



Orange County *Nonprofit Housing Repair Grant* **GUIDELINES AND CRITERIA**

Overview

The Orange County Neighborhood Services Division administers a Nonprofit Housing Repair Grant that provides minor exterior repairs to owner-occupied homes in unincorporated Orange County. The Grant is funded by County general revenue funds.

Grant applications are accepted year-round and awarded on a first-come, first-served basis as funds become available.

Purpose

The Grant's purpose is to support and assist neighborhoods and organizations in improving the physical and social quality of their community by providing minor exterior repairs or minor modifications to owner-occupied homes in unincorporated Orange County that are in a reasonable state of repair.

Applicant Eligibility

The Grant is available to charitable and religious nonprofit organizations that are tax exempt under 26 U.S.C. § 501(c)(3) and have been in operation for a minimum of two years at the time of application. Applicants must meet the following criteria:

- An applicant's Board of Directors (or other voting membership) must vote to approve a Grant application prior to submission to the County.
- The applicant must show that it has the capacity and planning skills to successfully complete the proposed project.
- The applicant must provide a copy of its articles of incorporations and/or bylaws and a list of current organization officers.
- Each applicant must provide a list of volunteers responsible for carrying out the project and include each volunteer's roles, responsibilities, and assignments.
- Applicants are responsible for staffing, contractor compliance, permits, inspections, and code compliance.
- The application must include a detailed budget for the project including required quotes from at least three vendors for all planned expenditures.

Applicants that have been awarded two Nonprofit Housing Repair Grants at any time during the immediately preceding two consecutive years are not eligible to apply.

Project Guidelines

Grants may be awarded in amounts not exceeding \$20,000 per applicant. Only one (1) project per applicant may be funded at a time. Eligible projects must address minor exterior home repairs and modifications, including, but not necessarily limited to, exterior painting; fascia, soffit, and trim repairs; window repair or replacement; shutter replacement; and exterior door repair or replacement. Projects must meet the following guidelines:

- Grant funds can only be used for projects that benefit owner-occupied, single-family homes with homestead exemptions that need minor, exterior repairs.
- Applicants must provide a detailed work plan of how the project will be implemented, if funded. **All projects must be completed within 12 months of entering into the Grant agreement.**
- Grant funds are not eligible to pay for the costs of currently existing programs or ongoing projects.
- All Grant recipients shall provide project reports to the County by the 15th and 30th day of each month until project completion to ensure the County's ability to monitor the project's progress.
- Grant funds may ONLY be used for approved project-related expenses outlined in the project budget.

Eligible Projects

- Minor exterior home repairs
- Clean and repair gutters
- Painting
- Pressure Washing
- Materials needed to complete the project (allowable expenditures up to 25% of the grant award amount)
- Door replacement
- Window replacement
- Other exterior home modification projects approved by the Manager of the County's Neighborhood Services Division.

Ineligible Projects

- Food & Beverages
- AC repair
- Driveway repair
- Fence repair
- Garage repair
- Interior repairs
- Landscaping and gardening
- Lighting repair or replacement
- Major construction
- Mileage reimbursement
- Plumbing & electrical
- Roof repair

Application Instructions

Each Grant application must be submitted in full, with all applicable questions answered and all requested attachments included, or it will not be considered for funding. Please use the Application Checklist to help ensure a complete application. Applicants may submit via email, mail, or in person.

Application Review

The County's Neighborhood Services Division will review applications and may notify applicants of any missing information, attachments, or budget figures. The County's review of an application does not guarantee funding. For assistance, applicants may contact the Neighborhood Services Division at 407-836-4200 or by email at OCNeighborhoods@ocfl.net.

Grant Notification and Awards

Neighborhood Services staff will review applications for eligibility, completeness, accuracy, and community impact. Thereafter, the Neighborhood Grants Advisory Board (NGAB) will review qualified applications and recommend them to the Board of County Commissioners (BCC) for final approval. Grant recipients will be notified in writing within five (5) business days of BCC approval.

Deadlines

Grant applications are processed quarterly and must be received by 5:00 p.m. on the second Thursday of September, December, and March to be considered for funding in the next fiscal quarter. Applications received after the deadline will be processed in the next application period.

Applications may be mailed, emailed, or hand-delivered to the County's Neighborhood Services Division at the following addresses:

**Neighborhood Services Division
Attn: Nonprofit Housing Repair Grant
2450 33rd Street, 2nd Floor
Orlando, FL 32839**

Email: OCNeighborhoods@ocfl.net

Mailed applications must be *received*, not postmarked, by the deadline.

Contact Information

For more information about this Grant, contact the Neighborhood Services Division at 407-836-4200, or email at OCNeighborhoods@ocfl.net, or visit our website at www.ocfl.net/Neighborhoods.