

COMMERCIAL INTERIOR GRANT



OF JULY
WEEK



WELCOME TO

WEST TAMPA

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INCORPORATED 1895 • ANNEXED BY THE CITY OF TAMPA 1925

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ROBERTS AND SON



Overview

The goal of the Commercial Interior Grant is to support revitalization of commercial and mixed-use properties within the Tampa Community Redevelopment Areas (TCRA) for improvements that enhance the adaptability of buildings for tenant buildout and encouraging the reactivation of existing commercial structures. It is also designed to increase property values by encouraging improvements that exceed the requirements of the City Code of Ordinance and spur private investment within the TCRA.

This is a matching reimbursement grant providing a maximum 50% reimbursement for eligible leasehold improvements. Grant maximums are dependent on the TCRA area in which the property is located (see table below). All TCRA commercial grants, except for Special Projects, may be stacked, up to a maximum of three grants. A single expense shall only be reimbursed once.

CRA Area	Maximum Grant Amount
Central Park	\$50,000
Channel District	\$50,000
Downtown	\$50,000
Drew Park	\$50,000
East Tampa	\$75,000
Tampa Heights/Riverfront	\$20,000
West Tampa	\$75,000
Ybor I	\$25,000
Ybor II	\$12,000

Who Can Apply:

Property or business owners as defined in the Commercial Grants Policy Section 3.1, who hold a commercial lease within TCRA area boundaries. If the grant award exceeds \$25,000, the property owner 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 (if receiving a Legacy Credit, see Section 2.1 of the Commercial Grants Policy). The Restrictive Covenants will be recorded in the Public Records of Hillsborough County.

How to apply:

Prospective applicants must schedule a pre-application meeting with 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 shall be accepted for review until after a pre-application meeting with staff has occurred.**





Applicant/Property Eligibility

1. Property must be located within the boundaries of a TCRA.
2. Property must include commercial use. Mixed-use buildings must include a floor area of commercial use equivalent to at least 20% of at least one story. Mixed use property reimbursements shall be limited to the commercial space.
3. Applicant, owner and property must be current with all business and property taxes.
4. Business owners (commercial tenants) applying on their landlord's behalf must submit an Owner's Affidavit with their completed application (affidavit shall be provided at the pre-application meeting).
5. Current and future use(s) of the property must be permitted under City of Tampa Code of Ordinances and all proposed improvements must either be in conformance with City Code or any City Code violations must be corrected prior to disbursement of the grant.



Ineligible Applicants/Properties

1. Residential properties with no commercial uses.
2. Multi-Family developments.
3. Governmental entities and not-for-profit entities except for those paying property taxes on the project site. In the event the property is sold or transferred to a governmental or not-for-profit entity within five years of the disbursement of grant funds, the grant recipient shall reimburse the TCRA a prorated portion of the grant award.
4. Adult uses as defined by the City Code.
5. Bars, lounges, clubs, or restaurants deriving more than 50% of their income from the sale of alcohol.
6. Projects permitted or commenced prior to review and approval of the grant request by the CRA.

The CRA reserves the right to deny funding to applicants who are delinquent on payments of City fines or fees.



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 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 that entity.
3. Consent to Restrictive Covenants.
4. Detailed Project Scope identifying all proposed improvements.
5. Certificate of Appropriateness (if applicable).
6. Photographs of the existing building and the proposed project area.
7. All itemized estimates or contract proposals. Evidence that a minimum of three (3) itemized estimates for the work has been requested from properly licensed general contractor (GC) or tradesmen if no GC is required or contracted.
8. Contract with a properly licensed and qualified general contractor or tradesmen. CRA Director approval is required to use a contractor or tradesmen who didn't submit the lowest bid.





Eligible Improvements

1. Any fixed interior leasehold improvements to commercial space.
2. 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.
3. Improvements must comply with all applicable laws and regulations and be properly permitted in accordance with the City of Tampa's Codes of Ordinance.
4. Expense must be related to the direct labor, equipment or materials associated with the eligible improvements to be counted towards the overall project cost.
5. Eligible improvements include but are not limited to:
 - a. Upgrade or new installation of:
 - i. Electrical
 - ii. HVAC
 - iii. Plumbing
 - iv. Sprinkler/Fire Suppression Systems
 - v. Security Systems (only if hardwired)
 - vi. ADA Compliance Improvements
 - vii. Carpentry, Drywall and Masonry
 - viii. Interior Doors and Windows
 - ix. Utility and Wastewater Management Systems
 - x. Solid Waste Management Systems (fixed systems only)
 - xi. Foundation/Stabilization
 - b. Improvements eligible only if resulting from interior improvements or restoration of historical features include:
 - i. Flooring
 - ii. Paint
 - c. Ancillary expenses, listed below, are only eligible in addition to one or more of the above improvements and are capped at 20% of the overall grant reimbursement.
 - i. Fees: Architectural/Engineering Fees are eligible, up to a maximum of \$10,000

The improvements listed below are specifically ineligible for reimbursement:

1. Exterior improvements (even if visible from inside the building).
2. Inventory, fixtures, non-fixed equipment, and furniture.
3. Non-fixed improvements.
4. Permit/Impact/consulting fees, code enforcement fines, and/or taxes or licensing fees.
5. Sweat equity payments (for example: reimbursement for applicant's own labor and performances of renovation work or new construction). The selected contractor shall have no affiliation, in any way, with the applicant and/or property owner.
6. Other improvements, required for redevelopment of the property with the sole intention of complying with minimum City of Tampa's Building Codes requirements.
7. Improvements commenced prior to receiving written grant approval.



Process

Grants shall be awarded on a first-qualified, first-awarded basis while fiscal year funds are available. Applicants may exhaust the maximum allowable grant across each TCRA. Any work, including pulling permits, must begin after the grant award letter has been issued unless utilizing Pre-Development Level II. Failure to follow the process shall render your application ineligible for grant funding/reimbursement.

TCRA staff shall provide an application, and any other necessary forms, following a successful pre-application meeting. Within ten (10) business days of application submittal, TCRA staff shall review applications for completeness and accuracy and notify the applicant regarding any deficiencies or issues with the application or if additional information is required. Applications are considered submitted once all required documents have been received. Incomplete applications shall only be held open for a maximum of 60 days after initial submission. At the conclusion of this 60-day period, if the application remains incomplete, it shall be withdrawn by staff. Thereafter, an Applicant shall have to reapply for a grant by submitting an entirely new grant application for the project, including any documents originally submitted by the Applicant in connection with its initial application.

Any material changes to the project must be disclosed and approved in advanced. The associated expense may trigger the need to execute a grant agreement and restrictive covenants.





Selection Criteria

CRA staff shall review all complete applications and score them based on the grant award criteria and issue an approval or denial letter.

Scoring Criteria

Criteria	Points
Private Contribution towards Project Cost	25 maximum points
Less than \$10,000	5
Between \$10,000 and \$24,999	15
Between \$25,000 and \$69,999	20
Greater than \$70,000	25
Building Type	25 maximum points
Building Addition	10
Vacant Building	15
Leasehold Improvements	25 maximum points
ADA Only	20
Electrical/Security Only	20
Fire Suppression/Sprinkler System Only	20
HVAC Only	20
Plumbing Only	20
Two or more	25
Type of Tenant for Improved Space	25 maximum points
Improvements to Attract Tenant	15
Lease Executed - Not occupied	20
Currently Occupied	25
Bonus Points	40 total maximum points
Horizontal Mixed Use	5
Legacy Property Owner	5
Using a WMBE Contractor	15
Vertical Mixed Use	15
	100 points maximum (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 shall be provided. Applications that are denied may be appealed 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.

Disbursement of Funds

The Applicant shall incur all initial project cost and receive reimbursement after the project has been completed in accordance with the grant guidelines. Grant funds shall be disbursed upon receipt of a finding of project completion. The finding of project completion shall be granted once staff has received, reviewed and approved the following items:

1. Written notification that the project is complete.
2. Copies of all required permits and occupancy certificates.
3. Copies of invoices for all improvements and evidence of payment (cancelled checks, lien waivers, receipts, etc.).

Requests for reimbursement shall be reviewed as a single package. Once the request for payment has been submitted, we shall no longer 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.

Expiration of Grant Award

Applicants must receive a building permit within six months from the date of approval. Project completion must be within eighteen months of the issuance of a building permit. Reimbursement must be requested within thirty days of project completion which shall be determined based on eighteen months from the issuance of a building permit if notification of project completion is not received from the applicant. A six-month extension to either the permit or the completion deadline may be granted 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.

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Request a Commercial
Grants Pre-Application
Meeting



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(813) 274-8325



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.

JUNE 2024