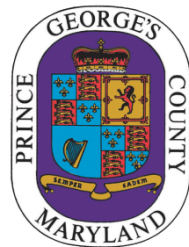




Redevelopment Authority
of Prince George's County

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

2021



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 **\$1 Million** for the **FY 2021** funding round.

APPLICATION DUE DATE

Application submission for the **CPIP 2021** funding will only be accepted by electronic version (email) along with hard copy of your submission via United States Postal Service. We are unable to accept in person submissions at this time. Both email and hard copy submissions must be post marked by **Wednesday February 17, 2021**. Email submissions will be monitor very closely and must post marked by the deadline. Email or hard copy submissions received after **3:00 pm** on **Wednesday February 17, 2021** will not be accepted. Your email submission must contain the application and the required documents per the application, as the hard copies. Incomplete submissions will not be accepted. Questions may be email to: Victor E. Sherrod, vsherrod@co.pg.md.us and will be responded to by **January 27, 2021**. Please send your submissions to:

Victor E. Sherrod

Project Manager

Redevelopment Authority of Prince George's County

9200 Basil Court, Suite 504

Largo, MD 20774

vsherrod@co.pg.md.us

Application submission must include one original and four copies .

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.