



EXHIBIT “A”

COMMERCIAL PROPERTY IMPROVEMENT PROGRAM

(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), designed to improve the facades of privately owned commercial or industrial buildings along designated commercial corridors. A façade, 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.

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 offers CPIP conditional grant funds to owners of 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.

Designated Corridors and Program Boundaries

CPIP funds are available to all owners of privately owned commercial or industrial buildings within the City of Hollywood. Any properties which fall within the Beach or Downtown Community Redevelopment Districts shall not qualify for this program.

FUNDING SOURCES

The program provides conditional grants on a reimbursement basis for a percentage of the construction costs for completed exterior improvements up to a maximum amount of \$25,000 per property/property owner per fiscal year.

Community Development Block Grant (CDBG)

This program uses 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 Low to Moderate Income, LMI Census Tract Block Groups. The matching grant using CDBG funds is up to 50% of the construction costs not to exceed \$25,000. CPIP conditional grants using CDBG funding are subject to all requirements of the CDBG Program 24 CFR 570, including but not limited to Section 3 Compliance, Davis-Bacon Labor Standards and the Related Acts.

General Capital Outlay Fund

The owners of privately owned commercial and industrial buildings not eligible for CDBG funding and those electing not to use CDBG funding can utilize General Capital Outlay Fund dollars. The matching grant using General Capital Outlay Fund dollars is up to 40% of the construction costs, not to exceed \$25,000.



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 must meet the following criteria:

- Eligible buildings must be privately-owned commercial or industrial buildings and must be located within the City of Hollywood. 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.
- Business must be registered with the State of Florida Division of Corporations (SunBiz.org)
- Local Business Tax Receipts must be current.

ELIGIBLE IMPROVEMENTS

Eligible improvements 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 (color to be approved by Evaluation Panel)
- Exterior lighting
- Signage
- Landscaping
- Irrigation
- Security Cameras
- ADA Accessibility Improvements – Ramp, Grab Bar
- Paving of parking areas, walkways, or patios
- Impact-resistant windows and doors
- Removal of window air-conditioning unit(s)
- 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

General

- Non-impact-resistant windows
- Hurricane shutters
- Interior work
- Outdoor furniture
- New High-efficiency HVAC – *unless replacing window a/c units and/or providing a visible exterior improvement*

CRITERIA FOR PROJECT SELECTION

- Project viability and comprehensiveness
- Impact of project along corridor
- Significant improvement to the exterior visual appearance of the building and surrounding area.
- Owner contribution and the level of investment being made:
 - Relationship between the estimated cost of the project and the amount the Owner is willing to contribute
 - Contributions – cash, subsidizing a particular part of the work, or prior documented improvements financed by the 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 a commercial property within the designated 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 appearance of the corridor or commercial area.
- Owner must demonstrate fee-simple ownership of the commercial property.
- 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.

PROGRAM AND APPLICATION PROCESS

Pre-Application

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. A pre-application for funding can be obtained from the City's Economic Development website, www.choosehollywoodfl.com or [here](#). If the application is eligible for funding the property owner will be provided with an application questionnaire.

Application Questionnaire

Owner shall submit an application questionnaire which identifies the property to be improved and a general overview and design concept of the proposed renovation along with the required submissions. Incomplete application submittals will not be processed for staff review. City Staff will review completed application submittals of the 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, delinquent property taxes, inactive Local Business Tax Receipt or SunBiz registration and staff determines the project is likely to qualify to receive program funds, the Owner will move on to a formal application.

Required Submissions:

- Completed application questionnaire
- 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 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, owner will be required to provide additional supporting documents for the proposed project. The Evaluation Panel will conduct a comprehensive/substantial improvement review, which includes architectural plan changes and a cost estimate. The owner must demonstrate capacity to cover their half of the project cost. If the Evaluation Panel determines the project is approved to receive program funds, the owner will move on to 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 property insurance (General Liability – City of Hollywood Named as Additionally Insured);



- Three quotes by a qualified contractor/estimator,
- 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;
- Final cost estimates in spreadsheet format, and the name of the licensed contractor selected to perform the work;
- Signage specifications, if applicable; and
- Any other documentation needed to provide a clear understanding of the project.

PROGRAM PARTICIPATION

Funding Agreement

Projects approved by the Evaluation Panel will be provided a Funding Agreement. The City and Owner will execute the Funding Agreement. The amount of funding shall be based on the final design and construction estimates approved by the Evaluation Panel and included in the project's application. For this reason, Owners are required to have qualified estimators prepare their estimates. 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. 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 terms and conditions of the funding agreement may require that: (1) the owner provide sufficient security for the grant funding awarded; and (2) the owner reimburse the City all or a portion of the funds awarded in the event that the Owner sells the property, changes the use of the business or goes out of business prior to completing the project, or 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 of the final disbursement; and
- 20% if said conditions occur within four years of the final disbursement.

Compliance

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 firm's 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 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.

Construction Start

After the Funding Agreement has been executed, the owner 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 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 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

Funds provided through CIP 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 owner shall submit to the City not more than sixty (60) days after the CIP 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, if applicable;
- 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.

Program Process Overview:

1. Owner must submit a pre-application form and schedule a conference with staff prior to submitting an application.
2. Upon notice, Owner shall submit an application questionnaire form along with required submittals which provides a general overview and design concept of the proposed renovation work and the property to be improved.
3. The Economic Development staff shall determine whether there are pending code violations delinquent property taxes, inactive LBTR or SunBiz registration. If there are none, the application will move forward.
4. An Evaluation Panel consisting of staff representing Economic Development, Code Enforcement, 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. Upon notice, Owner may submit a formal application. A formal application must include architectural plans or construction drawings for the proposed façade improvements, three quotes from qualified contractors/estimators, and any other documentation needed to provide a clear understanding of the project.
6. Upon receipt, of the formal application, the Economic Development staff will conduct a funding eligibility review.



7. Department of Development Services staff will conduct a comprehensive improvement review, which includes architectural plan changes and a cost estimate. The Owner must demonstrate capacity to cover their half of the project cost.
8. Upon the Evaluation Panel determining that the Owner meets all eligibility requirements for the program, the parties will execute a funding agreement.
9. Once the owner begins the project the Notice to Proceed form must be submitted to the Office of Communications Marketing and Economic Development.
10. During the construction/façade improvement project, the Economic Development staff will conduct construction monitoring and written documentation must be submitted by contractor/owner to demonstrate compliance with the Davis Bacon Act if CDBG funding is being utilized.
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 owner demonstrating just cause for such a request.



Application

https://hollywoodfl.seamlessdocs.com/f/CPIP_Application

Commercial Property Improvement Program

Name: _____

Name of Business/Property to be renovated: _____

Address: _____

Telephone Number: _____

Are you the Property Owner or Business 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 Owner

Date

Print Name:



Notice to Proceed

Commercial Property Improvement Program

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

Date:

Name:

Contractor:

Address:

Phone:

Contract Date:

The following change(s) is/are authorized to the housing rehabilitation 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: _____

Owner

Date

Contractor

Date

Project Manager

Date