

**UPSTAIRS RESIDENTIAL
CONVERSION GRANT
PROGRAM
&
APPLICATION FORM**

City of Tampa Community Redevelopment Agency

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UPSTAIRS RESIDENTIAL CONVERSION GRANT PROGRAM

SECTION 1 – PROGRAM OVERVIEW

The City of Tampa (City) Community Redevelopment Agency (CRA) Upstairs Residential Conversion Grant Program (Program) is designed to encourage the conversion of vacant upper floors of existing commercial structures to market rate apartments.

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) Incentivizing the conversion of upper floor commercial space into residential apartment space.
- 3) Creating mixed use environments, where appropriate, in the CRA area.
- 4) Creating value for the citizens of Tampa and improving the West Tampa Community Redevelopment Area by:
 - a. Promoting a business, consumer, family and resident friendly atmosphere;
 - b. Promoting infill and adaptive reuse of properties;
 - c. Incentivizing property owners to enhance the value of their respective property;
 - d. Encouraging private investment in the improvement of commercial properties;
 - e. Reducing vacancies in commercial buildings; and
 - f. 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

Applicant may receive a grant award of up to **seven-thousand dollars (\$7,000) per dwelling unit developed, for up to four dwelling units**. To qualify for grant funds, the Applicant must **match the grant amount by an equal or greater investment of private funds** for the conversion of a qualifying commercial space into residential space. The program grant is a reimbursement grant.

For the purposes of this Program, “apartment” or “dwelling unit” means a room or group of rooms forming a single independent habitable unit used for or intended to be used for living, sleeping, sanitation, cooking and eating purposes by one family (as defined by the City’s codes) only; for owner occupancy or for rental, lease or other occupancy on a longer than monthly basis; and containing independent kitchen, sanitary and sleeping facilities.

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.
- Use of first floor of property must be for commercial or mixed-use space.
- Must be current in all property taxes and City of Tampa 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 code violations).
- Property must be free of code enforcement liens or other City liens.

*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 IMPROVEMENTS

The Program is intended for the conversion of upper floors above the base ground floor of a commercial building. The following interior improvements *may be eligible* for Program assistance:

- 1) Electrical/plumbing upgrades and utility connections;
- 2) Venting, HVAC, mechanical systems, and water heaters;
- 3) Sprinkler/fire suppression systems, firewalls, life safety improvements;
- 4) American with Disabilities Act (ADA) systems;
- 5) Internal structural stabilization systems (e.g., repair and replacement of load bearing walls, columns, beams/girders, joist, etc.);
- 6) Interior walls (including drywall), ceilings, floors, doors, and molding;
- 7) Wall, floor, ceiling insulation and sound proofing;

- 8) Internal stairwell upgrades;
- 9) Certain permanent bathroom and kitchen counter tops, cabinets, sinks, tubs;
- 10) Interior historical restoration; and
- 11) *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, supports the implementation of the Community Redevelopment Plan, is not in conflict with local or State law, 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;
- 3) Non-permanent improvements such as, but not limited to, kitchen appliances (e.g., stoves, refrigerators, dishwashers, etc.), carpet, furniture, and window blinds;
- 4) Security cameras and systems;
- 5) Architecture and Engineering fees; and
- 6) Improvements for hotels, temporary or transient lodging, boarding houses, and rooming houses.

SECTION 6 – 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 City's Community Redevelopment staff prior to applying. The Community Redevelopment 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 proposed conversion 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 a completeness review shows that 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 for consideration at the next available Community Redevelopment Agency Board (CRA Board) meeting.
- 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 7 – 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 on a per unit basis upon receipt of a certificate of occupancy for each unit. Costs not included in the approved application will not be considered for disbursement.
- 3) Required documentation for disbursement of project costs must be complete and 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 8 – 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 9 – ALTERATIONS AND MAINTENANCE

Any units converted using grant funding will remain residential for five years from the date of Finding of Project Completion. The improvements will be maintained in accordance with City policies, codes and any other applicable requirements identified by the City, CRA, or other agencies during the five-year period.

SECTION 10 – 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 at 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 11 – APPLICATION**UPSTAIRS RESIDENTIAL CONVERSION 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.

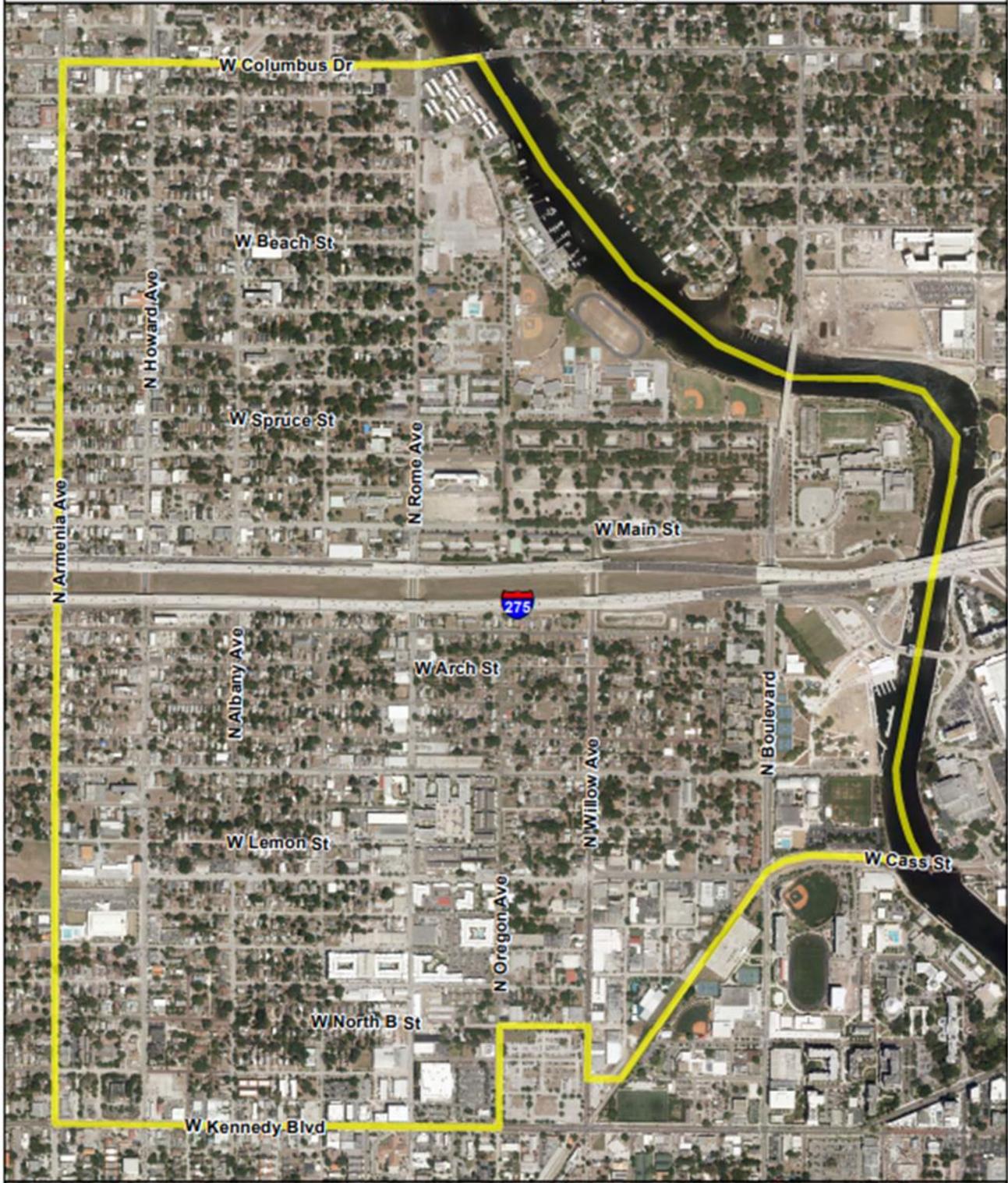
SECTION 12 – ELIGIBLE CRA AREA MAP



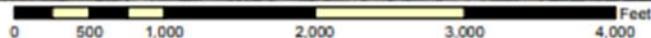
West Tampa CRA

964 Acres

Economic & Urban Development



June 2019



Aerial 2018

