



**Redevelopment Authority**  
of Prince George's County

**COMMERCIAL PROPERTY IMPROVEMENT PROGRAM  
NOTIFICATION OF FUNDING (NOFA) AND PROGRAM GUIDELINES  
APRIL 2020**



## **INTRODUCTION**

The Redevelopment Authority of Prince George's County is hereby soliciting applications from eligible shopping centers and retail properties for the Commercial Property Improvement Program (CPIP). Available funding is \$900,000 for the FY 2020 funding round.

## **APPLICATION DUE DATE**

Applications are due on Thursday May 7, 2020 at 5:00 p.m. ET

### **Applications should be mailed, or hand delivered to:**

Victor E. Sherrod  
Asset Manager  
Redevelopment Authority of Prince George's County  
9200 Basil Court, Suite 504  
Largo, MD 20774

**Application submission must include one original and four copies .** Email applications or late applications will not be accepted

## **CPIP PROGRAM QUESTIONS**

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Redevelopment Authority of Prince George's County  
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## **PROGRAM OVERVIEW**

The Redevelopment Authority of Prince George's County Commercial Property Improvement Program (CPIP) was established to assist owners of shopping centers and main street retail space with exterior façade, place making, lighting and major building systems improvements that enhance retail competitiveness and viability.

The CPIP will provide a Matching Grant to approved shopping centers and retail space for eligible improvements:

1. The CPIP will require a 50% applicant match, meaning that the applicant will pay for half of the total project costs.

2. To achieve the maximum impact for CPIP funding, the minimum grant request is \$50,000 (for \$100,000 total project costs) and the maximum grant is \$350,000 (for \$700,000 or more in total project costs).
3. Architectural design and permit costs are eligible costs, however the CPIP Grant portion of soft costs will not be reimbursed until construction is completed.
4. The CPIP will reimburse up to 50% of approved construction costs, not to exceed the approved grant amount, as costs are incurred and as documented by the applicant's expenditure.
5. Construction on the approved project must begin within ninety (90) days after approval of the CPIP grant and must be completed within one-hundred and eighty (180) days after approval.

### **Eligible Improvements**

Scope of work must include a ***minimum of three*** of the following eligible improvements:

1. Redesign and construction of storefront façade.
2. Upgrade of major building systems to increase energy efficiency.
3. Replacement or repair of cornice, parapets and other architectural features.
4. Replacement of doors and windows on front façade of property.
5. Installation or upgrading of exterior lighting.
6. Installation or improvement of signage.
7. Installation or replacement of awnings or canopies.
8. Exterior painting, repointing of brick or other exterior façade improvements.
9. Installation of public art and landscaping features.
10. Parking lot improvements

### **Application and Intake Process**

Applications for the CPIP will be accepted from owners of eligible properties up to the close of business on the NOFA application submittal deadline.

Approval of applications and selection of projects will be based on a first come first completed basis, with funding priority for properties meeting the greatest number of criteria for eligibility and scope of work and subject to the availability of funds.

### **CPIP Program Application Requirements**

#### **Submittal (Pre- selection)**

1. A completed executed CPIP Application with all required attachments must be submitted by owner (s) of eligible properties.
2. Properties with delinquent mortgage(s), delinquent County taxes, and outstanding code violations are ineligible.
3. Applicant must determine if property is subject to any MNCPPC or municipal urban design, or historic preservation standards.

**Post Selection (Closing/Pre- Construction)**

1. Applicant must develop all permit, construction and applicable mechanical drawings, to conform to all federal, state, and local codes, ordinances, regulations; and applicable historic preservations requirements.
2. Applicant must obtain all applicable permits.
3. Applicant must obtain at least 3 bids for approved scope of work.
4. Executed construction contract for approved scope of work, with licensed and bonded construction company.
5. Approved CPIP Matching Grant will be disbursed on a reimbursable basis, upon submittal of evidence of completed approved scope of work, applicant payment, and contractor lien release.
6. CPIP Matching Grant will be disbursed on a reimbursable basis after validation of expenditure of owner's matching contribution.
7. Applicant will be required to execute a CPIP Matching Grant Agreement
8. Applicant will be required to execute a CPIP Maintenance Agreement for funded improvements.
9. Applicant must comply with all other requirements deemed necessary by the RDA to implement the CPIP Program.