



TOWN OF SNOW HILL

Grant Application – 2016 Community Legacy Funds
Rehabilitation Grants for Commercial Building Improvements

Downtown Historic District –
Snow Hill Sustainable Community Area

Town of Snow Hill
103 Bank Street
P.O. Box 348
Snow Hill, Maryland

Phone: (410) 632-2080
FAX: (410) 632-2858

FY2016

Town of Snow Hill – 2016 Community Legacy Grant Application – Rehabilitation Grants for Commercial Building Improvements

The Town of Snow Hill has received funding from the Community Legacy program of the Maryland Department of Housing and Community Development (DHCD). These funds will be utilized to award rehabilitation grants to business property owners located in Downtown Snow Hill for interior and/or exterior improvements to the permanent structure in which their business is housed.

This program is designed to aid in the revitalization of the Downtown area by fostering the growth of new businesses and assisting expanding businesses. Its objectives are to improve the physical structure of both the interior and exterior of commercial and mixed use buildings. This program also helps to preserve historical structures which are architecturally significant and address any health and/or safety issues by eliminating code deficiencies.

This activity will directly impact property owners in the Downtown area by providing them with grant funds for approved building rehabilitation projects.

Timeline

January, 2016: The 2016 Community Legacy competitive funding round – Rehabilitation Grants for Commercial Building Improvements – is opened by the Town.

February 19, 2016: Applications for Community Legacy grant funds must be received (NOT POSTMARKED) in Town Hall by **NO LATER THAN 4:30 p.m. on February 19, 2016.** The application review process begins.

March, 2016: The Mayor's Office announces the Downtown Business Rehabilitation Grant award recipients.

March 2016 to July 2017: The Town supervises the completion of the individual building revitalization projects.

Process

1. Grant applicants must own the commercial property they are proposing to rehabilitate, or be in the process of purchasing said property. Grant funds will not be awarded unless proof of settlement is received.
2. **All applicants must be aware that Community Legacy grant funds are awarded on a reimbursement basis only.** Grantees must have sufficient operating funds available to allow them to expend those funds on project expenses, provide the Town with copies of paid invoices, cancelled checks, and any other requested documentation, and then wait to

be reimbursed for those expenditures. This can sometimes be a lengthy process, so each applicant must be aware that this is a condition of the award.

3. **The maximum amount any applicant may request in this competitive funding round is \$25,000 which shall be matched 2:1.** The property owner will **spend \$2 for every \$1** of grant money awarded.
4. The property to be rehabilitated must be located within the boundaries of the Downtown Snow Hill Historic District section of the Snow Hill Sustainable Community area (see Exhibit 1).
5. Prospective applicants must contact the Town of Snow Hill to obtain the necessary grant application paperwork.
6. Applicant must review all grant guidelines, conditions, and forms prior to submission of a grant application.
7. The grant application must include pictures that show the current conditions of the building, drawings showing what the proposed renovation will look like when completed, and estimated costs of the project obtained from a qualified professional.
8. If the building contains any code deficiencies, these deficiencies must be corrected before any other improvements are made with the Community Legacy grant funds. The internal review committee will check all applications with the Town of Snow Hill.
9. Grant applications are due by **February 19, 2016**. Once received, the applications will be reviewed by a review committee.
10. If grant funds are awarded for a specific renovation project, the scope of that project may NOT be changed without written permission from the Town of Snow Hill.

Improvements that Qualify for Funding

The target area is defined as the Downtown Historic District, which falls within the Snow Hill Sustainable Communities area. Please review the map shown in Exhibit 1 for the boundaries of this area. Buildings are required to be at least 25 years old in order to qualify for grant funding. Proposed plans should support the Strategic Revitalization Plan that is available at Town Hall.

In evaluating the applications, the review committee will be looking for the following:

- Rehabilitation of vacant properties for commercial use
- Commercial / income-producing buildings. Public agencies are ineligible to apply for these grant funds.
- Buildings that contain or will contain retail services or mixed-use buildings over those that contain other individual businesses.
- Projects that involve the coordinated efforts of contiguous property owners over scattered individual properties.
- Renovation projects over new construction.
- Some sort of synergy with other business opportunities provided by the Town of Snow Hill (i.e. Revolving Loan Fund, Enterprise Zone Tax Credit, etc.).
- Projects that will be completed within 12 months or one year of funding approval.
- Projects that support the “Strategic Plan” – as posted on the Town of Snow Hill website.
- Projects that will maintain and support the historical integrity of the building and the Downtown area.

Eligible Projects (these are examples of the type of projects that are eligible)

- Exterior and/or interior painting.
- Removal and replacement of inappropriate or incompatible exterior finishes and/or materials.
- Reconfiguring of existing doors and entrances.
- Repairing or replacing existing storefront window systems.
- Floor treatments
- Electrical
- Plumbing
- Lighting
- Permanent fixtures
- Walls and Ceilings
- Interior doors
- ADA compliance changes
- Ductwork
- Signage – new, repairing, removing and replacing.
- Exterior building and sign lighting, display area lighting.

- Awnings – new, repairs, or replacement of existing.

Ineligible Projects – (examples of ineligible projects)

- Unattractive ground floor window areas, which do not allow or encourage viewing into the restaurant, business or store.
- Alcoves or recesses in the building wall that may encourage loitering.
- Loading docks or parking entrances and exits that disrupt the flow of pedestrians.
- Store entrances that do not relate well to the sidewalk.
- Site improvements – parking lot improvements, sidewalks, landscaping, etc.
- Exterior work done on non-street-facing sides of the building.
- Projects that feature aspects that would not convey with the building if the business should close or decide to move.
- Purchases for merchandise
- Temporary shelving
- Appliances
- Roof replacement – Roof work **may** be allowed if it is part of a large renovation project but it will not be allowed if it is the sole purpose of the project request.

Ineligible Expenses

- Expenses incurred prior to receipt of project approval.
- Labor/sweat equity costs put in by building owner and/or applicant

Exhibit 1

(Need Map)

Snow Hill's Downtown Historic District is denoted as the area within the red dashed-line boundaries.

Please direct any questions to the following Town of Snow Hill – staff members:

Ann Gibb, Grant Administrator Or **Kelly Pruitt**, Town Manager

103 Bank Street
Snow Hill, Maryland 21863
410-632-2080

General Conditions

1. Applicants must be up to date on their water/ sewer bills in the Town of Snow Hill, and all real estate, and personal property taxes.
2. Applicants must have read the Downtown Historic District section of the Town of Snow Hill Historic District Design Guidelines (available on the Town of Snow Hill website at www.snowhillmd.com) and understand the criteria for approval of an application, as well as the standards that must be followed during the rehabilitation process.
3. If / when required, proposed projects must have a Certificate of Appropriateness (COA) that gives approval of the Snow Hill Historic District Commission. A letter of exemption must be received from the Town of Snow Hill office of Planning if the project does not meet this requirement.
4. The Maryland Historical Trust (MHT) must review the project for its impact on historic structures, and, if required, approve the architectural plans and specifications for the project. Town Hall staff will seek this approval on behalf of the applicant.
5. The proposed project shall not include or support the following types of activities: pawn shops, gun shops, tanning salons, massage parlors, adult video/book shop, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors, or liquor stores.
6. Applicants must understand that this is a competitive funding process, and that submission of a grant application is NOT a guarantee of acceptance for funding. Grants will be awarded based upon the merits of the individual projects that are proposed and their adherence to the guidelines mentioned in the application paperwork.
7. Completed grant applications and all the required attachments must be received (NOT POSTMARKED) by the Town of Snow Hill by **no later than 4:30 p.m. on February 19, 2016.** Once received, the applications will be reviewed by a committee. The committee will make the funding recommendations to the Mayor, and the Mayor will make the final award decisions.
8. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations. If required, a building permit must be obtained from the Town of Snow Hill Office of Building, Permitting & Inspections.
9. Work completed prior to final grant approval will be ineligible for funding.

10. It is expressly understood and agreed that the applicant will not seek to hold the Town of Snow Hill, its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss related in any way to the Commercial Building Improvements Program.
11. The applicant shall be responsible for hiring and executing an agreement with a general contractor who is licensed to operate in the State of Maryland. Applicant shall ensure that said contractor provides insurance coverage for comprehensive public liability, property damage liability / builder's risk, and workers' compensation in the form and amounts required by the Town.
12. Applicant must certify that there are no hazardous materials located on the property, that it will not cause or allow any hazardous materials to be placed on the property, and that the property is in compliance with all applicable Federal and State environmental laws and regulations.
13. The applicant shall maintain or cause to be maintained both property and commercial general liability coverage on the Project and the Property both during and after the construction / rehabilitation related to the Commercial Building Improvements Program.
14. If the project is located in the 100 year floodplain, as designated by FEMA Flood Map, applicant shall be required to provide proof of flood plain insurance coverage.
15. Following the completion of the rehabilitation work, the applicant shall ensure that all necessary approvals for the commencement of the activities that will take place in the property have been obtained, including all applicable permits and licenses.
16. Upon completion of the project, all debris and construction materials are to be removed from the property and disposed of properly. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti, sweeping and shoveling in front of the property, and otherwise complying with the Code of the Town of Snow Hill.
17. The applicant agrees to return a pro-rated amount of the grant money received if the improvements are ever removed within 5 years, while the property is under their ownership.
18. The applicant authorizes the Town of Snow Hill to promote an approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in their materials and press releases.

19. The Town of Snow Hill shall have the right to refuse reimbursement to the property/business owner if the Town believes the work is unsatisfactory or the improvements are not being completed according to the approved application.
20. The Town of Snow Hill will not pay more than the approved grant amount should the scope of work and/or cost increase due to unforeseen circumstances.
21. The Property/Business Owner shall provide evidence of payment(s) made to each contractor / vendor by providing a copy of the invoice and a copy of the cancelled check or other proof of payment for that invoice for each payment request to be reimbursed by the Town of Snow
22. Hill.
23. The Town will only provide reimbursement upon completion and inspection of the renovation project.
24. The Property/Business Owner shall agree to display, during the rehabilitation process, one or more signs identifying the Project as a recipient of financial assistance from the Town of Snow Hill and the Maryland Department of Housing & Community Development (DHCD). The Town of Snow Hill will furnish and install the signs at their expense with reasonable cooperation from the business/property owner.
25. At the Approval Committee's / Mayor's discretion, exceptions to any of the guidelines may be approved due to special conditions or situations, as long as said exceptions do not conflict with any of the terms of the grant agreement between the Town of Snow Hill and DHCD.

**Town of Snow Hill – Commercial Building Improvements Program
Grant Application**

Application Fee - \$25.00 (Please make check to “Town of Snow Hill”)

General Information

Name of Applicant:

Home Address of Applicant:

Address of Property proposed for improvement:

Telephone #: _____

E-mail address: _____

Name of the owner of the property which is proposed for improvement:

If the property owner is not the grant applicant, include written and signed approval from the current owner of the building.

Has written approval from the building owner been included with application?

Yes No

Year Building Was Built: _____

General description of the proposed improvements:

Does this building have historical or architectural merit?

Current Use of Building

1st Floor: _____

2nd Floor: _____

3rd Floor: _____

Will use of the property change following completion of this project? Yes No

If yes, please explain:

Type of work to be completed (work must be itemized with a documented cost proposal for each work element included). Attach separate sheets, documents and pictures if necessary, and be as detailed as possible.

Total cost of work to be completed: _____

Amount of funding requested from the
Snow Hill Commercial Building Improvements Program: _____

Source of other rehab project funds: _____

Estimated date to start work: _____

Estimated completion date: _____

I, the applicant, have read and understand the Town of Snow Hill Commercial Building Improvements Program guidelines, and I agree to abide by the general conditions as set forth in this application. I further understand that if I am awarded grant funds I will be required to enter into a Sub recipient Agreement with the Town of Snow Hill, which will bind me to all the conditions contained in the grant agreement between the Town and the Maryland Department of Housing and Community Development (DHCD), the agency that is providing these grant funds.

Signature of Applicant: _____

Printed Name: _____

Date: _____

Signature of Building Owner (if different from Applicant) consenting to work to be performed on said property:

Signature of Building Owner: _____

Printed Name: _____

Date: _____