



## Town of Port Deposit

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

### 2023 Port Deposit Façade Improvement Application and Guidelines

#### APPLICATIONS DUE TO PORT DEPOSIT TOWN HALL ON OR BEFORE MAY 25, 2023 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 \$50,000. 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 an owner occupied and principal residence? \_\_\_yes \_\_\_no

Is the property owner a senior citizen on a fixed income? \_\_\_yes \_\_\_no

Is the property a residential rental? \_\_\_yes \_\_\_no OR for commercial use? \_\_\_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       Structure 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. 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 window restoration.
- **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. MHT will make the final determination on roof restoration and provide recommendation on replacement material if applicable.
- **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 the reason for not using in-kind material(s): \_\_\_\_\_

**ESTIMATES:**

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: \$ \_\_\_\_\_

**Grant Request**..... Amount: \$ \_\_\_\_\_

**Property Owner Contribution Toward Project**..... Amount: \$ \_\_\_\_\_  
(property owners are encouraged to provide a contribution toward the cost of the project.)

## 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. 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 if the project is approved. Applicants will receive an award letter and zoning certificate 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 estimate and payments are manipulated to alter the actual project cost.
  6. **The contract for the proposed project is between the CONTRACTOR AND THE PROPERTY OWNER. To ensure the work is completed satisfactorily, the property owner must sign and date all invoices as proof of satisfaction with the work before the town will pay the invoice. The Town WILL NOT PAY any invoice that is 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). **Any changes to the project from the original application/submission received after grant approval will be sent back to MHT for approval, which may delay the grant or change the project;**
3. State of Maryland: Applicant must follow the Maryland State regulations relative to environmental certification and indemnification for lead paint;
4. 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;
5. 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;

6. 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 Town check is issued, all work performed must comply with the submitted plans. Applicant must provide proof of work done, submit signed invoices if payment is directly to the contractor, or proof of payment for the completed work if seeking reimbursement (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 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.

**AWARD CRITERIA - POINTS:**

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

- 0 to 50 points - degree and/or quality of the historic restoration project;
- 0 to 30 points – cash contribution toward total project cost;
  - Senior Citizen - fixed income – 10 points
  - 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: \_\_\_\_\_

.....  
**FOR OFFICE USE ONLY**

Project Address: \_\_\_\_\_ File No: \_\_\_\_\_

Total Project: \$ \_\_\_\_\_

Grant Request: \$ \_\_\_\_\_

Owner percentage of total project: \_\_\_\_\_ Property Owner Contribution: \$ \_\_\_\_\_

**POINTS – AWARD CRITERIA:**

<b>Degree and/or quality of historic restoration project – 0 to 50 points:</b>	
<b>Property owner contribution based on percentage of total project:</b>	
Senior citizen / fixed income – 10 points	
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	
<b>Owner Occupied Property (listed as principal residence on SDAT) – 20 points:</b>	
<b>TOTAL POINTS:</b>	

\_\_\_\_\_ 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: \_\_\_\_\_