

CRA Parking Lot Paving and Re-paving Grant General Project Guidelines

The purpose of the Paving Grant Program is to encourage the development and maintenance of appropriately located parking areas within the CRA district. Approval of a proposed project is based upon the project's overall consistency with the Dade City Land Development Regulations (LDR), Community Redevelopment Plan and SWFWMD permitting requirements.

- A. Parking lots and parking lot paving shall be designed and constructed to meet all requirements of the Dade City Land Development Regulations, SWFWMD permitting requirements, and shall be consistent with the CRA Community Redevelopment Plan.
- B. Within a three (3) year period, only one Parking Lot Paving and Re-paving 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 applicant(s) receiving a Parking Lot Paving and Re-Paving Grant shall not be eligible to apply for any other grants available from the CRA Board. All grants awarded are based on a 50/50 (Property Owner/Tenant & CRA) match of available funds not to exceed \$5,000 within any three (3) year period.
- C. If a contiguous parking lot is shared by more than one owner, all owners and/or tenants must participate in the program. Only one grant, with a maximum of \$5,000, may be awarded within a three (3) year period to any applicant, as described in Paragraph B.
- D. No grants will be made to government or nonprofit owned properties or to tenants in government or nonprofit owned properties.
- E. No Parking Lot Paving and Re-paving grant will be made to a 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 family member(s) has/have any ownership interest.
- F. All property taxes, business tax receipts, and utility charges must be current at the time of the application to receive grant funds.
- G. Grantee is responsible for obtaining any permits required to do the project, including any Southwest Florida Water Management District permits. No grant funds can be used to pay any permitting fees.
- H. In order to verify that costs are within reasonable parameters, estimates from three (3) sources are required.

NOTE: Contractors who apply for permits must be certified by the City of Dade City in that specific trade.

- I. To qualify for grant funds, a completed application (with appropriate plans) must be submitted to the City of Dade City Attn: CRA Director, 38020 Meridian Ave (City Hall), Dade City, FL 33526-1355.
- J. No work to be funded by a Parking Lot Paving and Re-paving grant shall begin until authorized by the CRA Board.
- K. Upon completion of the work for which the grant was funded, the building shall be occupied by a tenant or fully operational by owner within six (6) months. If this condition is not met, the grantee will refund the entirety of the grant funding received to the CRA. The owner/applicant may apply to

the CRA for an extension of the six month requirement before the expiration of the six (6) months and, for good cause shown, the CRA may grant a single three (3) month extension.

- L. If the building in which a CRA grant is applied for and funded is sold within three (3) years of CRA grant award, then grantee shall refund the entirety of the grant funding received to the CRA upon demand.

CRA Parking Lot Paving and Re-paving Grant Grant 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. **A PRE-APPLICATION MEETING IS HELD BETWEEN THE CRA DIRECTOR AND GRANT APPLICANT(S) TO DISCUSS PROGRAM BENEFITS AND REQUIREMENTS, DESIGN GUIDELINES, THE LAND DEVELOPMENT REGULATIONS REQUIREMENTS, THE APPLICATION PROCESS, SPECIFIC PROPOSAL AND ANY OTHER PERTINENT INFORMATION. (THE APPLICANT MAY FIRST WISH TO DISCUSS THE PROJECT WITH ANY PERMITTING AGENCIES IN ORDER TO GAIN SOME LEVEL OF ASSURANCE THAT THE PROJECT IS CAPABLE OF BEING PERMITTED.) TO SCHEDULE A PRE-APPLICATION MEETING PLEASE CONTACT THE CRA DIRECTOR, 352-523-5048.**
2. Applicant submits a copy of the application, including supporting data, to the CRA Director’s office. The application packet is reviewed for completeness and returned to the applicant if further information is required.
3. Staff reviews the application for its consistency with Design Guidelines, the Land Development Regulations, Community Redevelopment Plan and general compatibility with current Community Redevelopment Area structures and themes. All properties on the Historic Register will be reviewed by the Historic Preservation Advisory Committee before being taken to the CRA Board for consideration. A recommendation of approval or denial of the application shall be made by Staff. Project applications with Staff’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.
4. The CRA Board will review the project application, and all recommendations. The CRA Board shall approve, deny, or return the application for modifications or additional information gathering to the applicant. Any modifications to the project suggested at the CRA Board meeting, which will

be incorporated into the project, must be rescheduled for another meeting of TAC. The CRA Board may approve or deny an application contrary to recommendations. The CRA Board's ability to approve, deny, or return the application is subject to the sole discretion of the CRA Board.

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 from 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 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 requirements shall be met.
7. Any unapproved changes to the application or paving 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 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) 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. Copies will also be submitted to the City Manager.
11. The Finance Officer shall process the reimbursement to the applicant in accordance with the 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 Paving and Re-paving Grant Program Application

Name of Applicant: _____

Name of Business: _____

Is Applicant a Tenant or Property Owner? _____

(If applicant is a tenant, written authorization by the property owner must be included with application.)

Property Address: _____

Applicant Mailing Address: _____

Applicant Phone # _____ Applicant Email: _____

Description of Work to be completed: (Appropriate Drawings/Plans must be attached depicting work)

Are there any current code enforcement violations, outstanding business tax receipts, utility payments or property taxes due? YES or NO

If yes, explain: _____

Paving work to be done: NEW OR REPAVING

Bid One: Contractor Name _____ Bid Amount \$ _____

Bid Two: Contractor Name _____ Bid Amount \$ _____

Bid Three: Contractor Name _____ Bid Amount \$ _____

Total Cost of Project: _____ Amount Requested: _____

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these will be subject to review and must be approved by the CRA Board.

I understand that no work can begin until I have received written approval from the CRA Board.

I further understand that the project must be completed within 4 months from date of approval and grant monies will not be paid until the project is complete.

I further understand that if the building is not operational by owner or tenants within six (6) months from date of grant, the grant monies shall be reimbursed to the CRA.

I further understand that if the building is sold within three (3) years from the date of grant award, all grant monies shall be reimbursed to the CRA. I certify that I have read the CRA Paving and Re-Paving Grant General Project Guidelines and Program Procedures and agree to comply with all requirements. I further certify that no member of the CRA Board, nor any immediate family member of the CRA Board, owns a majority interest in the applicant for this grant.

Signature of Applicant

Date

STATE OF FLORIDA
COUNTY OF PASCO

The foregoing instrument was acknowledged before me this ____ day of ____, 20__, by _____ who are personally known to me or who have produced _____ identification.

(Seal)

Print Name: _____

Notary Public, State of _____

**Paving and Re-paving Grant Program
Application Supporting Data
(Exhibit A)**

Each application shall include photos that clearly depict the existing condition of the parking lot area to be improved.

Projects Proposed by Tenants

To be eligible for a direct grant, tenants must provide a notarized authorization for the work from the property owner.

CRA Paving and Re-paving Grant Application Checklist

- _____ Grant Application
- _____ 3 Bids
- _____ Engineered Drawings/Plans of work to be done
- _____ Current Color Photo(s) of area to be used for parking lot paving grant
- _____ Notarized approval letter from building owner if tenant is applying
- _____ W-9
- _____ Code Enforcement Actions, if any
- _____ Ad Valorem Taxes Paid, Business Tax Receipt, Utilities Paid
- _____ Historic Preservation Advisory Board Review