



2024 COMMERCIAL PROPERTY IMPROVEMENT PROGRAM

NOTIFICATION OF FUNDING (NOFA), PROGRAM GUIDELINES AND GRANT
APPLICATION

FISCAL YEAR

2024

PRE-APPLICATION MEETING: October 21, 2024

ISSUE DATE: October 21, 2024

APPLICATION DEADLINE: December 9, 2024

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SECTION 1: INTRODUCTION

The Redevelopment Authority of Prince George's County is hereby soliciting applications from eligible shopping centers and retail street storefronts properties for the Commercial Property Improvement Program (CPIP).

Available funding is **\$1 Million** for the **FY 2024** funding round.

1.1 Program Overview

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

The CPIP will provide selected applicants with a matching grant to assist with Eligible Improvements to shopping centers and main street retail space, subject to the following conditions, stipulations and parameters :

1. The CPIP is a match funding program, meaning that CPIP funds will match the applicant's paid project improvements costs up to 50%. For example, if the total cost of the proposed improvements is \$200,000 and the CPIP award is \$50,000, once the planned improvements are completed and paid for by the applicant, the CPIP will disburse \$50,000.00 to the applicant after receipt of all required documents and satisfactory inspections .
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 fees 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. CPIP-funded construction work must be completed within one-hundred and eighty (180) days after approval.

1.2 Eligible Improvements

Scope(s) of work for each project will be evaluated and must include a **minimum of three (3)** 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
11. Roof replacement

SECTION 2: EVALUATION CRITERIA

The following criteria will be used to evaluate and rank applications:

| EVALUTION CRITERIA | Maximum Points | Points Awarded |
|--|----------------|----------------|
| <p>Market potential/site conditions per site and application narrative Tenant mix will consider the following factors: strong captive market and drive by traffic; proximity to strong retail or dining magnets, healthy occupancy rate, proximity to public transit, good visibility, attractiveness of property and surrounding environment, overall condition, and image of property.</p> | 25 | |
| <p>Physical impact and enhancement of a community: The greater the demonstrated physical impact and enhancement, the more points awarded for this category.</p> | 30 | |

| | | |
|--|------------------|-------------------|
| <p>Readiness to Proceed Maximum Points</p> <p>Applicants with permits in hand, architectural drawings, work underway, etc. will score higher in this category.</p> <p>Ready scope of work 5 points Architectural drawings 5 points Work underway 10 points. Discretionary points 5 points</p> <ul style="list-style-type: none"> • Permit in hand approved by <u>DPIE</u> or <u>M-NCPPC</u> | <p>20</p> | |
| <p>Leveraging of CPIP Funding Maximum Points</p> <p>Projects with total costs equivalent to a 3:1 ratio or greater of CPIP funds will receive 25 points.</p> <p>1:1 ratio or greater will receive 5 points 2:1 ratio or greater will receive 15 points 3:1 ration or greater will receive 25 points</p> <p>Above points subject to verification by bank</p> | <p>25</p> | |
| <p>Bonus Points: Public Art</p> <p>1. Projects incorporating public art will receive a bonus 5 points.</p> | <p>5</p> | |
| <p>Minimum Points to Qualify: 75 points.</p> | | <p>100</p> |

SECTION 3: APPLICATION POST-SELECTION PROCEDURES

The **NOFA** will be issued **Monday, October 21, 2024**. Submission MUST BE typed written, font size 12, style Calibri (Body) . **Handwritten submissions will not be considered as a completed submission and will not be accepted.** To be considered an original and **four (4)** copies of the CPIP **2024 Application** must be received by **Monday December 9, 2024**, and hand delivered by **12:00 noon** to:

Victor E. Sherrod
Project Manager
Redevelopment Authority of Prince George's County
9200 Basil Court, Suite 504
Largo, MD 20774
CPIP@co.pg.md.us

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.

3.1 Application 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 ensure compliance with all applicable M-NCPPC or municipal urban design, or historic preservation standards.
4. Must provide certificate of good standing from the State of Maryland
<https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>
5. Copy of business license must be included with your application
<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/licensing/business-licenses>

3.2 Evaluation and Selection Committee

A Proposal Analysis Group (PAG) will evaluate all completed applications received by the closing deadline in accordance with the criteria outlined in Section 2 above. Incomplete applications or failure to submit required supporting documentation or attachments will disqualify an applicant. Redevelopment Authority staff will provide recommendations to the Office of the County Executive for final approval.

3.3 Other Application Procedures and Requirements

The RDA may conduct site visits or request additional information to complete the application process. Applicants recommended for approval may be required to make a formal project presentation. Upon approval, applicants will enter into a CPIP Grant Agreement with the RDA.

The RDA reserves the right to waive requirements and/or minor irregularities when it is in the RDA's best interest to do so. Applications will not be opened publicly.

SECTION 4: POST-SELECTION/AWARD PROCEDURES

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 three (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. Applicant will be required to execute a CPIP Matching Grant Agreement
7. Applicant must comply with all other requirements deemed necessary by the RDA to implement the CPIP Program.

SECTION 5 - QUESTIONS

Questions regarding the CPIP 2024 Application should be submitted via email to CPIP@co.pg.md.us. Responses to all questions received will be posted and published on **November 12, 2024** to the RDA Website:
www.princegeorgescountymd.gov/departments-offices/redevelopment-authority