

SPECIAL PROJECTS GRANT



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West TAMPA

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Overview

The City of Tampa Community Redevelopment Agency (TCRA) recognizes that there are projects that may warrant CRA support even if that project does not fall within the parameters of an existing CRA grant. The "Special Project" Grant, therefore, establishes an application and review process for certain limited projects located within a Tampa Community Redevelopment Area requesting a grant where that project meets the CRA goals and objectives as outlined in Sections 1.1 and 2.1 of the Commercial Grants Policy.

Who Can Apply:

1. At the CRA's sole and absolute discretion, the CRA may elect to award a grant for a "Special Project" located within a TCRA that does not fall within the parameters of an existing CRA grant so long as the project is identified in and is otherwise consistent with the funding principles listed in Section 2.1 of the Commercial Grants Policy. In addition, one or more of the following factors must also exist:
 - The applicant must be a governmental agency (such as the City of Tampa) or a not-for profit entity whose property/project is tax-exempt and, therefore, does not qualify to apply for any other CRA grants; or
 - The project or grant request does not qualify for funding under any other available CRA grant; or
 - The Applicant has not received another CRA grant for the project, the grant request exceeds the maximum grant funding available under another CRA grant, and the Applicant can demonstrate special circumstances warranting a grant in excess of existing CRA grant funding limits.

How to apply:

Prospective applicants must schedule a pre-application meeting with CRA staff prior to submitting a grant application. Appointments may be requested by calling (813) 274-8325 or by submitting an online request on the TCRA website (<https://www.tampa.gov/cras/community-redevelopment-areas>).

No grant application shall be accepted for review until after a pre-application meeting with staff has occurred.

Applicant/Property Eligibility

1. Property must be located within the boundaries of a TCRA.
2. Governmental entities, not-for-profit entities, property owners or ground tenants (who hold a lease and submit an Owner's Affidavit evidencing the property owner's, as defined in the Commercial Grants Policy Section 3.1, consent to the application).
3. Applicant, owner and property must be current with all business and property taxes.
4. The property's current and future use must be permitted under City of Tampa's Code of Ordinances.
5. Structures exceeding 50 years of age or located within a local historic district will be required to go through review by the City's Architectural Review & Historic Preservation staff as part of the project review.



Ineligible Applicants/Properties

1. Properties not located within a TCRA;
2. Multi-Family developments
3. Adult uses as defined by the City of Tampa Code of Ordinance;
4. Bars, lounges, clubs, or restaurants deriving more than 50% of their income from the sale of alcohol.
5. Projects that are already funded under or can be funded through a standard grant.
6. Projects not consistent with applicable City Code including, without limitation, any applicable historic preservation requirements or architectural design guidelines.
7. Projects permitted or commenced prior to review and approval of the grant request by the CRA.

The TCRA reserves the right to deny funding to applicants in its sole and absolute discretion including any applicants who are delinquent on payments of City fines or fees.



Application Requirements

1. Completed/Executed Application Form
2. Letter of Request detailing
 - Background
 - Current Assessed and Projected Value
 - Detailed Project Scope identifying all proposed improvements (overall projected costs, including material, labor and eligible fees) and verification that the proposed project is and will be consistent with all regulatory requirements and approvals including all requirements contained in the City Code (especially zoning, building and development standards and requirements).
 - Project Renderings and Site Layout.
 - Photographs and information regarding the existing and proposed development area;
 - Explanation of how the Project is consistent with Chapter 163, Part III, Florida Statutes (the Community Redevelopment Act);
 - Explanation of how the Project is specifically identified in or is otherwise consistent with the adopted Community Redevelopment Plan (CRP) for the TCRA in which the Project is located;
 - Explanation of how the Project is consistent with or furthers a strategic goal of the CRA or the adopted Strategic Action Plan (SAP) for the TCRA in which the Project is located;
 - Explanation of any other special circumstances that warrant a grant from the CRA for the Project and why another CRA grant will not be satisfactory; and
 - The specific amount of financial assistance being requested from the CRA and how that assistance will be used if the grant is awarded (including the projected timeline for the project

and when the CRA's financial assistance will be required); and

- The total estimated cost of the project and how much of the project will be funded by the Applicant or private/public sources other than the CRA

3. Proof of Ownership

- Recorded warranty deed.
- If business owner (commercial tenant), then a copy of the executed commercial lease between the property owner and business owner, and an Owner's Affidavit executed by the property owner; and
- If Applicant is a corporation, limited partnership or limited liability company: Sunbiz information available from the Florida Division of Corporations evidencing that the entity is active and listing the registered agent and authorized persons for that entity.

4. Approval from any required review committees (if applicable)

Stacking of a special project grant with other CRA grants for the same project is expressly prohibited. If awarded a special project grant, an Applicant is prohibited from seeking another CRA grant for the same project.



Process

Grants shall be awarded on a first-qualified, first-awarded basis while fiscal year funds are available. Any work, including pulling permits, must begin after the grant award letter and fully executed grant agreement (if applicable) has been issued. Failure to follow the process shall render your application ineligible for grant funding/reimbursement.

TCRA staff shall provide an application, and any other necessary forms, following a successful pre-application meeting. Within ten (10) business days of application submittal, TCRA staff shall review applications for completeness and accuracy and notify the applicant regarding any deficiencies or issues with the application or if additional information is required. Applications are considered submitted once all required documents have been received. Incomplete applications shall only be held open for a maximum of 60 days after initial submission. At the conclusion of this 60-day period, if the application remains incomplete, it shall be terminated and withdrawn. Thereafter, an Applicant shall have to reapply for a grant by submitting an entirely new grant application for the project, including any documents originally submitted by the Applicant in connection with its initial application.

After the timely receipt of a complete application, staff shall review the application for purposes of making a recommendation for consideration by both the Community Advisory Committee (CAC) and the CRA board. The applicant shall present the project and request to the CAC for its review and recommendation at the next available meeting. After the CAC has provided its recommendation, the applicant shall present the project and request for review at the next available CRA Board meeting. The scheduling of both the CAC and CRA Board meetings are subject to compliance with applicable public notice and agenda deadlines.

The CRA Board may make a judgement to deviate from the standard criteria to either approve or disapprove an application (See the Commercial Grants Policy Section 3.3 for more details).

Upon receiving CRA Board approval, applicants must:

- Execute a Grant Award Agreement in a form and content approved by the CRA board within 10 business days after it has been provided to the Applicant for execution, and prior to obtaining permits and commencing any work to be funded by the grant. The Grant Award Agreement shall address all terms and conditions concerning the project. However, if not addressed in the Grant Award Agreement, the Applicant will also comply with all of the following requirements (unless expressly modified or waived by the Grant Award Agreement approved by the CRA Board)
- All eligible improvements must be consistent with the information provided in connection with the approved grant application and be permitted in accordance with City Code. Any material changes to the project required as a result of permitting must be disclosed to and first approved in the manner provided in the Grant Award Agreement.
- If the amount of the grant exceeds \$25,000 but is less than \$150,000, the property owner must execute Restrictive Covenants regarding the maintenance of the grant improvements and the use of the property for a period of 5-years as a condition to disbursement of grant funds.
- If the amount of the grant exceeds \$150,000, the property owner must execute Restrictive Covenants regarding the maintenance of the grant improvements and the use of the property for a period of 10-years as a condition to disbursement of grant funds.
- Allow CRA representatives and employees reasonable access to the property to inspect the work for which the grant was provided and to photograph the project for use in future publications. Applicant also agrees to display signage promoting the CRA's assistance with the improvements; signage will be provided by the CRA.
- Grant reasonable access to all documents pertaining to the planning, construction and financing of the project as may be reasonably required to assure compliance with the terms of the Grant Award Agreement.
- Unless otherwise provided in the Grant Award Agreement, grant funds will be disbursed as reimbursement for eligible improvements completed by or on behalf of and paid for by the applicant in compliance with these requirements and any special requirements contained in the Grant Award Agreement, if applicable.



Process

CRA staff shall review all completed applications against the review criteria of being consistent with Chapter 163 Part III, the Community Redevelopment Plan for the district, and is in compliance with the budget(s) for the year of application or year(s) of funding. If found consistent, Staff will recommend consideration by the CAC and the CRA Board.

The CRA's commitment to fund any Special Project in future fiscal years is expressly made contingent upon the appropriation of funds for the Special Project and the approval of the budget in future fiscal years. Notwithstanding any provision herein to the contrary, NO entitlement to grant funding is created by a decision or recommendation to contingently approve a grant application per

this process. Without limiting the foregoing provisions, any approval of an initial grant application is expressly contingent upon and subject to funding availability, matching grant requirements, maximum grant limitations, and all post-award grant requirements or conditions.



Disbursement of Funds

Unless provided otherwise in the Grant Award Agreement, the Applicant shall incur all initial project cost and receive reimbursement after the project has been completed in accordance with the grant award approval. Grant funds shall be disbursed upon receipt of a finding of project completion and evidence of cost of the eligible improvements. The finding of project completion shall be granted once staff has received, reviewed and approved the following items:

1. Written notification, from the applicant, that the project is complete.
2. Copies of all required permits and occupancy certificates.
3. Copies of invoices for all improvements and evidence of payment (canceled checks, lien waivers, receipts, etc.)

Requests for reimbursement shall be reviewed as a single package. Once the request for payment has been submitted, we shall no longer consider any additional receipts/expense.



Expiration of Grant Award

Unless provided for otherwise in the Grant Award Agreement, Applicants must receive a building permit within twelve months from the date of grant approval; and project completion must occur within twenty-four months from the issuance of a building permit. Reimbursement must be requested within thirty days of project completion which will be determined based on twenty-four months from the issuance of a building permit if notification of project completion is not received from the applicant. Extensions to any of these deadlines may be granted, but are not guaranteed, at the discretion of the CRA Director for up to an additional year. Further extensions of any of these deadlines will require CRA board approval for good cause shown.



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Meeting



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(813) 274-8325



tampa.gov/CRAs

TAMPACRA

The Tampa Community Redevelopment Agency prides itself in working closely with residents, local businesses, community stakeholders, and the private sector to be a leader in redeveloping and sustaining all communities located within our CRA boundaries.

JUNE 2024