

Community Legacy Grant Application

1. Name of Property Owner: _____
Address: _____
2. Applicant Name: _____
Applicant Address: _____
Applicant Phone Number: _____
3. Contact Person/Project Coordinator: _____
Contact Address (if different from above): _____
Telephone Number: _____
Fax Number: _____
Email: _____
4. Façade Estimate: \$ _____
5. Amount of Funding Requested: \$ _____
6. Matching Funds: \$ _____
(Review Committee will fill in the matching funds amount)
7. Project Estimate: \$ _____

TOTAL PROJECT COST: \$ _____
8. Please describe the proposed work to be performed on a separate sheet of paper.
9. Architectural plans and specifications have been prepared for the proposed work? _____ Yes _____ No (please enclose a copy)
10. Indicate the project steps and the approximate dates each will occur:

Priority of Project	Start Date	Completion Date

***Please place all responses on the application form.
If additional space is necessary, please number your responses accordingly on a separate sheet of paper.***

GRANT AGREEMENT

I, the undersigned, understand and agree to abide by the conditions and terms that are set forth regarding the Emmitsburg Community Legacy grant monies.

I understand that if I do not abide by the terms and conditions set forth, this application will be null and void and any grant monies will be forfeited.

Owner

Date

Witness

Date

Review Committee Member

Date

TOWN OF EMMITSBURG FAÇADE RESTORATION PROGRAM GUIDELINES

General Program Structure and Purpose

Goal of Program:

To help the local businesses located in the Sustainable Communities Area ("SCA") preserve and rehabilitate the exteriors of their commercial properties, to preserve the economic viability of needed commercial service, and to improve the appearance of the Town of Emmitsburg business district.

The Façade Restoration Program (FRP) will make funds available for interested downtown commercial property owners to improve the physical appearance and soundness of their building facades. It will offer a reimbursable dollar amount of up to 50% of the total cost of façade rehabilitation in return for the owners' 50% or greater investment in façade improvements.

NOTE: The 50% guideline will be a fixed maximum.

Method:

Reimbursement of the matching grant money is subject to the review and approval of the Maryland Historical Trust ("MHT") and the Sustainable Communities Work Group ("SCWG"). Grant funding is approved through the State's Department of Housing and Community Development ("DHCD") program.

Eligible Applicants:

Owners of existing business, either business properties or business tenants (with landowner written approval) located in the SCA are eligible to apply for FRP grants. **ONE GRANT PER BUSINESS YEAR PER BUSINESS/PROPERTY.**

Eligible Activities:

1. Façade Rehabilitation – eligible FRP activities generally include labor, materials, fixtures, and other contract items necessary for the proper execution and completion of façade rehabilitation. Rehabilitation includes the repair or alteration of exterior facades to make possible the recovery or preservation of the significant features of the structure. Façade rehabilitation/restoration may include improving the

appearance of the building through exterior painting, door and window replacements, and installation of siding and trim treatments including awnings, flower boxes and signage improvements.

2. Façade Construction – new façade construction or additions in keeping with the historic context of the community will be reviewed and may be approved if it supports the goals of MHT and the revitalization of the downtown.

Ineligible Activities:

1. New Construction – creation of a new structure or facility where none exists at present, or the total replacement of an existing structure with a new one, or a substantial addition to an existing building is not eligible.
2. Property Acquisition – Acquiring title to a structure or a property is not eligible.
3. Business Assistance – Funding for the business salary, overhead, and similar costs of doing business is not eligible.
4. Interior Remodeling – Interior reconstruction, rebuilding, new installations, or the purchase of interior furnishings or equipment is not eligible, **except for storefront windows**.
5. Legal, Insurance and Permit Expenses – Legal fees, personal property premiums, and licensing and permitting fees (for building permits, etc.) related to grants for eligible activities are not eligible.
6. Architectural and Engineering Services – Providing the design, architectural renderings, and site plans, listing work items, estimated costs of construction, and related professional services for the projects are an applicant's matching requirement and may not be eligible.
7. Residential Properties – Structures devoted solely for single-family detached residential use are not eligible.
8. Rear Facades – rear facades of buildings are not eligible for this program.
9. Labor – provided by property owner.

Target Area:

Any commercial building/business located within the confines of the SCA (see attached) may be eligible for grants.

Terms and Conditions of Grants:

Grant applications must be reviewed and approved by the MHT and the SCWG before grant monies may be approved. Reimbursable work may not commence before approval by MHT.

General administration:

The SCWG, with the assistance of the Town Staff, will administer the FRP and will provide notice of rejection or approval.

APPLICATION AND REVIEW PROCEDURES

Application Requirements:

The application shall provide the following, either separately or on forms provided by the SCWG:

1. Name, address, phone number, address of property.
2. Letter of intent outlining the proposed project in terms of the Property Restoration Guidelines noted below.
3. Proof of ownership or, if relevant, owner's authorization to apply for FRP grant.
4. Photographs of the property, both before and after project begins, shall be submitted.
5. A site plan to scale may be required to include the information depending upon the nature of the proposed improvement.
 - a. Proposed modification and proposed use.
 - b. Elevations and sketches showing proposed signs, graphics, awnings, windows and window display areas, public entrances, exterior treatment and cleaning (if applicable); proposed color

scheme, landscaping, exterior building components, and the relationship of the design to adjacent and nearby existing properties.

- c. Types of materials to be used in the project.
6. Itemized estimate of total cost of project, construction, and material.
7. At least two quotes for the purchase of the materials and/or work to be performed will be required. Copies of quotes must be forwarded with your application.
8. The contractor(s) selected must be properly registered, licensed, and insured in the State of Maryland.
9. Estimated contractor's total cost of project with sufficient detail for the committee to evaluate.
10. Owner contracts for work must be forthcoming after grant allocation is approved.
11. Tentative onset and completion of façade improvements must be submitted with application

**CONSTRUCTION MUST COMMENCE
WITHIN 30 DAYS AFTER NOTICE OF APPROVAL.**

Review Procedure:

1. Property owner notifies Town of Emmitsburg in writing that he/she would like to make improvements to their building façade and participate in the FRP. The SCWG makes a positive or negative determination as to whether the building is a suitable candidate for funding.

NOTE: An appointed committee will be responsible for this determination. The Town Planner will function as staff to SCWG.

2. The suitability determination will be based on approval of MHT, building condition and location, building use (operating business or

vacant), work proposed (improvements or maintenance repairs), historical significance, relation to the revitalization plan, and other factors considered important by the SCWG. The SCWG will work in conjunction with the Zoning Administrator and Town Planner.

- a. SCWG and/or Town Planner will meet with property owner to explain the program and its design guidelines, if necessary.
 - b. The Town Planner will be responsible for the initial meeting with the property owner and to provide them with guidelines describing the program, the physical improvements eligible, and the geographic area eligible, the design guidelines, and a sample Agreement and Easement.
3. Completed application and supporting documentation shall be submitted to the Town Planner, to be submitted to the SCWG. Upon approval of the SCWG, the approved applications will be forwarded to the MHT for final approval.
 4. Your façade design and cost will be reviewed by the SCWG for conformance with its design guidelines and funding properties.

NOTE: The SCWG will recommend projects for conformance to the design guidelines. The amount of funding available to each project will be determined by the significance of the project to overall revitalization of downtown and the funds available to the program. Where there are not structural changes, an architect is not necessary.

5. The application shall be approved, approved with conditions, or disapproved by the SCWG. The applicant will be notified in writing of the SCWG's decision.
6. The SCWG will review and approve applications on a timely basis.

PROPERTY RESTORATION GUIDELINES FOR APPROVAL

1. Does the project contribute to the general revitalization of the SCA?
2. Is there public benefit to the project?
3. Does the project's design conform to the following design standards?

- a. The distinguishing original qualities and character of the building shall be preserved; removal of historical or distinctive architectural features may disqualify a project.
- b. Deteriorated architectural features should be repaired rather than replaced. If replacement is necessary, the new materials should match the material being replaced in design, color, texture and other visual qualities.
- c. Contemporary design for alterations to existing properties is acceptable if such alterations do not destroy significant historical, architectural and cultural materials, and if such design is compatible with the size, scale, color, material, and character of the property and adjacent buildings.

PROGRAM ADMINISTRATION

Letter of Award:

Two (2) copies of a Letter of Award shall be forwarded to the applicant. The letter shall include the amount of the grant and any conditions associated with it as well as the expiration date. The applicant shall return one (1) signed copy of the letter, which will represent acceptance of its terms.

Permitting and Code Requirements:

1. The contractors must secure building permit(s), if required, and will be expected to complete the project in accordance with all applicable codes, ordinances, and standard engineering practices.
2. The applicant must notify the Town Planner of the contractor selected, the contract amount, and the anticipated dates of the start and completion of the rehabilitation.

Change of Order:

1. Grantee must submit in writing any change order. MHT and the SCWG must approve all change orders.
2. Approval of change orders does not alter the original agreed amount of the grant.

Project Completion:

1. Following completion of the project and satisfaction of all federal and state program requirements, the applicant will provide the Town of Emmitsburg with documentation of expenditures for the project, and proof these expenditures are paid in full.
2. Following the verification of these expenditures, the Town of Emmitsburg will issue payment of the grant funds.

Maintenance of Improvements:

As part of the grant closing, the applicant shall agree, in writing, to maintain all improvements made per the approved plans in their finished state for a period of five years following the date of completion of the façade restoration project. During the 5-year time period, SCWG must approve any alterations to the façade, and Town Staff will monitor such activities.