



**PORT RICHEY COMMUNITY REDEVELOPMENT AGENCY  
RESIDENTIAL RECONSTRUCTION GRANT PROGRAM**

**GRANT APPLICATION**

Applicant Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Co-Applicant's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

*\*\* Applicant's Social Security number shall be used only for identification and record retention. \*\**

***FOR BUILDER/CONTRACTOR:***

Company Name: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Agent Name: \_\_\_\_\_

***ALL APPLICANTS:***

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Telephone # Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Parcel I.D. # for property being improved: \_\_\_\_\_

Is this your primary "homesteaded" property? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are a homebuilder, do you affirm that the home will be sold for owner occupancy?

Yes \_\_\_\_\_ No \_\_\_\_\_

**ABOUT YOUR IMPROVEMENT PROJECT**

Describe the structure of your home (wood, block, \_\_\_\_\_)

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In your own words, describe the improvements you plan to make to your home: \_\_\_\_\_

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To the best of your knowledge, has your property or building ever been cited for a code enforcement violation?

\_\_\_\_\_ YES \_\_\_\_\_ NO  
(If yes, please attach a copy of the violation)

To the best of your knowledge, has your property or building ever been cited for a building code violation?

\_\_\_\_\_ YES \_\_\_\_\_ NO  
(If yes, please attach a copy of the violation)

**PLEASE ATTACH THREE (3) BIDS or ESTIMATES FROM A LICENSED CONTRACTOR OR A "MATERIALS COST LIST" FROM THE RETAIL ESTABLISHMENT WHERE PURCHASING MATERIALS**

<b>Residential Redevelopment Improvement</b>	<b>Cost</b>
<b>NEW HOME CONSTRUCTION</b>	
<b>HABITABLE ROOM ADDITION</b>	
<b>NEW CENTRAL HEAT AND A/C</b>	
<b>ATTACHED GARAGE – NEW CONSTRUCTION</b>	
<b>CARPORT CONVERSION TO HABITABLE SPACE OR FINISHED GARAGE</b>	
<b>TOTAL OF REPAIRS/IMPROVEMENTS:</b>	<b>\$</b>

**IMPORTANT: APPLICANT(S) MUST READ THIS BEFORE SIGNING**

The information provided above is true and complete to the best of my/our knowledge and belief. I/We understand that any willful misstatement of material fact will be grounds for disqualification. I/We consent to the full disclosure of information concerning my/our homeowner verification as required to process my/our application for grant assistance. The applicant understands that the information provided is needed to determine grant eligibility and in no way assures qualification for award. The applicant also agrees to provide any other documentation needed to verify eligibility.

I/We hereby release and pledge to hold harmless the Port Richey Community Redevelopment Agency, the City of Port Richey, it's staff, and employees from any liability whatsoever in the performance of the designated labor contractor(s) or eventuality arising therefore.

**\*\*PLEASE INITIAL EACH STATEMENT BELOW AND SIGN WHERE INDICATED\*\***

\_\_\_\_\_ 1. All Grant Applications must receive approval by the Housing & Development Committee before any construction can commence. No grants will be awarded on an application if work has been started (or completed.)

\_\_\_\_\_ 2. All Applicants that are awarded a grant understand that when submitting for reimbursement, that "cash receipts" will not be accepted due to auditing requirements. (NO EXCEPTIONS) You must pay for materials/services by personal check, money order or by credit card.

\_\_\_\_\_ 3. Work can be completed by either a contractor (specializing in the area that is applied for,) or by the applicant themselves. If an applicant chooses to perform their own work, they may not request reimbursement for their own labor or major tool purchases (materials only.)

\_\_\_\_\_ 4. Only single family properties qualify for this program. The property must be owner occupied and homesteaded. (Proof of homestead is required.)

\_\_\_\_\_ 5. All grant recipients will receive a "1099 tax form" for their award.

\_\_\_\_\_ 6. The undersigned applicant agrees to utilize any grant funds received in strict conformance with the provisions set forth by the Port Richey Community Redevelopment Agency in Resolution 08-15A

\_\_\_\_\_ 7. All Applicants will be required to present proper permitting through the building department before any application will receive an "approved" grant award. (This includes any changes required for getting a permit: variance or zoning change request must be handled prior to award approval.)

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

CO-OWNER SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

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**Office Comments:**

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

## **INFORMATION CHECKLIST**

The following documents must be attached to your application when returned to our office. Your application cannot be processed until all of the documents have been provided. A copy of these documents will be made and held in strict confidence in your file and the originals will be returned to you. This information is used to determine your eligibility.

### **☐ Proof of Ownership**

A copy of your Warranty Deed, Quit-Claim Deed or other. If one or more owners is deceased, please provide death certificate(s).

### **☐ Proof of Occupancy**

A copy of a recent electric bill, phone bill or other document linking your name to that residence is required. A copy of your drivers license, Florida Resident's ID or other form of picture identification must also be provided.

### **☐ Proof of Current Property Taxes**

Property tax payment receipt from the city/county, canceled check for property taxes to the city/county, affidavit certifying payment or mortgage statement from your lender saying taxes were paid.

### **☐ Insurance Information**

A copy of your current homeowner's insurance policy. Only one page showing amount of coverage, premium payment and term of policy is needed.

### **☐ Proof of Current Property Value**

A recent property appraisal completed by a certified Appraiser.

### **☐ Proof of Value of Proposed Improvements**

An itemized "scope of work" estimate from a contractor.  
A proposed rendering of the improvements; scaled plans to 8 ½ X 11, showing an elevation, floor plan, tie-in, etc. as required.

### **☐ Photos of Property or Structure to be improved**

Current photo of property/area to be improved

## **What Happens Next?**

Once you have completed your application, return it along with the necessary documents to the below mentioned address. Be sure to have your application and all information requested on the Information Checklist.

### **Incomplete applications will not be accepted.**

Your application will be reviewed by the Housing and Development Committee for consideration and determination.

A determination letter will be sent to the applicant via mail.

If awarded, you will be required to sign a Grant Award Contract between yourself and the City of Port Richey.

It is the applicant's responsibility to make certain proper permitting has been obtained if required.

Only Applicants that follow the required guidelines of the program will be eligible to collect their reimbursement. Grant reimbursement will be made to the applicant following completion of their project and once final inspection has been made and approved by the Building Official.

**City of Port Richey  
Redevelopment and Growth Management  
6333 Ridge Road  
Port Richey, FL 34668  
727-816-1900 Ext. 155**