



Town of Port Deposit

64 S. Main Street
Port Deposit, MD 21904
410.378.2121
www.portdeposit.org

2021 Port Deposit Façade Improvement Application and Guidelines

APPLICATIONS DUE TO PORT DEPOSIT TOWN HALL ON OR BEFORE JUNE 30, 2021 AT 12:00 NOON

The Façade Improvement Program supports exterior facade projects to recover and promote the historic integrity of the buildings and improve the visual characteristics of the community. The Port Deposit Façade Improvement Program is funded by the State of Maryland's Department of Housing and Community Development (DHCD) Community Legacy Program. The annual grant award is \$40,000. Maximum facade improvement grant is \$10,000.

The Façade Improvement Program is administered through the Town of Port Deposit. Projects may also be eligible for Maryland Historic Tax Credits through the Maryland Historic Trust. Please read all instructions.

Project Address: _____

Property Owner/Applicant: _____

Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Is the property owner occupied/principal residence? ____yes ____no

Is the property commercial/rented? ____yes ____no

Is the property vacant? ____yes ____no If yes, when will it be occupied? _____

Request direct pay to contractor: ____yes ____no

GRANT REQUIREMENTS:

1. Building must be located in the Port Deposit Historic District.
2. Property Owner (Applicant) must apply for the grant.
3. Projects are limited to exterior façade improvements only.
4. Applicant must use licensed home improvement contractors for all work. A copy of the contractor's home improvement license/certification(s) must be included with the application.
5. Projects involving lead and asbestos removal require MDE certified contractors.
6. Maximum grant award is \$10,000.00 per property.
7. Maryland Historic Tax Credit Available - Applicants are encouraged to submit a Homeowners Certification Application, Part 1 - Evaluation of Significance application to the Maryland Historic Trust for the Maryland Historic Tax Credit Program.
8. Grant applications will be reviewed and points awarded. See Award Criteria section.

PROJECT INFORMATION

Eligible Facade Improvement Projects (include, but are not limited to the following) please check type of repair/renovation:

- ☐ Fascia and/or soffit replacement/repair ☐ Painting
- ☐ Door and/or window replacement/repair ☐ Facade masonry repair and/or repointing masonry
- ☐ Porch and step replacement/repair ☐ Roof repair/replacement
- ☐ Remove historically inappropriate and/or incompatible exterior features/finishes.
- ☐ Installation of historically and/or compatible features and finishes.
- ☐ Other: _____

Maryland Historic Trust (MHT) shall approve all applications chosen to receive a grant. MHT shall review application and proposed work based on the Secretary of the Interior's Guidelines for historic restoration. In order to receive the grant, applicant shall comply with all MHT requirements. MHT has applied the following standards to previous applications:

- **Windows** – Wood windows shall be repaired and restored, OR the applicant must submit proof that the windows cannot be repaired/restored. MHT will make the final determination on restoration and will recommend replacement windows if approved.
- **Roof** – Roof shall be repaired and restored if possible with in-kind materials if needed, OR the applicant must submit proof that the roof cannot be repaired/restored. MHT will make the final determination on restoration and will recommend other roof material.
- **Porch, Shutters, Fascia, Siding, Soffit/Gutters, etc.** – Exterior features shall be repaired and restored if possible with in-kind materials if needed. MHT will not approve any vinyl replacement material for exterior features, including the replacement of wood siding.

Describe project _____

What is the current material of the project? ☐ wood ☐ slate ☐ metal ☐ vinyl ☐ granite
☐ stone/brick ☐ lead paint If other - describe: _____

Will you repair/replace with in-kind material? ☐ yes ☐ no

If no, what material will you use? _____ Please explain the reason for not using in-kind material(s): _____

ESTIMATES:

PROVIDE 2 estimates from licensed contractors with the application and pictures of the project. Estimates should provide specific details of the project and provide an itemized list of materials that will be used for the project. ***It is the applicant's responsibility to ensure both estimates have the same scope of work, materials, etc.***

Estimate 1. from: _____ Amount: \$ _____

Estimate 2. from: _____ Amount: \$ _____

PROPERTY OWNER CONTRIBUTION: \$ _____ (property owner may provide a cash contribution toward the cost of the project.)

GRANT APPLICATION PROCESS:

1. **Submit an application with the following:**

- a. **2 estimates from licensed home improvement contractors** on business letterhead for the proposed project – must provide copy of home improvement license;
 - b. **“BEFORE” pictures** of the project must be submitted with the application. If you receive a grant, “after” pictures of the project must be submitted; and
 - c. **detailed sketch/drawing of the proposed improvements** (additional information may be required by the Maryland Historic Trust, Town of Port Deposit, and/ or Cecil County Department of Permits and Inspections.
2. Applicants are not permitted to submit additional estimates from other contractor’s after the application has been submitted.
 3. Property owner may apply for more than one project; however, the maximum grant award per property is \$10,000. Each project must be submitted as a separate application.
 4. The Town will notify applicant when the project is approved. Applicants will receive an award letter and zoning certificate, if required, from the Town that will include any conditions for approval. Applicant will provide the zoning certificate to the Cecil County Department of Permits and Inspections for a building permit, if required.
 5. Facade Improvement grant may be withdrawn if applicant does not comply with the bid and financial contribution as submitted, or estimates are manipulated to alter the actual project costs.
 6. **Property owner must sign and date all invoices as proof of satisfaction with the work before they are submitted for payment. The Town WILL NOT PAY any invoices that are not signed by the property owner.**
 7. **NOTE: As per DHCD Grant Guidelines** - No part of the grant funds or project, and no part of the property, shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used, or to be used as a place of sectarian religious worship, instruction, program, department, services or other explicitly religious activities.

PROJECT APPROVALS – Incomplete applications will not be accepted or reviewed:

1. Town of Port Deposit: Projects must receive a Zoning Certificate.
2. State of Maryland: APPLICATIONS considered for a grant award shall be reviewed and approved by the Maryland Historic Trust (MHT).
3. State of Maryland: Applicant must follow the Maryland State regulations relative to environmental certification and indemnification for lead paint;
4. Any changes to the project from the original application/submission after the grant has received approval will be sent back to MHT for approval, which may delay the grant or change the project;
5. State of Maryland: Maryland Code Administration must approve all project plans and specifications. The Town of Port Deposit shall verify that the project has been reviewed by the Maryland Historic Trust and the Maryland Code Administration;
6. Cecil County: Applicant is required to obtain all necessary permits from the Town of Port Deposit and Cecil County Department of Permits and Inspections, as required;

7. Maryland Historic Tax Credit Program: Applicant is encouraged to submit the Homeowners Certification Application Part 1 – Evaluation of Significance Projects to the Maryland Historic Trust to qualify for tax credits for the project.

GRANT FUND DISBURSEMENT:

1. Mayor and Council will select a committee to review grant applications to award points based on the award criteria listed below.
2. On a case-by-case basis and at the discretion of the Town, grant funds may be issued directly to the homeowner as reimbursement, or directly to the contractor as payment of the invoice. Grant funds may be allocated as needed; however, a final payment will not be released until the project has been completed, inspected and approved by the property owner by signature on the invoices, Cecil County Permits and Inspections Department and/or Town.
3. Before a check is issued, all work performed must comply with the submitted plans. Applicant must provide proof of final inspection and approval, submit invoices, proof of payment for the completed work (front and back canceled check and/or credit card payment).
4. Any work done that is not consistent with the approved project will not be reimbursed. The Town of Port Deposit reserves the right to determine if the work performed is consistent with the finished project.
5. If the project has received final approval, invoices and proof of payment has been submitted and approved, the Town of Port Deposit shall issue a reimbursement payment within 30 days of receipt.

PROJECT COMPLETION:

1. All work selected for grant funds must be started within six (6) months of approval. Applicants have two years to complete the project.
2. The Town of Port Deposit and/or DHCD may promote an approved project including, but not limited to, taking and displaying pictures during and after the project is completed and using the information on our website, media sites, and publications provided through the Town.

AWARD CRITERIA - POINTS:

Proposals are reviewed and points awarded for each category listed below:

- 0 to 60 points - degree and/or quality of the historic restoration project;
- 0 to 20 points – cash contribution toward total project cost;
 - 05% - 49% contribution toward project – 10 points
 - 50% - 75% contribution toward project – 15 points
 - 76% or more contribution toward project – 20 points
- 20 points - owner occupied property (listed as principal residence as per SDAT)

SIGNATURE - By signing this application, the property owner/applicant certifies that:

- Project shall be executed in compliance with all State, County and Town codes and regulations;
- Project shall be completed in compliance with the stated Façade Improvement Program guidelines and regulations;
- Applicant/property owner agrees to provide the following amount toward the project: \$_____

Signed: _____
Property Owner

Date

Print Name: _____

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FOR OFFICE USE ONLY

Project Address: _____

Zoning Cert. File No: _____

Total Project: \$ _____

Grant Request: \$ _____

Owner percentage of total project: _____

Property Owner Contribution: \$ _____

POINTS – AWARD CRITERIA:

| | |
|---|--|
| Degree and/or quality of historic restoration project – 0 to 60 points: | |
| Property owner contribution based on percentage of total project: | |
| 05% - 49% owner contribution toward project – 10 points 50% - 75% owner contribution toward project - 15 points 76% or more owner contribution toward project – 20 points | |
| Owner Occupied Property (listed as principal residence on SDAT) – 20 points: | |
| TOTAL POINTS: | |

_____ reimbursement to homeowner _____ direct pay to contractor

Date received: _____

County Permit No, if applicable: _____

Approved Date: _____

Deadline: _____

MHT Approval date: _____

Condition letter/Zoning Certificate sent: _____yes _____no

Contract Awarded to: _____