

City of Tallahassee

Griffin Heights Housing Improvement Program Overview

Round Two (Rev. July 2023)

Background

There are tremendous opportunities within the Griffin Heights neighborhood to develop and construct new housing and to renovate existing houses. About 14.3% of the neighborhood's existing housing stock are vacant, and there are 50 acres of potentially developable vacant land, of which 28 acres are unplatted. The Griffin Heights Neighborhood, working through the City of Tallahassee's Neighborhood First planning process, has developed a strategic neighborhood plan that outlines goals, strategies and

Griffin Heights Neighborhood First Plan

The Griffin Heights Neighborhood First Plan includes several strategies and action items which call the establishment of housing rehabilitation programs. These strategies and action items include the following:

- **Strategy CB 1.2:** Provide assistance to homeowners to beautify their homes
 - **Action CB 1.2.1:** Promote existing City of Tallahassee housing rehabilitation programs through community events and targeted outreach.
 - **Action Item CB 1.2.2:** Implement a housing façade program that provides grants or low-interest loans for exterior improvements
 - **Action Item CB 1.2.4:** Organize a “Do Something Day” twice a year to assist residents in need with volunteers willing to help with minor home repairs and yard maintenance.
- **Strategy NI&LU 6.3:** Promote the repair and reuse of existing structures.
 - **Action Item NI&LU 6.2.3:** Develop and implement a code enforcement amnesty program that waives liens for property owners that address violations.
 - **Action Item NI&LU 6.3.1:** Develop and implement a housing assistance program that offers financial (grants and/or loans) and regulatory incentives for owners to repair and remodel existing structures
 - **Action Item NI&LU 6.1.1:** Maintain an inventory of all vacant lots and dilapidated homes within the neighborhood.
- **Strategy F 1.2:** Work with City and County departments and nonprofit partners to secure funding for neighborhood projects.
 - **Action Item F 1.2.2:** Work with the City of Tallahassee Community Housing & Human Services Department to secure funding for housing development projects.

Funding for Griffin Heights Housing Rehabilitation Programs

On September 22, 2021, the City Commission adopted and funded the Griffin Heights Neighborhood First Plan, initially providing \$550,000.00 for the implementation of housing rehab programs for the Griffin Heights neighborhood. That funding has already been implemented to fund two housing programs in the community. The Griffin Heights Community Action Team, working in collaboration with

City staff and guided by the strategies, action items from the Griffin Heights Neighborhood First Plan, has developed this housing rehabilitation program for implementation in the Griffin Heights Neighborhood.

On March 8, 2023, the City Commission voted to allocate an additional \$487,500.00 from the Fiscal Year 2023 Neighborhood First funding towards the Griffin Heights Housing Improvement Program Round 2. This funding provides for a second round of grant funding for the Griffin Heights Housing Improvement Program, which this application is for.

The Griffin Heights Housing Improvement Program, Round 2 (Funded by City of Tallahassee Dollars)

What is it the Griffin Heights Housing Improvement Program, Round 2?

The Griffin Heights Housing Improvement Program, Round 2 provides a grant to homeowners and property owners in the Griffin Heights neighborhood to repair their homes, stabilize and improve the housing stock. The program provides a grant in the form a 5-year forgivable lien to eligible Griffin Heights homeowners and landlords to make repairs to homes located within the Griffin Heights neighborhood. The maximum funding provided by the program is \$25,000 owner-occupied units and up to \$17,500 for renter-occupied units.

What does the Griffin Heights Housing Improvement Program seek to achieve for the Griffin Heights neighborhood?

The Griffin Heights Housing Improvement Program, based on the strategies, action items and guidance provided by the Griffin Heights Neighborhood First Plan, seeks to:

- 1) Preserve and strengthen Griffin Heights existing housing stock
- 2) Provide financial incentives to income eligible homeowners to make repairs to their homes
- 3) Provide financial incentives to landlords whose rental properties are occupied by income eligible tenants to make repairs to their properties; and
- 4) Prioritize improvement to designated historic homes and homes over 50 years.

Revitalizing the Griffin Heights neighborhood through the preservation of the neighborhood's existing housing stock is essential to the livelihood and continued vibrancy of the community. By funding needed housing repairs, the Griffin Heights Housing Improvement Program will aide in keeping residents in their homes, ensure that neighborhood homes are free from health and safety hazards, and preserve the housing unit to allow current residents to age in place and/or provide future residents with decent and safe housing.

Who is eligible to receive funding for home repairs from Griffin Heights Housing Improvement Program?

- Resident homeowners (owner-occupied residences) who meet the following qualifications:
 - Total household income is 100% or less of the area median income. Applicants will have to provide income information for all adults residing in the home.
 - For homes with multiple owners, all owners must sign the grant application.

- All property taxes and municipal debt are paid and/or be current with the City of Tallahassee and Leon County. This includes City of Tallahassee utilities, property taxes, code liens, etc.
- Property owners (landlords) who meet the following qualifications:
 - Tenants of the rental housing unit is 80% or less of the area median income. The landlord must provide income information for all adults residing in his/her rental home. Income eligibility will be based on the tenants income.
 - All property taxes and municipal debt are paid and/or be current with the City of Tallahassee and Leon County. This includes City of Tallahassee utilities, property taxes, code liens, etc.

What is the maximum funding I can receive from the Griffin Heights Housing Improvement Program?

The maximum award each funded applicant will receive is based on the ownership status of the housing unit for which the grant is intended: owner-occupied units can receive a maximum award of \$25,000, while renter-occupied units can receive up to \$17,500.00. Landlords can receive up to \$10,000 in funding without providing any matching funds. Any funding request beyond \$10,000 for a rental property must be matched dollar for dollar up to \$17,500 by the landlord.

Are renters eligible to apply for a grant from the Griffin Heights Housing Improvement program?

No. While certain rental housing units are eligible to receive a grant from the program, renters cannot apply for the grant on behalf of their leased unit. Grants will be issued only to property owners. Property ownership will be verified using the Leon County Property Appraiser’s database. Landlords applying for a grant from this program must work with their tenants to qualify their tenants based on the income eligibility requirements for the program and to notify the tenant that they intent to apply for grants to improve their rental unit. All tenants must sign the Attachment A: Tenant Notification Form.

How will applications for the Griffin Heights Housing Improvement grant be evaluated?

The Griffin Heights Housing Rehab Grant Program is a competitive grant program. The applications received will be reviewed, scored, ranked and then selected for funding based on the scores received. The scoring criteria for the program are:

3 points: Home is owner-occupied

2 Points: Home is 50+ years old or has a historic designation

1 Point: Home is renter-occupied

Will everyone who applies for a grant from Griffin Heights Housing Improvement Program get funded?

Not likely, there is limited funding for this program. \$487,500.00 is available for funding round two of the Griffin Heights Housing Improvement Program.

Completed applications received by the closing date for this program, will be reviewed and scored using the scoring criteria established for the program. Scored applications will be grouped by the scores received and starting with the highest scored applications, they will be randomly selected for funding.

Do I need to apply again if I applied for Round 1 of the Griffin Heights Housing Improvement Program?

No. If you applied in Round one of the program in 2022 and were not selected then, you do not need to re-apply. You may be considered for funding in this round; however, you will have to update your income information that you previously provided. If you need to verify if you already applied last year, please reach out to Jillian.Driscoll@talgov.com / 850-354-1926.

What types of home repairs will the Griffin Heights Housing Improvement program fund?

The type of repairs funded by the program will differ based on the occupancy status of the housing unit: owner-occupied vs renter occupied.

Owner-occupied homes may have both interior and exterior repairs done, while for **renter-occupied homes** only exterior repairs will be funded.

What are some of the examples of the repairs that will be funded by the Program?

The specific repairs that will be made to each funded home will be determined jointly by the contractor and the homeowner/property owner. Repairs are prioritized based by code, safety, energy efficiency and aesthetics

Examples of eligible repairs include the following:

- Roof repair or replacement
- Plumbing
- Structural issues
- Tree Removal (limited to safety concern)
- HVAC/Heat/Air replacement or installation
- Energy efficiency (window and door replacement) insulation
- ADA accessibility repairs
- Electrical
- Sewage repair or connection
- Hot water heater
- Smoke detectors

When and how can I apply?

The application window for the Griffin Heights Housing Improvement Program is open from Monday, July 17, 2023 at 8 a.m. until Friday, August 25, 2023 at 5 p.m. Interested and qualified applicants must apply through the City’s [Neighborly Software portal](#), submitting an electronic application by the given deadline. If a paper application is needed, you may pick up at the Neighborhood Affairs office located at 2295 Pasco Street and return to the same location by the deadline. **Applications received by the deadline will be considered for funding. For questions, contact the Neighborhood Affairs Division at 850-891-8795 or neighborhoods@Talgov.com**

[CLICK HERE TO VIEW THE GRIFFIN HEIGHTS NEIGHBORHOOD FIRST PLAN](#)

[CLICK HERE TO ACCESS THE HOUSING IMPROVEMENT APPLICATION](#)

How much funding is available for the program?

There is \$487,500.00 available for housing rehabilitation programs in Griffin Heights.

What are the neighborhood boundaries of the Griffin Heights neighborhood?

The current Griffin Heights neighborhood boundaries include Tharpe Street to the north, Old Bainbridge Road and Woodward Avenue to the east, West Brevard Street and Tennessee Street to the south, and Colorado, California and Arkansas streets to the west.

How will funds be disbursed?

Funds will be distributed from the City of Tallahassee to the vendor contracted for the work completed.

How and who decides what repairs will be completed?

A home inspection will be conducted by a vendor contractor along with the homeowner to determine what repairs are most needed on the home. Code repairs addressing health and safety issues are the highest prioritization for repairs to be funded, followed by energy efficiency and environmental health concerns. The homeowner and contractor will agree on what repairs will be made.

What happens after I have been selected for this program?

Applicant name and contact information will be forwarded to the City Housing Division, who will then follow up with the applicant to complete additional paperwork and evaluation.

To be *considered* for funding, all applications must be received **by Friday, August 25, 2023, at 5 p.m.** You may request a paper application by emailing Neighborhoods@Talgov.com or by calling 850-891-8795.

[CLICK HERE TO ACCESS THE HOUSING IMPROVEMENT APPLICATION](#)