

GREATER BOND

RENTAL REHABILITATION FAÇADE IMPROVEMENT GRANT PROGRAM

APPLICATION



GREATER BOND RENTAL HOUSING REHABILITATION FAÇADE IMPROVEMENT GRANT PROGRAM

Background

The Greater Bond Neighborhood Association adopted its Neighborhood First Plan on September 24, 2018. Subsequently, on December 13, 2018, the Tallahassee Community Redevelopment Agency (CRA) adopted the plan and voted unanimously to fund the plan by providing \$6.4 Million over three years.

Greater Bond Neighborhood First Plan

The Greater Bond Neighborhood First Plan addresses the neighborhood's top priorities and concerns: Community Beautification, Land Use, Economic Development and Resident Empowerment, and Neighborhood Safety & Crime Prevention. The plan identifies strategies and action items to address residents' concerns within these four priority areas and its exclusive focus is to make the Greater Bond Neighborhood a better place to live, work, and play. It is the culminative work of a yearlong collaborative process led by the neighborhood association's community action team, residents, various interested stakeholders and supported by the City of Tallahassee.

The Greater Bond Neighborhood First Plan includes several strategies which call the establishment of housing rehabilitation programs. These strategies and action items include the following:

- Action Item 5.2.3 – ***“Create a new program that provides financial incentives for landlords to improve rental properties in the neighborhood while also keeping them affordable.”***

Funding for Greater Bond Rental Housing Rehabilitation Façade Improvement Grant Program

The Greater Bond Community Action team has allocated \$167,020 for a rental rehabilitation façade program.

Greater Bond Rental Housing Rehabilitation Façade Improvement Grant Program Guidelines

The guidelines for the Greater Bond Rental Housing Rehabilitation Façade Improvement Grant Program were developed collaboratively with the City's Housing Division, landlords in the Greater Bond neighborhood and the Greater Bond Community Action Team Leads. The program mirrors the City's existing housing rental rehabilitation program with a few changes that are specific to the needs of the Greater Bond neighborhood.

What is the Greater Bond Rental Rehabilitation Façade Improvement Grant Program?

The Greater Bond Rental Rehabilitation Façade Improvement Grant Program provides a grant to landlords in the Greater Bond neighborhood to repair their rental residential properties, stabilize and improve the neighborhood's housing stock. The program provides a grant in the form of a 5-year forgivable loan to eligible Greater Bond Neighborhood landlords to make repairs to rental properties located within the Greater Bond neighborhood. Landlords may receive up to \$10,000 without any matching funds. Beyond \$10,000 would be a loan and require a match not to exceed \$7,500 for a total maximized grant and loan of \$25,000.

What does the Greater Bond Rental Rehabilitation Façade Improvement Grant Program seek to achieve for the Greater Bond neighborhood?

The Greater Bond Rental Rehabilitation Façade Improvement Grant Program based on the strategies, action items and guidance provided by the Greater Bond Neighborhood First Plan, seeks to:

- 1) Preserve and strengthen Greater Bond existing housing stock;
- 2) Provide financial incentives to landlords whose rental properties are occupied by income eligible tenants to make repairs to their rental properties located in the Greater Bond neighborhood and the Greater Frenchtown Southside CRA District; and
- 3) Prioritize improvement to designated historic homes and homes over 50 years.

Revitalizing the Greater Bond neighborhood through the preservation of the neighborhood's existing housing stock is essential to the livelihood and continued vibrancy of the community. By funding needed housing repairs, the Greater Bond Rental Rehabilitation Façade Improvement Grant Program will help to ensure that neighborhood homes are free from health and safety hazards, and provide current, as well as future residents, with decent and safe housing.

What are the eligibility criteria to receive funding for home repairs from the Greater Bond Rental Rehabilitation Façade Improvement Program?

- A private for-profit or non-profit rental property owner who owns property within the Greater Bond neighborhood and Frenchtown/Southside CRA District boundaries
- Single family residential units and residential building with up to 4 units (duplex, triplex, quadraplex);
- Airbnb and short-term rentals are not eligible;
- Rehab projects are required to be completed by licensed and insured contractors;
- Owner-occupied and homestead exemption properties are not eligible;
- If rental unit is occupied, there must be at least a 6-month lease agreement in place.

What is the maximum funding the landlord can receive from the Greater Bond Rental Rehabilitation Façade Improvement Grant Program?

The maximum grant that a landlord can receive is \$17,500. Landlords can receive up to \$10,000 in funding without providing any matching funds. Any funding award beyond \$10,000 must be matched dollar for dollar up to \$7,500 by the landlord for a maximum project of \$25,000.

Are renters eligible to apply for a grant from the Greater Bond Rental Rehabilitation Façade Improvement Grant Program?

No. While certain rental housing units are eligible to receive funding from the program, renters cannot apply for the grant on behalf of their leased unit. Funding will be issued only to property owners. Property ownership will be verified using the Leon County Property Appraiser's database. Landlords applying for a grant from this program must work with their tenants to qualify their tenants based on the income eligibility requirements for the program and to notify the tenant that they intend to apply for grants to improve their rental unit. All tenants must sign the Attachment A of the application: Tenant Notification Form.

How can landlords apply for the Greater Bond Rental Rehabilitation Façade Improvement Grant Program?

- Interested landlords should complete and submit an application(s) to Neighborhood Affairs Division at neighborhoods@talgov.com for review.
- Applications are available at: <https://www.talgov.com/neighborhoodservices/neighborhoodfirst#bond>
- **The application period will be June 26 to July 26, 2024 .**
- For technical assistance or questions, please contact Danielle Baxter at (850) 354-1603.
- Applicants can apply for more than one project, but each individual unit requires a separate application.
- Only one project will be funded at a time.

What are the applicant responsibilities?

- Landlords must certify yearly that tenants are at or below 80% AMI throughout the 5-year duration.
- Temporary relocation of tenants with no cost to the tenant while the project is completed
- Provide sufficient notices to the tenants when work will be completed
- Notice must be given if any relocation or displacement is needed during the project
- Failure to comply may result in repayment of the remainder of the grant (forgivable loan).

What are the loan terms and conditions for the Greater Bond Rental Rehabilitation Façade Improvement Grant Program?

- The City will attach a lien to the property to requiring the owner to maintain the 5-year affordability requirement
- The lien will be 100% of the city funding and shall be forgiven after the 5-year period
- If the property is sold during the lien period and the new owner agrees to the terms of the lein, the loan will not have to be repaid by the original owner

What preliminary documentation is needed to apply for the Greater Bond Rental Rehabilitation Façade Improvement Grant Program?

- Proof of ownership
- Any existing liens or municipal debt
- Preliminary list of proposed repairs with cost estimates
- Copy of the lease used for the property (if not vacant)
- Proof of property insurance required
- Description of the unit (location, year built, number of floors, features, accessibility, etc.)
- Additional documentation as may be requested

How will applications for the Greater Bond Rental Rehabilitation Façade Improvement Grant Program be reviewed, evaluated, and selected?

Applications must be submitted with all required documentation and be received during the application period June 26 - July 26. An application will not be considered for funding until it is deemed complete, i.e., all questions are answered, and all supporting documentation submitted. A decision on funding award will be provided within 30 business days. The following point system will be used to score applications:

Age of rental unit

10 to 15 years. = 2 point

16 to 25 years. = 3 points

25 years and older = 4 points

Occupied rental = 3

Vacant rental property = 1

Landlords who maximize the grant= 2

Rental property is located on select streets identified for streetscaping – 1

(Robert & Trudie Perkins Way, Saxon Street, Holton Street, Osceola Street, Floral Street, Keith Street)

How will the improvements be prioritized?

- 1.Safety/code compliance
- 2.Energy Efficiency
- 3.Environmental Health
- 4.Landscaping

What types of home repairs will the Greater Bond Rental Rehabilitation Façade Improvement Grant Program fund?

- Owner and contractors will enter contracts to complete the agreed upon work
- Owners will submit the paid invoices during the term of the project for reimbursement
- Inspections will be conducted to verify completed work and approve reimbursement
- Budgets will include a contingency line for cost overruns or change orders
- Funding will be awarded only for repairs that improve the exterior of an eligible housing structure. Eligible exterior improvements may include:
 - o repair/replacement of roofs
 - o repair and/or replacement of doors and windows.
 - o exterior painting;
 - o installation of landscaping and irrigation (not to exceed more than \$2,500);
 - o replacement, upgrades, or construction of new porches,
 - o repair/replacement of gutters and downspouts;
 - o repair/replacement of exterior lighting (includes exterior security lighting), etc.;

- o repair/installation of driveways
- o repair, replacement or removal of fencing (chain-linked fences or opaque fences that totally screen in a yard are not eligible for funding);
- o pressure or soft washing;
- o replacement or repair of shutters, railings, wood rot, columns, posts;
- o eaves/soffits repair;
- o repair/replacement of siding;
- o minor interior repairs necessitated by a funded exterior repair

What types of home repairs are ineligible for the Greater Bond Rental Rehabilitation Façade Improvement Grant Program fund?

- Projects where the investment would not be enough to meet housing codes
- Remodeling, cosmetic, decorative, or luxury improvements
- Upgrades made without a system/equipment failure
- Lot upgrades such as pools, landscaping, etc.
- Outbuildings and garages

How will funding be disbursed for the Greater Bond Rental Rehabilitation Façade Improvement Grant Program

Funding **will not** be paid directly to the property owner.

- Upon completion of identified repairs, City staff will conduct an inspection to ensure work was completed satisfactorily.
- City will pay contractor directly upon provision of invoice from property owner.

Owners will submit the paid invoices during the term of the project for reimbursement

Inspections will be conducted to verify completed work and approve reimbursement

Budgets will include a contingency line for cost overruns or change orders

**GREATER BOND NEIGHBORHOOD
RENTAL HOUSING REHABILITATION FAÇADE PROGRAM**

APPLICATION

Property Address: _____

Applicant (Property Owner(s)): _____

Telephone (Business/Cell/Home): _____

Email Address: _____

OWNERSHIP TYPE

Property Owner Type: Private for Profit (Sole Proprietorship, Cooperations, LLC, etc)
 Non-Profit

Note: Please complete the attached form on the last page of this application for units owned by cooperations.

AGE OF RENTAL UNIT

What is the age of the rental unit?:

10 to 15 years

16 to 25 years

25+ years

OCCUPANCY STATUS

What is the occupancy status of the rental unit?	Occupied rental	Vacant rental
Does the tenant have at least six (6) months remaining on his/her lease?	Yes	No
If no, please explain.)		

PROPERTY COMPLIANCE

Is there any delinquent municipal debt on the project property? Yes No

If yes, please explain.

Does the property have any open code violations? Yes No

If yes, please explain.

Is there a mortgage on the property? Yes No

PROJECT UNIT TYPE

Single-family home Triplex
Duplex Quadraplex

INCOME ELIGIBILITY

If the property has a tenant(s), is the tenant household’s income, inclusive of all adults over 18 in household, less than 80% of the Area Median Income for Tallahassee Leon County Yes No

Please note: To eligible for this grant, the household income of occupied rental housing units must be 80% or less of the Area Median Income (AMI). Please see the table below for current income limits based on household size. Please provide proof of your tenant’s household income. For proof of income, you can provide the tenant's most recent paystubs, Social Security Benefits Statement, Child Support Letter, Alimony Letter, etc.

Tallahassee-Leon County Area Median Income based on Household Sizes

AMI Table

AMI = Area Median Income

Household Size	1 people	2 people	3 people	4 people	5 people	6 people	7 people	8 people
AMI 80%	\$48,150.00	\$55,000.00	\$61,900.00	\$68,750.00	\$74,250.00	\$79,750.00	\$85,250.00	\$90,750.00

The maximum grant that a landlord can receive is \$17,500. Landlords can receive up to \$10,000 in funding without providing any matching funds. Any funding award beyond \$10,000 must be matched dollar for dollar up to \$7,500 by the landlord for a maximum project of \$25,000.

Do you plan on maximizing the grant? Yes No

ELIGIBLE IMPROVEMENTS

Note: Please prioritize your selected improvements on the list from 1 – 10; with 1 being your top priority and 10 being your lowest priority. Please understand that not all items may be funded based on the cost and/or the condition of the home.

PLEASE PRIORITIZE	IMPROVEMENT DESCRIPTION
	Roof repair or replacement of roof
	Repair and/or replacement of doors and windows.
	Repair, replacement, or removal of fencing (chain-linked fences or opaque fences that totally screen in a yard are not eligible for funding)
	Exterior painting
	Installation of landscaping and irrigation (not to exceed more than \$2,500)
	Pressure or soft washing
	Replacement or repair of shutters, porches, railings, wood rot, columns, posts
	Eaves/soffits repair
	Repair, replacement of siding
	Replacement, upgrades or construction of new porches
	Repair/replacement of gutters and downspouts
	Repair/replacement of exterior lighting (includes exterior security lighting), etc.
	Repair/installation of driveways

Please note: Minor interior repairs necessitated by a funded exterior repair

Please attach a street-view photo of your property when submitting this application.

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To ensure the application is complete, please attach the following when submitting your application:

- Proof of ownership
- Any existing liens or municipal debt
- Preliminary list of proposed repairs with cost estimates
- Copy of the lease used for the property (if not vacant)
- Proof of property insurance if there is a mortgage on the property. Otherwise, proof of insurance is not required.
- Description of the unit (location, year built, number of floors, features, accessibility, etc.)
- Proof of tenants' income(s)
- Street-level photo of the property
- Additional documentation as may be requested

PLEASE SIGN

By signing below, I certify all information is true and correct to the best of my knowledge, that I am an owner or co-owner or authorized LLC designee of the property and that I agree to abide by the terms of the grant program and that I agree to the proposed exterior repairs that will be undertaken on the property.

Applicant Name:

Applicant Signature:

Date:

Co-owner Name:

Co-owner Signature:

Date:

Co-owner Name:

Co-owner Signature:

Date:

Co-owner Name:

Co-owner Signature:

Date:

Co-owner Name:

Co-owner Signature:

Date:

Co-owner Name:

Co-owner Signature:

Date:

CO-OWNER SIGNATURE PAGE

Please use the co-owners signature page if there is more than one owner or to obtain the signature of owners who are not able to sign this application jointly. The co-owner should complete this page, scan and email it to neighborhoods@talgov.com OR mail to:
Neighborhood Affairs Division - 2295 Pasco St. Tallahassee, FL 32310
ATTN: Danielle Baxter

Primary Applicant Name _____

Co-owner Name _____

Property Address _____

Co-owner Phone Number _____

Co-owner Email Address _____

PLEASE SIGN

By signing below, I certify all information is true and correct to the best of my knowledge, that I am an owner or co-owner of the property, that I agree to abide by the terms of the grant program and that I agree to the proposed exterior repairs that will be undertaken on the property.

Co-owner Name:

Co-owner Signature:

Date:

TENANT SIGNATUREPAGE

Please print this page, have the tenant sign it, scan & email it to neighborhoods@talgov.com
OR mai/deliver† to: Neighborhood Affairs Division - 2295 Pasco St. Tallahassee, FL 32310 ATTN:
Danielle Baxter

Applicant Name/Landlord _____

Property Address _____

Tenant Name _____

Tenant Phone Number _____

Tenant Email Address _____

PLEASE SIGN

By signing below, I am showing my support of the proposed exterior repairs that will be undertaken by my landlord if he/she is awarded funding through the Greater Bond Rental Rehabilitation Façade Program, and I understand that it is possible that I may be impacted by the construction.

Tenant Name:

Tenant Signature:

Date:

**GREATER BOND NEIGHBORHOOD RENTAL HOUSING FAÇADE
REHABILITATION PROGRAM**

Attachment: Corporation Form

This form must be filled out in its entirety for homes owned by a Limited Liability Company (LLC) or a corporation to be considered for the Frenchtown Housing Rehab Program.

By signing this form, I certify that I agree to the Corporation listed above, which I serve as a board member on, to apply to the Frenchtown Housing Rehab Program. On ___/___/___ the Board of Directors of the above stated corporation met and agree to the primary contact signing and executing the application for the Frenchtown Housing Rehab Program on behalf of the Corporation.

Corporation Name: _____

Property Address: _____

Primary Contact Name: _____

Primary Contact Signature: _____

Primary Contact Phone & Email: _____

Date: ___/___/___

President of corporation:

Name: _____

Signature:

_____ Date:

___/___/___

Secretary of corporation:

Name: _____

Signature:

_____ Date:

___/___/___