



**CITY OF CUMBERLAND**

**CANAL PLACE PRESERVATION DISTRICT**

**RESIDENTIAL FAÇADE IMPROVEMENT**

**PROGRAM**

**INSTRUCTIONS AND APPLICATION**

**2020**

**DEADLINE TO APPLY**  
**September 30, 2020 - 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)

# Canal Place Preservation District Façade Improvement Program Application

**Total Funds Available: \$30,000.00**

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

## Program Overview

- **Maximum Funding per Project:** The maximum award that will be allocated will not exceed \$5,000.
  - 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.
- 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 Canal Place Preservation District. If you are unsure whether your property is within this district, please contact the Historic Planner/Preservation Coordinator, Kathy McKenney at 301-759-6431 or [kathy.mckenney@cumberlandmd.gov](mailto:kathy.mckenney@cumberlandmd.gov). 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 and approved prior to construction by the Cumberland Historic Preservation Commission. The Historic Preservation Commission meets the **second Wednesday of each month** in the City Hall Council Chambers or virtually using Zoom. 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.

- ***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 Historic Planner/Preservation Coordinator will work with property owners to learn more about additional funding assistance programs applicable that the project is eligible for including State and Local Historic Tax Incentive Programs (where applicable).
- All county taxes, local taxes, water, sewage, and trash bills must be current
- The applicant must be the legal owner of property at time of application or have a signed contract of sale
- The applicant must demonstrate qualifications that they, as well as their contractors possess in order to ensure ability to undertake and complete the project
- All projects must use a contractor that possesses a valid MHIC License
- 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 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 by June 30, 2021.
- 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. Alternatively, the City of Cumberland can pay the contractor directly upon receiving consent from the property owner along with confirmation that the required match has been expended. 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 September 30, 2020.**

**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
Evidence that best practices for historic preservation will be demonstrated with this project	= 15 points
Façade improvement will make the greatest visual impact to the neighborhood	=5 points
Scope of work will address significantly deteriorated conditions of building facade	=15 points
TOTAL POINTS POSSIBLE = 50 points	

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, or its equivalent, in order to receive a determination whether such a Conflict of Interest exists.

# Canal Place Preservation District 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.



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. \*\*\***

Has a Certificate of Appropriateness already been approved for this project? \_\_\_\_\_

If yes, please provide the COA number and date of issue \_\_\_\_\_





# Canal Place Preservation District Façade Improvement Program Application

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. Contractor Information including MHIC 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 Canal Place Preservation District (CPPD)

