



Agenda - Final

Westside Redevelopment Board

Tuesday, December 6, 2022

3:30 PM

Hagler Mason Conference Room, 2nd floor

Members of the public may attend the meeting in person. City Council encourages those not fully vaccinated to wear face coverings that cover their nose and mouth.

Members of the public may also attend and participate via live stream or phone. Live meeting video: cityofpensacola.com/428/Live-Meeting-Video. Public input form here: www.cityofpensacola.com/WRBInput.

CALL TO ORDER

DETERMINATION OF QUORUM

ELECTION OF OFFICERS

APPROVAL OF MINUTES

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

Attachments: [WRB MEETING MINUTES - 09/27/2022](#)

OLD BUSINESS

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.

Attachments: [WRB Project Updates 12-06-22](#)
[CRA Program Manager Report 12.2022](#)
[RPIP Guidelines](#)
[Resiliency Guidelines](#)
[2022 Income and Rent Limits](#)
[Commercial Facade Improvement Program Policy -11.7.2022](#)
[Commercial Facade Improvement Program Guidelines - 11.7.2022](#)

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 #: 22-01184

Westside Redevelopment Board

12/6/2022

SUBJECT:

WRB MEETING MINUTES - 09/27/2022



City of Pensacola

WESTSIDE REDEVELOPMENT BOARD

Meeting Minutes

September 27, 2022,

3:31 P. M.

Hagler Mason Conference Rm.

The Westside Redevelopment Board (WRB) meeting was called to order by Chairperson Baldwin Sr. at 3:31 P.M.

CALL TO ORDER

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

WRB MEMBERS ABSENT: Jimmie Perkins, Norman Lee Baker, C. Marcel Davis

Public participation was available as follows:

Members of the public may attend the meeting in person. City Council encourages those not fully vaccinated to wear face coverings that cover their nose and mouth.

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.

The Board's Rules of Order and Decorum were read by Chairperson Baldwin Sr

DETERMINATION OF QUORUM

A quorum was present at 3:31 P.M.

APPROVAL OF MINUTES

1. [22-00957 WRB MEETING MINUTES -06/28/2022](#)

A motion was made by WRB Board Member Delarian Wiggins, seconded by WRB Board Member Lamar Brown.

The motion carried by the following vote:

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

No: 0 None

OLD BUSINESS

None.

NEW BUSINESS

None.

REPORTS AND ANNOUNCEMENTS

2. [22-00961 PROJECT UPDATES](#)

Chairperson Baldwin introduced the item and turned it over to staff. Assistant CRA Manager, Victoria D'Angelo, provided project updates. Jennifer Grove, Vice President of External Relations for Baptist Health Care gave a presentation. Hilary Halford, CRA Program manager provided updates on CRA Residential Programs and Christine Crespo, City Housing Program Manager, gave an update on affordable housing. Staff answered questions accordingly.

BOARD MEMBER COMMENTS

Board Member Gulley discussed add-on agenda items for inactive board members who have missed multiple meetings. Board Member Gulley also requested fund sheet line items for the Westside CRA district. Chairperson Baldwin and Board Member Wiggins inquired about the process of declaring a board member inactive, removal from the board, filling vacant positions and notifying inactive members of their absences. Board Member Wiggins also requested to be notified of board member absences that resulted in 3 or 4 consecutive meetings, in order to recommend to City Council, the removal process. Assistant CRA Manager Victoria D'Angelo answered questions accordingly.

OPEN FORUM

None.

ADJOURNMENT

5:40 P.M.

APPROVED _____



Memorandum

File #: 22-01141

Westside Redevelopment Board

12/6/2022

ACTION ITEM

SPONSOR: Doug Baldwin, Sr., Chairman

SUBJECT:

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.

SUMMARY:

On September 11, 2014, City Council established the Westside Redevelopment Board (WRB) to provide for the ongoing involvement of stakeholder groups in the Westside community redevelopment area. The principal duties of the WRB are to provide recommendations regarding an annual project list and 5-year implementation plan for projects authorized by the Westside Community Redevelopment Plan and to monitor the implementation of such projects.

On July 28, 2020, the WRB recommended a project list and 5-year implementation plan for the Westside Redevelopment Area, which was subsequently amended.

Since budget preparation for the upcoming fiscal year (FY2024) will begin in January, it is appropriate for the WRB to define its project priorities for the 2024 fiscal year during its December meeting. Project priorities will be considered for incorporation into any applicable/appropriate budgets.

STAFF CONTACT:

Victoria D'Angelo, CRA Assistant Manager

ATTACHMENTS:

- 1) WRB Project Updates
- 2) CRA Program Manager Report 12.2022
- 3) RPIP Guidelines
- 4) Resiliency Guidelines
- 5) 2022 Income and Rent Limits
- 6) Commercial Property Improvement Program Policy - 11/7/22
- 7) Commercial Property Improvement Program Guidelines - 11/7/22

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PRIOR REDEVELOPMENT BOARD ACTIONS	PHASE	UPDATES
West Main Street Corridor Management	Urban Core / Westside	Corridor management of West Main Street from Clubbs to Barrancas.	Thru FY2026	UCRB & WRB included this project in their recommended project lists.	Planning	The RFQ for Design has been advertised and closed November 18th. There is funding for Design in the amount of \$249,000 from FDOT.
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 FY2027	WRB included this project in its recommended project list.	Planning	Concepts with renderings and typical sections are anticipated to be available early 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 FY2026	WRB included this project in its recommended project list.	Planning	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 next couple of months.
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 FY2026	WRB included this project in its recommended project list.	Planning	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 FY2026	WRB included this project in its recommended project list.	Planning	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 FY2026	WRB included this project in its recommended project list.	Planning	Pending funding allocation from FDOT for development of corridor management plan. Listed as priority #3 on FL-AL TPO priority list. There is currently a resurfacing project from Barrancas to Massachusetts Ave. Work is continuing for several weeks as crews work to mill and pave the roadways. In addition, pedestrians will encounter alternating sidewalk closures on Pace Boulevard, between Barrancas Avenue and North Palafox Street (U.S. 29), while crews make sidewalk and curb improvements.
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 FY2026	WRB included this project in its recommended project list.	ST Improvements: Pre-Construction; LT Improvements: Planning	Short term improvements underway by FDOT. The project is nearing completion with landscaping and irrigation installed. Seven new mid-block crosswalks have been activated on West Cervantes Street, between Dominquez and A Streets
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. Subject to support by FDOT Landscape Beautification Grant.	Thru FY2026	WRB included this project in its recommended project list.	Planning	Grant awarded from the Florida Department of Transportation to support the project.

PROJECT NAME	CRA DISTRICT	DESCRIPTION	EST. IMPLEMENTATION PERIOD	PRIOR REDEVELOPMENT BOARD ACTIONS	PHASE	UPDATES
"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 FY2023	UCRB & WRB included this project in their recommended project lists.	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.
CRA Commercial Façade 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 FY2026	UCRB & WRB included this program in their recommended project lists.	On-going	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 priority residential properties under CRA Residential Property Improvement Program within the Westside, Eastside and Urban Core CRAs.	Thru FY2026	ERB, UCRB & WRB included this program in their recommended project lists.	On-going	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 FY2022	ERB, UCRB & WRB included this program in their recommended project lists.	Planning	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 FY2026	ERB, UCRB & WRB included this initiative in their recommended project lists.	Planning	Christine Crespo, Affordable Housing Manager, will provide an update.
West Moreno Stormwater Park	Westside	Park and storm water pond improvements within block bound by E Street, F Street, Lee Street and Blount Street within proximity to Baptist campus. Project guided by the West Moreno District Development Plan and Implementation Strategy developed in partnership with Baptist Hospital and Escambia County. Project to be performed in coordination with the "F and Lee Street Pond Expansion (HMGP)" project, Public Works and Facilities Department.	Thru FY2023	WRB included this project in its recommended project list.	Discontinued	Land assembly was not able to be completed therefore the project will not be moving forward. A portion of funding allocated towards this project was transferred to the Alice S. Williams Rehabilitation project and American Creosote Works (ACW) site acquisition.

**City Of Pensacola Community Redevelopment Agency
Westside
Programs Status Report
December 2022**

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: 33

Projects currently under contract with work in progress: 3

Projects out to bid: 3

Projects ready for bid: 2

Projects invited for full application: 7

Projects with Scopes of Work pending from Inspector: 3

Pre-eligibility applications approved with inspections pending: 3

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

Pre-eligibility applications being processed: 4

Information requested/or sent (no pre-eligibility applications yet received): 51

Projects completed: 1

Projects moved to Resiliency Program: 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 Completed/Forgiven to date: 0

Projects currently under contract with work in progress: 0

Projects under discussion: 1

Pending Closing: 0

Pending Completion: 0

Pending Forgiveness: 0

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: 2

Inspections completed: 2

Projects out to bid: 1

Projects currently under contract with work in progress: 1

Projects completed: 0



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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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.

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 Median: 46,600	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
	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 Median: 50,400	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
	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) Median: 86,500	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
	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) Median: 79,500	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
	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) Median: 74,600	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
	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 Median: 61,800	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
	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.



COMMERCIAL PROPERTY IMPROVEMENT PROGRAM POLICY

Adopted on November 7, 2022

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.

PROGRAM ELIGIBILITY

Program approvals are subject to funding availability and conformance with the terms of the program guidelines and policies.

Ownership eligibility: Except for eligible cemeteries, the property must be owned by fee simple title or life estate interest and must not have any restrictions or encumbrances that would unduly restrict the good and marketable nature of the ownership interest. Ownership by agreement or contract for deed is not eligible.

The following ownership shall on be ineligible: Governments and public agencies, tax exempt organizations (unless renovating a historical or culturally significant building or site, or an eligible cemetery) and religious institutions (except when improving an eligible cemetery).

Culturally significance shall be determined by the UWF Historic Trust and approved by the City’s Historic Preservation Planner or similar Mayoral designee.

Historically significant properties shall be listed or eligible for listing on the National Register of Historic Places.

Property type and use: Eligible property types and uses include: Non-residential and mixed-use buildings with a predominate non-residential use or a substantial non-residential presence from the street as well as, certain publicly accessible historic cemeteries designated for improvement within the City’s adopted community redevelopment plans. Historic cemeteries are defined as cemeteries that are listed on the Florida Division of Historical Resources registry. Ineligible property uses include: hotels/motels, lounge and package stores, auto repair, sales and/or service stations,

adult-oriented enterprises, gun, pawn and drug paraphernalia stores, schools, hospitals and large-scale heavy industrial and warehousing. An exemption may be permitted if the building will be re-used for an alternative purpose or the use is otherwise approved by the CRA due to the building's historic, cultural or architectural significance or similar factor.

Occupancy: Property may be vacant or occupied. Vacant and underutilized property must be actively marketed. Alternatively, the participant may submit an occupancy and operating plan. Efforts to occupy or otherwise reuse the building must be made and reported annually to the CRA during the Maintenance and Occupancy Period (described below).

Other eligibility terms: Owner must be current on mortgage payments and property taxes. Code violations must be remedied either prior to or through program participation. No building or land may be used in a manner that does not comply with all the regulations established by the City of Pensacola Land Development Code (LDC) or other local, state or federal laws or guidelines. Repeat participants will be considered on a case-by-case basis conditioned upon need. Additionally, unless the CRA Manager waives in writing this requirement, the owner may not be the contractor on the project. All licensure required by law shall be maintained during construction and the Maintenance and Occupancy Period (as applicable).

Eligible improvements and project costs: Except for cemeteries, eligible improvements shall include exterior repair and enhancements necessary to restore or improve building appearance, integrity and character, fencing, lighting, landscaping, signage, pavement and other improvements necessary to enhance the street face of the property and to provide for conditions that enable reuse. Priority will be given to exterior features that improve the building façade and are visible from the public realm.

For mixed use buildings with residential components, improvements to residential spaces shall be predominately limited to the minimum amount of exterior improvements necessary to provide a consistent building façade. However, priority shall be placed on improvement of non-residential spaces and space immediately visible from the street.

For eligible cemeteries, improvements shall be limited to permanent improvements that require nominal maintenance such as fencing and signage. Landscaping and on-going maintenance activities shall not be an eligible expense.

Project costs are limited to costs directly associated with the property improvement work in accordance with the rehabilitation specifications. Design, engineering and architectural support may be provided for projects requiring such services. Should in-house services not be available, an estimate of these costs will be made during the inspection process and services rendered will be subject to available budget. Administrative expenses associated with program implementation, such as recording fees, title search and design support, shall not constitute "project costs".

Insurance Requirements: Except for eligible cemeteries, insurance shall be required to be secured prior to construction commencement or as soon as eligible for insurance as gained through program participation, and through the end of the Maintenance and Occupancy Period. Insurance requirements shall be established and subject to approval by the City of Pensacola Risk Management Division.

CRA Approval: All projects shall be subject to approval of the City of Pensacola Community Redevelopment Agency (CRA). Projects shall be approved or denied for participation in the CRA's sole discretion.

Prioritization: To leverage limited resources, properties will be evaluated on a case-by-case basis for funding under this program. In instances of high program demand and limited funding, the CRA, in determining its approval, shall consider and prioritize based on the following criteria:

- Architectural character and/or cultural or historical significance of the building or site
- Age of the building (older = higher priority)
- Degree in which the specified use or reuse will provide a community benefit
- Extent of damage and degree of threat to the building or site
- Proximity to neighborhood reinvestment sites
- First-time applicants

Target Areas: Target areas within the designated CRA districts may be established by the CRA office and published on the City website. The designation of target areas shall not be arbitrary and shall respond to the changing needs of the redevelopment districts as well as redevelopment or revitalization opportunities. In designating target areas, the CRA office shall consider locations where remaining conditions of blight are observed, clustering of non-residential buildings in need of rehabilitation have been identified and areas within proximity to reinvestment sites. Other elements may also be considered, as outlined in the adopted redevelopment plans. Target areas may specify areas limited to historic and culturally significant property and those open to all non-residential/mixed use property.

PROJECT SCOPE AND FUNDING

Preliminary Inspection and Scope of Work: Following submittal of an application, pre-eligibility screening will be performed. If the application passes the screening process, a preliminary inspection will be scheduled. At the date and time of the preliminary inspection, a program inspector will visit the property to assess its condition and identify improvements needed in coordination with the owner.

Scope items will be based on conditions observed, improvements desired by the property owner and the cost of the necessary improvements to be made. The items must be sufficient to provide a pleasant property façade, as seen from the street, and support reasonable reuse of the building. To the extent feasible and based on funding availability, limited interior and structural improvements shall be permissible. These improvements shall be limited to the minimum necessary to address items that threaten structural integrity or do not appear to meet the minimal standards for reuse.

The CRA office shall be authorized to develop program policies and shall have the sole discretion to approve general product specifications and paint colors for the purpose of cost efficiency, longevity, consistency with neighborhood character and to maximize curb appeal. To meet the CRA's purpose of preserving and enhancing the neighborhood character of the redevelopment districts, rehabilitation specifications will address conditions where character has been eroded. Whether due to deferred property maintenance, inappropriate property modifications, incompatible construction styles or similar reasons, the program will seek to provide cost-sensitive improvements to better align the building with the historic and urban character of the surrounding area. All scope items shall be subject to approval by the owner and the CRA Office.

Project Funding: A program representative will make a determination whether a property is a candidate for the program based on building condition, actual rehabilitation costs, maximum funding thresholds and available budgets.

Funding thresholds for non-residential buildings shall be based on the size, age and cultural significance of the building or site and shall correlate with the maintenance and occupancy period requirements described below. Funding thresholds for cemeteries shall be based on the degree of improvement needed, up to a maximum funding threshold. Owner match shall be required for commercial buildings and mixed-use buildings with a commercial component. Commercial shall be defined as business properties that would reasonably be expected to operate with a profit. Matching requirements shall be reduced by 50% for non-residential buildings and cemeteries that serve a public purpose and are permitted a tax exemption according to the Department of Revenue.

Eligible matching shall include cash and in-kind contributions. Eligible in-kind contributions shall be the 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. Amount of match provided by volunteer professional services shall be limited.

At this time, the program representative shall determine if sufficient budget is available to fund the project. Funding commitments shall be subject to available Community Redevelopment Agency (CRA) budgets for the fiscal year in which the commitment is to be made and for the specific community redevelopment district in which the subject property is located, as applicable to funding source. In instances where sufficient budget is not available, the project may be placed on the waitlist for future budget cycles.

Alternatively, where partial funding is available, the CRA, in its sole discretion may allocate available budget to the project. The remaining funding needed to complete the project may then be allocated in a future fiscal year.

Upon funding approval and availability, owner and contractor shall enter into a Work Contract.

Emergency Response and Recovery: In the event of an emergency response or recovery situation, such as a state of emergency related to a natural disaster or an instance where an immediate threat is presented to the building, funding may be approved administratively. Administrative approval shall be limited to the minimum amount of work necessary to stabilize the building. Contracting procedures may be waived at the discretion of the CRA Manager, only in accordance with emergency procurement laws pertaining to City procurement. Administration and contracting may also be facilitated and/or secured by a Partnering Agency or City Department under these events on a case-by-case basis.

Assistance shall be provided as a zero-interest forgivable deferred loan secured by a subordinate lien agreement. Temporary improvements necessary to immediately stabilize a building, such as roof tarps, may be authorized on a case-by-case basis. Such improvements shall be provided as a grant and exempt from lien requirements. The lien period is 1-year. The lien shall be forgiven daily over the course of the lien period. At expiration of the lien period, the loan shall be forgiven in full with program compliance. During the lien period, the improvements shall not be modified, altered, removed, or demolished and the Property may not be sold, demolished, assigned, directly or indirectly encumbered, pledged, conveyed, converted to 100% residential use, not maintained, or ownership is transferred, except to an heir as defined by Florida law. The Maintenance and Occupancy Period shall not apply during this time.

In the event of the transfer of property to an heir, such heir shall assume all responsibilities for compliance under the program. Emergency approval shall not be used to duplicate or supplant benefits received or available from insurance policy payouts and FEMA assistance programs.

Eligible program participants shall be eligible to re-apply for comprehensive assistance under this program upon conclusion of the 1-year lien period. Any additional improvements authorized shall not modify or reconstruct improvements made under emergency approval. Any additional funding provided shall be limited to the maximum funding thresholds allowable under this program and maintenance and occupancy period requirements shall be based on the total amount of funding approved under emergency and non-emergency approvals combined.

MAINTENANCE AND OCCUPANCY PERIOD

To meet the CRA's goals 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 lien, for a specified term called the "Maintenance and Occupancy Period" for all properties, excluding eligible cemeteries. Maintenance and Occupancy Period requirements shall correspond with the amount of the CRA's investment in the property. The lien shall not require repayment of the assistance amount if occupancy or reuse of the building is actively sought or achieved in accordance with the approved occupancy and operating plan (as may be revised from time to time with approval of the CRA Office) and the building is not used for an ineligible purpose defined by this Policy (unless approved by the CRA), the property is maintained in good and faithful compliance with the program and the site is not intentionally demolished and/or rebuilt (except in instances of force majeure).

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. In the event that the owner defaults or requests repayment of the balance of the lien amount, repayment shall be measured from the date that the default was identified to occur or the request for repayment was made. Upon repayment or forgiveness, the lien will be released.

PROGRAM GUIDELINES

The CRA Office shall maintain program guidelines consistent with this policy.



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.