



## COMMERCIAL PROPERTY IMPROVEMENT PROGRAM GUIDELINES

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### PROGRAM PURPOSE

The Commercial Property Improvement Program (“CPIP”) is designed to support preservation and enhancement of commercial and non-residential buildings, increased building occupancy and reuse, elimination and prevention of blight and preservation and enhancement of the tax base in accordance with the public purposes authorized under Chapter 163, Part III of the Florida Statutes.

### PROPERTY ELIGIBILITY

- Must be located within an eligible target area within a City of Pensacola community redevelopment district, if applicable. Visit [www.cityofpensacola.com/CRAPrograms](http://www.cityofpensacola.com/CRAPrograms) to verify eligible areas.
- Eligible property types include:
  - Non-residential and mixed-use buildings (pursuant to policy terms)
  - Publicly accessible historic cemeteries
- May be occupied (subject to terms of use) or vacant (subject to occupancy/reuse terms).

\*Tax-exempt organization and religious institutions subject to property type restrictions.

### ELIGIBLE IMPROVEMENTS

Eligible improvements for non-residential buildings include the following:

- Exterior repair and enhancements necessary to restore building appearance, integrity, and character.
- Fencing, lighting, landscaping, signage and pavement.
- Other improvements necessary to enhance the street face of the property and provide for conditions that enable use or reuse.

Improvements shall be sufficient to provide a pleasant property façade that aligns with the historic and urban character of the neighborhood and support use or reuse of the property. Priority will be given to exterior features that are visible from the public realm.

Eligible improvements for cemeteries shall be limited to permanent improvements such as fencing and signage.

Projects shall be competitively bid pursuant to program requirements.

## **FUNDING THRESHOLDS & MATCHING**

### **Non-Residential Buildings**

Funding threshold and terms for non-residential buildings are based on the age, size, cultural and/or historical significance of the site and the degree of improvement needed, as determined by a program inspector in coordination with the owner. Funding thresholds shall correlate with the affordability period requirements described under “Maintenance and Occupancy Period” below.

#### **Maximum Award**

##### **SQUARE FOOTAGE**

3,000 square feet or less: \$45,000  
Over 3,000 square feet: \$15/sq. ft., not to exceed \$80,000

##### **AGE**

51 – 75 years: \$25,000  
76 -100 years: \$35,000  
Over 100 years: \$50,000

##### **CULTURALLY OR HISTORICALLY SIGNIFICANT**

\$25,000

Funding amounts are cumulative based on square footage, age and cultural/historical significance. However, funding shall not exceed \$150,000.

### **Cemeteries**

Funding thresholds for cemeteries are based on the degree of improvement needed, as determined by a program inspector in coordination with the owner. Maximum award not to exceed \$100,000.

## **MATCHING REQUIREMENTS**

**A 20% match is required for all commercial projects.**

Matching may be provided by cash contribution or the following in-kind contributions: retail price of contributed materials and volunteer professional services. Volunteer professional services shall be calculated by the hour for the applicable service rendered at the rate established by the Bureau of Labor and Statistics. A maximum of 10% of the match requirement may be made-up of volunteer professional services.

**A match of 10% is required for non-residential buildings and cemeteries that serve a public purpose and are permitted a tax exemption according to the Department of Revenue.**

Subject to funding availability. All projects must be approved by the City of Pensacola Community Redevelopment Agency.

## **MAINTENANCE AND OCCUPANCY PERIOD COVENANTS**

To meet the CRA's goal of eliminating and preventing the return of blight and increasing building occupancy and reuse within the redevelopment districts, this program will apply requirements secured by a transferable lien agreement, for a specified term called the "Maintenance and Occupancy Period" for all properties except cemeteries. The lien will not require repayment of the assistance amount if occupancy or reuse of the building is actively sought or achieved (in accordance with the occupancy and operating plan), the building is not used for an ineligible purpose, the property is maintained in good and faithful compliance with the program and the site is not intentionally demolished and/or rebuilt.

If the property is sold during the Maintenance and Occupancy Period, all requirements of the program shall convey to the new owner. Forgiveness of the lien amount shall be calculated daily. The lien amount shall be 100% forgiven at the end of the period.

### **Maintenance and Occupancy Periods shall be as follows:**

<u>Funding Amount</u>	<u>Period</u>
Up to \$75,000	5 Years
\$75,001 - \$150,000	10 Years

## **OTHER REQUIREMENTS**

**Maintenance and Reuse:** Participants must submit an occupancy and operating plan that addresses maintenance and reuse of the property. Efforts to occupy or otherwise reuse the building, including marketing and implementation of the approved occupancy and operating plan, must be made and reported annually to the CRA during the Maintenance and Occupancy Period.

**Insurance:** Insurance is required for non-residential buildings during construction or as soon as eligible for insurance as gained through program participation and through the end of the Maintenance and Occupancy Period as defined in the covenant and approved by the City of Pensacola Risk Management Office.

**Licensure:** Owner and tenants shall maintain all licensure as required by law.

*In the event of an emergency response or recovery situation, terms may be modified in accordance with the program policy.*

**CRA Programs 850-436-5675**

**City of Pensacola**

**Community Redevelopment**

**Agency**

222 W. Main Street, Pensacola FL

32502

[www.cityofpensacola.com/cra](http://www.cityofpensacola.com/cra)

*Program subject to funding availability and full terms described in the program policy and affiliated agreements.*