

MAIN STREET MIDDLETOWN

Façade Improvement Program Grant Application Form

DATE: _____

1. Applicant/Property owner Name: _____
2. Applicant/Property owner Address: _____
3. Social Security or Tax ID Number: _____
4. Business Address: _____
5. Email: _____
6. Preferred Phone: _____
7. Building or Establishment for which this Application is made: _____
8. List all current occupants of the building, indicating if tenant(T) or owner (O):

Name of Establishment	Address	Operator's Name	T	O

9. Provide a general description of your façade improvement project:

10. In addition to completing this form, attach the following documents, sign below and submit the completed application and attachments to Main Street Middletown, MD, Inc., Attn: Becky Axilbund, 19 West Main St., Middletown, MD 21769.

Application attachments required:

- ___ Written project description outlining the proposed project and how it conforms with the review standards (see Guidelines)
- ___ Proof of ownership of property
- ___ Photographs of the Building before work/project commences and sketches or illustrations depicting the property after the project will be completed
- ___ Site plan to scale which includes the following information:
 - a. Proposed modification and proposed use.
 - b. Elevations and sketches showing the following features, sketches or illustrations depicting the property and identifying the types of materials to be used:
 - i. signs;
 - ii. graphics;



Façade Improvement Program Grant Application Guidelines

Main Street Middletown, MD, Inc. ("Main Street Middletown") is pleased to present this grant opportunity to businesses that are located within the Main Street Middletown district. Main Street Middletown applies for grant funds from the Maryland Department of Housing and Community Development ("DHCD") through its Community Legacy Grant fund. Main Street Middletown receives an annual amount based on each year's grant application. The funds are to use as matching dollars for property owners to preserve and rehabilitate the exterior of their commercial properties, thereby preserving and enhancing the overall appearance of the Main Street Middletown district.

The Main Street Middletown Façade Improvement Program Grant will make funds available for commercial property owners to improve the appearance and soundness of their building facades. Property owners may apply to receive grant funds up to 50% of the total cost of façade rehabilitation. The property owner pays the remaining 50%. The funds will be disbursed on a FIRST-COME-FIRST SERVE BASIS and dollar amounts are based on each year's grant amount. The grant application will be reviewed by the Main Street Façade Improvement Committee ("FIC") and must be approved by DHCD. Main Street Middletown will pay the grant funds to the approved grantee after the approved grantee has submitted proof of expenditures to the FIC and after the work is completed and approved by DHCD. If the project duration encompasses more than one calendar quarter, the approved grantee must also submit quarterly reports summarizing progress on the project.

Eligible Applicants:

Owners of existing properties with a current business use located in the designated Main Street Middletown district are eligible to apply for Façade Improvement Program Grants. Properties with mixed business and residential use are eligible. One grant is allowed per business per year.

Getting Started: A Summary of the Grant Process:

1. Please carefully review the information provided in this packet.
2. We are here to help! If you have questions after reviewing the contents of this packet, please contact the Program Administrator, Becky Axilbund at Baxilbund@ci.middletown.md.us with any questions about the Façade Improvement Program Grant.
3. Please complete the Façade Improvement Program Grant Application Form ("Application Form"). You may choose to have a pre-application review meeting with the FIC and Program Administrator to review your application. A pre-application meeting is not required, but it is recommended to facilitate the review and approval from DHCD. Please contact Becky Axilbund at Baxilbund@ci.middletown.md.us to set up a date.
4. When you are ready to proceed, please complete the Application Form and include the following attachments:

- a. written project description;
 - b. proof of ownership;
 - c. pictures of the property before the project commences;
 - d. site plan;
 - e. elevation and drawings of the proposed work;
 - f. specifications on all materials and methods to be used to complete the project; and
 - g. copies of 2 detailed quotes.
5. The FIC will review the application and submit a recommendation to DHCD. Upon receiving approval from DHCD, the applicant will need to sign the approval letter and return one copy to the Program Administrator.
 6. Approved grantees must notify the Program Administrator of any change order requests as soon as possible. Change orders must be approved by the FIC and DHCD. Reimbursement for same is subject to the maximum approved grant amount, unless approval is requested and obtained to increase the grant amount.
 7. If the project construction encompasses more than one calendar quarter, the approved grantee must submit to the FIC each quarter, a completed Request for Payment Form, a sample of which is attached hereto as Exhibit F and may at that time request a progress payment by submitting a completed Request for Payment Form, a sample of which is attached hereto as Exhibit E. [To maintain the same nomenclature used by DHCD, the exhibits are not in alphabetical order.]
 8. After project completion, approved grantees must submit to the FIC, a completed Request for Payment Form, a sample of which is attached hereto as Exhibit E, all bills, proof of payment, a completed Final Report Form, a sample of which is attached hereto as Exhibit G, and at least two photographs of the completed project.
 9. **Main Street Middletown will reimburse up to 50% of approved project costs up to the maximum grant amount, per grantee, established for the current grant year.**

Eligible Activities for the Façade Improvement Program Grant:

1. Façade Rehabilitation – Eligible façade improvement activities generally include labor, materials, fixtures, and other construction items necessary for the proper execution and completion of façade rehabilitation. Rehabilitation includes the repair or alteration of exterior façades to make possible the 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, window boxes, and signage improvements.
2. Signage – commercial properties within the Main Street District may apply to the Façade Improvement Fund for updating existing signage. Signage must be coordinated with the Town’s Zoning Administrator. Main Street Middletown will “reserve” \$2000 for signage improvements.
3. Emergency Situations – Main Street Middletown, MD Inc. will “reserve” at least \$1000 as a set aside for an emergency situation in which repairs exceed \$2000. If there is a wide-spread emergency (flood, tornado, etc) then the funds will be dispersed based on a needs-basis.

Ineligible Activities for the Façade Improvement Program Grant:

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, or costs of doing business is not eligible.
4. Interior Remodeling – With the exception of storefront windows, the following are not eligible: interior construction, rebuilding, new installations, and the purchase of interior furnishings or equipment.
5. Legal, Insurance, and Permit Expenses – Legal fees, and personal property premiums, 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, as well as listing work items, estimated cost of construction, and related professional services for the project are an applicant’s responsibility and are not eligible for matching funds. If the project does not involve structural changes, DHCD does not require the engagement of an architect. Main Street Middletown encourages property owners to use our local resources and services for your project.

General Administration

Main Street Middletown, through the Main Street Manager, Becky Axilbund, serving as the Program Administrator, and the FIC will administer the Façade Improvement Program Grant. The Program Administrator and the FIC will review the grant applications and recommend approval or denial by DHCD. DHCD makes all final grant approvals and determines the amount of reimbursement to the applicant.

Timelines

Grants and applications will be reviewed and approved on a first come, first served basis as expeditiously as possible. The FIC meets on an as needed basis. We ask that you please submit your completed application and materials to Becky Axilbund at 19 West Main Street, Middletown, Maryland 21769, preferably by the first of each month, and your application will be reviewed as expeditiously as possible and forwarded to DHCD.

The FIC does not control the timeline of the DHCD approval process, but DHCD advises that its typical review time is 30 – 45 days.

Application Procedure:

The applicant shall submit the following information on the Application Form and through its attachments:

1. Name, address, phone number, email, and address of property/property owners.
2. Written project description outlining the proposed project and how it conforms with the review standards contained in the Maryland Secretary of the Interior’s Standards for Rehabilitation, along with guidance from *Historic Middletown: Maintaining and Sustaining our Architectural Heritage*, and the Preservation Briefs for the National Park Service - Chapter 11: *Rehabilitating Historic Storefronts*.
3. Proof of ownership.
4. Photographs of the property before the project begins and sketches or illustrations depicting the property after the project will be completed.
5. A site plan to scale, which includes the following information, may be required depending upon the exact nature of the proposed improvement:
 - a. Proposed modification and proposed use.
 - b. Elevations and sketches showing the following features, sketches or illustrations depicting the property and identifying the types of materials to be used:

- i. signs;
 - ii. graphics;
 - iii. awnings;
 - iv. windows and window display areas;
 - v. public entrances;
 - vi. exterior treatment;
 - vii. proposed color schemes;
 - viii. landscaping; and
 - ix. exterior building components.
6. Contractor's itemized specifications of construction methods and materials.
 7. Itemized estimate of total cost of project, construction, and materials.
 8. At least two quotes/proposals for the purchase of materials and/or the work to be performed.

The contractor(s) selected must be properly registered, licensed, insured and pass debarment check as required by law.

FIC and DHCD Review Procedure:

1. Only commercial buildings located within the designated Main Street Middletown district are eligible to apply for the Façade Improvement Program Grant. Contact the Program Administrator for the boundaries of the Main Street Middletown district.
2. Projects will be reviewed for conformance with the Maryland Secretary of the Interior's Standards for Rehabilitation, along with guidance from *Historic Middletown: Maintaining and Sustaining our Architectural Heritage*, and the Preservation Briefs for the National Park Service - Chapter 11: *Rehabilitating Historic Storefronts*.

The FIC will examine the project for its compliance with these questions.

- A. *Does the project contribute to the general revitalization of the Main Street Middletown district?*
- B. *Is the project's design and proposed use in harmony with the character of development of adjacent and nearby businesses?*
- C. *Does the project's design conform, in so far as possible, to the following design standards:*
 1. *The distinguishing original qualities and character of the building shall be preserved. Removal of historical or distinctive architectural features may disqualify a project.*
 2. *Deteriorated architectural features should be repaired rather than replaced. If replacement is necessary the new material should match the material being replaced in design, color, texture, and other visual qualities.*
 3. *Contemporary design or alterations to existing properties are acceptable if such alterations do not destroy significant historical, architectural, and cultural materials and if such design is compatible with the size, scale, material, and character of the property and adjacent buildings.*

3. The FIC shall approve, approve with conditions, or disapprove each application. FIC will notify the applicant of its decision.

4. Upon approving an application, with or without conditions, the FIC will submit the application to DHCD with its recommendation. DHCD makes the final determination about the project and will notify both the applicant and the FIC directly.

Grant Administration and Payment:

1. Letter of Award: DHCD will send the approved grantee two (2) copies of a Letter of Award. The letter shall include the amount of the grant and the conditions associated with it as well as the expiration date. The applicant shall return one (1) signed copy of the letter to the Program Administrator, which will represent acceptance of its terms.
2. Permitting and Code Requirements:
 - a. The property owners, contractors, or their agents must secure the building permit(s) (if required) and will be expected to complete the project in accordance with all applicable codes, ordinances, laws, and standard engineering practices.
 - b. Upon selecting and engaging the contractor(s) for the project, the approved grantee must notify the FIC of the contractor(s) selected, the contract amount(s), and the anticipated start and completion dates of the project.
3. Change Orders
 - a. The applicant must submit to the FIC a written request for approval of all change orders, regardless of whether the desired change will cause an increase, decrease or no change to the project cost or grant amount. The FIC will submit the change order request to DHCD for approval. Approval for change order requests must be obtained before the work is performed.
 - b. Approval of change orders does not alter the approved amount of the grant, unless the approved grantee specifically requests an increase in the grant amount and DHCD approves this request.
4. Project Progress Reports and Payment Requests:
 - a. For all project construction that encompasses more than one calendar quarter, the approved grantee must submit to the FIC by January 1, April 1, July 1 and October 1, a completed Quarterly Report Form reporting on the project progress made and expenses incurred in the just completed quarter. A sample Quarterly Report Form is attached hereto as Exhibit F.
 - b. Approved grantees may request progress payments with each Payment Form, a sample of which is attached hereto as Exhibit E. The Request for Payment shall identify in detail all expenses incurred for which reimbursement is being sought, and shall have attached copies of the supporting invoices and other documentation of such expenses.
 - c. Within 10 working days after the applicable due date, the FIC will submit all Quarterly Reports and Requests for Payment to DHCD for approval. The FIC does not control the timeline of DHCD's approval and payment, but DHCD advises that it pays approved grant funds in approximately 30 days.
5. Project Completion and Final Report:
 - a. Following completion of the project, and following the satisfaction of all DHCD and Main Street Middletown Façade Improvement Program Grant requirements, the approved grantee must submit to the FIC a completed Final Report Form, a sample of which is attached hereto as Exhibit G, that describes the completed project, the success of the project, any problems encountered in completing the project, and such other information as DHCD requires. The Final Report shall also contain an expense and revenue summary of the project, certified by the highest fiscal officer of the approved grantee, that lists all expenditures relating to the Grant. In addition, any completed studies, surveys, reports, or other work products shall be attached to the Final Report.

- b. Within 45 days after the approved grantee completes the project, the FIC shall submit the approved grantee's Final Report to DHCD for approval, along with the approved grantee's final Request for Payment.
6. Maintenance of Improvements – Retention of Records
- a. For a period of 3 years following DHCD's approval of the Final Report, the approved grantee shall permit DHCD and the FIC to monitor the project to ensure it is being carried out in accordance with the terms of the agreement between DHCD and Main Street Middletown.
 - b. For a period of 3 years following the completion of the project, the approved grantee shall cause to be maintained for DHCD's or the FIC's inspection, the books, accounts and records of contractors in connection with the project.

Agreement to Terms Stated Herein:

By applying for the Façade Improvement Program Grant, the applicant agrees to comply with these terms and guidelines and such other requests as the FIC or DHCD may make in the course of the grant administration.