

HILLSBOROUGH COUNTY
Economic Development Department (EDD)
Redevelopment Incentives for Pilot Project Areas
August 2016
Application Instructions

Program Description:

The Hillsborough County Board of County Commissioners (BOCC) offers the Redevelopment Incentives for Pilot Project Areas for the purpose of providing county funding for eligible office, industrial, and commercial projects that result in redevelopment in designated areas exhibiting blighting conditions, high unemployment, and declining property values.

The four Redevelopment Incentives for Pilot Project Areas are:

- 56th Street Area
- North Airport Area
- Palm River Area
- University Area

Purpose:

The goal of the Redevelopment Incentives for Pilot Project Areas is to put land back into productive use, renovate viable existing structures for re-use or alternate use, build community assets and further revitalize unincorporated Hillsborough County. Over time, the leveraging of private and public funds with targeted investments, will increase economic activity, job creation and property values, thereby creating an atmosphere of change and growth in the identified areas.

To do this, the incentives program assists property owners and developers in improving office, industrial and commercial properties, thereby reducing blighting influences, improving the area's physical characteristics and enhancing the visual quality and attractiveness of the environment. However, it should be noted that residential uses may be a part of eligible projects under the "Catalyst Project Incentive" as described in the Redevelopment Incentives for Pilot Project Areas document. The plan establishes economic and real estate strategies to serve as a foundation for future countywide economic, development and redevelopment efforts.

The objectives for the Redevelopment Incentives for Pilot Project Areas have been formulated from redevelopment planning strategies in the Community Plans and the Comprehensive Plan. They provide the framework and general guidelines needed to direct decision-making that will enable rational redevelopment activities that are consistent with the primary intentions of the community and the BOCC. In general, the objectives of the Redevelopment Incentives for Pilot Project Areas are as follows:

- To eliminate and prevent the spread of blight and deterioration
- To promote the conservation, rehabilitation and redevelopment of the Pilot Project Areas in accordance with the Comprehensive Plan, Community Plans and local codes and ordinances
- To achieve a higher quality environment that embraces appropriate architectural, landscape, urban design and land use principles
- To encourage new development to occur in the Urban Service Area leveraging existing infrastructure developments
- To retain existing businesses and jobs through redevelopment and revitalization activities

- To encourage investment by the private sector by eliminating impediments to development and redevelopment
- To stabilize and increase the ad valorem tax base in each area

Applications for these programs will be considered on an ongoing basis and grants may be awarded on a first-come, first-served basis up to the aggregate amount of \$2 million in FY17 and, subject to appropriations in future fiscal years, up to the amount established in the budget allocation in such fiscal years.

Eligibility:

Grant funds are limited to the funds approved by the BOCC as part of the annual budget, and will be awarded on a first-come, first-served basis. EDD staff will assess applications using the following initial criteria:

1. Project is consistent with the goals, objectives and policies of the Redevelopment Incentives for Pilot Project Areas Program; and
2. Project is a For-Profit entity; and
2. Project will result in the occupancy or reuse of a vacant building; or
3. Project will result in the redevelopment of a site; and
4. Project will leverage additional redevelopment in close proximity; and
5. Project funds will leverage public grant funds on a 5:1, or greater basis, if more than one redevelopment incentive programs are being applied for. If Catalyst Program is used, project funds will leverage public funds on a 9:1, or greater basis.

Additional Criteria:

1. Property must be within the Unincorporated County Redevelopment Pilot Incentive Areas.
2. Applicants must demonstrate that all necessary financing required to complete the project outside of the grant request has been secured.
3. The property and project must be an office, commercial, manufacturing or industrial use as defined in the Hillsborough County Land Development Code, with the exception of the Catalyst Project Incentive Program, which at the discretion of the BOCC, allows for significant mixed-use or transit oriented developments that may consist of other allowable uses that further the redevelopment opportunities in the area.
4. For existing businesses, applicant must have a valid Hillsborough County Business License.
5. Property must be free from any judgment liens, code violations and all mortgage and tax obligations must be current.
6. The owners of the property where the project is located must provide proof of property insurance on the property.
7. Projects which contain or will contain sexually oriented businesses, as defined in Hillsborough County Land Development Code Sec. 2.02.06, shall not be eligible.
8. Projects in which the sale of *alcoholic beverages* or the public consumption of *alcoholic beverages* is the primary activity, as defined in Hillsborough County Land Development Code, Section 6.11.11 Alcoholic Beverage Use, shall not be eligible.
9. All necessary permits and approvals must be obtained from the Hillsborough County Development Services Department before any Redevelopment Incentives for Pilot Project Areas funded improvements can begin. All work is to be performed to the satisfaction of the Hillsborough County Building Inspection Division and the Economic Development Department.
10. A Florida licensed contractor must perform the work unless the work performed is exclusively exterior painting.

11. The grant funds will be distributed on completion of construction.
12. There may be no more than one application for project funding per fiscal year. A “project” is defined as a single or set of enhancement/renovation activities for an eligible property.
13. The maximum amount of grant funds available for any one property including subsequent applications for the same property in future years will be treated cumulatively for purposes of determining funding eligibility.

Eligible Incentive Programs:

(for detailed description refer to *Redevelopment Incentives for Pilot Project Areas*)

1. Expedited Site Development / Construction Plan Review Program
2. Permit/Impact Fee Buydown Program
3. Mobility Fee Buydown Incentive Program (Processed Under Separate Application)
4. Demolition of Distressed Structures Program
5. Infrastructure Assistance Program
6. Contaminated Site Assessment and Remediation Program
7. Building Exterior Improvement Program
8. Building Interior Improvement Program
9. Catalyst Project Incentive Program
10. Small Business Façade Program

Application Preparation Costs:

Neither the County nor its representatives, which includes County agencies and personnel, shall be liable for any expenses incurred in connection with the preparation of an application. Applicants should prepare their applications simply and economically, providing straight forward and concise descriptions and responses to questions on the application form.

Accuracy of Application Information:

Any applicant that submits in its application to the EDD, any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

Application Process Summary:

1. Applicant meets with EDD staff for pre-application meeting;
2. Applicant submits a complete application to the EDD office;
3. EDD staff reviews application for completeness, accuracy and eligibility;
4. Eligible applicants will be provided a Redevelopment Grant Agreement for execution;
5. EDD staff prepares and presents recommended redevelopment application and executed Redevelopment Grant Agreement to the Board of County Commissioners;
6. Upon BOCC approval, the applicant will be notified in writing of the approval of the application and Redevelopment Grant Agreement.

Submitting an Application:

1. A property owner and/or developer interested in participating in the Redevelopment Incentives for Pilot Project Areas must submit a signed and completed application, along with supporting documents, to the Hillsborough County Economic Development, 601 E. Kennedy Blvd., 20th floor, Tampa, Florida, 33602. Application available at: <http://www.hillsboroughcounty.org/index.aspx?NID=4012>

2. Applicants are required to submit bids from three (3) licensed contractors (Competitive Bid) on the project improvements with the application to determine the best qualified bid for the project and to establish the amount of eligible grant funds. The proposed work details shall be provided pursuant to the required submittals further detailed in this application and on the form included in this application. The applicant may request approval to select a preferred qualified contractor and negotiate a contract with preferred qualified contractor (Negotiated Contract), either on a cost plus fee basis, or cost not to exceed basis. If this method is selected, prior approval from EDD is required, and if approved, three (3) bids from all sub-contractors performing all work on the project with sufficient detail on the work to be reimbursed by the grants will be provided to EDD. Sufficient detail on the preferred qualified contractor's portion of the work, including work to be reimbursed, will also be provided to EDD. If there are cost savings incurred on the project that affect the grant work and funds approved, the grant fund amounts to be reimbursed will be adjusted proportionate to cost savings incurred on associated grant work. Submittal of business licenses and proof of insurance on the contractors is required.
3. Applications will be reviewed by EDD staff for completeness and compliance with program criteria.
4. Applications that are incomplete may be returned for additional information. Projects that do not comply with the program criteria will not be considered for funding. The funding awarded will be based on the lowest qualified bid or approved negotiated contract. Under the Competitive Bid process, the applicant may elect to choose another qualified bid, other than the lowest qualified bid, but shall be responsible for all costs exceeding the lowest qualified bid. In all cases, the contractors submitting the bids must be licensed in the State of Florida (the only exception is for exclusive exterior painting projects), be insured and have worker's compensation insurance. Under Negotiated Bid process, the applicant will be responsible for all costs exceeding the EDD approved negotiated contract.
5. Applicants shall retain the services of and identify the qualified contractor and/or registered design professional to prepare plans, drawings and construction specifications for their project.
6. Fees for services provided by a registered architect or similarly qualified design professional may qualify for reimbursement on the Small Business Façade Program only or in limited cases whereby it can be shown the design professional was required to eliminate a safety, blight or contamination impediment of the property. EDD pre-approval will be required before reimbursement can be considered.
7. The County will not be responsible for the selection of a contractor. The applicant will bear full responsibility for reviewing the competence and abilities of prospective contractors and design professionals.

Pre-Application Meeting:

EDD staff requires a pre-application meeting to review the applicant's conceptual plans in an informal setting, including discussion of the eligibility criteria, program requirements, costs, funding, proposed project scheduling, and consistency of the proposal with the intent of the program. At this stage, staff can offer assistance with the completion of the application form and provide limited technical and design guidance on the project proposal.

At the conclusion of the pre-application meeting, staff will provide the applicant with a general determination as to whether the proposed project is likely to qualify to receive program funds and whether the applicant is sufficiently prepared to move on to the application stage.

Required Submittals:

Those items required for submission include:

1. A completed and signed application form.
2. Project Description:
 - a. Provide brief narrative of the proposed project including project objectives, major project characteristics, number, type, and wage level of permanent jobs created, capital investment, removal of blighting conditions, population served, public purpose, proximity to public or other transportation, and funding requirements including non-County funding sources.
 - b. Provide detailed cost information regarding the project (total costs, design and construction costs, and costs per square foot). Include design plans (building elevations and site plans, landscape plans, lighting plans, signage plans, floor plans and streetscape plans, where applicable), costs estimates, bids from licensed sub-contractors, and other available information. Attach project plans and detailed cost estimates. Building/site plans and cost estimates shall also detail that portion of work the eligible grant program is being requested and whose costs are to be reimbursed, including all costs meeting the private match requirement. Plans must meet a minimum scale of 1"=30'.
3. Color photographs of the existing building exterior/interior and/or site showing all sides of the building/site, with emphasis on the areas to be improved. Color photographs of the completed building and/or site shall be provided prior to reimbursement showing all improvements whose costs are to be reimbursed.
4. On applications requesting more than \$10,000 in grant funds, sketches or conceptual drawings of the anticipated improvements must be submitted in a digital format.
5. Three (3) bids from licensed contractors (Competitive Bid process) or one licensed contractor with three (3) bids from all licensed sub-contractors and all pricing on licensed contractor work, price mark-ups pertaining to contractor profit, overhead, performance bond (Negotiated Contract process), detailing the following:
 - a. Description of the materials to be used and the construction procedure;
 - b. Itemized cost estimate of the project per 2b referenced above and as outlined on Exhibit A.
 - c. Other details as may be required by this application and EDD.
6. A legal description of the property
7. Project Site Control
 - a. Applicant currently has control of project site through:
☐ Fee Simple Title ☐ Lease ☐ Other (describe): _____
 - b. Provide Evidence of Site Control (i.e., copy of Warranty Deed, etc.)
 - c. If site is not under Applicant's control, provide time line and schedule for establishing control. (Contract for Purchase is the minimum required documentation.)
Legal Description and Map (attach):
Street Address: _____
Current Owner: _____
 - d. If the project site is vacant, describe any prior known use. Also indicate the age of any buildings or other structures currently located on the site.
 - e. Provide a layout of the project site showing details, including the locations of any existing buildings or other structures and any public improvement projects addressed in the Application.
 - f. Provide a location map, showing location of the project to the surrounding area.
 - g. Attach Phase 1 and Phase 2 environmental assessments, if applicable. Provide Remedial Action plan, if applicable.

8. Proof of property ownership or, if a tenant, a copy of the lease agreement;
9. Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the Notice of Grant Agreement (restrictive covenants) and/or mortgage;
10. Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the EDD.
11. Documentation demonstrating all property tax payments are current;
12. If the property is locally designated as historic and is zoned under a Historic Preservation Overlay, a Certificate of Appropriateness issued by the Review Board must be included in the application. For more information on the review of historic properties, please contact the Historic Resources Review Principal Planner at 813-307-4504; and
13. Proof of property insurance.
14. Provide digital copies of items 1-13 on a compact disk (CD) or digital video disk (DVD).

Application Approval:

All applicants will receive written notification regarding preliminary approval or denial of their application submitted to the EDD. If an applicant's proposal is eligible, a redevelopment grant agreement listing the amount of matching funds will be executed by the applicant and submitted to EDD staff. The applicant will receive written notification of the approval or denial by EDD staff. An application may be denied at the sole discretion of the EDD Director or the BOCC, if it is not consistent with the Redevelopment Incentives for Pilot Project Areas Program.

Documentation of Applicant's Required Match:

The applicant will be required to document the type and source of his/her matching funds on the application submitted to the EDD. Verification of the funding sources will be required before final approval of the grant application.

Funding Source Information:

As an attachment, provide the following for each funding source currently in place to complete this project.

1. Name, address, telephone number, contact person
2. Type of funding provided (e.g., grant, loan, other-specify), funding timeframes, and special terms and conditions (e.g., performance-based, interest rate, etc.)
3. Date funded, requested and expected (Attach commitment or award letters)

Funding Award:

The selected Applicant(s) shall be required to execute a *Redevelopment Grant Agreement (Agreement)* with Hillsborough County prior to approval by the Board of County Commissioners.

The funding award is for the specific eligible project described in the Application, and is available as a reimbursement grant(s), consistent with the milestones established in the *Agreement*, if the project is completed in compliance with the terms, conditions, and provisions of the *Agreement*, within two (2) years from the date of execution of the *Agreement*, subject to County staff review and approval of documentation submitted.

Construction Start:

After the Agreement has been executed and approved by the BOCC, the applicant may award the construction contract and secure all necessary construction permits. The owner/developer must issue a "Notice to Proceed" to the contractor and apply for a building permit within 90 days of approved redevelopment agreement. Construction must begin within 180 days and be completed within 24 months of the Agreement

execution date (the “Completion Date”.) A one-time extension of the Completion Date, by up to 180 days, may be granted at the sole discretion of the EDD Director, contingent upon the applicant demonstrating just cause for such one-time extension. Requests for a one-time extension must be made in writing and received by the EDD Director within 30 days of the Completion Date.

Modifications to the approved final plans or changes to the construction documents which produce differences in the approved design or intent of the project will require review and approval by EDD staff and/or BOCC. Failure to receive such approval shall invalidate the Agreement and the agreement will be deemed terminated.

Reimbursement Process:

Approved applicants will receive reimbursement funding upon completion of the project. Completion of the project requires receipt of a Certificate of Occupancy (C.O.) from the Hillsborough County Development Services, Building Inspection Department and submittal of said C.O. to EDD staff before funds are released. Grant programs not requiring a C.O. for completion will require sufficient evidence of completion as determined by EDD staff.

Prior to release of funds, EDD staff will verify completed work is satisfactory and meets the intent of the *Agreement*. Funds will not be disbursed on projects that are not in accordance with the approved plans and the *Agreement*. The County’s Development Services Department, Building Inspection Division will make the final determination as to when the project is complete. Applicants must provide verification, satisfactory to the EDD, of all project costs, including contractor invoicing, and evidence of payment of funds for reimbursement and match, before grant funds can be disbursed.

Disclosures:

The EDD expressly reserves the right to reject any or all applications or to request additional information from any and/or all applicants. The EDD retains the right to amend the program guidelines and application procedures without notice. The EDD also retains the right to display and promote properties that receive grant funds.

Insurance / Sovereign Immunity:

Applicant and each party shall be fully responsible for acts and omissions of its agents, contractors, or employees in the performance of its obligation under this application and subsequent *Agreement*, to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or political subdivision of the State of Florida to be sued by third parties, in any matter, arising out of this Application or any other contract or agreement.

Contact Information:

Questions on how to complete the application form or the appropriateness of a proposed project should be directed to Eric Lindstrom, Competitive Sites and Redevelopment Manager at (813) 276-2747 or email at lindstrome@hillsboroughcounty.org, or Cecilia Gayle, Redevelopment Coordinator at (813) 272-9514 or via email at gaylec@hillsboroughcounty.org

HILLSBOROUGH COUNTY
Economic Development Department (EDD)
Redevelopment Incentives for Pilot Project Areas
August 2016
Application for Assistance

(Please refer to Application Instructions for assistance in completing the application)

1. General Information	
Applicant Name:	Date of Final Application Submission:
Title:	Contact Person Email:
Address:	Web Site:
Telephone Number:	Commission District of Project:
Property Owner Name: (if different than applicant)	Property Owner Address:
Telephone Number:	Email:

2. Project Information	
Project Title:	
Location of the Project: <i>(Attach maps showing the general and specific location of the project)</i>	
Address: _____ _____	
Within Redevelopment Incentive for Pilot Areas: <input type="checkbox"/> Yes <input type="checkbox"/> No (http://www.planhillsborough.org/urban-service-area/)	
Redevelopment Project Description: (https://www.municode.com/library/fl/hillsborough_county/codes/land_development_code)	
<input type="checkbox"/> Office <input type="checkbox"/> Manufacturing <input type="checkbox"/> Industrial <input type="checkbox"/> Catalyst (Mixed-use or Transit Oriented Development)	
Total Estimated Project Cost:	Total Redevelopment Incentives Requested:
\$ _____	\$ _____

Project Description: *(Describe in Detail the Redevelopment Project and the use of the Redevelopment Incentives for the project. Attach additional sheets if necessary.)*

Project Milestones by Week for Redevelopment Project: *(Provide detailed project construction schedule in a Gantt Chart format. Other formats may be accepted upon prior approval by EDD)*

3. Select Requested Eligible Incentive Program(s)

<input type="checkbox"/> 1. Expedited Site Development Construction Plan Review Program	<input type="checkbox"/> 6. Building Exterior Improvement Program
<input type="checkbox"/> 2. Permit Impact Fee Waiver Program	<input type="checkbox"/> 7. Building Interior Improvement Program
<input type="checkbox"/> 3. Demolition of Distressed Structures Program	<input type="checkbox"/> 8. Catalyst Project Incentive Program
<input type="checkbox"/> 4. Infrastructure Assistance Program	<input type="checkbox"/> 9. Small Business Façade Program
<input type="checkbox"/> 5. Contaminated Site Assessment & Remediation Program	

4. Select the Targeted Redevelopment Area

(refer to Redevelopment Incentives for Pilot Project Areas for detailed boundary descriptions)

<input type="checkbox"/> A. University Pilot Project Area
<input type="checkbox"/> B. 56th St. North Pilot Project Area (Del Rio)
<input type="checkbox"/> C. Palm River Pilot Project Area
<input type="checkbox"/> D. North Airport Pilot Project Area

5. Hillsborough County Compliance Issues

Code Enforcement Lien and Violation Review. The Hillsborough County Code Enforcement (813-272-5900) will review all applications to determine if there are any liens or existing code violations on the property.

Are there any liens or existing code violations on the property? ☐ Yes ☐ No

If yes, briefly explain (attach additional pages if needed):

Code Enforcement Review Performed by:

Signature & Date: _____

6. Hillsborough County Compliance Issues Continued

- | | |
|---|--|
| a. Agree to provide evidence of project Site Control | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Agree to provide evidence that Project Property is Free of Judgement Liens | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Provide evidence that Zoning is appropriate for Proposed Use | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Agree that Project will not include Adult entertainment facilities | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| e. Agree that Project will not include Alcoholic beverage only establishments | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. Agree to obtain all necessary Permits with HC Development Services Dept. on project | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. Agree to work performance required by HC Building Inspection Division & EDD on project | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h. Agree that if applicant is Existing Business, Hillsborough County (HC) Business License is Current | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| i. Agree the project Licensed Contractor will perform all work (unless exclusively exterior painting) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| j. Agree to provide evidence that project owner maintains appropriate Property Insurance on project | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| k. Agree that project qualified contractors/consultants licensed in the State of Florida | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| l. Agree that project qualified contractors will carry Workers Compensation Insurance | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| m. Agree that there are no outstanding financial obligations to Hillsborough County on project | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| n. Agree that all mortgage and tax obligations are current on project | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| o. Agree to provide documentation of any funds from other County programs pertaining to this project site | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| p. Agree project inspection(s) will be performed by EDD and DS to determine compliance on the project | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| q. Agree project inspection(s) will be performed by EDD and DS to determine completion of the project | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| r. Agree a certificate of occupancy / evidence of completion will be submitted to EDD at project completion | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| s. Agree applicant's matching invoices/ expenses will be paid in full & evidence showing such provided to EDD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| t. Agree applicant's grant funding to be distributed only after all project invoices/ expenses, including required photographs, have been reviewed & approved by EDD | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| u. Agree to acknowledge that no more than (1) application allowed for funding per fiscal year | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| v. Agree to acknowledge that future funding eligibility is treated cumulatively | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| w. Agree to acknowledge that applicant cannot apply for another grant at same location for a five year period after having received the max redevelopment incentive funds | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Signature & Date: _____

7. Hillsborough County Compliance Issues Continued
<input type="checkbox"/> Increases Higher-Wage Job Opportunities
<input type="checkbox"/> Promotes and Encourages Private Capital Investment - 5:1 Private/Public Ratio, or higher
<input type="checkbox"/> Increases the Tax Base
<input type="checkbox"/> Removes Blighting Conditions
<input type="checkbox"/> Increases the Growth and Expansion of Small Business
<input type="checkbox"/> Promotes Transit and Transit Accommodations

8. Funding Request Summary	
Project Type	Amount
1. Expedited Site Development Construction Plan Review Program	
2. Permit / Impact Fee Waiver Program	
3. Demolition of Distressed Structures Program	
4. Infrastructure Assistance Program	
5. Contaminated Site Assessment & Remediation Program	
6. Building Exterior Improvement Program	
7. Building Interior Improvement Program	
8. Catalyst Project Incentive Program	
9. Small Business Façade Program	
Total Redevelopment Incentive Grant Funding Requested:	

9. Project Budget (Attach supporting documentation on Exhibit A Project Budget Form)			
Construction Project			
Budgeted Activities	Redevelopment Program Funds Requested	Other Funds	Total Project Cost
Total:			

10. Cost Estimate Reasonableness and Accuracy

Who prepared the cost estimate? (attach supporting documentation)

- ☐ **Applicant:** Name of Person(s) _____
- ☐ **Contracted Engineer:** Name of Firm: _____
- ☐ **Other Contractor or Consultant:** Name of Firm: _____

Date when the budget cost estimate was prepared?

On what basis did you determine that the estimated costs were reasonable and accurate?

11. Other Documentation (Please describe any additional documents in the application)

12. Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment or material facts. I further certify that no contracts have been awarded, funds committed or construction of proposed projects, and that **no action will be taken prior to issuance of authorization to proceed by Hillsborough County Economic Development Department.** I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Signature: Authorized Name & Title

Print : Authorized Name & Title

Date: