



VILLAGE OF PALM SPRINGS PROPERTY IMPROVEMENT PROGRAM Matching Grant Program Guidelines

Purpose. The objective of the Property Improvement Program (“PIP”) is to provide an economic catalyst for renovating buildings within the Village of Palm Springs. This grant program is intended to encourage property owners to renovate, rehabilitate or improve the physical appearance and value of homes and businesses within the Village of Palm Springs. This is a competitive grant that is awarded on a reimbursement basis.

Eligibility:

1. The Property Owner (or tenant with Property Owner’s Consent and Authorization) must be the applicant.
2. A Project must enhance the aesthetics and visual appeal of the front façade which is any side of a home or business facing a public street (alleyways, easements, unimproved rights-of-way excluded).
3. The total cost for the Project must be at least \$500 and require issuance of a building permit from the Village.
4. The Project property must not have any outstanding municipal debt, including but not limited to Village taxes, utilities, or other municipal liens.
5. The Property Owner must submit a completed Application and complete the approval process prior to beginning the Project. **Any materials purchased or construction started before the application and approval process is completed will not be eligible for a Grant.**



designer's concept
Renderings by Surasak Longsomboon

6. The proposed Project must improve the physical appearance of the structure(s).
7. Eligible properties include owner-occupied residences, residential rental properties, commercial or mixed-use properties. Ineligible properties include condominiums, associations and co-ops, and any nonconforming uses.
8. New buildings (constructed within the last five years) are not eligible.
9. The Village, and other regulatory agencies, must approve all improvements for compliance with Florida Building Code and/or Village regulations.
10. This is a one-time grant. Further, PIP grant recipients are not eligible for any other Village grant on the same property within a three year period following award of a PIP grant.

Eligible Activities: Exterior improvements must enhance the aesthetics and visual appeal of the building and be compatible with the architectural character of the surrounding neighborhood. Improvements shall make a property more valuable, or prevent the deterioration of the property.

Eligible capital improvements visible from the public right-of-way include:

- Replacement of deteriorated or in-efficient windows and doors
- Repair/replacement of deteriorated architectural features or addition of new relief for visual interest, including addition of stucco trim or moldings
- Stucco/brick/tile replacement or installation of horizontal lap siding, board and batten, shakes, or stone veneer
- Façade treatments, including new roofline articulation, parapets and/or cornice replacement
- Extension of roofline to create a front porch or covered walkway
- Re-roof
- Capital improvements to bring grandfathered signage, parking and planting areas into conformance with current codes.

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



Matching Grant: The PIP offers grant funds to be matched by their equal or greater investment of private funds for the purpose of restoring/renovating residential and commercial buildings visible from the public street. This is a competitive grant awarded following an application, evaluation and review process and on a reimbursement basis. The Village will contribute up to 50% of the total Project costs with a \$5,000¹ maximum grant for eligible improvements. The Property Owner is responsible for 50% of the Project costs and any excess costs. The program operates on a reimbursement basis and the applicant is responsible for all payments to professionals, Village departments, and contractors. The Applicant must demonstrate that all necessary private financing required to complete the project is secured.

Waiver: The Land Development Director may waive certain provisions of these guidelines based on a determination of the private and public benefit of the project.

Notification: The Land Development Department reserves the right to:

1. Reject any and all applications.
2. Announce all grant commitments publicly.

Drawing/Permits: All working drawings, Village permits and regulatory agency permits will be the Applicant's sole responsibility. Detail drawings and application for permits must be completed within 90 days of approval of the Applicant's grant application. Failure to meet this deadline will result in cancellation of the Village's obligations regarding the reimbursement of any eligible past or future costs in connection with the construction of the improvements.

Bidding/Construction. Applicant shall put the job out to bid. At least three (3) competitive bids must be obtained. In order for any bid to be acceptable, it must be received from a contractor (or subcontractor(s), if filing as Owner/Builder) licensed to do business in the State of Florida and Palm Beach County. Applicant is responsible for selecting a contractor and executing the corresponding construction agreement. **Permits for building improvements must be obtained.** All improvements must be completed within six (6) months of permit issuance or execution of grant agreement unless a written extension is granted by the Land Development Director. Applicant must agree to permit reasonable inspection during normal business hours by representatives of the Village of the property, exterior rehabilitation/improvement work, and all contract agreements, materials, equipment, payrolls, and conditions of employment pertaining to the work.

¹ Subject to Annual Budget Allocation

Failure to meet this deadline or these requirements will result in cancellation of the Village's obligations regarding the reimbursement of any eligible past or future costs in connection with the construction of the improvements. The Applicant assumes the sole responsibility for meeting PIP deadlines.



Contractor Responsibilities: Any contractor (or subcontractor(s), if filing as Owner/Builder) chosen must provide all necessary expertise, equipment, materials and insurance to satisfactorily complete the respective task. Bid proposals may not be secured from and awarded to a member of the Applicant's family.

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

Maintenance Obligation: Applicant shall maintain the improvements and façade of the property in good condition and in accordance with local regulations and Florida Building Codes. The completed project in its approved design and colors for a period of five (5) years from the date of completion. Failure to maintain exterior building/property improvements, as determined by the Land Development Director, that have been awarded grant monies will result in 1) the obligation to reimburse the Village the full amount of grant funding, and 2) ineligibility of that individual or corporation to apply for future Village grants or incentives.

Grant Awards. The Village of Palm Springs anticipates that there will be more demand than available funds. Applicants will be reviewed and ranked by a Property Improvement Program Review Committee, and funding will be awarded to applications receiving the overall highest scores until the grant fund is exhausted. Should there be a lack of qualified applications, all remaining grant funds may not be awarded. Grant awards will be based on the Project's aesthetic contribution to the Village and evaluated on the following criteria:

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

 - Removal and replacement of front facades, particularly covering the fronts of flat roof or mansard-type roof systems, new windows/window treatments, new doorways, and removal of substandard structural elements of the façade.

- b) Project Visibility and Impact on the Village (30 points)
 - Properties along arterial and collector streets will be given priority

- c) Significant improvement to the exterior visual appearance of the subject property, structural integrity, or the functionality of the Property. (20 points)

- d) Cost/Benefit relationship between the cost of a project and the benefits gained (including level of personal investment in project) (15 points)

- e) Project Readiness. (5 points)



VILLAGE OF PALM SPRINGS

PROPERTY IMPROVEMENT PROGRAM

Basic Procedures

- STEP 1: Property owner (applicant) submits application for Property Improvement Program (PIP) to Land Development Department with all required documentation.
- STEP 2: PIP Review Committee will review the submitted application for approval.
- STEP 3: Upon approval of an application, grant recipients will receive written notification of their award in the form of a commitment letter, along with an Agreement.
- STEP 4: Upon applicant signing and returning the Agreement document to the Land Development Department, construction can begin (after issuance of necessary permits).
- NOTE: **Work that has commenced prior to approval of the application cannot be paid for with Grant proceeds.**
- STEP 5: Once work is completed, final inspections passed and building permits finalized for closure, the Applicant must provide receipts for completed improvements. Work must be completed within six months. Payment from the Village will be in the form of a check to the Applicant. Grant disbursement will occur within thirty (30) days following the submittal of the receipts to the Land Development Director for verification of actual costs and approval of release of grant proceeds. Photos of completed projects may be utilized by the Village in publications and announcements.



^ original



final project ^