

# MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE

## RESOLUTION NO. 2018-10

**A RESOLUTION OF THE MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE, MARYLAND TO AMEND CERTAIN TERMS AND CONDITIONS OF A CERTAIN REVITALIZATION GRANT PROGRAM FOR THE TOWN OF PERRYVILLE; AND MATTERS GENERALLY RELATED TO A GRANT PROGRAM TO ENCOURAGE THE REVITALIZATION OF PROPERTIES IN CERTAIN ZONING DISTRICTS OF THE TOWN.**

WHEREAS, the Town of Perryville receives funds from State of Maryland Local Video Lottery Terminal Grants: and

WHEREAS, pursuant to Resolution 2017-10 and Resolution 2018-02 the Mayor and Commissioners continued and modified a Revitalization Grant Program and the terms, conditions and procedures for award and use of such grant funds; and

WHEREAS, the Mayor and Commissioners desire to further modify terms and conditions of the Grant Program.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Commissioners of the Town of Perryville that:

1. It hereby approves amendments to the Town of Perryville Revitalization Grant Program as follows:

a. Add a new Paragraph 10 the “Conditions of the Town of Perryville Revitalization Grant” to read as follows:

10. Upon request of a Grantee, the Town may provide an advance of grant funds for approved projects in accordance with the following:

- Advances may be made only where work is to be performed by one or more licensed contractors.
- The Grantee must provide a W9 for each contractor to whom advanced funds are to be paid, a copy of the contractor’s license, a copy of an acceptable insurance certificate from the contractor, and other documentation as reasonably required by the Town.
- Advanced funds will be paid directly to the licensed contractor.
- The maximum cumulative amount of grant fund advances for a project shall not exceed 50% of the grant award or \$5,000, whichever is less.
- Within 30 days after completion of work, the Grantee must provide to the Town proof that all work performed with the advanced grant funds has

been completed satisfactorily.

2. The award of any grants pursuant to the Revitalization Grant Program remain subject to the appropriation and availability of Local Video Lottery Terminal Grant funds for such purpose.

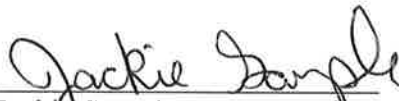
3. As modified by this Resolution, the Town of Perryville Revitalization Grant Program shall continue in full force and effect.

4. This Resolution shall take effect immediately upon adoption.

READ AND PASSED THIS 2nd day of October, 2018.

ATTEST:

MAYOR  
TOWN OF PERRYVILLE:

  
\_\_\_\_\_  
Jackie Sample, Town Clerk

  
\_\_\_\_\_  
Robert R. Ashby, Jr., Mayor

**TOWN OF PERRYVILLE**  
**515 Broad Street**  
P.O. Box 773  
Perryville, MD 21903  
410.642.6066  
410.642.6391 (fax)

**PERRYVILLE VIDEO LOTTERY TERMINAL  
LOCAL COMMUNITY IMPACT GRANT PROGRAM  
REVITALIZATION GRANTS**

**NOTICE OF FUNDING AVAILABILITY (NOFA)**



Funded through: Local Video Lottery Terminal Grant

**ELIGIBILITY**

Funds requested through this application are limited to revitalization projects for properties located in the following zoning districts in the Town of Perryville: NB - Neighborhood Business; TC - Town Center; R-1 and R-2 – Single Family Residential; and, R-3 – Multi-family Residential. Applicants must not have any current zoning violations or other Code violations and must be in good standing with the Town of Perryville, Cecil County and the State of Maryland. The grant application package is available online at [www.perryvillemd.org](http://www.perryvillemd.org) or at Town Hall (address above). All funding is contingent upon the availability of Impact Grant funding from the State of Maryland.

**Applications are accepted on a rolling basis.**  
**For further assistance please contact Amanda Hickman**  
**at Townhall or via email at [ahickman@perryvillemd.org](mailto:ahickman@perryvillemd.org)**



## TOWN OF PERRYVILLE REVITALIZATION GRANT PROGRAM APPLICATION QUALIFICATIONS & INFORMATION

1. Applicant must be a residential property owner within the corporate limits of the Town of Perryville. Grant applications will be completed and accepted only in the name of the property owner.
2. Applicant must not have any current zoning or other Code violations and be in good standing (current on all monies owed, such as, but not limited to, taxes, water & sewer bills, trader's license) with the Town of Perryville, Cecil County and the State of Maryland. Each owner that is a corporation or an LLC must be in good standing with the Maryland State Department of Assessments and Taxation.
3. To be eligible for a grant, property must be owner-occupied and located within the following zoning districts: Neighborhood Business (NB), Town Center (TC), Single Family Residential (R-1 or R-2) and Multi-Family Residential (R-3).
4. Grant funds must be used for exterior structural or visual improvements or Code improvements but a maximum of 10% of the grant funds may be used for interior improvements.
5. Grant applications will not be accepted for improvements that have been completely or partially completed. Improvements described in the application may not begin prior to execution of the grant agreement.
6. Reviewers will recommend grant amounts based upon their evaluation and the merits of the project. However; all grants are subject to funding availability and approval by the Mayor and Commissioners. Applicant must provide a minimum 10% cash match of the awarded funds to the amount of the project.
7. Improvements must be consistent with the Town's Zoning Code and Comprehensive Plan (see [www.perryvillemd.org](http://www.perryvillemd.org)).
8. All project improvements must be paid by awardee prior to reimbursement. Within 60 days after completion of improvements, grant closing form with required documentation attached must be completed and submitted to the Town of Perryville. Upon submission of the grant closing form, reimbursements will be paid to awardees within 30 days. Depending on award amount, incremental draws may be considered.
9. Improvements must be completed within 6-months after execution of the grant agreement. If not completed within the six months, the Grantee must present in writing a report to the Grant Review Committee stating why the project has not

been completed and asking for an extension of the original grant period. Requests for extensions

10. A grantee will not be awarded if the property transfers ownership after the grant has been submitted but before it has been approved. An applicant must advise the Town of any transfer of property after the applicant submits a grant application. Any award of a grant for a property that transfers after the application has been submitted and before the grant is award will be rescinded.
  11. In the event that the property should transfer after the grant has been awarded but before the work has been completed and a close out form submitted to and approved by the Town, the grant funds must be repaid to the Town of Perryville prior to or at settlement unless the purchaser signs an agreement with the Town to be bound by the terms of the grant agreement and complete the work.
  12. Extensions will be reviewed on a case-by-case basis.
  13. Funding for this program is through Video Lottery Terminal Local Impact Grants (LIG). The goal of the grant program is to improve “Economic and Community Development, Including Housing” through Downtown Revitalization. Applicant must clearly demonstrate how the proposed improvement is consistent with this goal.
  14. All pertinent permitting, Town and County, must be provided prior to the commencement of work and is the responsibility of the property owner to acquire.
  15. The name and address of any and all contractors and / or architects to be used on the project must be submitted with the grant application.
  16. Applications will be reviewed by a three-person committee and recommendations for funding will be forwarded to the Mayor and Commissioners, which has the final decision.
  17. The review committee will use the following Scoring to rank the grant applications:
    - a. Consistency with Program Goals (10 points)
    - b. Consistency with Zoning Code (10 points)
    - c. Consistency with Comprehensive Plan (10 points)
    - d. Worthiness of the Project (10 points)
    - e. Location of property: North of Route 40 – (5 points); South of Route 40 – (10 points).
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18. Projects must achieve a minimum combined score of 90 points from the three reviewers in order to be eligible for grant funding.
19. Applicants will be notified in writing of the Mayor and Commissioners' decision.
20. An applicant who previously has been awarded a Downtown Revitalization Grant may be eligible for additional funding, providing the prior project or phase of project for which funds were awarded has been successfully completed.
21. Applications will be accepted on a rolling basis throughout the fiscal year.
22. Grantee may request a modification of a grant award on the Grant Modification form provided in this award package. Grantee must receive permission in writing from the Board that the request for a grant modification has been approved before expending any of the grant funds for a new project. Grantee should be aware that funding originally approved for a specific grant project is not a guarantee that the grant modification request will be approved for a new project since each request will be determined on a case-by-case basis. Any approved grant modifications shall become an addendum to this grant award package/contract.
23. A Grantee must have resided in the property for at least six consecutive calendar months immediately prior to applying for grant funds. A Grantee must agree to continue to reside in the property for at least six consecutive calendar months following receipt of grant funds and if Grantee fails to do so, Grantee shall owe the Town and the Town may recoup the grant funds paid, together with reasonable attorney fees. The provisions of this Paragraph are subject to waiver by the Mayor and Commissioners upon a showing of good cause.

### **Program Goals**

The Goal of the Downtown Revitalization Grant Program is to improve the appearance of the properties in the identified districts in order to preserve Perryville's character and environment, maintain neighborhood stability and property values, promote economic development that provides job opportunities, encourage further economic investment, diversification, and expansion which offer a broad range of employment and business opportunities, and establish opportunities to enhance services.

**TOWN OF PERRYVILLE  
REVITALIZATION GRANT PROGRAM APPLICATION FORM**

**A. APPLICANT (OWNER(S))**

Name(s): \_\_\_\_\_ Contact Person: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address (No., Street, City, County, State & Zip):

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

Complete Attachment A (W-9 form with instructions) and submit it with your grant application.

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Ownership Structure:

Individual       Joint Owners

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**B. INFORMATION ON PROPERTY TO BE REVITALIZED**

Property Address (No., Street, City, County, State, & Zip)

\_\_\_\_\_

\_\_\_\_\_ Zoning District \_\_\_\_\_

\_\_\_\_\_ Gross Sq. Footage \_\_\_\_\_

\_\_\_\_\_

**TOWN OF PERRYVILLE  
REVITALIZATION GRANT PROGRAM APPLICATION FORM**

Name of Title Holder(s)

Purchase Date


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**C. FUNDING**

Amount of Grant Requested from Program: \$ \_\_\_\_\_

**10% Matching funds are required.** Grant funds will only be released for activities that were requested and approved in this application.

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**D. PROPOSED REVITALIZATION – Attach contractor estimate. If your estimate is not from a contractor, supply justification and documentation.**

Scope of Work: \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Project Name: \_\_\_\_\_

You must attach photographs of the property that you want to improve.





**TOWN OF PERRYVILLE  
REVITALIZATION GRANT PROGRAM APPLICATION FORM**

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**E. ZONING**

**Is the Property located in the Town Center (TC) or Neighborhood Business (NB):  
Single Family Residential (R-1 or R-2), Multi-family Residential (R-3). (See  
Attachment B for zoning districts)?**

Yes       No

Is the Property properly zoned for the existing use?  Yes       No

Is the Property currently in violation of the Town Code?  Yes       No

Property location:     North of Route 40       South of Route 40

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**F. ANTICIPATED PROJECT SCHEDULE**

When would you be able to begin the work? \_\_\_\_\_

How long do you expect the project to take to complete? \_\_\_\_\_

Other scheduling information that we should be aware of: \_\_\_\_\_

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**G. CONTRACTOR(S) / ARCHITECT**

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_ Phone number \_\_\_\_\_

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**H. CONSISTENCY WITH PROGRAM GOALS**

Provide an explanation as to how this project is consistent with the goals of the program  
(attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**H. OTHER TERMS AND CONDITIONS**

The original or a copy of this application along with all forms which were submitted to process this application for the revitalization grant will be retained by the Mayor and Commissioners, Town of Perryville, whether or not the Revitalization Grant is awarded.

No fee will be required for submitting proposals.

I/We fully understand that if we are approved for a grant and receive funding, but fail to complete the revitalization project, or move from the property within six consecutive calendar months after receipt of grant funds, the grant amount received by me/us, plus reasonable attorney fees, shall be payable to the Town upon demand and are a lien on the property until repaid.

The Town of Perryville – Revitalization Grant Program is funded through: Local Video Lottery Terminal Grant. Funding is subject to availability of Local Video Lottery Terminal Grant funds to the Town of Perryville.

All press releases, brochures, materials or public relations related materials for this grant award must include the following statement: “Financial assistance has been provided for this project through the Town of Perryville – Revitalization Grant Program, which is sponsored by the Mayor and Commissioners of Perryville and funded through the Local Video Lottery Terminal Grants.”

All title holders must sign.

I / we affirm under the penalties of perjury that the contents of this Revitalization Grant Program Application form are true and correct to the best of my/our knowledge, information and belief.

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Signature of Title Holder

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Date

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Signature of Title Holder

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Date

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

Grant Award Number: \_\_\_\_\_

**Town of Perryville**  
**Revitalization Grant Program**

**Grant Award and Acceptance**

**Grantee Name:** \_\_\_\_\_

**Title Holder or Authorized Official:** Title holder

**Grant Project:** \_\_\_\_\_

**Period of Grant Award:** \_\_\_\_\_

<b>Awarded Funds</b>	<b>Matching Funds</b>	<b>Project Total</b>
\$	\$	\$

Grant award is made by the Mayor and Commissioners of Perryville for financial assistance in accordance with Senate Bill 3 adopted by the Maryland General Assembly in 2007 for local impact grants to be used for improvements in the community of Perryville, MD.

This grant award is subject to the conditions included in this package, as well as all statutes and requirements of the State of Maryland. The award package includes and incorporates all the information, conditions, and representations contained in the grantee's application and the grant agreement.

The grant shall become effective upon return of a fully executed original of the grant award and acceptance signed by the property owner receiving this grant award.

**GRANTEE ACCEPTANCE:**

**TOWN OF PERRYVILLE:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mayor James L. Eberhardt

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness / Attest (signature & printed name)

\_\_\_\_\_  
Witness (signature & printed name)

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

Grant Award Number: \_\_\_\_\_

***Conditions of the Town of Perryville Revitalization Grant***

1. The grant award is provided subject to and contingent upon availability of local grant funds Perryville receives from the State of Maryland. Town of Perryville officials reserve the right to adjust grant awards as necessary in accordance with local grant funds received.
2. The grant award is provided for the grant period specified in this award package and will adhere to the Town's fiscal year to the maximum extent possible.
3. Grantee may request a modification of a grant award on the Grant Modification form provided in this award package. Grantee must receive permission in writing from the Board that the request for a grant modification has been approved before expending any of the grant funds for a new project. Grantee should be aware that funding originally approved for a specific grant project is not a guarantee that the grant modification request will be approved for a new project since each request will be determined on a case-by-case basis. Any approved grant modifications shall become an addendum to this grant award package/contract.
4. Grantee is responsible for and agrees to provide the Town all grant records, reports, and information available for monitoring and auditing purposes during and up to three years after the grant funding period, and will provide additional information that may be requested by County and/or State in connection with the community impact grant funds.
5. All press releases, brochures, materials, or public relations related materials for this grant award must include the following statement, "Full or partial financial assistance has been provided for this project through the Perryville VLT Local Community Impact Grant Program, sponsored by the Mayor and Commissioners of Perryville."
6. Grant funds will not be disbursed for expenses other than those outlined in the grant award package.
7. Failure to comply with any of the conditions of the grant award may result in the grantee being requested to return all grant funding within 30 days of a written notice from the Town for non-compliance.
8. Grantees will be required to submit a Grant Closing Form within 30 days after the close of the grant agreement. Prior to approving close-out of a grant, the Town may require an inspection and documentation to ensure that the grant funds have been expended for the purposes for which the funds were awarded, and that all work has been performed in a good and workmanlike manner.

9. All correspondence relating to the Town of Perryville Revitalization Grant Award should include the grant award number and be sent to the Revitalization Grant Administrator, Town of Perryville, 515 Broad St, P.O. Box 773, Perryville, MD 21903.

**10. An advance of funds may be requested per the following restrictions:**

- **Advances will only be made available to those utilizing licensed contractors**
- **All necessary documentation including a W9, copy of contractor's license, and copy of insurance certificate must be provided**
- **Funds are to be distributed directly to said contractor and will only be made for up to 50% (but no more than \$5,000 for grant awards over \$10,000)**
- **Proof of work completed following advance must be supplied**
- **Failure to complete work per the grant agreement shall result in the recapture of any and all funds distributed**



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

Grant Award Number: \_\_\_\_\_

**BUDGET**

Budget Version: \_\_\_\_

**Grantee Name:** \_\_\_\_\_

**Grant Project:** \_\_\_\_\_

**Period of Grant Award:** \_\_\_\_\_

Awarded Funds: \$

Matching Funds:  
(min. 10% of award) \$

Project Total: \$

Budget Detail		Estimated Cost	Approved Costs
	<b>Totals:</b>		

**Approved:** \_\_\_\_\_  
Authorized Town Official

\_\_\_\_\_  
Signature of Title Holder

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

Grant Award Number: \_\_\_\_\_

***REQUEST FOR REVITALIZATION GRANT FUNDS***

\_\_\_\_\_ Check here if request is for an advance of grant funds. Grantee must provide a copy of a receipt(s) or cancelled check(s) for the expenditures.

**Grantee Name:** \_\_\_\_\_

**Grant Project:** \_\_\_\_\_

**Period of Grant Award:** \_\_\_\_\_

Awarded Funds: \$  
Matching Funds: \$  
(min. 10% of award)  
Project Total **(actual):** \$

Expense	Actual Cost	Total Request
<b>Total:</b>		

**Attach copy of receipt(s)/cancelled check(s) and send to:** Town of Perryville, 515 Broad St, P.O. Box 773, Perryville, MD 21903

\_\_\_\_\_  
Signature of Title Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone Number



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

Grant Award Number: \_\_\_\_\_

**TOWN OF PERRYVILLE  
REVITALIZATION GRANT  
GRANT MODIFICATION FORM**

**Grantee Name:** \_\_\_\_\_

**Grant Project:** \_\_\_\_\_

**Period of Grant Award:** \_\_\_\_\_

Awarded Funds: \$  
Matching Funds: \$  
(min. 10% of award)  
Project Total **(estimate)**: \$

Approved Budget Detail	Approved Costs	Modification Request	Modified Budget
<b>Total:</b>			<b>Total:</b>

(Note: Grant modification request must be approved in writing **before** grant funds are spent)

**Explanation for grant modification request** (use additional sheet if necessary):

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

\_\_\_\_\_  
**Signature of Title Holder**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Phone Number**

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

Grant Award Number: \_\_\_\_\_

**TOWN OF PERRYVILLE  
REVITALIZATION GRANT  
GRANT CLOSING REPORT**

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

Grantee Name: \_\_\_\_\_

Grant Project: \_\_\_\_\_

Period of Grant Award: \_\_\_\_\_

**Attach completed form including required documentation entitled “REQUEST FOR REVITALIZATION GRANT FUNDS”**

*Please provide a report on the project (attach photographs project and attach additional sheet if necessary):*

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\_\_\_\_\_  
**Signature of Title Holder**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Phone Number**