

# GRANTS & FUNDING POLICY





# TABLE OF CONTENTS

<b>I. GENERAL INFORMATION.....</b>	<b>1</b>
1. Guiding Principles .....	1
2. Mission, Vision and Areas of Focus.....	1
3. Structure and Staffing .....	2
<b>II. Commercial Grants .....</b>	<b>4</b>
1. CRA AWARD-MAKING PROCESS .....	4
1.1 Funding Principles.....	4
2. APPLICATION PROCESS .....	8
2.1 Application Submission .....	8
2.2 Application Review Process.....	10
2.3 Award Process.....	10
2.4 Award Notification .....	11
3. POST-AWARD REQUIREMENTS AND COMPLIANCE.....	12
3.1 Vendor Registration for Grant Awardees.....	12
3.2 Award Recipient Files .....	13
3.3 CRA Programmatic Monitoring.....	13
3.4 Grant Award Expirations and Extensions.....	13
3.5 Direct Contractor Pay and Progress Payment Policy.....	14
3.6 Programmatic Reports and Performance Measures.....	14
3.7 Reimbursement Requests and Payments .....	15
3.8 Defaults and Remedies .....	15
3.9 Appeals.....	16
<b>III. Residential Grants (TO BE DETERMINED) .....</b>	<b>18</b>
1. CRA AWARD-MAKING PROCESS .....	18
1.1 Funding Principles.....	18
2. APPLICATION PROCESS .....	18
2.1 Application Submission .....	18
2.2 Application Review Process.....	18
2.3 Award Notification .....	18
3. POST-AWARD REQUIREMENTS AND COMPLIANCE.....	18
3.1 Vendor Registration for Grant Awardees.....	18
3.2 Award Recipient Files .....	18
3.3 CRA Programmatic Monitoring.....	18
3.4 Grant Award Expirations and Extensions.....	18
3.5 Direct Contractor Pay and Progress Payment Policy.....	18
3.6 Programmatic Reports and Performance Measures.....	18
3.7 Reimbursement Requests and Payments .....	18
3.8 Defaults and Remedies .....	18
<b>IV. APPENDICES .....</b>	<b>19</b>
Appendix A: Area Reference Maps.....	20

# 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 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
  - 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.

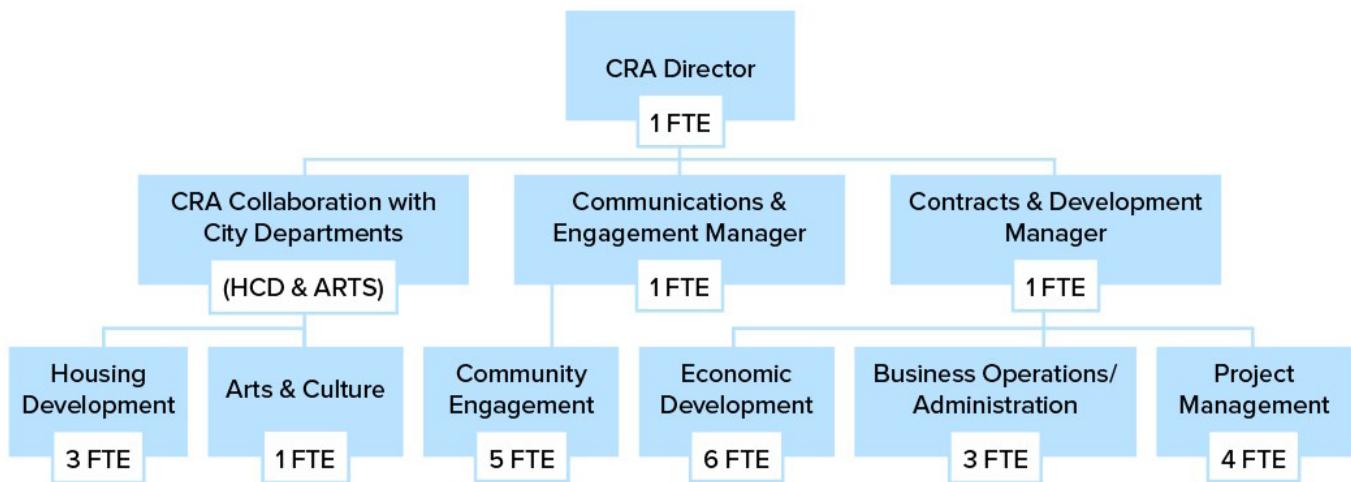
- **Quality of Life**
  - To co-create vibrant, inviting, and well-designed public spaces, parks, and homes that promote health, wellness, and sense of community.
  - To increase access to essential needs and resources through redevelopment that reduces barriers and burdens for residents.
  - To remedy 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 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 oversees 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 Communications and Engagement Manager oversees 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.



## 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, 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 Redevelopment 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.
- For the purpose of evaluating and administering CRA grants, the following definitions shall have the same meaning whether they appear in singular or in plural.
  - **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.
- Any commercial CRA initiated expenditure over \$1 million must be awarded through 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 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 costs of exterior improvements through Commercial Exterior Grants, Special Projects Grants and 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 restrictive covenants, will a require 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 \$120,000.  $200,000 / 120 = 1,666.66 \times 48 \text{ months} = \$79,999.68$ .
- Grant 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 Special Project Grant or Funding Request, 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 by the number of years the the Legacy owners 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.
    - 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 Legacy owner have owned the property, on which 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 Area	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 area, properties within other 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 Special Project Grants and 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.
- 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 disbursed unless he/she is working with a lending agency with a Project Management Process in place to oversee billing. 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 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.
    - 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, of any CRA Area's budget shall be allocated for the Special Projects 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 Special Projects, may be stacked, up to a maximum of three

grants. A single expense will only be reimbursed once under one grant.

- A maximum of three properties will be awarded for an individual owner(s) within a single CRA area, per fiscal year.
  - 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 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 Standard Grant must wait a five (5) year period before applying for a Special Projects 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.
- Standard Grants consists of the Pre-Development, Commercial Exterior and Commercial Interior Grants.
- The Special Project Grant is for funding requests of applicants who do not qualify for or whose improvements are ineligible for reimbursement under the standard grants up to \$999,999.
- Funding Requests are for commercial requests \$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.
- Funds awarded through the Special Projects Grant and Funding Requests may be allocated for:
  - Pre-Development (Soft Cost) services provided by a certified professional:
    - As a reimbursable expense only upon project completion
    - 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 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 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 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, which ever occurs first.

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. 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 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. 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 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 natural 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.

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 with the application or if additional information is required.

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.

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 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.

## 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

- Administrative approval
- Award letter and Grant Agreement
- 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

- Staff recommendation
  - Staff will review all application documents, in accordance with the grants policy and guidelines, and make a recommendation, for either approval, approval with special conditions or denial, to the CRA Board.
  - Requests for \$999,999 or less are subject to available Special Projects 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
- CRA Board approval
  - The project, accompanied by the staff and CAC recommendations, will be placed on the next available CRA Board agenda.
  - Applicants shall present their project to the CRA Board and staff will present both the staff 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.
- 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

#### Level 3 - Greater than \$1 million+

- TBD

Requirements	Level 1 \$150,000 and under	Level 2 \$150,000 - \$1M
Administrative Approval	X**	
Award Letter	X*	X*
Grant Agreement	X	X
Five-Year Restrictive Covenant	X*	
10-Year Restrictive Covenant		X
Staff Recommendation	X**	X
CAC Recommendation	X**	X
CRA Board Approval	X**	X
Grant Compliance Reporting		X
City's Competitive Process		

\*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**
  - Preliminary reimbursement amount
  - Grant Agreement
  - 5-Year Restrictive Covenants
  - Award Letter (will be provided upon execution of the grant agreement and restrictive covenants)

- **Level 2**

- Preliminary reimbursement amount
- Draft Grant Agreement
- 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 Meeting
  - Final Grant Agreement
  - Final Grant Compliance Reporting Requirements
  - Award Letter (will be provided upon execution of the grant agreement and restrictive covenants)

- **Level 3**

- The timeline and required documentation will be determined by the CRA Board or the City's competitive procurement process.

The award letter will specify:

- Approval date
- Maximum grant amount
- Project address
- Brief summary of the approved project
- 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 or funding agreement.**

### **3. POST-AWARD REQUIREMENTS AND COMPLIANCE**

#### **3.1 Vendor Registration for Grant Awardees**

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 a commercial grant management software. 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.

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 and must be maintained in compliance with all applicable laws and grant requirements. In the event improvements are replaced within five years 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**

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 18 months of the issuance of a building permit unless said time period is extended by operation of Florida Law. Reimbursement must be requested within 30 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.

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/her sole discretion, 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 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 Pay and Progress Payment Policy**

On a case-by-case basis, direct contractor and/or progress payments may be approved under the following conditions:

- Direct Pay with Progress Payments: 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.
- Self-funded with Progress Payments: 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.
- 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 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 built into the 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 basis.

The CRA website will 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 30 days of project completion. Unless approved or extended, projects must be completed within 18 months from the issuance of a building permit and 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 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.
- 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 nightclub 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 part of your initial application. If you do wish to include further 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.

## III. Residential Grants

### **1. CRA AWARD-MAKING PROCESS**

#### **1.1 Funding Principles**

### **2. APPLICATION PROCESS**

#### **2.1 Application Submission**

#### **2.2 Application Review Process**

#### **2.3 Award Notification**

### **3. POST-AWARD REQUIREMENTS AND COMPLIANCE**

#### **3.1 Vendor Registration for Grant Awardees**

#### **3.2 Award Recipient Files**

#### **3.3 CRA Programmatic Monitoring**

#### **3.4 Grant Award Expirations and Extensions**

#### **3.5 Direct Contractor Pay and Progress Payment Policy**

#### **3.6 Programmatic Reports and Performance Measures**

#### **3.7 Reimbursement Requests and Payments**

#### **3.8 Defaults and Remedies**

## IV. APPENDICES

**Appendix A: Area Reference Maps**

# TAMPACRA

**Request a Commercial  
Grants Pre-Application  
Meeting**



## Follow Us



[cras.tampa](https://www.facebook.com/cras.tampa)



[tampa\\_cra](https://www.instagram.com/tampa_cra)



[\(813\) 274-8325](tel:(813)274-8325)



[tampa.gov/CRAs](http://tampa.gov/CRAs)

# TAMPACRA

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

JANUARY 2026