

## City of College Park

### FY 2020/21 Modified Business Assistance and Façade Improvement Grant Program

#### Program Overview

The goal of this modified program is to assist local businesses and commercial property owners with capital improvements to enhance individual businesses and the City's commercial districts and to offer increased resources in response to the COVID-19 pandemic.

The City will provide a grant to cover 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 FY2020/21 is \$150,000. Funds are provided after the work has been completed and are available on a first-come-first-served basis.

#### Eligible Businesses and Property Owners

- An applicant must be the business owner or the 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. Locally owned franchise businesses are eligible to apply.
- If the applicant is not the property owner, a minimum of two years must remain on the lease.
- A business tenant in a multi-tenant building without direct access through a storefront are not eligible to apply.

#### Eligible Costs

The following are examples of eligible improvements. Labor and materials, architect and engineering fees, and permit fees are eligible.

1. Exterior Improvements
  - a. Signage
  - b. Replacement doors and windows
  - c. Exterior painting
  - d. Lighting
  - e. Upgraded building materials
  - f. Roofing
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 and renovation
  - f. HVAC
  - g. Painting
  - h. COVID-19 adaptations

## Application Process

- 1) Submit a completed and signed Grant Application Form including the following:
  - a) Executed copy of lease if a tenant.
  - b) Written consent of property owner if applicant does not own property.
  - c) List of all improvements with an itemized cost estimate.
  - d) Estimated construction schedule.
  - e) Copy of Prince George's County Use and Occupancy Permit.
  - f) Copies of any construction plans and drawings, if applicable.
  - g) Copies of contractor agreements, if applicable.
  - h) Completed W-9 form.
- 2) Upon completion of improvements, submit the following documentation:
  - a) Proof of any required permits, inspections and approvals from the County and/or the City.
  - b) Receipts, invoices, or other evidence of payment and any other supporting records required by the City.
  - c) Work completed prior to submission of the application and after March 1, 2020 is also eligible for reimbursement. Information required in this section may be submitted at the time of initial application.

**Notice:** The City reserves the right to refuse reimbursements in whole or in part for work that is not completed within 6 months of application. Funds cannot be reserved indefinitely; grants may be subject to cancellation if not completed or significant progress has not been made. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

### 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 for future grant awards.

**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.

