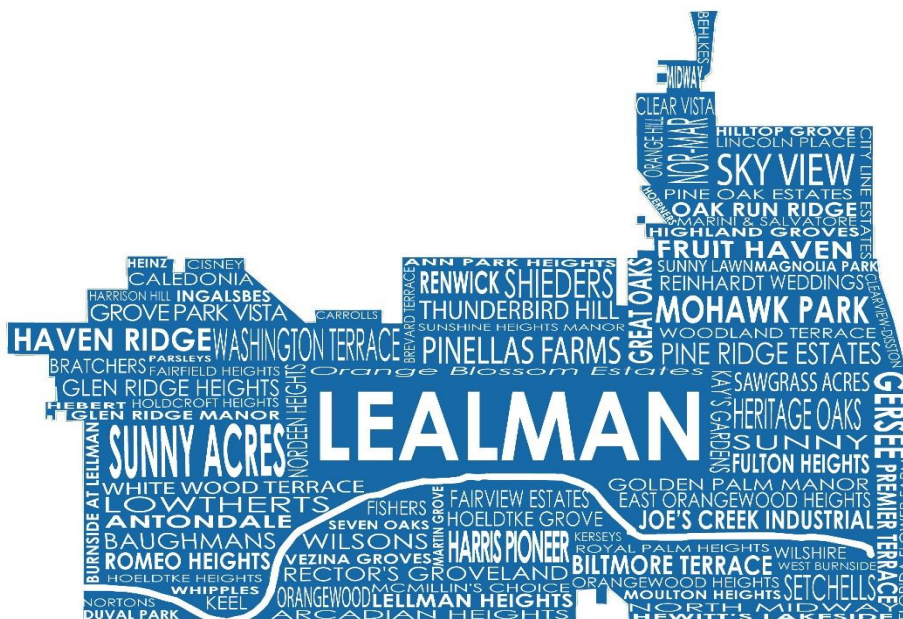




# Lealman Community Redevelopment Area Residential Improvement & Demolition Grant Program Application Package



Applications & supporting documents may be submitted electronically to [LealmanCRA@pinellascounty.org](mailto:LealmanCRA@pinellascounty.org) or via hand delivery to:

Tanya Kurtin  
 Lealman Exchange  
 5175 45<sup>th</sup> St.  
 St. Petersburg, Florida 33714  
 (727) 464-5310  
[tkurtin@pinellascounty.org](mailto:tkurtin@pinellascounty.org)

# Overview

The purpose of the Residential Improvement & Demolition Program is to reduce or eliminate the costs associated with improving and enhancing the exterior appearance of the applicant’s home and property, or to assist in the removal of substandard structures when the cost to rehabilitate is not feasible. Properties must be located within the boundaries of the Lealman CRA to be eligible for grant funds. These guidelines are designed to assist with determining an applicant’s eligibility for the program.

Grant Type	Eligible Amount
Residential Improvement Program	\$1,000 - \$10,000
Demolition Program	\$1,000 - \$7,500

## Eligibility Guidelines

### PROPERTY ELIGIBILITY

**Residential Improvement Program:** Eligible properties include single-family detached houses, townhomes, villas, cooperatives, condominiums, and manufactured housing. The property must be structurally sound, meet Florida building codes, and local housing codes.

**Demolition Program:** Any residential site, excluding mobile homes, within the Lealman CRA, where there is a substandard or deteriorated structure or part thereof, are eligible. The structure must be functionally obsolete or economically unfeasible to repair. Residential structures must have been abandoned or vacant for at least a year before they can be demolished under this program.

### APPLICANT ELIGIBILITY

A property owner or leasehold tenant are eligible to apply. Leasehold applicants must obtain written and notarized approval from the property owner prior to applying. Applicants must be able to demonstrate (with assistance provided by County staff):

- Ownership of the property (or notarized written approval from property owner)
- The property must be in the Lealman CRA of Pinellas County.
- The applicant(s) must be current on all property taxes.
- The property must not have any outstanding liens or Code Enforcement violations.<sup>1</sup>
- Property must not be in foreclosure.
- Properties are eligible for Lealman CRA Improvements grants once per every five years.

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<sup>1</sup> Properties with limited Code Enforcement/Utility liens may be considered on a case-by-case basis.

## ELIGIBLE & INELIGIBLE GRANT ACTIVITIES

### Eligible Improvements

- Exterior painting of all exterior elevations on residence
- Re-siding or cleaning of exterior walls on all elevations
- Driveway/sidewalk installation and repair
- Masonry or stucco repair and replacement on all elevations
- Installation, replacement or repair on awnings or shutters on principal elevation(s)
- Repairing or replacing doors and windows on principal elevation(s)<sup>2</sup> of residence
- Repairing or reconstructing front porches or stoops
- Remediating exterior code enforcement violations on principal elevation(s) of residence
- Fencing repair or replacement (front yard only; rear eligible for corner lots only; chain link fencing is ineligible)
- Fencing (front yard only; side yard eligible for corner lots; chain link fencing is ineligible)
- Garage door (repair or replacement)
- Landscaping (must be Native or “Florida-Friendly” plants and pre-approved by Pinellas County)
- Decorative detail (mailboxes, porch lighting, house numbers)
- Property clean-up (removal of hazardous debris, dilapidated materials, etc.)
- Rain gutters & downspouts (repair or replacement)
- Stucco/masonry/siding (repair or replacement)
- Permitting/Architect/Engineering/Project Administration fees (not to exceed 10% of grant award)
- Window awnings and shutters (including hurricane shutters; replacement or repair)

### Ineligible Improvements

- Work performed by an unlicensed contractor
- Improvements completed or in the process of repair prior to approval of the grant application
- Interior repairs or renovations
- New building construction
- Improvements to residences constructed within the last five (5), years
- Roof repairs or replacement<sup>3</sup>
- Security systems (including metal roll down gates, window bars, cameras)
- Routine maintenance
- Improvements to non-residential structures

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<sup>2</sup>A “principal” elevation is the side of a building that faces one or more public streets (not alleys).

<sup>3</sup> Roof replacement is an eligible activity in Pinellas County Community Development Division’s Low-Income Loan grant program. Call 464-5404 for more information.

## Application Process

Applications will be accepted on a rolling basis with funding awarded on a first-come, first qualified basis until the depletion of the program's budget. Any expenses incurred prior to an approved application are ineligible. Applications can be found at <http://www.pinellascounty.org/cra/lealman> and submitted electronically by emailing [LealmanCRA@pinellascounty.org](mailto:LealmanCRA@pinellascounty.org) or via hand delivery to the Lealman Exchange, located at 5175 45<sup>th</sup> St. N., St. Petersburg 33714. Hand-delivered applications will be time and date stamped upon receipt.

### PROCUREMENT METHOD

An Informal Procurement Method will be utilized. The County prefers three quotes but expects a minimum of two for all vendors utilized. Grant recipients will be required to select the most responsive and responsible vendor with the lowest price. A "responsive vendor" is able to meet the requirements of the solicitation, and a "responsible vendor" is willing and capable of furnishing the services solicited.

Once an application is received, Pinellas County staff will take the following steps:

1. Application reviewed for completeness. If an application is determined incomplete, staff will notify the applicant, who will have ten (10) business days to provide the additional information requested. If the additional information requested is not provided within this period, staff will review all subsequently received applications for funding.
2. If/when step 1 is complete, an Acceptance of Grant and Conditions executed by the applicant, and Work Contract, executed by the applicant and selected contractor(s).
3. If/when step 2 is complete, a Notice to Proceed will be issued notifying the applicant work can begin. Any work started or completed prior to issuance of a Notice to Proceed is ineligible for grant funding.
4. Once work is complete, the applicant will be required to sign a Certificate of Final Inspection, indicating the work's satisfactory completion.
5. Once step 4 is complete, Pinellas County staff will process payment(s) to the contractor(s) following their submittal of before and after photos along with documentation of the closeout of any permits, as applicable.

## Project Information

Applicant Name

Date

Project Address

Phone Number

Parcel ID

Email Address

Funding Amount Applying For

Owner of Property (If different than applicant)

Project Description (Please describe the project and submit and any drawings as may be applicable.)

**Eligible Grant Activities** (Check all that apply to your application.)

Grant Activity	Check Box
Exterior painting of all exterior elevations on residence	
Re-siding or cleaning of exterior walls on all elevations	
Driveway/sidewalk installation and repair	
Masonry or stucco repair and replacement on all elevations	
Installation, replacement or repair on awnings or shutters on principal elevation(s)	
Repairing or replacing doors and windows on principal elevation(s) <sup>4</sup> of residence	
Repairing or reconstructing front porches or stoops	
Remedying exterior code enforcement violations on principal elevation(s) of residence	
Fencing repair or replacement (rear yard eligible for corner lots only; chain link fencing is ineligible)	
Fencing (front yard only; side yard eligible for corner lots; chain link fencing is ineligible)	
Garage door (repair or replacement)	
Landscaping (must be Native or "Florida-Friendly" plants and pre-approved by Pinellas County)	
Decorative detail (mailboxes, porch lighting, house numbers)	
Property clean-up (removal of hazardous debris, dilapidated materials, etc.)	
Rain gutters & downspouts (repair or replacement)	
Stucco/masonry/siding (repair or replacement)	
Permitting/Architect/Engineering/Project Administration fees (not to exceed 10% of grant award)	
Window awnings and shutters (including hurricane shutters; replacement or repair)	

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<sup>4</sup>A "principal" elevation is the side of a building that faces one or more public streets (not alleys).

### Applicant Certification and Signatures

I certify that the information provided in this application is true and accurate to the best of my ability and no false or misleading statements have been made in order to secure approval of this application. You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein.

Applicant Signature

Print Name:

Date

### Owner Authorization

As owner of the property/properties located below, I hereby authorize the Applicant as identified above to undertake the activities specified in this application.

Property Address

Property Identification Number

Owner Signature

Date

Print Name