

PRE-DEVELOPMENT GRANT







Overview

The goal of the Pre-Development Grant is to reduce the barriers of upfront development costs posed to owners, as defined in the Commercial Grants Policy Section 3.1, of properties within the Tampa Community 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 Ordinance and spur private investment within the 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 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.

Level I

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

Who Can Apply:

Property or business owners, who hold a commercial lease, within TCRA area boundaries. If a grant 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. The Restrictive Covenants will be recorded in the Public Records of Hillsborough County:

- No applicant, owner or lessee may 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.

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.

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 will be accepted for review until after a pre-application meeting with staff has occurred.**





Applicant/Property Eligibility

1. Project site must be located within the boundaries of a TCRA.
2. Applicant, property owner² and property must be current with all 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 with their completed application (affidavit will be provided at the pre-application meeting).
5. Mixed-use buildings must include a floor area of commercial use equivalent to at least 20% of at least one story.
6. Project must be subject to 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. 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. Applicants are eligible for one Pre-Development Grant per location.



Ineligible Applicants/Properties

1. Governmental entities and not-for-profit entities except for those paying property taxes. 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 will reimburse the TCRA a prorated portion of the grant award.
2. Multi-Family Developments.
3. Adult Uses as defined by the City of Tampa Code of Ordinance.
4. Bars, lounges, clubs, or restaurants deriving more than 50% of their income from the sale of alcohol.
5. 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 exist.



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. Selection of Architectural and/or Engineering Firm from the list provided by CRA staff.
5. Digital photographs of the existing building (exterior/interior) and the proposed project area.
6. Photographs of favorite architectural style
7. Project Budget Amount

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

All TCRA 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.



Scope of Services

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

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.
 - 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
 - c. Proposed overall Project Scope
 - d. Preliminary Project Budget

Level II

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)



Process

Grants will 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 award letter has been received. 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 the grant award.

TCRA staff will provide an application, and any other necessary forms, following a successful pre-application meeting. Within ten business days of application submittal, TCRA staff will review applications for completeness and accuracy and coordinate with 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 shall 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 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.





Selection Criteria

TCRA staff will review all completed (Level II only) applications 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
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	10
Cultural or Historical Significance	15
Public Benefit	15
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 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.



Disbursement of Funds

Both **Levels I and II** provide for the CRA to issue payment directly to the professional firm upon receipt of a finding of project completion. Finding of project completion will be granted 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.

th OF JULY
CAFE



WELCOME TO
WEST TAMPA
ESTABLISHED 1892
INCORPORATED 1895 • ANNEXED BY THE CITY OF TAMPA 1925
A PLACE OF
HISTORY • UNITY • DIVERSITY



WEST TAMPA DEPT. STORE



CAZIN
THEATRE

CAZIN
THEATRE

TAMPACRA

Request a Commercial
Grants Pre-Application
Meeting



Follow Us



@tampacras



@tampacras



(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