



EXHIBIT "A" COMMERCIAL PROPERTY IMPROVEMENT PROGRAM (CPIP)

(2025 Program Expansion)
Office of Communications, Marketing, and Economic Development Grant Program
U.S. Department of Housing and Urban Development
& General Capital Outlay Fund

INTRODUCTION

The City of Hollywood's Commercial Property Improvement Program (CPIP) aims to enhance the facades of privately owned commercial and industrial buildings located on commercial corridors. The program is designed to stimulate private investment in high-visibility properties, attract new customers, and generate economic opportunities by improving the appearance of commercial and mixed-use areas.

Designated Corridors and Program Boundaries

CPIP funds are available to property owners of privately owned commercial or industrial buildings within the City of Hollywood, as well as business owners with property owner consent. Properties located within the Beach or Downtown Community Redevelopment Agency (CRA) Districts are not eligible for this program.

IMPROVEMENT PARTICIPATION LEVELS

Several levels of conditional grant funding are offered to eligible applicants based on the selected facade improvement options per property/property owner per fiscal year.

- **Comprehensive Property Improvements**

Eligible applicants for Comprehensive Property Improvements may qualify for a 40% reimbursement, or 50% if the property is located within the City's Low to Moderate Income (LMI) Areas, up to a maximum of **\$25,000** (see [Exhibit C](#)). Comprehensive Property Improvement applications must include three or more eligible improvements to qualify for reimbursement.

- **Paint OR Landscape Only**

Eligible applicants for Paint or Landscape Only improvements may qualify for a 40% reimbursement of the improvement costs, up to a maximum of **\$5,000**.

- **Paint AND Landscape Only**

Eligible applicants for Paint and Landscape Only improvements may qualify for a 40% reimbursement of the improvement costs, up to a maximum of **\$12,500**.

ELIGIBLE IMPROVEMENTS

A facade is considered the front (or face) of a building facing a street. For buildings having frontage on two streets, the facade will be the portions of the building readily viewed from either street or at street level. Eligible improvements are dependent upon the level of program participation (Comprehensive Property Improvements, Paint and Landscaping, Paint-Only or Landscape-Only). The following list contains items that may be considered within the scope of work:

Paint:

- Exterior painting (color subject to approval)
- Exterior patching or minor stucco repairs prior to painting



- Re-grouting
- Re-pointing
- Pressure cleaning
- Lead based paint hazard evaluation and abatement

Landscape:

- Plant, bush, flower or tree installation, planters, window boxes and mulching
- Rain gardens
- Irrigation system installation
- Other landscaping installations considered eligible by City staff

Comprehensive Property:

- Exterior painting (color pallet to be approved by Review Committee)
- Exterior lighting
- Signage
- Landscaping
- Fixed outdoor furniture/amenities
- Irrigation system
- Update Existing Security Camera System
- ADA Accessibility Improvements – Ramp, Grab Bar
- Paving of parking areas, walkways, or patios
- Impact-resistant windows and doors
- Replacement of visible window and door treatments
- Removal of window air-conditioning unit(s) and installation of high efficiency HVAC systems
- Roof repair or replacement (At least one (1) additional improvement must be a part of the overall project to qualify)
- Structural repair
- Concrete restoration
- Other improvements considered eligible by City staff
- To address health and safety concerns of the commercial property, the following improvements could be considered when necessary:
 - Evaluation and abatement of asbestos hazards
 - Lead based paint hazard evaluation and abatement
 - Electrical work
 - Plumbing work
 - Additional exterior improvements, that address health and safety concerns, may be approved at the discretion of City staff.

INELIGIBLE IMPROVEMENTS

General

- Non-impact-resistant windows
- Hurricane shutters
- Interior work



- New High-efficiency HVAC – *unless replacing window a/c units*
- Roof repairs/replacement only
- If improvements applied for under CPIP have an open and/or existing Permit
- If improvements applied for under CPIP have already begun
- Any previous CPIP Level participation within the same fiscal year

PROGRAM PROCESS OVERVIEW

1. **Pre-Application Submission:** The applicant must complete an online pre-application and questionnaire, providing property information, ownership details, and proposed improvements (see [Exhibit B](#)).
2. **Eligibility Determination:** Economic Development staff will assess funding eligibility, checking for outstanding code violations, delinquent property taxes, inactive Local Business Tax Receipt, Certificate of Use, and SunBiz registration. If there are no issues, the application will proceed (see [Exhibit A](#)).
3. **Site Visit Scheduling:** Economic Development staff will conduct funding eligibility review and arrange an in-person site visit with the applicant at the property location.
4. **Formal Application Submission:** Following the site visit, the applicant must complete a formal application, which includes a general overview and design concept of the proposed improvements, financial documents demonstrating capacity to cover the project costs, three (3) quotes per specific improvement item considered, and proof of property ownership or authorization from the property owner (see [Exhibit F](#)).
5. **Review Committee Evaluation:** The Review Committee, comprised of City staff representing Economic Development, Code Enforcement, Building, Planning, and Community Development, will evaluate the completed Formal Application. The Review Committee will assess whether the proposed improvements substantially enhance the exterior facade, conform to district characteristics, and improve the visibility of the commercial property.
6. **Davis-Bacon Act Compliance** (for Community Development Block Grant [CDBG] Funded Projects Only): Economic Development staff will facilitate Davis-Bacon Act compliance guidelines and will ensure all Davis-Bacon Act regulations and requirements are met by the applicant. (see [Exhibit D](#))
7. **Environmental Review** (for CDBG Funded Projects Only): Economic Development staff will request an Environmental Review from a third-party vendor. The applicant will be responsible for the cost of the Environmental Review. Such costs will be part of the total cost of the project and included in the reimbursement to the grantee. Applicant may not move forward until the Environmental Review is completed and compliance has been established. (see [Exhibit D](#) and [Exhibit E](#))
8. **Funding Agreement Execution:** Upon approval by the Review Committee and all necessary documentation has been submitted to Economic Development staff, the parties will execute a Funding Agreement. Once the Funding Agreement is executed, then improvement work can commence.
9. **Notice of Commencement Submission:** Once the applicant begins the project, the Recorded Notice of Commencement form must be submitted to Economic Development staff.
10. **Construction Monitoring:** During the construction process, Economic Development staff will conduct in-person and on-site construction monitoring. Written documentation must be submitted by contractor or applicant to demonstrate compliance with the Davis-Bacon Act requirements if CDBG funding is utilized.
11. **Reimbursement Documentation:** Upon the completion of the facade improvements, the applicant must submit all necessary documentation for reimbursement processing to City staff.
12. **Review and Processing:** City staff will review the submitted documentation to ensure all regulations and guidelines have been met before disbursing the approved funding amount.
13. **Timeline for Improvements:** Improvements made under this program must be initiated and completed within a maximum of three (3), six (6), twelve (12) months depending on the level of CPIP participation. Extensions may be granted at the discretion of the City Manager or designee, provided the applicant demonstrates just cause for the request.



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EXHIBIT A

PROJECT ELIGIBILITY AND CRITERIA FOR CONSIDERATION

- Building must be a privately owned commercial/mixed-use property within the City's boundaries and outside of the Hollywood CRA's districts.
- The property must conform to City of Hollywood's Zoning and Land Development Regulations regarding the use and density permitted. Properties with active Code Violation(s) could be considered eligible on a case-by-case basis, at the discretion of the Office of Communications Marketing & Economic Development (CMED) staff as to whether the proposed improvements would resolve the violation(s) or if the violation(s) must be corrected prior to the execution of a Funding Agreement.
- Applicant must demonstrate fee-simple ownership of the commercial property, or a business owner must provide an executed Letter of Legal Authorization from Property Owner (see [Exhibit H](#)) allowing the proposed improvements to take place.
- Should the applicant be the business owner, the property owner must co-sign the Funding Agreement.
- Property taxes must not be delinquent at the time of application and throughout the life of the project.
- Business must be registered with the State of Florida Division of Corporations (SunBiz.org).
- Local Business Tax Receipts must be current with the City of Hollywood and Broward County along with a City of Hollywood Certificate of Use.
- Applicable insurance policies must be current at the time of application and maintained throughout the project.
- Applicant must demonstrate that all necessary private financing required to complete the project has been obtained, or that the applicant is in the process of obtaining project funds as evidenced by one or more of the following: personal checking account, savings account, credit union account, loan agreement, letter of credit or any other documented source(s) acceptable to the City.
- Rehabilitation must include eligible improvements as described above to include a comprehensive design with substantial improvements to the exterior façade of the building(s), conform to district characteristics, and enhance the appearance of the corridor or commercial area.
- All necessary approvals must be obtained from CMED, and permits obtained from the Department of Development Services and/or Broward County before work commences. All work is to be performed and inspected to the satisfaction of the City of Hollywood's Building Division and Engineering Division.
- For CDBG funded projects, an Environmental Review must be performed by the City of Hollywood's third party vendor, and paid for by the applicant. Approval must be received from the State of Florida Department of Environmental Protection (DEP) in order for the application to proceed.
- A licensed contractor shall perform all improvement work. For CDBG funded projects, the contractor agrees to comply with any and all requirements of the CDBG program including, but not limited to, Section 3 Compliance, Davis-Bacon Act Labor Standards and the Related Acts (see [Exhibit D](#)).

CRITERIA FOR PROJECT SELECTION

- Project viability and comprehensiveness
- Impact of project improvements along the commercial corridor
- Significant improvements to the exterior visual appearance of the building and surrounding area
- A contribution and the level of investment being made:
 - Relationship between the estimated cost of the project and the amount the applicant is willing to contribute
 - Contributions – cash, subsidizing a particular part of the work, or prior documented improvements financed by the applicant in the preceding twelve-month period.
- Project Readiness – ability of project to move forward in a timely manner



EXHIBIT B

PROGRAM AND APPLICATION PROCESS

Pre-Application

Applicant must complete the online pre-application and questionnaire on the Economic Development website at www.choosehollywoodfl.com. The pre-application should include details of the property to be improved, a general renovation overview, design concept, and all required documents. Incomplete submissions will not be processed. City staff will review the property for any code violations or delinquent taxes. If none are found, all requirements are met, and after a site visit by Economic Development staff, the applicant may proceed with the formal application.

Required Submissions for Pre-Application

- Completed pre-application and questionnaire
- Color photographs of existing building exterior
- General description of proposed improvements
- Sketches or conceptual drawings of proposed construction.
- A cost estimate of the proposed project
- Written statement justifying the project meets the criteria established
- Applicant must demonstrate capacity to cover the total project costs
- Applicant must indicate level of CPIP participation

Formal Application

The applicant must complete a formal application and submit additional supporting documents through the Economic Development website at www.choosehollywoodfl.com. The Review Committee, including staff from Economic Development, Code Enforcement, Building, Planning, and Community Development Divisions will evaluate the project application, including architectural plans and cost estimates. If approved, the applicant will be notified and proceed to execute a Funding Agreement.

Required Submissions

- Legal description and/or survey of property
- Proof of commercial property ownership (e.g. deed, title search, etc.)
- Proof of Commercial General Liability – City of Hollywood Named as a Certificate Holder and Additionally Insured
- Three quotes (cost estimates) from qualified contractors (labor and material for entire project). The cost estimates, and contractor information, will be submitted to designated Development Services staff for review and eligibility.
- If the applicant is a licensed contractor and is qualified to perform the work, the applicant will still be required to provide a project cost estimate from two other qualified contractors
- Site plan with elevations, showing proposed improvements, drawn to scale, if applicable
- Construction plan with materials, schedule and dimensions, if applicable
- Landscape and irrigation plan, if applicable
- Signage specifications, if applicable
- Final cost estimates in spreadsheet format, and the name of the licensed contractor selected to perform the work; and
- Any other documentation needed to provide a clear understanding of the project or requested by Economic Development staff



PROGRAM PARTICIPATION

Funding Agreement

Approved projects will proceed with a Funding Agreement. Funding amounts will be based on the final design and construction estimates approved by the Review Committee.

Participants in the program must complete their improvements within the following timeframes: **three (3) months for Paint Only, six (6) months for Landscape Only, six (6) months for Paint and Landscape, and twelve (12) months for Comprehensive Property Improvements.** Applicants must notify City staff for reimbursement, as specified in the Funding Agreement.

Funding is disbursed upon project completion, with the contractor certifying the work. City staff will confirm the project meets the approved plans. Applicants must also provide security for the grant, such as a mortgage, personal guarantee, or other acceptable collateral.

Payment of the Environmental Review is the sole responsibility of the applicant and must be paid in advance of the application proceeding (see [Exhibit E](#)).

Construction Start

After executing the Funding Agreement, the applicant may award the City-approved construction contract and obtain necessary permits. The applicant must issue a 'Notice of Commencement' to the contractor, apply for building permits, and notify designated City staff of the construction start date by providing a copy of the Notice. The project must be completed within the agreed timeframe, or sooner if specified.

Change Orders

Change orders require written approval from the City. Any additional costs due to change orders are the applicant's responsibility, though the City may, at its discretion, assist with some costs based on the following schedule:

Change Order Schedule		
CPIP Participation Level	Maximum Amount	TOTAL Project Not to Exceed
Paint OR Landscape Only	\$500.00	\$5,000.00
Paint AND Landscape Only	\$1,250.00	\$12,500.00
Comprehensive Property Improvement	\$2,500.00	\$25,000.00

Any modifications to the approved plans or construction documents that result in visible changes must be reviewed and approved by City staff. Failure to obtain approval will invalidate the Funding Agreement and result in its termination.

Extensions

Extensions may be granted at the discretion of the City Manager or designee if the applicant provides just cause. The applicant must submit a signed letter explaining the delay at least 30 days before the agreed completion date. Extensions will not be considered after the specified completion date.

Reimbursement

CPIP funds will be disbursed after the applicant completes the exterior improvements and addresses any code violations, regardless of their relation to CPIP. The applicant must provide satisfactory verification of all project costs to the City. Within the Funding Agreement term, the applicant must submit supporting documentation to the City, including but not limited to:

- Summary and receipts of expenditures
- Contractor invoices and proof of payment (i.e. copies of canceled checks)
- Release of funds, if applicable



- City of Hollywood permit
- City of Hollywood Inspection reference log
- City of Hollywood Certificate of Completion
- All other reimbursable payment receipts associated with the project
- Recorded Notice of Commencement- Broward County
- Recorded Termination of Notice of Commencement – Broward County (Final Payment Affidavit and Release of Lien)
- Certified Weekly Payroll sheets demonstrating compliance with the Davis-Bacon Act (CDBG funded projects only)
- Environmental Review paid invoice (CBD funded projects only)
- Two (2) 8" x 10" photographs of the completed exterior property improvements
- Proof of satisfaction and resolution of all violation relating to the property (if applicable)
- W-9

Compliance

During the compliance period, the City shall require annual reports from the applicant, including a copy of the Local Business Tax Receipt or relevant license renewal, the firm's income tax return, and a certification signed by the property/business owner affirming compliance with the original Agreement.

Failure to Comply

Failure to comply with terms and conditions of this Agreement shall constitute a breach.

- (a) Failure to comply with the project scope of work or the terms of the Agreement;
- (b) Failure to submit annual compliance reports as required; and
- (c) Submittal of inaccurate or incomplete reports in any material respect.

Should the property be sold, business use changed, or the business is closed at any point after executing a Funding Agreement, or during the Compliance period, the applicant shall reimburse the City in the following manner:

- 80% If said condition occur, within one year of the final reimbursement.
- 60% if said conditions occur within two years of the final reimbursement.
- 40% if said conditions occur within three years of the final reimbursement.
- 20% if said conditions occur within four years of the final reimbursement.



EXHIBIT C

FUNDING SOURCES AND CONDITIONS

CPIP is funded through two sources: Community Development Block Grant (CDBG) funds and City of Hollywood General Capital Outlay funds. Each funding source has distinct requirements and regulations, summarized below.

Community Development Block Grant (CDBG)

This program utilizes CDBG funds from HUD to assist eligible applicants of privately owned commercial or industrial buildings in Low to Moderate Income (LMI) Census Tract Block Groups. The matching grant covers up to 50% of construction costs, with a maximum of \$25,000. CDBG-funded CPIP grants are subject to CDBG program requirements ([24 CFR 570, Section 3 Compliance](#)), and Davis-Bacon Act Labor Standards. Payment of the Environmental Review is the sole responsibility of the applicant and must be paid in advance. Upon successfully completing the project, this fee will be included as part of the total reimbursement packet.

CDBG Davis-Bacon Act Requirements

Improvement projects utilizing CDBG funds for CPIP must comply with Davis-Bacon Act rules and regulations. Applicants must provide the following documentation:

- Final quote(s) containing Davis-Bacon Act acknowledgement
- List of contractor's employees along with job classification and description, and prevailing wage per Davis-Bacon Act prevailing wage determination
- Davis-Bacon Act poster installation on construction site
- Weekly payroll form (WH-501) in accordance with the Davis-Bacon Act Wage Rate Decision
- CDBG Environmental Review (conducted and managed by City staff, see [Exhibit D](#))
- Davis-Bacon Act Conformance (if applicable, see [Exhibit D](#))
- Signed Environmental Review Processing Form (see [Exhibit E](#))

City of Hollywood General Capital Outlay Fund

Applicants of privately owned commercial and industrial buildings not eligible for CDBG funding may use General Capital Outlay Fund dollars for CPIP. The matching grant covers up to 40% of construction costs, with a maximum of \$5,000, \$12,500, or \$25,000, depending on the level of participation.

CPIP Funding Limitations and Conditions

CPIP funds are limited to one time per property address per federal fiscal year. Program funding is contingent upon an annual appropriation by the City of Hollywood City Commission and federal funding availability. The City reserves the right to cancel the program and applications, and withhold funding for any reason, at any time and without notice. All applications are subject to approval by the City Manager or designee. The City of Hollywood retains the right to display and advertise properties that receive CPIP funding.



EXHIBIT D

DAVIS-BACON ACT COMPLIANCE (for CDBG Funded Projects Only)

CDBG Environmental Review

Upon the Review Committee's approval of a CDBG funded project, the City's third-party vendor will conduct an Environmental Review of the property and proposed improvements. Projects subject to this review cannot proceed to the next steps of CPIP until the Environmental Review is completed, processed, and compliance with its findings is confirmed. The applicant must pay the vendor directly for the Environmental Review before it commences, and the City must confirm payment prior to proceeding. **The applicant is responsible for the cost of the Environmental Review, which will be included in the total project cost and reimbursed upon successful completion of the CPIP project. However, if the applicant fails to comply with the Environmental Review findings, withdraws from the program, or does not adhere to guidelines or complete the project, the City will not reimburse these costs.**

Each activity's environmental effects must comply with the [National Environmental Policy Act of 1969 \(NEPA\) and HUD regulations \(24 CFR parts 50 and 58\)](#). The City of Hollywood is responsible for ensuring the Environmental Review is completed and compliance is achieved.

Funding is contingent on completing the Environmental Review, obtaining approval for the release of funds, and necessary certifications, unless authorized by [24 CFR part 58](#). Any costs, funds, or work initiated before the Environmental Review may jeopardize funding reimbursement. Once approved, CMED staff will notify the vendor to begin the Environmental Review payment process. After payment, the Environmental Review proceeds, and the City will publish the Notice of Intent – Request for Release of Funds (NOI-RROF) in a local newspaper for public comment. After the comment period, the City will sign the Environmental Review and submit the RROF to HUD. If compliant, the application moves forward. If not, the applicant will be notified to achieve compliance. It is the applicant's responsibility to comply with the findings and provide the City with all necessary documentation. The Environmental Review process may take up to 120 days, depending on the project's scope and HUD requirements.

Each project file must contain an Environmental Review Record (ERR) that contains the appropriate checklist based on the level of review, along with all necessary supporting documentation. This documentation is required to validate the findings of the ERR checklist. The vendor will develop and complete the items in the checklist which will consist of the following items: State Historic Preservation Office (SHPO) concurrence letters, Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs), National Wetlands Inventory Maps, Topography Maps, and additional items, if applicable.

Davis-Bacon Act Conformance

Conformance is the process of adding a new labor classification and wage rate to a published wage determination for a specific contract. A wage determination, or General Decision, lists the basic hourly wage and fringe benefit rates for each labor classification in a particular geographic area. If a trade classification is not listed in the most recent Wage Decision, a conformance request must be submitted after review by City staff. CMED staff will require the independent contractor to complete the SF-1444 form, which must be done after the contract is signed, as work cannot begin until approval. The report should detail the work, requested classification, duties, and recommended wage rate.

CMED staff will then email the necessary documents to the U.S. Department of Labor at DBAConformance@dol.gov:

- The applicable wage determination
- The completed SF-1444 (or similar), including all required signatures
- A written detailed description of the work to be performed by the requested classification
- Any related documentation and agency recommendation.



EXHIBIT E

CDBG ENVIRONMENTAL REVIEW PROCESSING

As part of your CPIP application and use of CDBG funding, an Environmental Review is required. Projects cannot proceed until the Environmental Review is completed, fully processed, and compliance is confirmed. *As the applicant, you will be responsible for the cost of the Environmental Review and compliance with the findings. This expense will be included in the total project cost and reimbursed in full upon successful project completion. If you choose not to continue with the program after the review has been ordered, fail to comply with the review’s findings, do not successfully complete the project, or fail to adhere to the terms of the Funding Agreement, you will be responsible for the full cost of the Environmental Review. The City is not responsible for the cost of the Environmental Review. The estimated fees for the review are as follows:*

Tier 2 Environmental Review Up to \$600.00

These figures are an estimate and are subject to change without notice.
Additional fees may be required as part of the Environmental Review process.

IMPORTANT

IF, FOR ANY REASON, YOU CHOOSE NOT TO CONTINUE WITH THE PROGRAM AFTER THE REVIEW HAS BEEN ORDERED, YOU FAIL TO COMPLY WITH THE REVIEW’S FINDINGS, DO NOT SUCCESSFULLY COMPLETE THE PROJECT, OR FAIL TO ADHERE TO THE TERMS OF THE FUNDINGS AGREEMENT, YOU WILL BE RESPONSIBLE FOR THE FULL COST OF THE ENVIRONMENTAL REVIEW.

APPLICANT CERTIFICATION:

I hereby certify that I have read and understand the above-listed information about the costs associated with the City’s Commercial Property Improvement Program’s required Environmental Review process to receive CDBG funding. I also understand if my application is cancelled or discontinued for any reason, *the City will not be liable* for repayment for these costs. I have received a copy of this notice.

APPLICANT:

Signature

WITNESS:

Signature

Date: _____



EXHIBIT F
APPLICATION

Name of Applicant: _____

Name of Business/Property to be Renovated: _____

Address: _____

Phone Number: _____ Email Address: _____

Are you the Property Owner or Business Owner: _____

Indicate which level of improvements you are applying for:

- Comprehensive Property Improvements (up to \$25,000)
- Paint AND Landscaping (up to \$12,500)
- Paint Only (up to \$5,000)
- Landscape Only (up to \$5,000)

Description of Planned Improvements:

Incentive Amount Requested: \$ _____

Total Cost of the Project: \$ _____

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the City of Hollywood, Florida. No work shall begin until I have received written approval from the City of Hollywood. I further understand that unless otherwise approved by the City of Hollywood, funding will be paid according to the program policy, of which I have read and agree to.

Applicant's Signature

Print Name

Date



EXHIBIT G

APPLICATION CHECK LIST

- Completed CPIP Application
- Legal description and/or survey of property
- Proof of commercial property ownership (e.g. deed, title search, etc.)
- Proof of sufficient funds to complete the project, or evidence of efforts to secure funding, such as a personal checking or savings account, credit union account, loan agreement, letter of credit, or any other documentation deemed acceptable by City staff
- Proof of Commercial General Liability Insurance – City of Hollywood Named as a Certificate Holder and Additionally Insured
- Proof of Code Violation clearance or resolution (if applicable)
- Current City of Hollywood and Broward County Business Tax Receipts and Certificate of Use
- Three quotes (cost estimates) from qualified contractors (labor and material for entire project). If the applicant is a licensed contractor and is qualified to perform the work, the applicant will still be required to provide a project cost estimate from two other qualified contractors
- Site plan with elevations, showing proposed improvements, drawn to scale
- Construction plan with materials, schedule and dimensions
- Landscape and irrigation plan, if applicable
- Signage specifications, if applicable
- Final cost estimates in spreadsheet format, and the name of the licensed contractor selected to perform the work
- Any other documentation needed to provide a clear understanding of the project or requested by City staff



EXHIBIT H

LEGAL AUTHORIZATION FROM PROPERTY OWNER

[Property Owner's Name]
[Property Owner's Address]
[City, State, ZIP]
[Phone Number]
[Email Address]

[Date]

City of Hollywood
Office of Communications, Marketing, and Economic Development
2600 Hollywood Blvd, Room 203
Hollywood, FL 33020

Subject: Letter of Authorization for Proposed Improvements Under the Commercial Property Improvement Program (CPIP)

To Whom It May Concern,

I, [Property Owner's Full Name], am the legal owner of the property located at [Property Address] (the "Property"). I hereby authorize [Business Owner's Full Name], the business owner operating at this address, to undertake the proposed improvements on the Property as part of the Commercial Property Improvement Program (CPIP) administered by the City of Hollywood.

By signing this letter, I acknowledge and understand that as the property owner, I will bear ultimate responsibility for the project and will be required to co-sign the Funding Agreement with the City of Hollywood for the proposed improvements. This includes agreeing to any financial obligations or requirements outlined in the agreement.

I grant permission for [Business Owner's Name] to make the necessary exterior renovations and improvements as described in the CPIP application, including obtaining permits, hiring contractors, and making any other required arrangements to complete the proposed improvements on the Property. This authorization is provided with the understanding that all improvements will comply with the applicable laws and regulations, and the business owner will work in coordination with the City of Hollywood to ensure that the project meets all program requirements. Furthermore, I understand that if the Funding Agreement is approved, I will be legally bound to fulfill the terms and conditions outlined therein.

Please consider this letter as formal authorization for the business owner to proceed with the application process and the proposed improvements. Should you need further information, feel free to contact me at [Property Owner's Phone Number] or [Property Owner's Email Address].

Sincerely,
[Property Owner's Signature]
[Property Owner's Printed Name]
[Date]

NOTARY ACKNOWLEDGEMENT

State of Florida

County of [County Name]

On this ___ day of ___, 2025, before me, the undersigned Notary Public, personally appeared [Property Owner's Full Name], who is personally known to me or who has produced [Type of Identification] as identification, and who did take an oath and acknowledged that they executed the foregoing document for the purposes therein stated.

Notary Public Signature _____ Commission No. _____

Notary Public Name (Printed) _____ My Commission Expires: _____

Notary Seal



**EXHIBIT I
CHANGE ORDER**

Date: _____

Name: _____

Contractor: _____

Address: _____

Phone: _____

Contract Date: _____

The following change(s) is/are authorized to the Commercial Property Improvement Program (CPIP) contract involving the property described above:

Item	Original Cost	Description of Change	Increase/Decrease Cost	Explanation

Initial Contract Amount		\$
Previous Change Orders (net)	+	\$
Plus/Minus Current Change Order	+	\$
Revised Contract Amount		\$

Signed: _____

Applicant

Date

Contractor

Date

Project Manager

Date