

**College Park Main Street, Inc.  
Business Façade Grant Program  
Terms & Conditions**

The physical appearance of buildings along Edgewater Drive plays an important role in the image of College Park. By making grants available, the College Park Main Street Business Façade Grant Program is intended to help improve the overall look of Edgewater Drive by improving the curb appeal of individual buildings.

**Limitation on Use of Grant**

A Building Façade Grant (BFG) may only be used for a façade improvement for an existing building. A building façade improvement is a renovation or restoration of a building façade or other eligible site improvement visible from the right-of-way.

**Program Eligibility**

To be eligible to apply for a BFG, all of the following eligibility requirements must be satisfied:

1. The Applicant is a Visionary, Supporter or Partner Member in good standing.
2. The Applicant is either the owner of the subject property or a tenant of the building with a remaining lease term of at least one year.
3. The building is located within the City of Orlando's Edgewater Drive Special Plan Overlay District or on Edgewater Drive within ¼ mile of the Overlay District.
4. The Applicant's business is not located in a residential dwelling.
5. The property is free from any liens (excluding mortgage liens), judgments, or encumbrances of any kind (excluding easements).

**Eligible Improvements**

Improvements eligible for reimbursement include, but are not limited to:

1. Façade rehabilitation
2. Façade cleaning as part of the overall façade rehabilitation
3. Removal of false facades
4. Stucco restoration
5. Brick and masonry repairs and renovations
6. Exterior painting
7. Replacement or reconstructive woodwork
8. New doors and windows visible from the public right-of-way
9. Restoration of historically appropriate doors, windows, or building features visible from the public right-of-way
10. Signs, awnings and canopies
11. Exterior lighting
12. Fees for services provided by a registered architect or similar qualified design professional
13. Landscaping visible from the public right-of-way and associated irrigation

14. Permanent parking lot improvements (temporary and conditional uses not eligible) visible from the public right-of-way, adjacent to the front of the façade
15. Decorative fencing visible from the public right-of-way, adjacent to the façade

### **Ineligible Improvements**

The following items are ineligible for reimbursement:

1. New building construction or new building additions
2. Roofs
3. Structural improvements
4. Interior improvements
5. Refinancing existing debt
6. Non-fixture improvements, inventory, or equipment
7. Payroll and overhead costs
8. Improvements or expenditures made prior to execution of the Funding Agreement
9. Items or services obtained through barter or in-kind exchange or donation
10. General or periodic maintenance
11. Improvements to the rear of the building or areas not visible from the public right-of-way

### **Pre-Application Expressions of Interest**

Applicants must complete and submit a Pre-Application Expression of Interest in the form specified by CPMS. After meeting with the Applicant to discuss the proposed project, the Executive Director makes a preliminary determination of eligibility and forwards the Pre-Application Expression of Interest to the Review Committee together with a summary of all other information obtained from the Applicant.

### **Engagement of Design Professionals**

CPMS strongly recommends that applicants retain the services of a registered architect or similarly qualified design professional to prepare plans, drawings, and construction specifications for their project.

To assist applicants at an early stage in the BFG process, CPMS may, with the Applicant's consent, engage a design professional for a project after the submission of a Pre-Application Expression of Interest but prior to the submission of an application. Where CPMS engages a design professional for a project prior to receipt of a BFG application and the Applicant thereafter receives a BFG, the full amount of that professional's fee will be deducted from the BFG at the time of disbursement. CPMS expects that such fee would generally not exceed \$1,000. If, however, the estimated professional fee exceeds \$1,000, CPMS will inform the Applicant prior to engaging such professional.

### **Application**

The Applicant shall submit a completed Application in the form specified by CPMS, together with:

- a detailed description of proposed work, including size and scale, materials, colors, etc., as appropriate

- renderings and/or architectural drawings or designs of the proposed improvements and any documents to be submitted to the governmental permitting authority
- photographs showing existing conditions of the proposed work area
- a historic photograph or postcard of the building, if available
- a copy of the Applicant's City or Orlando or Orange County business license
- any other materials which may assist the Review Committee in evaluating the application
- if the Applicant is a tenant, proof of a lease for the subject property with at least one year remaining in the lease term, together with written permission from the property owner in addition to an owner's affidavit.

### **Evaluation Criteria**

BFG applications are evaluated by CPMS's Façade Grant Review Committee, which consists of the CPMS Executive Committee, and two members of CPMS Design Committee and one member of the Economic Vitality Committee appointed by the President.

Applications are evaluated on the following criteria:

1. Completeness and thoroughness of the application
2. Compliance with BFG program criteria and conditions
3. Quality of design
4. Positive visual impact on the appearance of the building as seen from the street
5. Location within a high traffic, high visibility area
6. Improvement to the overall appearance of the site
7. Consistency of proposed facade design with design goals of surrounding area
8. Location within the Edgewater Drive Vision Plan Overlay District
9. Extent to which the proposed improvement will serve as a catalyst for further redevelopment
10. Incorporation of sustainable materials and methods
11. Applicant's business tenure in College Park

Neither the submission of an application nor the availability of funds guarantees approval.

### **Limitations on Multiple Grants**

If an applicant owns multiple, non-adjacent properties, that Applicant may only receive one BFG per CPMS fiscal year.

If an applicant owns multiple, contiguous properties or businesses, a single BFG up to the maximum BFG for the applicant's membership level may be shared among these properties as part of a unified façade improvement plan across all such properties or businesses.

Except where multiple applicants apply jointly for multiple BFGs for contiguous or immediately adjacent businesses as part of a unified façade improvement plan, only one BFG may be awarded per property per CPMS fiscal year.

Multiple applicants may apply jointly for multiple BFGs for contiguous or immediately adjacent businesses as part of a unified façade improvement plan across multiple business façades, provided each joint applicant satisfies the BFG Program eligibility requirements.

The phrase “contiguous or immediately adjacent businesses” means businesses which are located:

- in the same building, e.g., a strip shopping center, each with facades that face the street, or
- in separate buildings which are so close together so as to appear to be in the same building or part of the same collection of buildings, but in no event not more than 10’ apart.

### **Amount of Matching Grants**

Under the BFG program, CPMS matches up to 50% of approved project costs, up to a specified maximum amount. For Visionary and Supporter Members, the maximum grant amount is \$5,000; for Partner Members, the maximum grant amount is \$2,500.

Subject to the maximum amount awardable, the amount of funding awarded is based on the lowest of at least three qualified bids submitted by the Applicant. The Applicant may select contractors and suppliers other than the one with the lowest qualified bid but shall be responsible for all costs exceeding the lowest qualified bid.

*The requirement of three bids may be waived at the discretion of the Review Committee at the request of the Applicant.*

CPMS may, in its sole discretion, award less than the maximum amount that may be otherwise permitted under the BFG program.

### **Qualifications of Contractors**

The Applicant is solely responsible for determining contractor qualifications, quality of workmanship, and reputation. The Applicant bears full responsibility for reviewing the competence and abilities of prospective contractors and secure proof of their licensing and insurance coverage. Notwithstanding the Applicant’s responsibility and liability, the selected contractor(s) must be licensed and insured.

### **Execution of Funding Agreement and Application for Permits**

Upon the Review Committee’s approval of an application and setting the maximum amount of the BFG, a Funding Agreement will be approved by the CPMS Board of Directors. Upon such approval, the Applicant(s) and property owner(s) shall sign the Funding Agreement. CPMS will then execute the Funding Agreement. The Applicant may then apply to the appropriate governmental authority for building permits. The Applicant shall be solely responsible for securing any and all permits required by the City of Orlando and/or Orange County.

To ensure that BFG funds are available, improvements to be made under a BFG must be initiated (including securing all necessary permits) within 90 days and completed within one year of the date of execution of the Funding Agreement by CPMS. At the request of the Applicant, extensions may be granted by the CPMS Review Committee for good cause shown (e.g., contractor delays, force majeure).

### **Reimbursement upon Completion**

On completion of the façade improvements, including final inspection by the City of Orlando or, where the business is not within the City of Orlando, Orange County (“Completion”), the Applicant shall submit a Request for Reimbursement pursuant to the Funding Agreement to the CPMS Executive Director. Along with a Request for Reimbursement, the Applicant must submit the following to assure the terms of the Funding Agreement have been honored:

- Proof of all project costs, including contractor invoices
- Receipts proving payment for services and supplies
- Lien release(s) by the contractor(s)
- One photo of each improvement and at least one photo of the entire façade
- Certificate of Occupancy/Completion

The CPMS Executive Director confirms that all work was permitted and inspected by the City of Orlando or Orange County (as appropriate), and that the work was completed in a satisfactory and professional manner. The Executive Director notes discrepancies and establishes a time frame for correction, as necessary.

Modifications to final plans or change orders to construction documents which produce visible differences in the previously approved façade design will require review and approval by the Review Committee. If there is a deviation in improvements as approved by the Review Committee, CPMS reserves the right to deny reimbursement.

Reimbursements are made upon final review by the Review Committee and in accordance with CPMS’s accounting procedures with funds disbursed by check payable to the Applicant. CPMS will not disburse funds other than on a reimbursement basis. The Applicant is responsible for payment of the remainder of all project costs in excess of the BFG. CPMS shall not be liable to the Applicant’s contractors and suppliers if the Applicant fails to pay.

### **Deduction from BFG for Ownership and Encumbrance Reports**

At any time prior to disbursement of a BFG, CPMS reserves the right to contract for a title search and ownership and encumbrance report at CPMS’s sole discretion, the cost for which will be deducted from the BFG at the time of disbursement.

### **Disclosures**

CPMS reserves the right to reject any Application for any reason and without cause, and to request additional information from any Applicant or BFG grantee. All BFGs are subject to availability of funds, these Terms & Conditions, and the execution of a Funding Agreement by the Applicant and the property owner in the form specified by CPMS. No BFGs are awarded retroactively.

CPMS retains the right to amend the program Terms & Conditions, forms of agreements, and application procedures or to cancel the BFG program at any time, as well as the right to display and advertise properties that receive a BFG.

### **Sequence of Key Events**

1. The Applicant submits a completed ***Pre-Application Expression of Interest*** form and meets with the CPMS Executive Director to discuss the proposed façade improvement.
2. The Executive Director informs the Review Committee of the Applicant's interest; information as to the proposed project, including project location, nature of improvements, and whether a design professional has been selected; estimated total project cost; and preliminary plans, if any.
3. The Review Committee reviews the Pre-Application Expression of Interest to determine whether the Applicant is eligible to receive a BFG and whether a design professional should be engaged by CPMS for preliminary design work.
4. If the Review Committee determines it appropriate to engage a design professional for preliminary design work, the Executive Director will inform the Applicant; upon receiving the prospective Applicant's consent, CPMS will engage the design professional for the limited purpose of preliminary design work on a fixed-fee basis.
5. The Applicant submits a completed ***Application*** together with supporting documentation to CPMS.
6. The Review Committee reviews the Application and supporting documentation and makes a decision in its sole discretion as to whether to issue a BFG for the Applicant's project and, if it has determined to issue a BFG, the amount of the maximum cost match.
7. CPMS, the Applicant and Property Owner execute a ***Funding Agreement***.
8. The Applicant obtains the necessary permits and undertakes the project as approved by the Review Committee.
9. On Completion, the Applicant submits a ***Request for Reimbursement*** together with all necessary supporting documentation.
10. The Executive Director confirms that the work was permitted and completed in accordance with the Review Committee's approval, indicating any modifications or deviations from the approved improvement, as well as any deductions from the BFG.
11. Upon review of the Request for Reimbursement and the Executive Director's report, the Review Committee approves, disapproves or modifies the Request for Reimbursement and specifies the amount, if any, to be reimbursed.
12. CPMS issues a check to the Applicant in the amount specified by the Review Committee.