COMMUNITY LEGACY GRANTS

The Community Legacy program

- is a partnership between the town and the Maryland Dept. of Housing and Community Development (DHCD).
- DHCD provides 50% matching grants for exterior facade and other exterior improvements, and the property owner pays the other 50%. The Town supplies the administrative part of the program.
- The maximum grant is $12,500 per property, per State fiscal year, as long as money is available.
- In order to apply, the property has to be located within a designated Sustainable area -- primarily the National Register Historic District, with a few extensions.
- The Town has received $50,000 in grant money each year since FY2013, and is currently working on the FY2016 and FY2017 programs.

Process:

1. An owner who is interested in applying for the program should contact the Planning Office at 301-600-6309 to make sure their property and their project qualifies, and to pick up an application. Application materials are also on the town website www.emmitsburgmd.gov
2. A local Sustainable Community Work Group reviews the applications received and forwards them to the Maryland Historical Trust for review. The MHT review determines whether the property is a "contributing structure" to the historic district, and whether the proposed project complies with Federal standards for materials and work on such structures.
3. Once approved, the Town and property sign an agreement -- with a time frame for completion -- and the work can commence.
4. When the work is completed, the owner pays the total amount to the contractor and provides proof to the Town that the contractor has been paid.
5. The Town submits a reimbursement request to DHCD for the 50% grant money, and provides a check to the property owner once the reimbursement is received.

This process takes a few months, but the results have been very positive for the property owners and the town in general.

Community Legacy Grant Application

1. Property Address:_____
   Tax Parcel No. _____

2. Owner's Name:_____
   Mailing Address: _____ _____
   Phone Number:_____
   E-Mail_____

3. Contact Person/Project Coordinator: _____
   (if different from above)
   Contact Mailing Address _____
   Telephone Number: _____
   E-mail: _____

4. Brief description of the proposed work and reason for doing the project:
   _____
   _____
   _____
   _____
   _____

5. Total Project Cost Estimate: $_____

6. Amount of CL funding Requested (max. $12,500): $_____

7. Include with this application form:

☐ Description of the project, including a drawing showing building and location of proposed work, or a photo with notes showing where work will take place.
☐ Two cost estimates, including type of materials proposed
☐ If roof or painting involved, provide information re colors
☐ If architectural plans and specifications have been prepared for the proposed work, enclose a paper or digital copy.

8. Indicate the project elements and the approximate amount of time each element will require. Use extra sheet if needed:

Project Element	# of	Days or weeks?
1.		
2.		
3.		

Budget – Detailed Work/Cost Breakdown

There can be significant differences in cost estimates.
Please review the estimates to make sure that they both contain the same items and materials, then indicate which contractor you intend to use.

Match is 50% owner, 50% State funds, up to $12,500.
Any additional expense will be borne by the owner.

Contractor that will be utilized:_____
If this is not the lower bid, and there is more than $500 difference in the bids, please indicate why you have a preference for this contractor

_____

_____

Line Items – Project elements *(e.g. cleaning/repointing brick, painting window frames, replace porch*	MHT Grant Funds Requested	Applicant's Cash	Total
1.			
2.			
3.			
4.			
5.			
TOTAL			
Amt of MHT Grant Requested: $_____ + Matching Contribution : $ _____ = Total Project Cost: $ _____			

Grant Funds recommended: for Work Group use only
$_____

GRANT APPLICATION AGREEMENT

I, the undersigned, have read, understand, and agree to abide by the conditions and terms that are set forth in the **TOWN OF EMMITSBURG FAÇADE & EXTERIOR RESTORATION PROGRAM GUIDELINES** 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

_____

Date rec'd Town Staff

Please attach photos of existing building, and any specific conditions related to the request for funding. If you have information about the history of the building, please attach it, as well.

Please keep this portion of the packet for reference, and turn in the application form found at the end of the packet, along with estimates and other specified information.

TOWN OF EMMITSBURG
FAÇADE & EXTERIOR RESTORATION PROGRAM GUIDELINES

What is it?

Purpose:
To help owners of properties located in the Sustainable Communities Area ("SCA") preserve and rehabilitate the exteriors of their properties, to preserve the economic viability and/or to improve the appearance of the Town of Emmitsburg Sustainable Communities Area.

The Town of Emmitsburg has received a grant of $50,000 from the Maryland Department of Housing and Community Development (DHCD) each year since 2013. These grants are to be used as matching funds toward façade improvement and/or building restoration work performed on properties situated within the designated Sustainable Communities Area.

Who administers the program ?

At the local level, the Sustainable Communities Work Group is responsible for reviewing applications and determining which applications will be forwarded on to the Maryland Historical Trust for their review and decision regarding whether the proposed work meets MHT standards. The following will be in place:

- Maximum of $12,500 grant funds per property per fiscal year.
- 50/50 matching funds owner/State
- Any additional expenses will be borne by the property owner
- Distribution of funds will be determined by the Work Group.

The Town Planning Office is responsible for day-to-day coordination of the program, submitting approved applications to DHCD, and processing reimbursement requests when the work is completed.

What is the owner responsible for ?

Property owners will be responsible for preparation of applications, securing of bids, and compliance with MHT guidelines for restoration of historic structures. They will also be responsible for securing any required permits from the Town and Frederick County. The property owner and contractors will be responsible for meeting any environmental requirements that apply to their project.

The property owner is also responsible for paying the contractor in full, and providing the town with proof of payment, so the town can process the reimbursement request.

Who can apply ?

Owners of existing buildings, or business tenants (with landowner written approval) located in the SCA are eligible to apply for Community Legacy grants. Funding will generally be limited to one grant per property per fiscal year.

How to apply.

Please note: The application and review process takes at least 3 months to complete. Work cannot be started until all approvals have been received.

Steps in process:

1. Submit application (including 2 estimates) when grant round and deadline is announced. Application forms are available through the town office.

2. SCWG reviews applications for eligibility and decides how to distribute funds amongst acceptable applications.

3. Staff sends the applications to the Dept. of Housing and Community Development, who forwards them to the Maryland Historical Trust (MHT) for review.

4. When MHT has reviewed and approved the proposed work, the owner is notified.

5. An agreement between the owner and the Town is signed, and work can commence once all Town and Frederick County permits have been secured.

6. When work is completed, the owner submits the paid invoice to the Town, with confirmation that it has been paid (e.g. copy of cancelled check).

7. After confirming that the work has been completed (possibly with DHCD/MHT assistance), staff sends the invoice to DHCD with a request for payment.

8. In approximately 30 days, the Town receives a deposit from DHCD, and issues a check to the property owner.

9. Town provides copy of cancelled town check to DHCD.

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

What type of work is eligible ?

1. Rehabilitation and Restoration – eligible activities generally include labor, materials, fixtures, and other contract items necessary for the proper execution and completion of the project. Rehabilitation includes the repair or alteration of building exteriors to make possible the recovery or preservation of the structure. Activities may include improving the appearance of the building through exterior painting, door and window rehabilitation, installation of siding and trim treatments including awnings, flower boxes and signage improvements, maintenance and repairs, including but not limited to re-pointing of brick, repair of wood structures, such as porches, trim, and other elements. Appropriate roof repair/rehabilitation will also be considered.

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.

Activities not Eligible:

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.

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. Labor – provided by property owner.

8. Solar panels - Experience in previous round of applications -- MHT did not approve funding for solar panels.

All proposed projects must be within the Sustainable Area. See map on town website www.emmitsburgmd.gov

Eligible Area:

Any commercial or residential building located within the confines of the Sustainable Communities Area (see attached map) may be eligible for grants. Generally, this is the historic district, plus some extensions. Priority will be given to structures that constitute a major visual or structural component within the historic streetscape.

Terms and Conditions of Grants:

Grant applications must be reviewed by the local SCWG and approved by the MHT before grant monies may be approved. Reimbursable work may not commence before approval by MHT. No modifications can be made to the project unless reviewed by MHT, via the town Planning Office.

APPLICATION ELEMENTS

Application Requirements:

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

1. Name, address, phone number, address of property.
2. Written description outlining the proposed project.
3. Proof of ownership or, if relevant, owner's authorization to apply for the grant.
4. Photographs of the property.
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 restoration work, 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. Materials must meet Maryland Historical Trust specifications. If you have questions about allowable materials, contact jonathan.sager@maryland.gov
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. *If you have difficulty securing more than one quote, contact the town planner at 301-600-6310.*

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 restoration and/or improvements must be submitted with application.

12. Work approved during each year of the program must be completed by the deadline provided in the grant agreement. Extensions can be granted only in cases of extenuating circumstances.

Review Procedure:

1. By filing a Community Legacy Program application provided by the town, the property owner notifies Town of Emmitsburg that he/she would like to restore or make exterior improvements to their building, and participate in the program. The SCWG makes a positive or negative determination as to whether the building is a suitable candidate for funding.

   NOTE: 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, 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, links to MHT materials information and the town's Architectural Guidelines document, 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. The project design and cost will be reviewed by the SCWG for conformance with its Property Restoration Guidelines (below) and funding properties.

   NOTE: The SCWG will recommend projects based on conformance to the Property Restoration 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. In the case of structural rehab, an appropriate professional licensed under MD law will have to provide the drawings.

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:

Upon approval of the project by Maryland Historical Trust, two (2) copies of a Letter of Award and Grant Agreement shall be forwarded to the applicant. The agreement shall include the amount of the grant and any conditions associated with it, and the anticipated completion date. The applicant shall return both signed copies of the agreement, and the town will sign both and give one copy to the property owner.

Permitting and Code Requirements:

1. The owner or contractor must secure permit(s) from the Town and Frederick County, if required, and will be expected to complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Any environmental procedures required by the county, state, or federal government will be the responsibility of the owner or contractor.

2. The applicant must notify the Town Planner (or designated representative) of the contractor selected, the contract amount, and the anticipated dates of the start and completion of the rehabilitation.

Change Order:

Grantee must submit in writing any change order. ***MHT and the SCWG must approve all change orders.***

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 five-year time period, SCWG must approve any alterations to the façade, and Town Staff will monitor such activities.