

# Commercial Property Improvement Program (CPIP)

## Application Package



Adopted October 2024

Tallahassee Community Redevelopment Agency

435 N Macomb Street  
Tallahassee, FL 32301

850-891-8357

[CRA@talgov.com](mailto:CRA@talgov.com)



TALLAHASSEE  
Community  
Redevelopment  
Agency

## Guidelines

### A. Overview

The Tallahassee Community Redevelopment Agency Commercial Property Improvement Program (CPIP) offers assistance for eligible property improvements including construction, renovation, expansion and installation of permanent improvements to commercial buildings. Improvements may be exterior, interior or a combination of interior/exterior.

***Please note that certain uses are not eligible for CRA assistance. This includes convenience stores with gas stations, money services not provided by traditional banks (payday loans, check cashing, money orders, etc.), liquor stores, smoke and vape shops, adult novelty stores and other uses that may be determined by the CRA that are inconsistent with the CRA Community Redevelopment Plan.***

Grants are contingent upon the availability of funds in the Tallahassee CRA budget. Grant awards are also contingent upon a demonstrated benefit to the CRA district and compliance with the Downtown or Greater Frenchtown/Southside Redevelopment Plan. Additional eligibility requirements and program features are described below.

### B. Grant Amounts

- Improvements (Project Cost) \$30,000 or Less:
  - Tallahassee CRA grant will match applicant's contribution. Example: Project cost is \$12,000. Applicant must contribute \$6,000 to project to receive \$6,000 CRA grant.
- Improvements (Project Cost) Exceeds \$30,000:
  - First \$20,000 does not require applicant match. CRA will match applicant's contribution for grant funds over \$20,000. Example: Project cost is \$50,000. Applicant must contribute \$15,000 to receive \$35,000 CRA grant (\$20,000 no-match + \$15,000 match).
- Maximum Grant: \$200,000/parcel
- No match dollars may only be received once

### C. Eligible Properties

- The property must be located within the Tallahassee CRA Greater Frenchtown/Southside or Downtown Redevelopment Districts. To determine whether a property is within a redevelopment district, go to <https://www.talgov.com/cra/cradistrictinquiry>.
- Commercial and business properties which are subject to ad valorem taxes are eligible to participate in the program.
- Properties owned by governmental, educational, religious organizations, and residential properties (including multi-family) are not eligible.

### D. Eligible Expenses

Costs for construction, renovation, expansion and installation of permanent improvements are eligible expenses which include the following:

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## Exterior

- Additions
- Signage
- Façade improvements
- Windows and doors
- Hardscape improvements (including pavement, driveways, stairs and walkways)
- Landscaping
- Lighting
- Awnings
- ADA compliance (restrooms, entrances and accessibility)
- Fencing (privacy and chain link fences are excluded)
- Energy Efficient Improvements

## Interior

- Renovations
- Electrical (including hard-wired lighting)
- Plumbing
- HVAC
- Fire suppression
- Flooring
- Asbestos and lead abatement

## Other

- Professional design and engineering services related to structural renovation and signage within the current industry standard percentage typically allowed.

## **E. Ineligible Expenses**

Expenses which are not eligible under the program include the following:

- Roofs
- Furniture or equipment
- Computers or electronics
- Administrative or overhead expenses (including office supplies)
- Employee wages or salaries
- Costs of routine property maintenance
- Costs for purchase of real estate or land
- Rent or mortgage payments
- Renovation to buildings less than 5 years old, unless it is for interior work for a new business

## **F. Additional Requirements**

- Property must be located within a Tallahassee CRA District.
- Property use must be commercial and the property use must be allowed under the current zoning (non-

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conforming uses are not eligible)

- Property must be on tax rolls and current on ad valorem taxes
- Property cannot be the subject of a pending code enforcement action nor the subject of any code enforcement fines or liens (except where the improvements will cure the code violation(s))
- Property cannot be the subject of any construction, judgment or tax liens
- Building(s) must be open to the public and cannot be member exclusive.
- Any grant must be consistent with Redevelopment Plan and Chapter 163, Part III, Community Redevelopment, Florida Statutes
- The CRA grant funds must provide a significant benefit to the CRA district (e.g., increase in taxable property value or benefit to surrounding properties).
- All work must be properly permitted, inspected, and approved by the City of Tallahassee Growth Management Department, as applicable.
- Property cannot have received other CRA funding (including through Neighborhood First Plan) in the same fiscal year.
- Grant funds will be released after completion of construction and issuance of a Certificate of Occupancy (CO), Certificate of Completion (CC), or staff review for the improvements.
  - No improvements started or completed prior to application approval can be included in the total project cost and will not be eligible for reimbursement or matching funds.
- For projects over \$100,000 Proof of property insurance, “All Risk” with appropriate limits will be required prior to entering into agreement with the CRA. Property must have sufficient coverage limits. In addition to listing the City of Tallahassee and the Tallahassee Community Redevelopment Agency as Additional Name Insured and Certificate Holder.

### G. How to Apply

Submit the application materials to [CRA@talgov.com](mailto:CRA@talgov.com)

### H. Pre-Application Review

Pre-application (pre-submittal) review is available, but not required. If you would like assistance prior to applying, contact a member of the Tallahassee CRA staff at [CRA@talgov.com](mailto:CRA@talgov.com) for a free and no obligation consultation.

### I. Review and Approval Process

Upon receipt of an application, Tallahassee CRA staff will verify that the application is complete and make an initial determination of eligibility.

Grant awards of up to \$25,000 may be approved by the Tallahassee CRA Executive Director.

Grant awards exceeding \$25,000 may be reviewed by either the Downtown Redevelopment Commission (DRC) for Downtown District properties or the Greater Frenchtown/Southside Citizen Advisory Committee (GFS CAC) for Greater Frenchtown/Southside properties. Grant awards exceeding \$25,000 are subject to approval by the CRA Board.

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### J. Conditions of Approval

- The terms and conditions of any grant awarded will be set out in a written agreement.
- Upon receipt of a written agreement, the applicant will have 30-days to review and sign the document.
- The grant will be characterized as a forgivable loan and amortized over a sixty-month period.
- A grant exceeding \$100,000 must be secured by a mortgage on the property. The property will be subject to restrictive covenants (ensuring that the improvements remain in place and are maintained, and the property remains commercial). If the applicant is a tenant, the landowner must join the restrictive covenants and mortgage (if applicable).
- Applicant will be responsible for costs associated with the grant (title search or title insurance and recording fees) which may be deducted from grant amount.
- Construction must commence within 90 days of the effective date of the grant agreement, and improvements must be completed within 18-months.

# Application

## Applicant and Business Information

Applicant Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_ Tax ID or EIN: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Number of Years in Business: \_\_\_\_\_

## Property Owner Information (if different from Applicant)

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Project Financing Information

Amount of Grant Funds Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Bid One\* – Contractor Name: \_\_\_\_\_ Bid Amount: \_\_\_\_\_

Bid Two\* – Contractor Name: \_\_\_\_\_ Bid Amount: \_\_\_\_\_

Bid Three\* – Contractor Name: \_\_\_\_\_ Bid Amount: \_\_\_\_\_

\*Provide itemized bids in application

Has the property received Tallahassee CRA funding in previous years?  Yes  No

If yes, indicate the type and amount.

Type: \_\_\_\_\_ Amount: \_\_\_\_\_



# Commercial Property Improvement Program (CPIP)

## Applicant(s) Certification

Please read the following and sign below. Applicants, All Property Owners and/or authorized corporate officers, or authorized partners, etc. must sign this application.

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

The named Property Owners and/or authorized corporate officers, or authorized partners, etc. agrees with and approves the proposed enhancements outlined in this application and will sign the Notice of Grant Agreement and Restrictive Covenants and/or Mortgage and/or other required documents.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five (5) years.

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Date



# Commercial Property Improvement Program (CPIP)

## Certification (Property Owners, authorized corporate officers, authorized partners, etc.), *If different from the Applicant*

Please read the following and sign below.

**All Property Owners and/or authorized corporate officers, or authorized partners, etc. (if different than the Applicant) must sign this application.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

The named Applicant, Property Owners and/or authorized corporate officers, or authorized partners, etc. agrees with and approves the proposed enhancements outlined in this application and will sign the Notice of Grant Agreement and Restrictive Covenants and/or Mortgage and/or other required documents.

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# Commercial Property Improvement Program (CPIP)

## Application Checklist

- Applicant attended optional pre-submittal (prior to application) meeting with CRA staff
- Property is within a Tallahassee CRA redevelopment district:
  - Greater Frenchtown Southside (GFS) or  Downtown District (DT)
- Submit photographs of the current site condition and existing structure(s)
- Submit drawings or architectural renderings of proposed improvements (if permitting is required)
- Submit three (3) quotes from licensed contractors including itemization of all proposed improvements
- Provide documents showing site control: deed (if owner) or lease (if tenant)
- If on local historic register, obtain and submit Certificate of Appropriateness for proposed improvements: (for info re HPO properties, contact the Tallahassee Trust for Historic Preservation)
- Provide proof of property insurance (for projects over \$100,000)
- Submit proposed schedule for improvements
- Provide statement from all lenders stating loans are up to date and in good standing
- Verification of funding sources

### Acknowledgments: Review and Initial Below:

\_\_\_\_\_ Property taxes are currently not in default.

\_\_\_\_\_ Property is free of tax liens, mechanic's or materialmen's liens, judgment liens or code enforcement liens.

\_\_\_\_\_ Grant funds will be disbursed upon completion of improvements and the issuance of a Certificate of Occupancy (CO), Certificate of Completion (CC), or if no CO or CC, upon verification of completion by CRA staff.

\_\_\_\_\_ Property only be eligible for CRA funding (including through Neighborhood First programs) one time per fiscal year.

\_\_\_\_\_ Construction must commence within 90 days of the effective date of the grant agreement and improvements must be completed within 18-months.

\_\_\_\_\_ Applicant will be responsible for costs associated with the grant (title search or title insurance and recording fees), which will be deducted from grant amount.