

East Tampa Community Redevelopment Area Tree Trimming Grant Program

1) Program Goal

The East Tampa Community Redevelopment Area Tree Trimming Grant Program is designed to improve the safety of residential lots in East Tampa neighborhoods. Its purpose is to assist residents in trimming trees that may pose a threat to the safety of life and/or property. The program is intended to encourage residents to address overgrown and unsafe trees before storms and winds create a hazard.

2) Program Eligibility

Eligible applicants can receive grant funding up to \$2,500 for trimming trees on private single-family residential property. **The Applicant/Property owner is responsible for any costs incurred above the approved grant amount.**

Applicant Eligibility:

- Applicant must be property owner or tenant and applicant must reside at the property.
- Property owner must sign the grant application granting the City and its contractor permission to enter property.
- Eligible properties for the grant are limited to Single-Family Residential parcels of property located within the East Tampa CRA.
- Property owner must be current in payment of all property taxes on the property listed in the application.

Eligible Improvements:

- Tree trimming for safety to life and/or property.
- Tree removal will only be eligible upon recommendation by a licensed arborist reviewing the site based on risk to life and/or property or the health of the tree.

3) Program Requirements

- Property owner must sign the application granting permission to the qualified contractor to enter the property for execution of the service.
- All statements and representations made in the application must be correct in all material respects when made.
- Program Grant funds are limited to a maximum of \$2,500 per single-family residential property per year.

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- The contractor hired by the City will handle all tree permits required by the City.
- No work for which the grant is sought will begin until the grant agreement is signed by the property owner (and tenant if applicable) in a form approved by East Tampa CRA Manager.
- **All tree trimming work** that is covered by the grant will be performed by:
 - City contractors, or
 - Licensed, qualified business within the East Tampa CRA provided the following conditions are met:
 - Proposed non-City contractor must be responsible for and obtain all required permits and licenses for proposed scope of work. Applicant will recognize this requirement on the application.
 - The proposed contractor must be current on its City of Tampa Business license. The grant application must include a copy of the current City of Tampa business license for the contractor.
 - The proposed contractor must provide a quote for the work and demonstrate that the full scope of work will be covered by this quote and the grant provided by the City. The quote for the full scope of the work and a completed W-9 form from the contractor for payment by the City must be included with the application.
 - The proposed contractor must provide certificate(s) of insurance for: general liability of \$1 million per occurrence; worker's compensation insurance in accordance with Florida Statute 440; and automobile liability insurance with minimum coverage limits of \$500,000 combined single limit.
 - City of Tampa Risk Management may reduce the requirements listed above based on actual scope of the application, which results in reduced risk.
- **All tree removal work** that is covered by the grant will be performed by:
 - Licensed City contractors

4) **Grant Application Process**

After completed applications have been initially reviewed by the East Tampa CRA manager for compliance with the program requirements, then the application and work will be processed in compliance with one of the following options:

Option A: Work performed by contractor from the City's Tree Trimming Contract:

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- The City will send out a contractor to review the scope of work with the property owner.
- The Contractor will report back to the East Tampa CRA Manager with a scope, price, schedule, and any additional recommendations.
- East Tampa CRA Manager signs off on the Grant Application.
- Contractor arranges date for work to be completed with property owner/tenant.
- The completed work is inspected by the City.
- The contractor invoices the East Tampa CRA for the completed work and is paid directly by the East Tampa CRA.

Option B: Work performed by a licensed East Tampa Business:

- Application is received with all required documentation.
- Proposed contractor information is verified.
- East Tampa CRA Manager signs off on the application and notifies applicant of approval.
- Applicant works with their contractor to arrange for work to be completed.
 - Applicant notifies East Tampa CRA Manager that work is complete.
 - Inspector is sent out to confirm scope of work completed
- CRA Manager arranges payment to be made to the Contractor for the amount of the grant. At the time that the check is delivered, the contractor will provide to the CRA Manager:
 - Receipt for payment indicating, date, amount paid, signature by company, and
 - Executed lien release for payment made. (Lien release form is provided with application)

5) Compliance with the City of Tampa Ethics Code

The applicant shall comply with all applicable city rules and regulations including the City's Ethics Code, which is available on the City's website www.tampagov.net. Moreover, each applicant to the Program acknowledges and understands that the City's Ethics Code prohibit City employees from receiving any benefit, direct or indirect, from any contract or obligation entered into with the City. (City of Tampa Code, Chapter 2, Article VIII-Sec 2-522)

**East Tampa Community Redevelopment Area
Tree Trimming Grant Program**

Property and Owner Information

Property Address: _____

Property Owner: _____

Tenant, if applicable _____

Contact Phone Number: _____ Alternate: _____

Contact Email: _____

Please check box below for Owner's choice of contractor:

City of Tampa Contractor or Licensed East Tampa Contractor*

Please provide description of requested tree trimming work.

____ Attach a site plan indicating location of trees.

____ * Attach quote from East Tampa licensed contractor and their license. Quote to include scope of work.

____ * The proposed contractor must provide certificate(s) of insurance for: general liability of \$1 million per occurrence; worker's compensation insurance in accordance with Florida Statute 440; and automobile liability insurance with minimum coverage limits of \$500,000 combined single limit. City of Tampa Risk Management may reduce the requirements listed above based on actual scope of the application, which results in reduced risk.

____ * Private contractor is responsible for all permits.

____ * Completed W9 by contractor to receive payment from the City.

My Property Is Up-to-date with property taxes:

Yes No

Approved: Ed Johnson, East Tampa CRA Manager

Date

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Please initial/sign each statement. Owner Agrees to the following:

_____ Any costs above the \$2,500 Grant are the responsibility of the property owner. Property owner to review and approve all proposed work before work begins.

_____ * Owner acknowledges that, if using their own contractor, the contractor is responsible for obtaining all required permits. Note, permits cost more if obtained after the work is complete.

Owner grants City and/or its contractor access to property to provide requested work and inspect work. (Please sign)

Property Owner Signature

The undersigned understands that the information provided herein is to induce the City of Tampa and the Tampa Community Redevelopment Agency to consider a Community Redevelopment Area Tree Trimming Grant award for some or all of the above scope of work and certifies that the information contained is true and correct.

Applicant: _____

Date: _____

Property Owner: _____

Date: _____