



**CITY OF CUMBERLAND**  
**CENTRAL BUSINESS DISTRICT**  
**FAÇADE IMPROVEMENT PROGRAM**  
**INSTRUCTIONS AND APPLICATION**

**2017**

**DEADLINE TO APPLY**  
**April 28, 2017 - no later than 12:00 p.m.**

**City of Cumberland**  
**Department of Community Development**  
57 North Liberty Street  
Cumberland, MD 21502  
301-759-6431  
[www.ci.cumberland.md.us](http://www.ci.cumberland.md.us)

This project has received funding from the State of Maryland's Community Legacy Program, a program within the Sustainable Communities Program

# Community Legacy Façade Improvement Program Application

**Total Funds: \$50,000.00**

**Grants Will be Awarded to Commercial Property Owners**

## Program Overview

- **Maximum Funding per Project:** The maximum award that will be allocated will not exceed \$10,000.
  - Amount of award granted will depend upon the number of applications received. Not everyone who applies will receive funding.
  - Applicants are required to provide a 100% cash match from private investment.
- Applications for the Façade Improvement Program may only be submitted by the property owner. If you are a business owner, please work with your property owner in submitting an application. Owners can apply on behalf of lessees planning leasehold improvements.
- Funds for property acquisition will not be allowed
- Construction costs incurred prior to application approval will not be counted in funding calculations
- Projects limited to being located within the zoned Central Business District (C-CBD). If you are unsure whether your property is within the Central Business District, please contact the Department of Community Development. Please refer to the map in this packet for boundary specifications.
- Proposed project must meet all state and local codes, and must comply with City Zoning Ordinance
  - Applicants should obtain copies of permit checklists from the Department of Community Development prior to submitting this application in order to be fully aware of all requirements.
- In addition to local permit review, all applications **must** be reviewed by the State Historic Preservation Office, Cumberland Historic Preservation Commission, and the Maryland Codes Administration. The Historic Preservation Commission meets the **second Wednesday of each month** in the City Hall Council Chambers. The meetings are public

sessions open to all members of the public, although persons wishing to have their project reviewed must apply ahead of time to the Commission staff, located in City Hall, in order to be scheduled in advance for the agenda. All applications for a Certificate of Appropriateness must be received by the Department of Community Development no later than the close of business on the first Wednesday of each month in order to be placed on that month's meeting agenda. Reviews at the State of Maryland Level may take up to thirty days. The City of Cumberland will submit all required information on your behalf to the appropriate State offices.

- ***Special Consideration will be given to projects who can demonstrate the following:***

- \*Facades that are in greatest need of rehabilitation and are in considerable state of disrepair

- \*Projects in which a façade repair would make a significant improvement to the neighborhood

- \*Consideration will be given to those projects that can demonstrate the most project leverage or additional owner investment in the project.

- \*The fabrication and installation of perpendicular/hanging signs

- Owner should participate in other funding assistance programs applicable that the project is eligible for including, Federal, State, and Local Historic Tax Incentive Programs (where applicable), etc.
- All county taxes, local taxes, water, sewage, and trash bills must be current
- Must be legal owner of property at time of application or have a signed contract of sale
- Must demonstrate qualifications that ensure ability to undertake and complete the project
- Must use a Licensed General Contractor
- All projects must follow safe lead based paint practices
- If needed, Architect/Design Professional for the project for purposes of providing project specifications and renderings if the General Contractor is unable to provide these detailed drawings. For all questions regarding the drawings, please contact Kathy McKenney.
- Projects must be completed in a timely manner and a detailed timeline must be included in the application. Priority will be given to projects that can be completed within the timeframe currently imposed by the State for this program (**November 1, 2018**).
- All required permits must be obtained prior to construction. Projects that are commenced prior to receiving the proper permits will invalidate the funding agreement and will lose all awarded funds.

- The Grant Recipient (property owner) will be reimbursed for expenses following the completion of the project and inspection by designated city personnel. The property owner is required to present copies of all original invoices and receipts of payment as well as proof of matching expenses in order to receive reimbursement.
- As part of the application review process, the review team will conduct a site visit at each property.
- Applications that are incomplete risk being withdrawn from scoring.
- No applications will be accepted after the **noon deadline on April 28, 2017**.
- **NOTE: Per the Grant Agreement from Maryland's Department of Housing and Community Development:**
  - The Project shall NOT include or support the following types of activities: pawn shop, gun shops, tanning salons, massage parlors, adult video/book shop, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors, or liquor stores.
  - Grantee certifies that no part of the Grant funds, no part of the 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 with any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.

**A review team designated by the City of Cumberland will review projects competitively. All projects will be ranked according to the following scoring system.**

<u>SCORING SYSTEM FOR RESIDENTIAL OWNER OCCUPIED PROJECT APPLICANTS</u>	
Completeness of application, including provision of all required documentation and attachments	= 5 points
Demonstrated ability to successfully undertake and complete the proposed project (Best demonstrated by evidence of obtaining proper permits for past projects, no history of citable code violations or Stop Work Orders)	=5 points
Evidence of additional investment	=5 points
The fabrication and installation of perpendicular/hanging sign	=5 points
Façade improvement will make the greatest visual impact to the neighborhood	=15 points
Scope of work will address significantly deteriorated conditions of building facade	=15 points
TOTAL POINTS POSSIBLE = 50 points	

If necessary, the City will also consider demonstrated public value of the project to achieve the greatest impact and secure maximum funding matches (relative public investment per square foot of planned development space).

If upon review of the submitted application the City of Cumberland determines that a potential Conflict of Interest could exist, the applicant will be required to appear before the Administrative Appeals Board in order to receive a determination whether such a Conflict of Interest exists.

# Community Legacy Façade Improvement Program Application

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone#: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contact Person for Project: \_\_\_\_\_  
(If different from above)

Telephone#: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Building Address: \_\_\_\_\_  
\_\_\_\_\_

Date Constructed: \_\_\_\_\_

Please Attach Proof of the Following:

- Current on all County and Local Taxes
- Current on all water, sewage and trash fees
- Proof of ownership or signed contract of sale
- Provide qualification of persons working directly with the project in order to demonstrate ability to undertake and complete project. Include experience and track record for filing and complying with permit/code review requirements.



**Construction Information:**

Current Primary Usage/Occupant:

Basement: \_\_\_\_\_

Ground Floor: \_\_\_\_\_

Second Floor: \_\_\_\_\_

Third Floor: \_\_\_\_\_

Fourth Floor & Up: \_\_\_\_\_

\_\_\_\_\_

Please Attach a Project Scope of Work to include the following:

- DETAILED Construction Cost Estimates
- DETAILED Timeline for Completion
- General Materials List

Please provide an outline of Anticipated Changes to the Building including construction documents, renderings, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please identify and provide contact information on the General Contractor and Construction Manager for this project. For the General Contractor, please include contractor's license # and proof of insurance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*Please Provide Photographs of the Exterior of the Building. Please provide photos in digital format and views should be clearly labeled. \*\*\***





# Community Legacy Façade Improvement Program Checklist

The following is a list of attachments that should be included as part of your application for assistance:

1. County and Local tax statements
2. Water, Sewage, and Trash statements
3. Proof of Ownership
  - Copy of Deed to Property or Signed Contract of Sale
4. Qualifications of Project Personnel
5. Project Description
6. Project Cost Details
7. Project Scope of Work including Detailed Construction Cost Estimates and Detailed Timeline for Completion
8. Project Renderings/Drawings of Proposed Façade Improvements
9. General Contractor Information including License # and Insurance Verification
10. Exterior Photographs in digital format
11. Signed Copies of Form #1 and Form #2

**Form #1**  
**Environmental Certification and Indemnifications: Lead Paint**

I hereby certify the following:

- There are no hazardous materials located in the project, or to be placed in the project
- The project is in compliance with all applicable environmental laws and regulations

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**Form #2**  
**Proof of Insurance/Insurance Requirements**

The property owner must provide the following with application materials:

- The property owner shall maintain property and commercial general liability insurance on the buildings in the project both during and after construction or rehabilitation at grantee expense
- The property owner's general contractor shall provide insurance coverage for comprehensive public liability, property damage liability/builder's risk, and workers' compensation
- Determine 100 year floodplain exemption (Documentation will be provided by the City of Cumberland for this item)

The City of Cumberland will act to obtain these items on behalf of the owner, if he/she chooses, by providing the following information as authorization to do so:

Name of insurance agent: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Map of Eligible Project Area Central Business District (C-CBD)

