



**City of Panama City
Community Redevelopment Agency**

**Guidelines & Procedures
for
Backflow Preventer Installation Grant Program**

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 purpose of this grant is to offer financial assistance to commercial and residential property owners in complying with Florida state administrative code 62-555.360 and Ordinances No. 1541 and No. 2607, requiring all residential irrigation and commercial accounts to have a backflow preventer and vacuum breakers installed. Grants are awarded for the installation of an appropriate backflow preventer system. The Backflow Preventer Installation (BFPI) Grant may be used in conjunction with the Cross-Connection Control Program offered by the City of Panama City Public Works Department, which offers the consumer the opportunity to purchase the device and pay for it in three (3) monthly payments added to their normal utility bill. The BFPI Grant offers upfront payment, using CRA funds, for installation of the device. Repayment of these costs can be made in twelve (12) payments added to the consumer's normal monthly utility bill.

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 full cost for the scope of work. 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 aid in bringing the City of Panama City into compliance with Florida State Administrative Code 62-555.360 and Ordinances No. 1541 and No. 2607.

1. The program is for Panama City residential irrigation and commercial accounts for properties located within a Panama City CRA boundary. **Applications for properties delinquent in payment of property taxes will not be accepted.**
2. Installation to properties that do not or cannot meet building and safety codes, or that have any open code violations are ineligible.
3. The program is available only for property located within a CRA District.
4. Eligible costs include installation of a backflow preventer and vacuum breakers upon the property. **Installation must be performed by a licensed plumber or irrigation specialist in good standing.**
5. **Applicant is responsible for the periodic inspection, testing and/or maintenance of backflow preventers as necessary to ensure that the backflow preventers are in good working order, but not less frequently than annually.**
6. Grant funds will be used 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 payment.
7. Only one (1) Backflow Preventer Program application will be accepted per property.

Application Process:

1. An applicant seeking a Residential Irrigation or Commercial Backflow Preventer Installation Grant may apply online at <https://www.pcgov.org/604/Grant-Applications>
A checklist of required documents and forms can be found and uploaded within the online grant application.
2. Applications will be accepted no sooner than October 1, 2022 and no later than June 30, 2023.
3. 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.**
4. 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 and CRA Director for final approval.
5. 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.

6. 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.
7. Applicant must return the signed and notarized award agreement to the CRA office in person or via email within two (2) weeks of notification of approval.

Project Implementation and Payment Process:

1. Projects receiving funding must begin work within 90 days from receipt of grant approval notification, 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 or City Utilities staff will conduct a site visit before grant payment is made in order to verify that the work is completed, and inspection is complete. Staff may also conduct unannounced site visits periodically in order to ensure compliance with the terms of the grant agreement.
4. All work must be completed in accordance with state guidelines and inspected by City of Panama City Utilities staff to receive payment. Work will be invoiced to the City of Panama City CRA and funds will be paid directly to the licensed plumber or irrigation specialist hired to complete the installation of the backflow preventer device.
5. Upon completion, cost of installation will be divided into twelve (12) equal payments and added to the applicant's normal monthly utility bill. This lien will remain with the property until total costs are satisfied. Sale of the property does not excuse lien and will require payment in full before transaction is complete.
6. The CRA reserves the right to verify any and all costs associated with work for which payment is requested.