



## NURTURING THE HEART OF FLORIDA

### **CRA Residential Rehabilitation Grant Program**

The City of Haines City Community Redevelopment Agency (CRA) Residential Rehabilitation Grant Program is intended to provide to income eligible, single-family homeowners located within the CRA designated boundaries with financial assistance needed to make necessary improvements to their homes. The program aims to increase their livability, home life span, correct code violations, and provide for a decent, safe and sanitary structure. Grant funding is available on a “first come, first qualified, first served” basis. The maximum amount of assistance per house is \$50,000.00, inclusive of all costs.

The goal of the Residential Rehabilitation Grant is to stabilize the community, to preserve the quality of the neighborhoods and assist residents with improvements. Strive to create a sense of pride, preserving the value of the home’s equity, the well-being of the occupants, as well as, preserving the culture and history of the neighborhoods. This program encourages redevelopment activity in neighborhoods within the Community Redevelopment Area.

This grant is limited to a single owner-occupied residence for the life of the program. Residential Rehabilitation Grants require no matching funds and repayment is not required if the homeowner lives in the property for a five (5) year period from the date of completion of work and payment made to contractor.

- **Grant Awards prior to October 1, 2024**

Any previously awarded CRA grants prior to October 1, 2024 for each residential location will have the total amount received deducted from new grant awards up to the maximum amount.

Example: Roof replaced \$15,000.00, new grant award \$50,000.00 - \$15,000.00 = \$35,000.00 award available.)

The Residential Rehabilitation Grant will include the following:

- Exterior pressure washing and painting to residence
- Electrical repairs necessary for other eligible
- Roof repair or replacement
- Windows, doors, and shutters replacement
- HVAC
- Repair or replacing damaged steps/railings, removal of structures deemed unsafe
- Repairs to meet city code violations
- ADA Compliance home alterations

The grant will NOT cover the following items:

- Any luxury item – swimming pool, spa, hot tub, interior decorating, etc.
- Kitchen cabinets
- Flooring, such as tile, hard wood, etc.
- New additions
- Installation of satellite dishes
- Installation of new patio, porch or deck
- Interior painting
- Sculptures/statues, fountains, decorative rocks
- Seasonal plants or topiaries



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- This is not an exhaustive list of ineligible items

### Eligibility Requirements

#### General Eligibility Requirements:

- Applicants must reside within the Haines City Community Redevelopment Agency boundaries. Eligibility can be confirmed using Attachment "A" Community Redevelopment Agency map and [www.polkpa.org](http://www.polkpa.org) website for Polk County Property Appraiser
- The applicant must be the property owner and must live in the home.
- Only **ONE** property under the same owner will qualify for the grant.
- All applications are to be submitted by email or in person to the Haines City Community Redevelopment Agency staff located at:  
303 Ledwith Ave, Haines City, FL 33844.  
Phone: 863-421-5577 or 863-421-3387  
Email: CRAinfo@hainescity.com
- Applicant shall obtain, read, and understand all aspects of the grant program and execute the grant application, submit I.D. and income documents for the application to be considered complete.
- If awarded, applicant must agree to provide (20) twenty hours of volunteer service in their community unless they are disabled or a senior citizen. All hours must be served within Haines City, with a public school, city government, or non-profit charity serving in Haines City.  
Attachment "B" Volunteer Hours Log
- Applicants must have gross annual household incomes at below income limits established by the current Median Income in which the grant is approved.
- Grantees of the program are subject to a five (5) year recorded forgivable loan on their property after completion of work, and, payment is made to the contractor from the City of Haines City. If a grantee sells their property within the five (5) year loan period they will be required to payback funds disbursed on a prorated basis.
- Projects will commence after applying and receiving written award letter.
- Any repairs or improvements underway or prior to being approved will not be funded.
- The property associated with this application will be checked for violations with the City of Haines City's Code Compliance authorities. If a lien is found a meeting will be scheduled with the Code Compliance Division to discuss repairs and reasons for fines associated with the address considered for award. If it is possible to reduce the cost of the fines or lien we will work with Code Compliance and the Special Magistrate. Funds for home repairs may be used to correct code violations for eligible items listed on owner occupied properties solely at the discretion of the city. Grant funds cannot be used to pay fines for code violations.
- It is not the intent of the Haines City CRA to engage in any rehabilitation activity that requires vacating property. The CRA will not pay for relocation expenses.
- Only the applicant or designated alternate contact provided on application can contact the CRA staff with requests unless designated power of attorney is applicable.
- The Grant Program shall be available to anyone meeting the eligibility requirements, and no one shall be denied the benefits of said program because of race, color, national origin, or sex.



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To become eligible for the Residential Rehabilitation Grant Program, the applicant must reside in a household which does not exceed 100% Income Limits of the Haines City Area Median Income (AMI.)

Haines City CRA staff will verify the following information through homeowner documents, a third-party source and/or site visit. Verification of income and assets will be required to determine eligibility in the program.

The following original documents will be required for all applicants:

- Driver's License or Valid State of Florida Picture Identification  
Social Security Card
- One (1) year most recent income tax return.
- Seniors or Disabled not required to file income taxes must provide their most recent social security benefit letter with annual benefits
- Copy of code violation notices

Incomplete applications will not be processed for award until all required documents are turned in and verified.



## **PROGRAM PROCEDURES**

All applications will be reviewed by Haines City CRA staff to determine completeness and income eligibility. Scope of Work is approved based on greatest safety needs, sustainability of home structure, and highest livability for resident.

1. Applicants must complete the application and return it to the Haines City CRA along with all the necessary documents.
2. Staff will verify the information through homeowner documents, a third-party source and/or site visit.
3. Applicants will be notified within 5 business days regarding their eligibility to participate in the program.
4. After eligibility has been determined, a pre-inspection will be completed by a home inspector.
5. After the request for scope of work has been written by contractor, approved by the CRA staff, and approved by the owner – no changes will be made or approved. Contractors must complete work within (3) three months of Notice to Proceed.
6. CRA staff will send the file for approval to the Executive Directors office.
7. Once the application packet has been approved, an award letter will be sent to the applicant. CRA staff is responsible to notify the contractor that the work can start.
8. When the approved work is completed, the contractor must notify CRA staff. Haines City CRA staff will call the applicant to confirm that all work is completed and satisfactory. The contractor will submit all invoices and copies of final building inspections and/or Permit Closed (when required) to CRA staff.
9. Upon receipt of the required closing paperwork, CRA staff will perform an inspection to ascertain that all work has been completed and is in good standing. Applicant will sign Project Completion Acknowledgement for project file.
10. After the Haines City CRA inspection, the funds will be paid directly to the contractors. Checks will not be released until all necessary paperwork is turned in. The Haines City CRA will only pay for scope of work described and approved in the application.
11. After the work is completed, approved and paid, the Haines City CRA is not responsible for any claim or damage or repair.
12. All grant funds are paid directly to the contractor. No funds are distributed to the awarded applicant.
13. Residents shall be responsible for any scope of work exceeding the maximum grant amount.



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