



TO: MIRIAM GARCIA, REDEVELOPMENT SPECIALIST, CITY MANAGER, FPRA
FROM: ANDREA H. DUENAS, ASSISTANT CITY ATTORNEY **AHD**
THROUGH: SARA HEDGES, CITY ATTORNEY *SH*
RE: REVIEW RESOLUTION AND PROGRAM OVERVIEW FOR FPRA COMMERCIAL FAÇADE GRANT PROGRAM
CAO RLS FILE: 24-407
DATE: DECEMBER 9, 2024

This Request for Legal Services (RLS) asks the City Attorney's Office to review two documents:

- (1) an FPRA Resolution formally establishing the Commercial Façade Grant Program; and
- (2) Exhibit "A" to the Resolution (the Program Overview)

I revised the body of the Resolution, deleting, adding, and rearranging for clarity and history. I revised the Title paragraph to simplify the summary and delete unnecessary language.

This Office changed the title of the Program Overview to Program Guidelines. I substantially revised the Guidelines to make them clearer and more comprehensive. I rearranged some of the information, rewrote much of the text, and added information, charts, and diagrams that I found in the Program Brochure.

The Department should note the following substantive changes to the program:

- ** Upon consultation with the Department head, Staff will not review/rank the Applications. This will be done by CRAAC in a public meeting.
- ** Upon consultation with the City Attorney, program eligibility has been changed so any applicant who owes the City money is ineligible for the Grant.

Staff should review the Guidelines to ensure that all program components are accurately stated and are current.

I uploaded a Redline version of the Resolution and Guidelines so you can see the changes made. I also uploaded a Changes Accepted version for your convenience.

Upon your confirmation that the Guidelines remain accurate and current, and with my suggested changes to the Resolution and Guidelines accepted, both documents are approved as to form and correctness.

By email, the Department also asked this Office to review the Program Brochure. Unfortunately, the Brochure is not ready for legal review because it must be thoroughly reviewed and proofread by the Department first.

/ahd