

**WEST PERRINE COMMUNITY REDEVELOPMENT AGENCY (CRA)**

**Special Projects Grant Application**

**Applicant Information**

Applicant/Business Owner's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Business Organization Structure (Corp, LLC, etc.): \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

**Project Information**

Project Location: \_\_\_\_\_

Is this project within the CRA Boundaries (Please circle): Yes                  No

Is this project on public property? Yes/No

If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Special Project:**

- Area Clean Up
- Community/Neighborhood identification signs (See Guidelines)
- Pressure clean sidewalks
- Entryway or corridor enhancements (i.e. holiday lights)
- Community Garden
- Certain Park and/or playground improvements
- Public Art
- Community Policing Through Environmental Design (CPTED)
- Pedestrian enhancements (benches, bicycle racks, trash containers)

- Tree planters and/or landscaping in medians or other common areas
- Corridor beautification
- Historical landmark restoration
- Utility box wraps
- Other (Please Specify) \_\_\_\_\_

Please explain what benefit these enhancements will provide the CRA and West Perrine community:

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**Grant Information**

Grant Amount Requested: \_\_\_\_\_

Please provide a more detailed description of work to be done for each item selected above:

Scope of Work:	Estimated Cost:

**Please Provide the Following as Backup to Application:** (Application is considered incomplete without items as applicable below)

- Copy of Local Business Tax Receipt
- Proposed Renderings/Pictures (in color) if paint/art project
- Proof of current and active Articles of Incorporation

- Appropriate state licensure (General Contractor, Arborist, etc), if applicable
- Pictures of current location & adjacent properties
- Completed Beautification Grant Application
- Proof of liability insurance, if applicable
- Government issued ID
- Copy of survey if proposed scope of work includes, paving, fencing, landscape etc
- Any other documentation in support of request

By signing this document, **the applicant** affirms that all of the information provided in this application is true, accurate and complete. By signing this document, the applicant agrees to use West Perrine Community

Redevelopment Agency grant funds in accordance with the eligible business activity or activities set forth in the West Perrine Special Grant Program Guidelines ("Guidelines"). By signing this document, the applicant acknowledges that the applicant has read and fully understands the contents of this document and the Guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the applicant is other than the property owner of the building, the following line must be completed. I certify that I, the trustee and/or owner of the below-cited property, give \_\_\_\_\_ (applicant) authority to implement improvements at the property as may be required under the West Perrine Special Projects Grant Program.

Print owner or trustee name and capacity/title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of owner/trustee

\_\_\_\_\_  
Date

FLORIDA  
MIAMI-DADE COUNTY

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, \_\_\_ by \_\_\_\_\_, on behalf of \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification.

(NOTARY PUBLIC SEAL)

\_\_\_\_\_  
Signature of Person Taking Acknowledgment

\_\_\_\_\_  
(Printed, Typed, or Stamped Name of Notary Public)

\_\_\_\_\_  
Title or Rank

\_\_\_\_\_  
Serial Number, if any

**Terms & Conditions**

Interested parties must meet with West Perrine Community Redevelopment Agency (WPCRA, CRA or Grantor) staff to ensure eligibility. Applicants may apply through the WPCRA website:

[www.westperrinecra.com](http://www.westperrinecra.com). A thorough review of the grant guidelines and terms and conditions is required with applicant signature.

The WPCRA will make payments in the form of reimbursement issued during the duration of the project and/or after the completion of the project. Projects MUST BE pre-approved, and a grant agreement executed by the WPCRA prior to commencing the project.

The WPCRA reserves the right to deny any submitted application if (a) it is determined that the application does not meet the spirit, intent and/or legal requirements for the grant and/or (b) the applicant has previously defaulted on an any prior grant agreement or other agreement with the WPCRA and/or County and/or (c) a prior grant awarded to the applicant was rescinded, and/or (d) the applicant is currently a party in litigation against the WPCRA and/or County or has threatened litigation against the WPCRA and/or County.

**ALL WORK MUST BE APPROVED BY THE CRA BOARD PRIOR TO ITS START TO BE ELIGIBLE FOR REIMBURSEMENT.**

### **CONSISTENCY WITH COUNTY ORDINANCES AND COMPLIANCE**

Projects must comply with all Miami Dade County zoning code and building requirements. To be eligible to participate in the program, applicants must comply with all program requirements. Failure to comply with the program requirements at any time will result in the applicant being dropped from the program. The Grantor is the sole interpreter of eligibility determinations, payment amounts and compliance with program requirements. All of the Grantor's decisions are final. Projects are not officially accepted in the program until a grant agreement between the applicant and the Grantor is signed.

### **APPLICATION DISCLOSURES**

- Applicant will review and complete the application and submit all required backup documentation to be considered for the grant.
- Applicant must make appropriate changes/corrections in the application as instructed by CRA staff.
- A completed application must be received at least four (4) weeks before the next CRA Board Meeting if there is to be a recommendation of approval.
- Applicant or representative is required to attend the meeting(s).
- Once the application has been considered for approval/denial, staff will notify applicant regarding its next steps.
- If approved, a grant agreement will be negotiated between the Grantee and Grantor, and such agreement will need to be executed prior to the Grantee starting the work.

- Grantee may be required to complete the Vendor Registration forms and a W-9 to be reimbursed.
- If the project is denied, applicant may re-apply within a year of original request.

## **PAYMENT PROCESS**

Grant funds will be disbursed, after approval by the CRA Board and upon receiving a "Project Completion Award Letter" by the CRA. A "Project Completion Award Letter" will be granted once the below criteria is met:

1. Requests for disbursement of project costs will be viewed as a single, completed package. Costs not included in the approved project plan will not be considered for disbursement.
2. Required documentation for disbursement of project costs must include:
  - a. Itemized list project costs
  - b. Permits or plans as may be required by Miami Dade County
  - c. Name, address and telephone number for any design professionals.
  - d. Clear before and after photos of the project.
  - e. Copies of any permits and approvals obtained from the County **\*\*ALL PROJECTS WILL BE UNDERGO PERMIT VERIFICATION. WORK PERFORMED WITHOUT PERMITS THAT REQUIRED PERMITS WILL NOT BE ELIGIBLE FOR GRANT FUNDING. \*\***

## **PUBLICITY**

By accepting this grant the Grantee shall recognize the CRA as a funding source for all the activities outline in the application and grant agreement. The Grantee shall ensure that any publicity, public relations, advertisements, and signs recognize the CRA for the support of all contracted activities. Grantee shall permit to have a sign placed on the property by the CRA in relation to this grant, if applicable.