



Agenda - Final

Westside Redevelopment Board

Tuesday, March 28, 2023

3:30 PM

Hagler Mason Conference Room, 2nd Floor

Members of the public may attend the meeting in person.

CALL TO ORDER

DETERMINATION OF QUORUM

ADMINISTRATION OF OATH

APPROVAL OF MINUTES

1. [23-00285](#) WRB MEETING MINUTES - 12/06/2022

Attachments: [WRB MEETING MINUTES - 12/06/2022](#)

OLD BUSINESS

NEW BUSINESS

2. [23-00267](#) PROJECT UPDATES

Attachments: [WRB Project Updates 3.28.2023](#)
[WESTSIDE REPORT 3.28.2023](#)
[Residential Property Improvement Guidelines](#)
[Residential Resiliency Program Guidelines](#)
[Commercial Property Improvement Program Guidelines](#)
[Escambia County Rent and Income Limits 4.2022](#)

BOARD MEMBER COMMENTS

OPEN FORUM

ADJOURNMENT

PLEASE NOTE: One or more members of the City Council/Community Redevelopment Agency Board may be in attendance.

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 #: 23-00285

Westside Redevelopment Board

3/28/2023

SUBJECT:

WRB MEETING MINUTES - 12/06/2022



City of Pensacola

WESTSIDE REDEVELOPMENT BOARD

Meeting Minutes

December 6, 2022,

3:30 P.M.

Hagler Mason Conference Rm.

The Westside Redevelopment Board (WRB) meeting was called to order by Chairperson Baldwin Sr. at 3:30 P.M.

CALL TO ORDER

WRB MEMBERS PRESENT: Doug Baldwin Sr., James Gulley, Lamar Brown
Delarian Wiggins

WRB MEMBERS ABSENT: Jimmie Perkins, C. Marcel Davis

Public participation was available as follows:

Members of the public may attend the meeting in person.

Members of the public also attended the meeting via live stream and/or phone.

To watch the meeting live visit: cityfpensacola.com/428/Live-Meeting-Video.

To provide input:

- For Public Forum, for items not on the agenda: Citizens may submit an online form here: www.cityofpensacola.com/WRBinput beginning at 1:00 P.M. until 3:30 P.M. only to indicate they wish to speak during Public Forum and include a phone number. Staff will call the person at the appropriate time so the citizen can directly address the WRB using a telephone held up to a microphone.
- For agenda items: Citizens may submit an online form here: www.cityofpensacola.com/WRBinput, beginning at 1:00 P.M. until that agenda item has been voted upon or public comment has been closed by the Chair to indicate they wish to speak to a specific item on the agenda and include a phone number. Staff will call the person at the appropriate time so the citizen can directly address the WRB using a telephone held up to a microphone. Any form received after an agenda item has been voted upon or public comment has been closed will not be considered.

DETERMINATION OF QUORUM

A quorum was present at 3:35 P.M.

Assistant CRA Manager Victoria D'Angelo advised Board Members that there was 1 vacancy on the board due to Mr. Baker's business being relocated outside of the Westside District. Board Member Gulley asked if this should be placed in the form of a resolution before city council. Ms. D'Angelo advised board members that this is handled by the city clerk's office.

ELECTION OF OFFICERS

Chairperson Baldwin called for nominations for the position of Chairperson of the Westside Redevelopment Board.

A motion to elect WRB Member Baldwin as Chairperson was made by WRB Member Gulley. The motion failed due to lack of a second.

Discussion ensued.

A motion to elect WRB Member Davis as Chairperson was made by WRB Member Baldwin and seconded by WRB Member Wiggins.

The motion carried by the following vote:

Yes: 3 Doug Baldwin, Delarian Wiggins, Lamar Brown

No: 1 James Gulley

Board Member Davis was elected as Chairperson of the Westside Redevelopment Board.

Chairperson Baldwin called for nominations for the position of Vice-Chairperson of the Westside Redevelopment Board.

A motion was made by WRB Member Baldwin, seconded by WRB Member Wiggins.

Discussion ensued.

The motion carried by the following vote:

Yes: 4 Doug Baldwin, Delarian Wiggins, Lamar Brown, James Gulley

No: 0 None

Board Member Brown was elected as Vice Chairperson of the Westside Redevelopment Board.

Chairperson Baldwin then turned the meeting over to new Westside Redevelopment Board's Vice-Chairperson, Lamar Brown.

APPROVAL OF MINUTES

1. [22-01184 WRB MEETING MINUTES - 09/27/2022](#)

A motion was made by WRB Member Baldwin, seconded by WRB Member Wiggins.

The motion carried by the following vote:

Yes: 4 Doug Baldwin, James Gulley, Delarian Wiggins, Lamar Brown

No: 0 None

OLD BUSINESS

Board Member Wiggins asked for an update on Board Member Perkins lack of attendance at Westside Redevelopment meetings. Assistant CRA Manager Victoria D'Angelo responded accordingly.

NEW BUSINESS

2. [22-01141](#) FY2024 PROJECT PRIORITIES

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

A motion was made by WRB Member Baldwin, seconded by WRB Member Wiggins.

Assistant CRA Manager Victoria D'Angelo provided an overview of the item. Deputy City Administrator David Forte, City Transportation Planner Caitlin Cerame, CRA Program Manager Hilary Halford, and Affordable Housing Program Manager Christine Crespo, all spoke to the items and answered questions accordingly.

The Top Priorities were:

1. Connectivity to Legion Field & Global Learning Project /Safety improvements to Pace Boulevard.
2. Residential and Resiliency Improvement Programs.
3. Affordable Housing Initiative.

The motion carried by the following vote:

Yes: 4 Doug Baldwin, James Gulley, Delarian Wiggins, Lamar Brown

No: 0 None

Board Member Baldwin asked to remove the West Moreno Stormwater Park Project off the list of WRB priorities and add the Alice Williams Rehabilitation Project and the American Creosote Works Site Acquisition & Park Project. Board Member Gulley asked for clarification of the amounts for each project. Assistant CRA Manager D'Angelo explained that the Westside Board does not allocate any funding to projects.

A motion was made by WRB Member Baldwin, seconded by WRB Member Wiggins.

The motion carried by the following vote:

Yes: 4 Doug Baldwin, James Gulley, Delarian Wiggins, Lamar Brown

No: 0 None

Board Member Baldwin asked that the Connectivity to Legion Field & Global Learning Project as well as Safety improvements to Pace Boulevard become the top priorities of FY2024. Board Member Gulley stated that the list had already been prioritized for "L" Street to come first. Assistant CRA Manager Victoria D'Angelo clarified that the Westside Redevelopment Board's Priority List application submittal included 3 sections, "L" Street, Gregory Street, and a small portion of Wright Street, with "L" Street being the top priority, but if the Board wished to speak to the projects as a whole, that would be fine.

A motion was made by WRB Member Baldwin, seconded by WRB Member Wiggins.

The motion carried by the following vote:

Yes: 4 Doug Baldwin, James Gulley, Delarian Wiggins, Lamar Brown

No: 0 None

Board Member Gulley asked that the Residential and Resiliency Improvement Programs be added as top priorities for Westside Redevelopment Board's FY2024.

A motion was made by WRB Member Gulley, seconded by WRB Member Wiggins.

The motion carried by the following vote:

Yes: 4 Doug Baldwin, James Gulley, Delarian Wiggins, Lamar Brown

No: 0 None

Board Member Wiggins asked that the Affordable Housing Initiative be added to the list of top priorities of the Westside Redevelopment Board's FY2024. Board Member Gulley asked how much money was appropriated for that use. Assistant CRA Manager Victoria D'Angelo stated to the Board that Affordable Housing has always been a top priority in every budget cycle and any funds that can be allocated, has gone to Affordable Housing.

A motion was made by WRB Member Wiggins, seconded by WRB Member Baldwin.

The motion carried by the following vote:

Yes: 4 Doug Baldwin, James Gulley, Delarian Wiggins, Lamar Brown

No: 0 None

BOARD MEMBER COMMENTS

Board Member Gulley stated that Adoor Properties will be building 32 townhomes at the corner of “G” and “H” Streets on Main Street, which is in the CRA’s Westside District. Board Member Wiggins wanted to thank Board Member Baldwin and his tenure as Westside’s Chairperson for the last 3 years. Board Member Wiggins also wanted to thank Michelle Press, President of the Westside Garden District for attending the meeting and wanted to see the empty board members chairs filled. He also thanked CRA staff for their work and asked about putting up historical markers at cemeteries. Assistant CRA Manager Victoria D’Angelo notified the board that CRA staff is working with council staff on filling vacant board positions.

OPEN FORUM

Public Speakers:

Michelle Press, President-Westside Garden District.

ADJOURNMENT
5:14 P. M.

APPROVED _____



Memorandum

File #: 23-00267

Westside Redevelopment Board

3/28/2023

DISCUSSION ITEM

SPONSOR: C. Marcel Davis, WRB Chairman

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, Assistant CRA Manager

ATTACHMENTS:

- 1) WRB Project Updates 3.28.2023
- 2) Westside Report 3.28.2023
- 3) Residential Property Improvement Program (RPIP) Guidelines
- 4) Residential Resiliency Program Guidelines
- 5) Commercial Property Improvement Guidelines
- 6) Escambia County Income and Rent Limits 4.2022

PRESENTATION: No

WESTSIDE PROJECT LIST AND IMPLEMENTATION PLAN

March 28, 2023

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PRIOR REDEVELOPMENT BOARD ACTIONS	PHASE	MANAGER	UPDATES
West Main Street Corridor Management	Urban Core / Westside	Corridor management of West Main Street from Clubbs to Barrancas.	Thru FY2028	UCRB & WRB included this project in their recommended project lists.	Planning/Pre-Design	Caitlin Cerame, Transportation Planner	The selection of the consultant CPH to complete the design of West Main Street Corridor Improvements is going to Council for approval on March 23, 2023.
Jackson Street Transportation Improvements	Westside	Transportation improvements along Jackson Street to the City limit line to A Street. Improvements to be determined based on transportation master plan recommendations. Project to be performed in partnership with Escambia County.	Thru FY2028	WRB included this project in its recommended project list.	Planning	Caitlin Cerame, Transportation Planner	The consultant is finalizing concepts with renderings and associated funding sources. Anticipated completion date is May, 2023.
Connectivity to Legion Field / Global Learning: L Street (Priority 1)	Westside	L Street from Cervantes to Gregory St. Construction of streetscape and corridor improvements, which may include buffered sidewalk, lighting, bicycle wayfinding signage, street trees/landscape, crosswalks and on-street parking (one side) from Cervantes Street to Gregory Street.	Thru FY2028	WRB included this project in its recommended project list.	Planning	Caitlin Cerame, Transportation Planner	Design and construction included in FDOT Tentative 5- Year Work Program. The City has entered into a LAP agreement with FDOT and anticipates putting out an RFQ in the Spring of 2023.
Connectivity to Legion Field / Global Learning: Gregory Street (Priority 2)	Westside	Gregory Street from Pace Blvd to I St. Construction of streetscape and corridor improvements, which may include buffered wide sidewalk, lighting, bicycle wayfinding signage, crosswalks and street trees/landscape.	Thru FY2028	WRB included this project in its recommended project list.	Planning	Caitlin Cerame, Transportation Planner	See above
Connectivity to Legion Field / Global Learning: Wright Street (Priority 3)	Westside	Wright Street from Pace Blvd to P St. Construction of streetscape and corridor improvements, which may include buffered sidewalk, lighting, crosswalks and street trees/landscape .	Thru FY2028	WRB included this project in its recommended project list.	Planning	Caitlin Cerame, Transportation Planner	See above
Pace Boulevard Corridor Improvements	Westside	Corridor management of Pace Boulevard from U.S. 29 to the waterfront. Interim need to provide safety improvements along Pace Boulevard, particularly at Jackson and Wright Streets, to complete Connectivity to Legion Field / Global Learning project. Project to be managed by the Florida- Alabama Transportation Planning Organization and the Florida Department of Transportation.	Thru FY2028	WRB included this project in its recommended project list.	Planning	Caitlin Cerame, Transportation Planner	Pending funding allocation from FDOT for development of corridor management plan. Listed as priority #3 on FL-AL TPO priority list. The \$4.2 million construction project to mill and resurface Barrancas Avenue from the Bayou Chico Bridge to Pace Boulevard, and Pace Boulevard from Barrancas Avenue to Massachusetts Avenue in Escambia County has been completed.
Cervantes Street Road Diet and Short Term Safety Improvements	Westside	Corridor improvements, including safety improvements and potential lane reduction, to West Cervantes from A Street to Dominquez St. Project managed by the Florida Department of Transportation.	Thru FY2028	WRB included this project in its recommended project list.	ST Improvements: Pre-Construction; LT Improvements: Planning	Caitlin Cerame, Transportation Planner	Safety improvements have been completed by FDOT.
Garden Street Landscape Beautification Improvements	Westside	Landscape improvements within the Garden Street corridor. Targeted from "A" Street to "C" Street with actual boundaries determined based on cost.	Thru FY2024	WRB included this project in its recommended project list.	Planning	Mark Jackson, Sustainability Coordinator; Brad Hinote; City Engineer	-
"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 and construction of new sidewalk, street trees and lighting along Main Street from Clubbs and "A". Project to be constructed in phases. Project modified to include improvements from curb and curb and select tree removal as first phase.	Thru FY2024	UCRB & WRB included this project in their recommended project lists.	Design Modification	Brad Hinote, City Engineering; Chris Mauldin, Engineering Construction Manager	-

WESTSIDE PROJECT LIST AND IMPLEMENTATION PLAN

March 28, 2023

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PRIOR REDEVELOPMENT BOARD ACTIONS	PHASE	MANAGER	UPDATES
CRA Commercial Property Improvement Program	Urban Core / Westside	Improvements for commercial projects and cemeteries under CRA Commercial Property Improvement Program within target areas of the Westside and Urban Core CRAs. Eligible improvements include exterior repair and enhancements necessary to restore or improve building appearance, integrity and character, and other improvements necessary to enable reuse.	Thru FY2028	UCRB & WRB included this program in their recommended project lists.	On-going	Hilary Halford, CRA Program Manager	The program was amended by the CRA at the November meeting. Please see attached [revised] Guidelines and Policy. See attached report. Hilary Halford, Program Manager will provide an update.
Residential Property Improvement Program	Urban Core / Eastside / Westside	Improvements for residential properties under CRA Residential Property Improvement Program within the Westside, Eastside and Urban Core CRAs.	Thru FY2028	ERB, UCRB & WRB included this program in their recommended project lists.	On-going	Hilary Halford, CRA Program Manager	See attached report. Hilary Halford, Program Manager will provide an update.
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. Eligible improvements include repair to storm- damaged structures and improvements that 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.	Thru FY2028	ERB, UCRB & WRB included this program in their recommended project lists.	On-going	Hilary Halford, CRA Program Manager	See attached report. Hilary Halford, Program Manager will provide an update.
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	ERB, UCRB & WRB included this initiative in their recommended project lists.	Planning	Christine Crespo, Affordable Housing Manager	Christine Crespo, Affordable Housing Manager, will provide an update.
American Creosote Works (ACW) Site Acquisition and Park Redevelopment	Westside	Acquisition of former American Creosote Works (ACW) Superfund site parcels for future park redevelopment.	Thru FY2028	WRB included this project in its recommended project list.	Planning	Mark Jackson, Sustainability Coordinator; Deana Stallworth, Lease Manager	CRA allocated \$100K towards the land acquisition for park assemblage.
Alice Williams Rehabilitation	Westside	Rehabilitation of the former Alice Williams library.	Thru FY2026	WRB included this project in its recommended project list.	Planning	Allyson Wise, Assistant Building Construction and Facilities Manager; Deana Stallworth, Lease Manager	CRA allocated \$300K towards rehabilitation of the property.

**City Of Pensacola Community Redevelopment Agency
Westside
Programs Status Report
March 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.

TOTAL PENDING PROJECTS ON LIST: 31

Projects currently under contract with work in progress: 4

Projects out to bid: 0

Projects ready for bid: 4

Projects invited for full application: 8

Projects with Scopes of Work pending from Inspector: 0

Pre-eligibility applications approved with inspections pending: 4

Pre-eligibility applicants have been approved but on hold per applicant request: 4

Pre-eligibility applications being processed: 5

Projects completed: 2

*Projects appropriate for the Resiliency Program are identified through the RPIP pre-eligibility screening process.

COMMERCIAL FAÇADE IMPROVEMENT PROGRAM

The Commercial Façade Improvement Program is provided as part of an overall redevelopment program which assists in the elimination of blight within the City's designated Westside 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.

TOTAL PROJECTS ON THE LIST: 1

Projects Forgiven to date: 0

Projects currently under contract with work in progress: 1

Projects pre-application: 2

Pending Closing: 0

Pending Completion: 0

Pending Forgiveness: 1

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: 3

Projects out to bid: 1

Projects currently under contract with work in progress: 0

Projects completed: 2



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

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

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.

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

**Administered By:
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.

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.