

CRA Residential Exterior Paint Grant General Project Guidelines

The purpose of the CRA Residential Exterior Paint Grant Program is intended to encourage reinvestment in residential structures and reduce blight within residential neighborhoods in the City of Dade City CRA area. Approval of a proposed project is based upon the project's overall consistency with the adopted Design Guidelines, Community Redevelopment Plan, and the Dade City Land Development Regulations (LDR).

- A. The property to be improved must be free of all municipal and county liens, judgements or encumbrances of any kind. Upon grant approval, said property must remain free of all municipal and county liens, judgements or encumbrances of any kind under the term of the agreement.
- B. The property must be in compliance with all City regulatory requirements, including but not limited to City of Dade City Property Maintenance Ordinance 2010-27, code enforcement, and rental housing licensing.
- C. Within a three (3) year period, only one Residential Paint grant shall be allocated to any one applicant or property, and grants shall be awarded on a first-come, first-served basis. During this three (3) year period, any applicants receiving a Residential Paint grant shall not be eligible to apply for any other grants available from the CRA Board. The City of Dade City will provide **up to \$2,500 for single-story homes and up to \$5,000 for two-story homes** for paint to improve the façade/exterior of the home. Funds shall be allocated on a first come first serve basis.
- D. Single-family and multi-family 2-unit properties are eligible.
- E. No grants will be made to government or nonprofit owned properties or to tenants in government or nonprofit owned properties.
- F. No Residential Paint grants will be made to CRA Board member, a CRA Board member's immediate family, or to a business entity (sole proprietorships, partnerships, corporations or limited liability companies), in which a CRA Board member or his/her immediate family member(s) has/have any ownership interest.
- G. All property taxes and utility charges must be current at the time of the application to receive grant funds.
- H. The applicant is responsible for obtaining any permits required to do the project. No grant funds can be used to pay any permitting fees.
- I. To qualify for grant funds, a completed application (with appropriate plans) must be submitted to the City of Dade City, Attn: CRA Specialist, 38020 Meridian Ave (City Hall) Dade City, FL 33526.
- J. No work to be funded by a Residential Paint grant shall begin until authorized by the CRA Board.
- K. The Owner shall maintain the improvements to the property for at least one (1) year. Should the owner fail to maintain the improvements, Owner will be required to repay the CRA/City for the cost of improvements, including labor and materials.
- L. Properties listed for sale may not apply. Absent a hardship, properties sold within one (1) year of receiving funding must repay the full amount. Work on the project must begin within thirty (30) days following CRA approval process.
- M. Final receipts for reimbursement must be submitted within four (4) months of approval from the CRA board.

- N. The Residential Exterior Paint Grant benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant.
- O. Property to be improved must be free of all municipal and county liens, judgements or encumbrances of any kind.
- P. No grant monies shall be used to perform general repair, structural or habitable work or otherwise to meet code to occupy the structure.
- Q. Upon grant approval, applicant will be required to place a CRA Grant Sign, furnished by the CRA viewable to the public, for the duration of the project.
- R. Upon reimbursement of grant funding, the residential property shall be occupied by owner or tenant within **four (4)** months. If this condition is not met, the grantee will refund the entirety of the grant funding received to the CRA.

CRA Residential Exterior Paint Grant General Program Procedures

Responsibilities:

CRA Director – Primary contact person, record keeper and authority for coordination of the matching grant program.

Community Redevelopment Agency Board (CRA Board) – Considers Staff's recommendations and approves or denies funding of proposed projects.

Procedures:

1. Applicant submits completed application to the CRA Director. All supporting data must be provided at time of submission. The application packet will be reviewed for completeness and returned to the applicant if further information is required.
2. Staff reviews the application for its consistency with the adopted Design Guidelines, Land Development Regulations, Community Redevelopment Plan, and general compatibility with current Community Redevelopment Area structures and themes. Grant-assisted improvements must provide continuity of historic design and strengthen existing architectural features. A recommendation of approval or denial of the application shall be made by Staff. Project applications with the Committee's recommendation will be submitted to the CRA Board for consideration at its next regularly scheduled meeting. The applicant shall also be notified of the Committee's recommendation. The applicant will be provided every opportunity to modify the original application to achieve a positive Staff recommendation prior to consideration by the CRA Board.
3. All properties located in the Dade City Historic District and designated on the Dade City Historic Register will be reviewed by the Historic Preservation Advisory Committee before being taken to the CRA Board for consideration.
4. The CRA Board will review the project application and Staff's recommendation. The CRA Board shall approve, deny, or return the application to Staff for modification of the project or additional

information gathering. Any modifications to the project suggested at the CRA Board meeting, which will be incorporated into the project, must be rescheduled for another meeting with Staff. The CRA Board may approve or deny an application contrary to the Staff recommendation. However, the project considered by the CRA Board must have been wholly reviewed by Staff with no subsequent modifications. The CRA Board's ability to approve, deny, or return the application is subject to the discretion of the CRA.

5. The applicant shall be notified of the impending CRA Board application review meeting and shall be invited by the CRA Director to attend the meeting to discuss the application and respond to any questions that may arise from the CRA Board discussions. Results of the CRA Board action shall be provided in a letter to the applicant by the CRA Director. The letter shall state the reasons for the action taken by the CRA Board.
6. No work for which a grant has been sought shall begin until authorized by the CRA board and written approval has been received by the applicant. Once written notice of the CRA Board approval has been received, work may begin in accordance with the approved application. The applicant is responsible for obtaining any permits required to complete the project. CRA Board approval of the project application does not guarantee its permitting status. All related licensing requirement shall be met.
7. Any unapproved changes to the application or constructed residential paint improvements will void the grant award. If the applicant wishes to change the project after approval by the CRA Board, the applicant must contact the CRA Director. Changes will then be submitted by the CRA Director to the CRA Board for consideration.
8. All grant-compensated improvements must be complete, and a detailed bill showing final payment or a final lien waiver, if applicable, submitted for reimbursement within four (4) months of CRA Board approval; otherwise, all grant funds will be forfeited. Limited time extensions may be granted by the CRA Board.
9. After work is complete, the applicant must submit to the CRA Director: (a) all paid bills or a final lien waiver for reimbursement, (b) a W-9, (c) proof of payment (i.e. cancelled check, receipt of credit card payment with zero balance) and (d) an affidavit from the contractor certifying that all work is complete. The CRA Director shall notify the applicant of incomplete reimbursement information within five (5) days of receipt of the reimbursement request.
10. The CRA Director shall submit the detailed paid bill(s) or final lien waiver to the Finance Officer for reimbursement, along with verification that the work has been completed in accordance with the approved application.
11. The Finance Officer shall process the reimbursement to the applicant in accordance with regular payment procedures of the City. No funds will be disbursed until all work is completed and all items set forth in paragraph 9 above have been submitted.

CRA Residential Exterior Paint Grant Program Application Checklist

_____ Grant Application

_____ Building Schematic Printout from Property Appraiser's website

_____ Drawings/Plans of work to be done

_____ Paint Color Samples

_____ Current Color Photo(s) of building

_____ Notarized approval letter from building owner if tenant is applying

_____ W-9