

List of Improvements

The purpose of the Façade Improvement Program is to encourage and assist property and business owners to restore and improve the appearance of the facades of their buildings.

Eligible improvements covering materials and other related costs for: Eligible Grant Costs means the actual costs incurred by an Owner/Applicant, for improvements made to the façade of the Owner/Applicant's property, reimbursement for which shall not exceed the lesser of up to 50% of the cost or up to \$20,000. Representative improvements shall have a useful life expectancy of at least 15 years, and include but are not limited to the following:

- Restoration of architectural details in historic buildings and removal of elements covering any such architectural details
- Installation or repair of signs, which are attractively integrated into the architecture of a building including its window areas, doorways and awnings, or canopies (signs may identify a business, but not advertise a product)
- Removal and/or installation of appropriately scaled and lighted window areas for retail displays or for visual access into retail or service business or a restaurant
- Installation of appropriate lighting for the purpose of illuminating the exterior and/or signage of a building
- Removal and/or installation of awnings, canopies or shutters
- Cleaning and/or repainting of building exteriors¹
- Cleaning and/or re-pointing of brick
- Replacement of deteriorated windows, doors and/or framing visible from the street
- Removal of solid roll-down security gates
- American Disability Act (ADA) accessibility improvements (exterior only)

Ineligible improvements:

- Roofs
- Parking lots
- Landscaping not attached to the building
- New construction
- Interior improvements
- Equipment or inventory

¹ Requests that include cleaning or repainting of building exterior should allow extra time for approval as required by the State of Maryland. Such requests are subject to approval based on the life expectancy of the work to be performed and/or necessity as a part of the grant application.

- Inappropriate cleaning methods, repairs, replacements or alterations not in compliance with Central Business District and Market Center urban renewal plan design guidelines. These guidelines can be obtained by contacting the Baltimore Development Corporation.
- Overpowering signage and backlit awnings
- Deferred maintenance
- Sidewalks
- Projects completed prior to the approval of the application

To be eligible for consideration, the following must be attached to this application:

- Proof of building ownership, such as a copy of the recorded deed (if leasing property, written approval from building owner)
- Proof of current property and casualty insurance
- Current photograph of existing facades visible from a public street or alley
- Conceptual design plans and an outline of proposed improvements, including a materials list.
- Two (2) written cost estimates/bids from licensed construction professionals.
- Name of architect who has conducted an on-site inspection and personal interviews with the applicant
- Detailed line item budget from a registered/licensed contractor or licensed architect
- Accurate color samples (required for painting approvals)
- Material samples and indicate quality of finishes
- Signage renderings that graphically indicate sign lettering style, letter and sign dimensions
- Documented proof of source and use of funds in appropriate amounts to complete the project on bank letterhead (bank or internet statements will not be accepted)

Applicants are encouraged to solicit and hire certified minority business enterprises for façade improvements. A list of certified MBE's can be obtained online from the Baltimore City Minority and Women's Business Opportunity Office at <http://cityservices.baltimorecity.gov/mwboo>, or The Maryland Department of Transportation Office of Minority Business Enterprises, <http://mbe.mdot.state.md.us/directory/>.

Façade Improvement Reimbursement Grant Application

A. Applicant Information		
Date:		
Applicant Name:		
Business Name:		
Mailing Address:	City	State/Zip
Phone:	Fax:	Email:
Number of Current Employees:	Anticipated New Employees:	
Property Owner Name (if different from applicant):		
Contact Information	Phone:	Email:

B. Building Information	
Property Address:	
Block:	Lot:
Current Use of Building:	
Proposed Use following Rehab:	
Total building sq. ft.:	Number of Bldg Stories:
Number of Businesses Located within Building:	
Are there any active code violations against property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Are the Property Taxes Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Is Property Within a Designated Historic District?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

C. Project Overview	
1. Describe in detail the proposed project being undertaken (e.g. awning replacement, cornice repair, window, etc.)	
2. When will the project begin?	3. When will the project be completed?
4. Has any portion of the project started yet? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe. Note: Any eligible portion of the project related to this application started prior to an agreement may not be eligible for assistance or count as match funding for this project.	
Total Project Cost:	Façade Cost:
Amount of Grant Sought: (Cannot exceed \$20,000 or 50% of façade cost, whichever is less)	

D. Proposed Financing

Note: Other sources of funding must be equal to or greater than the Façade Grant Amount.

Source	Type	Eligible Costs	Other Costs	Total Costs
Façade Program Request	Grant	\$	\$	\$
Owner	Cash Investment	\$	\$	\$
Bank	Loan	\$	\$	\$
Total		\$	\$	\$

E. Attachments

Check if submitted.

\$25 Application Fee	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current Photo(s) of Property (minimum size 3 x 5) Note: Electronic photos should be sent to façade@dpo.org .	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence confirming that the Applicant has the right to physically alter the property (Current property tax statement or permission from the property owner if applicant is a tenant).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detailed description of proposed façade improvements, which must include construction cost estimates, renderings, materials list, and color samples.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of project funding on bank letterhead. Note: Bank or internet statements will not be accepted.	<input type="checkbox"/> Yes <input type="checkbox"/> No

CERTIFICATION AND ACKNOWLEDGEMENT

By signing and submitting this application, the applicant hereby agrees to the following:

1. Applicant agrees that the acceptance of this application does not commit DPOB to enter into an agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project. Further, acceptance of this application does not constitute an agreement by DPOB that any contract will actually be entered into by DPOB. DPOB expressly reserves the right to reject any and all applications, portions thereof, or to request more information from the applicant.
2. Applicant hereby certifies that all information contained in this document and any attachments is true and correct to the best of the applicant's knowledge.

Should assistance be provided, applicant agrees:

1. To comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in rehabilitation work undertaken in connection with program assistance.
2. To keep such records as may be required by DPOB in connection with the façade grant.
3. To not discriminate upon the basis of race, color, sex, marital status, handicap, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.
4. That no employee of DPOB or the City of Baltimore has any interest, direct or indirect, in the proceeds of any façade improvement grant.

In addition, the applicant is aware of the following:

1. The Façade Improvement Program is a matching grant initiative aimed at encouraging and assisting property and business owners to restore and improve the appearance of the facades of their buildings.
2. Reimbursement grants are awarded at the discretion of the Design Review Committee, and may not exceed the lesser of 50% of façade renovation costs or \$20,000.
3. The applicant will be obligated to maintain the building improvements for a period of three years after grant disbursement.
4. The maximum participation by the same or common building owners is three projects.
5. Financial assistance will not be provided if property taxes or special assessments are in arrears.
6. All projects awarded under the Façade Improvement Program by DPOB are subject to program funding at the time of project completion. DPOB will make a good faith effort to notify the Applicant should funding become unavailable.
7. Grant payments are made at the completion of the project, and only upon submission of the required documentation.

Applicant Signature: _____

Company: _____

Printed Name: _____

Date: _____