

City of New Port Richey, Florida  
Community Redevelopment Agency

**Commercial Redevelopment, Infill  
and Business Expansion Grant Program**

The Commercial Redevelopment, Infill and Business Expansion Grant is a CRA incentive program that serves to support private redevelopment projects that further the redevelopment goals and objectives of the CRA.

**Objectives:**

- To facilitate the redevelopment of blighted, underutilized or vacant buildings in the CRA.
- To facilitate the infilling of gaps/vacant lots in the streetwall of downtown New Port Richey. A gap/vacant lot is a space in which a building is no longer present or has never been present and a gap is created in the row of storefronts.
- To facilitate the expansion of existing or proposed businesses into underutilized space such as alleyways, rooftops, backrooms, storage areas, etc..
- To add to the overall inventory of available commercial square footage in the downtown area as well as the density of retail/restaurant space in the downtown.
- Attract private sector investment and re-investment.
- Grow employment and business opportunities to sustain the economic health of New Port Richey and enhance the quality of life for its residents.

**Evaluation Criteria:**

**The project will be evaluated based upon the following criteria.**

- Infill projects must be at least two stories with residential or office uses on the upper floors and retail or restaurant use on the ground floor.
- Infill projects must comply with the downtown design standards.
- Economic benefit to the surrounding properties and targeted redevelopment district.
- Increase in commercial ad valorem taxable value
- Amount of improved square footage
- Renovation or construction that will spur additional development and private investment
- Renovation or construction that will have a substantial visual impact
- Job Creation
- Reduces or eliminates slum and blight
- Businesses that have a successful track record and credit scoring
- Property owner and/or business is in good standing with the city.

**Grant Criteria:**

Grantees must submit a site plan, elevations and business narrative describing in detail the level of investment, parties involved and how the investment will work toward eliminating slum and blight and contribute to the welfare of the community.

Any Business Expansion applicant must identify the number of jobs created and retained, provide a narrative outlining how the funds will be used and explain clearly the community benefit that will occur from the project.

If approved, an agreement will be negotiated highlighting the benchmarks that will trigger the incentive payments (percent complete, milestones, number of employees, certificate of occupancy, final permitting, etc.). Applicants selected for the grant will be required to accept the grant award via the signing of an agreement within thirty (30) days of award notification, and must commence development within 90 days. All proposals must meet State building code requirements as well as City of New Port Richey code requirements.

Balance of the grant will be forfeited if the owner sells without city approval, does not comply with City of New Port Richey Building Codes, Ordinances and Regulations or fails to pay property taxes during the life of the grant period.

- Such projects must be of benefit to the quality of life for city residents and serve to eliminate slum and blight.**
- Grant funds shall be capped at 20% of the overall cost of the redevelopment project or a maximum of \$100,000.**
- Funding is limited by the amount budgeted in the CRA each year.**
- Each grant award is subject to approval by the CRA board.**

#### **Why is this grant program necessary?**

The goal of this incentive is to facilitate the redevelopment of blighted or underutilized buildings in the CRA, infilling of vacant lots in the downtown area, and the expansion of existing businesses into underutilized or vacant space. The CRA currently has incentive programs for very small renovation and restoration projects and for very large redevelopment projects. This program will provide another tool in our toolbox for projects that fall in between the existing programs.

#### **What areas of the city are included?**

Any commercial property within the CRA boundaries may apply for Commercial Redevelopment, Infill and Business Expansion Grant.

#### **What are the parameters of the grant awards?**

**Each grant request will be reviewed by City staff and if it is determined to meet the goals outlined above, it will be submitted to the CRA Board for approval.**

There are four grant categories that serve to target various aspects of each project. Grant proceeds are capped at 20% of the overall project including job creation/retention grant amounts. Allocation of the proceeds over each of the four categories is determined based upon the grantees narrative, project elements and redevelopment proposal for the targeted property. City staff will then determine the allocation of proceeds over the four available categories.

The CRA reserves the right to cap or limit the amount of the award.

#### **A. Commercial Repairs Improvement**

Only the property owner may apply. Improvements must become part of the real property. Included are items such as new air conditioning, fixtures, utilities, new roof, structural changes or elements that improve code compliance. The primary focus is preparing the structure for long-term, code-compliant, commercial use.

## **B. Commercial/Business Façade**

Only the property owner may apply. In general, grant assistance is restricted to visible improvements of the exterior area of the commercial property. The following exterior improvements are eligible examples, but not limited to:

- Removal of a false material that may cover the original building appearance, such as plywood, metal or deteriorated stucco.
- Pressure cleaning
- New stucco or stucco repair
- Painting
- New windows or replacements
- New doors or replacements
- New or replacement woodwork
- Masonry work (new or repointing of mortar joints)
- Signs (including the removal of old signs and the design, production and installation of new signs)
- Awnings (including the removal of old awnings and installation of new awnings)
- Tear out required to build a new entrance into the building
- Landscaping and planters
- Repair of parking lot
- Lighting of the exterior
- Brick or textured pavement
- ADA improvements

## **C. Commercial/Business Leasehold Improvement**

The intent of the guidelines is to prepare the space for one an anchor tenant, multiple tenants or the expansion of an existing tenant into un-used or underutilized space. The following improvements, but not limited to, are eligible:

- Utility and structural upgrades
- Fixed improvements to interior or exterior spaces.
- Interior or exterior painting and finishing
- Flooring, decking and resurfacing (tile, carpet, wood, concrete)
- Ceiling improvements (including drop - ceiling systems)
- Overhead improvements such as catenary lighting, arbors, pergolas, etc. that meet the Florida Building Code.
- Additional lighting
- Storefront lighting
- Installation in preparation of kitchen equipment, micro-brewery, or such items needing structural modification.
- ADA and code compliance

## **D. Infill Projects**

Only the property owner may apply. In general, grant assistance is for the construction of infill buildings that are two or more stories and fill in the gaps in the downtown streetwall. The project must meet the design intent of the downtown standards and provide restaurant/retail space on the ground floor and residential or office space on the upper floors.

**City of New Port Richey  
Community Redevelopment Agency (CRA) Commercial Redevelopment, Infill and  
Business Expansion Grant  
Grant Application**

1. Name of Property Owner: \_\_\_\_\_  
Name of Co-Owner: \_\_\_\_\_  
Name of Tenant (if not property owner): \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Parcel ID #: \_\_\_\_\_

2. Description of the improvement(s):

Attach a drawing or rendering of the planned improvements, as well as any descriptive material.

3. Current photos of the property or structure must be attached to this application.

4. Total Redevelopment Project Costs: \_\_\_\_\_

5. Attach estimates or project cost list:

- I. Acquisition Costs & Significant Building Upgrades..... \_\_\_\_\_
- II. Interior and Leasehold Improvements..... \_\_\_\_\_
- III. Building Façade & Exterior Grounds..... \_\_\_\_\_
- Other \_\_\_\_\_
- Total Redevelopment Project Costs..... \_\_\_\_\_
- Eligible Amount (20% of Project Costs)..... \_\_\_\_\_
- Requested Amount..... \_\_\_\_\_

**Total Amount Requested..... \_\_\_\_\_**

6. The undersigned applicant agrees to utilize any grant funds received in strict conformance with the provisions set forth by the CRA Commercial Redevelopment, Infill and Business Expansion Grant Program.
7. All Grant Applications must receive approval by The City of New Port Richey CRA.

8. All Applicants that are awarded a grant understand that when submitting for reimbursement that "cash receipts" will not be accepted due to auditing requirements. (NO EXCEPTIONS) You must pay for materials/services by personal check, money order or by credit card. Applicant must submit final documentation, including copies of any permits & licenses, certificate of completion, documentation of payment of all project costs including canceled checks and paid receipts with name matching the business and/or property owner, any lien releases and after photos.
  
9. Work can be completed by either a contractor (specializing in the area that is applied for) or by the applicant themselves. If an applicant chooses to perform their own work, they may not request reimbursement for their own labor or major tool purchases.
  
10. Available to Property Owners and Tenants (with permission of Property Owner) in the CRA zoning districts. Tenants must have a minimum three-year lease. Property must be current in water/sewer/garbage, and tax bills and without City liens. All businesses on the property must have a Business Tax Receipt.

(Applicant Signature)	(Date)	(Phone#)
(Printed Name)		
(Co-Applicant Signature)	(Date)	(Phone#)
(Printed Name)		