



CITY OF PINELLAS PARK
HOME IMPROVEMENT GRANT PROGRAMS
ARE YOU ELIGIBLE FOR A HOME IMPROVEMENT GRANT?

Pinellas Park offers a home improvement grant program for owner-occupied residential properties. Review the following questions to determine your eligibility.

1. Are you the owner of the property needing repairs? **Yes** **No**
2. Is this home the homeowner's primary residence? **Yes** **No**
3. Does the homeowner have 100% Homestead Exemption on the property? **Yes** **No**
4. Is the property a single-family detached dwelling or a manufactured home (see definition in grant guidelines)? **Yes** **No**
5. Are the mortgage, homeowner's insurance, and property taxes for the property current? **Yes** **No**
6. Is the property clear of any/all liens? **Yes** **No**
7. Does the homeowner meet the income eligibility for a home improvement grant? **Yes** **No**

(Please review the income verification chart to determine financial eligibility.)

PERCENTAGE CATEGORY	ANNUAL HOUSEHOLD INCOME LIMIT BY NUMBER OF PERSONS IN HOUSEHOLD							
	1	2	3	4	5	6	7	8
≤ 50%	\$23,500	\$26,800	\$30,150	\$33,450	\$36,150	\$38,150	\$41,500	\$44,200
50.01% - 80%	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650
80.01% - 120%	\$56,300	\$64,300	\$72,400	\$80,300	\$86,800	\$93,200	\$99,600	\$106,000
120% ≥	INELIGIBLE FOR CITY HOME IMPROVEMENT GRANT FUNDING							

HOW TO READ THIS CHART: The City's home improvement grant programs count total household income (all residents ages 18 years and older, receiving any kind of income) regardless of whose name is on the deed. Gross income is used to determine eligibility. We also evaluate assets and income earned from assets. Sources of income include W2 wages, 1099 income, self-employment income, social security, SSI, pensions, child support, reoccurring deposits, etc. All sources of income must be disclosed on your application. Maximum grant awards for all income groups are firm.

If you answered "YES" to the above questions, proceed to the *City of Pinellas Park – Home Improvements Matching Reimbursement Grants – Guidelines* on the website. Application packets are also available at the Technical Services Building, 6051 – 78th Avenue.



CITY of

Pinellas Park, FL

The Heart of Pinellas

Home Improvements Matching Reimbursement Grant Program

GUIDELINES

**Community Development
Planning & Development Services Division**

**Technical Services Building
6051 78th Avenue North
Pinellas Park, Florida 33781
727.369.5848
727.369.5615**

**Assistance for completing an application is available by APPOINTMENT ONLY.
Please call 727.369.5848 or 727.369.5615 to make an appointment.**

Introduction

The City of Pinellas Park offers a Home Improvements Matching Reimbursement Grant Program to assist qualifying Pinellas Park homeowners with financial assistance for home improvements needed at their primary residence. Sliding scale funding opportunities are based on the Department of Housing and Urban Development's (HUD) 2020 Area Median Income (AMI) levels for the Tampa Bay area.

In accordance with guidelines set forth by the United States Department of the Treasury, Internal Revenue Service (IRS), home improvement grants awarded by the City of Pinellas Park are taxable and subject to IRS rules for filing Form 1099-G.

All applicants must meet eligibility criteria to qualify for grant funding from the City of Pinellas Park.

Eligibility Criteria: Applicants must own and occupy the property as their primary residence, live within Pinellas Park City limits, claim 100% homestead exemption, meet established household income limits, be current on all debt secured against the property, have no liens or judgments (in some cases, the Grant Committee will consider an application if a grant award can correct the issue and stop a running lien), and be current on homeowners property insurance and taxes. To be considered for a grant award, the property's tax assessed value cannot exceed \$200,000.

How to Read the Income Limits Chart: The City's Home Improvements Matching Grant Program counts total household income (all residents 18 years of age and older, receiving any kind of income) regardless of whose name is on the deed. All sources of income are used to determine eligibility. Sources of income include W2 wages, 1099 income, self-employment income, social security, Supplemental Security Income (SSI), pensions, child support, reoccurring deposits, etc. All sources of income must be disclosed on your application. Maximum grant awards for all income grants are firm.

PERCENTAGE CATEGORY	ANNUAL HOUSEHOLD INCOME LIMIT BY NUMBER OF PERSONS IN HOUSEHOLD							
	1	2	3	4	5	6	7	8
≤ 50%	\$24,650	\$28,150	\$31,650	\$35,150	\$38,000	\$40,800	\$43,600	\$46,400
50.01% - 80%	\$39,400	\$45,000	\$50,650	\$56,250	\$60,750	\$65,250	\$69,750	\$74,250
80.01% - 120%	\$59,100	\$67,500	\$75,975	\$84,375	\$91,125	\$97,875	\$104,625	\$111,375
120% ≥	INELIGIBLE FOR CITY HOME IMPROVEMENT GRANT FUNDING							

The above incomes are based on an Annual Median Income (AMI) of \$69,200 of a four-person household.

Grants are awarded on a first come, first served basis and funding is limited.

Guidelines and Criteria

Pinellas Park's Home Improvements Grant Programs are designed to provide assistance for Pinellas Park homeowners whose primary residence (single family dwelling) is in need of repair. Financial assistance is available for eligible applicants to address health, safety, and welfare issues on their residential property. The Home Improvements Grant Programs are designed to bring the eligible homeowner's property into compliance with the *Florida Building Code, 7th Edition (2021)*, and to reduce ongoing future maintenance costs, promote energy efficiency, and to preserve decent affordable owner-occupied housing.

Home Improvement Grants are awarded based on gross annual household income, as noted in the chart on Page 1. **Grantees receiving less than 100% of funding will be required to pay for the project in full and submit documentation for reimbursement.** Funds are limited and grants are awarded based on funding availability.

All improvement plans and designs must be approved by the City of Pinellas Park *prior* to project start up. Grant approval **does not** constitute plan approval for permitting purposes. Projects funded through this program may not begin until any/all required building permits have been obtained. The City of Pinellas Park waives permit fees for projects funded through the Home Improvements Reimbursement Grant Program; however, awardees will be responsible for fees charged by the State Department of Business & Professional Regulations.

Priority will be given for the following categories:

Emergency Repairs	Any repair that requires immediate attention (within two (2) business days) to ensure the ongoing health and safety of the occupants, and is not covered under insurance policy. Examples Include, but not limited to: damage from natural disasters, flooding from leaks, loss of air conditioning, loss of power, substantial structural damage, and any living condition deemed severely unsafe or unhealthy by City Inspector.
Code Violations/Corrections	Any improvements or repairs that remedy an existing code violation as defined by the City of Pinellas Park.
Accessibility Modifications	Home changes made to adapt living spaces to meet the needs of one or more residents with physical limitations so that they can continue to live independently and safely. These modifications may include making structural changes to a home.

Availability of Program Funds

Funding for the Home Improvements Reimbursement Matching Grant Programs is based on the City of Pinellas Park's approved budget for each fiscal year, which is October 1st through September 30th. Available funds are limited and not guaranteed to remain consistent from year to year. Projects that address emergency repairs for safe and healthy habitation, code violations, and accessibility needs will be considered the highest priority.

Project Eligibility

Improvement grants are available for owner-occupied properties that are located within Pinellas Park's city limits, are 100% homesteaded, hold active homeowners insurance, have no liens or judgments, current on mortgage and taxes, and tax assessed value does not exceed \$200,000. Eligible properties are defined as follows:

Dwelling, Single-Family Detached:	A principal building comprised of a single property unit situated on its own lot and surrounded by open space or yards such that it is not attached to any other property by any means. This term shall include manufactured home properties. (Ordinance No. 3748 § 3, 10-28-2010)
Dwelling, Manufactured Home:	A structure fabricated on or after June 15, 1976, in an off-site manufacturing facility with each section bearing a seal certifying that it is built in compliance with the federal Manufactured Home Construction and Safety Standards Act. When permanently attached to a permanent foundation in compliance with Florida Building Code, or code that was implemented at time of building, a manufactured home shall be considered a conventional property (Ordinance NO. 3748, § 3, 1028-2010).

Applicant Eligibility

The applicant must identify and document a **NEED** and meet the eligibility requirements. A "need" identified for the purpose of this grant program includes, but is not limited to, damage to the homeowner's primary residence, that qualifies as an "eligible activity" under these grant guidelines. Damage may include: Loss of air conditioning, roof leaks, structural damage, code violations, and an emergency need for ADA improvements.

Additionally, the applicant must identify a financial need to qualify for this program. The following are the eligibility requirements for the program:

- The household gross annual income is at or below 120% of Pinellas County's median household income level (**Please refer to the sliding scale chart on page 1**)
 - Any and all County, State, or Federal assistance (i.e. food stamps, unemployment, and/or veteran's assistance) must be recorded as income.

When both financial need and damage are determined to be consistent with eligible activities under this program, applicants must also ensure the following criteria are in place for grant program eligibility:

1. Applicant/Co-Applicant are the property owners of the residential dwelling being considered for repairs;
2. Applicants must be current on mortgage, property taxes, and utilities
3. Applicants must carry homeowners insurance on the proposed property
4. The property is clear of any and all liens.

Eligible Activities

- ADA Accessibility Projects
- Doors: Exterior and Garage Doors (Garage doors must be attached to living quarters)
- Entrances (to meet ADA Requirements)
- Installation of Energy Efficient Central Heating and Air (Energy Star Rated)
- Structural Repairs
- Building Materials (As Needed for Eligible Projects)
- Connection and Installation Fees for Potable Water Sanitary Sewer, and Reclaimed Water
- Elevation Expenses
- Exterior Finishes (stucco, siding, etc.)
- Roof: Replacement and Repairs
- Weatherization and Insulation
- Demolition (not required by Government)
- Driveway Improvements
- Energy Efficiency Upgrades (solar heat/water, protecting film and other conservative measures)
- Equipment Rental as Needed for Eligible Projects (I.E., Saws, Ladders, Scaffolds, Cement Mixers, etc.)
- Exterior Painting
- Lighting: Exterior, Post, and Security
- Sewer Pipe Replacements
- Tree Removal for Trees That Are Causing Damage to the Home (Roof, Utility Lines, Going to the Home, Cracking of Foundation)
- Window Replacements

Ineligibility

- Properties located outside of the City on Pinellas Park's boundaries
- Persons who cannot verify homestead exemption for the proposed property's improvements
- Businesses, rental properties, or apartment complexes
- Any property that has already benefited from the total maximum grant award of \$7,500 and has not changed ownership
- Properties with a tax assessed value above \$200,000

Eligible Improvements

Eligible Improvements shall include activities that address health, safety, and welfare issues on the property and improve the overall aesthetic character, accessibility and user friendliness of housing units and neighborhoods. Eligible improvements shall also include all projects that allow for easier access and use of a residential structure for disabled persons living in the home. All improvements shall be made of durable material that is not susceptible to rot and decay. All home improvements must be consistent with the Florida Accessibility Code 7th Edition (2021) for Building Construction and/or the City Land Development Code and Florida Building Code.

Examples of Eligible Improvements:

The following will be considered for eligibility under the guidelines for Home Improvements Reimbursable Grant Program. Grant applications are reviewed on a case-by-case basis with emergency repair, code violation, corrections, and accessibility modification.

- Fences may be grant eligible if the property is in violation of Chapter 18 of Pinellas Park's Land Development Code, Article 15, Section 1530.4 (10.28.2010)
- Repair/Replacement of damaged **screens** on a pool enclosure may be grant eligible **only** when the property is non-compliant with City and State codes.

Ineligible Improvements

The Grant Review Committee may deny funding for these or other projects deemed not feasible for this grant program. Funds cannot be used towards any repairs, modifications, or improvements that are not considered eligible under these guidelines. Funding from this grant program will not be awarded to property owners whose primary address differs from the proposed project's property. Ineligible improvements include, but are not limited to:

- Purchase of replacement of items previously funded through this grant program
- Any/all interior improvements that do not address accessibility issues
- Improvements and/or expenses made prior to written grant approval by the City
- Storage sheds of any sizes or kind
- Purchase of tools and equipment (hammers, ladders, power tools, etc.)
- Carpets
- Interior Window Treatments (drapes, blinds, shades, etc.)
- Furnishings (including indoor and outdoor)
- Fountains, lawn sculptures, bird baths; etc.
- Pools

Maximum Grant Reimbursement Amount

The maximum grant award for a project to an eligible applicant shall be **\$7,500.00**. Subsequent home improvement applicants may be submitted in following fiscal years for the same eligible property, provided ownership of the property is unchanged and the proposed project is dissimilar from a previous awarded project.

The maximum amount which can be received for an eligible property which does not change ownership is \$7,500.00 over the life of this grant program. An applicant must submit separate applications for each home improvement project.

The Home Improvements Matching Reimbursement Grant Program is implemented using a sliding scale based on the gross annual household income (total income of all persons ages 18 years and older, living in the home). The following table illustrates how the City of Pinellas Park distributes grant funds to awardees:

Income Level	Disbursement of Grant Funds
≤ 50% below Area Median Income	Pinellas Park will fund projects in full up to \$7,500.00. Any expenses exceeding \$7,500.00 are the full responsibility of the homeowner.
50.01 – 80% below Area Median Income	Homeowner pays for the project in full and is reimbursed by Pinellas Park for 75% of the costs, up to and not to exceed, \$7,500.00.
80.01 – 120% of Area Median Income	Homeowner pays for the project in full and is reimbursed by Pinellas Park for 50% of the costs, up to and not to exceed, \$7,500.00.

Should an eligible property that was previously funded for the grant award through this program come under new ownership, the new owner may apply for a Home Improvements Reimbursement Matching Grant provided the proposed improvements/modifications are not similar in nature as projects funded through this program in the previous three years (roofs and driveways have a ten-year waiting period).

Application Process

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

1. Obtain two (2) written estimates for each element of the proposed project from contractors licensed within Pinellas County
2. Read grant criteria to be certain you qualify for the program
3. Complete application form and budget worksheet in detail
4. Sign and date all documents. The affidavit must be notarized
5. Copies of the following documents must be included with your application:
 - a. Proof of Homestead Exemption (available through Pinellas County Property Appraiser

- b. Copy of driver license(s) verifying the proposed project site is the applicant and co-applicant's primary residence
 - c. Proof of Homeowners Insurance (submit Declaration page)
 - d. Proof of flood insurance (flood zone applicants only)
 - e. Two (2) most recent months' pay stubs for each household member over 18 years
 - f. Self-employed (only) schedules C,E, and F
 - g. Social Security, Supplemental Security Income (SSI), and Disability benefits (if applicable)
 - h. Most recent tax return
 - i. Current Pinellas Park utility bill
 - j. Copy of most recent mortgage statement showing that payments are current
 - k. Two (2) or more color photographs clearly depicting the current conditions of the proposed project's improvement area
6. Submit completed application packets to the City's Planning & Development Services Division (Attention: Community Services). Applicants may schedule an appointment with the Community Services Specialist (727.369.5848 or estpierre@pinellas-park.com) or with the CRA Technician (727-369.5615 or ntikkanen@pinellas-park.com) to review the application packet for completeness prior to submitting the application.
 7. Complete applications are reviewed by a committee of City staff appointed by the City Manager that include: the City Manager, Assistant City Managers, and staff representatives from the Community Development Department (Building, Planning & Development Services and Neighborhood Services), and the Community Policing Unit. Committee members meet monthly, with the exception of December. Grants received during December will be reviewed at the January meeting.

The Grant Review Committee will determine whether a project should receive grant funding and determine the amount of an award. In making the decision, the committee will give priority to projects that meet the following criteria:

- Does the proposed project meet an accessibility need of the homeowner or resident of the property?
- Will the project rectify code violations?
- Will the grant result in an improvement that would not be made otherwise?
- Does the project comply with the City's land development and zoning codes and ordinances?

Applicants will be notified by telephone of incompleteness, inaccuracies, or unsigned forms within their applications and provided an opportunity to make corrections. Applicants may schedule an appointment to pick up incomplete applications or they will be mailed to the address of the proposed project. Incomplete applications will not be considered for funding. The City reserves the right to deny any project that does not align with the Grant Program's Guidelines.

Grant awardees will be notified in writing. The award letter will include the amount of funding from the City and the approved startup and deadline dates for project implementation. Grant recipients will receive **two (2) award letters; one will be the original and the second to be given to the contractor who will be applying for the permit. The City of Pinellas Park will waive permit fees for improvement projects completed under the guidelines of this grant program. The homeowner is responsible for the Florida Department of Business & Professional Regulations fee.**

The scope of work for the awarded project may begin on the date of the award letter, and **must** begin within thirty (30) days. This includes securing any/all building permits required by the City.

Awardees will have 120 days from the startup date to complete the project. The deadline date will be shown on the bottom of the award letter. In the event of unforeseen issues that may delay the improvement project, the awardee must submit in writing the reason for delay and a date of which the project will be completed. Extension requests may be submitted to the attention of Tammy Hillier, Community Services Manager, thillier@pinellas-park.com or mailed. Requests must be received by Community Services staff within no less than one (1) month prior to the closeout date. Failure to contact the City to request an extension will result in termination of the grant award and grant payments will not be issued.

Correspondence should be addressed to:
City of Pinellas Park
Community Development Department
Attention: Tammy Hillier, Community Services Manager
6051 78th Avenue North
Pinellas Park, FL 33781

While the City will waive permit fees for projects completed under the Home Improvements Reimbursement Grant Program (minus the mandatory State Department of Business & Professional Regulations), it is the homeowner's responsibility to ensure that all work is permitted from the Building Development Division; and that all work is in compliance with the applicable codes and ordinances. Failure to do so will result in the termination of the grant award and no funds will be issued from the City.

Promotion of Project

City staff will be photographing each project awarded for a Home Improvement Grant before work begins, during the improvement process, and upon completion. Grant awardees agree to the City of Pinellas Park reserving the right to use pictures, renderings, video footage, or descriptions of the work for any promotional purpose.



CITY OF PINELLAS PARK

HOME IMPROVEMENTS MATCHING REIMBURSEMENT GRANT PROGRAM

APPLICATION FORM

OFFICE USE ONLY
 Date Received _____
 Staff Initials _____

SECTION A: Personal Information

Homeowner Applicant Full Name: _____

Co-Homeowner Co-Applicant Name: _____

Address (Proposed Project Site): _____
 (Full Street Address including Zip Code)

Number of Permanent Residents at Above Address _____ Year House was Built _____

Primary Telephone Number: _____ Secondary Number: _____

Applicant's Email: _____

- Is this the Applicant's primary Residence? YES NO
 Describe the type of dwelling: Single-Family, Detached Duplex Manufactured Home
 Is the mortgage on this property current? YES NO
 Are the property taxes current? YES NO
 Are there any liens against this property? YES NO
 Do you have Homeowner's insurance? YES NO (Include a copy of the Declaration page)

SECTION B: Financial Information

The City's home improvement grant programs count total household income (all residents ages 18 years and older, receiving any kind of income) regardless of whose name is on the deed. Gross income is used to determine eligibility. We also evaluate assets and income earned from assets. Sources of income include W2 wages, 1099 income, self-employment income, social security, SSI, pensions, child support, reoccurring deposits, etc. All sources of income must be disclosed on your application. Maximum grant amounts for all income groups are firm.

The Department of Housing & Urban Development has determined Pinellas County's 2020 Median Household Income as **\$69,200** for households of four. The following chart depicts income limits for home improvement grants based on the number of person in your household and the income of any household members ages 15 years or older.

PERCENTAGE CATEGORY	ANNUAL HOUSEHOLD INCOME LIMIT BY NUMBER OF PERSONS IN HOUSEHOLD							
	1	2	3	4	5	6	7	8
≤ 50%	\$24,650	\$28,150	\$31,650	\$35,150	\$38,000	\$40,800	\$43,600	\$46,400
50.01% - 80%	\$39,400	\$45,000	\$50,650	\$56,250	\$60,750	\$65,250	\$69,750	\$74,250
80.01% - 120%	\$59,100	\$67,500	\$75,975	\$84,375	\$91,125	\$97,875	\$104,625	\$111,375
120% ≥	INELIGIBLE FOR CITY HOME IMPROVEMENT GRANT FUNDING							

Please complete the following financial information:

ANNUAL HOUSEHOLD INCOME		
(ALL household income of individuals 18 and older must be reported.)		
(Sources of recurring income include salary/wages earned, Social Security, pension/retirement disbursements)		
INCOME	ANNUAL GROSS	SOURCE OF INCOME (Wages, Social Security, SSI, etc.)
Homeowner Applicant	\$	
Co-Homeowner Co-Applicant	\$	
All other household income	\$	
Total	\$	

ASSETS			
(Only include sources that can generate cash to include: stocks, bonds, mutual funds, money market, other properties owned, collectibles, vehicles, and whole life insurance policies)			
Household Member's Name	Asset Description	Current Cash Value of Combined Assets	Actual Income from Assets
Net Cash Value of Assets.....		\$	
Total Actual Income from Assets.....			\$

SECTION C: Project Description

Describe the repair for which you are requesting a grant.

APPLICATION CONTINUES ON PAGE 3

SIGNATURE PAGE

**Owner Applicant (s) initials are required for items 1 -8
Applicable signatures are required for this application to be considered.**

1. I (We) obtained, reviewed, and clearly understood the "Guidelines and Criteria" for the Home Improvements Matching Reimbursement Grant Program.
_____ Applicant/Co-Applicant Initials
2. I (We) understand that the submission of this application does not constitute a guarantee for funding under the Home Improvements Matching Reimbursement Grant Program; and that it does not create any property, contract, or other legal rights in any person or entity to have the Grantor provide grant funding.
_____ Applicant/Co-Applicant Initials
3. I (We) understand any improvement work or costs related to this project that were started or incurred prior to the date of the signed award letter cannot be reimbursed to the applicant/co-applicant.
_____ Applicant/Co-Applicant Initials
4. I (We) understand all grant funding is contingent upon the continued availability of grant funds. The City of Pinellas Park reserves the right to decrease funding or cancel the grant program at its sole discretion.
_____ Applicant/Co-Applicant Initials
5. If grant funding is approved, a designee(s) of the City of Pinellas Park shall have the right to inspect the work in progress, as well as the completed improvements.
_____ Applicant/Co-Applicant Initials
6. I (We) understand that all work for this project must be permitted accordingly and performed by approved licensed contractors.
_____ Applicant/Co-Applicant Initials
7. The City of Pinellas Park reserves unto itself its absolute right of discretion in deciding whether or not to approve a grant relative to this application. As the applicant(s) I (we) accept that all decisions relating to the award of grant funds involve subjective judgments, on the part of the decision-making entity, related to the aesthetics of the proposed project and the granting of award funds for said project.
_____ Applicant/Co-Applicant Initials
8. The City of Pinellas Park, its employees and its agents shall be held harmless for any damages, both personal and property, which may result directly or indirectly from any incident associated with subject project of this application both during and after construction; and the City of Pinellas Park, its employees, and its agents shall not be liable for any debts incurred in association with the execution and completion of the subject project of this application, and further that I (we) the applicant/co-applicant assume all responsibility for any and all of the aforementioned liabilities.
_____ Applicant/Co-Applicant Initials

I (We) certify that all information is true and accurate to the best of my (our) knowledge, and if approved, work will be completed in accordance with the City of Pinellas Park's codes and ordinances.

Furthermore, if grant funding is approved, I (we) do hereby grant to the City of Pinellas Park unlimited rights to use photographic images of the proposed property for reporting and marketing purposes.

Owner Applicant's Signature **Date**

Owner Co-Applicant's Signature **Date**



City of Pinellas Park
Home Improvements Matching Reimbursement Grant Programs
Budget Form

Applicant's Name: _____

Property Address: _____
(Site where purposed improvements will take place)

BUDGET WORKSHEET

Line Item	Requested Amount from the City	Amount of Matching Dollars	Total
Contractual Services			
Labor			
Equipment (windows, bike racks, benches, doors, etc.)			
Materials (paint, plants, mulch, etc.)			
Signage			
Other (Please Explain)			
TOTAL			

Budget Details

**SOCIAL SECURITY NUMBER COLLECTION POLICY DISCLOSURE AUTHORIZATION TO RELEASE
INFORMATION CONSENT FORM**

Owner Applicant & Owner Co-Applicant

We/I hereby consent that the City of Pinellas Park ("City"), may collect and retain any and all information concerning our/my sources of income and any other matter, which may be required in processing our/my grant application.

The Florida Public Records Law, Florida Statutes (2007) Section 119.071(5) requires the "City" provide written statement explaining that it collects Social Security numbers from prospective grant recipients during the application process for tax reporting purposes.

The Consent Form may be a photocopy and all copies shall be as effective as those containing my/our original signature(s) dated this _____ day of _____ 20__.

Under Florida law, this application is a public record. Most of the information in this application packet will be released if there is a public record request; however, Social Security information is protected and will be used strictly for the purpose of the City filing a 1099-G. If you believe that you qualify to have your information protected, you must notify the City in writing of the specific Florida Statute that protects your information. All non-exempt information will be released in response to a public record request.

	Owner Applicant	Owner Co-Applicant
Social Security		
Date of Birth		

Owner Applicant Signature

Owner Co-Applicant Signature

Print Name

Print Name

CITY OF PINELLAS PARK

AFFIDAVIT AND RELEASE

The undersigned applies to participate in the Home Improvements Matching Reimbursement Grant Program indicated in this application. I (We) attest to ownership of the property on this application and that it serves as my (our) primary residence. The City of Pinellas Park is not responsible for any damage, and I/We the undersigned release and hold harmless the City from any and all liabilities to myself/ourselves and personal property. The undersigned further understands that all statements made in this application are true and made for the purposes of participating in this Home Improvements Matching Reimbursement Grant Program. The undersigned warrants that all income from every person in the household is accurately listed on this application. Verification may be obtained from any source named in the application.

Applicant Signature

Co-Applicant Signature

Print Full Name

Print Full name

Date

Date

STATE OF FLORIDA)

COUNTY OF PINELLAS)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____. By

Personally known

Personal Identification: Driver License/State ID/ Passport

Notary Public Signature
Stamp/Seal

ASSET INCLUSIONS AND EXCLUSIONS

INCLUSIONS: IF YOU OWN ANY OF THE FOLLOWING LIST THEM AS ASSETS ON PAGE 2 OF THE APPLICATION

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g. broker fees) that would be incurred in selling the asset. The applicant's primary residence is not considered.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
8. Mortgage or deeds of trust held by an applicant.

EXCLUSIONS: THE FOLLOWING ARE NOT CONSIDERED ASSETS AND ARE EXCLUDED:

1. Necessary personal property, except as noted in number 7 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
3. Equity in cooperatives in which the family lives.
4. Assets not accessible to and that provide no income for the applicant or any household members.
5. Assets that are part of an active business. **"Business"** does not include rental of properties that are held as an investment and not a main occupation.

APPLICATION CHECKLIST

If an item is not applicable, indicate with N/A.

Incomplete application will not be considered for funding.

- _____ Application completed in full. (Signed and all questions answered)
- _____ Completed Budget Worksheet
- _____ Affidavit signed and notarized
- _____ Two (2) written estimates from licensed contractors
- _____ Proof of Homestead exemption
- _____ Copy of driver license(s)
- _____ Proof of Homeowner's insurance
- _____ Proof of flood insurance (if property is in a flood zone)
- _____ Two (2) most recent months' pay stubs for each household member over 18 years
- _____ Self-employed (only) schedules C, E, or F
- _____ Social Security, Supplemental Security Income (SSI), and Disability benefits
- _____ 2019 Federal Tax Return (1040 and any schedules)
- _____ Current Pinellas Park utility bill statement
- _____ Copy of most recent mortgage statement showing that payments are current
- _____ Two (2) or more color photographs clearly depicting the current conditions of the proposed Project's improvement area.