdf
9	Pompano Beach	3 years	Reimbursement up to 80%	https://cdn.pompanobeachfl.gov/city/pages/cra/dev_opportunities/East%20Facade%20&%20Business%20Site%20Improvement%20Program.pdf



Business Façade Grant Program Guidelines

The Community Redevelopment Agency (CRA) of the City Of Winter Park established the Business Façade Grant Program to provide a financial incentive to property and business owners to renovate and reinvest in the exterior of their business or commercial property. The program specifically encourages redevelopment and reinvestment for commercial properties located in the Winter Park CRA district of the City.

ELIGIBLE APPLICANTS

- The grant applicant must be a property owner or a business owner leasing a storefront;
- The business must be located within the boundaries of the Winter Park CRA (see map);
- If applying as the tenant, an affidavit must be signed by the property owner consenting to the improvements (see application);
- Proposed project must be a small business as defined by the U.S. Small Business Administration (For more information visit www.sba.gov/size;
- Business may be an individually owned franchise as long as it meets all other criteria;
- Tenant must have at least two years remaining in lease at location of proposed project;
- Exterior Improvement Program Grant can only be used once per building; regardless of ownership;
- Buildings with multiple occupants may be eligible on a case by case basis;
- The project applicant must owe no outstanding property taxes, fees, judgment, or liens to the City of Winter Park or Orange County and have no outstanding code violations.

Ineligible Applicants: National corporate franchises, government offices and agencies (non-governmental, for-profit, tenants are eligible), businesses that exclude service to minors, properties primarily in residential use, properties exempt from property taxes.

ELIGIBLE PROJECTS

The Exterior Improvement Grant program is funded through Community Redevelopment Agency funds. The CRA will match the Owner/Lessee up to fifty percent (50%) of the total cost of eligible improvements up to \$20,000. Project cost must exceed \$2,500 of eligible improvements to be considered for façade grant. All work must be done on the exterior of a street facing side of the building.

Eligible work: Rehabilitation of building facades visible to the street or public right-of-way, including:

- storefronts;
- ledges;
- gutters and downspouts;

- signs and graphics;
- exterior lighting;
- canopies and awnings;
- painting and masonry work.

Following repairs are allowed as long as they are part of work which is directly visible from public right-of-ways and specifically approved by the CRA:

- landscaping and irrigation;
- fences;
- seal coating, re-stripping of parking lots and bike racks;
- New construction may be considered on a case-by-case basis if the applicant is upgrading the current façade of a property.

Ineligible Activities:

- roofs;
- structural foundations;
- billboards;
- security systems;
- non-permanent fixtures;
- interior window coverings;
- personal property and equipment;
- security bars; razor/barbed wire fencing;
- sidewalks and paving;
- all necessary government approvals, building permits, and taxes;
- services performed by a non-licensed contractor
- work performed prior to grant award

AWARD TIMELINE

Applications will be collected quarterly beginning October 1st. Businesses may apply during any quarter of the fiscal year, but are encouraged to submit their applications as soon as possible to ensure funds are available for commitment.

First time applicants are encouraged to participate as they will be given priority over businesses who have previously participated in the CRA Business Façade Program. Staff will also review safety repairs and total leverage of CRA funding to determine award.

AWARD REIMBURSEMENT

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed \$20,000 per storefront. Larger buildings with more than one storefront and/or more than one side visible (on a corner) may be considered for a larger grant on a case by case basis by the CRA Director. Any projects totaling less than \$2,500 in qualified improvements are not eligible.

Approved applicants may request on up to 50% of the estimated awarded grant funds, with proof of paid invoice. The remaining grant funds will be paid once the project is complete. Grants are awarded on a first come, first served basis, as long as funding remains available in the program.

The CRA reserves the right to refuse reimbursements in whole or in part for work that is not completed within 9 months. The CRA cannot reserve funds indefinitely, grants may be subject to cancellation if not completed or significant progress has not been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

In the event all programs funds have been committed, owner/lessee may still submit an application, complete approved façade work and be reimbursed for that work if funding is approved. Due to the uncertain nature of budget availability in any given year, the CRA cannot guarantee that funding will be available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list may be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability must be maintained in like-new condition and match with the scope of work submitted with the application in order to receive reimbursement. Only applicants that have previously applied, and been placed on the waiting list prior to beginning any exterior improvement under this program, may be eligible for funding.

Multi-Tenant Building: Business tenants in a multi-tenant property may apply to the program as long as the tenant has a clearly definable independent entrance into the storefront that is clearly visible from public rights-of-way (ex. strip-mall tenants). Business tenants in multi-tenant buildings that do not have independent storefronts are not eligible to apply, however the property owner may still apply if they meet the eligibility requirements. Multi-tenant property owner may still apply if they meet all other eligibility requirements. Property owners will not be able to apply if other tenants in the same property have previously used the program. If no other tenant in the property has utilized the program then the property owner may apply as the applicant and receive up to \$20,000 for the entire property.

COMPETITIVE BIDDING Applicants are required to get three (3) competitive bids for every type of proposed work. The CRA will match up to 50% of the cost up to \$20,000. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.

APPROVALS

The CRA has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any

needed by City departments or boards and including, but not limited to, building permits and any other necessary permits. All work must comply with city, state and federal regulations.

CONTRACTUAL AGREEMENT

Accepted applicants must enter into a contractual agreement with the CRA prior to disbursement of grant funds.

SUBMISSION REQUIREMENTS

Application packages must include documentation that illustrates the visual impact of the project and its cost.

Failure to provide required information will delay the review and/or approval process.

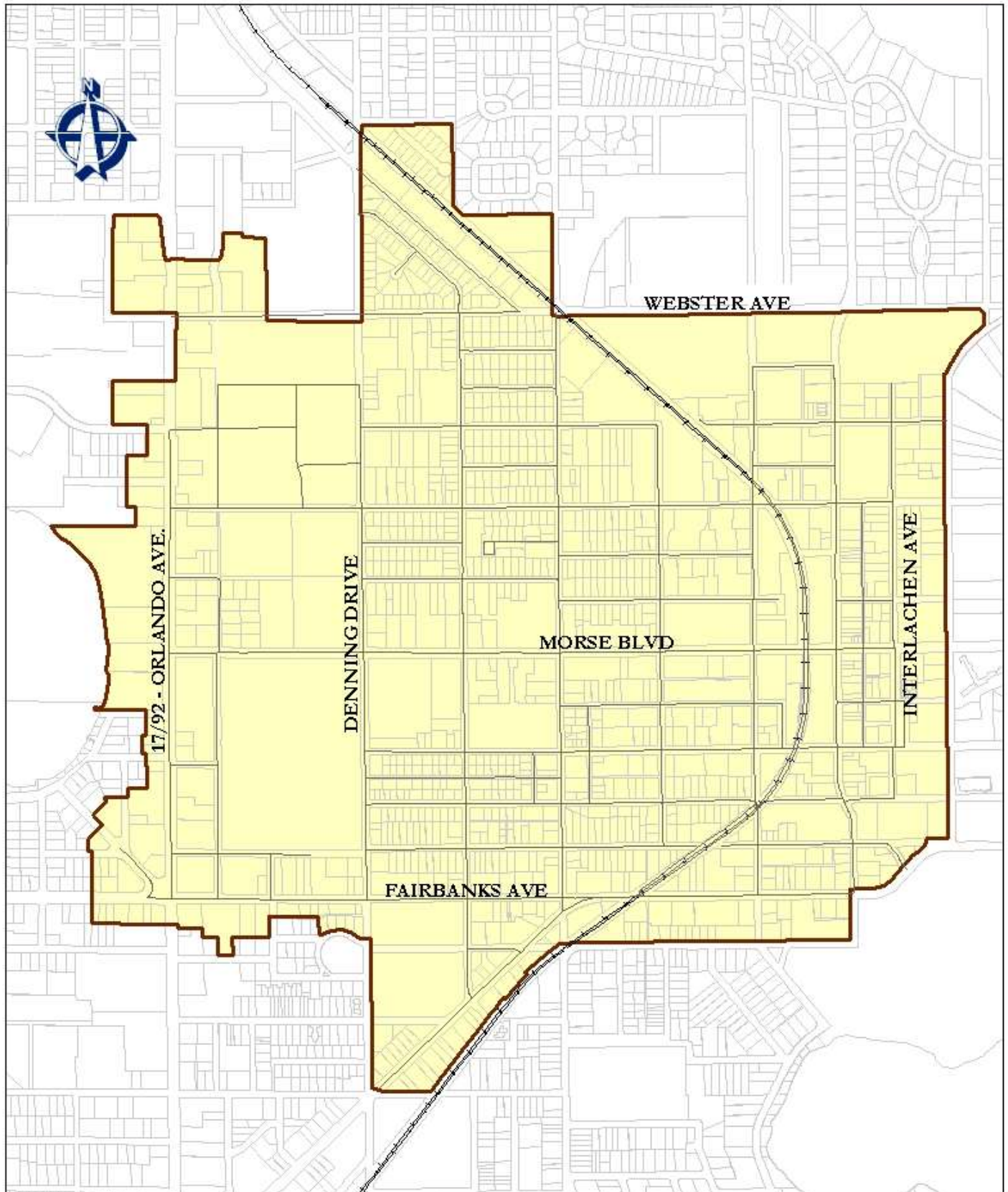
The applications must include the following attachments:

1. Complete application form
2. Copy of current business license
3. Copy of current property insurance
4. Written consent from property owner giving permission to conduct exterior improvements (*if necessary*)
5. Digital photographs of existing conditions of project
6. Written description of project improvements including material list and color selections
7. Simple sketch of improvement project
8. Three competitive bids for each type of work proposed

Submit complete applications to:
Community Redevelopment Agency
Attn: Exterior Improvement Grant Program
401 Park Avenue South
Winter Park, FL 32789

For more information about the CRA's Business Façade Program, please contact our office at 407-599-3217.

Winter Park Community Redevelopment Agency Boundary Map





**City Of Winter Park
Community Redevelopment Agency
(CRA) Business Façade Program**

1. APPLICANT

Name: _____

Address: _____

_____ Zip _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Legal Form: Sole Proprietorship ☐ Partnership ☐

Corporation: Profit ☐ Non-Profit ☐

In which State are the incorporation and/or organization documents filed?

Tax Identification Number: _____

2. BUILDING/BUSINESS TO BE IMPROVED

Name: _____

Address: _____

_____ Zip _____

Legal Description: _____

Property Tax Parcel Number: _____

3. OWNER OF PROPERTY (if not applicant)

Name: _____

Contact Name: _____

Address: _____

_____ Zip _____

Phone Number(s): _____

Staff Use Only: Application Approved (Y / N) Date: _____ By: _____
--

4. AUTHORIZATION TO UNDERTAKE WORK

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. BRIEF DESCRIPTION OF PROPOSED EXTERIOR IMPROVEMENTS

6. ESTIMATED COST OF WORK FROM BIDS RECEIVED *(Applicant may make multiple copies of this page if the applicant is acting as their own General Contractor and more than one type of work is being performed. List each type of work separately under item 5 and enter the required bids below.)*

Bid #1:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____._____

Bid #2:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$_____._____

7. SOURCE(S) OF ADDITIONAL FUNDING

8. INVESTMENT VALUE OF WORK BEING PERFORMED BY APPLICANT

Include the total cost estimate of all work being performed at the business, both exterior and any interior improvements being made. \$_____._____

8. ACKNOWLEDGEMENTS

- ☐ I have read and understand the program guidelines and criteria
- ☐ I have attached a copy of my current business license to this document
- ☐ I have attached a copy of my current property insurance
- ☐ To the best of my knowledge the business and the property are current on all local, state and federal taxes
- ☐ I have attached a copy of the scope of work and available drawings or sketches
- ☐ I understand that final approval must come from all City departments concerned with any improvement and that award of the grant by the CRA does not guarantee approval of the project. The applicant must meet all City requirements and codes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a 50/50 grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

The CRA is dedicated to promoting and encouraging diversity in the programs that it supports or funds. Successful applicants in the CRA Commercial Business Façade Program are encouraged to contact contractors that are certified minority owned or small businesses.

Verification of any information contained in this application may be obtained by the CRA from any available source.

Applicant Signature

Date

Please return a copy of this completed application along with any supporting documentation to the CRA.

Community Redevelopment Agency
401 S. Park Ave
Winter Park, FL 32789

For additional information please contact:

Kyle Dudgeon
Economic Development/CRA Program Manager
Phone: 407-599-3217
Email: kdudgeon@cityofwinterpark.org

Business Façade Program Property Owner Authorization

I, _____, understand that

_____, a leaseholder of my property located at

_____ is considering improvements under the City of Winter Park Community Redevelopment Agency Business Façade Grant Program, hereinafter referred to as "Program." For the purposes of this authorization, hereinafter the Community Redevelopment Agency shall be referred to as "CRA" and the City of Winter Park as "City".

I have received and reviewed the Program guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements under the Program.

I understand and agree that neither the CRA nor the City assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the CRA and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the CRA, the City, or any of its officers, representatives, agents or agencies regarding any matters relevant to the participant obligations under the Program.

I assure the CRA and the City that the tenant holds a valid lease with no expiration pending within the next twenty-four months following the date of application for Program funding.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature

Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__

by _____, who is personally

known to me or who has produced _____ as identification.

Notary Public