



## Commercial Property Improvement Program (CPIP 2019) Questions

Q: Are the grants in second position to bank debt (1<sup>st</sup> & 2<sup>nd</sup> Mortgages)?

**A: CPIP funding is a grant, as such will be subordinate to any debt.**

Q: If soft costs have already been incurred, are these eligible for reimbursement under the grant program?

**A: Soft or hard costs incurred prior to CPIP grant approval are not eligible.**

Q: For approved/awarded projects will there be assistance with the permitting process?

**A: Securing applicable permits for approved CPIP scope of work is the responsibility of the applicant. Proposed scope of work should be discussed with the Prince George's County Department of permitting, Inspections and Enforcement for permit requirements and anticipated permit processing timeline.**

Q: Was the market potential rating of each center influenced by the long term master plans?

**A: Market potential is characterized by unmet retail demand, a strong captive market, strong drive-by market, proximity to strong retail**

***or dining magnets, a healthy occupancy rate, and a positive public image.***

Q: Is this a grant or loan?

***A: CPIP funding is a matching grant.***

Q: Please provide email/contact.

***A: CPIP contact: rbcclemens@co.pg.md.us***

Q: Can you clarify what types of security enhancements the committee will consider?

***A: CPIP will consider all types of security enhancements. Applicant must provide narrative justifying why a particular security enhancement was proposed as well as long term monitoring and maintenance plan for security enhancement.***

Q: Are roofing systems eligible for consideration?

***A: Yes roofing systems are eligible for consideration.***

Q: Realistic time lines for architectural, engineering, and permits?

***A: Securing applicable permits is a post-selection requirement, meaning that permits do not have to be in hand to submit the application. However applicable permits must be in hand prior to start of construction. Securing applicable permits for approved CPIP scope of work is the responsibility of the applicant. Proposed scope of work should be discussed with the Prince George's County***

***Department of permitting, Inspections and Enforcement for permit requirements and anticipated permit processing timeline.***

Q: Realistic time lines for many national tenants of specific date ranges which preclude construction projects during these periods?

***A: CPIP application timelines and construction completion requirements are not set to meet national tenants' occupancy timelines. Applicant must propose and if approved, schedule CPIP scope of work that accommodates shopping center's or property tenant location strategy and needs.***

Q: On one of our shopping center properties, we have been considering installing about 80,000 sf of solar roof panels. We have done this on other non-retail properties we have in Prince George's County. In order to do that, here, in preparation for the solar panel installation, we would need to replace the roof with a more energy efficient roof. We would not, most likely, be paying for the solar panels but we would be paying for the roof. Would the roof improvement project in preparation for the PV solar installation that is owned by a 3<sup>rd</sup> party still be eligible for the grant?

***A: The roof replacement would be eligible for the grant.***

Q: If the roof and panels qualifies us for other tax incentives etc., is the grant in any way reduced by the amount of tax credit or other incentive – or is it independent of any other incentive?

***A: The CPIP funding is a matching grant for actual expenditures. If the roof replacement or other energy efficiency upgrades is funded or rebated by another program, it would not qualify for the CPIP funded.***

Q: In conjunction with the solar panels, we would consider replacing our current lighting in the parking lot and under the canopy with all LED lighting? Are we correct in understanding that this could be eligible in the grant?

***A: Yes applicant funded lighting is an eligible improvement.***

***However note that applicant's scope of work on a property must include at least 3 eligible improvements.***

Q: At one of our retail centers, we are considering working with a tenant to create an expansion and also outdoor patio space for their restaurant as the center is across the road from the Metro station and near a community college – so it would be an attractive and “place making” addition to the center. Would an improvement like

this in an otherwise good-looking and well-maintained center  
be eligible?

***A: Yes potentially, depending on nature of “place making”  
improvement.***

Q: Lastly, as we have several retail centers in Prince Georges County,  
can we apply for more than one grant? We take pride in our  
centers, work hard to maintain them well and have planned and  
already-budgeted improvements in several of our centers and a  
grant like this can make a big difference to us in improving and  
modernizing these centers.

***A: Yes, owners of multiple properties can submit multiple  
applications.***

Q: What level of detail is required for the building cost estimate to  
support the proposed design?

***A: Costs estimates including materials, labor, units, etc. are better.  
However, please note that a post selection requirement is at  
least three bids from a contractor, with sufficient detail to***

***support the CPIP funding request.***

Q: What level of detail is required for the architectural renderings to communicate the design concept sufficiently to the County? We have done some color renderings for a prior County approval last year. Do we need to indicate proposed dimensions, building materials & colors in this submittal?

***A: Construction drawings are not required for application submittal. If you are selected specs will be required to obtain 3 bids for work. Color renderings are fine for application submittal. As much detail available to submit with application including dimensions, materials, colors, etc. will be helpful and make a stronger case for project readiness.***

Q: I did find the CPIP application, but I also saw a mention of a CPIP Loan Program, and I wondered what that was?

***A: The CPIP Program is matching grant funding, no loans are provided. Goals is to maximize project size with owner's capital and CPIP funding.***

Q: How detailed should the sketches/conceptual drawings of the anticipated exterior improvements be?

**A: *Construction drawings are not required for application submittal. If you are selected specs will be required to obtain three (3) bids for work. Color renderings are fine for application submittal. As much detail available to submit with application including dimensions, materials, colors, etc. will be helpful and make a stronger case for project readiness.***

Q: What would suffice in terms of County taxes documentation?

**A: *County tax bill or letter showing no delinquency.***

Q: What would suffice in terms of mortgage payment documentation?

**A: *Statement from all mortgage holders showing no delinquency.***

Q: I'm working with several businesses in Mount Rainier and there is some confusion about how they apply as a group, or if they do?

Is there a way for them to show that they are working together but put in their own applications?

***A: Applicants with properties located in a “main street” block may work together to design facades and placemaking improvements. However, each property owner must submit a separate application.***

Q: Are churches ( which are business entities) eligible to apply for this grant?

***A: Properties occupied exclusively by Churches are not eligible to apply. However, if a church owns a shopping center occupied by retail tenants, the property would be eligible.***

Q: I am the Property Manager for 2 Shopping Centers located in Prince George’s County; Oxon Hill Shopping Center and Eastover Shopping Center. We will be submitting applications for consideration for both of these properties. When looking over the application I came up with a few questions: Oxon Hill is listed as: Upper right; Eastover Shopping Center is listed as: Lower right Question 3- Property Eligibility- states that a narrative assessing site conditions and market potential is required. Because these fall under the 2<sup>nd</sup> and 4<sup>th</sup> tier can you elaborate on what is needed in the narrative?

A: Narrative should make a case from why your center has market potential and promising site conditions warranting CIP investments. Market potential is characterized by unmet retail demand, a strong captive market, strong drive-by market, proximity to strong retail or dining magnets, a healthy occupancy rate, and a positive public image. Site conditions are characterized by proximity to public transit, good visibility, attractiveness of the center and surrounding environment, overall condition of the property, and history of improvements to the property to enhance tenant base. Strategy you have deployed to enhance your tenant base. a cooperative property owner. Outline your

Question 4-Improvements-states that you must select three from the list



Does this mean that three of the projects have to be included for the application to be considered? For example- I have \$100K planned on painting the entire shopping center. Would this qualify for consideration alone based on the \$? Or, would we have to also do a lighting upgrade and install art and landscape features?