



**City of Panama City  
Community Redevelopment Agency**

**Guidelines & Procedures  
for  
Residential Paint Voucher Program  
Revised August 2021**

Please note that an application must be submitted and approved by the CRA BEFORE work begins. The applicant assumes all financial liabilities related to work that is completed prior to a ruling. Following a review of the CRA application, the applicant will be sent an official correspondence by the CRA Grants Coordinator.

**Purpose:**

The primary objective of this grant is to encourage exterior paint improvements to residential structures within the Community Redevelopment District in order to reduce blight conditions and increase community beautification. Vouchers are awarded for paint and materials needed to perform exterior paint improvements to residential properties in an amount not to exceed \$2,500 per applicant. Matching funding is not required for this grant program.

Applicants are reminded that grant awards are discretionary and should not be considered an entitlement. All grant criteria contained herein are guidelines, not guarantees for awards and successful Applicants may receive any amount up to the maximum award. Should an Applicant meet all grant criteria, a grant may or may not be awarded due to funding limitations, competing applications, and/or competing priorities.

**Program Rules:**

The following rules are intended to inform a potential grant applicant of the extent and scope of the program. The desired result will improve and upgrade the appearance of the area and facilitate and encourage redevelopment activity in the CRA districts.

1. The program is for residential properties located within a CRA boundary. The property owner must be the applicant. Subject property must be the current or planned residency of applicant. **Applications for properties delinquent in payment of property taxes will not be accepted.**

2. Improvements to properties that do not or cannot meet building and safety codes are ineligible.
3. The program is available only for property located within a CRA District.  
NOTE: Click the below link to check your address:  
(enter web link here)
4. Improvements must be consistent with applicable design guidelines and policies as outlined by the CRA Plan and the City of Panama City Neighborhood Plan.
5. Eligible costs include:
  - Paint: Any exterior paint color that has been pre-approved by the CRA through the application process; any changes to color, unless submitted and approved by the CRA, will not be eligible for reimbursement.
  - Painting Materials: Including but not limited to paint brushes, rollers, drop cloths and buckets; all items must be individually itemized in the application and must be deemed necessary by the CRA.
6. Grant funds will be reimbursed exclusively for approved costs, approved change orders and only for work that has been performed **after** being notified of grant approval by the CRA. Any work completed prior to receiving grant approval is ineligible for reimbursement.
7. Only one (1) Residential Paint Voucher application will be accepted per property, per annual grant cycle. The Residential Paint Voucher Program is only available to applicants that have not received previous grant funding for the same property in the last three (3) years.

#### **Application Process:**

1. An applicant seeking a Commercial Improvement Grant may secure an application from the City of Panama City Community Redevelopment Agency (CRA) located at 501 Harrison Ave, Room 206, Panama City, FL 32401, phone (850) 872-7230 or download the application from [www.pcgov.org](http://www.pcgov.org)
2. Applications will be accepted no sooner than October 1, and no later than June 1 of each fiscal year.
3. A checklist of required documents and forms can be found with the grant application. The fully completed application and supporting documentation should be submitted in person to the CRA office, or via email at [CRAs@pcgov.org](mailto:CRAs@pcgov.org)
4. The CRA Grants Coordinator undertakes the initial review of the application and determines if the application is complete. If the application is found incomplete, the applicant will be granted time to complete and resubmit the application. Once complete, application will be date-stamped as received. **Acceptance of completed application packet is not a guarantee of funding.**

5. Within two (2) weeks, or ten (10) business days, of receipt of the completed application, the CRA Grants Coordinator will conduct a full review to ensure compliance with the CRA Grant Program Criteria. The CRA Grants Coordinator will forward a recommendation to the CRA Program Manager, CRA Director and City Manager for final approval.
6. An official notification from the CRA Grants Coordinator will be delivered to the Applicant within two (2) weeks, or ten (10) business days, of recommendation, informing them of the approval or denial of the application and may include approval **with conditions**. Failure to comply to conditions in a timely manner may result in the revocation of grant approval.
7. All Grant funding decisions provided by CRA staff and Director are final. Applicants that are formally denied a CRA grant may appeal staff decisions in writing to CRA Director for review by City Manager and/or, finally the CRA Board if applicable.
8. Applicant must return the signed award letter, indicating acceptance or refusal of the grant award, to the CRA office in person or via email to [CRAs@pcgov.org](mailto:CRAs@pcgov.org) within two (2) weeks of notification of approval.

#### **Project Implementation and Reimbursement Process:**

1. Projects receiving funding must begin work within 90 days from receipt of grant approval notification and must be completed within one (1) year, unless a written request for time extension is received and approved by the CRA at least 30 days prior to project expiration. Non-compliance of these time frames may result in retraction of grant approval, and a new application would be required for consideration.
2. Reporting – By accepting the grant, applicant agrees to comply with monthly updates conducted by the CRA Grants Coordinator. These updates may be obtained via email, phone or site visits. Reporting may include, but not limited to, work schedules, reporting forms, and projected completion dates.
3. Site Visits – CRA staff will conduct a site visit before grant payment is made in order to verify that the work is being completed. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement.
4. Applicants will receive grant funding after the improvements are completed. It is the responsibility of the Applicant to maintain proper documentation of funds expended. Release of funds is subject to submission of this documentation to the CRA Grants Coordinator by the Applicant. The work must be completed essentially as presented to the CRA Grant Coordinator and approved by the CRA Director in order to receive payment/reimbursement.
5. Award reimbursement shall be made upon completion of the paint improvements as approved. Submission of the following documentation is required for reimbursement of awarded project costs:
  - a. Pictures of completed project.

- b. Proof of payment in full for paint and paint materials as approved. Detailed receipts showing the name, address and phone number of store materials are purchased is required.
  - c. Signed and completed W-9, as required by law, for the recipient of grant funds.
- 6. Requests for reimbursement of project costs not included in either the approved renovation plan or an approved Change Order shall not be considered for reimbursement.
- 7. The CRA reserves the right to verify any and all costs associated with design or renovation work for which reimbursement is requested.

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