

Commercial Real Estate Development Accelerator (REDA) Grant Incentive Program

TO ATTRACT CATALYTIC NEW DEVELOPMENT PROJECTS FOR
LARGE-SCALE COMMERCIAL DEVELOPMENT INVESTMENT
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Tamarac Developer Incentives Program Real Estate Development Accelerator (REDA) Grant Guidelines

Program Purpose

The Real Estate Development Accelerator (REDA) Incentive Grant Program is intended to incentivize catalytic new commercial development projects in the City of Tamarac within priority targeted redevelopment areas.

The goal of the REDA grant program is to attract **new catalytic development projects that will bring transformative change and modernization to commercial corridors in Tamarac**. The City is pleased to offer this grant opportunity for public-private partnership to invest in major projects that will result in transformative change. Further, the City is committed to expedited approvals for grant recipient projects.

This REDA incentive is a **reimbursement grant** program, available to expedite commercial investment/development throughout the City, with priority offered to projects located in the City's "Incentive Zones," as illustrated on the Tamarac Incentive Zones Map (Figure 1). The Incentive Zones are comprised of designated commercial Redevelopment Areas, federal Opportunity Zones, and the Comprehensive Plan Economic Development Element (2018-2022)¹ Focus Areas.

Desired REDA projects are transformative large-scale new commercial mixed-use retail and lifestyle centers including uses such as unique restaurants and retail, niche entertainment, craft breweries/distilleries/brew pubs, food halls, coffee shops, live/work loft projects, and/or co-working spaces. Projects that include public realm improvements such as public plazas, public open spaces and placemaking investments are strongly encouraged.

This is a competitive (funds are limited) and discretionary grant program. The City is looking to utilize grant funds for the most visually impactful, transformative projects. Upon Grant Agreement execution, construction must commence within 180 Days and projects must be completed within 36 Months. The City will consider extensions if applicant can successfully demonstrate good faith effort.

Eligibility Guidelines & Criteria Considered

To advance the implementation of the City's economic development goals, the REDA Grant Program is structured to prioritize new large-scale development in the City's Incentive Zones.

Properties in the City of Tamarac are not eligible for incentive grant funding support when such funding conflicts with the goals expressed in the City of Tamarac Comprehensive Plan Economic Development Element (2018-2022).

Funding Guidelines

The REDA Grant application period will be available for two-years (2021-2023) expiring on December 31, 2023. The funding amount is determined on a case by case basis and based on the project scale and level of economic development impact to the community, with a maximum award up to \$500,000.

The City of Tamarac will notify applicants of approval or denial within 45 days. The staff Grant Review Panel will recommend projects to the City Commission for final approval. The determination to approve or deny funding is final.

Eligible Expenses

The following expenses will be considered for funding:

- ◆ Development Costs
- ◆ Demolition, site preparation, and remediation
- ◆ Relocation Assistance

¹ <https://tamarac.org/DocumentCenter/View/7028/Economic-Development-Comp-Plan-Amendment>

Ineligible Expenses

The following items are examples of what will not be considered for funding by the Program:

- ◆ Any interior improvements or repairs
- ◆ Purchases of equipment, inventory, furnishings, decorations, or supplies (non-fixed improvements)
- ◆ Purchase of real property
- ◆ Rent, lease or mortgage payments
- ◆ HVAC repair and/or replacement
- ◆ Security system repair and/or replacement
- ◆ Roof repair, replacement, or other roof modifications
- ◆ Work not consistent with design guidelines pursuant to zoning and land use regulations
- ◆ Sweat equity, business payroll

General Provisions

Approved projects will require a Grant Agreement between the City of Tamarac and the applicant. The incentive grant is contingent on funding availability, staff Grant Review Panel recommendation, and City Commission approval and is not to be construed as an entitlement or right of a property owner or applicant.

Disbursements of the REDA incentive grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider upon completion of the work, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.

Should an applicant choose to engage the services of an agent (individual or company) to assist/represent applicant in any aspect of the process, the expenses for the agent's service will be borne by the applicant. Such expenses are not reimbursable under the terms of any of the City of Tamarac's Developer Incentives REDA Grant Program. City funds cannot be applied to services other than those that are approved (i.e. architecture, engineering, etc.) related to the construction of the building.

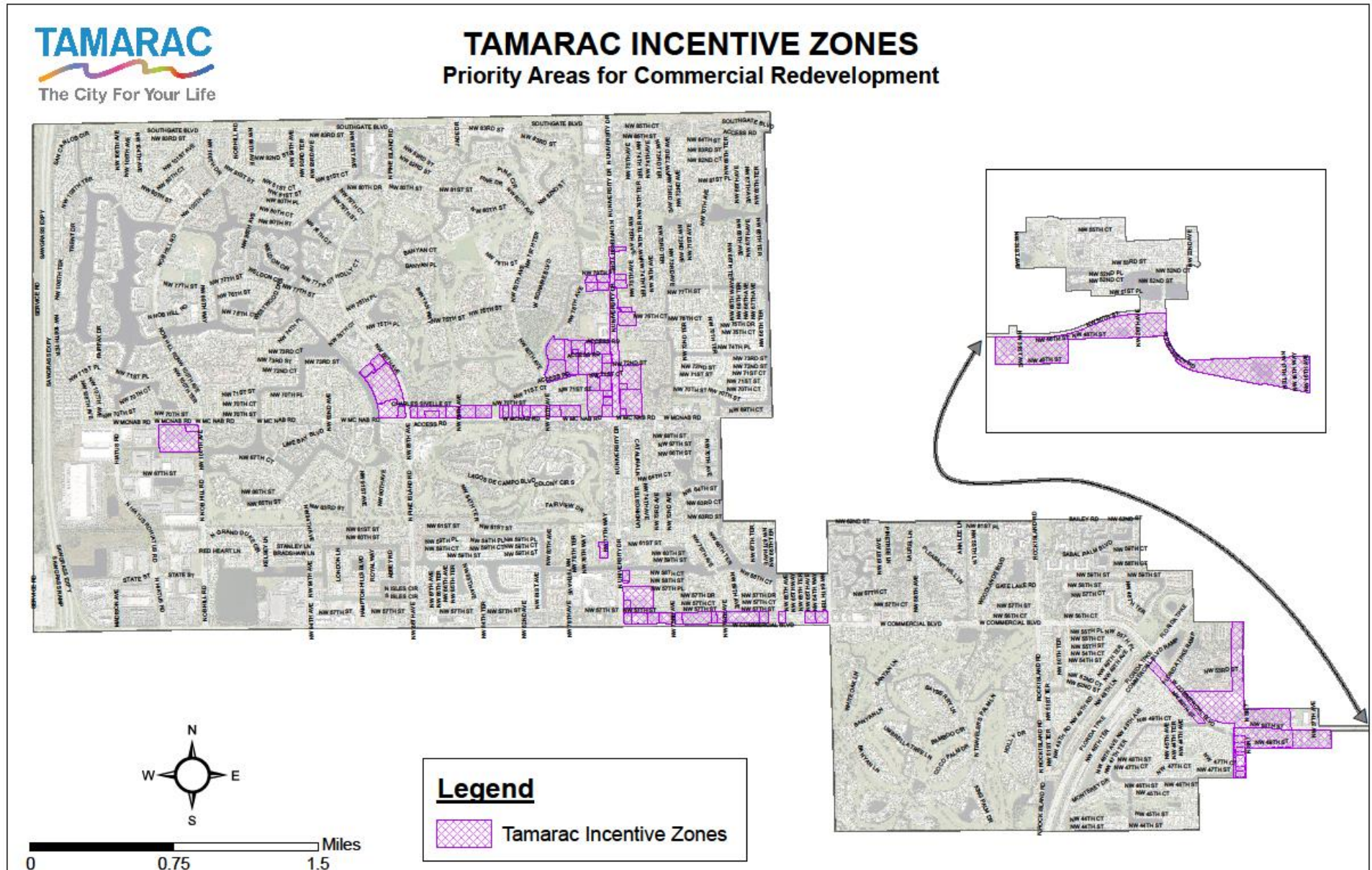
Additional Tamarac Developer Incentives

The City of Tamarac is designated as a **Building Permit Platinum City** and taken extra steps to help ensure businesses have a first-rate experience when going through the development review/permitting process. Tamarac has adopted a streamlined permitting process with an online permit tracking system. The City of Tamarac and Broward County have teamed up to launch **ePermitsOneStop**, a centralized website that allows developers to submit their application and have plans reviewed online for permits, licenses and approvals in a quicker, more streamlined process.

The City of Tamarac has an updated hybrid **Form-Based Land Development Code** to incentivize the right development in the right place, and the City has also collapsed all its Flex Zones into one pool with over 1,500 multi-family/residential **Flex Units** available Citywide to be allocated to our targeted redevelopment areas to encourage and promote redevelopment. Utilized as a redevelopment incentive, flex units provide developers with more certainty and predictability in the entitlement process and saves time and money with a shorter review process and less fees.

Additionally, Tamarac has two federally-designated **Opportunity Zones** to spur economic development investment by providing federal tax incentives.

Figure 1: Tamarac INCENTIVE ZONES Map - Priority Areas for Commercial Redevelopment (Redevelopment Areas, Opportunity Zone, EDSP Focus Areas)



Reimbursement Process

Applicants for funding should carefully consider the reimbursement process when establishing their timelines for projects that seek Program assistance. When contemplating a project, it is important to remember that Incentive Program grant funding, as well as other financing, should be arranged before actual work commences.

Project work started prior the application being approved is not eligible for REDA Grant Incentive Program funding. If a business owner intends to finance a project with a loan, the City of Tamarac may write a letter notifying the lender that a project has been approved for funding under the Program, but that the funding is on a reimbursement basis.

- ◆ Grant funds are dispersed on a reimbursement basis for eligible and pre-approved expenses only.
- ◆ No grant funds will be dispersed prior to inspection and receipt of final approvals by the City's Building Department, and any other required final approval, if applicable.
- ◆ Reimbursement may be provided at completion provided inspections from appropriate government agencies have been approved for work completed and work has been completed according to industry standards.
- ◆ To receive a reimbursement, grantees must submit a detailed work invoice with proof of payment to the selected contractor in the application package for completed work in the form of a cancelled check, credit card statement, or vendor certification of payment (vendor's paid receipt) and a General Contractor's Waiver.
- ◆ Disbursements of the Grant proceeds may be made on a reimbursement basis or paid directly to the Service Provider, in accordance with the Scope of Services attached to application and provided applicant first approves of payment to Service Provider.
- ◆ The grant award will be determined on a case by case basis up to \$500,000.
- ◆ All final approvals and requests for reimbursement must be received by the City of Tamarac no more than thirty-six (36) months following approval of the application. An extension may be requested if applicant demonstrates the project has progressed in good faith.
- ◆ Reimbursement funds will be disbursed by the City of Tamarac in a timely manner after all required documentation has been submitted.

Commencement

- ◆ Work must commence within six (6) months after application approval. If work has not begun within 6-months, funds will be put back into program account and reassigned to other projects. The City will consider an extension if the applicant can successfully demonstrate the project has progressed in good faith.
- ◆ REDA grant benefits are contingent upon funding availability and City of Tamarac approval and are not to be construed as an entitlement or right of a property owner or applicant.

Application Submittal and Processing Procedures

The following steps summarize the application submittal and processing procedures. Additional information, resources, and forms for Steps 1 – 4 and Step 8 are included in the Appendix.

Step 1:	Submit the Project Eligibility Review Form to request review call with City of Tamarac to evaluate readiness to proceed to Step 2.
Step 2:	Schedule an exploratory call or video teleconference with the City of Tamarac Economic Development Office to confirm program funds availability and submission calendar.
Step 3:	Upon the City of Tamarac's email notification to proceed, the Applicant assembles supporting documents. Initial each item on the checklist, sign/date the form, and submit to the City of Tamarac with the full application in Step 4.
Step 4:	Applicant Uploads the Application Form and supporting documents to https://www.tamarac.org/667/Economic-Development/Developer-Incentives
Step 5:	City of Tamarac conducts project eligibility with Staff Grant Review Panel (includes staff representatives from Economic Development, Community Development, Finance and Building Depts) and will recommend projects to the City Commission for consideration and final approval. The City will provide notification of approval or denial within 45 days of submission.
Step 6:	If approved, City of Tamarac will execute the REDA Grant Agreement with the Applicant. If denied, applicant will receive written notice.
Step 7:	Applicant completes construction and requests reimbursement.
Step 8:	Grant Recipient completes project REDA Grant Program Compliance Assessment.
Step 9:	City of Tamarac reimburses Applicant according to REDA Grant Agreement.

APPENDIX

STEP 1: Submit Project Eligibility Review Form

- ◆ Submission of this form serves as a formal request for the City of Tamarac Economic Development Office to contact the Applicant to schedule a project eligibility review call or teleconference prior to proceeding to formal submittal of the Developer Incentives Program Application.
- ◆ Properties listed for sale may not apply. Properties sold within twenty-four months of receiving grant funding must repay the full amount of the incentive grant to the City of Tamarac.
- ◆ Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the City of Tamarac Economic Development and Planning and Zoning Divisions.
- ◆ After approval process, the City of Tamarac will provide the applicant with an approved Grant Agreement for signature. It is imperative that **NO CONSTRUCTION** begin until the Grant Agreement is signed by all parties and fully executed. Improvements completed prior to approval by the City Commission may not be eligible for reimbursement.
- ◆ If deemed necessary, the City of Tamarac reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to: the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the applicant.
- ◆ Landscaping improvements must be consistent with the City's Landscape Code.
- ◆ Property to be improved must be free of all municipal and county liens, judgments, or encumbrances of any kind. This provision may be waived by the City if development plans for said property meets the goals and objectives as set forth in the Comprehensive Plan and Economic Development Element (2018-2022). Upon grant approval, said property must remain free of all municipal and county liens, judgments, or encumbrances of any kind under the term of the agreement.
- ◆ Upon receipt of this form, the City of Tamarac will contact the Applicant within ten (10) business days to schedule a project review teleconference.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date

Applicant Tel/Cell

Applicant Email

Property Owner Signature

Date

STEP 2: Conduct Eligibility Review Call with City of Tamarac: _____ Date of Call

The applicant and the City of Tamarac Economic Development Office will schedule an exploratory call or video teleconference to discuss the submission's project background, its potential eligibility, confirm program funds availability and the submission schedule.

STEP 3 FORM: Assemble REDA Program Application Supporting Documentation (Page 1 of 2)

#	Document Checklist	Description	Applicant Initials	City of Tamarac Reviewer Initials
1	Project Description/ Scope	Narrative description of existing conditions, proposed development/improvement to the property, including sources and uses of financing, and current and anticipated tenant makeup		
2	Developer Resume	Resume of developer indicating related development experience		
3	Preliminary Site & Floor Plans	Preliminary site plan, floor plans and renderings that enable staff to determine quality of design; parking must be included in the site plan and meet current code regulations or identify variances (staff may assist)		
4	Business Plan	Business Plan or Executive Summary, including a narrative describing the business, Partnership and/or ownership information with equity positions, its operations, and its business principles		
5	Financial Pro Forma	Detailed 3-year budget projections of revenues and expenses		
6	Lending Institution Commitment	Letter of Intent from lending institution		
7	Historical Financials	Historical financials for 3 years (in a sealed envelope – existing businesses only)		
8	Property Mortgage Documentation or Evidence of Site Control	Mortgage on property		
9	Contractor Bids	Two bids/quotes from 2 licensed contractors, provided directly from vendor to City of Tamarac <i>[Note, an executed contract copy must be submitted with Grant Agreement execution for approved projects]</i>		

STEP 3 FORM (cont.): Assemble REDA Application Supporting Documentation

#	Document Checklist	Description	Applicant Initials	City of Tamarac Reviewer Initials
10	Infrastructure Improvements	If applicable, infrastructure improvements in either the public ROW or on private property and estimated costs		
11	Existing Conditions	Current photograph of existing property conditions		
12	Business Licenses	Copy of applicable, current Business Licenses		
13	Real Property Tax Statement	Confirmation that property is free of all county, municipal, liens and judgments and ad-valorem taxes are up to date		
14	Executed Lease Agreement or Warranty Deed	Copy of signed multi-year lease (including express written permission from the property owner to make changes outlined in the project), or copy of Warranty Deed showing ownership of the property by the business owner		
15	Project Budget	Detailed budget for entire project		
16	Exterior Improvements	Detailed breakdown of exterior improvements and associated executed Contractor bid agreement		

Applicant Signature

Date

Property Owner Signature

Date

STEP 4 FORM: Submit REDA Application Form & Supporting Documentation (Page 1 of 2)

Date of Application:		
1. Address(es) of project requesting REDA Grant Funds:		
2. Name of Applicant:		
Address of Applicant:		
Phone:		
Fax:		
Email:		
3. Does the applicant own project property?	YES:	NO:
If "no" box is checked, when will property be in control (own or long-term lease) of the applicant?		
Indicate the owning entity of the property (i.e. name on property title):		
4. What is the total estimated project investment?		
Current assessed value:	\$	
New capital investment dollars	\$	
Total estimated new assessment:	\$	
5. What is the percentage (%) amount of ownership equity relative to total estimated project investment?		
20% or more:		
10% to 19.9%:		
Less than 10%:		
None:		

STEP 4 FORM (cont.): Submit REDA Application Form & Supporting Documentation (Page 2 of 2)

6. What is the percentage (%) of minority ownership of the project?		
100%		
50% or more		
Less than 50%		
None		
7. How many jobs will be created upon completion of project within 12 months construction completion?		
1-5		
6-10		
10+		
None		
8. When is it anticipated that construction could begin, assuming project receives assistance from this program? (A detailed project schedule must accompany application)		
Anticipated Date to Begin Construction (Month/Year):		
Anticipated Construction Completion (Month/Year):		
9. Attach the REDA Supporting Documentation detailed in Step 3		

The Tamarac Developer Incentives Program benefits are contingent on funding availability and City Commission approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties are not eligible for program funds when such funding conflicts with the goals expressed in the Comprehensive Plan Economic Development Element (2018-2022). The City of Tamarac may obtain an analysis by a third party or outside firm hired by the City to evaluate the application.

Applicant(s) Signature

Date

STEP 8 FORM: Applicant Completes REDA Compliance Assessment Post-Construction

#	Compliance Checklist	Applicant Information	Staff Notes
1	Project Completed Within Construction Target Timeframe		
2	Project Return on Public Investment (total value of private construction, total value of incentives)		
3	City of Tamarac Resident Jobs Created (Construction and Ongoing)?		
4	Project constructed according to site plan/design renderings?		
5	Project retained/attracted target/other industries (description of businesses retained/attracted: square feet, number of employees, payroll, real property tax revenue increase, other)?		

City of Tamarac Staff Signature

Date