



Applications Due March 8<sup>th</sup> at 5PM

## Dundalk Main Street Commercial Improvement Grant

### Guidelines:

#### A. Commercial Improvement Grant Goal:

The Commercial Improvement Grant intends to help businesses preserve and rehabilitate the exteriors and interiors of their commercial properties, preserve the economic viability of needed commercial service and improve the appearance of Dundalk's Main Street District.

The Commercial Improvement Grant will provide funds for interested Main Street commercial property owners to improve the appearance and soundness of their building facades and interior spaces. It offers an incentive dollar amount to cover up to 100% of the total cost of the rehabilitation.

Note: Dundalk Renaissance Corporation (DRC) will provide up to \$10,000 of the approved funds without a matching requirement. Priority funding will go as followed:

#### B. Method:

The financing of the cost of rehabilitation with grant money is subject to the review and approval of the Dundalk Renaissance Corporation Design Committee (DRC Design Committee). Grant funding is provided through the state of Maryland's Baltimore Regional Neighborhoods Initiative. We reserve the rights to refuse a project with our grant funding if design does not meet our standards and goals for our target area and the restoration of the 1920's era style of the Dundalk Historic Main Street.

#### C. Eligible Applicants & Target Area:

Businesses that are in the Dundalk Main Street (Exhibit B) are eligible to apply for the Commercial Improvement Grant. Business tenants must have landowner approval for improvements. Each business is only allowed one grant application per year. Business owners will agree to have lighting installed (Exhibit A) on their building as part of receiving the grant. The grant will cover the expenses to install and purchase the lighting fixtures. It is the responsibility of the business owner/tenant to pay the lighting as part of their electric bill.

**Note:** State laws prevent state funds from being used for: pawn shops, gun shops, tanning salons, massage parlors, adult video/book shop, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors or liquor stores.

**D. Eligible Activities/Priority Funding:**

- Priority 1:
  1. Façade Improvements and Rehabilitation
    - The labor, materials, fixtures, and other contract items necessary for the proper execution and completion of façade rehabilitation.
    - The repair or alteration of exterior facades to make possible the recovery and preservation of significant features of the structure.
    - Improvements of the facade through exterior painting, door and window replacement, siding and trim, awnings and signage.
  2. Façade Construction-
    - New façade construction or additions must keep with the historic context of the community.
    - They will be reviewed and approved if it supports the goals of the community.
  3. Signage – *box signs will not be funded.*
  4. Building fit-out for new/prospective tenants
  5. Outdoor lighting – Exhibit A – *Excludes Priority 1, Item 6*
  6. New applicants who have not received funding in 2018
- Priority 2:
  1. Interior Improvements-
    - a. Interior improvements must be visible to the clients/customers and preferably from the outside i.e. distressed flooring, lighting, and counter.
    - b. The labor, materials, fixtures, and other contract items necessary for the proper execution and completion of the interior improvements
  2. Electrical upgrades
  3. Interior painting
  4. Flooring
  5. Applicants who have received CIG in 2018
- Priority 3:
  - Plumbing
  - Heating, Ventilation and Air Conditioning
  - Other projects

**E. Ineligible Activities:**

1. New Construction:
  - b. Creation of a new structure or facility where none exists as present
  - c. Total replacement of an existing structure with a new one
  - d. Substantial additions to an existing structure
1. Property Acquisition:
  - a. Acquiring title to a structure or property
2. Business Assistance:
  - a. Funding for the business salary, overhead, or similar costs of doing business
3. Legal, Insurance, and Permit Expenses:
  - a. Legal fees, personal property premiums, licensing and permitting fees related to grants for eligible activities
4. Architectural and Engineering Services:
  - a. design, architectural renderings, site plans, work items, cost estimates, and related professional services for the project
5. Residential Properties:
  - a. Structures devoted solely for single-family detached residential use
6. Rear Facades:
  - a. Rear facades of the buildings

**F. Terms & Conditions of Grants:**

Grant applications will be reviewed and approved by DRC Design Committee. All applications must meet the above criteria in order to be approved for grant funding. If the application is not approved, DRC can assist the owner in making the necessary changes so that the owners can resubmit the grant application.

**G. Application Requirements:**

The application shall provide the following:

1. Completion of a Commercial Improvement Grant Application
2. A diagram showing the location of your building in reference to the rest of Dundalk Main Street. This could be a printout from Google Maps, etc.
3. Pictures of your current building
  - a. front façade
  - b. rear façade
  - c. Interior of building
  - d. a photo depicting whatever building or other land uses are directly across the street from your business

- e. a photo depicting a view of your building from across the street, showing adjacent properties for context
4. Sketch (may be hand drawn) of your building showing the proposed improvements including signs, graphics, awnings, windows and window display areas, color schemes and type of materials. DRC staff can help with proposed mock-ups upon request.
5. At least 2 quotes showing the total cost of the project, construction and materials. DRC has the right to choose the contractor or vendor who will complete your project.
6. The contractor(s) must be properly registered, licensed, insured, and pass a debarment check as required by law.
7. A copy of your 2017 or 2018 tax returns – can be accessed via IRS website.

**Following the submission of the application:**

8. Work may not begin until the owners have received an approval letter from DRC. Because the grant funds are from the State of Maryland, all projects must first be reviewed by Maryland Historical Trust before work can begin. Any work that begins prior to the grant approval letter will be at the applicants expense and will not be reimbursed by DRC.  
**Note:** Maryland Historical Trust review period takes approximately 30 days. Work cannot be started until Maryland Historical Trust approves.
9. Owner contracts with contractors for improvements and oversees the construction. (Baltimore County Inspectors monitor construction, where required)
10. Construction must start within 60 days of the contract and completed within 90 days of starting construction, unless otherwise approved by the DRC Design Committee.

**H. Review Procedure**

1. Property or business owner notifies the DRC about participating in the Commercial Improvement Grant.
2. DRC staff will meet with the owner to discuss the program including the improvements that are eligible, necessary paperwork, geographic boundary, the design guidelines and any technical support that the DRC can provide.

**Note:** DRC can provide a list of local architects, designers, and construction companies that have demonstrated financial and technical responsibility in renovation work.

Owners will not be limited to those, but will be encouraged to use local businesses.

3. The owner will submit a completed application and all supporting documentation including designs and estimates.
4. All material will then be submitted to the DRC Design Committee for approval.
5. The completed application will be reviewed by the DRC Design Committee for conformity to the design guidelines and funding priorities.

**Note:** The amount of funding available to each project will be determined by the significance of property to overall revitalization and the funds available to the program. In general, the maximum grant award will be \$10,000.

6. The application shall be approved, approved with conditions, or not approved by the DRC Design Committee. The applicant will be notified in writing of the committee's decision.

**Note:** If the application is approved with conditions or not approved, DRC will work with the property and business owners to assist them in making necessary changes to the project to get approval.

#### **I. Façade Improvement Project Criteria for Approval**

1. The project must contribute to the general revitalization of the targeted Dundalk Main Street and be of a public benefit.
2. The project's design and proposed use conforms to or is in harmony with the character and development pattern of adjacent and near businesses.
3. Within reason, the project conforms to the following design standards:
  - a. The distinguishing original qualities and character of the building shall be preserved. Removal of a historical or distinctive architectural feature(s) may disqualify a project from receiving funds.
  - b. Architectural features that are deteriorated should be restored rather than replaced. If replacement is necessary the new material should match the material being replaced in design color, texture, and other visual qualities.
  - c. Contemporary design for alterations to existing property is acceptable as long as the alterations do not destroy significant historical, architectural and cultural materials. The design must be compatible with the size, scale, color, material and character of the property and adjacent property.

#### **Program Administration**

##### **A. Letter of Award**

1. Two copies of the Letter of Award will be given to the applicant. It will include the amount of the grant, any conditions associated with it, as well as the expiration date for the funds.
2. The applicant must return one signed copy of the letter, which will represent the acceptance of the terms.

##### **B. Permitting and Code Requirements**

1. The contractors must secure building permits (if required) and will be expected to complete the project in accordance with all applicable codes, ordinances and standard engineering practices.
2. The applicant must notify the Dundalk Renaissance Corporation of the contractor selected, the contractor amount and the anticipated start and completion date of the rehabilitation.



**C. Change Order**

1. Any changes in the scope or design of the project must be submitted to the DRC for approval.
2. All change orders must be approved in writing by the DRC Design Committee.
3. Approval of a change order does not alter the original amount of funding from the grant.

**D. Payment**

1. Upon verification and inspection of work DRC will issue payments to the contractor.

**E. Maintenance of Improvements**

As part of the grant closing, the applicant shall agree in writing that the funded improvements will remain in place for at least **5 years**. Failure to do so will jeopardize your accessibility to future funding produced by DRC.



# Exhibits:

Exhibit A: Lighting – Main Street – *Any Main Street Business who applies is eligible to use funding for outdoor lighting that promotes safety.*



Exhibit B: Main Street Designation





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Commercial Improvement Grant Application Form  
Due March 8<sup>th</sup> at 5PM

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

1. Applicant Name: \_\_\_\_\_

2. I am the(circle all that apply):            Owner            Tenant

3. Social Security or Tax ID Number: \_\_\_\_\_

4. Name & address of building or establishment for which this application applies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Business Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

6. I agree to have lighting fixture(s) installed on my building as part of the grant (Circle): Yes    No

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

\_\_\_\_\_  
\_\_\_\_\_

8. Please list all current occupants of the building:

Tenant or Establishment                      Address                      Operator's Name

A. \_\_\_\_\_

B. \_\_\_\_\_



C. \_\_\_\_\_

D. \_\_\_\_\_

**Application Form (Continued)**

**9. General description of your project & how it relates to the Façade Improvement Guidelines:**

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**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner, if other than applicant:**

I hereby certify that I am the owner of this land on which the Dundalk Main Street is situated, and that the foregoing applicant, is filing an NBW application for approval by the Façade Restoration Committee, is acting with my knowledge and consent.

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For further information, please contact the Dundalk Renaissance Corporation at 410-282-0261**

