Grants & Funding Policy

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I GENERAL INFORMATION

1. Guiding Principles

This policy outlines the practices and procedures for the agency's administration of locally funded commercial grants and basic requirements for the programmatic and financial operations of grants. The intent of the CRA grants is to eliminate slum and/or blighted conditions, in conformance with, the Community Redevelopment Act of 1969, as amended (Sections 163.330 – 163.463, Florida Statutes), and the adopted Community Redevelopment Plan (CRP) for each Redevelopment Area. The policy is intended to be a resource for citizens to understand the Agency's policies as it relates to ~~grant awards~~funding decisions and will be updated as needed to reflect future changes.

2. Mission, Vision and Areas of Focus

Through planning, collaboration, and innovation, Tampa's Community Redevelopment Agency (CRA) aims to enhance and develop communities by creating thriving and inclusive neighborhoods that foster economic growth, enhance quality of life, and preserve their unique character.

This mission supports our vision in which the Tampa CRA champions a future where vibrant neighborhoods and businesses flourish through proactive preservation and redevelopment efforts that strengthen communities in an equitable, diverse, and sustainable way.

To ensure the agency's mission and vision accomplishes the desired goals, the following areas of focus and goals have been established within the redevelopment areas consistent with their adopted CRP.

- Attainable Housing
    - To close the homeownership gap for 80% AMI and below through collaborating with housing partners, offering financial incentives, and developing targeted programs.
    - To retain existing residents by providing resources and support for home repairs, maintenance, and accessibility options that enhance housing conditions.
    - To support the creation of temporary and emergency housing options that stabilize communities while also working to reduce the percentage of housing cost burdens.

- Connectivity

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- To compliment a reliable and integrated public transit network that seamlessly connects neighborhoods, business districts, and key destinations.
- To prioritize high quality roads, pedestrian pathways, cycling lanes, and wayfinding that encourages multi-modal options and public safety.
- To promote a smart, sustainable, and eco-friendly transportation network that reduces cost burden and enhances social and economic opportunities.

– Economic Development
  - To support new and existing businesses by increasing access to capital, grant funding, and technical assistance.
  - To provide incentives that leverage private financing and encourage entrepreneurship, small businesses, and job creation.
  - To encourage local arts that celebrate the history and culture of unique spaces and communities that attract visitors, foster creativity and generate economic activity.

– Quality of Life
  - To co-create vibrant, inviting, and well-designed public spaces, parks, and homes that promote health, wellness, and sense of community.
  - To increase access to essential needs and resources through redevelopment that reduces barriers and burdens for residents.
  - To remedy blighted areas and promote safe, clean, and welcoming communities.

– Community Engagement
  - To collaborate with residents, businesses, and stakeholders on decision-making processes that inform key initiatives.
  - To implement effective outreach strategies that ensure residents and stakeholders are well informed about projects, meetings, and opportunities.
  - To develop clear and measurable indicators to assess the effectiveness and outcomes of our programs, progress, and redevelopment efforts.

3. Structure and Staffing

The Tampa CRA consists of a Director, a Contracts and Development Manager, a CRA Communications and Engagement Manager, Community Engagement Division, Economic Development Division, Housing Community Development Division, Project Management Division and Administrative Support.

CRA Director

– The CRA Director oversees the staffing, budgeting, planning and direction for programs, policies and strategies to carry out CRA goals and objectives. All CRA

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staff including the CRA Contracts and Development and CRA Communications and Engagement Managers will report to the CRA Director.

Contracts and Development Manager

- The Contracts and Development Manager oversee Projects, Grants and Business Operations. The Economic Development, Project Management and Administrative Support Divisions report to the Contracts and Development Manager.

CRA Communications and Engagement Manager

- The Contracts and Development Manager oversee the Community Engagement Division, Public Relations and Strategic Plans Implementation. The Community Engagement Division reports to the CRA Communications and Engagement Manager.

Community Engagement Division

- The Community Engagement Division serves as the CRA's primary point of contact regarding planning, coordinating and organizing redevelopment efforts involving the implementation of formally adopted CRPs.

Economic Development Division

- The Economic Development Division administers and monitors the implementation of complex commercial grants and programs involving the implementation of formally adopted CRPs.

Housing Community Development Division

- The Housing Community Development Division administers and monitors the implementation of complex residential grants involving the implementation of formally adopted CRPs.

Project Management Division

- The Project Management Division manages complex redevelopment projects involving the implementation of formally adopted CRPs.

Administrative Support

- Administrative Support performs various administrative and secretarial tasks in support of CRA operations.

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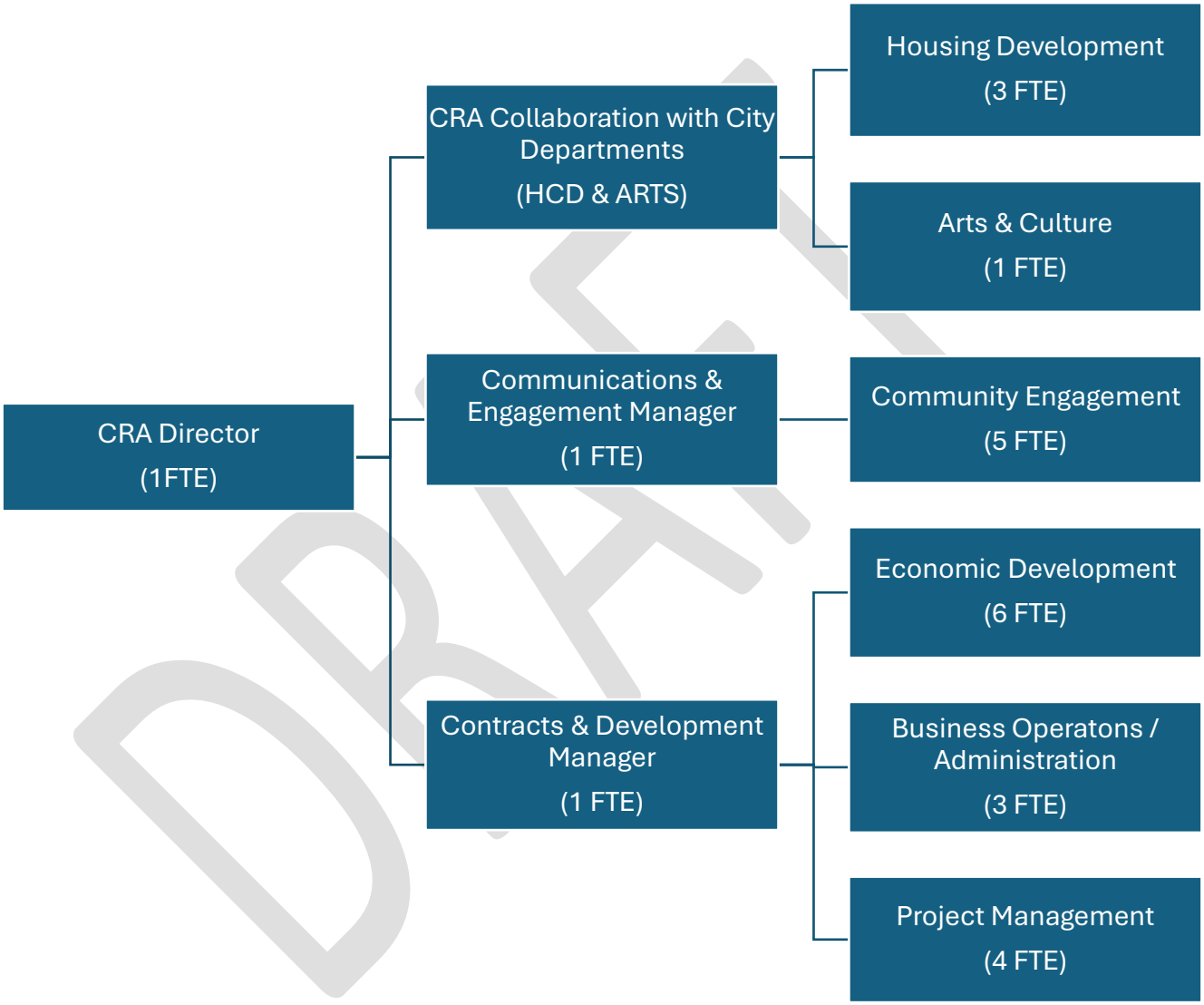
Figure 1 Tampa CRA Organizational Chart



II COMMERCIAL GRANTS

1. CRA Award-Making Process

1.1 Funding Principles

The Tampa CRA uses the following principles to guide its funding decisions.

- Grants shall only be awarded if they are consistent with:
  - Florida's Community Redevelopment Act of 1969 (the "Act"), Florida Statute Chapter 163, Part III, as amended (Sections 163.330 – 163.463, Florida Statutes);
    - Funding is limited to projects **specifically** authorized under the Act and include repairs, rehabilitation and infrastructure. Awards will not be made for new construction other than Affordable Housing unless to support ADA required improvements, and other improvements specifically permitted under the Act.
  - The adopted CRP for the Redevelopment Area in which the project is or will be located;
  - One or more of the strategic goals identified either by the CRA Board or in the adopted Strategic Action Plan (SAP) for that Redevelopment Area; and
  - The budget(s) for the tax increment revenues from the ~~R~~redevelopment ~~A~~area, in which the proposed project is located, as approved by the CRA Board.

The grant award process varies based on the amount of the grant award (please see section II.2.3 for more details).

As a standard practice:

- All applicants and the organizations they represent or are members of must be eligible to apply according to the most current version of the City of Tampa Code of Ethics at the time of application. In the event of any question, dispute or ambiguity regarding the interpretation of a potential or actual conflict of interest under the City of Tampa's Code of Ethics, such matter shall be resolved through a written legal opinion issued by the City of Tampa's Attorney. The determination set forth in that written opinion shall be considered final and controlling for purposes of eligibility and compliance under this policy.
- For the purposes of evaluating and administering CRA ~~grants~~commercial funding, the following definitions shall have the same meaning whether they appear in singular or in plural.
  - **Awnings** means a building mounted covering that projects outward to provide shade or weather protection, supported entirely by the structure itself and lacking any downward or ground anchored supports.

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- **Commencement of Construction** means the first on-site physical activity following the issuance of building permits from the City of Tampa that is permanently incorporated into the project, such as demolition or installation of project infrastructure
- **Commercial Use** means uses of real property for the purpose of buying, selling, renting or otherwise dealing in commodities or goods or supplying of services. It typically refers to retail stores, restaurants, office spaces, and industrial facilities.
- **Mixed Use** means a combination of commercial and residential uses in a single property or building, consistent with "storefront/residential" and "mixed occupancy" as described by the zoning code.
- **New Construction** means the erection of a structure, or portion of a structure, where one does not exist at the time of grant application not resulting from documented impact damage, fire, flood or City required demolition. Repair, renovation and restoration of damaged structures exceeding the following thresholds are also considered new construction;
  - Replacement of more than 60% of the exterior walls (linear feet) qualifies the exterior wall replacement as new construction.
  - Replacement of more than 40% of the roof (square footage) qualifies the roof repair as new construction.
  - Replacement of more than 60% of the foundation (square footage) qualifies the foundational improvement as new construction.
  - Replacement of more than 60% of the interior walls (linear feet) qualifies the interior wall replacement as new construction.
  - **EXCEPTION:** Rehabilitation of a damaged structure (documented damage only by fire, flood, impact or natural disaster) by the owner of record at the time of damage within five years from the date of damage.
- **Structure** means anything constructed or erected, permanent or portable, which requires location on the ground or attachment to something having a fixed location on the ground, including but not limited to principal and accessory buildings, walls, bridges, monuments, flagpoles, antennas, and transmission poles, towers and cables. It does not include stormwater retention/detention basins, parking lots, signs and fences.

– Any commercial CRA initiated expenditure over $1 million must be awarded though the City of Tampa's Competitive Procurement process which could include, but are not limited to, Request for Proposals (RFP) and Requests for Qualifications (RFQ).
– Grants are provided as reimbursements at the completion of the approved project. Unless otherwise approved for direct pay, project completion shall be determined by:
  - Written notification, from the applicant, of project completion;
  - All contracts (Construction, Architectural, Engineering, etc.) being paid in full prior to the distribution of grant award to be evidenced by the submittal of all

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invoices with associated proof of payments and other documents identified by the CRA; and
    - Submission of all authorizations, approvals and permits of any kind or nature, which are required from any Governmental Authority in connection with the construction, funding and proposed use of the project.
- Parcels that are exempt from property taxes are only eligible for reimbursement of the costs of exterior improvements through the Commercial Exterior ~~Grants~~, Commercial Special Projects ~~Grants~~ and Commercial Development Grants~~Funding Requests~~.
- In the event a grant-awarded property is sold or transferred from an owner who pays property taxes on the subject property to a governmental or tax-exempt entity within the restrictive covenants period, the grant recipient shall reimburse the CRA the grant award. This provision is not applicable to properties receiving a Commercial Exterior Grant being transferred or sold to a tax-exempt entity.
    - Awards of $150,000 or less, which require the execution of a 5-year restricted covenants, will require a refund of the full grant award amount.
    - Awards greater than $150,000, which require the execution of a 10-year restricted covenants, will require a refund of the full award amount if sold or transferred within years 1-5. If sold or transferred after year 5, a refund of a prorated portion of the grant award will be required.
        - For calculation purposes, 10 years from the date the restricted covenants are recorded is when the grant is fully vested (non-refundable). Divide the grant award amount by 120 months. For each month over 5 years, shy of full vesting, the recipient must return that amount of grant funds.
        - For example, a grant award in the amount of $200,000 for a property sold to a tax-exempt entity after 72 months would have a required refund of $79,999.68~~120,000~~. 200,000 / 120 = 1,666.66 x 48 months = $79,999.68.
- ~~Grant p~~Projects will require at least a 50% match except for those that qualify for Legacy Credit/Legacy Relief.
    - Legacy Credit/Legacy Relief
        - **Legacy Relief:** Legacy owners, applying for the Commercial Special Project ~~Grant~~ or ~~Funding Request~~Commercial Development Grants, may qualify for up to a 10% reduction in their required match, up to $100,000 per property. The amount of the relief recommended by staff will be determined based on the number of years the ~~L~~legacy owner(s) have owned the property on which the improvements are ~~being~~ made (see table below). The CRA Board will ultimately decide/approve the final amount of the Legacy Relief.
            - For example: A property owner who has owned his property for at least 20 years making $150,000 worth of eligible improvements may receive $15,000 credit towards their required match.

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- **Legacy Credit:** Legacy owners, applying for standard grants, may qualify for up to 100% credit towards their required match, up to $100,000 per property. The amount of the credit will be determined by the number of years the ~~L~~legacy owner(s) have owned the property, on which the improvements are ~~being~~ made (see table below).
    - For example: A property owner who has owned his property for at least 20 years making $150,000 worth of eligible improvements, stacking a $75,000 Commercial Exterior Grant and a $75,000 Commercial Interior Grant, may receive a total of up to $100,000 credit towards their required match resulting in no out-of-pocket expense after reimbursement.

Years in CRA	Legacy Credit (Match Required)	Legacy Relief (Match Reduction)
5	35%	0%
10	25%	5%
15	15%	5%
20+	0%	10%

- Is intended for the owner's use towards improvements at the location at which the credits are earned.
- Is non-transferable to other properties within the redevelopment area, properties within other redevelopment areas, or properties within other areas of the City.
- Is tied to the current property owner(s).
    - In cases where ownership is an entity, the principal(s) must have been in place for a minimum of 5 years prior to application submittal.
    - Tax-exempt properties are ineligible for Legacy Credit/Legacy Relief.

- Triggers the execution of Restrictive Covenants specific to changes in ownership, maintenance and future use of the property.
- When receiving Legacy Credit/Legacy Relief, neither the businesses occupying that property nor the building owner can reapply for the same grant, from the CRA, for the same location for a five (5) year period for standard grants and ten (10) years for the Commercial Special Project ~~Grants~~ and Commercial Development Grants~~Funding Requests~~.
- Does not impact the funding tier established by the grant award amount nor the ability to apply for grants for property at a different location.
- Requires 1) the selected contractor(s) to be in good standing with the City of Tampa/State of Florida and be approved by the CRA and 2) the approval by CRA staff of the construction management and billing processes if requesting direct pay.

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- If the owner has an additional cost, the following modifications to the process go into effect.
    - Funds must be disbursed as direct/progress payments up to the approved amount or as reimbursements at project completion if the direct pay option is waived.
    - Funds for owner's responsibility shall be verified at time of application unless the owner waives the direct pay option. In some cases, funds may be required to be placed in a separate account with monthly statements submitted to the CRA.
    - Owner's responsibility shall be exhausted before any grant funds ~~will be~~are disbursed unless he/she is working with a lending agency with a Project Management Process in place to oversee billing (See section 3.5). In which case, direct payments shall be paid in full upon project completion or progress payments may be approved.
        - Staff may issue a conditional award letter, for standard grants, that may be used to secure additional funding.
- Shall be elected at the time of application. Applicants electing not to utilize their Legacy Credit/Legacy Relief shall sign a waiver at the time of application.

– Maximum grant award amounts will be determined each year during the annual budget process and may vary by Redevelopment Area.
- The funds allocated for certain grants, within each area, will be capped at a specified percentage of that area's grant funding. Funds allocated to the commercial grant funding streams during the annual budget process shall not be reallocated to any non-commercial grant funding stream without the prior approval of the CRA Board. Any such reallocation must be formally reviewed and authorized by the CRA Board.
    - No more than 5% of any CRA Area's grant funding shall be allocated for the Pre-Development Grant.
    - No more than 10%, up to a maximum of $1~~,000,000~~ million, of any CRA Area's budget shall be allocated for the Commercial Special Projects Grant.
    - No more than 30%, up to a maximum of $10 million, of any CRA Area's budget shall be allocated for the Commercial Development Grant.
- Improvements made to multiple buildings on a single parcel are limited by the Redevelopment area's grant maximum for a single grant.
- Improvements made to a single building on multiple parcels, where spaces are physically separated consistent with parcel lines and are separately addressed, may be awarded a single grant for each parcel.
- All commercial grants, except for the Commercial Special Project and Commercial Development Grants, may be stacked, up to a maximum of three grants. A single expense will only be reimbursed once under one grant.
- ~~A~~For standard grants, a maximum of three properties will be awarded for an individual owner(s) within a single CRA area, per fiscal year. For the

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Commercial Special Project and Commercial Development Grants, a maximum of [ ] properties will be awarded for an individual owner(s) within a single CRA area, per funding cycle.

- To determine the number of maximum awards, individual members of an entity constitute common ownership.
- ~~The stacking of grants does not impact the funding tier established by the grant award amount.~~

- Sweat equity payments (for example: reimbursement for applicant's own labor and performances of renovation work or new construction) are prohibited. Selected contractors shall have no affiliation (familial/marital, common ownership, joint venture, common management, etc.), in any way, with the applicant and/or property owner.
- Once a standard grant for any property has been awarded, neither the businesses occupying that property nor the building owner can reapply for the same grant, from the CRA, for the same location for a five (5) year period. Also, Recipients of a ~~S~~standard ~~G~~grant must wait a five (5) year period before applying for a Commercial Special Projects Grant at the same location. Recipients of a Commercial Special Project or Commercial Development Grant must wait a ten (10) year period before applying for another commercial grant at the same location.

- Properties with adult uses, bars, lounges and nightclubs (as defined by the City's Zoning Code and determined by the City's Zoning Administrator) are ineligible for CRA ~~grants~~funding.
- Standard ~~G~~grants consist of the Pre-Development, Commercial Exterior and Commercial Interior Grants.
- Commercial Special Project and Commercial Development Grants shall be evaluated and awarded competitively.
  - The Commercial Special Project Grant is for ~~funding requests of~~requests for funding from applicants who do not qualify for or whose improvements are ineligible for reimbursement under the standard grants up to $999,999.
  - Commercial Development Grant ~~Funding Request~~s are for commercial requests for funding of $1 million or more and are from applicants who do not qualify for or whose improvements are ineligible for reimbursement under the standard grants.
    - ~~Approval of any Funding Request will require funds to be allocated from an account other than the established commercial grant accounts~~Any funding request submitted by or on behalf of the City of Tampa shall be classified under the Commercial Development Grant category and must adhere to all applicable eligibility criteria, review procedures, and evaluation processes established for that grant.
- Funds awarded through the Commercial Special Projects ~~Grant~~ and ~~Funding Requests~~Commercial Development Grants may be allocated for:
  - Pre-Development (Soft Cost) services provided by a certified professional:
    - As a reimbursable expense only upon project completion

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        - Architectural/design and Engineering fees only
            - Licensed through the Department of Business & Professional Regulations (DBPR) in the capacity of project contribution.
        - Permit Fees, not to include additional plan review fees.
        - Site remediation and stabilization (Brownfields)
    - Infrastructure Improvements
        - Improvements already being mitigated by the City of Tampa will be ineligible for funding.
    - Construction Expenses
- Business owners who hold a commercial lease ~~of~~ on a property may apply for CRA grants with the permission of the property owner. The business owner shall submit an Owner's Affidavit, executed by the property owner, consenting to the grant application, the proposed project and guaranteeing the required owner's match and any required repayment of the grant award if not paid by the business owner/tenant. City of Tampa requests must be authorized by the Mayor or designee as determined by the City policy.

2. Application Process

2.1 Application Submission

Prospective applicants must schedule a pre-application meeting with the Economic Development Division for standard grants and the Special Project Grant and the Project Management Division for the Commercial Development Grant prior to applying. The subject property owner (Mayor's designee for City of Tampa requests) must attend the Pre-Application Meeting. If the property owner does not attend a scheduled Pre-Application Meeting, the meeting will NOT proceed and will be rescheduled for a later date and time. Staff will provide the Grants & Funding Policy, applicable grant descriptions, application and any other necessary forms following a successful pre-application meeting. Signature of receipt, understanding and compliance with all guidelines will be required with application submittal. Applicants will also receive a recap email summarizing the details discussed during the pre-application meeting. A separate Pre-Application Meeting must be scheduled and held for each individual grant request. However, a single development that spans multiple adjoining parcels with common ownership will only require one Pre-Application meeting. Initiation of a related grant in a new Fiscal Year will require a new Pre-Application Meeting. Phases of master planned developments will be required to adhere to the Policy and Grant/Funding Guidelines that are in effect at the time of phase initiation. Pre-Application meetings shall expire after one year or upon the effective date of any policy update, whichever occurs first.

Applications for Commercial Special Project and Commercial Development Grants 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.

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Applications are considered submitted once all required documents have been received by staff. Incomplete applications will only be held open for a maximum of 60 days after initial submission. After 60 days, if the application remains incomplete, it will be withdrawn by staff. Commercial Special Project and Commercial Development Grant 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. Thereafter, an Applicant will 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.

Applicants agree to allow the CRA 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.

Any work, including pulling permits, must begin only **after** the grant award letter has been issued and full execution of the grant agreement unless utilizing Pre-Development in which case, permits may be acquired. For Commercial Special Project and Commercial Development Grants, applicants may apply for permits after the successful completion of the Pre-Application Meeting ~~and Funding Requests after receipt of concept approval from the CRA Board~~ to obtain the application-required estimates for the proposed improvements. **Failure to follow the process will render your application ineligible for grant funding/reimbursement.** ~~For Special Project Grants, applicants may apply for permits after the successful completion of the Pre-Application Meeting and Funding Requests after receipt of concept approval from the CRA Board to obtain the application-required estimates for the proposed improvements.~~ **Work shall not commence prior to receiving an award letter and fully executed grant ~~or funding~~ agreement.**

Eligible improvements must be consistent with all applicable governmental requirements including, without limitation, the City of Tampa's Code of Ordinances including zoning, historic preservation, land development and building codes. All required governmental permits and approvals must be obtained by the Owner or Applicant for the eligible improvements before any work requiring a permit commences.

Applicants, owners and/or property must be in good standing with the City (no outstanding Code Enforcement or Building Code Violations). This requirement may be waived if the proposed work will remediate all outstanding code violations. ~~Other than the Commercial Interior Grant, grant funds will not be used solely to correct code violations or bring structures up to code.~~ The applicant is responsible for obtaining all permits and approvals required for the proposed improvements, including building permits.

For all grant awards, the property owner or owner-authorized tenant must execute a Grant Agreement and the property owner must execute Restrictive Covenants applicable to the maintenance of the improvements and future use of the property for a period of five (5)

years commencing upon the disbursement of the grant (if receiving a Legacy Credit/Legacy Relief, see Section II.1.1). The Restrictive Covenants for grant awards exceeding $150,000.00, will be for a period of ten (10) years. The Restrictive Covenants will be recorded in the Public Records of Hillsborough County.

Application Requirements

- Completed/Executed Application Form
- Proof of Ownership (Proof of authorization to apply on behalf of the Mayor for City of Tampa request), warranty deed or copy of executed lease with Owner's Affidavit. Owner means the fee simple owner(s) of the Property as confirmed by the Public Records of Hillsborough County, Florida, and the Property Appraiser of Hillsborough County, Florida. The "Owner" may be an entity or a natural person or multiple nature persons or entities. However, if the Owner consists of multiple natural persons or entities, all such persons or entities must execute the application, agreement and restrictive covenants associated with the grant.
- Consent to Restrictive Covenants
- Detailed Project Scope
- Certificate of Appropriateness (Historic Preservation and/or Barrio, if applicable)
- Photographs of the existing building and the proposed project area
- Copy of contract with a properly licensed General Contractor or three itemized cost estimates (If not using a General Contractor, three estimates for each trade will be required from appropriately licensed tradesmen and confirmation from the City's Development Services Department that a General Contractor is not legally required for the work). CRA Director approval is required to use a contractor other than the contractor with the lowest estimate or tradesman instead of a General Contractor.
- Any additional required documentation listed in the applicable grant description document.

Altered applications are explicitly prohibited and will not be accepted or processed.

All grant-related communication will be limited to the designated contact identified in the application. To delegate an additional authorized representative, applicant must submit an executed Owner's Access & Representative Affidavit.

If the Grant is awarded, the Owner hereby waives, holds harmless and indemnifies the CRA and City from and against all claims, losses, suits, injuries to persons or property or any other matter whatsoever arising out of work performed on their property or services provided to them as a result of a grant from the CRA.

2.2 Application Review Process

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

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with the application or if additional information is required. Commercial Special Project and Commercial Development Grant applications received within ten (10) days of the submission deadlines may not undergo a completeness review in sufficient time to allow for corrections.

CRA staff will review all submitted applications against the grant eligibility and review criteria and issue an approval or denial letter. Standard applications must score at least 60 out of 100 points to be approved.

- For purposes of scoring an application, Public Benefit will be measured by the applicable redevelopment area's goals as outlined in that area's CRP and the goals of the CRA Board which are referred to in the Five Focus Areas (see section I.2).

Standard grant applications that are denied may be appealed (see Section II.3.9) to the CRA Board at its next regularly scheduled meeting, subject to notice and agenda preparation deadlines. The applicant shall be notified in writing of the Board's decision within five business days.

All eligible Commercial Special Project and Commercial Development Grant applications shall be evaluated using a standardized scoring framework to ensure consistency, transparency, and alignment with adopted redevelopment priorities. Applications will be assessed across several categories, including: alignment with the Community Redevelopment Plan (CRP), which measures how well the project supports and implements adopted district goals; financial feasibility, emphasizing responsible use of funds and leveraging of private investment; project schedule and readiness to proceed; community benefit, based on the project's ability to address identified district needs and incorporate public enhancements; alignment with Board-approved goals, including Attainable Housing, Community Engagement, Connectivity, Economic Development, and Quality of Life; legacy considerations, as defined in this policy; and project location, with consideration given to proximity to targeted transportation corridors identified in the CRP or SAP. The identified target corridors may only be modified through a formal CRP update or through policy or guideline updates approved by the CRA Board. Each category is assigned a maximum point value, and applications will be scored accordingly to determine overall competitiveness.

Staff will coordinate a site visit to take "before photos" of the proposed project area.

Grant funds are provided at the discretion of the CRA Board, and the submission of an application does not create an entitlement to funding. The CRA Board reserves the right to:

- Impose any additional conditions to any grant requiring CRA Board approval.
- Deny any funding request due to the unavailability of funds.
- Approve a ~~funding~~ request for funding in part or whole.

All final grant decisions will be documented in writing in the form of an award letter accompanied by a fully executed grant agreement.

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2.3 Award Process

All grants will be awarded under the CRA Tiered Funding Process which consists of three levels.

~~**Level 1 – Up to $150,000**~~**Standard Grants**

- Administrative approval
- Award letter and Grant Agreement
- Conditional award letter (if eligible and requested)
- 5-year restrictive covenant on future use and maintenance (if receiving a Legacy Credit/Legacy Relief, see Section II.1.1).
- Processing timeline = 30 business days

~~**Level 2 - $150,001 - $999,999**~~**Commercial Special Project/Commercial Development Grants**

- Staff ~~recommendation~~review and grouping
  - Staff will review all application documents, in accordance with Florida Statute, the ~~g~~Grants & Funding ~~p~~Policy and the grant guidelines~~, and make a recommendation, for either approval, approval with special conditions or denial, to the CRA Board~~for the purposes of determining eligibility, scoring and grouping.
  - Requests for $999,999 or less are subject to available Commercial Special Projects Grant funds programmed in the applicable community redevelopment area budget.
  - Requests for $1 million or more are subject to available Commercial Development Grant funds programmed in the applicable community redevelopment area budget.
- CAC recommendation
  - Applicants shall present their project to the CAC first. The CAC will make a separate recommendation, for either approval, approval with special conditions or denial, to the CRA Board. The recommendation may also include any proposed funding amounts and associated terms or conditions for the Board's consideration.
- CRA Board approval
  - The project, accompanied by the staff review and CAC recommendation~~s~~, will be placed on the ~~next available~~applicable CRA Board agenda.
  - Applicants shall present their project to the CRA Board and staff will present both the staff review and CAC recommendations. The CRA Board will make the final decision to approve, approve with special conditions or deny the request for funding.
  - The CRA Board reserves the right to approve a request in part or whole.
- Award letter, Grant Agreement, grant compliance.

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- **Less than $150,000:** Minimum 5-year restrictive covenant on future use and maintenance (if receiving Legacy Relief, see Section II.1.1).
- **$150,000 or more:** Minimum 10-year restrictive covenant on future use and maintenance (if receiving Legacy Relief, see Section II.1.1).
- Processing timeline = ~~90-120 business days~~6-7 months

~~**Level 3 – $1 million+**~~

- ~~TBD~~

Requirements	~~**Level 1 $150,000 and under**~~Standard Grants	~~**Level 2 $150,001 - $999,999**~~Commercial Special Project Grant (<$150,000)	Commercial Special Project (<>$150,000)/Commercial Development Grant
Administrative Approval	X~~**~~		
Award Letter	X~~*~~	X~~*~~	X
Conditional Award Letter	X		
Grant Agreement	X	X	X
5-Year Restrictive Covenant	X	X	
10-Year Restrictive Covenant		~~X~~	X
Staff Recommendation	X~~*~~	X	X
CAC Recommendation	~~X*~~	X	X
CRA Board Approval	~~X*~~	X	X
Community Benefits Agreement			CD Grant Only
Grant Compliance Reporting		X	X
~~**City's**~~ **Competitive Process**		X	X

~~*Staff may issue a conditional award letter for applicants needing it to secure financing for the match required.~~

~~**All Special Project Grants $150,000 or less must follow the Level 2 approval process.~~

2.4 Award Notification

At the conclusion of the application review process, a pre-award meeting will be scheduled with the applicant. At that time, staff will review and provide a copy of:

- ~~Level 1~~Standard Grants
  - Preliminary reimbursement amount
  - Grant Agreement
  - 5-Year Restrictive Covenants
  - Award Letter (will be provided upon execution of the grant agreement and restrictive covenants)

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- ~~Level 2~~Commercial Special Project Grants (after Board approval)
  - Preliminary reimbursement amount
  - Draft Grant Agreement
  - **Less than $150,000:** Minimum 5-Year Restrictive Covenants
  - **$150,000 or more:** Minimum 10-Year Restrictive Covenants
  - Draft Grant Compliance Reporting Requirements
    - Please see section II.3.3 (Details for Programmatic Monitoring) for details of this requirement. Projects may be required to provide additional compliance/reporting beyond the items listed.
  - ~~Project Approval~~Award Meeting
    - Final Grant Agreement
    - Final Grant Compliance Reporting Requirements
    - Award Letter (will be provided upon execution of the grant agreement and restrictive covenants)

- Commercial Development Grants (after Board approval)~~Level 3~~
  - ~~The timeline and required documentation will be determined by the CRA Board or the City's competitive procurement process.~~
  - Award Letter
  - Draft Grant Agreement
  - Minimum 10-Year Restrictive Covenants
  - Award Meeting
    - Final Grant Agreement
    - Condition Precedent Compliance Requirements

The award letter will specify:

- Approval date
- Maximum grant amount
- Project address
- Brief summary of the approved project
- Selected contractor(s)
- Steps for notification of Project Completion
- Requirements for the finding of Final Project Completion (See section II.3.7)
- Grant expiration (Permit, completion, and reimbursement request deadlines)
- Grant Point of Contact
- Requirement to comply with all parameters of the policy and grant guidelines.

The final reimbursement amount will be calculated based on the actual documented expense. ~~Any work, including pulling permits, must begin **after** the grant award letter has been issued and execution of the grant agreement unless utilizing Pre-Development in which case, permits may be acquired. **Failure to follow the process will render your application ineligible for grant funding/reimbursement. Work shall not commence prior to receiving an award letter and executed grant agreement.**~~

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3. Post-Award Requirements and Compliance

3.1 Vendor Registration for Grant Awardees

In accordance with Florida Statute 167.370(5), "A community redevelopment agency shall procure all commodities and services under the same purchasing processes and requirements that apply to the county or municipality that created the agency."

In accordance with the City of Tampa's Purchasing and Procurement Process, awardees must be registered as a City vendor to receive reimbursement payments. Therefore, awardees will be required to complete and submit a W-9 form.

Full payment will be made by the City after receipt and acceptance of required documentation and a Finding of Project Completion is issued in accordance with the grant award letter and grant agreement.

3.2 Award Recipient Files

To streamline our application process and enhance efficiency within our record keeping, the CRA will utilize commercial grant management software, upon acquisition. A user profile will be created in the grant management system for each awardee. Awardees will be expected to activate the user profile to participate, in conjunction with the Economic Development Division, with the management of their grant.

Staff will maintain the official grant file in electronic format in accordance with the City of Tampa's Records Management Policy.

3.3 CRA Programmatic Monitoring

Periodic monitoring will be conducted throughout the project lifecycle.

- Staff will verify that permits have been obtained and completed and will monitor any special conditions as stipulated in the approval documentation.
- Staff will verify that ownership, property use, and contractors remain unchanged.
- Staff will conduct periodic site visits to make reasonable inspections as deemed necessary to ensure the project work is progressing and is completed according to the requirements of this award. Application submittal constitutes authorization to the CRA, its employees and/or agents, to enter the property. Owner(s) agrees to allow staff access for this purpose. By execution of a CRA grant application, the applicant and property owner, if different than the applicant, hereby approve and consent to CRA and City staff accessing the property which is the subject of the CRA grant request.

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Any grants approved by the CRA Board will require Board approval of any changes to the project scope.

As a condition of approval, the applicant agrees improvements made using grant funds will remain in place for a minimum of five years, ten years for awards over $150,000, and must be maintained in compliance with all applicable laws and grant requirements. In the event improvements are replaced within five or ten years (whichever is applicable) of completion, the grant recipient and/or owner(s) shall reimburse the grant funds invested in the project utilizing the formula set forth in Section II.1.1 ~~above~~.

Projects may be required to provide additional reporting.

3.4 Grant Award Expirations and Extensions

Standard grant ~~A~~applicants must receive a building permit within six months from the date of grant approval unless said time period is extended by operation of Florida Law. Project completion must be within eighteen months of the issuance of a building permit unless said time period is extended by operation of Florida Law. Reimbursement must be requested within thirty days of project completion which will be determined based on 24 months from the date of grant agreement execution if notification of project completion is not received from the applicant.

Commercial Special Project Applicants must receive a building permit within twelve months from the date of grant agreement execution. 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 agreement execution if notification of project completion is not received from the applicant.

Commercial Development Applicants must receive a building permit and complete the construction as outlined in the executed Grant Agreement. Reimbursement must be requested within thirty days of project completion which will be determined based on the construction deadlines outlined in the Grant Agreement.

Unless expressed otherwise with CRA Board Approval, grant extensions must be formally requested in writing prior to the expiration date stipulated in the approval documentation. Extension requests shall specify the following details: reason for the delay, efforts undertaken to mitigate the delay, summary of completed tasks, outstanding work items, requested extension duration, and proposed measures to prevent future delays. Upon receipt of a written request for an extension, the following steps will be initiated:

- Staff will obtain timeline recommendations from Development Services regarding the remaining work required for the permit.

- If approved, the CRA will determine the approved length of time for the extension.
- A six-month extension to either the permit or the completion deadline may be granted, by the ~~CRA Director, in his/sole discretion~~Economic Development Coordinator, but is not guaranteed.
    - Additional extension requests, due to issues with obtaining permits, will be considered on a case-by-case basis and may be approved by the Economic Development Coordinator~~CRA Director in his/her sole discretion~~.
    - Extensions for any grants approved by the CRA Board will require CRA Board approval.
- All grant extension approvals and denials will be issued in writing.

3.5 Direct Contractor Pay and Progress Payment Policy

On a case-by-case basis, ~~d~~Direct ~~contractor~~ Payment, ~~and/or p~~Progress ~~p~~Payments and/or Progress Reimbursement, may be approved under the following conditions:

- Direct ~~Pay with Progress~~ Payment~~s~~: funding mechanism in which grant funds are paid directly to the awardee's chosen contractor through multiple invoices~~Awardee must be receiving project funding from a lending agency utilizing an established billing and certified inspection process~~.
    - Awardee must be receiving project funding from a lending agency utilizing an established billing and certified inspection process.~~Contractor/Professional must execute a Payment Agreement and agree to the required improvement verification requirements outlined in the Payment Agreement.~~
    - Lender and Contractor/Professional must execute a Payment Agreement agreeing to the required improvement verification requirements and payment terms outlined in the Grants & Funding Policy and Payment Agreement.
    - Payments will be issued directly to the GC or one single trade contractor either through the lending agency or directly from the CRA.
    - Monthly billings must be certified by the lending agency.
    - 10% of each billing for eligible expenses will be retained until project completion.
    - Ineligible expenses included on monthly billings must be paid by the awardee and proof of payment submitted prior to CRA payment for that billing.
- ~~Self-funded with~~ Progress Payment~~s~~: funding mechanism in which grant funds are paid directly to the awardee's chosen contractor in multiple installments after each phase of work is completed and approved by the City of Tampa.~~Awardee must submit an invoice and acceptable proof of payment for reimbursement, following completion of approved work that has been inspected and approved by the City of Tampa.~~
    - Only available to Legacy Credit Recipients with 0% match and a total estimated project cost is less than the grant award amount.
    - Lending Agency involvement is NOT required.

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    - Funds must be verified for ineligible expenses (loan approval documents, monthly bank statements, etc.).
    - Contractor/Professional must execute a Payment Agreement agreeing to the required improvement verification requirements and payment terms outlined in the Grants & Funding Policy and Payment Agreement.
    - Payments will be issued directly to the GC or one single trade contractor directly from the CRA.
    - Monthly billing may be submitted upon final City inspection approval of the eligible work being billed.
    - 10% of each billing for eligible expenses will be retained until project completion.
- **Progress Payment:** funding mechanism in which grant funds are paid directly to the awardee's chosen contractor in multiple installments after each phase of work is completed and approved by the City of Tampa.
    - Lending Agency involvement is NOT required.
    - Funds must be verified for ineligible expenses (loan approval documents, monthly bank statements, etc.) and expenses greater than the award amount.
    - Reimbursement will be issued directly to the awardee.
    - Monthly billing, accompanied by proof of payment, may be submitted upon final City inspection approval of the eligible work being billed.
    - 10% of each billing for eligible expenses will be retained until project completion.
- In all cases, awardee must receive prior written approval from the CRA.
    - Direct Pay to Architects/Engineers will only be allowed when utilizing the CRA Pre-Development Grant. In all other cases, the expense will be reimbursement only.

Any required matching funds, including project costs greater than the award amount, as well as any ineligible expense must be covered by the applicant and the funds verified prior to grant approval. A maximum of 20% of the overall project costs may be paid up front with the balance due upon completion (if utilizing direct pay) or as monthly progress payments. In no case will more than 20% of the maximum award amount be disbursed up front. No more than one request for progress payments may be submitted during any thirty-day period.

Awardees shall be required to provide a completed W-9 form from the project Contractor.

3.6 Programmatic Reports and Performance Measures

Reports ~~are being~~will be built into the acquired grant management software which will provide valuable information on grant utilization. The reports will be used in ongoing evaluations of the grants and how they support potential improvements. A monthly update

outlining grant type, location~~, funding tier~~ and quantity awarded, will be provided to the Community Engagement Division for presentation to the CAC. These updates will also be included in the Director's report to the CRA Board on a ~~quarterly~~ monthly basis.

~~The~~ Our goal is for the CRA website ~~will~~ to eventually contain an interactive dashboard to track and monitor the performance of the commercial grants as measured by the following Key Performance Indicators (KPIs):

- Number of applications received in each area
- Number of grants awarded in each area.
- Total funds invested in each area.
- Return on investment (ROI)

In addition, the CRA will examine the performance of the grants against the community's needs, construction costs and changes in the economy as part of the annual budget process.

3.7 Reimbursement Requests and Payments

Unless specifically provided otherwise, the Applicant shall incur all initial project cost and may receive reimbursement only after all improvements have been completed in accordance with the grant award. Grant funds will be disbursed upon receipt of a finding of project completion by the CRA. The finding of project completion will be granted once the CRA has received and reviewed the following items:

- Written notification that the project is complete.
- Copies of all required permits and occupancy certificates.
- Copies of paid invoices and evidence of payment (cancelled checks, receipts, etc.)
- Evidence of compliance with all conditions applicable to the grant.

Requests for reimbursement will be reviewed as a single package. Reimbursement must be requested within thirty days of project completion. ~~Unless approved or extended, projects must be completed within eighteen months from the issuance of a building permit and t~~The grant will be revoked if notification of project completion is not received from the applicant within said 18-month period. Once the request for payment has been submitted, the CRA will no longer be able to consider any additional receipts/expense. Grant funds are provided at the discretion of the CRA Board and the findings within the recommendation do not create an entitlement to funding.

Property owner consent is required for any reimbursement to be issued to anyone other than the property owner.

In accordance with guidelines set forth by the United States Department of the Treasury, Internal Revenue Service (IRS), CRA Grants awarded by the City of Tampa

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Community Redevelopment Agency may be taxable and subject to IRS rules for filing Form 1099-G. Please consult with your own attorney or tax advisor on this issue.

3.8 Defaults and Remedies

An event of default shall occur if:

- Grant proceeds are used for a purpose other than approved or are misused in any other manner.
- Any factual statement or representation made in conjunction with the application for the grant, the agreement and/or disbursement of grant funds proves to have been incorrect in any material respect when made.
- Owner breaches any covenant, agreement, provision, representation, warranty or obligation made in the grant approval documents including compliance with all applicable permitting and governmental requirements.
- Improvements are not maintained or are replaced within five years of completion (ten years if awarded more than $150,000).
- Failure of the grant recipient to comply with all applicable requirements contained in the Policy or Grant Requirements.
- Use of the subject property as an adult use or if it is classified as bar, lounge or night club under the City's Land Development Code.

Remedies in event of default include:

- In addition, and cumulatively to any other remedy available to the CRA by way of general law or the approval documents, the CRA may suspend or terminate disbursement of the grant award.
- The CRA may enforce specific performance by owner of its obligations under the approval documents in a court of competent jurisdiction.
- In the event of default due to nonperformance or other breach of any covenant or obligation required under the approval documents and if the owner fails to cure the default within a curative period, the CRA may, at its sole discretion, demand immediate repayment of all or a portion of the grant disbursed to the applicant.
- In the event a grant-awarded property is sold or transferred from an owner who pays property taxes on the subject property to a governmental or tax exempt entity within the restrictive covenants period, the grant recipient shall reimburse the CRA for the grant award as set forth in Section II.1.1 above.

3.9 Appeals

This policy outlines the process for individuals to appeal decisions made by staff regarding any of the grants currently offered. Appeals are not accepted for grant ~~and funding~~ awards originally denied by the CRA Board. Any individual who has been affected by a decision subject to this policy may appeal. Please note this is not an opportunity to include information about your application not previously presented to the CRA. This should have

been a part of your initial application. If you do wish to include ~~further~~ new information, then please submit a new application form and packet that includes this information. Resubmission does not guarantee approval.

Appeals must be submitted in writing by completing and submitting the Appeals Request Form. All forms should be completed electronically, where possible, and returned to the CRA Economic Development Division.

If completing by hand:

- Use black ink
- Do not use pencil or a felt-tip pen
- Ensure that any handwriting is legible
- Make sure you complete all sections of the form

You must submit this form within 30 calendar days of the date on your denial letter. You must provide all relevant evidence to enable the CRA Board to respond to your appeal. You must include a copy of your denial letter and any supporting documentation to support your appeal claim when submitting this form. Incomplete submissions will not be considered.

Please send your completed form to the CRA Economic Development Division by postal mail or drop it off during normal City business hours:

Tampa CRA
Economic Development Division
306 East Jackson Street, 2E
Tampa, FL 33602

You are advised to keep a copy of this form.

If you mail your form, it is recommended that you use a postal facility that allows you to track it. The CRA will not be held responsible for forms delayed or lost in the postal system. The CRA will acknowledge receipt of your form within 3 working days using the phone number or email you provide. If you do not receive an acknowledgement within 7 working days, please contact the CRA Economic Development Division at (813) 274-8325.

The CRA reviews every statement of appeal and any related supporting documentation. Your appeal will be considered at the next regularly scheduled CRA Board meeting, subject to notice and agenda preparation deadline. You will be notified in writing of the Board's decision within five business days of the meeting in which it was reviewed.

All decisions are final, and re-appeals will not be accepted.

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III RESIDENTIAL GRANTS

1. CRA Award-Making Process

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IV APPENDICES

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1. Appendix A: Area Reference Maps

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