



# 2025/2026 COMMERCIAL PROPERTY IMPROVEMENT PROGRAM

NOTIFICATION OF FUNDING AVAILABILITY (NOFA)

PROGRAM GUIDELINES AND GRANT APPLICATION

FISCAL YEAR

2025/2026

**NOFA ID: 060122026**

**PRE-APPLICATION MEETING: June 24, 2026 at 2:30 PM EST**

**ISSUE DATE: June 12, 2026**

**APPLICATION DEADLINE: July 31, 2026 by 5:00 PM EST**

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## SECTION 1: INTRODUCTION

The Redevelopment Authority of Prince George's County ("RDA") invites the submission of applications from qualified applicants for the FY25/26 Commercial Property Improvement Program (CPIP). The purpose of the Commercial Property Improvement Program Improvement Grants is to assist owners of smaller neighborhood retail centers, strip malls, Main Street retail space and stand-alone retail store fronts to fund building façade improvements, placemaking, lighting and major building systems improvements that noticeably improve the look and feel of the surrounding commercial area and boost economic development activity throughout the County. Single-tenant businesses and commercial retail properties located in Prince George's County, Maryland are eligible for this program. **Final award amounts will be based on availability of funds.**

### Grant Funding and Anticipated Number of Awards:

The total amount of funding available for this Program is one million dollars (\$1,000,000) for FY2025/2026, contingent on the availability of an appropriated budget in such amount. Anticipated grant awards will range from minimal grant of \$25,000 and not to exceed \$350,000 for eligible CPIP projects (competitive).

#### 1.1 **Program Overview**

1. The CPIP grant is cost reimbursable and based on "match funding." This means that the CPIP will match the total approved project costs up to 50%, after the costs have been paid in full by the awardee. For example, if the total cost of the approved improvements is \$100,000, the maximum possible grant award is \$50,000 and the grant funds will be made available after the awardee has paid for the improvements in full and provided the RDA with all relevant contractor lien releases.
2. The CPIP grant is a competitive grant. Applications will be scored and ranked by a Proposal Advisory Group (PAG) based on the evaluation criteria identified herein.
3. The minimum grant award is \$25,000 (for \$50,000 in total approved project costs) and a maximum grant award is \$350,000 (for \$700,000 or more in total approved project costs).
4. Applicants are required to submit three (3) contractor bids for each aspect of the approved scope of work. The final grant reimbursement amount will be based on the lowest bids for each component of the project. Applicants are not permitted to submit bids to complete their own scope of work.
5. No soft costs (i.e., design, permitting and licensing fees) are eligible for reimbursement, under this award allocation.
6. Applicants' staff wages, utility bills, FF&E and the cost of construction equipment to complete improvements are also **not eligible reimbursable costs.**

7. Construction on the portion of the project which is funded by the CPIP grant must begin no later than ninety (90) days after execution of the CPIP Matching Grant agreement and must be completed no later than two-hundred and seventy (270) days after execution of the grant agreement.
8. Properties with delinquent mortgage(s), delinquent County taxes, and/or outstanding building code violations are ineligible for the grant application.
9. Awardees must comply with all applicable design standards, permit requirements and building codes, including but not limited to those imposed by the State, County, relevant municipality and M-NCPPC.

## **1.2 Eligibility – Applicants, Property Type and Usage**

Retail property owners, with some exceptions, are eligible to apply for the CPIP grant. The following applicants and property types are **ineligible** for the CPIP grant:

1. Owners of or tenants in properties built within the last five years
2. Owners of or tenants in properties being marketed for sale
3. Property used to operate adult entertainment- related business
4. Property used to exclusively operate a nightclub
5. Home-based business
6. Property used to operate liquor/beer/wine store
7. Property used to operate an automobile repair shop
8. Hotel or lodging establishments
9. Residential property
10. Places of worship

This is not an exhaustive list, and the RDA reserves the right to determine eligibility at our discretion.

## **1.3 Eligible Improvements**

Scope(s) of work for each project will be evaluated and must include a ***minimum of three (3)*** of the following Eligible Improvements:

1. Redesign and construction of storefront façade.
2. Upgrade of major building systems to increase energy efficiency.
3. Replacement or repair of cornice, parapets and other architectural features
4. Replacement of doors and windows on front façade of property
5. Installation or upgrading of exterior lighting.
6. Installation or improvement of signage
7. Installation or replacement of awnings or canopies
8. Exterior painting, repointing of brick or other exterior façade improvements.

- 9. Installation of public art and landscaping features
- 10. Parking lot improvements
- 11. Roof replacement

**SECTION 2: EVALUATION CRITERIA**

The following criteria will be used to evaluate and rank applications:

<b>EVALUTION CRITERIA</b>	<b>Maximum Points</b>	<b>Points Awarded</b>
<p><b><u>Market potential/site conditions per site and application narrative</u></b></p> <p>Tenant mix will consider the following factors: strong captive market and drive by traffic; proximity to strong retail or dining magnets, healthy occupancy rate, proximity to public transit, good visibility, attractiveness of property and surrounding environment, overall condition, and image of property.</p>	<b>15</b>	
<p><b><u>Physical Impact and Enhancement of a Community</u></b></p> <p>Applicants should demonstrate the anticipated physical impact of the improvements to the property and how the improvements will enhance the community in which the property is located.</p>	<b>30</b>	
<p><b><u>Readiness to Proceed</u></b></p> <p>Applicants should demonstrate project readiness by providing existing project-related documentation. The following documents are examples which support project readiness:</p> <ul style="list-style-type: none"> <li>1. Scope of work</li> <li>2. Architectural drawings</li> <li>3. Project Timeline</li> <li>4. Project Budget</li> <li>5. Relevant Permits In-Hand</li> </ul>	<b>35</b>	

<p style="text-align: center;"><b><u>Financial Viability/Leverage of Additional Funds</u></b></p> <p>Applications shall include detailed information about the Project's financials and a schedule of performance that shows that the Project is financially viable, and that the applicant has the capacity to complete the Project and successfully operate in the Project location within the timeframe required by this NOFA.</p> <p>1. The Higher the demonstrated leverage of additional resources, both cash and in-kind, the more points awarded for this category.</p>	<b>20</b>	
<p style="text-align: center;"><b><u>COMMUNITY SUPPORT</u></b></p> <p>Demonstrate community support for the business and the project by providing documented public support (i.e., letters, petitions, email communication).</p>	<b>5</b>	
<p style="text-align: center;"><b>Bonus Points: Inclusion</b></p> <p>Indicate whether, in connection with completion of the proposed improvements, the applicant has contracted with or intends to contract with an eligible Prince George's County-Based Small Business (CBSB), Prince George's County-Based Business (CBB), Prince George's County-Located Business (CLB) and/or Minority Business Enterprise (MBE).<sup>1</sup></p> <p>Identify the name, address, phone number and email address for a contact at the relevant CBSB, CBB, CLB and/or MBE</p>	<b>5</b>	
<p><b>Minimum Points to Qualify: 80 points.</b></p>	<b>110</b>	

<sup>1</sup> Eligible business must be certified by Prince George's County Supplier Development and Diversity Division at the time the CPIP grant application is submitted.

## SECTION 3: APPLICATION SUBMISSION PROCESS

### 3.1 Pre-application Information Session

The RDA will hold a pre-application information session, and details shall be available on the RDA website at <https://www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/grants/commercial-property-improvement-program>. The Information session will be recorded and posted online.

The purpose of the information session is to allow prospective applicants to inquire about the grant, the application submission process, required application documents, and the applications review process.

Verbal answers provided during the information session are intended solely for general discussion and do not represent the RDA's final position. Applicants should submit questions in writing following the conclusion of the information session, no later than five days after the date of the information session to receive an official response. Responses will be posted to the RDA website. Oral explanations or instructions given by RDA officials prior to the grant award are not binding.

### 3.2 Application Submission Guidelines

The NOFA will be released Friday, June 12, 2026. All applications, including attachments, must be completed by July 31, 2026 5:00 PM EST. Submissions **MUST BE** typed written. The RDA is not responsible for unreadable, incomplete and/or out-of-order submissions. Handwritten submissions will not be accepted. To be considered, four (4) copies of the CPIP 2026 Application must be hand delivered by 5:00 PM to:

**Steve Donegan**  
Real Estate Development Project and Project Manager  
Redevelopment Authority of Prince George's County  
9200 Basil Court, Suite 504  
Largo, MD 20774  
[CPIP@co.pg.md.us](mailto:CPIP@co.pg.md.us)

If you would like to mail your application submission for consideration, your submission **MUST** be postmarked prior to the July 31, 2026, deadline. Packages received after July 31, 2026, will not be considered for review.

Approval of applications and selection of projects will be based on a first come first completed basis, with funding priority for properties meeting the greatest number of criteria for eligibility and scope of work and subject to the availability of funds.

### 3.3 Application Submittal (Pre-selection)

1. A complete and executed CPIP Application with all required documents must be submitted by owner(s) of eligible properties. (See list below)
2. Applicant must ensure compliance with all applicable State, M-NCPPC or municipal urban design, or historic preservation standards.
3. Must provide certificate of good standing from the State of Maryland  
<https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>
4. Copy of business license must be included with your application  
<https://www.princegeorgescountymd.gov/departments-offices/permitting-inspections-and-enforcement/licensing/business-licenses>

Ln. #	Required Document Description / Attachment Name/Description
1	Active Business License
2	Proof of Ownership – Copy of deed with legal description
3	Certificate of Good Standing issued by State of Maryland
4	Certificate of Insurance (COI) meeting minimum required coverage (current)
5	Current tenant list (if applicable)
6	Documentation from lending institution(s) verifying mortgage(s) are current
7	Documentation indicating that County taxes are current
8	A proposed scope of work setting forth in concise detail the work to be performed ("Scope"), together with an estimated schedule ("Schedule") and estimated budget ("Budget"),
9	Sketches or conceptual drawings of the anticipated improvements
10	Photographs of existing property and area(s) to be improved
11	Matching funds and amount (source)
12	Three (3) contractor bids for each aspect of work to be completed
13	Articles of Incorporation and Bylaws; Organizational Chart; Federal tax-exempt status determination letter, as applicable; Evidence of attempt to Obtain required insurance; Project schedule etc. etc.

## **SECTION 4: EVALUATION AND SELECTION PROCESS**

### **4.1 Proposal Analysis Group**

A Proposal Analysis Group (PAG) will evaluate all completed applications received by the closing deadline in accordance with the criteria outlined in Section 2 above. The PAG will provide award recommendations to the Executive Director of the RDA for final approval.

### **4.2 Site Visits and Presentations**

The RDA will conduct site visits or request additional information to complete the evaluation process. Applicants may be required to make a formal project presentation as part of the evaluation process.

### **4.3 Grant Agreement**

After the decision to be awarded has been made, the prospective awardee will be sent a conditional award letter and will be required to execute the CPIP Matching Grant Agreement with the RDA. The grant agreement will provide a detailed guideline into the program, conditions and expectations of the grantee throughout the projected timeline. Once the grant agreement has been executed by all parties the grantee has up to ninety (90) days to commence work on the property and two hundred and seventy (270) days to complete the project.

## **SECTION 5: GRANT ADMINISTRATION**

### **5.1 Reporting**

Grantees must submit project progress reports as specified in the Grant Agreement with a budget report showing budgeted expenditures for the program indicating how grant funds were spent/used.

### **5.2 Site Visits**

The RDA Grant Program Manager or its designees may conduct site visits to assess project progress and verify the accuracy of reports submitted by the grantee. The grantee shall, at all times, grant RDA representatives' full access to the project site.

### **5.3 Closeout**

Within forty-five (45) days of project completion, the grantee must submit a final project report along with any additional documents requested by RDA to verify project completion and the use of grant funds.

### **5.4 Appeal Process**

If your application is denied, you will receive notification of the denial and why your application was

not considered for funding. You have a right to appeal the denial letter in writing within (14) days of receipt. Please send your request for an appeal to: Redevelopment Authority 9200 Basil Court Suite 504 Largo, MD 20774, Attn: Commercial Property Improvement Program or email: [cpip@co.pg.md.us](mailto:cpip@co.pg.md.us).

Request for an appeal must be received within fourteen (14) of receiving the denial letter. Your appeal will be reviewed by RDA Senior leadership to determine if a decision to reverse the denial is granted. The appeal process can take up to (30) days for a decision. If your appeal is granted, you must then comply with the initial request for information provided in the original denial letter.

## **SECTION 6 - QUESTIONS**

Questions regarding the CPIP 2026 Application should be submitted via email to [CPIP@co.pg.md.us](mailto:CPIP@co.pg.md.us). Responses to all questions received will be posted and published on to the RDA Website: <https://www.princegeorgescountymd.gov/departments-offices/redevelopment-authority/grants/commercial-property-improvement-program>