



**2007/2008
BOYNTON BEACH COMMUNITY REDEVELOPMENT AREA
RESIDENTIAL IMPROVEMENT GRANT
PROGRAM GUIDELINES**

The following guidelines are intended to define the extent and scope of the program. The purpose of the program is to assist property owners with the improvement of their existing residential property. The goals of the program are to stabilize the community, allow residents to remain in their properties, bring properties up to current building code, improve and upgrade the appearance of the area, and facilitate and encourage redevelopment activity in the Community Redevelopment Area.

The following guidelines are applicable to this program:

1. The program is available only for property located within the Community Redevelopment Area. See attached Map.
2. The program is for existing residential properties. Rental or income properties are eligible if there is no outstanding City or County code enforcement or other liens on the property. Applicant must supply proof of ownership by providing a copy of the recorded warranty deed.
3. The maximum grant amount is \$20,000 per residence. Owners of properties that are not owner occupied must provide a dollar for dollar match. Proof of the ability to match CRA funds must be submitted with the application package to be eligible for reimbursement.
4. Owners of rental properties must sign an agreement that rental rents on improved units will not increase more than 5% for the two year period following completion of the improvements. The CRA shall provide existing tenants with notification of the rental rate cap once it is in effect.
5. Eligible improvements for this program include:
 - Painting exterior;
 - Hurricane shutters;
 - Doors (exterior);
 - Landscaping;
 - Irrigation;
 - Roof repair or replacement;

6. All work must be in compliance with applicable Boynton Beach Building Codes and all contractors must be licensed in Boynton Beach and/or Palm Beach County.
7. Applicants shall not have an income greater than 120% of Palm Beach County median household income relative to family size. Applicant shall submit income tax returns, W-2's, etc. to verify income. Any person residing in the home over the age of eighteen who do not have income, shall complete a no-income affidavit. The affidavit shall be submitted with the application.
8. No work to be covered by CRA grant funds may begin prior to the approval of the grant application by the CRA Board and execution of grant agreement.
9. The Residential Improvement Grant program may only be used one time in a five year period for any one property. Property owners may re-apply for additional grants any time after five years from date of previous grant approval.
10. APPLICATION TO THIS PROGRAM IS NO GUARANTEE OF FUNDING. FUNDING IS AT THE SOLE DISCRETION OF THE CRA BOARD.

APPLICATION PROCESS FOR RESIDENTIAL FAÇADE IMPROVEMENT GRANT PROGRAM

1. An applicant seeking a grant may secure an application from the Boynton Beach Community Redevelopment Agency, located at:
915 S. Federal Highway
Boynton Beach, FL 33435
561-737-3256
Office hours Monday – Friday 830 AM to 5:30 PM.
2. Applicant shall obtain, read, and understand all aspects of the Residential Improvement Grant Program and execute the Grant Agreement.
3. One original application unbound and eight (8) copies of all materials are to be returned by the 15th of the month prior to the CRA Board meeting to the Boynton Beach Community Redevelopment Agency for review and approval by the CRA Board. Applications must be submitted and properly time stamped to document receipt by the CRA.
4. Upon approval, appropriate grant program documents will be prepared in the CRA office and the applicant will be notified of approval.
5. CRA funds will be paid directly to the contractor/contractors providing the improvements upon completion of work. Verification of completion of work shall be provided along with a request for payment to the CRA. The CRA shall have 30 days to reimburse grant funds.
6. Applicant shall not have an outstanding City of Boynton Beach or any other lien against their property. In the event that an Applicant has an outstanding City of Boynton Beach lien against the property, the grant will not be awarded until the lien is satisfied. However, CRA funds may be used to correct code violations on owner occupied properties solely at the discretion of the CRA.
7. All applicants shall submit a completed net worth statement which shall include a list all real estate owned.

**BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY
RESIDENTIAL IMPROVEMENT
GRANT PROGRAM APPLICATION**

Date: _____

Applicant Information

Name/s of Applicant/s: _____

Address of Applicant/s: _____

Address of Property (if rental): _____

Phone Number: _____

Cell Phone Number: _____

E-mail: _____

Total Household Income (must be verified with income tax returns) \$ _____

How many members in your household? _____

Please list their names, ages and relationship to applicant:

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Property Information

Property Control Number: _____

Is the Property Homesteaded? Yes ___ No ___

Do the applicants reside in the property to be improved? Yes ___ No ___

If yes, how long have you lived in the home? _____

Is the property a rental? Yes ___ No ___

If yes, is it currently occupied? Yes ___ No ___

How many rental units are on the property? _____

Are there code violations on the property? Yes ___ No ___

What improvements are you requesting to make to the residence? Please list all.

CERTIFICATION AND WAIVER OF PRIVACY:

The applicant(s) certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant under the Boynton Beach Community Redevelopment Agency Residential Improvement Program, and it is true and complete to the best of the applicant(s) knowledge and belief. The applicant(s) further certifies that he/she is aware of the fact that he/she can be penalized by fine and/or imprisonment for making false statements or presenting false information.

I hereby waive my rights under the privacy and confidentiality provision act, and give my consent to the Boynton Beach Community Redevelopment Agency Housing Assistance Program, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employer or other public or private agency to disclose information deemed necessary to complete this application.

Applicant:

Applicant:

Signature

Signature

Print Name:

Print Name:

Date: _____

Date: _____

Documentation Needed to Process Application:

1. Copy of recorded warranty deed.
2. Copy of proof of current year ax bill.
3. Copy of homeowners insurance declaration pages (wind, liability, etc.) if applicable.
4. Completed Insurance Benefit Disclaimer.
5. Proof of income eligibility, such as copy of the last 2 years tax returns, social security earning statement, pay stubs, bank statements for all adults living in the residence. Any person over 18 years of age who is not income earning shall execute a no-income statement. If property is a rental, a copy of the last 2 years tax returns of owner.
6. Copy of code violation notices, if applicable.
7. Photos of residence and areas of the home to be improved, i.e.; roof, kitchen, bath, etc.
8. Copies of leases if property is a rental.
9. Proof of financial ability to complete project (rental only). Bank statements, line of credit, etc are acceptable forms of proof.
10. Applicant/s shall submit a net worth statement for all owners and a list of all properties owned by all applicants.

Boynton Beach CRA

