

applicant's name _____

property address _____

westport community partnerships

façade improvement grant program guidelines and application

A program funded by Westport Waterfront Development
and Turner Development Group.

façade improvement grant program guidelines & application

Congratulations on your decision to apply for a Façade Improvement Grant to help improve your property. Please review these guidelines before submitting your application to make sure that your project qualifies.

grant requirements and restrictions

- The property must be located in Westport.
- Improvements should be in harmony with the character of Westport and compatible with the size, scale, color, material and character of adjacent buildings.
- The program cannot be used for new construction, acquisition, interior work or repair to rear of properties.
- The program is not available for work begun prior to application approval.
- The grant funds cannot be used to complete work that is out of compliance with city zoning laws, building codes, etc., unless the grant will bring the property into compliance.
- All property owners must have a current homeowners/property insurance policy on their property.

how it works

- Property owners or tenants (with property owner's approval) may submit applications for a matching grant to improve their property's façade – new porch, new stairs, new door, new windows, paint, a new porch roof, a new sign (for businesses), etc. Grants will be awarded for 50% of the project cost up to a total grant amount of \$2,000. (E.g., if the façade improvement costs \$4,000, the grant award will be \$2,000; if the façade improvement costs \$1,000, the grant award will be \$500, etc.)
- The applicant pays for the first ½ of the project cost, (plus amounts above the matching grant amount if the project costs more than \$4,000). Grant funds are paid directly to the approved contractor or are reimbursed to the applicant for the second ½ of the project cost (up to \$2000), in accordance with the terms of the preapproved application.
- If the grant pays the second ½ of the project cost directly to the contractor, (rather than the applicant paying the total cost upfront and being reimbursed by the grant), the project must be completed by Westport Community Partnerships' approved contractor.
- Living Classrooms' Project SERVE is Westport Community Partnerships' approved contractor. A work crew consisting of five participants will work with one high-skilled supervisor to complete each façade improvement.
- Applicants may use their own licensed contractor if they pay for their total project cost up front, and get reimbursed for the second ½ upon the satisfactory completion of the project. There are different application requirements as well.
- The Harbor Bank is offering favorable façade improvement loans with good terms to help applicants cover their half of the project cost. For more information, contact Philip Allen, Assistant Vice President/Retail Loan Officer, at 410-528-1800 ext 3057, or Irvina Mallory, Sr. Vice President, at 410-528-1800 ext 3030.

the contractor

Please check one box and sign below it:

I will be using the Living Classrooms Foundation's Project SERVE construction crew.

I understand that, by doing so, I agree to pay for ½ of the total project cost upfront up to an amount of \$2000, plus any amount above \$2000 if the total project cost (including the grant) is more than \$4,000. Any additional terms and conditions regarding the cost of the project and payment obligations are contained in my construction agreement with Project SERVE, (and any financing or other agreements into which I may have entered regarding the property or the façade improvement). I direct Westport Community Partnerships to pay my Façade Improvement Grant funds directly to Project SERVE upon completion of my façade improvement project in accordance with the terms set forth in the in the approved application.

Applicant _____ Date: _____

I will use my own licensed contractor.

I understand that, by doing so, I agree to pay for the total project cost upfront and get reimbursed for half of the cost (up to a grant amount of \$2,000) upon completion of the project in accordance with the terms set forth in the in the approved application. I further understand that additional application requirements apply.

Applicant _____ Date: _____

the application

- The application must be signed by the property owner. A tenant may receive a grant if the application is co-signed by the property owner and notarized.
- An estimated budget, project description, drawings/plans (if necessary), and a current (before) photo of the property are required. (Additional information must be provided by applicants using their own contractors.)
- Applications must be approved before work begins. The Design Committee meets regularly and reviews each application to ensure it is complete and that the project meets the grant requirements. The committee will also take into consideration the condition of the existing building, the appropriateness of the facade project, the impact of the project on the neighborhood, and the applicant's readiness to begin work. If clarification or more information is needed on an application, the Design Committee will contact the applicant.

The final steps for approval and grant funding depend upon the applicant's choice of contractor.

continued on next page...

for applicants requesting Project SERVE as their contractor:

- Before the application is reviewed by the Design Committee, Project SERVE's licensed general contractor Fred Hawkins will contact the applicant to arrange a meeting at the property so that he can determine, in his own opinion, if the work requested in the application is feasible in light of the condition of the property and the proposed project budget. If it is not, the application may be amended, rejected or withdrawn. Upon Project SERVE's approval of the project, the application will then be reviewed by the Design Committee, which will approve the application, (or request an amendment, or reject it). Westport Community Partnerships will send the applicant a confirmation letter.
- If the Applicant would like to meet with Fred Hawkins *prior* to completing the application in order to confirm the scope of work being considered, contact Bonnie Crockett at bcrockett@westportpartnerships.org or 443-717-3627.
- Approved applicants must enter into a construction agreement with Project SERVE in order to move forward with the façade improvement.
- The applicant's ½ of the façade improvement cost must be paid to Westport Community Partnerships in full before work begins.
- Because there is only one Project SERVE construction team, subject to the discretion of the Design Committee, façade improvements will be started in the order in which applications are received, completed, approved, and the applicant's portion of the cost is paid.

for applicants using their own contractors:

- Once the Design Committee completes its review and approves the application, applicants will receive a confirmation letter from Westport Community Partnerships.
- Upon receipt of the confirmation, the applicant may begin completion of the project. Construction must begin within 30 days after the date of the confirmation letter, and must be completed within 60 days thereafter unless otherwise approved in writing by the Design Committee.
- Contractors must be properly registered, licensed, insured, and pass a debarment check as required by law. Contractors must complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Please note that proposed work may require building permits or minor privileges licenses, which is solely the applicant's responsibility.
- Upon completion of the façade improvement project in accordance with the scope of work set forth in the in the approved application, the applicant must submit copies of all receipts in order to receive reimbursement of ½ of the total cost, (up to \$2000).
- Once the Design Committee has reviewed the final project and documentation, Westport Community Partnerships will issue a Façade Improvement Grant award payment to the applicant.

change orders

The Design Committee must approve in writing all changes to the project as approved in the application. Approval of change orders does not alter the amount of the grant unless otherwise specified in the written approval of the change order.

questions may be directed to
Bonnie Crockett, Director
Westport Community Partnerships
443-717-3627 ■ bcrockett@westportpartnerships.org

all applicants, please complete the form below

applicant's name: _____ applicant's tax id # _____

property address: _____

applicant's phone number: _____ applicant's email _____

property owner's (if different from applicant) _____

property owner's mailing address _____

property owner's phone number: _____ email: _____

applicant is: property owner tenant; date of lease expiration _____

how long have you owned/leased the property? _____

property is: applicant's primary residence rental property (occupied)

vacant - describe plans for future occupancy and attach approved use & occupancy permit: _____

what is your total intended budget (including any grant funds)? \$ _____

briefly describe your proposed project, and the materials you plan to use: _____

applicant's agreement and signature

By signing below, the applicant agrees as follows:

I have read and understand the Westport Community Partnerships Façade Improvement Grant Program Guidelines. I am fully aware that in order to have my project considered, the project must adhere to these guidelines.

If my application is approved and a grant is awarded, I agree to comply with the grant guidelines as well as the terms and conditions of my construction agreement with Living Classrooms Foundation's Project SERVE and any loan or other agreement I enter into in connection with the façade improvement project. If I make any payment under this agreement with a check that is dishonored on the second presentment, I agree to pay Westport Community Partnerships a fee of \$15 to help defer bounced check charges.

If my application is approved and a grant is awarded, I further agree to maintain all improvements made in accordance with the approved application in their finished state for a period of five years following completion of the project or until I sell my property, (or vacate the premises if I am a tenant), whichever comes first.

Applicant's signature: _____ Date: _____

owner's agreement and notarized signature, (if different than applicant)

By signing below, Owner agrees as follows:

I hereby certify that I am the owner of the building on which the proposed façade improvement is situated, that I have the authority to enter into this agreement, and that the applicant, in filing this façade improvement grant application, is acting with my knowledge and consent.

If the application is approved and a grant is awarded. I further certify that all façade improvements made to my property by virtue of such grant shall be maintained in their finished state for a period of five years following completion of the project, or until I sell my property, whichever comes first.

Owner's signature: _____ Date: _____

STATE OF _____ }
CITY/COUNTY OF _____ } TO WIT:

I HEREBY CERTIFY, that on this _____ day of _____, _____, before me, the subscriber, a Notary Public of the State and City/County aforesaid, personally appeared _____, who is personally known to me or satisfactorily proven to be the person whose name is subscribed above.

Notary Public

My Commission Expires: _____

westport community partnerships façade improvement program
application checklist

Before the Façade Improvement Grant Application will be reviewed, it must include the following items. In order to receive the quickest response, please try to submit all items at the same time.

needed from all applicants:

- completed and signed Façade Grant Application form
- current photograph of the building façade
- drawing to show what is proposed (if applicable)
- if property is vacant – approved use & occupancy permit

**needed from applicants using their own contractors
(in addition to the items listed above):**

- cost estimates from two qualified contractors showing detailed pricing of the project, and name, address and MHIC license number of contractors.

submit your application by mailing it to:

Bonnie Crockett, Director
Westport Community Partnerships
1700 Beason Street, Baltimore, MD 21230

Or by dropping off your application with:

Debbie Eanes, Design Committee Member
2220 Annapolis Road
410-227-0492

for more information:

443-717-3627 or bcrockett@westportpartnerships.org

Thank you for applying for Westport Community Partnerships'
Façade Improvement Grant Program.

for westport community partnerships / design committee use only

date received	date reviewed	contractor review	approved <input type="checkbox"/> yes <input type="checkbox"/> no*	letter sent	match received	begin date	completion date	grant paid

*if grant is not approved:

reason application not approved: _____

action taken: _____

follow-up: _____

comments:
