Citizen Advisory Committee
South St. Petersburg Community Redevelopment Area

March 3, 2020
5:00 pm, Sunshine Center Auditorium
330 5th Street North, St. Petersburg, Florida

I. Citizen Advisory Committee and Staff Introductions
II. Approval of February 4, 2020, CAC Meeting Minutes (Vote)
III. Presentation on 18th Avenue South Complete Street Study (Information)
IV. CAC Workshop on Commercial Matching Grant Program
V. Public Comment and Correspondence (3 minutes per speaker)
VI. New Business
VII. Next Meeting —April 7, 2020
VIII. 2020 Regular Meeting Dates

- March 3rd
- June 2nd
- September 1st
- December 1st
- April 7th
- July 7th
- October 6th
- May 5th
- August 4th
- November 2nd

IX. Four Hours of Required Ethics Training (Reminder)
X. Adjourn
MINUTES

Members Present:  Dr. Ricardo Davis, Chair
                 Javon Turner, Vice-Chair
                 Ramona Hunter
                 Motez Robinson, Jr.
                 Kelly Kirschner
                 Shawntavia Turner
                 Dr Keesha Benson
                 Alexander Nicolas

Staff Present:  Rob Gerdes, Neighborhood Affairs Administrator
               Leah McRae, Education Director
               Michael Dema, Assistant City Attorney
               Rick Smith, Manager, Economic & Workforce Development
               Jessica Eilerman, Manager, Small Business Liaison
               George Smith, ED Coordinator Economic & Workforce Development
               Anthony Chan, ED Specialist, Economic & Workforce Development
               Tracey Smith, ED Coordinator Greenhouse
               Stephanie Lampe, Senior Housing Development Coordinator
               Luis Garcia, Housing Development Specialist
               Deborah Figgs-Sanders, City Council Member District #5

The meeting was called to order at 5:00 p.m., a quorum was present

I. Citizens Advisory Committee and Staff Introductions
Introductions were made by each Committee Member and City Staff member.

II. Approval of January 6th, 2020, CAC Meeting Minutes (Vote)
Committee Member Kirschner moved, and Committee Member Vice Chair Turner seconded a
motion that the January 6th, 2020 minutes approved as written by a consensus vote

III. City Administration Request to Fund Affordable Housing Development in 1800 blk of
18th Avenue South (Vote)
George Smith gave a PowerPoint presentation on Nameste Homes’ request for funding of affordable housing project. Both City Housing staff and Principals of Nameste Homes were present to address questions and concerns.

Vice Chair Turner moved, and Committee Member Hunter seconded a motion to approve funding of Affordable Housing Development approved as written by a consensus vote.

IV. Appoint Member to CRA Commercial Grant Review Committee (GRC) (Vote)
   a. Grant Review Committee Meeting – April 17, 2020, 8:30 am to 5:00 pm

Committee Member Kirschner moved, and Committee Member Robinson seconded a motion to approve the additional appointment of Vice Chair Turner to the CRA Commercial Grant Review Committee, approved as written by a consensus vote.

V. Appoint Member as Backup to Workforce Development RFP Review Committee (Vote)
   a. Evaluation and Shortlisting: March 10, 2020 – Time TBD
   b. Negotiation and Presentations: March 24, 2020 - Time TBD

Committee Member Kirschner moved, and Committee Member Robinson seconded a motion to approve the appointment of Committee Member Hunter to the Workforce Development RFP Review Committee, approved as written by a consensus vote.

VI. Release of CRA Socioeconomic Impact Study RFP

Rick Smith discussed briefly about the study and will notify the members of the Study committee the meeting schedule.

VII. Public Comment and Correspondence (3 minutes per speaker)

Veatrice Farrell, of Deuces Live thanked the City staff for its assistance and announcing the Royal theatre movie schedule.

VIII. New Business

No new business.

IX. Next Meeting – March 3rd, 2020

X. Regular Meeting Dates as needed and Content

<table>
<thead>
<tr>
<th>January 6th</th>
<th>February 4th</th>
<th>March 3rd</th>
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<tbody>
<tr>
<td>April 7th</td>
<td>May 5th</td>
<td>June 2nd</td>
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<td>July 7th</td>
<td>August 4th</td>
<td>September 1st</td>
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<tr>
<td>October 6th</td>
<td>November 2nd</td>
<td>December 1st</td>
</tr>
</tbody>
</table>
XI. Four Hours of Required Ethics Training (Reminder)

XII. Adjourn

With no further items to come before the Committee, the meeting was adjourned at 5:22p.m.
Commercial Matching Grant Workshop
South St. Petersburg CRA

Anthony Chan
Economic Development Specialist
Economic and Workforce Development Dept.
tony.chan@stpete.org
(727) 551-3279

Overview

CRA Programs
Completing The Application
Grant Scoring and Evaluation System
Commercial Corridor & Business Development
South St. Petersburg CRA

- Commercial Site Improvement Grant provides matching grants up to $20,000 to commercial property owners that upgrade their building façades, landscaping, lighting, loading and service areas and other exterior features of their sites visible from the ROW.

- Commercial Building Interior And Tenant Improvement Grant provides matching grants up to $20,000 to commercial property owners for interior upgrades with a focus on projects remedying degraded building systems and extending economic viability.

- Redevelopment Microfund Program provides funding up to $5,000 for existing small businesses and $10,000 for startups within South St. Petersburg in exchange for their successful completion of a business curriculum administered by The Greenhouse.

CRA
Commercial Matching Grants

Commercial Site Improvement Grant (CSI)

&

Commercial Building Interior/Tenant Improvement Grant (CBITI)
Grant Program Overview: Features of Both Grants
South St. Petersburg CRA

- Grants will pay for architectural, engineering and permit fees up to 10% of project costs
- Matching grant up to $20,000 on a 1-1 ratio; $40,000 for city designated landmark*
- Priority scoring given to Dr Martin Luther King, Jr. St S, 18th Ave S, 16 St S
- Contingency reserve up to 10 percent of eligible costs
- Remediation of documented environmental contamination (i.e., lead, petroleum, asbestos)
- Mixed-use projects are eligible provided 50% or more of building is in commercial use
- Grants will not fund improvements to secondary or accessory buildings (i.e., sheds, garage apartments, garages)
- County, City or a combination of both TIF contributions apply

*Designation must be in place at time of submit to qualify for additional funds.

Grant Bonuses
South St. Petersburg CRA

- Project completion bonus up to $5,000 for “Small Business Enterprise” (SBE) and “Grow Smarter”
- Tier SBE bonus incentive prioritizes SBE’s located in CRA ($5,000) and St. Petersburg ($4,000)
- Total City contribution to a project will not exceed 50 percent of total project costs up to maximum eligible grant award
- Historic preservation bonus is only awarded for work on historic portion of the property
- Awarding bonus(es) is per property, not per application
Grant Program Key Dates
South St. Petersburg CRA

- Grant Applications will be available online by January 24th at http://www.stpete.org/city_departments/place-based_opportunities.php
- The City will begin accepting applications on February 24th at Greenhouse
- The deadline for application submission is 5:00pm March 6th at Greenhouse
- The Greenhouse is located at: 440 2nd Ave N, St Petersburg FL 33701
- The Grant Review Committee will do the final grant scoring on April 17th at The Sunshine Center located at: 330 5th St N, St Petersburg FL 33701
- City Council takes action on approved grants on May 21st

Disqualifying Criteria
South St. Petersburg CRA

- Code enforcement liens over $2,500
- Special assessment liens over $500
- Pending judgment or foreclosure
- Felony conviction for financial mismanagement within the last five years
- Mortgage payments three months in arrears
- Unpaid property taxes
- Unpaid property insurance
CSI Grant: Eligible Improvements
South St. Petersburg CRA

- Exterior painting, re-siding, and/or cleaning
- Masonry repairs
- Removing architecturally inappropriate/incompatible finishes and materials
- Restoring significant architectural details or removing materials covering said details
- Landscaping, fencing, walls & other site features – not to exceed 25% of eligible project cost
- Installing/repairing signage, including wall, window, hanging, and monument signs – not to exceed 25% of project cost
- Awnings and canopies installation or repair
- Doors and windows
- Roof repairs that attach to a new or renovated façade
- Exterior lighting attached to an existing building
- Demolition of obsolete accessory structures
- Partial demolition of exterior walls for addition
- Window and cornice flashing and repair

CSI Grant: Ineligible Improvements
South St. Petersburg CRA

- Installation of aluminum or vinyl siding
- Work performed by an unlicensed contractor
- Improvements performed prior to approval of the TIF application
- Improvements in progress or completed prior to preliminary approval
- New building construction
- Reducing or enclosing existing storefront windows
- Improvements to buildings and site improvements constructed within the last 5 years
- Equipment, mechanical and HVAC systems
- Minor roof repairs (other than those that directly attach to a new or renovated façade)
- Security systems (including metal roll down gates, window bars, cameras)
- Any interior work not associated with eligible cost (i.e., door or window installation)
- Any improvements not visible from the public right-of-way
- Routine maintenance
- Improvements to buildings solely used for residences
CBITI Grant: Eligible Improvements

South St. Petersburg CRA

- Fixed capital equipment at a minimum cost of $3,000 to include stationary equipment such as kitchen equipment
- Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)
- Room/space reconfiguration, wall relocations
- Plumbing and electrical
- Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)
- Electronic security systems
- Partial demolition of interior spaces made necessary for renovation or expansion

CBITI: Ineligible Improvements

South St. Petersburg CRA

- Work performed by an unlicensed contractor
- Exterior work not necessary for interior improvements (i.e., windows, HVAC roofs)
- Routine maintenance
- Improvements in progress or completed prior to preliminary approval
- Painting when not associated with other improvements
- New building construction (additions to existing structures are permitted)
- Any improvements to secondary/accessory buildings (garages, sheds, garage apts. etc.)
- Improvements to any building primarily used for residences, including those in mixed-use projects exceeding 50% of building
- Improvements to buildings constructed within the last 5 years
- Demolitions of more than 50 percent of existing building square footage
Submitting a CRA Grant Application

Required Documents & Information
South St. Petersburg CRA

Items listed below are to be submitted together to the Economic & Workforce Development. To be considered “complete”, *a Grant application must include:

- Completed and signed application form
- Nonrefundable $35 application fee paid in check or money order (Make payable to: “City of St. Petersburg”)
- If necessary, a letter requesting an extension of ninety days to seek additional financing if TIF funding application is approved
- Detailed cost estimates of work by input (labor, materials, etc.) and project component (signage, landscaping, painting, carpentry, etc.)
- Copy of current business tax certificate

*Failure to provide required information will delay the review process and cost points for incomplete submission.
## Required Documents and Information (cont’d)

South St. Petersburg CRA

- Documentation of property ownership or written consent from property owner giving permission to conduct the identified improvements*
- Legal description and survey of project site
- Use must be consistent with the City’s land development regulations
- Digital photographs of existing conditions of the project site on a Flash/Jump drive
- Written description of project improvements
- Sketches or conceptual drawings of improvements that will be funded by the Grant.
- Confirmation that mortgage, property insurance and property tax payments are current and in good standing

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## Grant Application: Project Information

South St. Petersburg CRA

<table>
<thead>
<tr>
<th>Date</th>
<th>Project Address(es)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning</td>
<td>Parcel ID(s)</td>
</tr>
<tr>
<td>Current Building Use (i.e., Vacant, Commercial, Industrial, Mixed use with Residential)</td>
<td></td>
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<tr>
<td>Propose Building Use</td>
<td></td>
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<tr>
<td>Funding Amount Applying for</td>
<td></td>
</tr>
<tr>
<td>Use of Funding Proceeds (provide attachment of detailed cost breakdown)</td>
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<tr>
<td>Labor</td>
<td>Supplies/Materials</td>
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<tr>
<td>Equipment</td>
<td>Architectural/Engineering</td>
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<tr>
<td>Other (define)</td>
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<tr>
<td>Estimated Private Capital Investment (provide attachment of detailed investment)</td>
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<tr>
<td>Total Number of Jobs Created and/or Retained</td>
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</tr>
<tr>
<td>Total Building Size (sf)</td>
<td>Size of Commercial Area (sf)</td>
</tr>
<tr>
<td>Project Description (attach any drawings and/or detailed written description as necessary)</td>
<td></td>
</tr>
</tbody>
</table>
### Grant Application: Applicant Information

**South St. Petersburg CRA**

<table>
<thead>
<tr>
<th>Legal Name of Business</th>
<th>Tax I.D. Number</th>
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<table>
<thead>
<tr>
<th>Principal Place of Business Address (not P.O. Box)</th>
</tr>
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<tbody>
<tr>
<td>City</td>
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</table>

<table>
<thead>
<tr>
<th>Date Business Est</th>
<th>Business Industry (provide NAICS code if available)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ownership Type (select one)</th>
</tr>
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<tbody>
<tr>
<td>C-Corp.</td>
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<table>
<thead>
<tr>
<th>Business Email</th>
<th>Bus. Website</th>
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</table>

<table>
<thead>
<tr>
<th>Mailing Address (If different)</th>
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<tbody>
<tr>
<td>City</td>
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</table>

<table>
<thead>
<tr>
<th>Key Contact Name</th>
<th>Key Contact Cell</th>
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</table>

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<tr>
<th>Key Contact Email</th>
<th>Bus. Telephone</th>
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If you answer yes to any of the questions below, please attach an explanation.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has applicant ever declared bankruptcy or had any judgments, repossession, or garnishments filed against them?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there any pending actions regarding bankruptcy, judgments, repossession, or garnishments?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are any tax obligations, including payroll, business or real estate taxes, past due?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are any mortgage payments three months or more in arrears?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the applicant, partners, or the application been convicted of a felony for financial mismanagement within the last five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are property insurance payments late or unpaid?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are there code enforcement liens of more than $2,500 on the project site?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are there special assessment liens of more than $500 on the project site?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are any tax obligations, including payroll, business or real estate taxes, past due?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Application Certification and Signatures
South St. Petersburg CRA

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.

I acknowledge the City is required to issue a federal tax form 1099-G to recipients of grants in excess of $600 whether paid directly to the grant recipient or to a third-party pursuant to authorization from the recipient and it is the grant recipient’s responsibility to consult with their tax professional regarding the 1099-G issued by the City and any associated tax consequences. The City is authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein.

I further acknowledge that if awarded grant funding through this program, I will be required to sign a grant agreement that includes among other items the following for which I agree:

• Providing funding credit to the City of St. Petersburg through signage or other identification provided by the City from project commencement to six months after date of project completion.
• Not assigning the grant agreement to another party without the prior written consent of the City.
• Maintaining the property in the use for which it was awarded funding through this program for a period of five years, unless the City agrees to the change prior to it occurring.

Applicant Signature

Print Name

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(es)

Property Identification Number(s)

Owner Signature

Date

Print Name
Grant Review Committee & Review Process

The Grant Review Committee will use “CRA Grant Scoring and Evaluation System” to evaluate and rank applications according to their consistency with the primary goals and objectives of the South St Petersburg Redevelopment Plan, which is to remedy physical and social contributors to blight and poverty in the CRA.

1. Applications received by **March 6th 2020**
2. City staff does preliminary scoring report, submits to GRC by **April 10th 2020**
3. Grant Review Committee meets for final scoring **April 17th 2020**
4. City Council takes action on approved grants on **May 21st 2020**
5. City staff begins executing agreements with Grant awardees **May 22nd 2020**
Grant Review Committee
South St. Petersburg CRA

- Committee uses “CRA Grant Scoring and Evaluation System” to evaluate and rank applications according to their consistency with the primary goal of the South St Petersburg Redevelopment Plan, which is to remedy physical and social contributors to blight and poverty in the CRA.

- The GRC is made up of City Council members from districts 5, 6 and 7 as well as four members of the Citizen Advisory Committee for the South St. Petersburg CRA.

- The GRC will be meeting on April 17, 2020, The meeting will begin at 8:30 a.m. An agenda will be published that indicates the order in which your application will be heard.

- Grant applicants will be notified of any change to the date, time or venue.

CRA Grant Scoring and Evaluation System
South St. Petersburg CRA

There are 5 components that go into the ranking and scoring of the applications

- Aesthetics, Blight Removal and Code Compliance up to 120 pts
- Local Investment and Financial Character 30 pts
- Project Location 55 pts
- Sustainability and Green Building Practices 15 pts
- Project Use 90 pts
Aesthetics, Blight Removal & Code Compliance
South St. Petersburg CRA

- Aesthetics, Blight Removal & Code Compliance component adds up to 120 pts
- Project will provide improvements on street-facing elevation of building. These can include storefront windows, painting, lighting, doors, etc. 5 pts
- Project will remedy building and/or fire code violations identified by City’s Codes Compliance Department and Fire Department. 10 pts
- Project will rehabilitate and return to service structure(s) deemed vacant and boarded by Codes Compliance Dept. 10 pts
- Replaces nonconforming/grandfathered use with one permitted by City ordinances 10 pts
- Proposed work will involve updating/upgrading electrical equipment, including new service box. 10 pts
- Proposed work will replace Heating, Ventilation and Air Conditioning (HVAC) equipment. (Add 5 points for replacing ductwork.) 10 pts
- Proposed work will involve replacement of plumbing fixtures and lines. 10 pts

Aesthetics, Blight Removal & Code Compliance (contd)
South St. Petersburg CRA

- Proposed work will involve structural stabilization and/or repairs to walls, foundations, or roof structure (including complete roof replacement – no roof-overs). 10 pts
- Project improves handicapped accessibility by adding ramp, widening entrances, and/or providing an enhanced parking space (resurfacing and striping, landscaping, or relocation). 5 pts
- Proposed work is on the historic features of locally designated historic landmark. – 20 pts
- Applicant has taken at least one class at the City’s Greenhouse, not including CRA grant workshop, since 2019. (For applications with more than one applicant, only the attendance of one shall count toward this criterion. In addition, applicants submitting multiple applications will only receive points for attendance for one application) – 5 pts/Class (Max 15 points)
- Applicant(s) has used a contractor certified with the City’s Small Business Enterprise program for the grant application’s construction estimates. – 5 pts
Local Investment and Financial Character
South St. Petersburg CRA

- Local Investment and Financial Character component scores up to 30 pts.
- Extent of prior private investment by applicant in South St. Petersburg CRA within the last 5 years without City assistance. Includes investment in construction and construction equipment, which must be documented with submission of invoices and receipts and construction value information from Construction Services. 3-10 pts

<table>
<thead>
<tr>
<th>Investment Range</th>
<th>Points</th>
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<tbody>
<tr>
<td>$10,000 to $25,000</td>
<td>3 pts</td>
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<tr>
<td>$25,001 to $50,000</td>
<td>5 pts</td>
</tr>
<tr>
<td>$50,001 to $75,000</td>
<td>7 pts</td>
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<tr>
<td>$75,001+</td>
<td>10 pts</td>
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</tbody>
</table>

- Property has not been awarded CRA grant funding in the prior three grant cycles. 10 pts

Local Investment and Financial Character
South St. Petersburg CRA

- Property is submitting only one commercial matching grant application in FY2020 grant cycle. 10 pts
- Property awarded CRA grant funding in the prior three grant cycles. -5 pts/ award
- Applicant failed to submit a complete application and or in incorrect order at the application deadline. -15 pts
- Code enforcement liens on property subject to grant in excess of $2,500. -10 - 0 pts
- Special assessment liens on property subject to grant over $500. -10 - 0 pts
- Mortgage payments three months in arrears on property subject to grant. -10 - 0 pts
- Unpaid property taxes on property subject to grant. -10 - 0 pts
- Unpaid property insurance on property subject to grant. -10 - 0 pts
Project Location
South St. Petersburg CRA

- Project Location component scores up to 55 pts
- Project is located along a Priority Commercial Corridor selected by the CAC. For the FY2020 grant cycle, the Commercial Corridor eligible for designation as “Priority” are:
  1. Dr. Martin Luther King, Jr. St. South  30 pts
  2. 18th Avenue South (east of 34th Street South)  15 pts
  3. 16th Street South  5 pts

Major Commercial Corridors
South St. Petersburg CRA
Priority Corridor: Dr Martin Luther King Jr St – 30 Points
South St. Petersburg CRA

Priority Corridor: 18th Ave South – 15 Points
South St. Petersburg CRA
Project Location
South St. Petersburg CRA

- Project will revitalize a property identified as an actual source of contamination by the City’s Brownfields Assessment Grant survey that will be conducted in the CRA through 2020. **10 pts**

- Project located within Deuces Live or Grand Central Florida Main Street Districts. **5 pts**

- Project located on same block and/or block face as a project completed since December 2018 or with approved building permit, both in excess of $10,000. **5 pts**

- Project is located at the intersection of arterial and/or collector roadways as identified by the City’s Official Street map. **5 pts**
**Sustainability and Green Building Practices**
South St. Petersburg CRA

- Sustainability and Green Building Practices component scores up to **15 pts**
- Project has had a free energy assessment from Duke Energy and will implement at least one recommendation. **5 pts**
- Project will incorporate energy efficient practices including energy efficient interior and exterior lighting where applicable. **5 pts**
- Project will use water conservation programs and practices like low flow toilets/fixtures, free water-efficient spray valves for restaurants, and other high efficiency appliances such as Energy Star. **5 pts**

**Project Use**
South St. Petersburg CRA

- Project Use component may score up to **90 pts**
- Project will add new commercial or industrial space, either through a change of use or a new addition
  - Up to 2,500 SF: **5 pts**
  - 2,500 to 5,000 SF: **7 pts**
  - >5,000 SF: **10 pts**
- Project will enable shared parking facilities along a Primary Commercial Corridor in the CRA. (Allows other employees or customers to park.) **10 pts**
- Project will renovate a “non-chain” commercial use for which there are no other establishments in Pinellas County. **10 pts**
- Project will continue or allow occupancy of a building by a targeted industry user identified in the Grow Smarter Strategy. **10 pts**
Project Use (cont’d)
South St. Petersburg CRA

• Project will enable a nonconforming use to continue. -20 – 0 pts

• Project will enable a grandfathered use to continue. -5 - 0 pts

• Project will adaptively reuse/redevelop old motel complexes in CRA. 10 pts

• Applicant(s) is an owner-occupied business that has been in business within the CRA for two or more years as of March 1, 2020. 15 pts

• Applicant(s) has been in business at current location for two or more years as of March 1, 2020. 10 pts

Project Use (cont’d)
South St. Petersburg CRA

• Applicant(s) will provide a social service(s) to the CRA such as child care, early childhood education, and workforce development. 15 pts

• Project is for building serving live-work space in a mixed use district, where funding for the work space cannot be clearly differentiated from the rest of the building. -20 pts

• Request is for work on a building that has been expanded or substantially renovated since July 2014. -10 – 0 pts

  • “Expanded” means a project that increased the square footage of a building by 1,000 SF or more.
  • “Substantially renovated” means the total value for all permits issued since 2014 equals or exceeds 50 percent of the 2019 improvement value as defined by the Pinellas County Property Appraiser’s Office.
Grant Agreement Overview
South St. Petersburg CRA

- Grant funding is only awarded after completion of project.
- A project is defined by the sum of all approved grants funded work on a property.
- Signed grant agreement outlines responsibilities.
- Projects must adhere to agreed project timelines.
- There is an option available to extend initial start date to secure financing.
- Project completion date may be extended by approval from the Mayor.
Highlights to Grant Agreement: Funding Credit
South St. Petersburg CRA

Funding Credit. The Company agrees to identify the City of St. Petersburg as a funding agency in printed, informational and promotional materials. The Company agrees to include the City Logo except where space limitation renders the logo unreadable. The time period will be from the project commencement to six month after project completion.

Highlights to Grant Agreement: Assignment
South St. Petersburg CRA

Assignment. The Company shall not assign this Agreement without the prior written consent of the City. Any assignment of this Agreement contrary to this Paragraph 15 shall be void and shall confer no rights upon the assignee. The Company shall notify the City thirty (30) days prior to any conveyance or sale, granting or transferring any real property (“Property”) underlying the Project or portion thereof, to any heirs, successors, assigns or grantees, including, without limitation, the conveyance of any security interest in said Property.
**Highlights to Grant Agreement: Change of Use**

**South St. Petersburg CRA**

**Change of Use.** For five (5) years from the date of Project completion, the Company shall maintain the Property in the use for which it was awarded funding through the South St. Petersburg CRA Grant Program. Failure to do so shall result in the Company repaying the grant award to the City, unless the requirement to repay the grant award is waived by the Mayor, at his sole discretion, upon written request made to the City by the Company.

If the Company intends to change the use of the Property, it shall notify the Economic and Workforce Development Department of its intent prior to applying for building permits. In the event that the Company fails to notify the Department of its intent to change the use of the Property prior to applying for building permits, the Company may not request waiver of the requirement to repay the grant award pursuant to this Paragraph 16.

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**Reimbursement Process**

**South St. Petersburg CRA**

- The Grant Matching Program is a reimbursable award to ensure that the work for which the award was approved is completed and in accordance with City regulations and requirements.
- To be paid, you must submit a request for review of work after completion.
- Provide documentation that the work has been completed in accordance with City regulations through a Certificate of Completion or Certificate of Occupancy.
- Provide documentation of the expenditures made supporting the project such as invoices, canceled checks, etc.
- Reimbursement is made within 30 days from submittal of all required documents.
• This grant from the City is considered taxable grant income.
• Recipients of a grant in excess of $600 must submit a federal tax form W-9.
• The City is required to issue a federal tax form 1099-C to recipients of grants in excess of $600 whether paid directly to the grant recipient or to a third-party pursuant to authorization from the recipient.
• It is the grant recipient’s responsibility to consult with their tax professional regarding the 1099-G issued by the City and any associated tax consequences.

Questions?

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