



CITYWIDE FAÇADE IMPROVEMENT REIMBURSEMENT GRANT PROGRAM



“To provide superior yet cost-efficient municipal services to our community through teamwork, a ‘can-do’ attitude, continual improvement, and genuine respect for all people.” – *City of Pinellas Park Mission Statement*

Contact:

Lisa Clayton, Community Services Specialist
Community Services
communityservices@pinellas-park.com
Phone: 727-369-0670
Community Development Building
6051 78th Avenue N.
Pinellas Park, FL 33781



City of Pinellas Park, Florida

CITYWIDE FAÇADE IMPROVEMENT REIMBURSEMENT GRANT PROGRAM

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Welcome!

Do you own a business or commercial property located within the City of Pinellas Park that is in need of sprucing up? Pinellas Park may be able to help with a reimbursable façade improvement grant.

The Citywide Façade Improvement Reimbursement Grant Program is designed to help facilitate the establishment of new businesses and aid in the expansion of existing businesses within the Pinellas Park city limits. The program is designed to provide financial assistance to new and existing businesses to create more visually appealing commercial properties in accordance with the Economic Development Action Plan.

Program Overview and Purpose

The Pinellas Park Citywide Façade Improvement Reimbursement Grant Program awards funds for EXTERIOR improvements to commercial businesses and properties located within the City of Pinellas Park.

- Businesses with a single street frontage may qualify for up to \$20,000 in grant funding.
- Businesses with a second street frontage, may qualify for an additional \$5,000 in grant funds (not to exceed \$25,000).
- Businesses with single street frontages that are located on one of these major thoroughfares: Park Boulevard, Bryan Dairy Road/ 118th Avenue N., Belcher, Ulmerton Road, US Highway 19 N., 49th Street N., and 66th Street N. may qualify for up to \$25,000 in grant funds.

To be considered, commercial property or business owners within the Pinellas Park city limits target area must submit a completed application accompanied by at least two estimates from licensed general contractors. All improvement plans and designs **MUST be approved by the City of Pinellas Park prior to project start up**. The applicant will be responsible for obtaining all required permits.

Eligibility Requirements

Applicants must meet all of the following requirements to be eligible to receive grant funding:

- The property must be located within the City of Pinellas Park;
- The applicant must either own or lease the property. Leasehold applicants are required to submit a notarized affidavit signed by the property owner as part of their application;
- The subject property must be current on all city services accounts and have no outstanding City of Pinellas Park liens at the time of application;
- Façade improvements must comply with the City of Pinellas Park's Land Development Code, Florida Building Code, and be permitted through the City's Building Development division prior to the start of the project (at the expense of the business owner);
- Florida Statutes and the Pinellas County Construction Licensing Board (PCCLB) require owners of commercial properties to hire a licensed contractor for any work that requires a permit;
- Only independently owned, small businesses or multifamily residential rental properties meeting these Pinellas County Small Business Enterprise guidelines:
 - Current Business Tax Receipt;
 - The business must serve a commercially useful function;
 - The number of employees averaged over the previous three years must not exceed fifty full-time employees;
 - Annual sales not to exceed the maximum three-year average gross revenues of \$3 million dollars or less for businesses providing selective goods and services or gross revenues not exceeding \$8 million dollars for construction service providers.

Eligible Improvements and Expenses

Projects and items eligible for funding under the program include, but not limited to:

- Painting
- Shutters/architectural
- Roof repair/replace
- Awnings/canopies
- Entry door replacement
- Window replacement
- Landscaping (must meet the Pinellas Park Land Development Code)
- Irrigation
- Exterior lighting
- Installation of bicycle racks
- Secured benches
- Decorative walkways and bollards
- Structural support for signage
- Siding and architectural detail
- Exterior wall repairs
- ADA improvements (exterior)
- Parking lot improvements
- Fencing
- Masonry repair and exterior cleaning of the building
- Equipment rental as needed to complete eligible projects
- Material costs
- Labor of employees are reimbursable; however, documentation must be submitted with the final paperwork showing only the number of hours employees worked on the approved project, the rate of pay to the employees, and their social security numbers.

Ineligible

- Businesses located outside the City of Pinellas Park;
- Single-family homes;
- Home based businesses (may qualify under Home Improvement Grant Program);
- Large chain organizations;
- The purchase of turf or sod;
- Routine maintenance expenses;
- Interior renovations;
- Any changes to the scope of work without written approval by the City;
- Activities deemed ineligible based on City/State ordinances and building codes;
- Work started prior to the dated approval letter;
- Grant applications for any one address/business within three years of a previously awarded grant.

Application Process

Submit only completed application packets. Incomplete applications will be returned without review.

1. Read grant criteria to be certain you qualify for the program;
2. Complete application forms, sign and date all documents;
3. The following documents must be included with your application and in this order:
 - a) Completed grant program application;
 - b) Completed Project Description Form;
 - c) Notarized affidavit signed by the property owner granting permission for the project; (if applicant is not the property owner) along with proof of legitimate ownership;
 - d) Documentation that clearly illustrates the visual impact upon project's completion (designs, plans, photos, etc.);
 - e) Copy of active Business Tax Receipt;
 - f) Proof of Commercial General Liability insurance including bodily injury and property damage;
 - g) Completed W9 Form;
 - h) Profit/Loss sheet from business's most recent tax return;
 - i) Two written estimates for each proposed improvement from contractor licensed in Pinellas County;
 - j) Two color photographs of the current state of the building where the improvements will take place.
4. Applicants may schedule an appointment with the Community Services Specialist at 727-369-0670 or communityservices@pinellas-park.com to review the application packet for completeness prior to submitting the application.
5. Submit completed application packet via email to: communityservices@pinellas-park.com, mail or drop off to the Community Development Building, Community Services, 6051 78th Avenue N. Pinellas Park, FL 33781.
6. Complete applications are reviewed to determine if your property and business qualify. Staff will determine the grant award amount based on the information provided on qualifying applications.

Grant Approval Process

Applicants that are approved for a grant will receive an approval letter approximately one week after the final review.

All necessary permits must be issued within thirty days from the date of the approval letter and work must be completed within six months of the date shown on the bottom of the approval letter.

Extensions

If an extension is necessary the request must be submitted in writing to Lisa Clayton, Community Services Specialist, communityservices@pinellas-park.com or mailed to the address listed below. Requests must be received by Community Services staff no less than one month prior to the closeout date. Failure to contact the City to request an extension may result in termination of the grant.

Correspondence should be addressed to:
City of Pinellas Park
Community Services
Attention: Lisa Clayton, Community Services Specialist
6051 78th Avenue N.
Pinellas Park, FL 33781

Funding and Award Reimbursement

The grant program is funded each fiscal year, which is October 1 through September 30 and available funds are limited. Applicants are encouraged to apply for grants early as funding will be awarded on a first come, first served basis.

Projects must be approved for grant funding BEFORE WORK BEGINS. No grant funds will be awarded for unapproved work.

The applicant must cover upfront costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award, including final inspections.

Project completion will be granted when the following package is received:

- Written notification from the owner that the project is complete;
- Copies of all required permits and inspections;
- Copies of paid invoices and evidence of payment;
- Two photographs (taken during the day) of completed project

Once a complete reimbursement request is received, a requisition is submitted by Community Services to the City's Finance Department. The Finance Department reviews the request and if all necessary documentation has been submitted, a reimbursement check will be issued in approximately thirty days.





CITYWIDE FAÇADE IMPROVEMENT REIMBURSEMENT GRANT PROGRAM APPLICATION

Office Use Only

Date Received: _____

Time: _____

Staff Initials: _____

Please complete this form in its entirety and email to: communityservices@pinellas-park.com, mail or drop off your application at the Community Development Building, Community Services, 6051 78th Avenue N., Pinellas Park, FL 33781 Attention: Lisa Clayton, Community Services Specialist. Office hours 8:00am – 4:30pm Monday-Friday, except holidays

****Only completed applications will be considered for funding****

To ask questions or schedule an appointment, contact the Community Services staff at 727-369-0670

BUSINESS INFORMATION

Applicant Name: _____

Business Name: _____

Describe the use of the proposed property (type of business): _____

Business's Physical Address: _____

Applicant's Mailing Address (if different from business address): _____

Telephone Number: _____ Email: _____

Applicant is the (check one): Property Owner Lessee/Tenant Other: _____

Have you or anyone else who can claim ownership or other interest in this property/business been awarded a Façade Improvement Grant within the last three years? YES NO (If "yes" please explain)

PROJECT INFORMATION

Please attach a detailed description of the proposed improvements. Attach supporting materials, such as drawings, pictures, etc. which will assist in the review and understanding of your project.

a) Funds Requested: \$ _____
(This can be no more than 50% of the total project, cost not to exceed \$20,000.00/1 street storefront or \$25,000.00/2 street storefronts or located on one of these major thoroughfares: Park Boulevard, Bryan Dairy Road/118th Ave. N., Belcher, Ulmerton Road, US Highway 19 N., Belcher Road, 49th Street N, or 66th Street N.)

b) Total Cost of Improvements: \$ _____

SIGNATURE PAGE

Applicant(s) initials are required for items 1 – 8

Applicable signatures are required for this application to be considered

1. I (We) obtained, reviewed, and clearly understood the “Guidelines and Criteria” for the Citywide Façade Improvement Reimbursement Grant program.
_____ Initials
2. I (We) understand that the submission of this application does not guarantee funding under the Citywide Façade Improvement Reimbursement Grant Program; and that it does not create any contract or other legal rights for any person or entity to have the Grantor provide grant funding.
_____ Initials
3. If grant funding is approved, a designee(s) of the City of Pinellas Park shall have the right to inspect the work in progress, as well as the completed improvements.
_____ Initials
4. If grant funding is approved, I (we) agree to properly maintain the stated improvements for a minimum of 5 years. Except of damages caused not as a result of the owner.
_____ Initials
5. I (we) understand any improvement work or costs related to this project that were started or incurred prior to the date of the signed agreement cannot be reimbursed to the applicant.
_____ Initials
6. All grant funding is contingent upon the continued availability of grant funds. The City of Pinellas Park reserves the right to decrease funding or cancel the grant program at its sole discretion.
_____ Initials
7. The City of Pinellas Park reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application. The applicant accepts that all decisions relating to the award of grant funds involve subjective judgments, on the part of the decision-making entity, related to the aesthetics of the proposed project and the granting of award funds for said project.
_____ Initials
8. The City of Pinellas Park, its employees and its agents shall be held harmless for any damages, both personal and property, which may result directly or indirectly from any incident associated with the subject project of this application both during and after construction. The City of Pinellas Park, its employees and its agents shall not be liable for any debts incurred in association with the execution and completion of the subject project of this application. I (we) the applicant/co-applicants assume all responsibility for any and all of the aforementioned liabilities.
_____ Initials

I (we) certify that all information is true and accurate to the best of my (our) knowledge, and if approved, work will be completed in accordance with the City of Pinellas Park codes and ordinances.

Furthermore, if grant funding is approved, I (we) do hereby grant the City of Pinellas Park unlimited rights to use photographic images and videos of the proposed property for report and marketing purposes.

Applicant’s Signature

Date

Co-Applicant’s Signature (if applicable)

Date

Property Owner’s Signature (if different from applicant)

Date

**AFFIDAVIT FOR CITYWIDE FAÇADE IMPROVEMENT
REIMBURSEMENT GRANT PROGRAM**

I (we) the undersigned attest to my (our) ownership of the property located at _____ and hereby authorize _____ to act as my (our) agent for the limited and express purpose of participating in the City of Pinellas Park Citywide Façade Improvement Reimbursement Grant Program. I (we) have reviewed and approve of the improvements/modifications to be made on the property as proposed in the grant application.

Owner Signature

Date

Co-Owner Signature

Date

STATE OF FLORIDA
COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20_____.

By _____, as _____ He/She

Personally known

Personal Identification: _____
Driver License/State ID/Passport

Notary Printed Name

Notary Public Signature
Stamp/Seal

**CITYWIDE FAÇADE IMPROVEMENT REIMBURSEMENT GRANT PROGRAM
APPLICATION CHECKLIST**

**Only completed applications will be considered for funding
Incomplete applications will be returned to the applicant for completion**

- Application completed in full (Signed and all questions answered)
- Affidavit signed by property owner and notarized
- Project Description Form
- Two written estimates for each element of work from licensed contractors
- Copies of project designs, plans, etc.
- Copy of current Business Tax Receipt
- Copy of Commercial General Liability insurance
- W9 Request for Taxpayer Identification Number and Certification
- Two color photographs of the current state of the building
- Profit/Loss statement from business' most recent tax return