

MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE

RESOLUTION NO. 2021-07

A RESOLUTION OF THE MAYOR AND COMMISSIONERS OF THE TOWN OF PERRYVILLE, MARYLAND TO CONTINUE AND MODIFY THE TERMS, CONDITIONS AND PROCEDURES OF A FAÇADE IMPROVEMENT GRANT PROGRAM FOR THE TOWN OF PERRYVILLE, AND MATTERS GENERALLY RELATED TO THE CONTINUATION AND MODIFICATION OF A GRANT PROGRAM TO ENCOURAGE THE IMPROVEMENT OF THE APPEARANCE OF PROPERTIES IN CERTAIN ZONING DISTRICTS OF THE TOWN.

WHEREAS, the Town of Perryville receives funds from State of Maryland Department of Housing and Community Development Community Legacy Grant Program; and

WHEREAS, pursuant to Resolution No. 2013-23 the Mayor and Commissioners established a local grant program to encourage the improvement of the appearance of properties located in the Town's NB, TC, CM-1, CM-2, C-2, R-1, R-2, R-3, R-M, L-1 and L-2 zoning districts, and established the terms, conditions and procedures for award and use of such grant funds; and

WHEREAS, the Mayor and Commissioners desire to continue this grant program with certain modification to zoning districts and to the terms, conditions and procedures for the award and use of such grant funds.

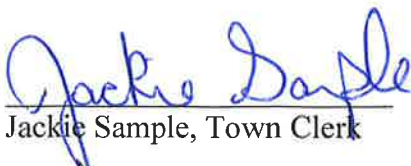
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Commissioners of the Town of Perryville that:

1. It hereby approves the continuation of a Façade Improvement Grant Program for the Town of Perryville substantially in accordance with the Grant Program materials attached to this Resolution and incorporated by reference. The administrator of the Grant Program may make non-substantive changes to such materials and promulgate additional forms and information related to the Grant Program not inconsistent with such materials.

2. The award of any grants pursuant to the Revitalization Grant Program is subject to the appropriation and availability of Community Legacy Program Grant funds for such purpose.

READ AND PASSED THIS 7th day of September, 2021.

ATTEST:


Jackie Sample, Town Clerk

MAYOR AND COMMISSIONERS
OF THE TOWN OF PERRYVILLE:

By: 
Matthew Roath, Mayor



TOWN OF PERRYVILLE FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION QUALIFICATIONS & INFORMATION

1. Applicant must be a 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 and tenant (if applicable) 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, traders license) with the Town of Perryville, Cecil County and the State of Maryland. Each tenant 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, a property must be located in any of the following zoning districts:
 - a. Neighborhood Business (NB)
 - b. Town Center Mixed Use (TC)
 - c. Highway Commercial (C2)
 - d. Commercial Maritime (CM-1 & CM-2)
 - e. Multi-Family Residential (R-3)
 - f. Single Family Residential (R-1 & R-2)
 - ~~g. Multi-Family Residential (R-3)~~
 - h. G. Residential Marine (R-M)
 - ~~i. Light Industrial (L-1)~~
 - ~~j. Industrial (L-2)~~

Properties located in any of the districts listed in a. – E. ~~d.~~ above will receive 30 credit points on their application. Properties located in any of the districts listed in F. – G. ~~e.~~ ~~i.~~ above will receive 10 credit points on their application.

4. Grant funds may be used for exterior structural or visual 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. **A CASH MATCH IS ENCOURAGED BUT NOT REQUIRED FOR THIS GRANT. Applicant must provide a minimum 25% 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).
8. All project improvements must be paid by awardee prior to reimbursement. Within 60 days after completion of improvements, Final Report with required documentation attached, must be completed and submitted to the Town of Perryville. Upon submission of the Final Report, reimbursements will be granted to awardees within 45 days. Depending on award amount, incremental draws can be made possible. **AWARDEE MAY REQUEST THAT THE TOWN PAY THE CONTRACTOR(S) DIRECTLY UPON SATISFACTORY COMPLETION OF THE WORK.**
9. Improvements must be completed within 6 months after execution of the grant agreement or alternate pre-approved timeframe.
10. A grant will not be awarded if the property transfers ownership after the grant application 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 awarded will be rescinded.
11. In the event that a property should transfer after the grant has been awarded but before work has been completed and a close-out form submitted to and approved by the Town, the grant funds must be re-paid 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 the State of Maryland, Department of Housing and Community Development, Community Legacy Program. The goal of the 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. Applicant must clearly demonstrate how the proposed improvement is consistent with this goal.
14. All pertinent permitting, Town, County and State must be provided prior to the commencement of work and is the responsibility of the property owner or tenant (with property owner approval) to acquire.

15. If you are utilizing the services of contractors and / or an architect, you must submit the name and address of any and all contractors and / or architects that you are using on your project with your grant application.
16. Applications will be reviewed by a three- person committee and recommendations for funding will be forwarded to the Mayor and Commissioners for final approval.
17. The review committee WILL ~~with~~-use the following Scoring to rank the grant applications:
 - a. Consistency with Program Goals (15 points)
 - b. Consistency with Zoning Code (10 points)
 - c. Consistency with Comprehensive Plan (10 points)
 - d. Worthiness of the Project (15 points)
 - e. Zoning District (max. possible points 30 – see scale on page 1)
18. Projects must achieve a minimum combined score of 170 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 Façade Improvement Grant may be eligible for additional funding, provided that the prior project or phase of project for which funds were awarded has been successfully completed.
21. The following are not eligible for funding through this program:

Pawn Shops	Adult entertainment facilities
Gun shops	Check cashing facilities
Tanning salons	Gambling facilities
Massage Parlors	Tatoo Parlors
Adult video/book shops	Liquor Stores

Funding applications that include any of the above activities will be rejected.

Program Goals

The Goal of the Façade Improvement 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
FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION FORM**

A. APPLICANT

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.~~ A COMPLETED ATTACHMENT A WILL BE REQUIRED OF ALL SUCCESSFUL GRANTEES. THE COMPLETED DOCUMENT IS TO BE SENT DIRECTLY TO THE TOWN'S FINANCE OFFICE VIA EMAIL AT FINANCE@PERRYVILLEMD.ORG OR VIA MAIL TO TOWN OF PERRYVILLE ATTN: FINANCE P.O. BOX 773 PERRYVILLE, MD 21903. THE COMPLETED W-9 IS REQUIRED BEFORE THE GRANT CAN PROCEED.

Ownership Structure:

_____ Individual _____ Limited Partnership _____ General Partnership
_____ Corporation _____ Joint Venture _____ Other: _____

Complete if a Business:

Principals	% Ownership	Address	Soc. Sec. #	Telephone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attach copy of Business License

B. INFORMATION ON PROPERTY TO BE REVITALIZED

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

_____ Zoning District _____
_____ Gross Sq. Footage _____

**TOWN OF PERRYVILLE
FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION FORM**

Name of Title Holder(s) _____ Purchase Date _____

Development Structure: (Check All Items Applicable)

_____ Owner-Occupied
_____ Presently Leased; If Yes, list tenants: _____
_____ New Business _____ Existing Business _____ Investor-Owned

Property Use:

_____ Number of Units _____ Residential _____ Residential Rental
_____ Commercial _____ Offices Other: _____

C. FUNDING

Amount of Grant Requested from Program: \$ _____

~~25% Matching funds are required.~~ Grant funds will only be released for activities that were requested and approved in this application.

D. PROPOSED PROJECT – 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
FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION FORM**

E. ZONING

Indicate Zoning District Property is located in: _____

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

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

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: _____

G. CONTRACTOR(S) / ARCHITECT

Name _____ **Name** _____

Address _____ **Address** _____

Phone number _____ **Phone number** _____

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):

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 Façade Improvement grant will be retained by the Mayor and Commissioners, Town of Perryville, whether or not the Façade Improvement Grant is awarded.

No fee will be required for submitting proposals.

I/We fully understand if we are approved for a grant and receive funding, but fail to complete the Project that I/We applied for the grant for, that the grant amount received by me/us, plus all applicable attorney fees, are a lien on the property until repaid.

The Town of Perryville – Façade Improvement Grant Program is funded through: the State of Maryland Department of Housing and Community Development – Community Legacy Grant Program. Funding is subject to availability of Community Legacy Grant Program 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, “Full or partial financial assistance has been provided for this project through the Perryville Façade Improvement Grant Program, sponsored by the State of Maryland Department of Housing and Community Development - Community Legacy Program and by the Mayor and Commissioners of Perryville.”

All title holders must sign. If a business entity, only the individual(s) authorized to act on behalf of the business entity may sign this application.

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

Town of Perryville
515 Broad St, P.O. Box 773, Perryville, MD 21903

Signature of Title Holder or Authorized Official Date

Signature of Title Holder or Authorized Official Date

Date: _____

Grant Award Number: _____

Conditions of the Town of Perryville Façade Improvement 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 from the Community Legacy Grant Program.
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 their 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 four years after the grant funding period, and will provide additional information that may be requested by County and/or State in connection with the grant.
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 Façade Improvement Grant Program, sponsored by the State of Maryland Department of Housing and Community Development - Community Legacy Program and 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 Façade Improvement Grant Award should include the grant award number and be sent to the Façade Improvement Grant Administrator, Town of Perryville, 515 Broad St, P.O. Box 773, Perryville, MD 21903.
10. Capital construction and improvements are subject to inspection during construction or rehabilitation by agents and employees of the Town of Perryville, Cecil County and of the State of Maryland, Department of Housing and Community Development.
11. During the term of this Agreement and for a period of three (3) years following the date that the Town approves the Final Report, Grantee shall permit the Town and / or the Maryland Department of Housing and Community Development to monitor the Project to ensure that the Project is being carried out in accordance with the terms of this Agreement. This provision shall survive the term of this Agreement.
12. Grantee shall ensure that all necessary approvals for commencement of Project have been obtained, including applicable permits and licenses.
13. On or before Completion Date, Grantee shall obtain all certifications, licenses, permits and approvals necessary to operate the Project, and shall otherwise satisfy all requirements necessary to operate the Project.
14. Conditions Precedent to Disbursement of the Grant. The Town of Perryville shall not disburse the Grant until the Grantee has complied with the following conditions if applicable:
 - a. The Maryland Historical Trust has reviewed the Project for impact on historic structures, and, if required has approved the architectural plans and specifications for the Project.
 - b. The Maryland Codes Administration has approved all Project plans and specifications.
 - c. Grantee has complied with all other terms and conditions of the Grant as required by the Town of Perryville and the State of Maryland, Department of Housing and Community Development to the satisfaction of both the Town and the Department.
15. Environmental Certification and Indemnification; Lead Paint. In connection with the ownership, lease, rehabilitation, construction, operation, or demolition of real property or improvements thereon that are or may become part of the Project (collectively and individually, "Property"):
 - a. Grantee represents, warrants, and covenants that there are no hazardous materials located on the Property, that it will not cause or allow any hazardous materials to be placed on the Property, that it will carry out the

Project in compliance with all requirements imposed by any governmental authority with respect to any hazardous materials that may be placed on the Property, and that to its best knowledge the Property is in compliance with all applicable federal and State environmental laws and regulations.

- b. Grantee shall indemnify and hold the Town of Perryville and the Maryland Department of Housing and Community Development, their Board members, employees and agents harmless from all loss, liability, damage, costs, and expenses of any kind whatsoever, including as a result of any lawsuit brought or threatened, settlement reached, or governmental order, and including reasonable attorneys' fees, for failure of the Property to comply in all respects with all environmental requirements. Grantee's obligation to indemnify the Town of Perryville and the Maryland Department of Housing and Community Development shall survive the term of this Agreement.
- c. Grantee covenants that it shall comply with all federal, State, and local laws and requirements concerning the treatment and removal of lead paint from the Property.

16. Non-sectarian Certifications

- a. Grantee certifies that no part of the Grant funds, no part of the Project, and no part of the Property shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- b. Grantee certifies that it will provide services of the Project to clients on a nondiscriminatory basis, including (but not limited to) the provision of services without regard to the creed, religion or religious affiliation of the clients.

17. Insurance

- a. Grantee shall maintain or shall cause to be maintained property and commercial general liability insurance coverage on the Project and Property both during and after construction or rehabilitation.
- b. Grantee shall determine whether the Project is located in a 100-year flood plain, as designated by the United States Department of Housing and Urban Development. If the Project is located in a 100-year flood plain, Grantee shall be required to obtain flood insurance coverage.
- c. Grantee shall require the general contractor to provide general contractor's insurance coverage for comprehensive public liability, property damage liability/builder's risk, and workers' compensation in the form and amounts required by attached Exhibit ____

18. RENTAL PROPERTIES

- a. **LANDLORDS MAY NOT RAISE THE RENTS ON RENTAL PROPERTIES GREATER THAN THE COST-OF-LIVING ADJUSTMENT (COLA) FOR SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME (SSI) FOR A PERIOD OF TWO (2) YEARS AFTER RECEIPT OF FUNDING THROUGH THIS PROGRAM.**

Date: _____

Grant Award Number: _____

**Town of Perryville
Façade Improvement Grant Program**

Grant Award and Acceptance

Grantee Name: _____

Title Holder or Authorized Official: _____

Grant Project: _____

Period of Grant Award: _____

Awarded Funds
\$

Matching Funds
\$

Project Total
\$

Grant award is made by the Mayor and Commissioners of Perryville for financial assistance in accordance with the State of Maryland Dept. of Housing and Community Development – Community Legacy Program 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 duly authorized official of the organization receiving this grant award.

GRANTEE ACCEPTANCE:

TOWN OF PERRYVILLE:

Signature of Title Holder or Authorized Official

Mayor Matthew Roath

Print Name and Title (if applicable)

Date

Date

Witness / Attest (signature & printed name)

Witness (signature & printed name)

Date: _____

Grant Award Number: _____

BUDGET
FAÇADE IMPROVEMENT GRANT PROGRAM

Grantee Name: _____

Grant "Project": _____

Period of Grant Award: _____

Awarded Funds: \$

Matching Funds: \$

(min. 25% of grant award)

Project Total: \$

Budget Detail			Approved Costs
		Total Amount:	

Approved: _____
Authorized Town Official

Date: _____

Grant Award Number: _____

**REQUEST FOR PAYMENT
FAÇADE IMPROVEMENT 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.

_____ CHECK HERE IF GRANTEE IS REQUESTING THAT THE TOWN PAY THE CONTRACTOR(S) DIRECTLY UPON COMPLETION OF IMPROVEMENTS.

NOTE: Allow 45 Days for Processing

Grantee Name: _____

Grant Project: _____

Period of Grant Award: _____

Awarded Funds: \$

Matching Funds: \$

(min. 25% of grant award)

Project Total: \$

Expense	Grant Funds	Total Request
Total:		

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

I hereby certify that the information set forth in this document, and in any attachment in support thereof, is true, is correct, is complete, and is in compliance with the terms of the Award Agreement to the best of my knowledge and belief.

Signature of Title Holder or Authorized Official

Date

Print Name and Title (if applicable)

Phone Number

Town of Perryville
515 Broad St, P.O. Box 773, Perryville, MD 21903

Date: _____

Grant Award Number: _____

**GRANT MODIFICATION FORM
FAÇADE IMPROVEMENT GRANT**

Grantee Name: _____

Grant Project: _____

Period of Grant Award: _____

Awarded Funds: \$
Matching Funds: \$
(min. 25% of grant award)
Project Total: \$

Approved Budget Detail	Approved Costs	Modification Request	Modified Budget
Total:			Total:

(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 or Authorized Official

Date

Print Name and Title (if applicable)

Phone Number

Town of Perryville Authorized Signature

Date

Date: _____

Grant Award Number: _____

**FINAL REPORT
FAÇADE IMPROVEMENT GRANT**

Date: _____

Grantee Name: _____

Grant Project: _____

Period of Grant Award: _____

Attach completed form including required documentation entitled “REQUEST FOR PAYMENT FAÇADE IMPROVEMENT GRANT FUNDS”

Final Report must include a description of the completed Project, a Project expense and revenue summary, the success of the Project, and any problems encountered in completing the Project. (Attach photographs of the Project and attach additional sheets if necessary.):

Signature of Title Holder or Authorized Official

Date

Print Name and Title (if applicable)

Phone Number