

UPPER FLOOR RESIDENTIAL PROGRAM

I. STATEMENT OF PURPOSE

The purpose of the Upper Floor Residential Program is to provide incentives in the form of matching grants to encourage the conversion of upper floors of existing commercial structures to multiple residential units in the Downtown Redevelopment Area. The development of additional residential units in Downtown is encouraged to support the development of a mixed use environment.

II. ELIGIBILITY

Any existing multi-story commercial building in the RDD-1 and RDD-2 zoning districts in the Downtown Redevelopment Area is eligible to apply for assistance.

III. ELIGIBLE PROJECTS

In general the intent of the guidelines is to restrict funding to assist with the conversion of existing commercial buildings to multiple residential units. The following improvements are eligible:

1. Costs related to build-out for residential units; including but not limit to:
 - a. Electrical
 - b. Plumbing (Bathrooms and Kitchens)
 - c. HV/AC Systems
 - d. Walls and structural elements
2. Improvements to meet the requirements for the American Disabilities Act.
3. Improvements to meet the requirements for the National Fire Prevention Act.

IV. PROJECT FUNDING

The following projects will be funded with available funds from the applicable Redevelopment Trust Fund:

A. Funding

Eligible projects may receive awards of up to \$7,500 per unit developed with no single grant exceeding \$75,000.

B. Limit on Allocation of Funds

No property may receive more than \$75,000 over the entire life of the project. Grants may be applied for one time.

V. PROGRAM ADMINISTRATION

The Redevelopment Staff is responsible for the management of the program. The program is subject to overall policy direction and general oversight by the Daytona Beach Community Redevelopment Agency.

Grants will be administered following the City's purchasing policies. The Redevelopment staff will receive and process recommendations for approval. Redevelopment staff will work with

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the grant applicant to ensure the grant applications comply with the codes and ordinances of the City of Daytona Beach.

A. Application Process

1. Applicant (owner) contacts Redevelopment staff for a Grant Application. If the applicant is the lessee, written consent of the owner should be attached to the application.
2. Redevelopment staff discusses the process, including permitting needs, with the owner and/or their contractor/architect.
3. Owner/Contractor/Architect prepares a detailed outline of the proposed project. This will include:
 - a. Photographs, clearly showing existing conditions.
 - b. Detailed drawing, to approximate scale, showing proposed improvements.
 - c. Written specifications outlining scope of work.
 - d. Project budget, showing estimates of all work items.
4. Redevelopment staff reviews the project to ensure compliance with program guidelines.
5. Redevelopment staff informs applicant of funding decisions.
6. Applicant/Contractor presents plans to Permits & Licensing Division for review of building regulations.
7. Permits & Licensing Division issues building permit.
8. Project work commences within 30 days of obtaining a building permit.
9. Upon completion, City of Daytona Beach approves work and issues a Certificate of Completion to applicant.
10. Applicant provides Redevelopment staff with documentation of project, permits, certificate of completion, canceled checks or paid receipts.
11. Redevelopment staff inspects project to determine compliance with guidelines and issues a request for payment to owner.

B. Upper Floor Residential Grant Awards over \$25,000 (Multiple-Year)

Any grant award over \$25,000 for an individual project requires approval by the Community Redevelopment Agency. The grant awards will be based upon recommendations from the applicable redevelopment advisory board.

1. The payment may be over several fiscal years.
2. Project will require a written contract between the CRA and property owner.
3. Contract may include provisions for a lien of the value of the grant to be placed on the property.
4. Additional processing time will be required for review by the applicable redevelopment advisory board and CRA.

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C. Grant awards criteria:

Grant awards will be for eligible expenses.

D. Permits and Contractors

1. Construction work for commercial buildings must be done by a licensed contractor.

2. **PERMITS WHICH MUST BE PULLED:**

Electrical

Plumbing

HV/AC

Renovation - Structural Renovation or Structural Aesthetic Changes