



EXHIBIT “A”

COMMERCIAL PROPERTY IMPROVEMENT PROGRAM

(Pilot Program Expansion)
 Community and Economic Development Grant Program
 U.S. Department of Housing and Urban Development
& General Capital Outlay Fund

INTRODUCTION

The City of Hollywood has established a Commercial Property Improvement Program (CPIP), a pilot program designed to improve the facades of ~~publicly or privately~~ owned commercial or industrial buildings within along designated commercial corridors. A facade. ~~This program is funded with Community Development Block Grant (CDBG) funds awarded to~~ considered the City front (or face) of Hollywood by a building facing a street. For buildings having frontage on two streets, the facade will be the portions of Housing and Urban Development (HUD) the building readily viewed from either the street or at street level.

This pilot program expansion is based on the premise that exterior improvements to commercial or industrial buildings in highly visible locations will stimulate private investment in commercial/mixed-use buildings and the surrounding area, attract new customers, and result in new economic opportunities.

The City of Hollywood will offer CPIP conditional grant funds to ~~owners~~ Owners of ~~publicly or privately~~ owned commercial or industrial buildings as an incentive to property ~~owners~~ Owners to restore, renovate or improve their building and/or property, thereby improving the area’s physical characteristics and enhancing the visual quality and attractiveness of the environment, leading to increased occupancy and property values. 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 the street or at street level.

The ~~pilot program is~~ CPIP funds are limited to owners of commercial property on Hollywood Boulevard between Interstate 95 and 22nd Avenue or business Owners within the designated areas. Any properties that which fall within the Downtown Community Redevelopment Area shall not qualify for this program. ~~The program includes the following Census Tract/Block Groups:~~

Designated Areas and Program Boundaries

<u>Hollywood Blvd</u>		<u>Johnson Street</u>		<u>Dixie Hwy</u>		<u>Federal Hwy/US 1</u>		<u>US 441</u>	
<u>72nd Avenue to 22nd Avenue</u>		<u>72nd Avenue to 56th Avenue</u>		<u>Sheridan Street to Pembroke Road</u>		<u>Sheridan Street to Pembroke Road</u>		<u>North of Atlanta Street to Pembroke Road</u>	
<u>Districts: 2, 3, 4, 5</u>		<u>Districts: 4, 5, 6</u>		<u>District: 2</u>		<u>Districts: 1, 2</u>		<u>Districts: 4, 6</u>	
<u>Census Tract</u>	<u>Block Groups</u>	<u>Census Tract</u>	<u>Block Groups</u>	<u>Census Tract</u>	<u>Block Groups</u>	<u>Census Tract</u>	<u>Block Groups</u>	<u>Census Tract</u>	<u>Block Groups</u>
<u>90401</u>	<u>3</u>	<u>91100</u>	<u>1</u>	<u>90302</u>	<u>2</u>	<u>90302</u>	<u>6</u>	<u>80403</u>	<u>3</u>
<u>90403</u>	<u>904.1</u>	<u>91100</u>	<u>3</u>	<u>90302</u>	<u>4</u>	<u>90302</u>	<u>3</u>	<u>80403</u>	<u>1</u>
<u>91801</u>	<u>2</u>	<u>91100</u>	<u>4</u>	<u>90302</u>	<u>5</u>	<u>91901</u>	<u>1</u>	<u>90504</u>	<u>2</u>
<u>91600</u>	<u>904.3</u>	<u>91201</u>	<u>1</u>	<u>91902</u>	<u>3</u>	<u>91901</u>	<u>2</u>	<u>90504</u>	<u>3</u>
<u>91701</u>	<u>1</u>	<u>91201</u>	<u>2</u>					<u>90504</u>	<u>1</u>



918.04 91701	<u>2</u>	91202	<u>2</u>					<u>91100</u>	<u>3</u>
91100	<u>3</u>	<u>91202</u>	<u>1</u>					<u>91100</u>	<u>1</u>
<u>91202</u>	<u>2</u>							<u>91100</u>	<u>4</u>
<u>91201</u>	<u>1</u>							<u>91400</u>	<u>1</u>
								<u>91400</u>	<u>2</u>
								<u>91701</u>	<u>1</u>

The program ~~would consist of~~ provides conditional grants on a reimbursement grant basis for $\frac{1}{2}$ a percentage of the construction ~~cost~~ costs for completed exterior improvements up to a maximum amount of \$25,000.00 per property/property owner.

Community Development Block Grant (CDBG)

This program is will use Community Development Block Grant (CDBG) funds awarded to the City of Hollywood by the United States Department of Housing and Urban Development (HUD) to assist owners of privately owned commercial or industrial buildings located in eligible Census Tract Block Groups. The matching grant using CDBG funds is up to 50% of the construction costs. CPIP funds conditional grants using CDBG funding are subject to all requirements of the CDBG Program 24 CFR 570, including but not limited to property or business owners within the Section 3 Compliance, Davis-Bacon Labor Standards and the Related Acts.

General Capital Outlay Fund

The owners of privately owned commercial and industrial buildings along designated areas. corridors not eligible for CDBG funding will utilize General Capital Outlay Fund dollars. The matching grant using General Capital Outlay Fund dollars is up to 40% of the construction costs.

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 at any time prior to fund approval and without notice, if sufficient funding is not available. All applications are subject to approval by the City Manager or his/her designee. The City of Hollywood retains the right to display and advertise properties that receive CPIP funding.

ELIGIBILITY CRITERIA

An eligible property ~~owner~~ Owner/business must meet the following criteria:

- Eligible buildings must be ~~publicly~~ or privately-owned commercial or industrial buildings and must be located within the designated ~~Low and Moderate Income (LMI) area.~~ program boundary. Staff will assist with this determination.
- The property must conform to City of Hollywood’s Zoning and Land Development Regulations regarding the use and density permitted.
- The property must not have any pending code violations as per City of Hollywood Code Compliance.
- Applicable insurance policies must be current at the time of application and maintained throughout the life of the project.



- Property taxes must not be delinquent at the time of application.

ELIGIBLE IMPROVEMENTS

The CPIP may include any significant structural or systems improvements to the exterior of the property, part of a comprehensive façade improvement. The following list contains items that may be considered within the scope of work:

General

- Exterior painting
- Exterior lighting
- Signage
- Landscaping
- Paving of parking areas, walkways, or patios
- Impact-resistant windows and doors
- Removal of window air-conditioning unit(s)
- ~~High efficiency HVAC (central air only)~~
- Roof repair or replacement
- Structural repair
- Concrete restoration

However, when necessary to correct health and safety issues the following improvements will be considered.

- Evaluation and abatement of asbestos hazards
- Lead based paint hazard evaluation and abatement
- Electrical work
- Plumbing work

INELIGIBLE IMPROVEMENTS

- Non-impact-resistant windows
- Hurricane shutters
- Outdoor furniture
- Interior work
- New High-efficiency HVAC – if the existing unit is determined to be properly functioning

CRITERIA FOR PROJECT SELECTION

- Project viability and comprehensiveness
- Impact of project along commercial corridor
- Significant improvement to the exterior visual appearance of the building and surrounding area.
- Applicant-Owner contribution and the level of investment being made:



- Relationship between the estimated cost of the project and the amount the applicant Owner is willing to contribute
- Contributions – cash, subsidizing a particular part of the work, or prior documented improvements financed by the applicant Owner in the preceding twelve month period.
- Project Readiness – ability of project to move forward in a timely manner.

CONDITIONS FOR CONSIDERATION

- Building must be within the designated ~~area of the pilot project area – the commercial corridor of Hollywood Boulevard between Interstate 95 and 22nd Avenue.~~ program areas.
- 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 visibility of the corridor.
- Applicant Owner must demonstrate fee-simple ownership of the commercial property.
- Applicant Owner must demonstrate that all necessary private financing required to complete the project has been obtained, or that the Owner 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.
- All necessary permits and approvals must be obtained from the Department of Development Services before work is commenced. All work is to be performed and inspected to the satisfaction of the Building Division and Engineering Division.
- When applicable, an environmental review must be performed and approval received from the State of Florida Department of Environmental Protection (DEP).
- A licensed contractor shall perform the work. When required, contractor agrees to comply with any and all requirements of the Community Development Block Grant Program including, but not limited to, Section 3 Compliance, Davis-Bacon Labor Standards and the Related Acts.
- All funds are released on a post-completion basis.

APPLICATION PROCESS

An application for funding can be obtained from the Office of Communications, Marketing, and Economic Development.

PROGRAM PROCESS

PRE-APPLICATION

Applicant Owner must attend a pre-application conference with staff prior to submittal. Owner shall submit a pre-application form which identifies the property to be improved and a general overview and design concept of the proposed renovation. City Staff will review the applicant's Owner's conceptual plans in an informal format, including discussion of the eligibility criteria, program requirements, proposed project scheduling, and consistency of the design proposal with design guidelines of the City. A search will be conducted to determine whether there are pending code violations or delinquent property taxes. If there are no code violations or delinquent property taxes and staff determines the project is likely to qualify to receive program funds, the applicant Owner will move on to a formal application.

Required Submissions:

- Completed Application Form
- Color photographs of existing building exterior.



- Sketches or conceptual drawings of proposed construction.
- Detailed description of materials to be used and the construction procedure.
- A cost estimate from qualified contractors (labor and materials for entire project). If the ~~owner~~ Owner is a licensed contractor and is qualified to perform the work, the ~~owner~~ Owner will still be required to provide a project cost estimate from an another appropriately-qualified contractor. The cost estimated will be reviewed by the City's Department of Design and Construction Management.
- Written statement justifying the particular project meets the criteria established.
- Must demonstrate capacity to cover the project costs.

FORMAL APPLICATION

During Formal Application, ~~applicant~~ Owner will be required to provide additional supporting documents for the proposed project. The Engineering Division will conduct a comprehensive/substantial improvement review, which includes architectural plan changes and a cost estimate. The ~~applicant~~ Owner must demonstrate capacity to cover their half of the project cost.

Required Submissions:

- ~~Completed Application Form~~
- Legal description and/or survey of property;
- Proof of commercial property ownership (e.g. deed, title search, etc.);
- Proof of property insurance (General Liability);
- Site plan with elevations, showing proposed improvements, drawn to scale;
- Construction plan with materials, schedule and dimensions;
- Landscape and irrigation plan, if applicable;
- Final cost estimates in spreadsheet format, and the name of the licensed contractor ~~chosen~~ selected to perform the work; and
- Signage specifications, if applicable.

Program Participation

The amount of funding shall be based on the final design and construction estimates included in the project's application. For this reason, ~~applicants~~ Owners are required to have qualified estimators prepare their estimates. The City and ~~applicant~~ Owner will execute a funding agreement. Projects will receive program funding on a post-completion basis. The contractor will certify, and City staff will make the final determination as to whether the project has been successfully completed according to the approved plans. ~~The applicant must attend a Reimbursement Submission Workshop with Community Development Division staff prior to any funds being disbursed.~~

Construction Start

After the funding agreement has been executed, the ~~applicant~~ Owner may award the construction contract and secure all necessary construction permits. The ~~owner~~ Owner must issue a 'Notice to Proceed' to the contractor, and apply for a building permit within thirty (30) days of executing the funding agreement. The ~~applicant~~ Owner shall notify designated City staff of the construction start date by copy of the written 'Notice to Proceed' provided to the contractor. Construction shall begin with thirty (30) days of approval and within sixty (60) days of execution of the ~~Interest Participation agreement~~ Funding Agreement and the project shall be successfully completed within twelve (12) months (or sooner as may be prescribed).



Change orders will be permitted only after written approval from the City. Additional costs incurred by change orders will be at the expense of the property owner. Where possible and depending upon the nature of the change order, the City at its discretion may assist with the additional cost of the change order up to \$2,500 and not to exceed the \$25,000 overall funding limit.

Modifications to the approved final plans or changes to the construction documents which produce visible differences in the previously approved façade design require review and prior approval by City staff. Failure to receive such approval shall invalidate the funding agreement and the agreement will be terminated.

Disbursements

~~CDBG funds~~ Funds provided through CPIP agreements shall be made available after the property ~~owner~~ Owner has successfully completed the exterior improvements. The Owner shall provide verification satisfactory to the City of all project costs, ~~including contractor invoices before program funds are disbursed.~~ The Owner shall submit to the City not more than sixty (60) days after the CPIP is completed all supporting documentation including but not limited to:

- Receipts and a summary expenditures;
- contractor invoices and proof of payment i.e. copies of canceled checks;
- release of funds;
- inspection reference log;
- all other reimbursable payment receipts associated with the project;
- Certificate of Completion;
- recorded Termination of Notice of Commencement;
- weekly payroll sheets demonstrating compliance with the Davis Bacon Act (CDBG Funded); and
- two (2) 8" x 10" photographs of the completed exterior property improvements.

Owner shall be required to provide sufficient security for grants awarded by the City and may include a mortgage, personal guarantee, security agreement and/or any other acceptable form of security. The ~~Recipient~~ Owner will be required to execute an agreement in which terms and conditions may require that: (1) the Recipient Owner provide sufficient security for the grant funding awarded; and (2) ~~Recipient~~ the Owner reimburse the City all or a portion of the funds awarded in the event that the ~~Recipient~~ Owner sells the property, changes the use of the business or goes out of business prior to completing the project, or ~~anytime~~ at any time within five (5) years of receiving said funds.

Owner shall reimburse the CITY in the following manner:

- 80% if the property is sold, the business use is changed or the business goes out of business within one year of the final disbursement;
- 60% if said conditions occur within two years of the final disbursement,
- 40% if said conditions occur within three years; and
- 20% if said conditions occur within four years Owner shall reimburse the funds.

During the compliance period, the City shall require annual reporting by the ~~owner~~ Owner that includes, but is not limited to, a copy of the Local Business Tax Receipt or other applicable license renewal, a copy of the ~~business'~~ firm's income tax return, and a certification signed by the business ~~owner~~ Owner/guarantor that confirms compliance with the terms of the original agreement.



Failure to Comply

Failure to comply with terms and conditions of the Agreement shall ~~be~~ constitute a breach.

- (a) Failure to comply with the project scope of work program or the terms of this the Agreement;
- (b) Failure to submit annual compliance reports as required, ~~including a favorable monitoring report; ; and~~
- (c) Submittal of ~~incorrect~~ inaccurate or incomplete reports in any material respect.



Program Process Overview:

1. Applicant Owner must attend a pre-application conference with staff prior to submitting an application.
2. Owner shall submit a pre-application form which provides a general overview and design concept of the proposed renovation work and the property to be improved.
3. The **Economic Development Division** shall determine whether there are pending code violations or delinquent property taxes. If there are none of these, the application will move forward. ~~A formal application must include architectural plans or construction drawings for the proposed façade improvements.~~
4. An **Evaluation Panel** consisting of staff from **Economic Development Division and Department of Development Services (Engineering, Building, Planning, and Community Development)** will review and approve applications that provide for a comprehensive design with substantial improvements to the exterior façade of the building(s), conform to district characteristics, and enhance the visibility of the corridor.
5. ~~If there are no pending code violations, the applicant~~ Upon notice, Owner may submit a formal application. A formal application must include architectural plans or construction drawings for the proposed façade improvements.
6. Upon receipt, ~~of the Community~~ formal application, the **Economic Development Division** will conduct a funding eligibility review.
7. The **Engineering Division** shall conduct a comprehensive/substantial improvement review, which includes architectural plan changes and a cost estimate. The ~~applicant~~ Owner must demonstrate capacity to cover their half of the project cost.
8. Upon the ~~evaluation panel~~ **Evaluation Panel** determining that the ~~Applicant~~ Owner meets all eligibility requirements for the program, the parties will execute a funding agreement.
9. ~~The applicant shall attend a Reimbursement Submission Workshop with Community Development Division staff prior to any funds being disbursed.~~
10. During the construction/façade improvement project, the ~~Community Development Division and Economic Development Division~~ will conduct construction monitoring and written documentation must be submitted by contractor/~~applicant~~ Owner to demonstrate compliance with the Davis Bacon Act.
11. Upon successful completion of the façade improvements, the **Department of Development Services** will make the final determination as to when the project is complete.
12. Improvements made under this program must be initiated and completed within a maximum of twelve (12) months. Extensions may be granted at the discretion of the City Manager or his/her designee, contingent upon the ~~applicant~~ Owner demonstrating just cause for such a request.



Application

Commercial ~~Facade~~ Property Improvement Program (Pilot Program Expansion)

Name: _____

Name of Business/Property to be renovated: _____

Address: _____

Telephone Number: _____

Are you the Property Owner or Business ~~Owners~~ Owner? _____

Type of Improvements Planned:

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.

Signature of ~~Applicant~~ Owner

Date

Print Name:



Notice to Proceed

Commercial Property Improvement Program
(Pilot Program Expansion)

Date: _____

Firm: _____

Phone: _____

Attn: _____

This is Notice to Proceed on the following commercial façade improvement project described below.

Customer: _____

Address: _____

Hollywood, FL 330

Phone: _____

All work shall be completed within _____ days of the date of this Notice to Proceed. Please provide a copy of this notice to CPIP staff.



CHANGE ORDER #

Commercial Property Improvement Program
(Pilot Program Expansion)

Date:

Name: _____ Contractor: _____

Address: _____ Phone: _____

Contract Date: _____

The following change(s) is/are authorized to the housing rehabilitation contract involving the property described above:

<u>Item</u>	<u>Original Cost</u>	<u>Description of Change</u>	<u>Increase/Decrease Cost</u>	<u>Explanation</u>

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

Signed: _____

_____ Owner _____ Date

_____ Contractor _____ Date

_____ Project Manager _____ Date