



Residential Rehabilitation Grant Program

The City of Palatka and the Community Redevelopment Agency (hereinafter referred to as the City) hereby solicit applications for the Residential Rehabilitation Grant Program for projects located within the South Tax Increment District. The Residential Rehabilitation Grant Program is intended to encourage the rehabilitation/repair of vacant residential properties for single-family owner occupied homes. To be eligible for consideration projects must be located in the South Tax Increment District, advance the goals outlined in the CRA plan and meet other minimum eligibility criteria. Applications are accepted year round and if deemed complete and eligible, will be considered at the next regularly scheduled CRA meeting. The City reserves the right to request additional information, display and advertise properties receiving incentives and use this program for projects already initiated by the City.

The criteria that the City shall use in evaluating proposals include, but are not limited to;

- quality of the proposed improvements;
- financial capability of the applicant to undertake and complete the work (i.e. approved line of credit or certified financial statement)
- the degree to which the project improves the property value
- level of detail and accurateness of project budget and/or contractor estimates
- project financial and practical feasibility and documentation of financial incentive need;
- furtherance of the goals and objectives in the CRA plan;
- impact on historic resources;
- conformance with Comprehensive Plan; and
- availability of funds

To obtain additional information please view the City of Palatka website at www.palatka-fl.gov or contact Jonathan Griffith, Project Manager/Grants Administrator at 386 329 0103 or jcgriffith@palatka-fl.gov.

Residential Rehabilitation Grant Program

I. Program Description

The Residential Rehabilitation Grant Program is intended to encourage the rehabilitation/repair of vacant residential properties for single-family owner occupied homes. Grants may be awarded up to fifty thousand dollars (\$50,000) per property. The owner will have up to one (1) year from the date of execution of the grant agreement to complete the work. The grant program is only applicable to a new work and is not retroactive. Previous work on the property may not be considered as match or for grant funding. A house must be unoccupied at the time of application. If a property owner wishes to restore/rehabilitate their unoccupied property, which is not their primary residence, with the intent to sell, program funding will be applied as a loan which will be returned in full to the South Tax Increment District Fund at closing.

The following covenants will define the use of Tax Increment Funds in a reimbursement method. Reimbursements will be provided up to forty percent (40%) of the total project cost to a maximum of fifty thousand dollars (\$50,000). Approved projects will receive reimbursement at fifty percent (50%) completion of project and at one hundred percent (100%) completion of project. Funds will be disbursed by a check payable to the applicant or contractor after the following:

- Submission of all receipts and required documentation to the Project Manager, including:
 - Contractor invoicing and evidence of payment of funds
 - Release of lien letters from contractors, suppliers.
 - Applicant must honor contractual obligations to contractor; hold harmless agreements must be executed
- Certification of completion by the City of Palatka Chief Building Official and closed permit reports.
- Verification that any additional criteria added by contract has been completed as proposed in a satisfactory and professional manner.
- Certification of completion of grant project by the Project Manager and submission to the Palatka City Finance Director.

The grant recipient will be required to reside on the property for one (1) year and list it as their primary residence. If an owner fails to complete the project or sells the house prior to three (3) years after the date of the Certificate of Occupancy; 100% of the grant funds will be returned to the South Tax Increment District Fund. A lien will be filed on the property with the Putnam County Clerk of Courts. The City Manager and City Attorney will monitor this action to provide for compliance.

Upon approval of a grant, the applicant and any affected contractor will be required to sign a Grant Agreement and a Release and Hold Harmless Agreement with the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

II. Eligibility

To be eligible for consideration projects must be located in the South Tax Increment District, advance the goals outlined in the CRA plan and meet other minimum eligibility criteria. For a project to be eligible it must:

- not currently qualify for a Certificate of Occupancy as determined by the Palatka Building Department;

Residential Rehabilitation Grant Program

- be located within the South Tax Increment district;
- submit a complete application;
- be unoccupied for a period of six (6) months at the time of application; and
- be taxable property.

III. Application Process

- a. Applicants interested in participating in the program must submit a completed and signed application along with supporting documentation to:

City of Palatka Community Redevelopment Agency
Attention: Project Manager / Grants Administrator
201 North Second Street
Palatka, FL 32177

- b. Applications must include:

- contact information (i.e. primary contact, phone, email, mailing address);
- proof of ownership, option to purchase or agent authorization;
- project description including, scope of work, construction estimate, schedule by trade and design plans;
- proof of financial ability to fund the applicant's portion of the project;
- current taxable value per Putnam County Property Appraiser and estimated taxable value at project completion;
- acknowledgement applicant has read and understands grant requirements; and
- additional information as requested by staff.

- c. Applications must be received at least four (4) weeks prior to a regularly scheduled CRA Board meeting to be placed on the agenda for consideration.

Applications will be reviewed for completeness and eligibility and submitted to the South Tax Increment District Advisory Committee for public input. The City Manager, Planning Director and Palatka Building Official will then review applications and a final recommendation will be made to City Manager and then the CRA Board. Applications deemed to be incomplete or ineligible will not be considered.

Appeals must be filed with the City of Palatka City Clerk at 201 North Second Street, Palatka, FL 32177 and will be considered at the next regularly scheduled meeting.

IV. Selection Criteria

Projects shall be evaluated on a case by case basis. The criteria that the City shall use in evaluating proposals include, but are not limited to;

- quality of the proposed improvements (i.e. material, design and construction method);
- financial capability of the applicant to undertake and complete the work (i.e. approved line of credit or certified financial statement)
- the degree to which the project improves the property value
- level of detail and accurateness of project budget and/or contractor estimates

Residential Rehabilitation Grant Program

- project financial and practical feasibility, scope of work, and documentation of financial incentive need;
- furtherance of the goals and objectives in the CRA plan;
- impact on historic resources;
- conformance with Comprehensive Plan; and
- availability of funds

I hereby acknowledge that I have read, understand and agree to the terms of this document.

Signature

Date

Printed Name

Title