

Town of Port Deposit

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

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:						
Phone: Ce	ell Phone:	Email:				
Is the property owner occupied a	and a principal residence? _	yesno				
Is the property owner a senior ci	tizen on a fixed income?	yesno				
Is the property a rental property	?yesno What ty	ype?residential	commercialm	iixed use		
Is the property vacant?yes	no If yes, when wil	l it be occupied?				
Grant funds may be paid directly of the invoice. Please check one:		•	• •			

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 <u>licensed home improvement contractors for all work</u>. 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.

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Eligible Facade Improvement Projects (include, but ar repair/renovation:	re not limited to the following) please check type of								
Fascia and/or soffit replacement/repair	Painting								
Door and/or window replacement/repair	Building masonry repair and/or repointing masonry								
Porch and step replacement/repairRoof repair/replacement									
Remove historically inappropriate and/or incompatible exterior features/finishes.									
Install historically and/or historically compatible features and finishes.									
Other:									
 be reviewed based on the Secretary of the Interior's grant, applicant shall comply with all MHT requirem applications: Windows – Wood windows shall be repaired at windows cannot be repaired/restored. Roof – Roof shall be repaired and restored with proof that the roof cannot be repaired/restored. Porch, Shutters, Fascia, Siding, Soffit/Gutters, et 	olications chosen to receive a grant. All proposed work will a Guidelines for historic restoration. In order to receive the ents. MHT has applied the following standards to previous and restored, OR the applicant must submit proof that the in-kind materials if possible, OR the applicant must submit ac. – Exterior features shall be repaired and restored with inny vinyl replacement material for exterior features, including								
Describe project									
What is the current material of the project?wostone/bricklead paint If other - describe Will you repair/replace with in-kind material?y If no, what material will you use?	e: yesno								
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: <u>\$</u>
Total grant request amount?	Total Property Owner amount?
(property owners are encouraged to provide a contr	ribution 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 quality for tax credits for the project.

VI. GRANT FUND DISBURSEMENT

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

- Check copy of the receipt from the contractor and a copy of the front and back of cleared check from your bank.
- Credit card copy of the credit card receipt from the contractor.
- Cash payment copy of the receipt from the contractor stating that the payment was received in cash.
- 2. **CONTRACTOR** invoice payment, you must submit the following:
 - Applicant MUST sign and date all invoices submitted for payment as proof of satisfaction with the work before the town will pay the invoice. The Town <u>WILL NOT PAY</u> any invoice that is NOT SIGNED by the property owner.
- 3. Request for partial reimbursement payments may be submitted.
- 4. Final reimbursement 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.
- 5. All work performed must comply with the submitted plans. 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.
- 6. The Town has 30-days from submission of receipts to issue the reimbursement.

VII. PROJECT COMPLETION

- 1. All work selected for grant funds must be started within one (1) year of grant award. Applicants have two (2) 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.

VIII. AWARD CRITERIA - POINTS

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

- 0 to 30 points degree and/or quality of the historic restoration project;
- 15 points senior citizen on fixed income;
- 0 to 30 points cash contribution toward total project cost;

05% - 49% contribution toward project - 05 points

50% - 75% contribution toward project - 10 points

76% or more contribution toward project – 15 points

• 25 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:						

FOR OFFICE USE ONLY File No:____ Project Address: **Total Project:** \$_____ **Grant Request: Property Owner Contribution:** Owner percentage of total project: _____ **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: _____ Deadline:__ Approved Date: MHT Approval date:_____ Condition letter/Zoning Certificate sent: yes no

Contract Awarded to: