



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

Commercial Property Improvement Program (CPIP 2023) Question

Q: Can a tenant leasing a rental space, apply for this grant?

A: Unfortunately, businesses leasing space, would not be eligible to apply for the CPIP grant at this time.



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of Prince George's County

Commercial Property Improvement Program (CPIP 2022) Questions

Q: We are owners of two businesses in Prince George's County. We are leasing as renters. Can we apply for the CPIP funding with permission from owners of the property?

A: Unfortunately, as renters or lessees, you will not be eligible to apply for the CPIP grant program.

Q: Who would we contact to see if we need a permit in order to have a mural painted on the side of a building?

A: Please contact Department of Permitting and Inspections.

<https://www.princegeorgescountymd.gov/1024/Permitting-Inspections-and-Enforcement>

Q: Upon submitting the application, do we need to have in hand the estimates on all the improvements that we are planning to have done?

A: It would be beneficial if you have cost estimates to submit with your application.

Q: We are looking to improve our parking, signage, HVAC and painting of our exterior building. Do you happened to know of someone that we could talk to see how to prioritize improvements and to funds we have to use?

A: The County cannot offer advice regarding property improvements. I suggest you contact a trained professional, (GC) general contractor or architect, regarding the specific improvements of the property.

Q: I own several grocery stores in Prince George's County. Can I apply for the CPIP grant Program?

A: Retail grocery stores are not eligible for the CPIP program, the program currently limited to centers with multiple retail tenants (i.e., retail strip centers).

Q: I would like to use the CPIP funds to reinforce existing projects that we have along our main street façade?

A: CPIP program is designed to provide grant opportunities to retail shopping centers owners and not individually owned businesses.

Q: Is the grant available to renovate or replace the foundation or structural components of a building?

A: Structural or foundation items, are not covered under the current grant.

Q: Does upgrading of major building systems increase efficiency include (1) complete replacement of nonfunctional HVAC systems (2) replacement of older windows with energy efficient windows, and (2) updating electrical wiring?

A: CPIP grant does not covered non-functional systems. Replacement of windows would be eligible under the grant. Electrical panels (internal) are not eligible under the grant.

Q: We own several contiguous buildings on separate lots which are mixed-use with retail and office components. One single-story building is currently occupied by an office user but could be used for retail purposes. We have another building that has street-level, store-front end retail with office space on the second floor. Are these mixed use building eligible for the grant or would they have to first be converted to entirely retail?

A: Mixed use buildings are not currently covered under the grant.

Q: Is the grant available for the entirety of our holdings as one (in other words can we spread the grant across all of some of the buildings), or do we need to apply for each individual building on a stand-alone basis?

A: Yes

Q: Is there a certain number of years during which improvements constructed with grant funds cannot be altered or the corresponding building be redeveloped? And if a redevelopment were to take place within that time period, would the grant required to be repaid?

A: Approved grant terms are (180) days from award to construction. You can't mix grant funds with redevelopment of a building. Eligible items for reimbursement, may be found in the NOFA, page 3. Grants are not required to be repaid and only reimbursable items, listed on page 3 are eligible for reimbursement.

Q: I own a building with three stories and two of them have been rented. I would like to apply for the grant to make internal and external repairs as well as repairs to my elevator.

A: CPIP grants are for retail shopping centers only. Commercially owned rental properties are not eligible for the CPIP grant.

Q: Can you provide information on how small businesses located in a shopping center can apply to the program.

A: The Redevelopment Authority of Prince George's County and the CPIP program address the physical structure and the built environment only. For business operating assistance please contact the Prince Georges County Economic Development Corporation.

Q: How is the county deciding which projects to award grants and which not to?

A: All applicant submissions will be scored based on the current evaluation criteria checklist on page (4) of the NOFA guidelines. Submissions will be reviewed by the (PAG) committee, (Project Analysis Group), for recommendation.

Q: How can we determine whether the work we're doing requires a permit?

A: A licensed general contractor or architect, should be able to determine, what work requires permitting.

Q: If we do not believe a building permit is not needed, how do we obtain the certification from a DPIE reviewer?

A: A licensed general contractor or architect, should be able to determine, what work requires permitting and provide documentation from a DPIE reviewer.

Q: I am looking for a commercial flex space in Prince Georges that the landlord is not willing to put money into the property, to make it work the way my business is intended to run. Can I apply for this grant?

A: If the property is acquired and operated as a multi-tenant retail center, the owner may apply for CPIP funds.

Q: Are all shopping centers eligible or only some?

A: All retail shopping centers are eligible to apply for the CPIP program within Prince George's County.



Commercial Property Improvement Program (CPIP 2021) Questions

Q: I have two residential houses that need exterior painting, pool fixing and driveway repairs. Can I apply for CPIP? Is it considered commercial building?

A: Residential homes are not eligible for CPIP funding. The CPIP program is designed for retail commercial exterior façade improvements.

Q: Does the grant cover any interior or roof work? If not roof work, does it cover cornice/copings visible from the street.

A: Grant does not cover interior work, but roofing is an eligible item. Please see attached NOFA guidelines for review.

Q: Does the grant help with design/architectural fees?

A: Yes

Q: Can grant recipients use their own contractors?

A: Recipients are allowed to select their own contractors, but the recipients must provide three written proposals for the eligible work to be reviewed by the RDA. The contractors must also have insured coverage as well.



Commercial Property Improvement Program (CPIP 2020) Questions

Q: Are three bids required for the proposed improvement projects be included with the application or just prior to submission for reimbursement after the projects are completed?

A: Bids are not required with your submission but if you have bids in hand, you may submit them. Post stage is where the bids are due, once you're awarded the funding.

Q: I just wanted to see if the CPIP deadline is still April 16th or if things have changed with the uncertainty of the Coronavirus?

A: In light of the current COVID-19 pandemic, the due date for the Commercial Property Improvement Program 2020 submission packages, has been extended to Thursday May 7, 2020. All county offices are closed to the public but remain open for business via e-mail until further notice. To protect the health and safety of our employees and the public, no in-person submissions will be accepted. All submissions must be postmarked by the U.S. postal service and mailed.

Q: The application it asks if the “property is identified in Appendix “A” as a target center for immediate or short-term improvements due to strong market potential and promising site conditions?”

A: For this round of funding, Appendix A does not apply as if only related to the 2019 CPIP funding.

Q: Property currently under contract, can I still apply for funding?

A: Yes

Q: Will a new owner looking to live and occupy the community as develop new construction be welcome to apply for the CPIP Program Grant?

A: CPIP 2020 grant program is targeted to retail shopping centers.

Q: Does the CPIP Program Grant fund mixed use residential properties?

A: Mixed use residential properties would not be eligible

Q: If not, does the program have a list or area allowable anticipated redevelopment zones that will be aligned with the CPIP Program Grant?

A: The Redevelopment Authority does not maintain a list of targeted rezoned areas. Funding is targeted to retail shopping centers.

Q: Does the CPIP Program Grant allow financing?

A: Please refer to the CPIP 2020 guidelines as it relates to owner contributions.



Commercial Property Improvement Program (CPIP 2019) Questions

Q: Are the grants in second position to bank debt (1st & 2nd 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

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***

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: rbclemens@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 timelines 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 centers 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 3rd 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 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

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 2nd and 4th 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.