



EXHIBIT "A"

COMMERCIAL PROPERTY IMPROVEMENT PROGRAM

Community Development Grant Program
U.S. Department of Housing and Urban Development

INTRODUCTION

The City of Hollywood has established a Commercial Property Improvement Program (CPIP) designed to improve the facades of publicly or privately owned commercial or industrial buildings within designated Census Tract Block Groups. This program is funded with Community Development Block Grant (CDBG) funds awarded to the City of Hollywood by the United States Department of Housing and Urban Development (HUD).

This program 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 grant funds to owners of publicly or privately owned commercial or industrial buildings as an incentive to property 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 limited to owners of commercial property on Hollywood Boulevard between Interstate 95 and 22nd Avenue. Any properties that fall within the Downtown Community Redevelopment Area shall not qualify for this program. The program includes the following Census Tract/Block Groups:

Census Tract	Block Groups
904.1	3
904.3	1
918.01	2

The program would consist of a reimbursement grant for ½ of the construction cost up to a maximum amount of \$25,000.00 per property/property owner. CPIP funds are limited to property or business owners within the designated areas. 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/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.
- 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.

ELIGIBLE IMPROVEMENTS

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

- Exterior painting
- Exterior lighting
- Signage
- Landscaping
- Paving of parking areas, walkways, or patios
- Impact-resistant windows and doors
- High-efficiency HVAC (central air only)
- Roof repair or replacement
- Structural repair
- Concrete restoration
- Electrical work
- Plumbing work
- Evaluation and abatement of asbestos hazards
- Lead based paint hazard evaluation and abatement



INELIGIBLE IMPROVEMENTS

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

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 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.

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.
- 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 must demonstrate fee-simple ownership of the commercial property.
- Applicant must demonstrate that all necessary private financing required to complete the project has been, or 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. 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 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 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. If there are no violations and staff determines the project is likely to qualify to receive program funds, the applicant will move on to a formal application.

Required Submissions:

- 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 is a licensed contractor and is qualified to perform the work, the owner will still be required to provide a project cost estimate from an 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 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 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;



- 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 to perform the work;
- 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 are required to have qualified estimators prepare their estimates. The City and applicant 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 may award the construction contract and secure all necessary construction permits. The 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 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 and the project shall be successfully completed within twelve (12) months (or sooner as may be prescribed).

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 provided through CPIP agreements shall be made available after the property 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.

Recipient 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 will be required to execute an agreement which terms and conditions require that: (1) the Recipient provide sufficient security for the grant funding awarded; and (2) Recipient reimburse the City all or a portion of the funds awarded in the event that the Recipient sells the property, changes the use of the business or goes out of business prior to completing the project or anytime within five (5) years of receiving said funds.



During the compliance period, the City shall require annual reporting by the 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' income tax return, and a certification signed by the business 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 a breach.

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

Program Process Overview:

1. Applicant 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.
2. The Economic Development Division shall determine whether there are pending code violations. If there are none, the application will move forward. A formal application must include architectural plans or construction drawings for the proposed façade improvements.
3. 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.
4. If there are no pending code violations, the applicant may submit a formal application. Upon receipt, the Community Development Division will conduct a funding eligibility review.
5. The Engineering Division shall conduct a comprehensive/substantial improvement review, which includes architectural plan changes and a cost estimate. The applicant must demonstrate capacity to cover their half of the project cost.
6. Upon the evaluation panel determining that the Applicant meets all eligibility requirements for the program, the parties will execute a funding agreement.
7. The applicant shall attend a Reimbursement Submission Workshop with Community Development Division staff prior to any funds being disbursed.
8. 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 to demonstrate compliance with the Davis Bacon Act.
9. Upon successful completion of the façade improvements, the Department of Development Services will make the final determination as to when the project is complete.
10. 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 demonstrating just cause for such a request.



Commercial Façade Improvement Program Application

Name: _____

Name of Business/Property to be renovated: _____

Address: _____

Telephone Number: _____

Are you the Property Owner or Business Owners? _____

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

Date

Print Name: