



City of Clearwater
Community Redevelopment Agency
Business Renovation Program

A. Program Overview

The purpose of the Community Redevelopment Agency (CRA) Business Renovation grant program is to assist business owners/commercial tenants with funding to renovate occupied spaces with long-term or short-term uses that generate significant downtown pedestrian foot traffic. Grants may be awarded to business owner/commercial tenants for exterior and interior improvements to commercial property within the CRA district. This program is intended for renovations and repairs that do not exceed a total project cost of \$200,000 with an eligible reimbursement of up to a max of fifty (50) percent (%). Eligible improvements include exterior improvements for painting, signage, lighting, doors, windows, site improvements, and other minor exterior repairs. Eligible interior improvements include windows, doors, standard lighting and electrical, basic HVAC, concrete floor, ADA restrooms, fountain, and fire code improvements. Additional permanent improvements will be reviewed by CRA staff.

The amount of grant funds for the program will be established by the CRA Trustees on an annual basis. All grant awards are subject to budget availability. Applications will be accepted on a rolling basis. The application form is available by clicking on the link provided [CRA Grant Applications](#).

The **Business Renovation grant program** directly promotes goals and objectives of the [2018 Clearwater Downtown Redevelopment Plan](#), specifically:

People Goals (page 46) – Downtown shall be a place that attracts residents, visitors, businesses, and their employees and enable the development of community. The City shall encourage a vibrant and active public realm, recreation and entertainment opportunities and support the community and neighborhoods.

Objective 1E: Maintain Cleveland Street as Downtown’s Main Street which is valued for its historic character and pedestrian scale.

Urban Design Goal (page 48) – Downtown will be a dynamic built environment of dense and livable patterns and active and attractive streets through quality urban design and architecture.

Objective 4D: Encourage renovation, restoration, and reuse of existing historic structures to maintain the character of Downtown’s neighborhoods.

Program Eligibility and Activities

The Community Redevelopment Agency staff will administer the Business Renovation grant program. Funding for this grant program is based on budget availability and will be considered on a first-come, first-served basis. Application submission does not guarantee approval. Applications will be reviewed for completeness and compliance with program criteria to determine eligibility for grant funding. Applications that do not comply with the program criteria and conditions will not be eligible for funding.

No grants will be awarded for work completed prior to an executed grant agreement. The funding decision of CRA staff is final.

The same property address or building unit cannot be awarded a Business Renovation Grant if previously awarded and received grants funds within a five (5) year period. If a property address or building unit was previously awarded a grant but not received funds, they are eligible to apply for a Business Renovation Grant.

If the same property address or building unit was previously approved a grant but not received funds and is awarded the Business Renovation Grant, the previously approved grant must be terminated prior to receiving funds from the Business Renovation Grant.

The same property address of building unit can only be awarded one CRA grant within a five (5) year period. Individual storefronts contained on one parcel will be considered eligible for funding if they have unique mailing addresses and entrances. Grants are limited to one grant per business.

All applications must meet the following criteria:

1. The subject property must be a commercial or mixed-use property located within the CRA. The applicant must be the business owner/commercial tenant in the subject property. The Business owner/commercial tenant must possess a current City of Clearwater Business Tax Receipt.
2. The applicant must submit a scope of work with a minimum of two quotes from qualified vendors for completing the work. The *total project cost* is determined by the total costs of eligible grant expenses. Grant funds can only be used towards eligible expenses. Applicants may spend up to \$200,000 for the total cost on a reimbursement basis with an eligible reimbursement project of up to a max of fifty (50) percent (%).
3. Grants funds must be for the following kinds of businesses as defined in the Downtown Zoning code:
 - I. Retail and restaurant businesses
 - II. Personal Services Industries (e.g., barber and beauty shops, health spas, dance studios, photography and art studios, tailoring, and other similar services)
4. Galleries, theaters, other cultural and community gathering spaces.
5. Prior to execution of a grant agreement, the subject property must be free from any liens (except mortgage liens), judgments, or encumbrances (except easements) of any kind, and all city obligations must be current.

Eligible Grant Expenditures

Grant funds must be used for improvements to the building, that remain with the building. The CRA's general rule for improvements that qualify towards a business owner/commercial tenant's match is that the improvement should remain with the property. Eligible interior and exterior building improvements include but are not limited to:

- ADA requirements
- Window/Doors
- Interior Water Fountains
- Florida Fire Protection Code Requirements
- Mechanicals and HVAC systems
- Plumbing and electrical, including utility connections and upgrades
- Structure stabilization (repair and replacement of foundations, footers, load bearing walls, roofing systems)
- Room and space reconfiguration including wall relocations
- Energy efficiency improvements
- Windows and Doors (Interior or Exterior)
- Outdoor hardscape improvements and lighting
- Signage- New Signage Only that meet city department requirements
- Painting (including murals)
- General exterior surface repairs, new roof, or roof repairs
- Siding Materials
- Minor site improvements, e.g., driveway repair, re-striping parking lot

C. Grant Process

Business owner/commercial tenant must first complete a grant application. CRA staff reviews the application for funding eligibility. Once an application is determined complete and in compliance with the grant program, CRA staff will execute a grant agreement that outlines the approved funding amount, total project costs, project timeline and scope of work. The application form is available by clicking on the link provided [CRA Grant Applications](#).

Application Submission

1. Applications can be submitted via email, in person, or postal services. CRA staff reviews the application for funding eligibility and will execute a site visit. Staff will provide the applicant with general guidance on proposed project and if the project qualifies for grant funds for submission. Incomplete applications will not be accepted.
2. Each application will be reviewed according to the following criteria:
 - I. Consistency with the goals of the Downtown Redevelopment Plan
 - II. Feasibility of the proposed scope of services and timeline
 - III. Ability to meet the program objectives, legal and financial requirements of the grant program
3. If the application is approved by the CRA Director, the applicant shall sign and complete a funding agreement. After the funding agreement has been executed, the applicant may begin work on the project.

Project Timeline

For scopes of work which require a permit, permits must be obtained prior to the execution of a grant agreement. For scopes of work which require a permit, reimbursement funds are available only for work started after building permit issuance. Any work requiring a permit must be performed by a licensed and insured contractor and comply with the Downtown Design Guidelines of the City of Clearwater Code of Ordinances. Renovations must be completed within one year from execution of the

grant agreement. The CRA Director has the authority to extend time limits one year for project completion based on extenuating circumstances. Grantees must request an extension in writing and if approved, an amendment to the grant agreement will be executed.

Payment Process

Grant funds will be disbursed by the CRA to the applicant on a reimbursement basis for eligible project expenses. CRA staff must review and approve all reimbursement requests. The CRA Director can approve grant reimbursements up to \$200,000 with an eligible reimbursement of up to a max of fifty (50) percent (%). Applicants must submit *paid* invoices as proof of payment.

Projects requiring a building permit will need to submit proof of a Certificate of Occupancy or Completion prior to requesting reimbursement. The CRA Director has the authority to modify the payment process based on extenuating circumstances.

D. Next Steps

If you are interested in learning more about the Business Renovation grant program, please click on the link provided [CRA Grant Applications](#) or contact Vickie Shire at vickie.shire@myclearwater.com.