

CRA DEMOLITION ASSISTANCE GRANT PROGRAM

For more information, contact:

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Welcome!

Do you own a building within the City of Pinellas Park Community Redevelopment Area (CRA) that is substandard, functionally obsolete or no longer habitable? The CRA Demolition Assistance Grant Program reimburses eligible applicants who want to revitalize their property. The CRA Demolition Assistance Grant Program is designed to reduce the costs associated with the redevelopment of a site when the cost to renovate a structure is prohibitive.

Program Overview and Purpose

The CRA Demolition Assistance Grant Program was designed to provide funds to demolish substandard structures that are functionally obsolete or economically unfeasible to repair in order to incentivize redevelopment. The CRA Demolition Assistance Grant Program reimburses up to 50% of the cost of the demolition of structures, including asbestos testing and abatement.

Funds are available on a first-come, first-serve basis and only complete applications will be accepted for review. The CRA Demolition Assistance Grant Program is available to both commercial and residential sites.

- Residential sites (one and two family) can be awarded up to 50% of the demolition and site clearance costs, not to exceed \$5,000.
- All other sites can be awarded up to 50% of the demolition and site clearance costs, not to exceed \$20,000.

Funding for the Demolition Assistance Grant Program is based on the CRA's approved budget for each fiscal year, running October 1 through September 30. Available funds are limited and the available funding changes from year to year.

All CRA Demolition Assistance Grant Program applications **MUST be approved by CRA staff before work begins**. Funds will be awarded in the form of a reimbursement to the participant after work has been completed and all necessary documentation has been submitted.

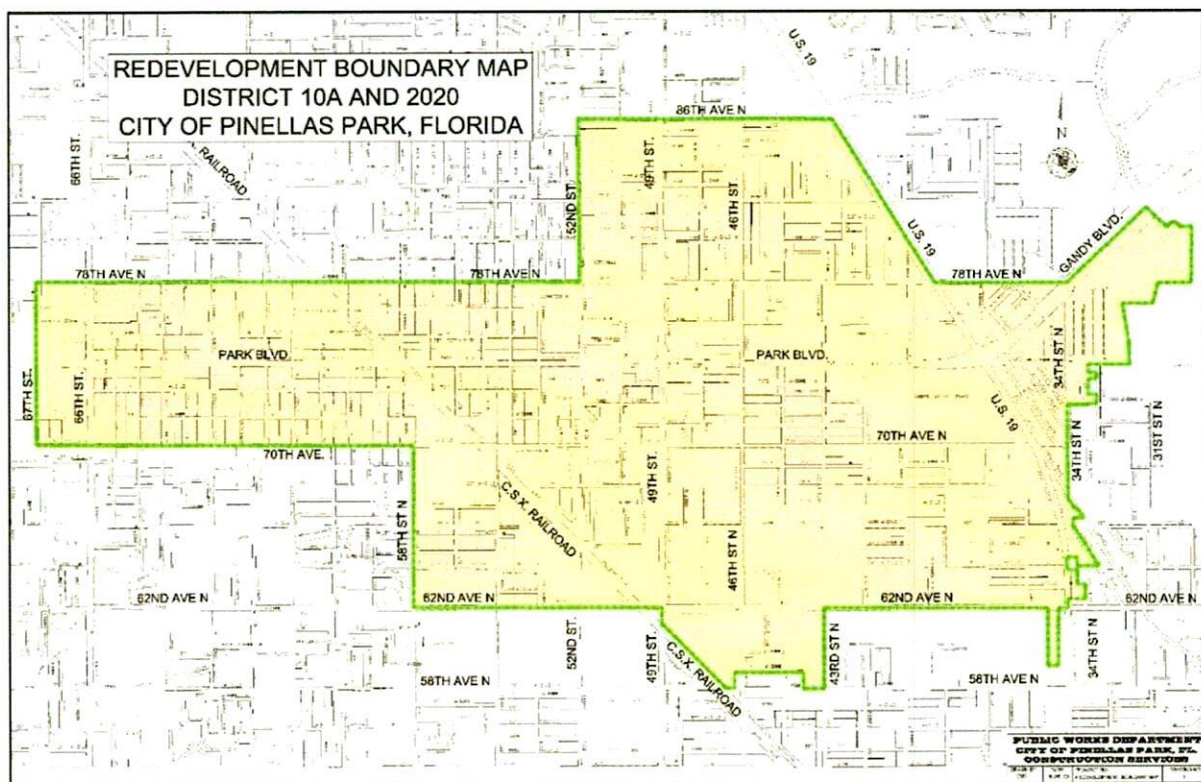
In accordance with guidelines set forth by the United States Department of the Treasury, Internal Revenue Service (IRS), CRA Demolition Assistance Grants awarded by the Pinellas Park Community Redevelopment Agency are taxable and subject to IRS rules for filing Form 1099-G.

Eligibility Requirements

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

- The building must be located in the CRA (see map below).
- Residential structures must have been abandoned or vacant for at least one (1) year.
- The applicant must own or lease the building (Leasehold applicants are required to submit a notarized affidavit signed by the property owner as part of their application).
- The building must be current on property taxes through the Pinellas County Tax Collector's Office.
- Demolition 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.
- Proof of General Liability insurance must be submitted, including bodily injury and property damage.
- All debris must be removed following demolition.

City of Pinellas Park Community Redevelopment Area Boundary Map



Ineligible Activities

The following are ineligible for funding:

- Sites located outside the City's CRA.
- Demolition and/or expenses made prior to written grant approval.
- Properties that have already benefited from the total maximum grant award amount (\$5,000 for residential and \$20,000 for commercial) if ownership remains the same (these will not be accepted until 3 years from the date of the previous award letter).
- Any changes to the scope of work without written approval by the CRA.
- Tree removal costs.
- Administrative costs of the applicant.

Application Process

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

- Read grant criteria to be certain you qualify for the program;
- Complete application forms and sign and date all documents;
- The following documents must be included with your application and in this order;
 - a. Completed CRA Demolition Assistance Grant Program application;
 - b. Completed Project Description form;
 - c. Proof of ownership or a notarized affidavit signed by the property owner granting permission for the project (if applicant is not the property owner);
 - d. Proof of General Liability insurance including bodily injury and property damage;
 - e. Completed W9 Request for Taxpayer Identification Number and Certification;
 - f. Three written estimates for the proposed demolition;
 - g. At least 2 color photographs of the current conditions of each of the structures proposed for demolition
- 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.
- 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.
- Complete applications are reviewed to determine if your property qualifies. Staff will determine the grant eligibility based on information provided on qualifying applications.

Grant Award Process

Applicants that are approved for the CRA Demolition Assistance Grant Program will receive an approval letter from Community Services staff approximately 1 week after the final review.

Property owners must secure necessary permits and complete work within 120 calendar days of the approval letter. The closeout date will be shown on the bottom of the approval letter.

If an extension is necessary, the request must be submitted in writing to Lisa Clayton, Community Services Specialist via email to: communityservices@pinellas-park.com, mail, or dropped off to the Community Development Building, Community Services, 6051 78th Avenue N. Pinellas Park, FL 33781. Requests must be received by Community Services staff no less than 30 calendar days prior to the closeout date. Failure to contact Community Services staff to request an extension may result in termination of grant funds.

Award Reimbursement Process

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

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

The City of Pinellas Park's Community Redevelopment Agency will provide funds for this program on a reimbursement basis after all of the listed documents have been received. Please allow approximately 30 days to receive reimbursement once all documentation has been submitted and approved.



CITY OF PINELLAS PARK CRA DEMOLITION ASSISTANCE GRANT PROGRAM APPLICATION

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

APPLICANT

Name: _____
Address: _____

ZIP: _____
Email: _____ Phone Number: _____

OWNER OF PROPERTY (if not applicant)

Name: _____
Address: _____

ZIP: _____
Email: _____ Phone Number: _____

BUILDING TO BE DEMOLISHED

Name: _____
Address: _____
Use of Property: _____
Is this building located in the Pinellas Park's CRA? Yes No
This site is: Residential Commercial
Estimated date of project completion: _____

Has the building(s) on this site been checked for:

Lead-based paint? Yes No

Asbestos? Yes No

If yes, please provide details of findings: _____

PROJECT PROPOSAL

Brief description of proposed demolition to include future plans for the site including photos

ESTIMATED COST OF WORK FROM BIDS RECEIVED

Bid 1:

Company Name: _____

Contact Name: _____

Bid Amount: _____

Bid 2:

Company Name: _____

Contact Name: _____

Bid Amount: _____

Bid 3:

Company Name: _____

Contact Name: _____

Bid Amount: _____

AFFIDAVIT FOR CRA DEMOLITION ASSISTANCE 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's CRA Demolition Assistance Grant Program. I (we) have reviewed and approve of the alterations 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: _____

Notary Printed Name

Notary Public Signature
Stamp/Seal

**CRA DEMOLITION ASSISTANCE 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
- Affidavit signed by property owner and notarized
- Three written estimates
- Copies of project designs
- Copy of General Liability Insurance (if applicable)
- W9 Request for Taxpayer Identification Number and Certification
- Two color photographs of the current state of the property

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																					
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.