



Cover Memorandum/Staff Report

File #: 18-0679 CRA

Agenda Date: 10/27/2020

Item #:

TO: CRA Board of Commissioners
FROM: Alexina Jeannite, Grant Manager
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: October 27, 2020

MODIFICATIONS TO PROJECT CONSULTANCY & DESIGN SERVICES PROGRAM GUIDELINES

Recommended Action:

Approve the modifications to the Project Consultancy & Design Services Program Guidelines.

Background:

The Project Consultancy & Design Services Program was established to help business and property owners determine the best options for proposed improvements to a commercial property. The program pays for up to five (5) hours of the initial *consultation services* with an architectural firm. The program also pays for *design services* for existing property owners and leaseholders to obtain drawings and renderings needed to commence work.

During the September 29, 2020 CRA Board Workshop, CRA staff recommended modifications to the guidelines and received consensus from the board to make the proposed changes. The most significant updates to the Project Consultancy & Design Services guidelines include:

- establishing a maximum funding level of \$15,000
- eliminating executive director's administrative approval and directing all approval decisions to the CRA Board

Attachments: Exhibit A - Site Development Assistance Program Guidelines (with tracked edits); Exhibit B - Site Development Assistance Program Guidelines (clean).