



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Agenda - Final

Urban Core Redevelopment Board

Tuesday, April 25, 2023

3:30 PM

Hagler Mason Conference Room, 2nd Floor

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER

DETERMINATION OF QUORUM

APPROVAL OF MINUTES

1. [23-00342](#) UCRB MEETING MINUTES - 01/24/2023

Attachments: [UCRB MEETING MINUTES - 01/24/2023](#)

OLD BUSINESS

NEW BUSINESS

REPORTS AND ANNOUNCEMENTS

2. [23-00324](#) PROJECT UPDATES

Attachments: [UCRB Project Updates 4.25.2023](#)
[CRA Program Manager UC Report 4.25.2023](#)
[2022 Escambia County Rent and Income Limits](#)
[Residential Property Improvement Guidelines](#)
[Residential Resiliency Program Guidelines](#)
[Commercial Property Improvement Program Guidelines](#)

BOARD MEMBER COMMENTS

OPEN FORUM

ADJOURNMENT

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to city services, programs, and activities. Please call 850-436-5640 (or TDD 435-1666) for further information. Requests must be made at least 48 hours in advance of the event in order to allow the city time to provide the requested services.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 23-00342

Urban Core Redevelopment Board

4/25/2023

SUBJECT:

UCRB MEETING MINUTES - 01/24/2023



City of Pensacola

URBAN CORE REDEVELOPMENT BOARD

Meeting Minutes

January 24, 2023,

3:37 P.M.

Hager Mason Conference Room

The Urban Core Redevelopment Board (UCRB) meeting was called to order by Chairperson Satterwhite at 3:37 P.M

CALL TO ORDER

UCRB MEMBERS PRESENT: Gregory Dziadon, James Hlubek, Melanie Nichols, Christopher Satterwhite, Marilynn Wiggins, Jared Moore

UCRB MEMBERS ABSENT: Kelly Wieczorek, Blake Foster, Spencer Leeper

Public participation was available as follows:

Members of the public may attend the meeting in person

DETERMINATION OF QUORUM

A quorum was present.

ELECTION OF OFFICERS

Chairperson Satterwhite called for nominations for the position of Chairperson of the Urban Core Redevelopment Board.

Board Member Satterwhite nominated himself as Chairperson of the Urban Core Redevelopment Board.

A motion was made by UCRB Member Dziadon, seconded by UCRB Member Nichols.

The motion carried by the following vote:

Yes: 6 Jared Moore, Christopher Satterwhite, Melanie Nichols,
Gregory Dziadon, James Hlubek, Marilynn Wiggins

No: 0 None

Board Member Satterwhite was elected Chairperson of the Urban Core Redevelopment Board.

Chairperson Satterwhite called for nominations for the position of Vice-Chairperson of the Urban Core Redevelopment Board and nominated Board Member Wiggins as Vice-Chairperson of the Urban Core Redevelopment Board.

A motion was made by UCRB Member Satterwhite, seconded by UCRB Member Nichols

The motion carried by the following vote:

Yes: 6 Jared Moore, Christopher Satterwhite, Melanie Nichols,
Gregory Dziadon, James Hlubek, Marilynn Wiggins

No: 0 None

Board Member Wiggins was elected Vice-Chairperson of the Urban Core Redevelopment Board.

APPROVAL OF MINUTES

1. [23-00082 UCRB MEETING MINUTES - 07/26/22 & 10/25/22](#)

A motion was made by UCRB Member Melanie Nichols, seconded by UCRB Member Gregory Dziadon.

The motion carried by the following vote:

Yes: 6 Jared Moore, Christopher Satterwhite, Melanie Nichols,
Gregory Dziadon, James Hlubek, Marilynn Wiggins

No: 0 None

OLD BUSINESS

None.

NEW BUSINESS

2. [23-00049](#) FY2024 PROJECT PRIORITIES

Recommendation: That the Urban Core Redevelopment Board (UCRB) identify project priorities for project development and/or implementation within the Urban Core Redevelopment Area for fiscal year 2024.

A motion was made by UCRB Member Jared Moore, seconded by UCRB Member Melanie Nichols.

Assistant CRA Manager Victoria D'Angelo provided an overview of the item. Police Officer David Partrick, CRA Program Manager Hilary Halford, Affordable Housing Program Manager Christine Crespo, and Downtown Improvement Board Executive Director Walker Wilson all spoke to the item and answered questions accordingly. The UCRB voted to remove all completed projects. The projects to be removed would include The Reus Streetscape Revitalization, DeVilliers Streetscape Revitalization, Garden Street Landscape Improvements, and the East Garden District Jefferson Street Road Diet/Streetscape. Board Member Gziadon asked to amend the motion to add all affordable housing initiatives together to become one top priority. The Board discussed cost estimates of the Bruce Beach Cultural Building and asked how much funding would be. Ms. D'Angelo stated she would provide that information at the next meeting.

The UCRB Top Priorities were:

1. Affordable Housing which includes the Residential, Resiliency and Commercial Programs
2. City/CRA pursue grant opportunities to support the Cultural & Heritage Building at Bruce Beach
3. Hollice T. Williams Park

The motion carried by the following vote:

Yes: 6 Jared Moore, Christopher Satterwhite, Melanie Nichols,
Gregory Dziadon, James Hlubek, Marilyn Wiggins

No: 0 None

REPORTS AND ANNOUNCEMENTS

None.

BOARD MEMBER COMMENTS

Board Member Gziadon asked about UCRB members expiring term limits. The Board was notified that the city clerk will reach out to each member concerning their terms.

OPEN FORUM

None.

ADJOURNMENT
5:13 P.M.

APPROVED _____



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 23-00324

Urban Core Redevelopment Board

4/25/2023

DISCUSSION ITEM

SPONSOR: Christopher Satterwhite, Chairperson

TITLE:

PROJECT UPDATES

SUMMARY:

The Board will receive updates on projects identified under its' recommended project list and implementation plan.

STAFF CONTACT:

Victoria D'Angelo, CRA Manager

ATTACHMENTS:

- 1) UCRB Project Updates - 4.25.2023
- 2) CRA Program Manager UC Report 4.25.2023
- 3) 2022 Escambia County Rent and Income Limits
- 4) RPIP Guidelines
- 5) Resiliency Guidelines
- 6) Commercial Property Improvement Guidelines

PRESENTATION: No

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PROJECT STATUS	PROJECT UPDATES	MANAGER	PRIOR REDEVELOPMENT BOARD ACTIONS
Community Policing	Urban Core	Community policing efforts are on-going. Implementation of community policing strategies within the Urban Core CRA through the City of Pensacola Police Department (PPD).	Thru FY2028	On-going	Community policing efforts are ongoing. The officers will provide an update.	Eric Randall, PPD Chief, Victoria D'Angelo, CRA Division Manager	UCRB recommended inclusion in project list.
West Main Street Corridor Management	Urban Core / Westside	Corridor management of West Main Street from Clubbs to Barrancas.	Thru FY2028	Planning/Pre-Design	The RFQ for Design has been advertised and closed November 18th. Two firms submitted packets. The selection committee met in January to review and rank the firms.CPH Inc. was selected as the consultant for design. Staff is currently finalizing FDOT-LAP (Local Agency Program) requirements and negotiating the contract.	Caitlin Cerame, Transporation Planner	UCRB recommended inclusion in project list.

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PROJECT STATUS	PROJECT UPDATES	MANAGER	PRIOR REDEVELOPMENT BOARD ACTIONS
Two Way Conversion MLK/Alcaniz & Davis	Urban Core / Eastside	Two-way conversion of MLK Blvd/Alcaniz St & Davis Hwy from I- 110 interstate to Wright St. <i>Project managed by the Florida Department of Transportation in coordination with the City of Pensacola and Escambia County.</i>	Thru FY2028	Planning/Pre-Design	This project is currently ranked #25 on the FL-AL TPO project priorities. It was not funded this cycle in the FDOT FY24- 28 work program.	Caitlin Cerame, Transportation Planner	ERB & UCRB recommended inclusion in project list.
Residential Property Improvement Program	Urban Core / Eastside / Westside	Improvements for residential properties under CRA Residential Property Improvement Program within City's adopted CRA districts. Program is available for owner occupied, long term rental and vacant homes. More information available on the City website: www.cityofpensacola.com/CRAPrograms	Thru FY2028	On-going	See attached report. Hilary Halford, Program Manager will provide an update.	Hilary Halford, CRA Program Manager	ERB, UCRB & WRB recommended inclusion in project list.

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PROJECT STATUS	PROJECT UPDATES	MANAGER	PRIOR REDEVELOPMENT BOARD ACTIONS
Residential Resiliency Program	Urban Core / Eastside / Westside	Improvements to residential property under CRA Residential Resiliency Program within the City's designated Urban Core, Westside and Eastside community redevelopment areas to repair storm- damaged structures and secure at-risk property against future hazards caused by natural disasters. Typical improvements include emergency roof repair and replacement, hazardous tree removal and trimming, emergency electrical, plumbing or structural repairs, and mechanical equipment (i.e.) HVAC repairs and, in high flood hazard zones, elevation. Forgivable loan program.	Thru FY2028	On-going	See attached report. Hilary Halford, Program Manager will provide an update.	Hilary Halford, CRA Program Manager	ERB, UCRB & WRB recommended inclusion in project list.
CRA Commercial Property Improvement Program	Urban Core/ Westside	The Commercial Property Improvement Program (CPIP) is designed to support preservation and enhancement of commercial and non-residential buildings, increased building occupancy and reuse, elimination and prevention of blight and preservation and enhancement of the tax base in accordance with the public purposes authorized under Chapter 163, Part III of the Florida Statutes. More information and target area maps are available on the City website: www.cityofpensacola.com/CRAPrograms	Thru FY2028	On-going	See attached report. Hilary Halford, Program Manager will provide an update.	Hilary Halford, CRA Program Manager	UCRB & WRB recommended inclusion in project list.

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PROJECT STATUS	PROJECT UPDATES	MANAGER	PRIOR REDEVELOPMENT BOARD ACTIONS
Affordable Housing Initiatives	Urban Core / Westside/Eastside	Affordable housing initiatives within the Urban Core, Westside and Eastside areas as identified in the redevelopment plans and in support of the City's overarching 500 homes in 5 Years Initiative. Projects may include rehabilitation programs and affordable, workforce, mixed use, and mixed income projects and strategies.	Thru FY2028	On-going	Christine Crespo, Affordable Housing Manager, will provide an update.	Marcie Whitacker, Housing Director; Christine Crespo, Affordable Housing Manager	ERB, UCRB & WRB recommended inclusion in project list.
"A" Streetscape Revitalization	Urban Core / Westside	Streetscape and corridor improvements including sidewalk, decorative elements, ADA, curb-cut, lighting, street trees/landscape, crosswalk, and bicycle improvements along "A" Street from Cervantes to Main.	Thru FY2023	Design Modification	Phase 1 was placed out to bid. The bid received was substantially over the engineers estimate and so the bid was rejected. Scope will be modified to include improvements from curb to curb and removal of trees previously identified (conflicts with infrastructure/dead) due to budget constraints.	Brad Hinote, City Engineer; Chris Mauldin, Engineering Construction Manager	UCRB & WRB recommended inclusion in project list.

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PROJECT STATUS	PROJECT UPDATES	MANAGER	PRIOR REDEVELOPMENT BOARD ACTIONS
"Hashtag" Streetscape / Continuous Waterfront Trail System (Phases 1- 3)	Urban Core	Streetscape and corridor improvements along Main Street, Cedar Street, Palafox Street and Jefferson Street. Project anticipated to be completed in phases - Main Street from Baylen Street to Alcaniz Street (Phase 1); Cedar Street from Alcaniz Street to Community Maritime Park (Phase 2); and Palafox Street and Jefferson Street from Intendencia Street to waterfront (Phase 3 - subject to additional funding availability).	Thru FY2028	Phase 1 - Design Modification	Scope for Phase 1 (Main Street) has been modified to include improvements from curb to curb. SCAPE is reviewing for consistency with Waterfront Framework Plan.	Brad Hinote, City Engineer; Chris Mauldin, Engineering Construction Manager	UCRB recommended inclusion in project list.
Bruce Beach Park Improvements (Phases 1 and 2)	Urban Core	Park improvements to Bruce Beach Natural Area guided by the Urban Core Community Redevelopment Plan and the Waterfront Framework Plan developed by SCAPE.	Thru FY2024	Phase 1 - Construction; Phase 2 - Design	Completion of Phase 1 anticipated late spring 2023. Phase 2 - 90% design.	Brad Hinote, City Engineer; Victoria D'Angelo, CRA Division Manager	UCRB recommended inclusion in project list.

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PROJECT STATUS	PROJECT UPDATES	MANAGER	PRIOR REDEVELOPMENT BOARD ACTIONS
Community Maritime Park Day Marina	Urban Core	Floating day-use marina to be located along southwest segment of Community Maritime Park.	Thru FY2023	Construction-substantially complete	Bid awarded May 2022. Project is moving along on schedule. The project is substantially complete pending grant required signage.	Rick Bates, Building Construction & Facilities Manager; Allyson Wise, Asst. Project Manager Public Works	UCRB recommended inclusion in project list.
Sidewalk Improvements	Urban Core	Sidewalk improvements including repairs and connectivity guided by the redevelopment plans and the City's recent sidewalk ADA accessibility study.	Thru FY2024	On-going	-	Brad Hinote, City Engineer; Chris Mauldin, Engineering Construction Manager	UCRB recommended inclusion in project list.

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PROJECT STATUS	PROJECT UPDATES	MANAGER	PRIOR REDEVELOPMENT BOARD ACTIONS
Hollice T. Williams Urban Greenway & Skate Park	Urban Core / Eastside	Storm water, park (including skate park) and greenway improvements beneath the I-110 interstate overpass along Hayne Street from Wright Street to Jordan Street. <i>Design and permitted funded by Escambia County RESTORE grant, and managed by Escambia County in coordination with the City of Pensacola. Design to consider the 2010 Hollice T. Williams Urban Greenway Framework Plan concepts .</i>	Thru FY2028	Design (Park); Construction (Skate Park)	Design for park complete. Funding is being sought. FDOT has tentatively programmed funding for multi-use path improvements in its work plan. Skate park project is moving along on schedule. Due to weather and material delays the substantial completion date is expected to be May 2023.	Skate Park: Rick Bates, Building Construction & Facilities Manager; Allyson Wise, Asst. Project Manager Public Works Greenway: Escambia County - Terri Berry, Interim RESTORE Program Manager, City - Brad Hinote, City Engineer, Caitlin Cerame, Transportation Planner	ERB & UCRB recommended inclusion in project list.
Downtown Improvement District Initiatives	Urban Core	As provided in DIB Tentative Work Plan.	Thru FY2025	On-going	-	Walker Wilson, DIB Executive Director	UCRB recommended inclusion in project list.

**City Of Pensacola Community Redevelopment Agency
Urban Core
Programs Status Report
April 2023**

RESIDENTIAL PPROPERTY IMPROVEMENT (RPIP)

The Residential Property Improvement Program (RPIP) is designed to support the preservation and creation of affordable housing, preservation and enhancement of traditional neighborhood character, blight elimination and prevention, and preservation enhancement of the tax base in accordance with the public purposes authorized under Florida Statutes. (For full details of the program guidelines and current Area Median Income limits please see attached.)

TOTAL PROJECTS ON LIST: 14

Projects currently under contract with work in progress: 4

Projects out to Bid: 0

Projects ready for bid: 1

Projects invited for full application: 4

Projects with Scopes of Work pending from Inspector: 0

Pre-eligibility applications approved with inspections pending: 2

Pre-eligibility applicants have been approved but on hold per applicant request: 1

Pre-eligibility applications being processed: 1

Projects completed: 1

*Projects appropriate for the Resiliency Program are identified through the RPIP pre-eligibility screening process. (Please see attached guidelines for complete program details)

Information requested specifically for the Resiliency Program: 3

RESILIENCY PROGRAM

The Residential Resiliency Program is designed to support blight removal and prevention by repairing storm-damaged structures or securing at-risk property against future damage caused by natural hazards such as hurricanes and flooding.

Applications received: 3

Inspections completed: 1

Projects out to bid: 0

Projects currently under contract with work in progress: 0

Projects completed: 0

COMMERCIAL PROPERTY IMPROVEMENT PROGRAM

The Commercial Property Improvement Program is provided as part of an overall redevelopment program which assists in the elimination of blight within the City's designated Urban Core community redevelopment area. This program is designed to leverage private investment to improve the exterior facades of eligible commercial, historical, and culturally significant buildings and to complement other community revitalization efforts. (For full details please see attached program guidelines)

TOTAL PROJECTS ON THE LIST: 4

Projects Forgiven to date: 0

Projects currently under contract with work in progress: 1

Projects pre-application: 2

Pending closing: 0

Pending Forgiveness: 1

HUD release: 4/18/2022

Effective: 4/18/2022

**2022 Income Limits and Rent Limits
Florida Housing Finance Corporation
SHIP and HHRP Programs**

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit						
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5	
DeSoto County	30%	13,590	18,310	23,030	27,750	32,470	35,250	37,650	40,100	Refer to HUD		339	398	575	752	881	971	
	50%	21,250	24,300	27,350	30,350	32,800	35,250	37,650	40,100	42,490	44,918	531	569	683	789	881	971	
	80%	34,000	38,850	43,700	48,550	52,450	56,350	60,250	64,100	67,984	71,869	850	910	1,092	1,262	1,408	1,554	
	Median: 46,600	120%	51,000	58,320	65,640	72,840	78,720	84,600	90,360	96,240	101,976	107,803	1,275	1,366	1,641	1,894	2,115	2,332
	140%	59,500	68,040	76,580	84,980	91,840	98,700	105,420	112,280	118,972	125,770	1,487	1,594	1,914	2,210	2,467	2,721	
Dixie County	30%	13,590	18,310	23,030	27,750	32,470	35,250	37,650	40,100	Refer to HUD		339	398	575	752	881	971	
	50%	21,250	24,300	27,350	30,350	32,800	35,250	37,650	40,100	42,490	44,918	531	569	683	789	881	971	
	80%	34,000	38,850	43,700	48,550	52,450	56,350	60,250	64,100	67,984	71,869	850	910	1,092	1,262	1,408	1,554	
	Median: 50,400	120%	51,000	58,320	65,640	72,840	78,720	84,600	90,360	96,240	101,976	107,803	1,275	1,366	1,641	1,894	2,115	2,332
	140%	59,500	68,040	76,580	84,980	91,840	98,700	105,420	112,280	118,972	125,770	1,487	1,594	1,914	2,210	2,467	2,721	
Duval County (Jacksonville HMFA)	30%	17,600	20,100	23,030	27,750	32,470	37,190	41,910	46,630	Refer to HUD		440	471	575	752	929	1,106	
	50%	29,300	33,450	37,650	41,800	45,150	48,500	51,850	55,200	58,520	61,864	732	784	941	1,086	1,212	1,338	
	80%	46,850	53,550	60,250	66,900	72,300	77,650	83,000	88,350	93,632	98,982	1,171	1,255	1,506	1,740	1,941	2,141	
	Median: 86,500	120%	70,320	80,280	90,360	100,320	108,360	116,400	124,440	132,480	140,448	148,474	1,758	1,882	2,259	2,608	2,910	3,211
	140%	82,040	93,660	105,420	117,040	126,420	135,800	145,180	154,560	163,856	173,219	2,051	2,196	2,635	3,043	3,395	3,746	
Escambia County (Pensacola-Ferry Pass-Brent MSA)	30%	16,250	18,600	23,030	27,750	32,470	37,190	41,910	46,630	Refer to HUD		406	435	575	752	929	1,106	
	50%	27,100	30,950	34,800	38,650	41,750	44,850	47,950	51,050	54,110	57,202	677	725	870	1,005	1,121	1,237	
	80%	43,300	49,500	55,700	61,850	66,800	71,750	76,700	81,650	86,576	91,523	1,082	1,160	1,392	1,608	1,793	1,979	
	Median: 79,500	120%	65,040	74,280	83,520	92,760	100,200	107,640	115,080	122,520	129,864	137,285	1,626	1,741	2,088	2,412	2,691	2,970
	140%	75,880	86,660	97,440	108,220	116,900	125,580	134,260	142,940	151,508	160,166	1,897	2,031	2,436	2,814	3,139	3,465	
Flagler County (Palm Coast HMFA)	30%	15,700	18,310	23,030	27,750	32,470	37,190	41,910	46,630	Refer to HUD		392	425	575	752	929	1,106	
	50%	26,150	29,850	33,600	37,300	40,300	43,300	46,300	49,250	52,220	55,204	653	700	840	970	1,082	1,194	
	80%	41,800	47,800	53,750	59,700	64,500	69,300	74,050	78,850	83,552	88,326	1,045	1,120	1,343	1,552	1,732	1,911	
	Median: 74,600	120%	62,760	71,640	80,640	89,520	96,720	103,920	111,120	118,200	125,328	132,490	1,569	1,680	2,016	2,328	2,598	2,866
	140%	73,220	83,580	94,080	104,440	112,840	121,240	129,640	137,900	146,216	154,571	1,830	1,960	2,352	2,716	3,031	3,344	
Franklin County	30%	13,590	18,310	23,030	27,750	32,470	35,850	38,350	40,800	Refer to HUD		339	398	575	752	896	989	
	50%	21,650	24,750	27,850	30,900	33,400	35,850	38,350	40,800	43,260	45,732	541	580	696	803	896	989	
	80%	34,650	39,600	44,550	49,450	53,450	57,400	61,350	65,300	69,216	73,171	866	928	1,113	1,286	1,435	1,583	
	Median: 61,800	120%	51,960	59,400	66,840	74,160	80,160	86,040	92,040	97,920	103,824	109,757	1,299	1,392	1,671	1,929	2,151	2,374
	140%	60,620	69,300	77,980	86,520	93,520	100,380	107,380	114,240	121,128	128,050	1,515	1,624	1,949	2,250	2,509	2,770	

Florida Housing Finance Corporation (FHFC) income and rent limits are based upon figures provided by the United States Department of Housing and Urban Development (HUD) and are subject to change. Updated schedules will be provided when changes occur.



RESIDENTIAL PROPERTY IMPROVEMENT PROGRAM GUIDELINES

PROGRAM PURPOSE

The Residential Property Improvement Program (“RPIP”) is designed to support the preservation and creation of affordable housing, preservation and enhancement of traditional neighborhood character, blight elimination and prevention, and preservation and enhancement of the tax base in accordance with the public purposes authorized under Chapter 163, Part III of the Florida Statutes.

PROPERTY ELIGIBILITY

- Must be located within an eligible target area within a City of Pensacola community redevelopment district, if applicable. Visit www.cityofpensacola.com/CRAPrograms to verify eligible areas.
- Must be used primarily for residential purposes.
- Eligible building types include:
 - Buildings that appear from the street to be an individual single family, a duplex or a single family attached home (such as a townhome) and accessory dwelling units, regardless of number of units.
 - Live-work or mixed-use buildings where the principal use of the building is residential. (ex. home occupation)
- May be occupied by the property owner (“owner-occupied”), long-term rental (12 months or more) or vacant (subject to occupancy terms).

HOUSEHOLD INCOME REQUIREMENTS

Homes assisted through this program support households within an annual income of **120% Area Median Income (“AMI”) or less**, adjusted for family size, based on the Florida Housing Finance Corporation’s (FHFC) annual income limits for Escambia County, Florida.

Owner Occupied: Households with annual income of 120% AMI or less are eligible.

Rental Property: Long-term rental property (12 months or more) is eligible under this program. Where the household income of the landlord exceeds 120% AMI, he or she shall be responsible to provide a match equal to 30% of the project costs. Rental property must be occupied by a household at or below 120% AMI at the time of application or within 90 days of project completion. Referral to Section 8 can be provided. Rents may not increase more than 3% each year and monthly rent amounts may not exceed the affordability rent limits published annually by the Florida Housing Finance Corporation. The lease must be provided to establish eligibility.

Vacant Property: Vacant property must be occupied within 90 days of project completion or immediately listed for sale upon project closeout and conveyed in accordance with the terms of the affordability period covenants described below.

In instances where property will be sold immediately upon improvement, requirements shall be the same as rental property.

ELIGIBLE IMPROVEMENTS

Eligible improvements include the following:

- Exterior repair and enhancements necessary to restore building appearance, integrity, and character.
- Fencing, lighting and limited landscape and pavement.
- Other improvements necessary to enhance the street face of the property and provide for safe and decent living conditions.

Priority will be given to exterior features that are visible from the public realm.

PROJECT TYPE

Terms for this program are based on the degree of improvement needed, as determined by a program inspector in coordination with the owner, and actual project costs. The project type shall correlate with the affordability period requirements described under “Affordability Period Covenants” below.

- **Moderate Rehabilitation**
Cost Range: Up to \$28,000 Affordability Period: 5 years
Cost Range: \$28,001 - \$40,000 Affordability Period: 7 years
- **Major Rehabilitation**
Cost Range: \$40,001 - \$70,000 Affordability Period: 10 years
- **Substantial Reconstruction**
Cost Range: \$70,001 - \$105,000 Affordability Period: 15 years

* Should an owner wish to remove the affordability period covenants after 5 years of good and faithful compliance with the program, he or she may repay the amount of the program assistance minus a forgiveness benefit of 70% of the actual project costs paid by the program, up to \$28,000. Forgiveness is calculated daily of the 5-year period.

AFFORDABILITY PERIOD COVENANTS

To meet the CRA's goal of increasing and preserving affordable housing within the redevelopment districts, this program will apply covenants, secured by a lien agreement, upon the property during the "affordability period" described under "Rehabilitation Needs" above. The covenants will not require repayment of the assistance amount if the property is retained for affordable housing or transferred to an eligible relative, as defined in the program policy, and the home is not intentionally demolished and/or rebuilt.

If the property is not transferred to an eligible relative during the Affordability Period, and the owner decides to sell the property, the property must either be

- a. Sold to an owner-occupant whose household income is at or below 120% AMI or
- b. Sold to a landlord who will rent the home to a household at or below 120% AMI within 90 days of acquisition.

**City of Pensacola
Community Redevelopment
Agency**
222 W. Main Street, Pensacola FL
32502
www.cityofpensacola.com/cra

Administered By:
Community Redevelopment
Agency
Hilary Halford, Program Manager
(850) 436-5654
hhalford@cityofpensacola.com

Program subject to funding availability and full terms described in the program policy and affiliated agreements.



Residential Resiliency Program Guidelines

The Residential Resiliency Program is designed to support blight removal and prevention by repairing storm-damaged structures or securing at-risk property against future damage caused by natural hazards such as hurricanes and flooding.

The public purposes addressed by the Program are consistent with those authorized by the Community Redevelopment Act Chapter 163 of the Florida Statutes, including the elimination and prevention of blight, revitalization of neighborhoods, the elimination or improvement of the shortage of affordable housing for low or moderate income residents and the preservation or enhancement of the tax base.

ELIGIBLE PROPERTY

Eligible property includes residential owner-occupied property, and residential long-term lease property (12 months or more) rented to tenants with a household income at or below 80% Area Median Income (AMI) for Escambia County, Florida, and located within the City of Pensacola's designated Urban Core, Westside or Eastside community redevelopment area.

FUNDING LIMITS

- **Owner-Occupied Property:** \$15,000(80% AMI or less) / \$7,500 (+80% AMI)
- **Long-Term Lease Property:** \$7,500 (Tenant household income 80% AMI or less)

In emergency response and recovery situations where an immediate threat is posed to safety of the building and its inhabitants and/or an immediate response is necessary to prevent further degradation of the building, household income verification may be waived. However, should household income not be verified, funded improvements shall be limited to the minimum amount of work needed to address the immediate hazard, and funding shall not exceed \$8,000.

All awards subject to funding availability.

ELIGIBLE IMPROVEMENTS Typical eligible

improvements include (but not limited to):

- Emergency roof repair/replacement
- Hazardous tree removal/trimming
- Electrical, plumbing and structural repairs
- At-risk mechanical equipment (i.e. HVAC systems) repair/replacement and/or elevation

Other improvements that remedy storm damage or secure at-risk property against future damage caused by natural hazards may be considered on a case-by-case basis. Subject to inspection by a licensed and insured Contractor or CRA-appointed inspector.

Roofing: Roofing repairs/replacement must be warranted pursuant to inspection by a licensed and insured Contractor or a CRA-appointed inspector.

Hazardous Trees: Trees must have already fallen or be deemed hazardous pursuant to inspection by a licensed and insured Contractor or a CRA-appointed inspector.

Electrical, Plumbing, Structural: Must present a hazard to health and/or property if not repaired, such as a risk for fire, exposure of home to outside elements, or potential for major damage to the home.

At-Risk Mechanical Equipment: Equipment must be at-risk for storm damage or damaged by a recent storm event and attributed to the safety and integrity of the home. Elevation limited to properties located in high flood hazard areas (Zones A and V) as defined by the most recent FEMA flood maps. Visit the Northwest Florida Water Management District website for more information on flood hazard areas: <http://portal.nfwmdfloodmaps.com/>.

TYPE OF ASSISTANCE:

Assistance is provided as a zero-interest forgivable deferred loan secured by a sub-ordinate lien agreement. The lien period is 1 year for owner-occupied property and 3 years for long-term lease property. The lien is forgiven on a daily basis over the course of the lien period. At expiration of the lien period, the loan is forgiven in full with program compliance.

Eligible program participants shall be eligible to apply for assistance under other residential CRA programs after a period of one (1) year, commencing on the beginning date of the lien period and terminating one (1) year thereafter. However, improvements made under this program shall not be eligible for modification or reconstruction.

Leased Property: Limited to landlords renting to households at or below 80% AMI. Rents must not be increased more than 3% per year during the lien period, and must be certified annually to the Community Redevelopment Agency (CRA).

Transfer of Property: During the lien period, transfer of property shall only be permissible to an eligible heir, as defined by Florida law. In the event of the transfer of property to an heir, such heir shall assume all responsibilities for compliance under the program.

Duplication of Benefits: This program shall not be used to duplicate or supplant benefits received or available from insurance policy payouts, and FEMA assistance programs.

CONTRACTING PROCEDURES:

The property owner shall be responsible for contracting licensed and insured contractors to conduct the improvements according to the following procedures:

Bids shall be solicited on behalf of the property owner, from three (3) or more licensed and insured contractors who are qualified to conduct the improvements. Contractors to be bid shall be selected by the property owner. The project shall be awarded to the lowest and most responsive bidder. **Owner shall not cause work to commence until a program agreement has been executed and the Contactor has been issued a Purchase**

Order.

In emergency response and recovery situations, the contracting procedures above, may be waived at the discretion of the CRA Manager, in accordance with emergency procurement laws. Administration of and contracting under this program may also be facilitated and/or secured by a Partnering Agency or City Department during these events.

Inspection: In instances when a CRA-appointed inspector cannot be provided, a report shall be provided by a licensed and insured contractor, including pictures and written documentation of the conditions warranting improvement.

Payment shall be made by the CRA directly to the Contractor.

PRIORITIZATION: In instances of high program demand and limited funding, program approvals may be prioritized based on the extent of damage and degree of threat to the building and its inhabitants (e.g. a tree that has fallen on or near a structure will receive higher priority than a tree that poses a threat to a property), as well as, household income (households at or below 80% AMI will receive higher priority than households over 80% AMI) and direct impacts caused by major storm events such as hurricanes and floods.

PROCEDURES:

1. Upon submittal of a complete application, including all supporting documentation, the Program Administrator will determine initial eligibility for program participation.
2. Upon a finding of initial eligibility, or in conjunction with the application, the project shall be placed out to bid. Upon receipt of the bids, the project shall then be considered for approval.
3. Upon approval, the Owner shall enter into a work contract with his/her Contractor and execute the Lien Agreement. A Notice to Proceed (NTP) establishing the start date for construction will be will be issued to the selected Contractor.

Completion must be achieved within 90 days from the established start date unless otherwise authorized by the CRA Manager or his or her representative.

4. The lien will be forgiven in full at the conclusion of the lien period with program compliance.

**City of Pensacola
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222 W. Main Street, Pensacola FL
32502
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**Administered By:
Hilary Halford, Program Manager**
(850) 436-5654
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Program subject to funding availability and full terms described in the program documents.



COMMERCIAL PROPERTY IMPROVEMENT PROGRAM GUIDELINES

PROGRAM PURPOSE

The Commercial Property Improvement Program (“CPIP”) is designed to support preservation and enhancement of commercial and non-residential buildings, increased building occupancy and reuse, elimination and prevention of blight and preservation and enhancement of the tax base in accordance with the public purposes authorized under Chapter 163, Part III of the Florida Statutes.

PROPERTY ELIGIBILITY

- Must be located within an eligible target area within a City of Pensacola community redevelopment district, if applicable. Visit www.cityofpensacola.com/CRAPrograms to verify eligible areas.
- Eligible property types include:
 - Non-residential and mixed–use buildings (pursuant to policy terms)
 - Publicly accessible historic cemeteries
- May be occupied (subject to terms of use) or vacant (subject to occupancy/reuse terms).

*Tax-exempt organization and religious institutions subject to property type restrictions.

ELIGIBLE IMPROVEMENTS

Eligible improvements for non-residential buildings include the following:

- Exterior repair and enhancements necessary to restore building appearance, integrity, and character.
- Fencing, lighting, landscaping, signage and pavement.
- Other improvements necessary to enhance the street face of the property and provide for conditions that enable use or reuse.

Improvements shall be sufficient to provide a pleasant property façade that aligns with the historic and urban character of the neighborhood and support use or reuse of the property. Priority will be given to exterior features that are visible from the public realm.

Eligible improvements for cemeteries shall be limited to permanent improvements such as fencing and signage.

Projects shall be competitively bid pursuant to program requirements.

FUNDING THRESHOLDS & MATCHING

Non-Residential Buildings

Funding threshold and terms for non-residential buildings are based on the age, size, cultural and/or historical significance of the site and the degree of improvement needed, as determined by a program inspector in coordination with the owner. Funding thresholds shall correlate with the affordability period requirements described under “Maintenance and Occupancy Period” below.

Maximum Award

SQUARE FOOTAGE

3,000 square feet or less: \$45,000

Over 3,000 square feet: \$15/sq. ft., not to exceed \$80,000

AGE

51 – 75 years: \$25,000

76 -100 years: \$35,000

Over 100 years: \$50,000

CULTURALLY OR HISTORICALLY SIGNIFICANT

\$25,000

Funding amounts are cumulative based on square footage, age and cultural/historical significance. However, funding shall not exceed \$150,000.

Cemeteries

Funding thresholds for cemeteries are based on the degree of improvement needed, as determined by a program inspector in coordination with the owner. Maximum award not to exceed \$100,000.

MATCHING REQUIREMENTS

A 20% match is required for all commercial projects.

Matching may be provided by cash contribution or the following in-kind contributions: retail price of contributed materials and volunteer professional services. Volunteer professional services shall be calculated by the hour for the applicable service rendered at the rate established by the Bureau of Labor and Statistics. A maximum of 10% of the match requirement may be made-up of volunteer professional services.

A match of 10% is required for non-residential buildings and cemeteries that serve a public purpose and are permitted a tax exemption according to the Department of Revenue.

Subject to funding availability. All projects must be approved by the City of Pensacola Community Redevelopment Agency.

MAINTENANCE AND OCCUPANCY PERIOD COVENANTS

To meet the CRA’s goal of eliminating and preventing the return of blight and increasing building occupancy and reuse within the redevelopment districts, this program will apply requirements secured by a transferrable lien agreement, for a specified term called the “Maintenance and Occupancy Period” for all properties except cemeteries. The lien will not require repayment of the assistance amount if occupancy or reuse of the building is actively sought or achieved (in accordance with the occupancy and operating plan), the building is not used for an ineligible purpose, the property is maintained in good and faithful compliance with the program and the site is not intentionally demolished and/or rebuilt.

If the property is sold during the Maintenance and Occupancy Period, all requirements of the program shall convey to the new owner. Forgiveness of the lien amount shall be calculated daily. The lien amount shall be 100% forgiven at the end of the period.

Maintenance and Occupancy Periods shall be as follows:

<u>Funding Amount</u>	<u>Period</u>
Up to \$75,000	5 Years
\$75,001 - \$150,000	10 Years

OTHER REQUIREMENTS

Maintenance and Reuse: Participants must submit an occupancy and operating plan that addresses maintenance and reuse of the property. Efforts to occupy or otherwise reuse the building, including marketing and implementation of the approved occupancy and operating plan, must be made and reported annually to the CRA during the Maintenance and Occupancy Period.

Insurance: Insurance is required for non-residential buildings during construction or as soon as eligible for insurance as gained through program participation and through the end of the Maintenance and Occupancy Period as defined in the covenant and approved by the City of Pensacola Risk Management Office.

Licensure: Owner and tenants shall maintain all licensure as required by law.

In the event of an emergency response or recovery situation, terms may be modified in accordance with the program policy.

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Program subject to funding availability and full terms described in the program policy and affiliated agreements.