

NEIGHBORHOOD PRESERVATION PROGRAM



**A HOME IMPROVEMENT PARTNERSHIP
BETWEEN
THE WESTGATE/BELVEDERE HOMES
COMMUNITY REDEVELOPMENT AGENCY
AND
NEIGHBORHOOD HOMEOWNERS**



**1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409
Phone (561) 640-8181 • Fax (561) 640-8080
www.westgatecra.org**

NEIGHBORHOOD PRESERVATION PROGRAM

GUIDELINES (revised 9-15-2025)

The **WESTGATE BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY** seeks to encourage the preservation of the CRA's existing housing stock by providing assistance to homeowners to make needed improvements to their homes.

PROGRAM GOALS:

- Preserve the affordable nature of the properties
- Prevent property deterioration and blighted appearance
- Preserve the character of older neighborhoods
- Increase homeowner's ability to leverage funds for home improvements.

PROGRAM PRIORITIES:

The proposed housing improvements should preserve the integrity of the house and add to the long-term value and life of the property and the neighborhood.

- Health and safety code deficiency correction
- Accessibility modification for persons with disabilities
- Structural and environmental improvements
- Weatherization and energy efficiency
- Leveraging Home Improvement Fund

The CRA will provide up to \$6,000 grant assistance at the CRA's discretion subject to budget and available funding. The total amount of the grant is limited to Six Thousand Dollars. The first \$1,000 is a straight grant; the homeowner can access an additional \$5,000 in grant funds from the CRA by providing a 50/50 match.

Example: If an applicant contributes \$5,000, the CRA will grant an additional \$5,000. The homeowner can acquire the five thousand match funds from any source of their choosing.

The CRA will provide their assistance on a first come first served basis pending funds availability, however, the CRA in its sole discretion will prioritize applications based on the extent of the improvements and homeowners using other programs (leveraging funds) for repairs. An applicant is limited to apply only once every three years.

The maximum amount of grant to any one property owner under the Program is \$6,000. Grant applicants may apply multiple times if granted less than the maximum amount, but no grant applicant will receive more than the maximum amount in total. If the maximum amount of funding to the Program is later increased, grant applicants that were granted \$6,000 may reapply for additional funding until the new maximum is reached.

ELIGIBLE IMPROVEMENT COSTS:

Funds may be used to correct existing code deficiencies, structural deficiencies, weatherization, accessibility, and general property improvements. Any code violation issues must be addressed as part of the improvement projects.

Work must include at least one of the following:

- Exterior improvements (siding, roofing, gutters, windows, painting, driveway)
- Addition of a bedroom(s), bathroom(s) or new living space
- Conversion of a rental unit to owner-occupied home
- Landscaping/irrigation, decorative fencing, shutters
- Vermin/termite eradication
- Air Conditioning System, Water Heater, Electrical, Plumbing
- Sewer Connection
- Other minor home repairs approved by the Executive Director

ELIGIBLE PROPERTIES:

- Located within the Westgate/Belvedere Homes CRA boundaries
- One property per owner
- Owner-occupied one or two unit residences
- Rental property owners provided improvements exceed \$10,000
- Current on property tax, mortgage, and no outstanding code lien

THE PARTNERSHIP RESPONSIBILITIES:

WESTGATE CRA

- Market and publicize the program to property owners within the CRA
- Provide up to \$6,000 grant assistance at the CRA's discretion subject to budget and available funding
- Review and approve home improvements before commencement and issue Notice to Proceed to include the amount eligible for reimbursement
- Take before and after pictures of improvements

HOMEOWNER

- **A pre-application meeting with CRA staff is required prior to submittal**
- **Work started or completed before the application is approved cannot received any grant**
- Submit grant application and scope of work to CRA
- Seek contractors and obtain bids (at least three)
- Commence and complete the improvements within six months of the Notice to proceed
- Submit invoices and proof of payment for reimbursement.

NOTE: The CRA will not recommend companies/contractor to perform work. Property owner is charged with doing their own due diligence to get the lowest and best price for the project.

WESTGATE COMMUNITY REDEVELOPMENT AGENCY

1280 N. Congress Avenue Suite 215

West Palm Beach, Florida 33409

Phone 561-640-8181 Fax: 561-640-8180

APPLICATION FOR NEIGHBORHOOD PRESERVATION PROGRAM

Applicant Information

Applicant's Name		
Applicant's Address		Home Phone
Daytime Phone Number Including Area Code	Cellular Phone	
How long have you resided at the above address?		
Co-Applicant's Name	Address:	

Property Information

Property Address (If different from above):

Number of bedrooms	Number of bathrooms	Number of units
Improvement needed (see eligible improvement list):	Estimated Cost:	Match amount:
Total Amount Requested:		

Homeowner's Insurance

Do you have Hazard Insurance? Yes No

Do you have Flood Insurance? Yes No

For Office Use Only

Property Control Number:

Legal Description

Approved Not Approved

Date Application was received: Grant amount: \$

Property Owner Agreement

By signing below, I/we certify that I/we have received and reviewed a copy of the Neighborhood Preservation Program Guidelines and agree to abide by them.

I/we certify that the application information provided is true and complete to the best of my/our knowledge. I/we agree to provide any documentation or assistance needed to determine my/our eligibility or to perform the improvement

In the event the grant application is approved, I/we hereby agree that the CRA may pay the grant proceeds directly to the bank to reduce the home improvement loan

Applicant's Signature	Date	Co-Applicant's Signature	Date

Westgate/Belvedere Homes CRA Date