

2016 Community Legacy Funds Rehabilitation Grants for Commercial Buildings Improvements

GRANT APPLICATION CHECK LIST – REQUIRED ATTACHMENTS

Applications will only be considered to be complete if ALL of these documents are included in the application package. Incomplete applications will be deemed ineligible and will NOT be reviewed by the committee.

Please submit Six (6) hard copies – one (1) original (signed in blue ink) and (5) copies – of the completed application package (application and all required attachments).

\$25.00 Application Fee is required.

Faxed and/or emailed applications will not be accepted.

The Application must include:

- Proof that the grant applicant owns the commercial property they are proposing to rehabilitate, i.e. copy of the deed to the property or a current Maryland State Department of Assessments & Taxation (SDAT) Real Property Search information sheet. These information sheets may be obtained from the SDAT website at: <http://SDAT.resiusa.org/RealProperty/Pages/default.aspx>. If grant applicant is in the process of purchasing said property, there must be legal documentation provided that proves the purchase is underway. Business tenants who wish to apply for these rehabilitation funds must have written signed/notarized approval from the owner of the building.
- Photos of the current condition of the building and “after” drawings showing what the proposed renovation will look like when completed.
- Estimated costs of the work to be completed obtained from a qualified professional.
- Project review/approval letter from the Snow Hill Historic Commission. You must attach a letter of exemption from the

Town Planning Office if approval is not required for your project. Contact Karen Houtman at 410-632-2080 to get on the Snow Hill Historic Commission agenda.

- FEMA Floodway Map showing the location of the property marked in red. A copy of the FEMA Floodway Map that covers Snow Hill's Downtown Historic District is attached. If you are awarded a grant, and your property is located in the floodway you will be required to provide evidence of floodway insurance coverage on the property before the rehabilitation work begins.
- Signed "Certification of Grant Applicant" form. Read all conditions carefully before signing.

Six(6) hard copies – one (1) original (signed in blue ink) and seven (5) copies – of the completed application package (application and all required attachments must be submitted by 4:30 on February 19, 2016 to the following address:

Town of Snow Hill
103 Bank Street
P.O. Box 348
Snow Hill, Maryland 21863

- **All applicants must be aware that Community Legacy 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 expenses. This can sometimes be a lengthy process, so each applicant must be aware that this is a condition of the award. **The maximum amount any applicant may request in this competitive funding round is \$25,000.00 which must be matched 2:1. The property owner must spend \$2.00 for every \$1.00 of grant money received. For example, if the grant is awarded for \$25,000, the property owner pledges to spend at least \$50,000 on the project of his own funding for a minimum of \$75,000.**

- Applicant must be current with all payments to the Town of Snow Hill, with regard to water/sewer bills and taxes (personal property, real estate and any other applicable tax). Failure to do so will render an application for grant funds **ineligible**.

Rehabilitation Grants for Commercial Building Improvements

Certification of Grant Applicant

If the undersigned is awarded a Town of Snow Hill Rehabilitation Grant for Commercial Building Improvements, they hereby certify that they will abide by the following conditions of the grant award:

1. Grant recipient must certify that there are no hazardous materials located on the property, that they 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.
2. The grant recipient 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 worker's compensation in form and amounts required by the Town.
3. The grant recipient shall maintain or cause to be maintained both property and commercial general liability coverage on the Project and the Property both during and after construction/rehabilitation related to the Commercial Building improvements Grant Program.
4. Grant recipient 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.
5. If the property is located in the 100 year floodplain, as shown on the FEMA maps), grant recipient shall be required to provide evidence of flood plain insurance coverage.

6. Maryland Historic Trust and the Snow Hill Historic Commission must approve projects in writing prior to beginning project.
7. Following the completion of the rehabilitation work, the grant recipient 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.

Signature of Applicant: _____

Printed Name: _____

Date: _____

Address of Property to be rehabilitated _____

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

Signature of Building Owner: _____

Printed Name: _____

Date: _____