



Town of Port Deposit

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2025 Port Deposit Façade Improvement Application and Guidelines

APPLICATIONS DUE TO PORT DEPOSIT TOWN HALL ON OR BEFORE JULY 3, 2025 AT 12:00 NOON

The Port Deposit Façade Improvement Program supports exterior facade projects to repair and restore the historic integrity of the buildings that would improve the visual characteristics and curb appeals of the community. The Façade Improvement Program is funded by a \$50,000 grant from the State of Maryland's Department of Housing and Community Development (DHCD) Community Legacy Program.

The Program provides property owner's financial assistance for up to **\$10,000 per property for qualifying façade improvement projects**.

The Program is administered through the Town, and projects may also be eligible for Maryland Historic Tax Credits through the Maryland Historic Trust. **Please review all program instructions and guidelines carefully before applying.**

Project Address: _____

Property Owner/Applicant: _____

Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Is the property owner occupied and a principal residence? ____yes ____no

Is the property owner a senior citizen on a fixed income? ____yes ____no

Is the property a rental property? ____yes ____no What type? ____residential ____commercial ____mixed use

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

Grant funds may be paid directly to the homeowner as reimbursement, or directly to the contractor as payment of the invoice. Please check one: _____reimbursement to applicant _____payment directly to contractor

I. GRANT REQUIREMENTS:

1. Maximum grant award is \$10,000.00 per property.
2. Building must be located in the Port Deposit Historic District.
3. Property Owner (Applicant) must apply for the grant.
4. Projects are limited to exterior building façade improvements only.
5. Applicant must use a **licensed home improvement contractors for all work**. A copy of the contractor's home improvement license/certification(s) must be included with the application.
6. Projects involving lead and asbestos removal require MDE certified contractors.

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.
9. **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.

II. 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 ☐ Building masonry repair and/or repointing masonry
☐ Porch and step replacement/repair ☐ Roof repair/replacement
☐ Remove historically inappropriate and/or incompatible exterior features/finishes.
☐ Install historically and/or historically compatible features and finishes.
☐ Other: _____

Maryland Historic Trust (MHT) shall approve all applications chosen to receive a grant. All proposed work will be reviewed 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.
- **Roof** – Roof shall be repaired and restored with in-kind materials if possible, OR the applicant must submit proof that the roof cannot be repaired/restored.
- **Porch, Shutters, Fascia, Siding, Soffit/Gutters, etc.** – Exterior features shall be repaired and restored with in-kind materials if possible. MHT will not approve any vinyl replacement material for exterior features, including 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 why you are not using in-kind material(s): _____

III. PROJECT ESTIMATE AND SCOPE OF WORK

With the application, provide estimate from licensed Home Improvement Contractor, copy of license, and pictures of the project. Estimate should provide specific details on materials to be used, work to be completed, and itemized costs.

Estimate from: _____ Amount: \$ _____

Total grant request amount? _____ Total Property Owner amount? _____

(property owners are encouraged to provide a contribution toward the cost of the project.)

IV. GRANT APPLICATION PROCESS:

1. Submit an application with the following:
 - a. **Estimate from LICENSED HOME IMPROVEMENT CONTRACTOR** on business letterhead for the proposed project. You **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 with the final invoice; 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. **The contract for the proposed project is between the CONTRACTOR AND THE PROPERTY OWNER.**
3. Applicants are not permitted to submit additional estimates from other contractor’s after the application has been submitted.
4. Property owner may apply for more than one project; however, the maximum grant award per property for the façade grant is \$10,000. Each project must be submitted as a separate application.
5. The Town will notify applicant if the project is approved. Applicants will receive an award letter 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.
6. Facade improvement grant may be withdrawn by the Town if applicant does not comply with the bid and financial contribution as submitted, or estimate and payments are manipulated to alter the actual project cost.

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

1. Mayor and Council will select a committee to review applications to award points based on the award criteria listed below.
2. Approval Requirements:
 - Town of Port Deposit - Projects must receive a Zoning Certificate, if required;
 - State of Maryland – Project approval through Maryland Historic Trust (MHT). Applicant must comply with all MHT changes to the project. Any changes made by the applicant after project is approved will be sent back to MHT for review and approval – no exceptions;
 - State of Maryland – Applicant must follow regulations relative to environmental certifications and indemnification of lead paint;
 - Cecil County – Applicant is required to obtain all permits from the Permits and Inspections Division, as required.
3. 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.

VI. GRANT FUND DISBURSEMENT

1. **APPLICANT** reimbursement payment, you must submit the following:

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FOR OFFICE USE ONLY

Project Address: _____

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 30 points:	
Senior citizen – 15 points:	
Property owner contribution based on percentage of total project:	
05% - 49% owner contribution toward project – 05 points 50% - 75% owner contribution toward project - 10 points 76% or more owner contribution toward project – 15 points	
Owner Occupied Property (listed as principal residence on SDAT) – 25 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: _____