



CITY OF FROSTBURG

BUILDING IMPROVEMENTS & ADA UPGRADES GRANT PROGRAM



About the Program

The City of Frostburg's Building Improvements & ADA Upgrades Grant is available to owners of commercial properties within the City's Sustainable Community boundary. Applicants may request up to \$10,000 per project. The purpose of this grant program is to provide financial incentives that will encourage upgrades that increase accessibility and appropriate, attractive improvements to downtown buildings. This will increase their longevity, raise property values, and enhance the streetscape aesthetics for residents and visitors to enjoy. This grant program is administered through the City's Community Development Department using funds awarded by the State of Maryland's Department of Housing and Community Development.

Eligible Projects

- Framing, windows, accessibility, electric and plumbing upgrades, sprinkler installations, and necessary finish work to make/improve viable commercial, office, or upper story residential units in currently unused or underutilized interior spaces.
- Exterior front or rear building façade improvement, including walls, windows, doors, entranceways, decorative features, signs, and other building frontage elements visible from a public street (not including side walls or roof work)
- Priority given to projects that increase ADA accessibility will be prioritized.

Ineligible Projects

New construction, demolition, and site work may not be funded through this program. Also, certain business types are not eligible for project funding. 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.

Terms & Conditions

The Frostburg Building Improvement program is a grant of up to 50% of total cost for general maintenance projects, up to \$10,000. Improvements related to ADA accessibility are eligible to receive up to 75% of the cost of those elements. 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.

Reimbursement

The City will reimburse the owner up to 50% of approved project costs (75% of ADA elements) 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.

Grant Process

- 1 Interested property owners/commercial tenants should contact Community Development staff prior to starting work. No expenses that predate the grant award shall be eligible for reimbursement.
- 2 Application forms are available online at www.frostburgcity.org or at the Frostburg Municipal Center.
- 3 Complete application forms with all attachments (including MD-licensed contractor/vendor quotes, photographs, drawings, and color samples) are due by Sunday, December 31, 2023. Incomplete applications will not be reviewed and will be returned to the applicant.
- 4 Any proposed exterior improvements and methods will be required to meet certain design guidelines and to follow best practices. Design standards applicable to most structures in Downtown Frostburg include local Historic District standards, and the US Secretary of the Interior's Standards for Rehabilitation of historic structures. Community Development staff can provide the applicant with some information resources and contact information for experienced tradespeople. The applicant will be required to show evidence of approval from the Historic District Commission for the proposed improvements and methods prior to beginning work.
- 5 If total requests exceed \$50,000, projects will be ranked by the Building Improvements Committee. Projects including ADA Upgrades will be prioritized, followed by rating based upon the grant program rubric (see Page 5).
- 6 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.
- 7 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.
- 8 Grant funds are distributed on a reimbursement basis only. All documents must be provided to the City's satisfaction in order to receive reimbursement for eligible costs.

Submission Checklist

Project Type:

- General Improvement / Façade Repair
 ADA Upgrade

Is the applicant the Owner of Record of the property?

- Yes
 No *If no, provide written confirmation from property owner giving consent to the project.*

Is the application complete?

- Yes *If yes, proceed to the next question.*
 No *If no, contact City staff for guidance.*

Was the application submitted prior to starting work?

- Yes *If yes, proceed to the next question.*
 No *If no, project is not eligible for grant funding.*

Was the application submitted by the due date?

- Yes *If yes, proceed to the next question.*
 No *If no, application will be held for next round of funding.*

Was the estimate prepared by a MD licensed contractor?

- Yes *If yes, provide the contractor's MHIC license #.*
 No *If no, only material costs are eligible for reimbursement.*

Will the proposed improvements require a permit?

- Yes *If yes, attach a copy of the building permit application.*
 No *If no, provide a confirming statement from Community Development staff in letter or email format.*

Is the project located in the Historic District?

- Yes
 No *If no, skip the next question.*

If yes, will the proposed improvements comply with the US Secretary of the Interior's Standards for Rehabilitation?

- Yes *If yes, evidence of HDC approval is required prior to issuing reimbursement.*
 No *If no, attach explanation why improvements will not comply.*

**Have questions about this grant program?
Contact Bethany Fife at
301-914-1790 • bfife@frostburgcity.org**

**BUILDING IMPROVEMENTS &
ADA UPGRADES
GRANT APPLICATION**



Applicant Information

APPLICANT NAME:

BUSINESS NAME OR BUILDING NAME:

BUSINESS ADDRESS:

EMAIL ADDRESS:

PHONE NUMBER:

TYPE OF BUSINESS

DATE/YEAR BUSINESS OPENED:

.....

PROPERTY OWNER:

OWNER'S MAILING ADDRESS:

OWNER SIGNATURE

DATE:

OWNER PRINTED NAME

TITLE:

Proof of property owner's permission for the project is required. Property owner can sign above to indicate their permission OR you may attach written proof of permission from property owner.

Project Information

ESTIMATED COST OF IMPROVEMENTS:

APPLICANT MATCHING FUND SOURCE(S):

(Attach a detailed contractor's cost estimate and design drawing/sketch plan)

MATCHING FUND AMOUNT:

(Minimum of 50% of general improvement costs, minimum of 25% of ADA element costs):

GRANT FUNDING REQUESTED (GENERAL PROJECTS):

GRANT FUNDING REQUESTED (ADA UPGRADES):

(up to 50% of general improvements, 75% of ADA elements):

CONTRACTOR:

MHIC LICENSE NUMBER:

DESIGN PROFESSIONAL (IF APPLICABLE):

NEXT ➔



Description of Project

USE SPACE BELOW. ATTACH SUPPLEMENTARY INFORMATION INCLUDING DRAWINGS, COLORS, AND MATERIAL SAMPLES.

Certification & Signature

I, the undersigned, certify that all information presented is truthful and accurate, to the best of my knowledge and belief. I understand that 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. I acknowledge that incomplete applications may not be considered.

I hereby accept and agree to all terms and conditions presented above. I understand that grant funds applied for under this program must be used for the project described above and that funds will be disbursed on a reimbursement basis only, after successful completion and inspection of the project. I further understand that the City of Frostburg reserves the right to reject any or all grant applications and to waive informalities.

APPLICANT SIGNATURE:

APPLICANT PRINTED NAME:

DATE:

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TO BE COMPLETED BY CITY STAFF:

- | | |
|---|---|
| <p><input type="checkbox"/> APPLICATION APPROVED FOR <input style="width: 100px; border: 1px solid black;" type="text" value="\$"/></p> <p><input type="checkbox"/> MHT SUBMISSION DATE: _____</p> <p><input type="checkbox"/> HDC APPROVAL DATE: _____</p> <p><input type="checkbox"/> REIMBURSEMENT AMOUNT: _____</p> | <p><input type="checkbox"/> APPLICATION DENIED.
REASON: _____</p> <p><input type="checkbox"/> MHT APPROVAL DATE: _____</p> <p><input type="checkbox"/> PERMIT ISSUE DATE: _____</p> <p><input type="checkbox"/> REIMBURSEMENT DATE: _____</p> |
|---|---|

STAFF NOTES:

Submit completed application to:

City of Frostburg • 37 Broadway • PO Box 440 • Frostburg, MD 21532

www.frostburgcity.org • 301-689-6000



Building Improvements & ADA Upgrade Grant Program Application Ranking Rubric

The Department of Housing and Community Development Division of Neighborhood Revitalization awarded the City \$50,000 in Building Improvement grant funding for the 2023-24 project year.

The City's Community Development Department will receive and process applications, and if total requests exceed \$50,000, projects will be ranked by the Building Improvements Committee. Projects focusing on ADA Upgrades will be prioritized, followed by rating based upon the following factors:

Points Awarded:

_____ 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

_____ *Total Project Score*