

RESTAURANT AND FOOD SERVICES GRANT PROGRAM & APPLICATION FORM

City of Tampa Community Redevelopment Agency



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RESTAURANT AND FOOD SERVICES GRANT PROGRAM

SECTION 1 – PROGRAM OVERVIEW

The City of Tampa (City) Community Redevelopment Agency (CRA) seeks to expand the dining and food service options available to both residents and visitors within the City's West Tampa Community Redevelopment Area. The goal of the Restaurant and Food Services Grant Program (Program) is to attract and assist experienced full-service restaurants, and other food service establishments, to locate or expand within the CRA area. The Program aims to strengthen the area's competitiveness, and promote the area as a vibrant business, dining, and entertainment destination.

SECTION 2 – PURPOSE AND INTENT

The purpose of the Program is to support the implementation of the adopted Community Redevelopment Plan (CRP) (CRP Sections 8 – Redevelopment Tools, 9 – Redevelopment Activities, and 10 – Targeted Redevelopment) for West Tampa Community Redevelopment Area in accordance with the Florida Community Redevelopment Act of 1969. Sections 163.330, et seq., Florida Statutes, by:

- 1) Enhancing the aesthetics, character, quality, and vitality of the redevelopment areas, by providing programs that provide for building and property improvement and rehabilitation in the West Tampa Community Redevelopment Area (CRP Section 9.2 Redevelopment Programs, pages 12 -18).
- 2) Creating value for the West Tampa Community Redevelopment Area by:
 - a. Promoting a business, consumer, family and resident friendly atmosphere;
 - b. Creating more dining opportunities;
 - c. Creating additional employment opportunities;
 - d. Promoting infill and adaptive reuse of properties;
 - e. Incentivizing property owners to enhance the value of their respective property;
 - f. Encouraging private investment in the improvement of commercial properties;
 - g. Reducing vacancies in commercial buildings; and
 - h. Increasing the functionality of existing buildings.

It is the intent of this Program to incentivize improvements to the area that go beyond what is required by the City's development codes to enhance the form, function, and design quality of the redevelopment area. It is not the intent of the CRA to engage in any rehabilitation activity that requires vacating property or displacing any residents from property. Moreover, it is not the intent of this Program to assist in the development of new construction projects. Rather, it is to rehabilitate and enhance areas exhibiting deterioration and decline.

SECTION 3 – AVAILABLE ASSISTANCE

The Program provides grant funds of up to **seventy-five thousand dollars (\$75,000)** for improvements to restaurants or food service establishments. To qualify for grant funds, the Applicant must **match the grant amount by an equal or greater investment of private funds (Owner Equity)** for the rehabilitation and restoration of the interior and infrastructure of a qualifying commercial space located within the West Tampa CRA. The program grant is a reimbursement grant.

SECTION 4 – ELIGIBLE PROPERTY AND APPLICANT

To be eligible for the Program, the Applicant must meet all the following qualifications:

- Must be the owner* of the subject property.
- Must be an allowable use on the subject property in accordance with the City's Land and Building Development Regulations/Codes.
- Must be current in all property taxes and City of Tampa (City) business fees.
- Must be in good standing with the City (no outstanding code enforcement or building code violations). This requirement may be waived by the CRA Manager if the work proposed under this application will remediate all code violations.
- Property must be free of code enforcement liens or other City liens.
- The new proposed business on the property must be an independently owned and operated local business.
- If the business is an independently owned and operated franchise, other franchise locations associated with the same brand must ONLY be located within the municipal boundary of the City.
 - The proposed business on the property must make independent decisions regarding its name, signage, brand, appearance, purchasing practices, hiring, and distribution, and must be solely responsible for paying its own mortgage, rent, marketing, and other business expenses without assistance from a corporate headquarters outside of the City limits.

*The owner of the Property (Owner) shall be the Applicant. Owner means a holder of any legal or equitable estate in the premises, whether alone or jointly with others and whether in possession or not shall include all individuals, associations, partnerships, corporations, limited liability companies and others who have interest in a structure and any who are in possession or control thereof as agent of the owner, as executor, administrator, trustee, or guardian of the estate of the owner. No Owner shall receive more than \$75,000 in total CRA grant value across all CRA grant programs within a 12-month rolling year. For the purposes of this application, the total CRA grant value that an Owner has received over such period shall be the combined value, in the 12 month period immediately preceding the submission of an application for this program, of: (1) the amount of CRA grant funds that the applicant has received; (2) the amount of CRA grant funds that any holder of legal title in the subject property other than the applicant has received; and (3) if a business entity holds legal title in the subject property, the total amount of CRA grant funds received by any directors, members, partners, shareholders, any others with an ownership interest in such entity, and any others able to exert managerial control over or direct the affairs of said entity.

SECTION 5 – ELIGIBLE PROJECTS

Eligible projects must be food related ventures such as:

- Full-service sit-down restaurants,
- Fast food restaurants,
- Buffet or cafeteria restaurants,
- Coffeehouse/shops with food component,
- Cafes,
- Bistros,

- Delicatessens,
- Bakeries,
- Grocery stores, or
- Other food or specialty food ventures approved by the CRA Manager.

SECTION 6 – ELIGIBLE IMPROVEMENTS

The following interior and infrastructure improvements *may be eligible* for Program assistance:

- 1) Electrical/plumbing upgrades and utility connections;
- 2) Installation of certain attached fixtures;
- 3) Grease traps/interceptors;
- 4) Venting, HVAC, mechanical systems;
- 5) Sprinkler/fire suppression systems;
- 6) Certain fixed solid waste and recycling management systems;
- 7) American with Disabilities Act (ADA) systems;
- 8) Internal structural stabilization systems (e.g., repair and replacement of load bearing walls and columns); or
- 9) Other creative improvements or projects may be submitted for consideration but must demonstrate that the grant will be used for a purpose in the public interest and supports the implementation of the Community Redevelopment Plan and is not in conflict with local or State statutes and is permissible by the City and other governmental agencies.

The following are *ineligible* for assistance:

- 1) Improvements that are completed prior to an application being approved;
- 2) Exterior building improvements (except for qualifying grease interceptors);
- 3) Non-permanent improvements such as, but not limited to, kitchen and dining equipment (e.g., stoves, grills, dishwashers, dishes, pots/pans, glassware, etc.) and furniture;
- 4) Security cameras and systems;
- 5) Architecture and Engineering fees; and
- 6) Bars, clubs, and taverns (as defined by the City's Land Development Code).

SECTION 7 – REQUIREMENTS, REVIEW & APPROVAL PROCESS

- 1) All statements and representations made in the application must be correct in all material respects when made.
- 2) Applicants must schedule an appointment with the West Tampa Community Redevelopment staff prior to applying. The Community Redevelopment Department (Department) is located at 306 E. Jackson Street 2N, Tampa, Florida 33602. To schedule an appointment, contact staff at 813-274-7427. Applications will be received on an ongoing basis.
- 3) Applicants must submit, as part of the application, design plans and floorplan accurately delineating the square footage of the improvement area within the commercial structure.
- 4) Photographs of the existing structure, interior and exterior, must be provided with application.

- 5) An estimated detailed budget must be provided on the budget form in the application.
- 6) Work required to be performed by licensed contractors must provide, as attachments, quotes from contractors and copies of their licenses. Quotes to include complete description of materials to be used).
 - *If work is performed by non-licensed workers, then only materials purchased will be eligible for grant funds, unless the work performed was required to be performed by a licensed individual per City codes.*
- 7) Portions of the project costs not funded by the requested grant must be provided by Owner funding. Owner funding may consist of bank loans, lines of credit, and owned assets (Owner Equity), etc.
- 8) Owner must demonstrate their source of the Owner Funding and their ability to meet the financial obligations of the Program.
- 9) Proceeds from other City-managed financial assistance programs may not be used as Owner Equity to satisfy the Owner Funding requirements of this Program but may be used to assist with funding of remaining portion of larger improvement project. Grant funds cannot be used as Owner Equity to satisfy the Owner Funding requirements of other City-managed financial assistance programs.
- 10) Staff will review the application for completeness, which includes all required attachments and requested data. A post-application submittal conference will be held with the Applicant to discuss any issues or deficiencies with the application.
- 11) Incomplete applications will not be considered submitted until all required documentation has been submitted to Community Redevelopment Department staff. Submittal of an application does not guarantee a grant award.
- 12) The Applicant will be required to obtain quotes/estimates from licensed contractors/design professionals for eligible improvements and submit said quotes/estimates as part of the grant application submission.
- 13) Once the application is determined to be complete by staff, the application will be scheduled, at the next available Community Redevelopment Agency Board (CRA Board) meeting for consideration.
- 14) The CRA Board may approve, approve with conditions, or deny the application.
- 15) All construction/design contracts will be between the Applicant and the contractor or design professional.

SECTION 8 – DISBURSEMENT POLICY AND PROCEDURE

Grant funds will be disbursed, after initial approval of the project, upon a “Finding of Project Completion” by CRA Manager. A “Finding of Project Completion” will be granted when the following criteria are met:

- 1) The owner match specified in the Budget is paid in full.

- 2) Requests for disbursement of project costs will be viewed as a single, completed package. Costs not included in the approved application will not be considered for disbursement.
- 3) Required documentation for disbursement of project costs must include:
 - a) Copies of cancelled checks, certified checks or money orders of project costs, or credit card statements of project cost;
 - b) Detailed invoices and paid receipts signed, dated, and marked "paid in full;"
 - c) Name, address, telephone number of design professional(s), general contractor, etc.;
 - d) Photographs of the project (before and after photos).
- 4) Prior to any grant fund disbursement, the Applicant must have obtained all necessary/required permits (e.g. zoning and building), passed all required inspections, and received (if relevant) notice, in the form of a Certificate of Occupancy or Certificate of Completion for the project demonstrating the legal occupancy of the project area.
Any work performed without a permit that required a permit will not be eligible for grant funding.
- 5) The CRA disburses funds to grant recipients within 30 days of fully completed reimbursement request.

SECTION 9 – GRANT EXPIRATION

Applicants must receive a "Finding of Project Completion" within 365 calendar days from the date of application approval. After the said 365 days, the grant will expire. An extension for the grant funds may be granted by the CRA Manager for a good cause. It is the responsibility of the Applicant to request an extension of the grant approval before the expiration date.

SECTION 10 – ALTERATIONS AND MAINTENANCE

The improvements will be maintained in accordance with City policies, codes and any other applicable requirements identified by the City, CRA, or other agencies for a period not less than three years, or upon written approval by CRA Manager.

SECTION 11 – 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 at <https://www.tampa.gov/Ethics>. 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)

SECTION 12 – APPLICATION**RESTAURANT AND FOOD SERVICES GRANT PROGRAM**

| | |
|-------------------------------------|-----------------|
| 1) Applicant (Property Owner) | |
| Entity Name (if any): | |
| Full Legal Name and Title (if any): | |
| Mailing Address: | |
| City/State/Zip: | |
| Phone Number: | E-mail Address: |
| Web Site (if available): | |

| | |
|-------------------------------------|-----------------|
| 2) Authorized Agent (If applicable) | |
| Entity Name (if any): | |
| Full Legal Name and Title (if any): | |
| Mailing Address: | |
| City/State/Zip: | |
| Phone Number: | E-mail Address: |

| |
|--|
| 3) Subject Property/Location of Proposed Project |
| Address commonly known as: |
| Parcel Identification Number(s) or Folio Number(s): |
| Property is designated as a Local Landmark: Yes ___ No ___ |

| |
|--|
| 4) Project description, scope of work to be performed, sketch plans and specifications detailing the scope of work (provide attachment if needed). Applicant understands that depending on the project, certain City Departments may require additional documentation, plans, etc. in order to properly review and approve the proposed project described in this application. |
| |

| |
|--|
| 5) Describe existing uses and conditions on the property (include photographs as attachments): |
| |

| | |
|--|----|
| 6) Financial Disclosure | |
| Amount of Grant Requested: | \$ |
| | |
| Project Budget – Sources/Uses of Funds (complete Attachment A: Project Budget) | |
| Owner Equity: | \$ |
| Other Funds: | \$ |
| Grant Request: | \$ |
| Total Project Funding: | \$ |
| | |
| My Property Is up to date with taxes, fees, and complies with City codes and regulations: | |
| Yes____ No ____ | |
| | |
| If the Applicant has received loan or grant assistance from a City-managed financial assistance program for a project at this address, please specify the program(s) and the loan/grant amount(s). | |
| 1. | \$ |
| 2. | \$ |

PLEASE NOTE: Grants are awarded on a first come, first qualified basis until funds have been depleted.

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING CONDITIONS:

- 1) To adhere to the application procedures and guidelines as specified.
- 2) That additional improvements or changes not approved in the original grant application will not be funded by the CRA.

3) That disbursement of grant funds will only occur after:

- a) All improvements have been completed;
- b) All final inspections of the improvements are approved by the appropriate City Officials or other required authorities, if any; and
- c) Proof of payment, as described in this document, for project costs approved in the grant application.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE GRANT GUIDELINES HEREIN ABOVE STATED. IN ADDITION, BY EXECUTING THIS APPLICATION, I ACKNOWLEDGE THAT I AM LAWFULLY AUTHORIZED TO EXECUTE THIS APPLICATION.

Entity Name (if any)

Applicant Signature

Printed Name and Title (if any)

Date

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,
by _____, as (title if applicable) _____
of (Entity name if any) _____, who [] is
personally known to me or [] has produced identification.

Type of identification produced: _____.

My commission expires:
(Notary Seal)

Notary Public Signature

Notary Public Print Name

Mail or hand deliver completed application form to:
Community Redevelopment Department
City of Tampa / 306 East Jackson Street 2N / Tampa, FL 33602
For question call the Community Redevelopment Department at 813-274-8325.

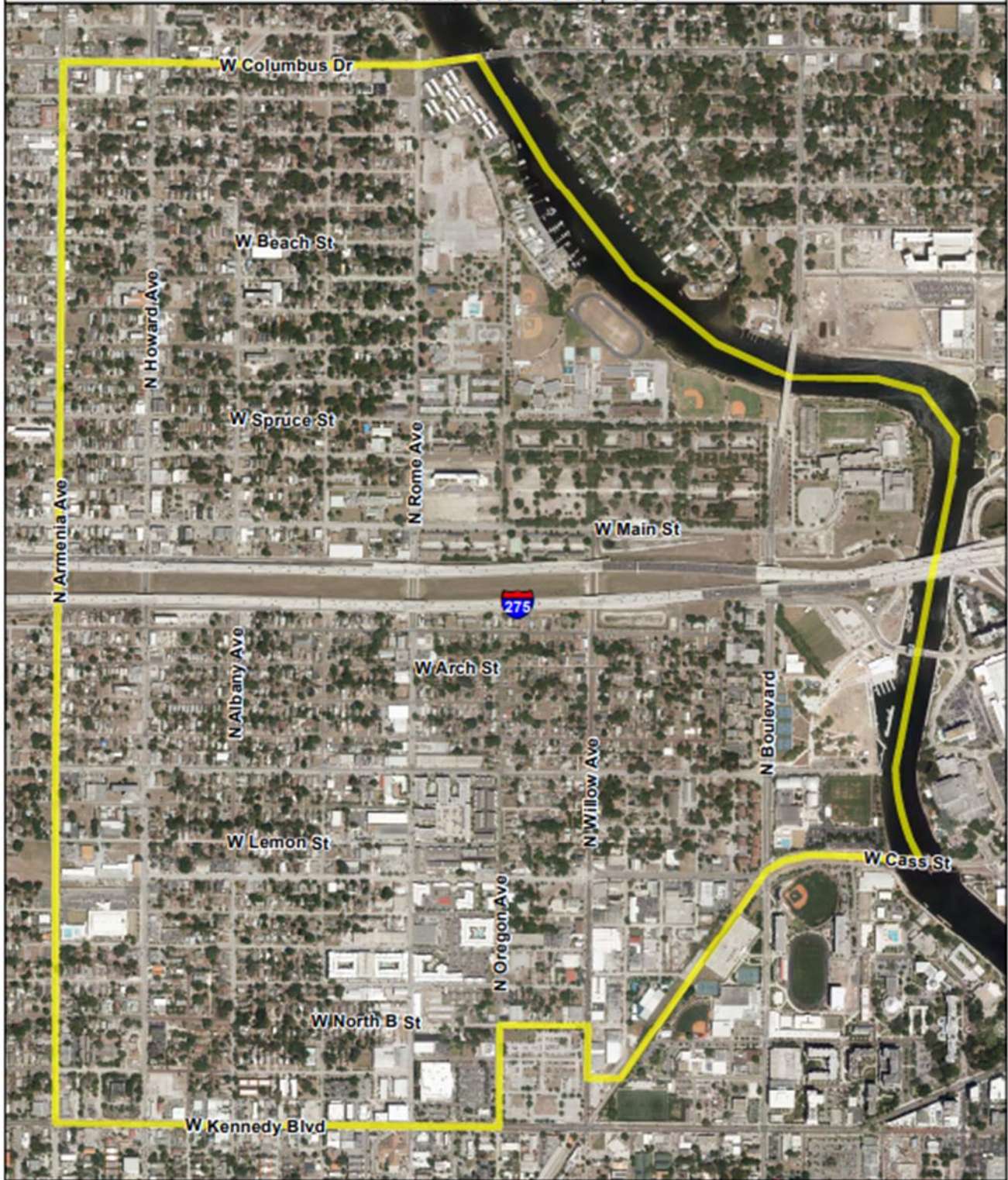
SECTION 13 – ELIGIBLE CRA AREA MAP



West Tampa CRA

964 Acres

Economic & Urban Development



June 2019



Aerial 2018

