TAMPACRA

~~FUNDING REQUEST~~ COMMERCIAL DEVELOPMENT GRANT

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,~~The Commercial Development Grant establish~~es~~ an application and review process for certain limited projects located within a Tampa Community Redevelopment Agency (CRA) Redevelopment Area requesting ~~funding~~ a grant for ~~the~~ an amount of $1~~,000,000~~ million or more~~,~~ The Commercial Development Grant also includes all City of Tampa requests 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~~Commercial Development Grant 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:

At the CRA's sole and absolute discretion, the CRA may elect to award ~~funding in~~a grant for the amount of $1 million or more for a ~~"Funding Request"~~development project located within a Redevelopment Area that does not fall within the parameters of the standard CRA grants 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~~including the City of Tampa) ~~or a not-for profit entity whose property/project is tax-exempt and, therefore,~~who does not qualify to apply for any other CRA grants; or
- The project or ~~funding~~ grant request does not qualify for funding under any other available CRA grant or a project for which the Board has approved an award for the amount of $1 million or more; or
- The Applicant has not received a CRA grant for the project, and the Applicant can demonstrate special circumstances warranting ~~funding~~a grant in excess of the standard CRA grant funding limits.

How to apply:

Prospective applicants must schedule a pre-application meeting with the CRA Project Management Division prior to submitting a ~~funding~~ grant application. Applicants are

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encouraged to schedule pre-application meetings well in advanced of the application window (see the Two-Cycle Application Timeline Table) of the funding cycle to which they wish to apply. 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~~Properties in foreclosure, delinquent on mortgages, or delinquent in business taxes or property taxes.
3. ~~Properties in foreclosure, delinquent on mortgages, or delinquent in business taxes or property taxes.~~Single Family Residential, Multi-Family developments and Mixed-Use Commercial with less than 20% commercial use in a single story.
4. ~~Adult uses as defined by the City of Tampa Code of Ordinances~~New construction except as allowed under Florida Statute Chapter 163.370(2).
5. Adult uses, ~~B~~bars, lounges and nightclubs as defined by the City of Tampa Code of Ordinances
6. ~~New construction except as allowed under Florida Statute Chapter 163.370(2).~~
6. Projects that are already funded under, or that can be funded through a standard grant or requests less than $1 million.
7. Sweat equity payments (for example: reimbursement for applicant's own labor and performances of renovation work). The selected contractor shall have no affiliation with the applicant and/or property owner.
8. Projects not consistent with applicable City Code including, without limitation, any applicable historic preservation requirements or architectural design guidelines.

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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 applicants who are delinquent on payments of City fines or fees, ~~if~~ applicants with unresolved Code Enforcement issues ~~exists,~~ and ~~those~~ 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 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, if applicable;
   - ~~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 estimate or contract proposal for the work that has been requested from licensed general contractor (GC);
   - 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; and
   - Verification of funds demonstrating the availability of financial resources exceeding the amount REQUESTED from the CRA.
3. Proof of Ownership

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- 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 the 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~~Commercial Development Grant with other CRA grants for the same project is expressly prohibited. If ~~a funding request is~~ awarded a Commercial Development Grant, an Applicant is prohibited from seeking ~~funding or~~ another CRA grant for the same ~~project~~ property within 10 years.

Process

~~Funding Requests~~Commercial Development Grants shall be ~~awarded on a first-qualified, first-awarded basis while fiscal year funds are available~~evaluated and awarded competitively. Applications will be accepted on a twice a year cycle based on funding availability. Complete applications must be received annually by November 1st for cycle one and April 1st for cycle two. ~~City of Tampa funding requests and funding requests for $1 million will require a pre-application concept recommendation for consideration by both the Community Advisory Committee (CAC) and the CRA Board.~~

Two-Cycle Application Timeline

MILESTONE	CYCLE 1	CYCLE 2
Grant Cycle Opens (Accepting Applications)	September 1st	February 1st
Grant Cycle Closes (Complete Application Packets Due)	November 1st	April 1st
CAC Presentations	January	June
Group A CRA Board Presentations*	February	August
Group B CRA Board Presentations **	March	September

* **Group A:** Channel District, Downtown, Drew Park & East Tampa

** **Group B:** Central Park, Tampa Heights/Riverfront, West Tampa & Ybor

Any work must begin after the ~~funding~~ grant award letter and fully executed funding agreement ~~(if applicable)~~ has been issued. Applicants may apply for permits after ~~receipt of concept approval from the CRA Board~~successful completion of the Pre-Application Meeting to obtain the application-required estimate~~s~~ for the proposed improvements.

Work shall not commence prior to receiving a~~n~~ grant award letter and~~/or~~ the executed funding agreement. Failure to follow the process shall render your application ineligible for grant 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 received within ten (10) days of the submission deadlines may not undergo a completeness review in sufficient time to allow for corrections. Applications that are incomplete as of the deadline will not be considered for that funding cycle and must be resubmitted for consideration in a subsequent cycle. 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~~the application window, if the application remains incomplete, it shall be terminated and withdrawn. Thereafter, an Applicant shall have to reapply for ~~funding~~ a grant by submitting an entirely new ~~funding~~ 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~~determining eligibility, scoring and grouping for Community Advisory Committee (CAC) review and ~~the CRA board~~recommendation. CRA staff shall review all completed applications against the review criteria for consistency with Chapter 163 Part III, the Community Redevelopment Plan for the district, and 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~~ Each applicant shall present their 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 their project and request for review ~~at the next available~~to the CRA Board ~~meeting~~for final funding decision. Once approved, the grant agreement will be placed on the next available CRA Board meeting agenda. The scheduling of ~~both the CAC and~~the CRA Board meetings ~~are~~ will be subject to ~~compliance with~~ applicable public notice and agenda deadlines.

The CRA Board may decide 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~~ Grant 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~~grant. The ~~Funding~~ Grant Agreement shall address all terms and conditions concerning the project. However, if not addressed in the ~~Funding~~ Grant Agreement, the Applicant

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will also comply with all the ~~following~~ requirements in this document (unless expressly modified or waived by the ~~Funding~~ Grant Agreement approved by the CRA Board).

- All eligible improvements must be consistent with the information provided in connection with the approved ~~funding~~ grant application and be permitted in accordance with City Code. Any material changes to the project required for permitting must be disclosed to and first approved in the manner provided in the ~~Funding~~ Grant Agreement.
- ~~If the amount of the grant 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.~~Submit verification of funds demonstrating the availability of financial resources exceeding the amount APPROVED by the CRA Board.
- ~~If the amount of the grant exceeds $150,000, t~~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 ~~funding~~ 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 Agreement.
- Unless otherwise provided in the Funding 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 Funding Agreement, if applicable.
- The following Conditions Precedents need to be satisfied before construction can start:
    - Construction Contract duly executed by the General Contractor and the Applicant for the proposed improvements.
    - A certificate (letter) from the Architect stating that the plans have been reviewed, and he/she/they have no knowledge that the Construction Contract does not satisfactorily provide for the completion of the improvements.
    - Submission of the final budget for the Proposed Project.
    - If applicable, submission of a fundraising plan by the Awardee evidencing the applicant's plan and ability to raise the amount of the construction cost.
    - Evidence reasonably satisfactory that the applicant has cash on hand or commitments (other than the CRA), to immediately cover at least the grant

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award amount of the Hard Costs associated with the construction of the proposed project.
- The approval and execution of a Community Benefits Agreement for projects $5M and above.
- The issuance of all authorizations, approvals and permits of any kind or nature, which are required from any Governmental Authority in connection with the construction.
- The execution, posting and recordation of a payment and performance bond.

~~CRA staff shall review all completed applications against the review criteria for consistency with Chapter 163 Part III, the Community Redevelopment Plan for the district, and 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 ~~award~~ fund any ~~Funding Requests~~development project in future fiscal years is expressly made contingent upon the appropriation of funds for the ~~Funding Request~~development 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 ~~funding~~ grant application per this process. Without limiting the foregoing provisions, any approval of an initial ~~funding~~ grant application is expressly contingent upon and subject to funding availability, approved matching grant requirements, and all post-award ~~funding~~ grant requirements or conditions.

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CRITERIA	MAXIMUM POINTS	CRITERIA DESCRIPTION
CRP Alignment	20	Points will be awarded to proposed projects that generally align with the goals outlined in the district's Community Redevelopment Plan (CRP). Greater consideration will be given to projects that not only support these goals but also implement them in the specific manner identified in the plan.
Financial Feasibility	20	Points will be awarded to proposed projects based on the extent to which they demonstrate financial soundness and the efficient use of CRA funding. Greater consideration will be given to projects with a higher ratio of private investment relative to CRA funds.
Project Schedule/Timeline	5	Points will be awarded based on the awardee's readiness to commence construction.
Project Location	10	Points will be awarded to proposed projects based on proximity to targeted transportation corridors identified in the district's CRP/SAP.
Community Benefit	15	Points will be awarded to proposed projects based on the extent to which they address identified needs within the district, as identified in the CRP/SAP. Greater consideration will be given to projects that incorporate green space, public parks and/or public improvement.
Board Goals Alignment	20	Points will be awarded based on the number of Board-approved goals with which the proposed project aligns, with four points assigned for each of the five goals. The five goals are Attainable Housing, Community Engagement, Connectivity, Economic Development and Quality of Life.
Legacy	10	Points will be awarded to proposed projects in the amount of 0,5 or 10, as defined under Legacy Relief in Section II.1.1 of the Grants & Funding Policy.

Disbursement of Funds

Unless provided otherwise in the ~~Funding~~ Grant Agreement, the Applicant shall incur all initial project cost and receive reimbursement after the project has been completed in accordance with the ~~funding~~ grant award approval. Grant ~~F~~funds shall be disbursed upon a finding of project completion and evidence of the costs 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 grant agreement.

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

Expiration of Grant Award

Unless provided for otherwise in the ~~Funding~~ Grant Agreement, Applicants must receive a building permit ~~within twelve months from the date of funding~~and complete the construction as outlined in the executed Grant ~~approval~~Agreement. 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~~the construction deadlines outlined in the Grant Agreement.

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 approval for good cause shown unless such extensions are required under Florida law.~~

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Request a Commercial Grants Pre-Application Meeting

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tampa.gov/CRAs

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.

JULY 2026