

**NEW PORT RICHEY
COMMUNITY REDEVELOPMENT AGENCY
COMMERCIAL LANDSCAPE IMPROVEMENT
GRANT PROGRAM**

Program Rules and Regulations

The Commercial Landscape Improvement Grant Program is designed to help facilitate the enhancement of new businesses and existing businesses within the New Port Richey Community Redevelopment Agency (the “CRA”) District. The program is designed to provide financial assistance to new and existing businesses in the form of a reimbursable grant intended to reduce the costs for landscaping improvements that result in more visually appealing commercial properties in accordance with the CRA Community Redevelopment Plan.

The CRA reserves the right to approve or deny any Commercial Landscape Improvement Grant Program application and to deny payment at any time if, in its sole and absolute discretion, it determines that the business will not advance the goals and objectives established for redevelopment of the CRA District.

The New Port Richey CRA is a public agency and is governed by the “Florida Public Records Law” under Florida State Statutes, Chapter 163. Any documents provided by the Applicant(s) may be subject to production by the CRA upon receipt of a public records request, subject to any exemptions provided by Florida Law.

Incentive Funding

The Commercial Landscape Improvement Grant Program offers financial assistance in the form of a reimbursable, matching (50%) grant up to \$25,000 to the landlord or business owner for eligible expenses associated with improving the external appearance of their business and to encourage businesses to invest in their operations.

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

- Landscaping around buildings and lot perimeter, for buffers, parking lot islands, green space, stormwater ponds/swales, planters, etc.
- Parking lot re-paving, re-sealing, re-striping.
- Irrigation.
- Demolition/removal of asphalt/concrete/impervious surfaces to add landscape areas.

Eligibility Requirements

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

- Must provide proof that the commercial business is properly licensed by all necessary levels of government and professional associations or agencies (copies of city and county licenses or receipts that the licenses have been applied for).

- Residentially zoned properties are NOT eligible.
- All work must be done in compliance with applicable City of New Port Richey Land Development Regulations. Please contact the City of New Port Richey Development Department regarding the proposed work to be performed prior to submitting a grant application.
- Grant funding amounts will be based on the applicant's project budget specified at the time of the City approval.
- Grant funds will be reimbursed exclusively for approved work and approved change orders.
- In order to qualify for the grant, the subject property may not have any outstanding City of New Port Richey liens at the time the applicant seeks reimbursement. In the event that there is an outstanding lien against the property, the grant will not be awarded until the complete satisfaction of the lien.
- If City approves grant funding and the work being performed does not require a permit, the application for reimbursement must be within 90 days of the grant award. Failure to complete the improvements within the specified time frame will result in the property owner or tenant losing the grant reimbursement opportunity.
- Project items completed and paid for by the applicant prior to City approval may be excluded and/or denied if it is determined that the improvements are not consistent with the City's Design Guidelines.
- Application and approval of this grant is for funding only. Approval of the grant funding is NOT approval of any type of City processes including, but not limited to, permits and site plan modification. Applicants must apply for permits and site plan modification through the appropriate departments at the City. All commercial projects require permitting and site plan modification reviews. It is the responsibility of the applicant to obtain all necessary City approvals.
- Grantees shall allow the City the rights and use of photos and project application materials.
- Program funds may not be appropriated to support the program in the future. Therefore, it is recommended that approved grantees submit the required request for reimbursement on a timely basis.

Application Process

Applications can be obtained from the Economic Development Department located on the second floor at City Hall, 5919 Main Street, New Port Richey, FL 34653. All applicants are required to meet with CRA staff in order to determine eligibility before submitting an application. Funding requests will not be considered until all required documentation is submitted to the Economic Development office. Application to this grant program is not a guarantee of funding.

Applicants must submit an original hard copy application with all materials for review and approval. Applicants will be considered on a first-come, first-serve basis. Application packets must include the following documentation:

1. Copies of building permit application. If the permit has not been applied for prior to submissions of the grant application, a copy of the building permit receipt is due within 90 days of grant approval.
2. Copy of design and construction plans associated with the proposed improvements.
3. Cost estimate(s) from a licensed contractor(s) as specified in the applicant's project budget.
4. A color digital "before" photo of the project.
5. Completed and signed application (attached).
6. W9 Form (attached).

Approval of Funding Request

City staff will notify the applicant of the approval or denial in writing within ten (10) days of the applicant's submittal of the application.

Procedures for Reimbursement

This program is designed as a matching grant. All work must be completed and paid for by the applicant prior to the release of funds. The reimbursement will be provided to the applicant upon submittal of a complete reimbursement request package. All reimbursement requests and supporting documents must be submitted to the City (3) days prior to the grant expiration date. The City may refuse to issue grant funding if the submission is not received by the specified time. Once the work is completed the Reimbursement Request shall be summarized in a report and accompanied by the following documentation:

1. Invoices, receipts or other acceptable evidence of payment from suppliers and licensed contractor(s) that have been marked "paid in full". Proposals for "work to be completed" or "bids" are not considered proper documentation. Each item will be supported by a canceled check showing the face of the check, as well as the back of the cancelled check. The only forms of cash payments that are acceptable as evidence of payments are cashier's checks and bank transfers. A copy of the cashier's check to the payee must be provided as proof of payment. If payment is being made by a bank transfer, a copy of the statement from both payer and payee showing the transaction and/or copy of the email/text verification from both parties.
2. A "final release of lien" signed by each licensed contractor(s).
3. Proof that the work has been approved by the City of New Port Richey Building Department, i.e. Copy of Certificate of Occupancy/Completion
4. Entire scope of work for eligible items is completed.
5. A minimum of a color "after" photo of the project.

The Commercial Landscape Improvement Grant Program will only reimburse applicants for new expenditures that have not been submitted to other grant programs for reimbursement.

It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the Grant Program's Rules/Requirements and Application.

APPLICANT INFORMATION

BUSINESS INFORMATION:

Business Name (d/b/a if applicable):

Business Address:

Fed ID#: _____

Business Phone Number: _____ Cell: _____

New Business to New Port Richey: Yes ___ No ___

Do you have an executed lease agreement: Yes ___ No ___

Type of Business: _____

Number of Employees: _____ Hours of Operation: _____

List of improvements seeking reimbursement for:

Requested grant amount: _____

BUSINESS OWNER INFORMATION:

(If more than 2 owners additional sheets may be used)

1. Business Owner Name: _____
Date of Birth: _____ Email: _____
Residential Address: _____

Telephone Number: _____

2. Business Owner Name: _____
Date of Birth: _____ Email: _____
Residential Address: _____

Telephone Number: _____

Are you applying for grant assistant under any other program offered by the City?

Yes ____ No ____ If yes, what additional programs are you applying for:

Are you receiving grant assistance under any other governmental agencies: Yes ____ No ____
If yes, list any additional grant sources and amounts:

PROPERTY OWNER INFORMATION:

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Telephone Number: _____

APPLICANT SIGNATURES:

1. _____
Business Owner's Signature Date

Printed Name Title
2. _____
Business Owner's Signature Date

Printed Name Title

PROPERTY OWNER SIGNATURES:

1. _____
Property Owner's Signature Date

Printed Name Title
2. _____
Property Owner's Signature Date

Printed Name Title