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## **HOLLYWOOD COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GUIDELINES**

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### **PROGRAM OVERVIEW**

#### *Program Description*

Established by the City of College Park (the “City”) to reinvigorate the Hollywood Commercial District, the Hollywood Commercial Façade Improvement Program assists property owners or tenants that are seeking to renovate their building facades through a reimbursable grant. Applicants are eligible to receive a dollar-for-dollar matching grant for a minimum of \$2,500 and a maximum of \$25,000 for exterior improvements including doors, lighting, masonry, painting, windows, and more. A map of the program boundaries is on page 5.

The program is administered by the City and operates on a reimbursement basis. All payments to professionals, City and Prince George’s County (the “County”) departments, and contractors are the full responsibility of the applicant. The City will verify actual costs incurred by the grantee prior to reimbursement.

The program application identifies the conditions, covenants, and responsibilities for the grant and must be signed by all required applicants. The general rules, guidelines, process, grant terms and conditions are described below.

### **ELIGIBILITY REQUIREMENTS**

Applicants must meet the following criteria in order to be eligible for the Program:

- Own and/or operate in a building with street frontage in the Hollywood Commercial District.
- An applicant who is not the owner of the building or space must have written approval from the property owner.
- The applicant and the building where improvements will be made must be in good standing with the City in order to receive grant funds. This requirement is waived only in the case that the proposed improvements would resolve outstanding code violations.
- The building must be a legally existing commercial building.

## **ELIGIBLE COSTS**

### *Eligible Improvements*

The program is intended to fund improvements that are affixed to the exterior of the property, and therefore will not cover the cost of purchasing or installing non-fixed equipment or inventory. Generally acceptable improvements include, but are not necessarily limited to, the following repairs/replacements/upgrades that are visible from the street:

- Awnings or canopies
- Doors
- Dumpster enclosures
- Gutters
- Lighting
- Masonry work
- Painting or residing of building
- Signage
- Window replacement and framing

In addition to the preceding limitations, the following terms apply to the eligible improvements:

- The City reserves the right to require certain minimum improvements as part of the program. Examples include façade repainting, screening of a trash dumpster, removal of a free-standing sign, or the striping of a parking lot.
- All improvements must comply with all City and County building codes.
- All improvements must obtain required construction-related permits from the City and County.
- Applicant is not to begin any improvements to the property before the application is approved by the City and a notice to begin work is issued. Improvement costs incurred prior to these steps will not be eligible for reimbursement.

### *Other Eligible Costs*

- All construction-related permit fees lawfully required for the tenant improvements shall be paid by applicant and considered eligible costs.
- Any modifications to the building that are required by the City.
- Labor and materials related to the eligible improvements. Receipts must be provided for all materials to be considered an eligible cost.
- Costs associated with detailed construction drawings, conceptual design, renderings and cost estimates are eligible for reimbursement.

## **APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS**

### *1. Pre-Project Meeting*

Applicant is required to attend a preliminary meeting with the City's Economic Development Coordinator (EDC) to review program criteria and project's conceptual design.

### *2. Application*

In order for the applicant's improvements to be considered for funding through the Program, the following documents must be submitted to the City's EDC:

- Completed and signed application form.
- Proposed final design, including elevations and/or sketches.
- Bid proposal, including a list of materials to be used, from a contractor that is licensed and insured to do business in the State of Maryland.
- Evidence of contractor's license and insurance.
- Written consent of the property owner if the applicant does not own the property.
- Estimated construction schedule.
- Copy of County Use and Occupancy Permit.

### *3. Application Review*

Once an application has been received the proposed final design will be reviewed to determine whether the design is approved or further adjustments are required. If further adjustments are needed, the applicant will meet with City staff to discuss the potential changes. At the conclusion of the meeting, the applicant would be provided with a statement of necessary steps to be taken prior to the final design approval.

### *4. Application Approval*

Upon the satisfactory review of the final design, the City will issue a written notice of approval to begin work. No work is to begin before this notice is issued and any improvement costs incurred beforehand will not be eligible for reimbursement.

### *5. Modification to Design Plan*

Any modification to an approved design plan requires the applicant to contact the City in writing to request approval. Applicants shall not authorize execution of plan modifications until they have received written approval from City staff.

## 6. *Project Schedule*

From the date of the application approval, the applicant will have 30 days to commence the façade improvements and 90 days from commencement to complete the project. The City, at its discretion, may extend these deadlines for good cause but in any event the project must be completed by May 31, 2015.

## 7. *Reimbursement*

Following completion of the improvements, the applicant will submit the following documentation to the City for review before grant funds will be disbursed:

- Invoice or Request for Payment from the applicant.
- Proof of any required inspections and approvals from the County and/or the City.
- Proof of payment (cancelled checks, receipts, or other satisfactory documentation as determined by the City) for work performed and materials purchased.
- Completed W-9 form with Taxpayer Identification Number for applicant.

Additionally, a final walkthrough with City staff must be scheduled to inspect the completed improvements.

## **GRANT TERMS**

Applications will be approved on a first come, first served basis subject to the availability of funding. Applicants are eligible to receive a dollar-for-dollar matching grant for a minimum of \$2,500 and a maximum of \$25,000.

A grant under this program for the same physical space may be awarded no more than once every five (5) fiscal years, unless a compelling justification is established and approved by the City, at its sole discretion.

## **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 of award for future grants or loan-to-grants to that individual or corporation.

