

Residential Property Improvement Grant Application

1300 9th St., St Cloud, FL 34769 · (407) 957-7235 · www.stcloudfl.gov/cra

Please **PRINT** or **TYPE**. If field does not apply, put N/A. Email to CRA@stcloudfl.gov **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Date Application Submitted		Application Number <small>(to be completed by CRA)</small>	
APPLICANT'S INFORMATION			
PROPERTY OWNER INFORMATION (if different from applicant)			
Contact person		Phone Number	
Contact person address		Email Address	
PROPERTY AND PROJECT INFORMATION			
Physical Address of Property being improved			
Parcel Number			
Have you received any City or CRA improvement grants in the last twenty-four (24) months (Note: Answering 'yes' does not exclude you from eligibility.)			
If "YES" above, provide details (<i>date, address of property improved, amounts, etc</i>):			
Project Description <small>(Attach additional sheet if needed)</small>			
Project Budget			
<small>Please provide details of all estimated costs for the project. Include ALL expenses so the entire scope of the project can be understood and an eligibility determination can be made. Only eligible expenses will be reimbursed. (Attach additional sheets if needed)</small>			
Project/Category Item	Estimated Cost	Eligible Expense? (Y/N) <small>To be filled out by CRA</small>	
1. Ex. Fence replacement	\$1,500.00		
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Sub-Total (items 1-8)			
Eligible Expenses TOTAL <small>(to be filled out by CRA)</small>			

It is not guaranteed that award funding/reimbursement will increase if final costs exceed initial estimates. Please estimate project costs carefully.

Print Name

Signature of Applicant

Date

APPLICATION CHECKLIST

All applicants must submit a completed application including all requirements attached and organized prior to the start of any work in order to be considered for grant funding. No work can begin before approval has been received.

The following is required with your initial application, before the start of any work:

- Completed and signed application
- Four (4) photographs clearly showing existing conditions of the home to be improved
- Drawings or sketches showing the proposed improvements to the home and placement of other features around the home (examples of landscaping, paint colors, etc.)
- Project Budget
- Copy of homeowners' insurance declaration page
- Copy of Contractor's Florida License
- Proof of property ownership
- Documentation identifying that any loans and mortgages on the property are current and in good standing, or a copy of the title if no mortgage exists
- Written and notarized consent from the property owner, if owner is different from applicant (if you are the owner you do not need to complete the authorization form)
- Two (2) estimates / quotes
- City of St. Cloud Vendor Application; including W9 Form

The following is required with your application for reimbursement, to be provided upon completion of work:

- Photographs of all completed work
- Copies of all invoices, and proof of payment including but not limited to: verification of all project costs, including contractor invoicing, lien releases, and evidence of payment of all expenses. (copies of checks, credit card receipts, etc.)
- Evidence that work was performed by licensed and insured contractors
- No Code Enforcement fines or liens
- All Regulatory Requirements have been met (building inspections, approvals and final completions, etc)

Estimated Cost of Project	\$ _____	Grant Amount Requested	\$ _____
----------------------------------	----------	-------------------------------	----------

I agree that the information provided above and within this application is accurate and correct to the best of my knowledge.

Print Name

Signature of Applicant

Date

Property Owner Authorization

I, _____ (property owner), understand that _____ (leaseholder of my property, if applicable), located at _____ (address) is considering making improvements to this property under the City of St. Cloud's Community Redevelopment Agency Paint Plant Pave Grant, hereinafter referred to as the "Program." For the purposes of this authorization, hereinafter the Community Redevelopment Agency shall be referred to as "CRA" and the City of St. Cloud as "City."

I have received and reviewed the Program description and reviewed the application. I agree to permit the proposed improvements to my home. I understand that I am not financially responsible to complete these improvements.

I understand and agree that neither the CRA nor the City assume responsibility or liability to me or any other part for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the CRA and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the CRA, the City, or any of its officers, representatives, agents, or agencies regarding any matters relevant to the participant obligations under the Program.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature

Date

STATE OF FLORIDA, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me or who has produced _____ as identification.

Notary Public

APPLICANT ACKNOWLEDGEMENT FORM

By requesting financial assistance, ***I understand and agree*** with the following conditions:

Filing an application does not guarantee funding, and that approval of grant funds does not guarantee approval at required public hearings.

All improvements must follow plans as approved by the Paint Plant Pave Grant Program.

Any properties owned by the applicant and sought to be improved with the grant hereby applied for may not be involved in court action with the City of St. Cloud. If applicable, the applicant must verify code enforcement actions currently active against the building or the business and that the work undertaken in conjunction with the improvement project will incorporate mitigation of code violations.

All improvements must comply with all applicable St. Cloud building code requirements, local ordinances, permit requirements, and established design and historic preservation standards for the designated area. The applicant is expected to include in the application the cost of both the improvement and all permits.

Eligible activities include repairs to eligible homes in a targeted corridor. These repairs may include improvements which are visible within the corridor.

No improvements should be made prior to the issuance of an Approval / Purchase Order in writing, and no grants will be awarded retroactively. Any changes made to the project that have not been approved will not be eligible for funding and may disqualify the entire project for reimbursement. Grant funds cannot reimburse past projects.

Following issuance of the Paint, Plant and Pave Grant award, the applicant shall have six (6) months to complete approved project. Where substantial project completion has not begun within one calendar year, or where substantial progress has not been made during any six-month period following commencement of project, the approved grant application shall be reevaluated by the appropriate bodies. One extension of 180 calendar days may be granted on request of the applicant, if the request is made at least 30 days prior to expiration and where conditions or codes have not changed, so as to affect the public health, safety and welfare of the citizens of the city. Extensions granted will begin on the last day of the original application expiration date. All requests must be in writing and must be received before any consideration is given.

The refund check shall be reimbursed only after the work has been completed and a final inspection has been made by CRA and/or City Staff to determine that the work has been satisfactorily and entirely completed according to approved plans and specifications and building requirements. The applicant will be required to provide proof of costs and payment, preferably in the form of paid invoices. The applicant must be prepared to pay all contractor(s) and vendor(s) the full amount for services provided. The program can only refund up to \$2,000 of cost incurred per eligible project, upon proof of full payment.

All work for which reimbursement is requested has been performed by a Florida licensed and insured contractor. Work/labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be reimbursed for work done on an owner's own property.

All improvements/changes that have been approved should be maintained for at least six (6) months. To the fullest extent of the law, the applicant shall indemnify and hold harmless St. Cloud from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney's fees, of any kind or nature arising or growing out or in any way connected with the performance of the improvement.

I hereby authorize the City and CRA to use my photo and/or information related to my experiences with the grant. I understand this information may be used in publications, including electronic publications, audiovisual presentations, promotional literature, advertising, community presentations, letters to area legislators and media and/or other similar ways. My consent is freely given as a public service to the City and CRA, without expecting payment. I release the City, CRA, and their respective employees, officers and agents from any and all liability which may arise from the use of such news media stories, promotional materials, written articles, videotape and/or photographs.

Applicant's Certification:

I have read and understand this application. I hereby submit this application, together with the attached photos, plans, and additional supporting documentation for the proposed project. I understand that the City of St. Cloud's Community Redevelopment Agency, hereinafter referred to as "CRA," must approve the application. I further understand that if I accept the award, I will comply with all of the requirements contained therein. No funding will be awarded until a completed application has been approved by the CRA and the required items from the checklists have been submitted and proof of payment of eligible expenses have been submitted, to CRA/City satisfaction. At the discretion of the CRA, I agree to place a program sign on my property for the duration of the project. I understand that grant funds will not be reimbursed until the project is completed as approved and copies of all paid invoices/receipts are provided. I understand the project must be completed within 6 months of grant approval, or the approval and funding shall expire unless appropriate grant extension approvals are secured.

Print Name

Signature of Applicant

Date

PLEASE READ - GENERAL INFORMATION FOR APPLICANTS ABOUT CRA ELIGIBILITY PARAMETERS, LIMITATIONS and REQUIREMENTS

Eligible Improvements: Eligible projects must be for Façade Improvements to a single family or 2 unit multi-family residential properties that are of a permanent nature, or could be described as “beautification” projects, that are visible (street facing) portions of structure or site. The program can only refund **up to \$2,000** of cost incurred per eligible project, upon proof of full payment.

<p>Examples of typical projects include (this list is not exhaustive):</p> <ul style="list-style-type: none">• Exterior Painting• Exterior Lighting• Landscaping• Exterior Wall Repair• Signage• Installation of:<ul style="list-style-type: none">○ Awnings,○ Windows,○ Doors	<p>Requirements:</p> <ul style="list-style-type: none">• Improvements MUST be visible from street view• Improvements MUST be completed within 6 months of project approval• Grant funds CANNOT reimburse past projects (no retroactive reimbursement allowed)• Applicant or family member CANNOT receive financial benefit from this grant• Tenants MUST have property owner’s approval to implement the project (Property Owner Authorization Form)• Improvements MUST comply with St. Cloud’s building codes, local ordinances, and permit requirements
--	---

Program funds cannot be used for the following:

- Application or permitting fees
- Services performed by a non-licensed contractor
- Repairs made in response to citations by the City’s Code Enforcement Department
- New construction: New building construction
- Work/labor performed by the property owner, relative or tenant (materials purchased by the owner may qualify; however, labor performed by the property owner, relative or tenant, even if a licensed contractor, will not be reimbursed for work done on an owner’s own property)
- Air conditioning systems, including repair, installation of new systems, or relocations of existing.

Vendor/Quotation Requirements:

- Vendor **MUST** be licensed to work and pull permits in City of St. Cloud
- Vendor **CANNOT** start the project until the approval is issued by CRA program office
- Do not pull permits until approval is received Vendor must be prepared to provide tax identification number
- Quote **MUST** be on the vendor’s letter head and include **ALL** costs associated with the project i.e. Cost of permits, use agreements, design, site plans, surveying, engineering, etc.
- Vendors cannot be a relative of or the applicant of the grant program
- St. Cloud recommends that the vendor provide a certificate of insurance with Workers’ Compensation (\$100k), Commercial General Liability (\$500k), and Business Automobile Liability (\$100k)

I have read and understand the above CRA ELIGIBILITY PARAMETERS, LIMITATIONS, REQUIREMENTS and AWARD AMOUNTS.

Print Name

Signature of Applicant

Date