



COMMERCIAL BUILDING INTERIOR AND TENANT IMPROVEMENT GRANT GRANT APPLICATION PACKET

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Application Fact Sheet

Application deadline: The City will begin accepting CRA Commercial grant applications on **August 2, 2021**.

All applications and supporting materials must be received by **5 p.m. on September 10, 2021**.

Submittal Requirements Checklist: Items listed below are to be submitted online together to the Economic and Workforce Development Department for review. **Each document is to be numbered and submitted in order per the list below and must include the applicant's original signature and date.** Any documents being prepared on behalf of the applicant must also include an original signature of the person preparing the documents. Incomplete packages will not be reviewed.

- Completed and signed application form, business owner **AND** Property owner (if applicable)
- \$35 nonrefundable application fee paid in check or money order, (Make payable to "City of St. Petersburg", attention Economic and Workforce Development Department.) and sent to: City of St Pete/Att: Economic & Workforce Development/1 4th St N, St. Petersburg, FL 33701
- If necessary, a letter requesting an extension of ninety days to seek additional financing if TIF funding application is approved
- Detailed cost estimates of work by input (labor, materials, etc) and project component (signage, landscaping, painting, carpentry, etc.)
- Summary budget of cost estimates tied to each project component described above
- Copy of current business tax certificate
- Confirmation that mortgage, property insurance and property tax payments are current and in good standing
- Documentation of property ownership or written consent from property owner giving permission to conduct the identified improvements.
- Legal description and survey of project site
- Digital photographs of existing conditions of the project site
- Use must be consistent with the City's land development regulations
- Written description of project improvements
- Sketches or conceptual drawings of improvements that will be funded by the Grant.

Schedule of Approval Steps

- Preliminary scoring by City Staff
- Review & recommended scoring of applications by the South St. Petersburg CRA Grant Review Committee – **TBA**
- Approval of final awards by City Council – **TBA**

Disqualifying Acts or Events

- Code enforcement liens over \$2,500
- Special assessment liens over \$500
- Pending judgment or foreclosure
- Felony conviction for financial mismanagement within the last five years
- Mortgage payments three months in arrears
- Unpaid property taxes
- Unpaid property insurance

Eligibility Guidelines

The **Commercial Building Interior and Tenant Improvement Grant** provides reimbursable matching grants to commercial property owners for interior upgrades with a focus on projects that remedy degraded building systems and extend the economic viability of the building. An applicant may receive a one-for-one matching grant of up to **\$20,000**. Applicants with properties listed on the Local Register of Historic Places may be eligible for a matching grant of up to **\$40,000** if the approved work is found compliant with the City of St. Petersburg Historic Preservation Ordinance.

The **Commercial Building Interior and Tenant Improvement Grant** program is available to fund eligible interior improvements on commercial, industrial and mixed-use properties. Mixed-use commercial projects are eligible provided the commercial component of the project comprises more than 50 percent of the gross square footage of the development. Eligible costs will be apportioned on the basis of this percentage between nonresidential and residential use.

Eligible Improvements

- Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)
- Plumbing, natural gas and electrical systems
- Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)
- Painting when accompanied with interior work such as installing or relocating walls, minor demolition and any work as long as it is part of an improvement and not the sole project for which a funding request is being made
- Remediation of environmental contamination on the interior of the building including painting, such as lead, mold or asbestos
- Architectural and engineering fees as well as permitting and development review fees not to exceed 10 percent of the total eligible project cost
- A contingency reserve of up to 10 percent to be used by the applicant in the event material and labor costs of approved budget items increase between the time of the original estimate and the commencement of the project. The reserve can only be used to pay for construction items described in the budget of the executed grant agreement.

Ineligible Improvements

- Work performed by an unlicensed contractor
- Improvements performed prior to approval of the TIF application
- Any exterior work not made necessary by interior improvements (i.e., windows, air handlers, roofing systems)
- Routine maintenance
- Improvements in progress or completed prior to preliminary approval
- Painting when not associated with other improvements
- New building construction (additions to existing structures are permitted)
- Any improvements to secondary or accessory buildings (i.e., garages, sheds, garage apartments, carports)
- Improvements to any building primarily used for residences, including those in mixed-use projects, which is defined as more than 50 percent of the building in residential use. (Commercial space associated with mixed use projects is eligible for funding)
- Improvements made to secondary or accessory buildings on the property
- Improvements to buildings constructed within the last 5 years
- Demolitions of more than 50 percent of existing building square footage

Application Process

Grants are awarded through a competitive application process that is scored based on criteria approved by City Council. The grant applications are presented in a public meeting to the Grant Review Committee for the South St. Petersburg CRA, which uses the “CRA Grant Scoring and Evaluation System” to evaluate and rank applications according to their consistency with the primary goals and objectives of the South St Petersburg Redevelopment Plan. The GRC is made up of City Councilmembers from districts 5, 6 and 7 as well as four members of the Citizen Advisory Committee for the South St. Petersburg CRA.

SAMPLE

Disbursement of Funds and Compliance Requirements

Upon approval of the Project by the Mayor, and subject to City Council if applicable, applicant will enter into a Grant Agreement with the city as evidence of the city's commitment to the project. Funding will be disbursed by the city after project completion and receipt of Certificate of Occupancy. Projects must be completed within 18 months or the Grant Agreement will be terminated, and earmarked funding will be released for another project.

After project completion, Economic Development staff will continue to provide guidance and mentorship.

Assisted businesses will be visited at least semi-annually to continue to assist and ensure business success.

SAMPLE

Commercial Building Interior and Tenant Improvement Grant Application

Project Information

| | | |
|--|----------------------------|---------------------------|
| Date | Project Address(es) | |
| Zoning | Parcel ID(s) | |
| Current Building Use (i.e., Vacant, Commercial, Industrial, Mixed Use with Residential) | | |
| Proposed Business Use | | |
| Funding Amount Requested | | |
| Use of Grant Funding Proceeds (refer to 'Funding Requested' in line above; provide attachment of detailed cost breakdown) | | |
| Labor | | Supplies/Materials |
| Equipment | | Architectural/Engineering |
| Other (define) \$ | | |
| Estimated Private Capital Investment (provide attachment of detailed investment) | | |
| Total Number of Jobs Created | | |
| Total Number of Jobs Retained | | |
| Building Type | New | Existing |
| Size of Building (sf) | Total | New Space |
| Project Description (attach any drawings and/or detailed written description as necessary) | | |

Community Building Interior and Tenant Improvement

Applicant Information

| | | |
|---|--|-------------------------|
| Legal Name of Business | | |
| DBA (if applicable) | | Tax I.D. Number |
| Principal Business Address (not P.O. Box) | | |
| City | State | Zip |
| Date Business Est | Business' Industry (provide NAICS code if available): | |
| Type of Ownership (select one) | | |
| C-Corp. | LLC | Sole Proprietorship |
| S-Corp. | Partnership | |
| Business Email | | Website |
| Mailing Address (if different) | | |
| City | State: | Zip: |
| Key Contact Name | | Key Contact Cell |
| Key Contact Email | | Bus. Telephone |
| Please answer the following: | | |
| Has applicant ever declared bankruptcy or had any judgments, repossessions, or garnishments filed against them? | Yes | No |
| Are there any pending actions regarding bankruptcy, judgments, repossessions or garnishments? | Yes | No |
| Are any tax obligations, including payroll, business or real estate taxes, past due? | Yes | No |
| Are any mortgage payments three months or more in arrears? | Yes | No |
| Has the applicant or partners or interest in the application been convicted of a felony for financial mismanagement within the last five years? | Yes | No |
| Are property insurance payments late or unpaid? | Yes | No |
| Are there code enforcement liens on the project site? | Yes | No |
| Are there special assessment liens on the project site? | Yes | No |
| Are any tax obligations, including payroll, business or real estate taxes, past due? | Yes | No |
| If you answer yes to any of the questions above, please explain: | | |

**Community Building Interior and Tenant Improvement
Applicant Certification and Signatures**

I certify that the information provided in this application is true and accurate to the best of my ability and no false or misleading statements have been made in order to secure approval of this application.

I acknowledge the City is required to issue a federal tax form 1099-G to recipients of grants in excess of \$600 whether paid directly to the grant recipient or to a third-party pursuant to authorization from the recipient and it is the grant recipient's responsibility to consult with their tax professional regarding the 1099-G issued by the City and any associated tax consequences. The City is authorized to make all the inquiries deem necessary to verify the accuracy of the information contained herein.

I further acknowledge that if awarded grant funding through this program, I will be required to sign a grant agreement that includes among other items the following for which I agree:

- Providing funding credit to the City of St. Petersburg through signage or other identification provided by the City from project commencement to six months after date of project completion.
- Not assigning the grant agreement to another party without the prior written consent of the City.
- Maintaining the property in the use for which it was awarded funding through this program for a period of five years, unless the City agrees to the change prior to it occurring.

Applicant Signature

Print Name

Date

**Community Building Interior and Tenant Improvement
Owner Authorization**

As owner of the property/properties located below, I hereby authorize the Applicant as identified above to undertake the activities specified in this application.

Property Address(es)

Property Identification Number(s)

Owner Signature

Date

Print Name

Table of Contents

1. If necessary, a letter requesting an extension of ninety days to seek additional financing if TIF funding application is approved.
2. Detailed cost estimates of work by input (labor, materials, etc) and project component (signage, landscaping, painting, carpentry, etc.)
3. Summary budget of cost estimates tied to each project component described above
4. Written description of project improvements
5. Sketches or conceptual drawings of improvements that will be funded by the Grant.
6. Digital photographs of existing conditions of the project site
7. Copy of current business tax certificate
8. Confirmation that mortgage, property insurance and property tax payments are current and in good standing
9. Legal description and survey of project site
10. Documents to Support Grant Review Criteria Points
 - A. Attending workshops at the City's excluding CRA grant workshop, since April 9, 2020.
 - B. Extent of prior private investment by applicant in South St. Petersburg CRA within the last 5 years.
 - C. An owner-occupied business that has been in business within CRA for two or more years as of April 1, 2021.
 - D. Applicant in business at current location for two or more years as of April 1, 2021.

Section 1

If necessary, a letter requesting an extension of ninety days to seek additional financing if TIF funding application is approved. (Include this sheet blank if not applicable)

Section 2

Detailed cost estimates of work by input (labor, materials, etc) and project component (plumbing, electrical, painting, carpentry, etc.)

Section 3

Summary budget of cost estimates tied to each project component described in previous page.

Section 4

Written Description of Project Improvements

Section 5

Sketches or conceptual drawings of improvements that will be funded by the Grant.

Section 6

Digital photographs of existing conditions on the project site (both a printed copy as well as pictures on a jump/flash drive)

Section 7

Copy of current business tax certificate

Section 8

Confirmation that mortgage, property insurance and property tax payments are current and in good standing

Section 9

Legal description and/or survey of project site

Section 10A

Attendance at Greenhouse Classes

Include official documentation of attendance at classes at the Greenhouse, excluding CRA Grant Workshops, since April 9th, 2020. For applications with more than one applicant, only the attendance of one shall count toward this criterion. In addition, applicants submitting multiple applications will only receive points for attendance for one application. Email: tony.chan@stpete.org for questions or to verify classes attended.

Section 10B

Extent of Prior Private Investment in CRA

Extent of prior private investment by applicant in South St. Petersburg CRA within the last 5 years without City assistance. Includes investment in construction and construction equipment, which must be documented with submission of invoices and receipts and construction value information from Construction Services. Points awarded are

\$10,000 to \$25,000 – 3 points

\$25,00 to \$50,000 – 5 points

\$50,00 to \$75,000 – 7 points

+\$75,000- 10 points

Section 10C & D

Applicant(s) is an owner-occupied business that has been in business within the CRA for two or more years as of April 1, 2021.

Submit proof of property ownership and evidence of two years of business tax payments

Applicant(s) has been in business at current location for two or more years as of April 1, 2021.

Submit evidence of two years of business tax payments

Criminal Background Check

*Required

Summary:

On May 18, 2017, St. Petersburg City Council voted unanimously to approve Resolution 2017-316, which among other actions, prohibits participation in the South St. Petersburg CRA grant program for persons convicted of a felony for financial mismanagement within the past five years.

| | | |
|-------------------------|------------------------|--|
| Application Date | Project Address | Grant Number (to be assigned by City staff) |
|-------------------------|------------------------|--|

Applicant(s) Information

Provide information on additional applicants on a separate sheet.

| | | | |
|-------------------|-------------|------------|----------------------|
| Legal Name | Race | Sex | Date of Birth |
|-------------------|-------------|------------|----------------------|

| | |
|-------------------------------|--------------------------------|
| Social Security Number | Driver's License Number |
|-------------------------------|--------------------------------|

| | | | |
|-------------------|-------------|------------|----------------------|
| Legal Name | Race | Sex | Date of Birth |
|-------------------|-------------|------------|----------------------|

| | |
|-------------------------------|--------------------------------|
| Social Security Number | Driver's License Number |
|-------------------------------|--------------------------------|

Corporate Officers' Information

(if application is held by an LLC, LLP or other entity with a fictitious name.)

Provide information on additional officers on the attachment sheet

| | | | |
|-------------------|-------------|------------|----------------------|
| Legal Name | Race | Sex | Date of Birth |
|-------------------|-------------|------------|----------------------|

| | |
|-------------------------------|--------------------------------|
| Social Security Number | Driver's License Number |
|-------------------------------|--------------------------------|

| | | | |
|-------------------|-------------|------------|----------------------|
| Legal Name | Race | Sex | Date of Birth |
|-------------------|-------------|------------|----------------------|

| | |
|-------------------------------|--------------------------------|
| Social Security Number | Driver's License Number |
|-------------------------------|--------------------------------|

| | | | |
|-------------------|-------------|------------|----------------------|
| Legal Name | Race | Sex | Date of Birth |
|-------------------|-------------|------------|----------------------|

| | |
|-------------------------------|--------------------------------|
| Social Security Number | Driver's License Number |
|-------------------------------|--------------------------------|

I hereby affirm under penalty of perjury that all statements on this document are true and correct to the best of my knowledge and belief.

| | |
|-----------|--------------|
| Signature | Printed Name |
| Title | Organization |

The submitted Application and all attachments are subject to disclosure under Florida's public records law. The applicant may redact any confidential and exempt information.

Bonus: "Grow Smarter Initiative"

Available to Commercial Grant Applicants only

Description:

The bonus is for up to \$5,000 for eligible applications. To receive the bonus, applicant must document that the commercial space funded by the CRA grant is or will be occupied by a targeted ("Grow Smarter" industry within one year of completion of the project. The "Grow Smarter" industries are Financial Services, Specialized Manufacturing, Marine and Life Sciences, Data Analytics, and Creative Arts and Design. The applicant must first identify the "Grow Smarter" company in the space provided below that will occupy the space. The bonus will only be paid when the applicant can demonstrate to the City that the space has been occupied by the company after the completion of the project. The bonus award will pay for one-half of eligible costs that are in excess of the maximum grant award of \$20,000 for the program (\$40,000 if the building is historic). For instance, if a project costs \$50,000 the applicant would be eligible for the maximum grant award of \$20,000 + \$5,000 for the "Grow Smarter" Bonus.

Check box if not applying for Grow Smarter Bonus

| | | |
|-----------------------------|---|--|
| Applicant Name | Project Address | Grant Number (to be assigned by staff) |
| "Grow Smarter" Company Name | Current Address of "Grow Smarter" Company (if applicable) | |

Describe Company's Primary and Secondary Business Activities.

| Company's Industry Type (check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Marine & Life Sciences <input type="checkbox"/> Financial Services <input type="checkbox"/> Data Analytics <input type="checkbox"/> Specialized Manufacturing <input type="checkbox"/> Creative Arts & Design | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #333; color: white; padding: 2px;">To Be Completed by Staff</th> </tr> <tr> <td style="padding: 2px;">NAICS Code and Description</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px;">Total Eligible Project Costs</td> <td></td> </tr> <tr> <td style="padding: 2px;">\$</td> <td></td> </tr> <tr> <td style="padding: 2px;">Potential Bonus Award</td> <td></td> </tr> <tr> <td style="padding: 2px;">\$</td> <td></td> </tr> </table> | To Be Completed by Staff | | NAICS Code and Description | | Total Eligible Project Costs | | \$ | | Potential Bonus Award | | \$ | |
|---|---|--------------------------|--|----------------------------|--|------------------------------|--|----|--|-----------------------|--|----|--|
| To Be Completed by Staff | | | | | | | | | | | | | |
| NAICS Code and Description | | | | | | | | | | | | | |
| Total Eligible Project Costs | | | | | | | | | | | | | |
| \$ | | | | | | | | | | | | | |
| Potential Bonus Award | | | | | | | | | | | | | |
| \$ | | | | | | | | | | | | | |

I hereby affirm under penalty of perjury that all statements on this document are true and correct to the best of my knowledge and belief.

| | |
|-----------|--------------|
| Signature | Printed Name |
|-----------|--------------|

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Bonus: SBE Contractor

Available to all Grant Applicants

Description:

The bonus is for up to \$5,000 for eligible applications that use contractors within the City of St. Petersburg that are certified through the City's Small Business Enterprise (see attachment for a list of eligible contractors). To receive the bonus for the SBE contractor, an applicant must first complete the work and document use of the contractor through invoices and payments. The bonus award will pay for one-half of eligible costs that are in excess of the maximum grant award of \$20,000 for the program (\$40,000 if the building is historic). For instance, if a project costs \$50,000 the applicant would be eligible for the maximum grant award of \$20,000 + \$5,000 for the SBE Bonus.

Check box if not applying for SBE Contractor Bonus

| | | | |
|---|------------------------|--|-------------------------------|
| Applicant Name | Project Address | Grant number (to be assigned by staff) | |
| Contractor | SBE # | Trade | Eligible Project Costs |
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| Potential Eligible Bonus (to be completed by staff) | | | |
| <p>I hereby affirm under penalty of perjury that all statements on this document are true and correct to the best of my knowledge and belief.</p> | | | |
| <hr style="border: none; border-top: 1px solid black;"/> Signature | | <hr style="border: none; border-top: 1px solid black;"/> Printed Name | |

The submitted Application and all attachments are subject to disclosure under Florida's public records law. The applicant may redact any confidential and exempt information.