TAMPACRA
Strengthening Communities

Pre-Development Grant

Overview

The goal of the Pre-Development Grant is to reduce the barriers of upfront development costs ~~posed to~~faced by owners who ultimately deliver completed projects, as defined in the ~~Commercial~~ Grants & Funding Policy Section ~~3~~II.2.1, of properties within the City of Tampa's Community Redevelopment Agency (CRA) Redevelopment Areas ~~(TCRA)~~ by encouraging the use of design guidelines and incentivizing small to medium scale improvement projects (total project cost at or under $750,000). It is designed to increase property values by encouraging improvements that exceed the requirements of the City Code of Ordinances and spur private investment within the Redevelopment Areas~~CRA area~~.

The grant is a ~~two-level,~~ non-matching grant providing 100% funding of eligible services cost for eligible projects up to a maximum of 20% of the overall project budget, not to exceed $150,000 ~~up to a maximum project cost of $750,000~~. The Pre-Development Grant will foster ~~new and~~ retained development activity and property activation by helping property owners determine the scope and feasibility of proposed improvement projects. ~~While Level I is a prerequisite for Level II; Level II is not a requirement of Level I.~~ However, these Pre-Development Grants must be fully repaid to the CRA if: 1) within twenty-four (24) months of the date of the award, an approved redevelopment project has not been approved and commenced before that date; or 2) if an approved redevelopment project has been found in default of its completion date by the CRA, and the project has been terminated by the CRA. The terms of repayment of Pre-Development Grants found to be in default under this provision is within thirty (30) months of the date the CRA finds that the terms of the Pre-Development Grant are in default.

What can the grant pay for: This is a 100% direct pay grant for technical assistance, consulting, design and engineering services to assist in planning for aesthetic development improvements and preparation of construction and permit ready documents including, but not limited to, site plans, construction plans, etcetera. All services will be provided by pre-qualified firms contracted directly by the CRA.

~~Level I~~

~~Is a 100% direct pay grant, for technical assistance, consulting, design, and engineering services to assist in planning for aesthetic development improvements.~~

~~Level II~~

~~Is a 100% direct pay grant for pre-development cost (not covered in Level I) for the preparation of construction and permit ready documents including, but not limited to, site plans, construction plans, etc.~~

Who Can Apply:

Property or business owners, who hold a commercial lease, within ~~T~~CRA area boundaries. ~~If a grant exceeds $25,000, t~~The property owner(s) must execute a Grant Agreement and 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. The Restrictive Covenants will be recorded in the Public Records of Hillsborough County:

- No applicant, owner or lessee may

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have more than one active Pre-Development Grant at any time.

- ~~In order to be eligible for Pre-Development, Level II, the applicant must have been awarded and completed Pre-Development, Level I.~~
- ~~Proceeding to Level II is dependent on availability of funding in that fiscal cycle.~~

How to apply:

Prospective applicants must schedule a pre-application meeting with the Economic Development Division~~CRA staff~~ prior to submitting a grant application. Appointments may be requested by calling (813) 274-8325 or by submitting an online request on the TCRA website (https://www.tampa.gov/cras/community-redevelopment-areas). **No grant application will be accepted for review until after a pre-application meeting with the Economic Development Division~~staff~~ has occurred.**

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Applicant/Property Eligibility

1. Project site must be located within the boundaries of a Redevelopment Area~~TCRA~~.
2. Applicant, property owner(s)~~s~~ and property must be current with all mortgages, business and property taxes.
3. The site's current and future use must be allowable by the City's current Code of Ordinances.
4. Business owners (tenants) applying on their landlord's behalf must submit an Owner's Affidavit executed by all owners with their completed application (affidavit will be provided at the pre-application meeting).
5. Mixed-use buildings, considered 'storefront/residential' per City Code, must include a floor area of commercial use equivalent to at least 20% of at least one story.
6. Project must be subject to a code required site plan review.
7. Project must require the development of signed and sealed plans by a licensed professional and the issuance of building permits from the City of Tampa.
8. ~~New construction and/or additions within historic districts or historic landmarks shall be reviewed and approved by the City of Tampa's Architectural Review & Historic Preservation and the applicant shall comply with any requirements or recommendations provided.~~
9. ~~8.~~ Structures exceeding 50 years of age require Architectural Review & Historic Preservation review, limited to the determination of restoration or reconstruction, by the City's staff first and the applicant must comply with the recommendation provided~~Structures exceeding 50 years of age require improvements to be reviewed by the City's Architectural Review & Historic Preservation staff first and the applicant must comply with any requirements or recommendations provided~~.
10. ~~9.~~ Applicants are eligible for one Pre-Development Grant per location.

Ineligible Applicants/Properties

1. Governmental entities and ~~not-for-profit~~non-tax generating properties ~~entities except for those paying property taxes~~. In the event the property is sold or transferred to a governmental or ~~not-for-profit~~tax exempt entity within five years of the disbursement of grant funds, the grant recipient ~~will~~ shall reimburse the ~~T~~CRA ~~a prorated portion of~~ the grant award as outlined in section II.1.1 of the Grants & Funding Policy.
2. Multi-Family Developments.
3. Design of interior only projects unless improvements address interior code non-compliance or violations.
4. ~~2.~~ New construction unless to support ADA required improvements
5. ~~3.~~ Properties in foreclosure, delinquent on mortgages, or delinquent in business taxes or property taxes.
6. ~~4.~~ Adult Uses as defined by the City of Tampa Code of Ordinances.
7. ~~5.~~ Bars, lounges~~,~~ and night clubs~~, or restaurants deriving more than 50% of their income from the sale of alcohol~~.
8. ~~6.~~ Single-Family Residential projects.

The CRA reserves the right to deny funding to applicants who are delinquent on payments of City fines or fees or if unresolved Code Enforcement issues exists.

Application Requirements

1. Completed/Executed Application Form
2. Proof of Ownership
   - Recorded warranty deed.
   - If tenant: executed commercial lease between the property owner and the business owner~~as~~ and an executed Owner's Affidavit.
   - If Applicant is a corporation, limited partnership, or limited liability company: Sunbiz information evidencing that the entity is active and listing the registered agent and authorized persons for

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 that entity.

3. Consent to Restrictive Covenants.
4. Selection of Architectural and/or Engineering Firm from the list provided by CRA staff based on the firm's availability and expertise.
5. Digital photographs of the existing building (exterior/interior) and the proposed project area.
6. Photographs of favorite architectural style.
7. Project Budget Amount.

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~~For Level II, a detailed estimate of services will be required and the submission will initiate the Level II process.~~

All ~~T~~CRA grants, with the exception of Special Projects Grant, may be stacked, up to a maximum of three grants. A single expense will only be reimbursed ~~once~~from a single grant.

Scope of Services

Through contracts that the City of Tampa/~~T~~CRA has with consulting, engineering and architectural design firms, eligible property owners will receive the following services:

1. The selected consultant will help to explore possible uses permitted on the applicant's property.
2. The selected consultant will provide in-person consultations, with the owner(s), to evaluate the project (discuss needs, desires and possible overall budget). The assigned Economic Development Specialist must be present at all meetings.
    a. The number of consultations will be determined by CRA Staff based on the complexity of the project, but all projects will have a minimum of two one-hour consultations.
3. After the consultations, the consultant will provide:
    a. Rendering concept of building elevation showing suggested changes, preliminary colors and possible signage
    b. Conceptual project site layout
    c. Proposed overall project scope
    d. Preliminary project budget

The selected consultant or additional selected consultants may provide the following additional services as required:

1. Schematic Project Designs
2. Detailed Design Development (basic services for architectural/structural/mechanical/electrical/plumbing/security/IT)
3. Landscaping, civil, site control planning (surveying will be determined by project scope of services)
4. Working Construction Drawings (for final revisions)
~~1.~~5. Permit Ready Construction Documents (signed and sealed by a registered architect or other applicable professional)

~~**Level I**~~

~~1 The selected consultant will help to explore possible uses permitted on the applicant's property.~~

~~2 The selected consultant will provide one-on-one consultations, with the owner, to evaluate the project (discuss needs, desires, and possible overall budget). The assigned Economic Development Specialist must be present at all meetings.~~

~~**Level II**~~

~~a. Number of consultations to be determined based on the complexity of the project but all projects will have a minimum of two, one-hour consultations.~~

~~3 After the consultation, the consultant will provide:~~

~~a. Rendering concept of building elevation showing suggested changes, preliminary colors, and possible signage.~~

~~b. Conceptual Project Site Layout~~

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c. Proposed overall Project Scope
d. Preliminary Project Budget

The selected consultant or additional selected Consultants may provide the following as part of the Level II services:

1. Schematic Project Designs
2. Detailed Design Development (basic services for architectural/structural/ mechanical-electrical-plumbing including security and IT)
3. Landscaping, civil, site control planning (surveying will be determined by project scope of services)
4. Working Construction Drawings (for final revisions)
5. Permit Ready Construction Documents (signed and sealed by a registered architect or other applicable professional)

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Process

Grants will be awarded on a first-qualified, first-awarded basis while fiscal year funds are available. Applicants may ~~exhaust~~ utilize the maximum allowable grant across each ~~TCRA~~redevelopment area. Any work, including pulling permits, must begin after the ~~award letter has been received~~issuance of a Finding of Project Completion is issued. Failure to follow the process will render your application ineligible for grant funding.

Approved grant requests will require:

1. Execution of a Grant ~~Award~~ Agreement within 10 business days after it has been provided to the Applicant for execution, and prior to obtaining permits and commencing any work to be funded by the grant.
2. Granting ~~of~~ reasonable access to all documents pertaining to the planning, construction and financing of the project as may be reasonably required to assure compliance with the terms of the Grant ~~Award~~ Agreement.
3. Granting the CRA ~~and City~~ ownership and right of use of all work-product and plans produced ~~as a result of~~from the grant ~~award~~funds.

~~T~~CRA staff will provide an application, and any other necessary forms, following a successful pre-application meeting. Within ten (10) business days of application ~~submittal~~receipt, ~~T~~CRA staff will review applications for completeness and accuracy and ~~coordinate with~~notify the applicant regarding any deficiencies or issues with the application; additional information may be requested. Applications are considered submitted once all required documents have been received. 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.

The CRA will issue a Notice to Proceed (NTP) prior to the start of each phase of the Pre-Development process. If the project scope changes to the extent it no longer qualifies for CRA funding, staff reserves the right to terminate the grant and the amount provided to the Grantee will be immediately repayable to the CRA. The CRA wi~~sha~~ll be the owner of any plans, documents, permit applications or work product of any kind or nature produced ~~as a result of~~ and paid for from a ~~Level 1 or Level 2~~ Pre-Development Grant from the CRA ("Pre-Development Work Product"). The Owner/Applicant will have a revocable license from the CRA to use the Pre-Development Work Product in connection with the development of the property subject to the Pre-Development Grant. This license may be revoked if: (a) an owner or applicant fails to develop the awarded property subject to the Pre-Development Grant within a time-frame prescribed by the CRA in any agreement for the Pre-Development Grant; or (2) if the property is developed for a non-commercial purpose or for a "bar", "tavern", "lounge" or business involving the sale of alcohol or an "adult use" as those terms are defined in the City's Land development Code.

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Selection Criteria

~~T~~CRA staff will review all completed ~~(Level II only)~~ applications and score them based on the grant award criteria and issue an approval or denial letter~~against the review criteria and issue an approval or denial letter~~.

Scoring Criteria

Criteria	Points
Areas of Improvement	**25 total maximum points**
Façade, Interior or Site Only	10
2 or more	~~20~~25
~~New Construction~~	~~25~~
Location	**25 total maximum points**
Collector Roadways	5
Arterial Roadways	10
Corner Property	15
Historic Preservation	**10 total maximum points**
Historically Contributing Structure	10
Potential ~~Aesthetic~~ Enhancement	**40 total maximum points**
~~Implementing Design from Level I~~Building with Limited Site Area	10
Cultural or Historical Significance	15
Public Benefit	15
Bonus Points	**~~40~~ 55 total maximum points**
Horizontal Mixed Use	5
Legacy Property Owner	5
Preservation of buildings 50 years or older	5
Utilizing Commercial Exterior & Interior Grants	10
Using a certified ~~WMBE~~ SLBE Contractor	15
Vertical Mixed Use	15
	100 points total (before bonus)

Applications must score at least 60 out of 100 points to be approved. Applications that score less than 60 points shall be denied. Written notification of the approval or denial will be provided. Applications that are denied may be appealed (see section II.3.9 of the Grants & Funding Policy) to the CRA Board at its next regularly scheduled meeting. The applicant shall be notified in writing of the Board's decision within five business days.

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Disbursement of Funds

~~Both **Levels I and II** provide for t~~The CRA ~~to~~ will issue payment directly to the professional firm upon receipt of all invoices. Final payment will be issued to the professional firm upon a finding of project completion. Finding of project completion will be ~~granted~~ made once the CRA has received and reviewed the following items:

1. Written notification that the project is complete.
2. Copies of all deliverables as outlined in the scope of work.
3. Itemized invoice for payment from the professional service firm

Grant funds are provided at the discretion of the CRA Board and the findings within the recommendation do not create an entitlement to funding.

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Request a Commercial Grants Pre-Application Meeting

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

~~JUNE~~ JANUARY ~~2024~~2026