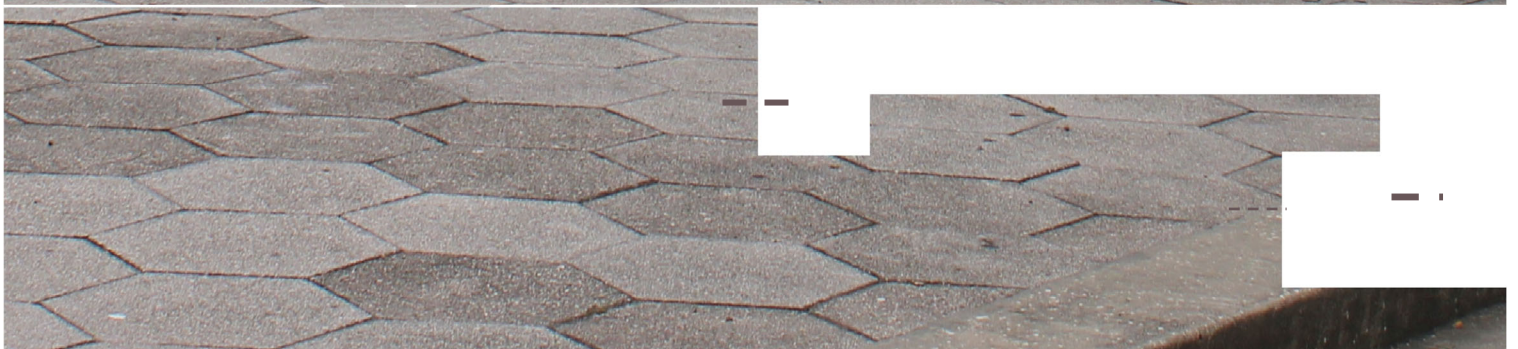


Special Projects Grant







Overview

The City of Tampa's 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 standard CRA grant. The "Special Project" Grant, ~~therefore~~, establishes an application and review process for certain limited projects located within a Tampa Community Redevelopment Agency (CRA) Redevelopment Area requesting a grant up to \$999,999, where ~~that the~~ project meets the CRA goals and objectives as outlined in Sections 4I.1 and 2II.1.1 of the Commercial Grants & Funding Policy. CRA funding will not be awarded for any amount greater than 60% of the overall project costs except for properties qualifying for Legacy Relief.

The Special Project Grant allows for a maximum of 20% of the total grant award to be allocated for reimbursement of eligible Pre-Development costs. Eligible soft costs include Architectural/Engineering design fees by licensed professionals through the Department of Business & Professional Regulations (DBPR), 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 a grant of up to \$999,999 for a "Special Project" located within a Redevelopment Area TCRA that does not fall within the parameters of ~~an existing~~ the standard CRA grants so long as the project is identified in and is otherwise consistent with the funding principles listed in Section 2II.1.1 of the Commercial Grants & Funding Policy. In addition, one or more of the following factors must also exist: ~~Background~~
 - The applicant ~~must be~~ is a governmental agency (~~such as~~ except the City of Tampa) or a ~~not-for-profit~~ tax exempt entity whose property/project is non-tax-exempt-generating and, therefore, does not qualify to apply for any other standard 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 the standard CRA grant funding limits.

How to apply:

Prospective applicants must schedule a pre-application meeting with the CRA staff Economic Development Division 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 successful pre-application meeting with the Economic Development Division staff has occurred.**

Applicant/Property Eligibility

1. Property must be located within the boundaries of a TCRA.
2. Governmental entities (except City of Tampa), ~~not-for-profit~~ tax exempt entities, property owners or ground tenants (who hold a lease and submit an Owner's Affidavit from all property owners evidencing the property owner's, as defined in the Commercial Grants & Funding Policy Section 311.2.1, consent to the application).
3. Applicant, owner 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 staff review limited to the determination of restoration or reconstruction first and the applicant must comply with the recommendation provided ~~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.~~
6. Improvements must require the issuance of permits from the City of Tampa.



Ineligible Applicants/Properties

1. Properties in foreclosure, delinquent on mortgages, or delinquent in business taxes or property taxes.
2. Properties not located within a TCRA.
3. Single Family Residential, Multi-Family developments and Mixed-Use Commercial with less than 20% commercial use in a single story.
4. New construction unless to support ADA required improvements
5. Adult uses as defined by the City of Tampa Code of Ordinances.
6. Bars, lounges, and nightclubs, or restaurants deriving more than 50% of their income from the sale of alcohol.
7. Projects that are already funded under ~~or~~ or that can be funded through a standard grant, or a request greater than \$999,999.
8. Sweat equity payments (for example: reimbursement for applicant's own labor and performances of renovation work or new construction). The selected contractor shall have no affiliation with the applicant and/or property owner.
9. Projects not consistent with applicable City Code including, without limitation, any applicable historic preservation requirements or architectural design guidelines.
10. Projects ~~permitted or with work~~ 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, if applicants with unresolved Code Enforcement issues, exists and these applicants 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 **specifically** identified in or is otherwise consistent with the adopted Community Redevelopment Plan (CRP) for the Redevelopment Area 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 Redevelopment Area 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);
 - Three (3) itemized estimates or contract proposals. Evidence that a minimum of three (3) itemized estimates for the work has been requested from properly licensed general contractor (GC) or tradesmen if no GC is required or contracted; 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 (s); 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/property within 10 years.



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. Applicants may apply for permits after successful completion of the Pre-Application Meeting to obtain the application--required estimates for the proposed improvements. Work shall not commence prior to receiving a grant award letter and/or the executed grant agreement. 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~~receipt, TCRA staff ~~shall~~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 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~~decide to deviate from the standard criteria to either approve or disapprove an application (See the ~~Commercial~~ Grants & Funding Policy Section 3II.2.3 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~~ for 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 for consistency 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, approved 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 the costs of the eligible improvements. The finding of project completion shall be granted-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.)
- 3.4. Any other conditions outlined in the grant agreement.

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



Expiration of Grant Award

Unless otherwise 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 or by the completion date specified in the grant agreement, whichever comes first. 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 or grant approval if notification of project completion is not received from the applicant.

Extensions to any of these deadlines may be granted, but are not guaranteed, and are 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~~-Board approval for good cause shown unless such extensions are required under Florida law.



TAMPACRA

Request a Commercial Grants Pre-Application Meeting



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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.

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