



# FY 2023-24 SUBRECIPIENT TRAINING

**ECONOMIC DEVELOPMENT & HOUSING**  
September 26, 2023



**CLEARWATER**  
BRIGHT AND BEAUTIFUL · BAY TO BEACH

# FY 2023-24 SUBRECIPIENT TRAINING

## HOUSING STAFF

- Denise Sanderson - Director
- Chuck Lane - Assistant Director
- Terry Malcolm-Smith - Senior Housing Coordinator
- Irin Gomez - Housing Coordinator
- Brenda Douglas - Senior Accountant
- Kara Grande - Housing Coordinator
- Gabe Parra - Community Development Coordinator
- Dania Perez – Housing Coordinator
- Dylan Mayeux – Sr. Real Estate Coordinator

# FY 2023-24 SUBRECIPIENT TRAINING

## THE BASICS

- Assist Extremely Low- to Moderate-Income Persons (0% to 80% AMI)
- Submit One (1) Draw Request Per Month Due by 10<sup>th</sup> of Every Month
- Submit Accomplishment Report by 10<sup>th</sup> of Every Month (same time)
- Report any Changes in Key Personnel to City ASAP

# FY 2023-24 SUBRECIPIENT TRAINING

## INCOME LIMITS - CDBG

[Compliance Reports](#) > [Monthly Reports](#) >

A. Goals  B. Accomplishments  C. Supporting Documents  Submit

Please utilize the [HUD Income Limits](#) guide to track income.

Please utilize the following links to guidance on Race and Ethnicity [here](#) and [here](#).

Only click Complete and Submit on this step once Accomplishments have been provided.

<b>CDBG Income Limits</b> Effective June 15, 2023				
Household Size	0 to <b>30% AMI</b> (Extremely Low)	30+ to <b>50% AMI</b> (Low)	50+ to <b>80% AMI</b> (Moderate)	Above 80% AMI (Non-Low/Moderate)
1 Person	\$ 18,250	\$ 30,450	\$ 48,650	N/A
2 Persons	\$ 20,850	\$ 34,800	\$ 55,600	N/A
3 Persons	\$ 23,450	\$ 39,150	\$ 62,550	N/A
4 Persons	\$ 26,050	\$ 43,450	\$ 69,500	N/A
5 Persons	\$ 28,150	\$ 46,950	\$ 75,100	N/A
6 Persons	\$ 30,250	\$ 50,450	\$ 80,650	N/A
7 Persons	\$ 32,350	\$ 53,900	\$ 86,200	N/A
8 Persons	\$ 34,400	\$ 57,400	\$ 91,750	N/A
Median Family Income (MFI) Rounded - \$89,400 (Effective 05-15-2023)				



# FY 2023-24 SUBRECIPIENT TRAINING

## INCOME LIMITS - SHIP

[Compliance Reports](#) > [Monthly Reports](#) >

A. Goals  B. Accomplishments  C. Supporting Documents  Submit

Please utilize the [HUD Income Limits](#) guide to track income.

Please utilize the following links to guidance on Race and Ethnicity [here](#) and [here](#).

Only click Complete and Submit on this step once Accomplishments have been provided.


<b>SHIP Income Limits</b> Effective May 15, 2023				
Household Size	0 to <b>30% AMI</b> (Extremely Low)	30+ to <b>50% AMI</b> (Very Low)	50+ to <b>80% AMI</b> (Low)	80+ to <b>120% AMI</b> (Moderate)
1 Person	\$ 18,250	\$ 30,450	\$ 48,650	\$ 73,080
2 Persons	\$ 20,850	\$ 34,800	\$ 55,600	\$ 83,520
3 Persons	\$ 24,860	\$ 39,150	\$ 62,550	\$ 93,960
4 Persons	\$ 30,000	\$ 43,450	\$ 69,500	\$ 104,280
5 Persons	\$ 35,140	\$ 46,950	\$ 75,100	\$ 112,680
6 Persons	\$ 40,280	\$ 50,450	\$ 80,650	\$ 121,080
7 Persons	\$ 45,420	\$ 53,900	\$ 86,200	\$ 129,360
8 Persons	\$ 50,560	\$ 57,400	\$ 91,750	\$ 137,760
Median Family Income (MFI) Rounded - \$89,400 (Effective 05-15-2023)				

# FY 2023-24 SUBRECIPIENT TRAINING

## DRAW REQUESTS

**SUMMARY**

Oct 2021 Services

[Upload File](#) 

**DOCUMENTATION**

**DETAILS**

CATEGORY	ORIGINAL AMOUNT	- OTHER DISBURSEMENTS	= AVAILABLE BALANCE	AMOUNT REQUESTED
Salary Support <i>CDBG 2021/2022</i>	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00
<b>Totals</b>	\$ 10,000.00	\$ 0.00	\$ 10,000.00	\$ 0.00

# FY 2023-24 SUBRECIPIENT TRAINING

## DRAW REQUESTS

- Invoice or Cover Letter on Letterhead Requesting Reimbursement
  - Month Services Provided
  - Dollar Amount
  - Payee Address for Mailing Payments
  - Signature, Handwritten or Legal Digital Signature

**Not** a legal digital signature, *Dania Perez*

# SUPPORTING DOCUMENTATION: PUBLIC SERVICES

## For Salary Support:

1. **Invoice** to: City of Clearwater from Subrecipient. Please include company logo, address, invoice number, date and mailing address for check delivery and authorized personal signature.
2. **Timesheet Activity Report**
3. **Timesheets**
4. **Proof of payment:** direct deposit paycheck stubs, bank statements or cancelled checks.

Empl. Name: \_\_\_\_\_ Pay Period Begin Date: \_\_\_\_\_  
 Rate of Pay: \$ \_\_\_\_\_ Pay Cycle: Hourly Pay Period End Date: \_\_\_\_\_

Pay Period Begin Date	Grand Total Hours	Regular Hours Worked	Clearwater CDBG Feeding	Other* Feeding	Other* Feeding	Total Other	Vacation	Holiday	Sick Leave	Training	DOC	SEC	MED	Other	Other
Sat 01/00/1900	0	0				0									
Sun 01/01/1900	0	0				0									
Mon 01/02/1900	0	0				0									
Tue 01/03/1900	0	0				0									
Wed 01/04/1900	0	0				0									
Thu 01/05/1900	0	0				0									
Fri 01/06/1900	0	0				0									
<b>WEEK 1 TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sat 01/07/1900	0	0				0									
Sun 01/08/1900	0	0				0									
Mon 01/09/1900	0	0				0									
Tue 01/10/1900	0	0				0									
Wed 01/11/1900	0	0				0									
Thu 01/12/1900	0	0				0									
Fri 01/13/1900	0	0				0									
<b>WEEK 2 TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sat 01/14/1900	0	0				0									
Sun 01/15/1900	0	0				0									
Mon 01/16/1900	0	0				0									
Tue 01/17/1900	0	0				0									
Wed 01/18/1900	0	0				0									
Thu 01/19/1900	0	0				0									
Fri 01/20/1900	0	0				0									
<b>WEEK 3 TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Sat 01/21/1900	0	0				0									
Sun 01/22/1900	0	0				0									
Mon 01/23/1900	0	0				0									
Tue 01/24/1900	0	0				0									
Wed 01/25/1900	0	0				0									
Thu 01/26/1900	0	0				0									
Fri 01/27/1900	0	0				0									
<b>WEEK 4 TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*Other Feeding: Specify the other funding source above. (i.e. HOME, SHIP)

Pay period begin and end dates on this report must match your supporting documentation.

I certify that the information herein contained is true and complete to the best of my knowledge.

Signature: Employee

Date

Signature: Supervisor Approval

Date



# FY 2023-24 SUBRECIPIENT TRAINING SUPPORTING DOCUMENTATION PUBLIC SERVICES

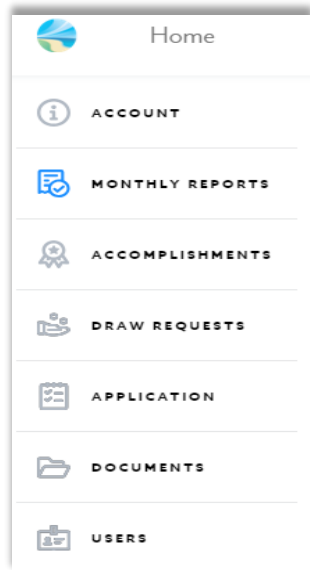
- Case Management / Salary Support for Public Services
  - Timesheet Activity Report
  - Individual Timesheets
  - Proof of Payment
    - ❖ Direct-Deposited Paycheck Stub or
    - ❖ Cancelled Checks

# **NEXT STEP: ACCOMPLISHMENTS**

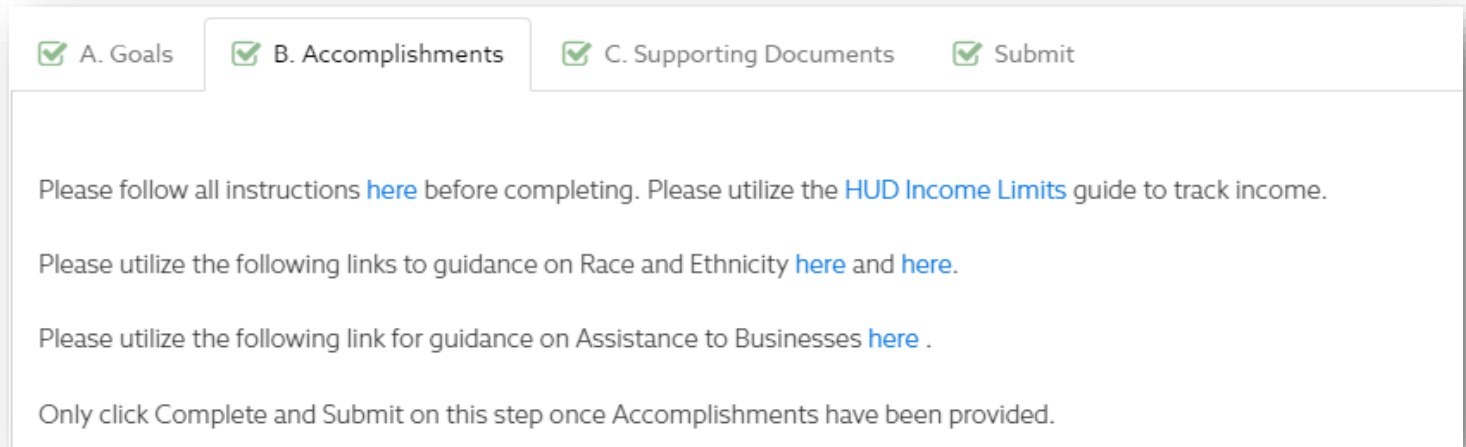
## **PUBLIC FACILITIES AND PUBLIC SERVICES / ECONOMIC DEVELOPMENT**

# FY 2023-24 SUBRECIPIENT TRAINING

## ACCOMPLISHMENTS: Public Services/Eco Dev and Facilities



A vertical sidebar menu with a white background and a light blue header. The header contains a circular logo with blue and green waves and the text "Home". Below the header are seven menu items, each with a small icon and a label: "ACCOUNT" (info icon), "MONTHLY REPORTS" (report icon), "ACCOMPLISHMENTS" (trophy icon), "DRAW REQUESTS" (hand icon), "APPLICATION" (calendar icon), "DOCUMENTS" (folder icon), and "USERS" (user icon).



A progress bar with four steps: "A. Goals", "B. Accomplishments", "C. Supporting Documents", and "Submit". Each step has a green checkmark icon. The "B. Accomplishments" step is currently selected and highlighted. Below the progress bar is a white instruction panel with a light blue border. It contains three paragraphs of text, each with a blue "here" link. The first paragraph says "Please follow all instructions here before completing. Please utilize the HUD Income Limits guide to track income." The second paragraph says "Please utilize the following links to guidance on Race and Ethnicity here and here." The third paragraph says "Please utilize the following link for guidance on Assistance to Businesses here." Below the text is a final instruction: "Only click Complete and Submit on this step once Accomplishments have been provided."

# FY 2023-24 SUBRECIPIENT TRAINING

## ETHNICITY

- Hispanic/Latino
- Non-Hispanic/Latino

## ADDITIONAL INFORMATION

- What is the difference between race and ethnicity? Wouldn't Hispanic or Latino be someone's race?
- Asking about race and ethnicity confuses clients. Can I give a default answer?

# ACCOMPLISHMENTS: PUBLIC SERVICES/ECO DEV AND FACILITIES

## RACE - UNDUPLICATED

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaskan Native & White
- Asian & White
- Black/African American & White
- Am. Indian/Alaskan Native & Black/African American
- Other Multi-Racial
- Client doesn't know his or her race (I do not know my race)
- Client refused to disclose his or her race (I decline to disclose my race)

# FY 2023-24 SUBRECIPIENT TRAINING

**ACCOMPLISHMENTS:** Public Services/Eco Dev and Facilities

## TOTAL NUMBER OF PERSONS ASSISTED

Total Number of Unduplicated Beneficiaries Assisted this Month

10



# FY 2023-24 SUBRECIPIENT TRAINING

## ACCOMPLISHMENTS: Public Services/Eco Dev and Facilities

BENEFICIARIES - INCOME	
Number of Extremely Low Income persons assisted (at or below 30% AMI)	<input type="text"/>
Number of Low Income persons assisted (above 30% and at or below 50% AMI)	<input type="text"/>
Number of Moderate Income persons assisted (above 50% and at or below 80% AMI)	<input type="text"/>
Number of persons assisted who are NOT Low to Moderate Income (above 80% AMI)	<input type="text"/>
Totals	<b>10</b>

# FY 2023-24 SUBRECIPIENT TRAINING

## ACCOMPLISHMENTS: Public Services/Eco Dev and Facilities

### BENEFICIARIES - RACE/ETHNICITY

White - Hispanic

White - Non-Hispanic

Black/African American - Hispanic

Black/African American - Non-Hispanic

Totals

10

# FY 2023-24 SUBRECIPIENT TRAINING

## ACCOMPLISHMENTS: Public Services/Eco Dev and Facilities

**PUBLIC SERVICES (05)**

Total Number of Persons Assisted	<input type="text" value="10"/>
Of the Total Persons Assisted, the Number with New or Continuing Access to a Service or Benefit	<input type="text" value="10"/>
Of the Total Number of Persons Assisted, The Number of Persons With Improved Access to a Service or Benefit	<input type="text"/>
Of the Total Number of Persons Assisted, The Number of Persons that Receive a Service or Benefit that is No Longer Substandard	<input type="text"/>
Female-Headed Households	<input type="text"/>

A. Goals     B. Accomplishments     C. Su

Please follow all instructions [here](#) before completing.

# FY 2023-24 SUBRECIPIENT TRAINING

**Of the Total Persons Assisted, the Number with New or Continuing Access to a Service or Benefit** Self-Explanatory

**Of the Total Number of Persons Assisted, The Number of Persons with Improved Access to a Service or Benefit**

Improved access to a service or benefit refers to a service or benefit that was previously offered, but has been expanded in terms of size, capacity, or location. (For example, perhaps a homeless drop-in center/soup kitchen previously offered clients one meal a day, but through the use of CDBG funds, are able to expand services to include three meals a day.)

**Of the Total Number of Persons Assisted, The Number of Persons that Receive a Service or Benefit that is No Longer Substandard**

Where the public service activity was used to meet a quality standard or measurably improved quality, report on the number of persons that no longer only have access to a substandard service. (An example of improving the quality of service is a transitional housing facility for persons with mental illness that is able to hire a licensed psychiatric social worker to work with clients, whereas existing case managers have no specific mental health training/qualifications.)

# FY 2023-24 SUBRECIPIENT TRAINING

## SUPPORTING DOCUMENTS: Public Services/Eco Dev and Facilities

A. Goals     B. Accomplishments     C. Supporting Documents     Submit

### Documentation

- Documentation to support accomplishments being reported (i.e. intake forms completed by clients showing race, ethnicity, household size, and household income; also supporting documentation from the Property Appraiser website showing the current tax district of each property) **\*Required**

[Upload File](#) 

# FY 2023-24 SUBRECIPIENT TRAINING

## SUPPORTING DOCUMENTS

### Under the supporting documents tab, upload:

1. Client Application (Intake Forms): Should have clients name, address, total number of people in households, total household income based on gross, and signature; digital or handwritten.

**NOTE:** *Subrecipients working with a protected population will need to collect this information internally but will not be required to upload onto Neighborly. This information will be confirmed through an on-site monitoring visit.*

2. Copy of the Pinellas County Property Appraiser (pcpao.org) showing the tax district of CW, CWD, and CWDO.



# FY 2023-24 SUBRECIPIENT TRAINING

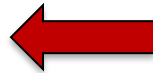
## SOCIAL SECURITY NUMBERS

### Intake Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

SSN: [REDACTED]-1234



Redact first 5 digits  
Display only last 4 digits

# **FY 2023-24 SUBRECIPIENT TRAINING**

## **PUBLIC FACILITIES PROCESSES**

# FY 2023-24 SUBRECIPIENT TRAINING

## ACCOMPLISHMENTS: Public Facilities

### 1. Project Status Update

Describe the progress of your project as compared against your project plan/schedule.

*Expected Outcome: Maintain steady progress with project phases/tasks.*

Progress

Enter goal progress here...

Difficulties

Encountered

Enter any difficulties encountered here...

Planned Activity

Next Period

Enter activity anticipated next reporting period here...

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES

### PUBLIC FACILITY CHECKLIST

1. Contractors are not authorized to begin work until the City's Assistant Director of ED&H issues a Notice to Proceed.
2. Subrecipient must notify the Inspection Servicer before any onsite work is done. Contact NOVA before going onsite.

- \_\_\_\_\_ Completed Environmental Review
- \_\_\_\_\_ Executed Subrecipient Agreement
- \_\_\_\_\_ Coordinate with City's Inspection Servicer for Processes and Documentation Requirements

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES PHASES

- **PHASE 1** – Environmental Review and Agreement
- **PHASE 2** - Beginning of NOVA and City Administration's Pre-Construction Work
- **PHASE 3** – Pre-Construction Work-Davis Bacon Interviews and Permitting Process
- **PHASE 4** - Construction in Process
- **PHASE 5** - Project Completion

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES

- Work with NOVA on ad
- Send ad to City
- City will publish ads in Tampa Bay Times

LEGAL NOTICE

**INVITATION TO BID**



# FY 2023-24 SUBRECIPIENT TRAINING

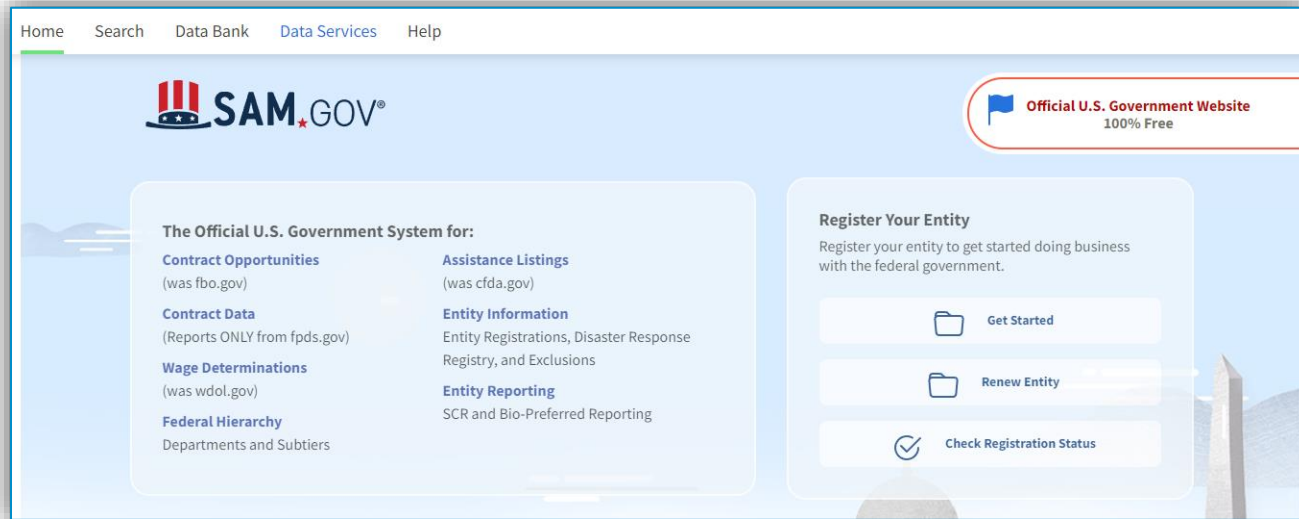
## PUBLIC FACILITIES

- Send all bids received to the City
- Notify City of contractor selection
- Send to City:
  - Legal name of business
  - Doing business as (DBA) name
  - Name of owner
  - Business address
  - Phone number and website address
  - Unique Identifier Number (UEI) from SAM.GOV
  - License numbers

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES

- Ensure All Selected Contractors Are Registered in SAM.GOV



The screenshot shows the SAM.GOV website homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The SAM.GOV logo is prominently displayed in the center, accompanied by a badge that reads "Official U.S. Government Website 100% Free". Below the logo, the page is divided into two main sections. The left section, titled "The Official U.S. Government System for:", lists several key services: Contract Opportunities (was fbo.gov), Contract Data (Reports ONLY from fpds.gov), Wage Determinations (was wdol.gov), Federal Hierarchy (Departments and Subtiers), Assistance Listings (was cfda.gov), Entity Information (Entity Registrations, Disaster Response Registry, and Exclusions), and Entity Reporting (SCR and Bio-Preferred Reporting). The right section, titled "Register Your Entity", provides instructions on how to get started doing business with the federal government and includes three interactive buttons: "Get Started", "Renew Entity", and "Check Registration Status".

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES

- Ensure selected contractors are registered with the Pinellas County Construction Licensing Board

[PCCLB Contractor Search \(pinellas.fl.us\)](https://pinellas.fl.us)



The screenshot shows the 'Contractor Search' page of the Pinellas County Construction Licensing Board. At the top left is a photo of three construction professionals. The top right features the board's logo and name. The page includes a maintenance window notice, a disclaimer about the information's currentness, and a warning not to hire journeymen directly. It offers search options by license number or contact/business name, with a 'Contractor Listing by Discipline' dropdown menu. A 'Please Note' section at the bottom provides contact information for the board.

**Construction Licensing Board**  
Pinellas County

### Contractor Search

Normal Scheduled Maintenance Window: Access to records may be unavailable on Sundays during the hours of 6 PM to 10 PM for regularly scheduled enterprise maintenance.

The information you receive from this database is current and only includes contractor information. Status changes are made throughout the day to ensure timeliness. Contractors have their own business, journeymen are employees of contractors.

**You cannot hire journeyman directly.**  
(All Journeymen must work under a licensed contractor.)

Select Active Licenses Only  [List all contractors](#)

Select  Does not apply when searching by license number

Contractor Listing by Discipline  Search

**By License Number**  
Type the entire license number in the entry field below, then click on the Search button  
State-certified contractor license numbers must include I- and then the license number - e.g. I-CBC... County-certified must include C- e.g. C-45...

License Number  Search

**By Contact Name**  
Type the whole or partial Contact Name in the entry field below, then click on the Search button

Contact Name  Search

**By Business Name**  
Type the whole or partial Business Name in the entry field below, then click the Search button

Business  Search

Please Note: If the Inquiry database does not provide you with the contractor information you're looking for, please contact the Construction Licensing Board located at (727) 582-3100

[Back to PCCLB](#) [Contractor Data Feed](#)

# FY 2023-24 SUBRECIPIENT TRAINING

Who's required to be licensed or registered with the Pinellas Construction Licensing Board?

[Consumer Protection - Contracting - Pinellas County](#)

## Contractors:

Alarm System Contractor  
Asbestos  
Building  
Class "A" Air Conditioning  
Class "B" Air Conditioning  
Class "C" Air Conditioning  
Commercial Pool / Spa  
Electrical  
General  
Lightning  
Limited Energy System  
Mechanical  
Plumbing  
Pollutant Storage Systems  
Residential  
Residential Pool / Spa  
Roofing  
Sheet Metal  
Solar  
Swimming Pool / Spa Servicing  
Underground Utility  
Windows

## Specialty Contractors:

Awning  
Cabinet  
Carpentry  
Communication System  
Demolition  
Fence Erection  
Finish Carpentry  
Flatwork Concrete  
Garage Door  
Glass and Glazing  
Gypsum Drywall  
Irrigation Systems  
Low Voltage  
Marine  
Natural Gas  
Painting  
Paving  
Pile Driving  
Plaster and Stucco  
Prestressed, Precast Concrete  
Reinforced Steel  
Shutter / Opening Protection  
Sign, Electrical  
Sign, Non-Electrical  
Specialty Structure (includes Aluminum)  
Structural Masonry  
Structural Steel  
Swimming Pool Layout  
Swimming Pool Structural  
Swimming Pool Excavation  
Swimming Pool Trim  
Swimming Pool Decking  
Swimming Pool Piping  
Swimming Pool Finishes  
Tile and Marble  
Veneer



# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES

- City Performs Due Diligence
- Do Not Enter Into Contract Until City Approves Contractor
- City Issues ATP “***Authorization to Proceed***” After:
  - City Receives Proof of Insurance for Contractor
  - City Receives Contract for Contractor

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES

- Construction Contracts Must Contain All Required Contract Language
- Proposals/Bids Are Not Contracts (Not Sufficient)
- Send Copy of Contract to City and NOVA

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES

- Notify NOVA and City Before Scheduling Onsite Work
  - Send Email Notification
    - ❖ To: Mark Bottorff of NOVA ([mbottorff@usanova.com](mailto:mbottorff@usanova.com))
    - ❖ To: Gabe Parra of City ([gabe.parra@myclearwater.com](mailto:gabe.parra@myclearwater.com))
    - ❖ To: Irin Gomez of City ([irin.gomez@myclearwater.com](mailto:irin.gomez@myclearwater.com))

(Davis-Bacon Requirements)

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES

- Notify City of Pre-Bid Meeting Dates (in advance)
- Notify City of Bid Opening Dates (in advance)
- Notify City of Pre-Construction Meeting Dates (in advance)



# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES



ECONOMIC DEVELOPMENT  
AND HOUSING

## CITY OF CLEARWATER

POST OFFICE BOX 4748, CLEARWATER, FLORIDA 33758-4748  
600 CLEVELAND STREET, SUITE 600, CLEARWATER, FL 33755  
TELEPHONE (727) 562-4220 FAX (727) 562-4037

### AUTHORIZATION TO PROCEED

Date:

Property Address:

Case ID/Project:

Owner:

Contractor:

# PUBLIC FACILITIES – CONTRACTOR PAYMENT REQUEST

**CONTRACTOR PAYMENT REQUEST**

**Property Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contract Amount:** \$ \_\_\_\_\_

**This Payment:** \$ \_\_\_\_\_      Payment:  Partial or  Final

**Contractor:**

I hereby request an inspection to receive payment in the amount above. I certify that I have satisfactorily completed the necessary work to justify this request and all bills incurred for labor used and material furnished in making said repairs and improvements have been paid in full to this date. See attached cost breakdown.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

# PUBLIC FACILITIES – PARTIAL PAYMENT AFFIDAVIT

**PARTIAL PAYMENT AFFIDAVIT  
FOR  
PROJECT FUNDING THROUGH  
CITY OF CLEARWATER  
ECONOMIC DEVELOPMENT & HOUSING DEPT  
Housing Division**

DATE: \_\_\_\_\_

<b>OWNER:</b>	_____	
<b>ADDRESS:</b>	_____	
<b>PHONE:</b>	(____) ____-____ ext. ____	<b>CASE ID:</b> _____
<b>CONTRACTOR:</b>	_____	
<b>ADDRESS:</b>	_____	
<b>PHONE:</b>	(____) ____-____ ext. ____	
<b>PROPERTY ADDRESS:</b>	_____	
<b>PROJECT NUMBER:</b>	_____	
<b>INVOICE NUMBER:</b>	_____	

**PARTIAL RELEASE OF LIEN**

**CONTRACT DATED:** \_\_\_\_\_ **CONTRACT AMOUNT:** \$ \_\_\_\_\_

The undersigned Contractor certifies that the work covered by this payment has been completed in

# PUBLIC FACILITIES –FINAL PAYMENT AFFIDAVIT

**FINAL PAYMENT AFFIDAVIT  
FOR  
PROJECT FUNDING THROUGH  
CITY OF CLEARWATER  
ECONOMIC DEVELOPMENT & HOUSING DEPT  
Housing Division**

DATE: \_\_\_\_\_

<b>OWNER:</b>	_____	
<b>ADDRESS:</b>	_____	
<b>PHONE:</b>	(____) ____-____ ext. ____	<b>CASE ID:</b> _____
<b>CONTRACTOR:</b>	_____	
<b>ADDRESS:</b>	_____	
<b>PHONE:</b>	(____) ____-____ ext. ____	
<b>PROPERTY ADDRESS:</b>	_____	
<b>PROJECT NUMBER:</b>	_____	
<b>INVOICE NUMBER:</b>	_____	

**FINAL RELEASE OF LIEN**

**CONTRACT DATED:** \_\_\_\_\_ **CONTRACT AMOUNT:** \$ \_\_\_\_\_

The undersigned Contractor certifies that the work covered by this final payment has been completed in



# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES: REMINDERS

- Follow the Checklist
- Must Notify NOVA Before Onsite Work is Scheduled
- Must Receive Official Authorization(s) to Proceed From City
- If County/City Funded...
  - Must provide clear distinction/separation of charges
  - Must provide all documentation to City
  - Must notify City and NOVA

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES AND IMPROVEMENTS

### DRAW REQUEST SUPPORTING DOCUMENTATION:

- Requisitions and Purchase Orders
- Invoices
- Proof of Payment
- G703 of the A1A form
  - ❖ Receipts (i.e. Lowes, Home Depot)
  - ❖ Credit Card Statements
  - ❖ Bank Statements

AIA® Document G702/G703  
can be used as invoice,  
but **not** proof of payment.

# FY 2023-24 SUBRECIPIENT TRAINING

## PUBLIC FACILITIES DRAW REQUEST

- Partial Payment Affidavits
- Contractor Payment Request Forms
- Final Payment Affidavit
- Proof of Payment; Canceled Checks

# FY 2023-24 SUBRECIPIENT TRAINING

## CITY TEMPLATES/FORMS



# FY 2023-24 SUBRECIPIENT TRAINING

## CITY TEMPLATES/FORMS:

- FY 2023-24 Timesheet Activity Report
- Contractor Payment Requests
- Partial and Final Payment Affidavits
- Other

Do not alter any templates/forms.  
Use as provided.

# FY 2023-24 SUBRECIPIENT TRAINING

Questions?

# CONTACT INFORMATION

Name	Phone (727)	Email
Denise Sanderson	444-7158	<a href="mailto:denise.sanderson@myclearwater.com">denise.sanderson@myclearwater.com</a>
Chuck Lane	444-7489	<a href="mailto:charles.lane@myclearwater.com">charles.lane@myclearwater.com</a>
Terry Malcolm-Smith	444-7167	<a href="mailto:terry.malcolm-smith@myclearwater.com">terry.malcolm-smith@myclearwater.com</a>
Irin Gomez	444-7164	<a href="mailto:irin.gomez@myclearwater.com">irin.gomez@myclearwater.com</a>
Brenda Douglas	444-7163	<a href="mailto:brenda.douglas@myclearwater.com">brenda.douglas@myclearwater.com</a>
Kara Grande	444-7161	<a href="mailto:kara.grande@myclearwater.com">kara.grande@myclearwater.com</a>
Gabe Parra	444-7169	<a href="mailto:gabe.parra@myclearwater.com">gabe.parra@myclearwater.com</a>
Dania Perez	444-7159	<a href="mailto:dania.perez@myclearwater.com">dania.perez@myclearwater.com</a>
Dylan Mayeux	444-7168	<a href="mailto:dylan.mayeux@myclearwater.com">dylan.mayeux@myclearwater.com</a>

# FY 2023-24 SUBRECIPIENT TRAINING

**Changes coming for 2024/25 Program Year!!**



# FY 2023-24 SUBRECIPIENT TRAINING

**ECONOMIC DEVELOPMENT & HOUSING**  
October 26, 2023



**CLEARWATER**  
BRIGHT AND BEAUTIFUL · BAY TO BEACH