





Hillsborough County Florida

Sidewalk Repair Partnership Program Guidelines

Provided For:

Homeowners in Unincorporated Hillsborough County

Coordinated Through:

Public Works Administration's Engineering and Operations Department

2310 Regional Water Lane
Tampa, FL 33619
SidewalkRepairPartnership@HCFL.gov

Est. 2024







AVAILABLE FUNDING

The Hillsborough County Board of County Commissioners announces the establishment of the Sidewalk Repair Partnership Program (Program) offered to homeowners in need of sidewalk remediation. This partnership program is administered through the Public Works Administration's Engineering and Operations Department. This opportunity is only for homeowners located within **Unincorporated Hillsborough County**. Program Applications will be accepted on a continuous basis and evaluated for eligibility and allocation as received until available funds have been depleted. All applications and supporting photographs must be submitted through the online submission process described herein. Applicants may receive funding under this Program once every three (3) years. The maximum Program award will be $1,500 per funded project.

PROGRAM PURPOSE

The Public Works Administration is responsible for maintaining more than 3,200 miles of sidewalk throughout Unincorporated Hillsborough County. The County currently has a backlog of over 3,000 sidewalk repair requests. The goal of this Program is to provide homeowners with an opportunity to address their individual sidewalk needs. The Board of County Commissioners recognizes that safety and accessibility of our sidewalks proves invaluable to the overall welfare of our communities and this Program is intended to enhance and complement our current sidewalk remediation efforts.

ENTITIES ELIGIBLE TO APPLY

Homeowners located within **Unincorporated Hillsborough County** are eligible to apply for Program funding. Homeowners may only submit sidewalk remediation projects located within their property lines. Only sidewalks located on county-maintained roads will be eligible for Program funding.

PROJECTS FOR CONSIDERATION

Applicants are invited to submit sidewalk remediation projects that address sidewalk issues meeting the following Project Types and Eligibility Criteria. Photograph examples of each Project Type can be found on cover page of this application.

Project Type	**Eligibility Criteria**
Trip Hazards	Raised sidewalks of more than ¼" offset between panels.
Fractures	Splintered and cracked sidewalks with gaps or offsets of more than ¼" between panels.
Root Lifts	Sidewalk inclines/declines of more than 3" and/or containing offsets of more than ¼" between panels.
Depressions	Sunken sidewalks actively pooling more than ½" of water after rainfall/irrigation.
Gaps	New sidewalk installation to fill gaps of up to 20' between existing sidewalks.

OTHER REQUIREMENTS AND CONSIDERATIONS

- Program awards are structured to address singular, smaller-scale sidewalk issues (e.g., 1-4 sidewalk panels). Applicants submitting larger repair projects understand that:
    - Program funds will be awarded for the lesser of the (1) quoted cost of repairs OR (2) the maximum program award of $1,500.
    - Applicants are NOT required to provide a monetary match or in-kind services; however, repair costs exceeding the maximum program award are the responsibility of the Applicant.
- Program funds will only be distributed for the remediation of the sidewalk location(s) included in the Application submittal. No changes to the repair location may be made after notification of Guaranteed Program Award.
- It is the responsibility of the Applicant to adequately vet their vendor(s). Although not required, requesting cost estimates from multiple vendors is encouraged.
- A Letter of Understanding between the Applicant, Chosen Vendor and the Program Manager must be executed before any costs can be incurred for which the Applicant is seeking program funding.
- The Chosen Vendor must complete all sidewalk repairs in compliance with the following Hillsborough County guidelines.
- Chosen Vendor must be able to acquire of a Right of Way (ROW) Use Permit (link) issued by County's Development Services Department and follow all requirements therein.
    - Fees for this permit will be waived for awarded projects.
    - A ROW Use Permit Number must be provided to the Program Manager prior to issuance of Guaranteed Program Award.
    - Chosen Vendor will follow all requirements of the ROW Use Permit.
- Any additional permits necessary for the project are the responsibility of the Applicant and/or Chosen Vendor.
- All projects must incorporate Sunshine 811 to avoid damaging underground facilities (link).
- Sidewalk remediation may include the removal and reconstruction of concrete sidewalks, sidewalk grinding, the lifting/leveling of sidewalks using proven leveling solutions and vendor-specific proprietary techniques, and/or other remedies approved by the Program Manager.
- Applicant will be required to submit photographs, including pre- and post-repair. Photographs must match location(s) included in the Application submittal.

PROJECTS NOT QUALIFIED

Examples of the types of submissions/projects that do **NOT** qualify for award:

- Projects submitted by property managers/renters - please work with your landlord/homeowner.
- Projects located outside of the Applicant's property lines - please assist your neighbors in submitting their own Application.
- Projects submitted by commercial businesses - at this time the program is only available to residential property owners and neighborhood associations.
- Sidewalk remediation repairs initiated prior to receipt of Notice to Proceed from the Program Manager.
- Projects not meeting Eligibility Criteria, located along private roads or within City limits.

PROGRAM PROCEDURES

Submission Timeline:

- Program Applications will be accepted via the County's webpage (link) each October 1 and continually thereafter until all funds are depleted.

- The submission window will be suspended once all funds are awarded and will reopen annually on October 1.
- No program Applications will rollover to the following year. Unfunded Applicants are required to resubmit during the next submission window.

Program Award:

- Applications meeting the Project Types and Eligibility Criteria provided herein will be notified of Program Acceptance for the submitted sidewalk remediation.
- After notification of Program Acceptance is received, Applicant will:
    - Request itemized quotations from qualified vendors to perform the submitted sidewalk remediation. Multiple quotes are not required.
    - Submit the following Program Documents to your Program Manager within 30 days of Program Acceptance notification:
        - Signed Letter of Understanding
        - ROW Use permit
        - Chosen Vendor Quotation. Quote shall include:
            - Company letterhead and contact information.
            - Location and scope of sidewalk remediation project.
            - Cost breakdown, including any monies (above maximum program award) to be paid by Applicant.
            - No taxes (County tax-exempt certificate will be provided).
            - No credit card fees/surcharges.
- Upon receipt and review of the above Program Documents, Project Manager will initiate a Purchase Order for the vendor. Once the Purchase Order is received, Applicant and vendor will receive Notice to Proceed from confirming the following:
    - Chosen Vendor
    - Project Scope
    - Guaranteed Program Award
- No changes to the Chosen Vendor, Project Scope or Guaranteed Program Award shall take place without review and acceptance by the Program Manager and the issuance of a Revised Notice to Proceed.

Project Work:

- After Notice to Proceed is received, Applicant will:
    - Schedule sidewalk repairs with Chosen Vendor.
    - Obtain photographs (pre- and post-repair) of the sidewalk remediation project.
    - Submit the following Closure Documents:
        - Proof of ROW Use Permit closure (i.e., County acceptance of work)
        - Photographs of projects.
        - Itemized invoice, with the following requirements:
            - Addressed to Hillsborough County care of [Applicant Name].
            - Itemized cost breakdown.
            - Amount Due shall not exceed the Guaranteed Program Award. Any costs exceeding the Guaranteed Program Award are the responsibility of the Applicant and must be shown as paid on the submitted invoice.

Payment:

- Payment will be made by the County to the Chosen Vendor upon receipt and approval of a proper invoice, in accordance with all applicable County policies, procedures, and payment terms.

Definitions (in order of applicability):

- Program: The Sidewalk Repair Partnership Program.
- Program Manager: County staff overseeing the Program.
- Applicant: Residential homeowner submitting the Program Application.
- Program Acceptance: Applications meeting Project Types and Eligibility Criteria, for which the Program Manager has authorized the Applicant to submit Program Documents.
- Program Documents: Signed Letter of Understanding, ROW Use permit, and Chosen Vendor Quotation to be submitted to Program Manager within 30 days of Program Acceptance.
- Chosen Vendor: Sidewalk repair company chosen by Applicant and reviewed by Program Manager.
- Project Scope: Sidewalk issue submitted by Applicant and remediation plan included in the Chosen Vendor's repair quotation.
- Guaranteed Program Award: Program funds, guaranteed by Program Manager, for the lesser of the (1) quoted cost of repairs OR (2) the maximum Program award of $1,500.
- Closure Documents: Proof of ROW Use Permit closure, photographs, and itemized invoice to be provided to Program Manager upon completion of work, to initiate payment to Chosen Vendor.