

City of Frostburg Building Improvement Project Program Application

The undersigned is the owner, with lessee if partnering, of property containing or intending to contain a 1) business use, or 2) mixed business/multi-family residential use; located in downtown Frostburg as are hereby applying for financial assistance under the City of Frostburg's 2016 Building Improvement Project Program as described in the summary enclosed on the back of this form.

Property Address: _____

Legal Name of Benefiting Business(s): _____

NOTE: State-prohibited beneficiary uses are: any pawn shop, gun shop, tanning salon, massage parlor, adult video/book shop, adult entertainment facility, check-cashing facility, gambling facility, tattoo parlor, or liquor store. Strictly religious (sectarian) uses are also not permitted by State regulation.

Primary Project Contact Name: _____

Contact Mailing Address: _____

Contact Phone #: _____ Email: _____

Description of Proposed Project:

Estimated Cost of Proposed Property Improvement Project: \$ _____
(Attach a detailed contractor's cost estimate and design drawing/sketch plan)

Amount of Grant Funding Requested (up to 50% of total project cost): \$ _____

Availability of Matching Funds - Cash: \$ _____ Private Loan: \$ _____

Contractor: _____ MHIC License #: _____

Design Professional (if applicable): _____

A complete application includes this application, a detailed project description, sketch or drawing of proposed improvements, pictures of existing conditions and a formal estimate from a MD licensed contractor. Incomplete applications may not be considered.

As property owner, and as lessee (if applicable), this is to certify that the Program Terms and Conditions on Page 2 of this application have been thoroughly read and understood and that the proposed project conforms to the provisions set forth.

Property Owner (print)

X _____
Property Owner (sign) Date

Lessee/Business Owner (print)
if co-applicant with owner

X _____
Lessee/Business Owner (sign) Date
if co-applicant with owner

City of Frostburg Building Improvement Program Terms & Conditions

Location: The proposed property improvement project must be located within the Frostburg Sustainable Community boundary, preferably within the downtown and Main Street commercial area.

Type of Project: Funds will support framing, windows, accessibility, electric and plumbing upgrades, sprinklering, and necessary finish work to make viable residential or commercial office space in currently unused or underutilized upper story space. Funds can also be used for exterior front or rear building façade improvement, including walls, windows, doors, decorative features, signs, and other building frontage elements visible from a public street, but not including side walls or roof work, for any commercial or mixed-use building. New construction, demolition, and site work are not funded through this program. Note that certain types of business uses are not permitted to benefit by State regulation – see Page 1.

Terms: The Frostburg Building Improvement program is a grant of up to 50% of total cost. The applicant shall not proceed with construction until an agreement is signed with the City and all required approvals have been obtained. All work must be completed by a Maryland licensed contractor.

Application Process: Applications are available May 2, 2016 at City Hall, online at www.frostburgcity.com, and via e-mail. A hard copy of the application, a detailed project sketch or drawing; pictures of existing conditions, and a formal estimate from a Maryland licensed contractor, **must be submitted no later than May 28, 2016** to Frostburg City Hall.

Ranking Process: The Department of Housing and Community Development Division of Neighborhood Revitalization awarded the City \$50,000 in Building Improvement grant funding for the 2016 project year. The City will receive and process applications. If requests exceed \$50,000, projects will be ranked by staff and presented to the Mayor and Council for approval. Mayor and Council reserve the right to disapprove any application. Projects will be prioritized based upon the following factors:

1. Increase in Square Footage renovated - Restores and/or preserves historic integrity (25 points)
2. Potential Occupancy – Economic development impact (25 points)
3. Expected Increase in Income – Aesthetic impact (20 points)
4. Private leverage (10 points)
5. Potential effect to increase assessed tax value (10 points)
6. Past performance, if applicable (10 points) *10 points will be assigned to first-time applicants*

Approval Process: After projects have been selected for funding, the projects must be reviewed by the Maryland Historical Trust and the Frostburg Historic District Commission for consistency with laws protecting historic resources; in some cases, building plans may also be reviewed by State and local agencies (This process typically takes 60 days). No work other than design may be done until these reviews are completed and the City provides official approval and permission to begin the project work through a signed agreement.

Construction Process: The signed agreement between the property owner and the City will specify a start work date and a performance period in which work must be completed (typically 1 year). The Owner contracts directly with a Maryland licensed contractor and supervises all work to their satisfaction. Contractor provides detailed invoices and owner pays contractor in full.

Reimbursement Process: The City will reimburse the owner up to 50% of the approved project costs upon the City's receipt of documentation of expenditures, including invoices and canceled checks (typically 2-3 weeks). Expenditure of private funds must be documented to the City's satisfaction before reimbursement. No design costs will be reimbursed.

Please contact the project team if questions arise:

Robert Ketterman, CD Project Specialist, 301-689-6000 X19, rketterman@frostburgcity.org

Elizabeth Stahlman, Community Development Director, 301-689-6000 X15, estahlman@frostburgcity.org