

# Property Enhancement Grant Program



5800 Melaleuca Lane

Greenacres, FL 33463

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**All required documentation must be submitted together no later than  
March 1, 2024 by 5:00PM (emailed or post marked)**



City of Greenacres  
Property Enhancement Grant Program  
Checklist and Application

**CHECKLIST:**

This checklist is designed to expedite grant application process by ensuring that all required documentation is submitted with your application.

- \_\_\_ Complete application, and program guidelines (original signatures required)
- \_\_\_ Proof of ownership (e.g. Deed, Property Appraisal printout, Title policy, etc.)
- \_\_\_ Survey of property (if applicable)
- \_\_\_ Sketches or conceptual drawings of the proposed improvements
- \_\_\_ Colored photographs of existing conditions of the exterior of the property and/or area where the work is to be performed, including street view of front of property.
- \_\_\_ Written professional quote of proposed project or detailed written estimate by the applicant.
- \_\_\_ Documentation of private funding or letter of commitment or other documentation indicating availability and commitment of funds.

**APPLICATION:**

Property Address \_\_\_\_\_

Property Control Number \_\_\_\_\_ Lot # \_\_\_\_\_

Property Owners Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone \_\_\_\_\_

Street frontages of property \_\_\_\_\_

Detailed description of façade improvements/property upgrades: (attach sheet if insufficient space)

\_\_\_\_\_  
\_\_\_\_\_

Total estimated costs of project \$ \_\_\_\_\_ (Matching Grant not to exceed \$5000 for residential and \$10,000 for commercial properties)

I have read the attached Matching Grant Program Guidelines and agree to comply with the requirements of the grant as adopted by the City of Greenacres City Council by Resolution number 2021-39. This grant is subject to annual budget approval and allocation.

Owners Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Number \_\_\_\_\_ Date Submitted \_\_\_\_\_ Committee Reviewed \_\_\_\_\_

Subdivision/Plaza \_\_\_\_\_ Building Type \_\_\_\_\_

Project Score \_\_\_\_\_ (Approved or Denied) Project Coordinator \_\_\_\_\_



City of Greenacres  
Property Enhancement  
Grant Program

**Program Guidelines**

**Purpose:** The Property Enhancement Grant Program (the “Program”) is intended to engage and encourage residential and business property owners to renovate and rehabilitate the exterior physical appearance of their properties within the City of Greenacres. This is a competitive grant that is awarded on a reimbursement basis subject to the City’s annual budget approval and allocation. The following guidelines are applicable to the Program.

**Eligibility:**

1. The property owner must be the grant applicant and the property must be located within the municipal boundaries of the City of Greenacres.
2. The proposed project must enhance the exterior aesthetics and visual appeal of the residential or commercial property. Exterior enhancements not visible to the public will not be considered.
3. The project property owner must not have any outstanding municipal debt including, but not limited to, city taxes or municipal liens.
4. The property owner must submit a completed application and receive approval from the City prior to beginning the proposed project. Projects started and/or completed prior to the signed approval will not be eligible for grant reimbursement.
5. The proposed project must improve the physical appearance of the structure or the property and the proposed enhancements must be completed in its entirety or grant funds will be forfeited.
6. Eligible properties include owner occupied residences, residential investment properties, commercial, and mixed-use properties. Neighborhood Associations, Condominium Associations and Homeowner Associations are also eligible; however, the project must be visible to the public and enhance the aesthetic and visual appeal of the exterior boundaries of the Association’s property.
7. Buildings constructed within the last five years are not eligible.
8. The City, and other regulatory agencies, must approve all enhancements for compliance with the Florida Building Code and/or City regulations prior to commencing the project.
9. A Property owner may only apply for one matching grant in a given fiscal year.
10. If applicable, Condominium or Homeowners Association approval will be required prior to permit submittal.

**Eligible Projects:** Property enhancements may include:

- Replacement of deteriorated windows and doors
- Repair or replacement of architectural features such as stucco, trim or molding
- Driveway repairs or expansion
- Roof replacement
- Landscaping
- Pressure cleaning/painting or resurfacingSecurity Enhancement
  - Fences, gates, site walls or security lighting

**Matching Grant:** The Program grant funds will be matched by their equal or greater investment of private funds for the purpose of restoring/renovating residential and commercial buildings.. This is a competitive grant awarded following an application evaluation and review process and will be paid on a reimbursement basis. The City will contribute up to 50% of the total project cost with a \$5000 maximum grant amount for eligible residential property enhancements and up to 50% of the total project cost with a \$10,000 maximum grant amount for eligible commercial property enhancements. The property owner is responsible for 50% of the project costs and any excess cost. The Program operates on a reimbursement basis and the property owner is responsible for all payments associated with the project including, but not limited to, payments to professionals, City departments, and contractors. The property owner must demonstrate that all necessary private financing required to complete the project is secured.

**Waiver:** Certain provisions of these guidelines as it relates to the private and public benefit of the proposed project may be waived on recommendation of the Program selection committee with the consent of the City Manager.

**Notifications:** The City reserves the right to:

1. Reject any and all applications.
2. Announce all grant commitments publicly and publicize before and after photos of completed projects.

**Drawing/Permits:** If a permit(s) is required for the project, the permit(s) must be obtained prior to commencing the project. All working drawings, City permits, and regulatory agency permits will be the property owner's sole responsibility. Detail drawings and application for permits must be completed and submitted to the appropriate jurisdiction within 90 days of approval of the property owner's grant application. Failure to meet this deadline will result in cancellation of the City's obligations under the Program.

**Note:** Design, drawings, and permit/inspection fee costs will not be eligible for reimbursement.

Permit applications submitted to the City must be from a licensed contractor or, if filing as an owner builder, a permit application may be submitted by the property owner. Permit costs will be verified under the City of Greenacres, Chapter 1 amendment to the Florida Building Code section 109.3. Contractors must be licensed to do business in the State of Florida and/or Palm Beach

County. The property owner is responsible for selecting a contractor and executing the corresponding construction agreement.

All enhancements must be completed one year from date of award notification from the City unless a written extension is granted by the City Manager or his/her designee. The property owner must agree to permit reasonable inspection during normal business hours by representatives of the City to perform inspections of exterior rehabilitation/improvement work, all contract agreements, materials, equipment, payrolls, and conditions of employment pertaining to the project. Failure to meet this deadline or these requirements will result in cancellation of the City's obligations under the Program. The Applicant assumes the sole responsibility for meeting all Program deadlines.

**Contractor Responsibility:** Any contractor, subcontractor or owner builder chosen must provide all necessary expertise, equipment, materials and insurance to satisfactorily complete the project. Unless approved by the City, the property owner shall not use a member of his or her extended family to work on the project.

The property owner may assume any or all contractor responsibilities if he or she can provide all necessary expertise, equipment and materials to complete the respective task. The applicant, however, may not receive reimbursement for his or her personal expertise and/or labor. No member of the property owner's extended family will be reimbursed with grant monies for unskilled labor provided. Work paid for with cash is not reimbursable.

**Maintenance Obligation:** Applicant shall maintain the project enhancements and façade of the property in good condition and in accordance with local regulations and Florida Building Codes. The project enhancement in its approved design and colors must be maintained for a period of five (5) years from the date of completion. Failure to maintain all project enhancements that have been reimbursed with grant funds may result in

1. The obligation to reimburse the City the full amount of grant funding.
2. Ineligibility of that individual or corporation to apply for future City grants or incentives.

**Grant Awards:** The City of Greenacres anticipates that there will be more demand than available grant funds. Property owners' applications will be reviewed and ranked by a Property Enhancement Program Selection Committee (the "Committee"), and funding will be awarded to applications receiving the overall highest scores until the grant funds are exhausted. Should there be a lack of qualified applications, any remaining grant funds may not be awarded. Grant awards will be based on the proposed project's aesthetic contribution to the City and evaluated on the following criteria:

- a. Project impact Minor to Major (up to 30 points)
  - Rehabilitation or restoration of existing facades, which includes removal/replacement of old worn stucco, wood, or metal surfaces, and any superficial treatment to the exterior front face or visible sides of the building.

- Removal and replacement of the front facades, particularly covering the fronts of flat roof or mansard-type roof systems, new window/ window treatments, new doorways, and removal of substandard structural elements of the façade.
  - Driveway expansions or restoration and Landscape upgrade.
  - Fences or site walls in view of public right of way.
- b. Project Visibility and Impact on the City (up to 30 points)
- Property enhancements visible from public rights of way and along arterial and collector streets will be given priority.
- c. Significant improvement to the exterior visual appearance of the subject property, structural integrity, or the functionality of the property (up to 20 points)
- d. Cost/Benefit relationship between the cost of a project and the benefits gained (including level of personal investment in the project) up to (15 Points)
- e. Owner occupied applicant (automatic 5 Points)

Upon the recommendation of the Committee, the City Manager or designee will review the recommendation and, if all Program requirements are satisfied, confirm the award to the selected property owner(s). The property owner will be required to execute the Program Agreement. Upon receipt of the signed Program Agreement from the property owner, the City Manager or designee will execute the same.

I have read the Program Guidelines and agree to comply with the requirements of the grant as adopted by the City of Greenacres City Council by Resolution number 2021-39. This grant is subject to the City's annual budget approval and allocation.

Property Address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Applicant's Name \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

By \_\_\_\_\_ (Name of person making statement).

Signature of Notary Public State of Florida \_\_\_\_\_

Personally, Known OR Produced Identification \_\_\_\_\_ (Type of Identification)

**(Stamp of Notary Public)**