

Havre de Grace Community Legacy (CL) Facade Improvement Program (FIP) GUIDELINES



Mission: The Façade improvement program encourages small structural projects to improve the historic integrity of the buildings and visual characteristic of the Main Street District with the ultimate goal of providing quality commercial space for viable Main Street businesses.

ELIGIBILITY REQUIREMENTS

- Building must have ground level commercial use only (Retail, Service, Restaurant, etc.)
- Property owners and/or tenants may apply
- Building must be located within the Main Street District (See page 2)
- Façade improvement funding will be considered for projects ranging from
- \$2,500-\$25,000

GRANT/LOAN FINANCIAL STRUCTURE

- 100% of the total **approved** façade improvement:
- 70% is a loan repayable to the City of Havre de Grace
 - 30% is a grant

Example: A façade improvement project for a Main Street business is approved. The business will be putting an awning on their commercial façade, the total cost of which is \$10,000.

After notification of approval, the business will commence with the project. After providing proof of payment to the vendors, the business owner will get a reimbursement for the full \$10,000.

- \$3,000 (30%) is not repayable (grant)
- \$7,000 (70%) is repayable to Havre de Grace at 5% interest (loan)

Havre de Grace Main Street District Boundaries



ELIGIBLE IMPROVEMENTS:

- Physical building facades
- Exterior Carpentry
- Repointing
- Painting
- Signage
- Awnings
- Attached Lighting
- Windows/doors

INELIGIBLE IMPROVEMENTS:

- Landscaping
- Fencing
- Roofing
- HVAC
- Porches

PAYMENT PROCESS

All project improvements must be paid by awardee prior to reimbursement. **Canceled** checks will be used as proof of payment and reimbursements will be granted within 30 days. Depending on award amount incremental draw can be made possible.

SUBMISSIONS

Applications are due on a rolling basis to Havre de Grace City Hall for inclusion in the Community Legacy (CL) request to Maryland Department of Housing and Community Development (MD DHCD). Actual fund availability is dependent upon approval and award by MD DHCD.

Date Received _____ (Office use only)

Return Applications to:

**Havre de Grace City Hall
Community Legacy Façade Improvement Program
711 Pennington Ave
Havre de Grace, MD 21078
410-939-1800
ATTN: Erika L. Quesenberg**

Facade Grant Application Form

1. Applicant: _____

Owner: (if different than above) _____

Tenant: _____

Social Security or Tax ID number: _____

Owner/ Business Address: _____

Business Phone: _____ Business E-mail: _____

2. Address of Building or establishment of which this application applies:

3. Name and Address of Owner of Building (if other than applicant):

4. Please list all current occupants of the building; (include tenant or establishment address and operators name)

a. _____

b. _____

c. _____

d. _____

Attach a general description of the facade project (Not to exceed 1 page)

5. Attach a **budget** of total estimated cost of project including, construction, materials and labor cost along with time schedule of project.

Complete the following total project cost worksheet:

Facade Loan Portion 70%	Facade Grant Portion 30%	TOTAL Project Cost
Ex. \$7,000	\$3,000	\$10,000

6. Attach two (2) **quotes** for the purchase of the materials and/or the work to be performed.

7. Provide photographs of pre-construction, construction, and post-construction phases of the project.
8. Attach a drawing of the proposed improvements that show:
 - a. Proposed modification and proposed use.
Elevations and sketches showing proposed signs, graphics, awnings, windows and window display areas, public entrances, exterior treatment and cleaning (if applicable); Proposed color scheme, exterior building components, and the relationship of the design to adjacent and nearby existing properties.
 - b. Types of materials to be used in the project.
9. Provide any significant historic details of the property. Your application will be reviewed by the Maryland Historic Trust.

Conditions:

- Owner contracts for improvements and is responsible for completion of construction.
- **Havre de Grace Office of Economic Development or designee** will monitor construction, where required.
- Construction must be ready to begin upon notification of award and must be completed within 60 days of start of construction, unless otherwise approved by Havre de Grace Office of Economic Development and Economic Development Advisory Board. Timeline may be extended with written approval from committee, depending on the scope, magnitude or complexity of project.

Property Owner:

I hereby certify that I am the owner of this land on which the proposed HdG-FIP Project is situated, and that the foregoing applicant, in filing this application for approval by Havre de Grace Main Stree, is acting with my knowledge and consent.

Signature of Applicant: _____ Date_____

Signature of Owner: _____ Date_____

To be attested before a Notary Public: _____