

Funding Request







Overview

The City of Tampa's Community Redevelopment Agency (CRA) recognizes that there are projects that may warrant CRA support even if that project does not fall within the parameters of a standard CRA grant. Funding Requests, therefore, establish an application and review process for certain limited projects located within a Tampa Community Redevelopment Agency (CRA) Redevelopment Area requesting funding greater than \$1,000,000, where that project meets the CRA goals and objectives as outlined in Sections I.1 and II.1.1 of the Grants & funding Policy. City of Tampa funding requests will not be awarded any amount greater than 25% of the overall project costs.

The Funding Request allows for a maximum of 20% of the total grant award, up to \$200,000, to be allocated for reimbursement of eligible Pre-Development costs. The maximum award percentage as well as the maximum allocation amount is dependent on the budget for the CRA area in which the property is located. Eligible soft costs include: Architectural/Engineering design fees by licensed professionals through the Department of Business & Professional Regulations (DBPR) in the capacity of project contribution, Permit Fees, not to include additional plan review fees, and site remediation and stabilization (Brownfields) only.

Who Can Apply:

1. At the CRA's sole and absolute discretion, the CRA may elect to award funding greater than \$1 million for a "Funding Request" located within a Redevelopment Area that does not fall within the parameters of a standard CRA grant so long as the project is identified in and is otherwise consistent with the funding principles listed in Section II.1.1 of the Grants & Funding Policy. In addition, one or more of the following factors must also exist:
 - The applicant is 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 funding request does not qualify for funding under any other available CRA grant or a project for which the Board has approved an award greater than \$1 million; or
 - The Applicant has not received a CRA grant for the project, and the Applicant can demonstrate special circumstances warranting funding.

How to apply:

Prospective applicants must schedule a pre-application meeting with the CRA Project Management Division prior to submitting a funding application. Appointments may be requested by calling (813) 274-8325 or by submitting an online request on the CRA website (<https://www.tampa.gov/cras/community-redevelopment-areas>). **No funding application shall be accepted for review until after a successful pre-application meeting with the Project Management Division has occurred.**

Applicant/Property Eligibility

1. Property must be located within the boundaries of a CRA.
2. Governmental entities, non-tax generating properties, property owners or ground tenants (who hold a lease and submit an Owner's Affidavit by all owners evidencing the owner's, as defined in the Grants & Funding Policy Section II.2.1, consent to the application).
3. Applicant, owner(s) and property must be current with all mortgages, 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 require Architectural Review & Historic Preservation review limited to the determination of restoration or reconstruction first and the applicant must comply with the recommendation provided.



Ineligible Applicants/Properties

1. Properties not located within a CRA;
2. Multi-Family developments
3. Properties in foreclosure, delinquent on mortgages, or delinquent in business taxes or property taxes.
4. Adult uses as defined by the City of Tampa Code of Ordinances
5. Bars, lounges, and nightclubs.
6. New construction except as allowed under Florida Statute Chapter 163.370(2)
7. Projects that are already funded under, or that can be funded through a standard grant or requests less than \$1 million.
8. Projects not consistent with applicable City Code including, without limitation, any applicable historic preservation requirements or architectural design guidelines.
9. Projects with work commenced prior to review and approval of the funding request by the CRA.

The CRA 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, if unresolved Code Enforcement issues exists and those out of compliance with the terms of their grant award.



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 identified in or is otherwise consistent with the adopted Community Redevelopment Plan (CRP) for the Redevelopment Area 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 Redevelopment Area in which the Project is located;
 - Explanation of any other special circumstances that warrant funding from the CRA for the Project and why a standard grant will not be satisfactory;
 - The specific amount of financial assistance being requested from the CRA and how that assistance will be used if the funding 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 current executed commercial lease between the property owner and business owner, and an Owner's Affidavit executed by all property owners; and
 - If Applicant is a corporation, limited partnership or limited liability company: Sunbiz information available from the Florida Division of Corporations proving 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 funding request with CRA grants for the same project is expressly prohibited. If a funding request is awarded, an Applicant is prohibited from seeking funding or a CRA grant for the same project within 10 years.

Process



Funding Requests shall be awarded on a first-qualified, first-awarded basis while fiscal year funds are available. City of Tampa funding request will require a pre-application concept recommendation for consideration by both the Community Advisory Committee (CAC) and the CRA Board. Any work, must begin after the funding award letter and fully executed funding agreement (if applicable) has been issued. Applicants may apply for permits after successful completion of the Pre-Application Meeting to obtain the required estimates for the proposed improvements. Work shall not commence prior to receiving an award letter and/or executed funding agreement. Failure to follow the process shall render your application ineligible for funding/reimbursement.

CRA staff shall provide an application, and any other necessary forms, following a successful pre- application meeting. Within ten (10) business days of application receipt, CRA staff will 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 funding by submitting an entirely new funding 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 judgment to deviate from the standard criteria to either approve or disapprove an application (See the Grants & Funding Policy Section II.2.3 for more details).

Upon receiving CRA Board approval, applicants must:

- Execute a Funding 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 commencing any work to be funded by the award. The Funding Agreement shall address all terms and conditions concerning the project, including the execution of a Community Benefits Agreement (CBA). However, if not addressed in the Funding Agreement, the Applicant will also comply with all the following requirements (unless expressly modified or waived by the Funding Agreement approved by the CRA Board)
- All eligible improvements must be consistent with the information provided in connection with the approved funding 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 Funding Agreement.
- The property owner must execute Restrictive Covenants regarding the maintenance of the improvements and the use of the property for a period of 10-years as a condition to disbursement of funds.
- Allow CRA representatives and employees reasonable access to the property to inspect the work for which funding 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 Funding Agreement.
- Unless otherwise provided in the Funding Agreement, 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 Funding Agreement, if applicable.

CRA staff shall review all completed applications for consistency with the review criteria of Chapter 163, Part III, the Community Redevelopment Plan for the district, and 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 award any Funding Request in future fiscal years is expressly made contingent upon the appropriation of funds for the Funding Request and the approval of the budget in future fiscal years. Notwithstanding any provision herein to the contrary, NO entitlement to

funding is created by a decision or recommendation to contingently approve a funding application per this process. Without limiting the foregoing provisions, any approval of an initial funding application is expressly contingent upon and subject to funding availability, approved matching requirements, and all post-award funding requirements or conditions.



Disbursement of Funds

Unless provided otherwise in the Funding Agreement, the Applicant shall incur all initial project cost and receive reimbursement after the project has been completed in accordance with the funding approval. Funds shall be disbursed upon a finding of project completion and evidence of the cost of the eligible improvements. The finding of project completion shall be made 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.)
4. Any other conditions outlined in the funding agreement.

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 Funding Award

Unless provided for otherwise in the Funding Agreement, Applicants must receive a building permit within twelve months from the date of funding approval. Reimbursement must be requested within thirty days of project completion which will be determined based on twenty-four months from the issuance of a Certificate of Occupancy (CO) or Certificate of Completion (CoC) 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 sole 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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Grants or Funding Pre-
Application Meeting**



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(813) 274-8325



tampa.gov/CRAs

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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.

JANUARY 2026