

City of College Park

FY 2019 Business Assistance and Façade Improvement Grant Program

Program Overview

The goal of this program is to assist local businesses and commercial property owners with property improvements to enhance the City's commercial districts.

The City will provide a grant of up to 50% of the total cost of improvements not to exceed \$15,000 for exterior improvements and \$5,000 for interior improvements. The total amount of the grant shall not exceed \$15,000 for any property. The funding available for FY2018 is \$60,000. Funds are provided after the work has been completed.

Eligible Businesses and Property Owners

- An applicant must own or represent a business or be a commercial property owner.
- A business owner must have a valid U+O and be in good standing with the City. A property must be a legally existing commercial building within the City's municipal boundaries.
- A business must have no more than 10 outlets and also not be part of a national franchise.
- If the applicant is not also the owner of the building, the tenant must have at least two years remaining in lease at location of proposed project.
- Business tenants in multi-tenant buildings that do not have independent storefronts are not eligible to apply.

Eligible costs

The following are examples of eligible improvements including labor and materials, architect and engineering fees, as well as permit fees.

1. Façade Improvements
 - a. Signage
 - b. Replacement doors and windows
 - c. Exterior painting
 - d. Lighting
 - e. Upgraded building materials
2. Interior Improvements (must be affixed to the property)
 - a. Dry wall
 - b. Electrical and plumbing
 - c. Flooring
 - d. Green improvements (low flow toilets, energy efficient lighting, etc.)
 - e. Interior demolition
 - f. HVAC

Application Process

1. The applicant will submit the completed Grant Application Form. An application is considered complete when consisting of: a) completed and signed application form, b) copy of executed lease for a business operating in rented premises. The lease must extend, or allow for renewal, two years beyond the submittal deadline, c) written consent of property owner if applicant does not own property, d) list of all improvements that will be made and a cost estimate for each, e) estimated construction schedule and f) copy of Prince George's County (the "County") Use and Occupancy Permit.
2. The applicant will be notified whether the application is accepted for further review based on the applications ranking. If the application is accepted for further review, the applicant shall schedule a preliminary walkthrough of the subject building with the Economic Development Coordinator to discuss the planned improvements. Additionally the applicant shall submit: a) copies of any construction plans and drawings if applicable, b) copies of agreements with contractors if applicable, c) construction schedule and d) completed W-9 form.
3. Upon completion of the improvements, the applicant shall schedule a final walkthrough with the EDC to inspect the completed improvements. The applicant shall then submit: a) proof of any required inspections and approvals from the County and/or the City and b) receipts, invoices, or other evidence of payment for improvements and any other supporting records required by the City.

The City reserves the right to refuse reimbursements in whole or in part for work that is not completed within 6 months. Funds cannot be reserved indefinitely, grants may be subject to cancellation if not completed or significant progress has not been made by the completion Business and Façade Improvement Program date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

Evaluation of Applications

Applications will be reviewed after the submittal deadline. Only complete applications will be reviewed and no late submissions will be allowed. Applications that meet the eligibility requirements will be ranked on the following criteria, with the highest scoring applications moving on.

Business Commitment

- 2 points: The applicant is the owner of the building, or the applicant's lease extends five years from the submittal deadline.
- 1 point: The applicant's lease extends two years from the submittal deadline.

Business History

- 3 points: The business has been located in College Park for more than 10 years.
- 2 points: The business has been located in College Park between 5 and 10 years.
- 1 point: The business has been located in College Park less than 5 years.

Business Location

- 5 points: The business is located within the Hollywood Commercial District.

- 3 points: The business is located within Downtown College Park or the Berwyn Commercial District.
- 2 points: The business is located along the Route 1 Corridor between Campus Drive and University Boulevard.
- 1 point: The business is located along the Route 1 Corridor north of University Boulevard.

Improvement Type

- 10 points: Greater than 75% of the total improvement costs are for façade work.
- 5 points: Between 50% and 75% of the total improvement costs are for façade work.
- 2 point: Less than 50% of the total improvement costs are for façade work.

Private Investment

- 5 points: The applicant and/or landlord cover greater than 80% of the total tenant improvement costs.
- 3 points: The applicant and/or landlord cover between 65% and 80% of the total tenant improvement costs.
- 1 point: The applicant and/or landlord cover between 50% and 65% of the total tenant improvement costs.

Sustainability

- 2 points: The applicant is incorporating environmentally-friendly improvements (e.g. dual flush/low flow toilets, use of recycled materials, energy-efficient hand dryers, etc.).

Maintenance obligation

Applicant shall maintain the improvements to the property in good condition and in accordance with all applicable building codes. Conditions that constitute a failure to maintain the property in good condition include, but are not limited to, peeling paint, chipped surfaces, broken windows, covered transoms or window spaces, boarded windows, excessive bird droppings or debris, graffiti and illegal or nonconforming signage, obstructed windows and conditions for which code violation notices or citations are issued.

Failure to maintain improvements will result in ineligibility of award for future grants to that individual or corporation.

Disclosures

The City expressly reserves the right to reject any and all applications or to request additional information from any and all applicants and grantees. The City retains the right to amend the program

guidelines, agreements, and application procedures. The City also retains the right to display and advertise properties that receive matching funds under this grant.

City Staff has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to, building permits and any other necessary permits. All work must comply with city, state and federal regulations.