



TOWN OF GALENA
 101 South Main Street
 Galena, MD 21635
 www.townofgalena.com

Town of Galena, Maryland
Galena Commercial Façade Improvement
Grant Application and Guidelines for
FY2024 - 2025

DEADLINE FOR APPLICATIONS – **Wednesday, April 17, 2024, 9:00AM**

The Galena Commercial and Mixed-Use Façade Improvement Program support exterior facade projects to recover and promote the integrity of the buildings and improve the visual characteristics of the Galena Community. Funding for the Façade Improvement Program is through the Galena Commercial and Mix-Use Façade Improvement Program, through funding from the Department of Housing and Community Development (DHCD) – Neighborhood Revitalization. This Grant is an 80% match, with 20% of the total project (minus fees) will be paid by the property owner.

- 1) Applicant’s Name: _____
- 2) Application Address: _____
- 3) Business Name: _____
- 4) Phone: _____ Cell: _____
- 5) Email: _____
- 6) Project Address: _____
- 7) Tax Map: 300 Parcel: _____ Date/Age of Building: _____
- 8) Is the Project Address in the "Galena Historic District" survey? Yes or No
- 9) Proposed Façade Improvements Description - Please describe the proposed improvements to the property below.

Façade's impact

Setbacks: These are measurements of your property. Measure from the front of the home to the roadside; from the rear side of the house to the property line; from the left side of the home to the property line; from the right side of the home to the property line. **These measurements must be on your site/sketch plan.**

Front _____ Rear _____ Left Side _____ Right Side _____ Corner Lot _____

Total Cost of Project \$ _____ Incentive Amount Requested \$ _____

The following information must be submitted with your application:

- 1) Proposed project budget and detailed cost estimates (minimum of two (2) proposals) for work, clearly indicating costs for improvements applicable to an incentive grant application.
- 2) Project Improvement Plans are drawn to scale, if applicable.
- 3) Photographs of the existing condition of the property.
- 4) Only a Maryland License Contractor can be used for your project and proof of their license.
- 5) Historic photos of building(s), if applicable
- 6) MDIA inspections fees are paid in full when approved. \$ _____ (if applicable)
- 7) Application Administration Fee 8% of the total project. \$ _____

The Applicant certifies and agrees to the terms and conditions set forth below:

- 1) The Applicant is the property owner in the Galena Commercial and Mixed-Use Façade Improvement Program Target Area, as outlined in the Galena Commercial and Mixed-Use Façade Incentive Grant Program.
- 2) The Applicant is in good standing with the Town of Galena regarding payment of taxes and utilities. <https://egov.maryland.gov/BusinessExpress/EntitySearch>
- 3) The applicant agrees to be bound by the rules outlined in the Galena Commercial and Mixed-Use Incentive Program Guidelines and should consult the Maryland Historical Trust (MHT) when making decisions regarding the aesthetic quality of the façade design.
- 4) All improvements to be undertaken will be consistent with all applicable zoning and building codes of Galena and Kent County (if applicable). Furthermore, if a review is necessary by the Town of Galena Planning Commission in accordance with the Town of Galena Zoning Ordinance, the study will be conducted **before** the work on the façade begins. The applicant must pay all relevant fees.
- 5) Only the work outlined on the application will be eligible for reimbursement.
- 6) The project must be completed within two (2) years of approval of the application. There are no extensions of grant funds. The project is not eligible for reimbursement if the work is not completed during the approved time.
- 7) Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only **after** the entire project is complete and certified by MDIA and the grant inspector to comply with the approved design. The work must also adhere to any required inspections (e.g., Kent County or MHT) before funds are disbursed for reimbursement.
 - a. The Applicant must submit copies of invoices, receipts, and an itemized statement of the project's total cost.
 - b. The receipt must be signed and dated by the applicant.
 - c. All documentation for payment must be provided at one time to the Grant Coordinator for one payout, and the receipts must be provided no later than fifteen (15) months after the application has been approved.

- d. Payment will be made to the applicant by the Mayor and Galena's Council within 4 –6 weeks. The Mayor and Council will only make checks payable to the Applicant.
 - e. The amount of reimbursement must adhere to the Program Guidelines. The specific amount is outlined in the letter of commitment/application.
- 8) The Applicant understands that they are responsible for the construction management of the entire project.
 - 9) The Applicant understands that they are responsible for maintaining the façade improvements described here for three (3) years from the project completion.
 - 10) The grant money awarded will keep with the Façade Grant incentive Program Guidelines and shall not exceed the amount outlined in the letter of commitment/application.
 - 11) It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances, and other applicable regulations.
 - 12) The applicant shall, at their own expense, indemnify, protect, defend, and hold harmless The Town of Galena Mayor and Council and its agents and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage, personal injury or other loss relating in any way to the Galena Commercial and Mixed-Use Façade Improvement Grant Program.
 - 13) If work was completed before receiving the letter of commitment from the Town of Galena Façade Improvement Grant will **not** be funded.
 - 14) The applicant shall be solely responsible for all safety conditions and compliance with federal, state, and Local regulations, building codes, permits, and ordinances.

Property Owner’s Signature _____ Date _____

Property Owner (Print Name) _____

Complete and return to:

**Town of Galena Review Committee
 Attn: Audrey M. Erschen
 Grant Coordinator/Tech Support
 101 S. Main St.
 Galena, MD 21635**

Audrey M. Erschen
aerschen@townofgalena.com
(410)648-5151 x302

OFFICE USE:

Date Application Received: _____ Received by: _____

Total Cost of Project: \$ _____ Permit # _____

MDIA Fee: \$ _____ Administration Fee: \$ _____

Galena Commercial and Mixed-Use Façade Incentive Grant Program

Our Goal

This document aims to help the Town of Galena thrive, become a destination, and provide for the needs of the many new incoming residents. We want to re-align your business so that it can start attracting new business and, at the same time, develop stronger relationships with your existing neighbors.

Background

The Town of Galena has established a Façade Improvement Program to improve the facades of commercial and mixed-use properties throughout the Town. This area includes the Town of Galena town limits only.

The program offers grant funds to be an 80% match to be reimbursed, with 20% of the total project will be the responsibility of the business owner. A Façade Improvement Grant may be used for various façade improvements, including, but not limited to, painting, window or door repair/replacement, signage, awnings, storefront restorations, and other activities outlined in this document.

A pre-submission consultation is recommended. Please get in touch with Audrey M. Erschen - Grant Coordinator/Tech Support, at aerschen@townofgalena.com to set up an appointment if interested.

Specific objectives of the Town of Galena Grant Program include:

- Enhance the appearance of the streetscape;
- Reduce vacancies in storefronts and upper floors;
- Expand worker and shopper populations;
- Strengthen or restore the original character of historic buildings;
- Provide a catalyst for others to improve their buildings, signs, and awnings.

We anticipate that the demand will exceed our available funding. Not all requests will be granted, or some may not be funded in the total amount. The Town of Galena will evaluate applications to determine eligibility and, based on a set of criteria, make grant awards to those proposed projects that will have the most significant impact on enhancing the neighborhood where they are located.

The Façade Improvement Program is funded through the Town of Galena Façade Improvement Program through funding from the Department of Housing and Community Development (DHCD) – Neighborhood Revitalization. The Grant is the property owner pays an 80% match with 20% of the project's total cost, minus inspection fees, permit fees, and administration fees. The Town of Galena Staff will conduct program administration according to established guidelines and procedures. The administration, operation, and use of the Program's funds shall conform to all federal, state, and local laws, regulations, and codes.

Façade Applications

General embellishments that could further enhance the façade would be trim, moldings, bands, and similar architectural elements that help create depth and character to a building's surface. While some of the buildings along the proposed commercial corridor have certain attractive features, many of the buildings would benefit from the layering and depth of a few architectural elements. Adding limited amounts of elaborate trim around doorways and windows is an inexpensive way to create texture and depth to a façade. Similarly, the decorative base and cap band applied to the building's façade help to give the buildings an instant weight and gravitas without structural changes and with very little labor. This type of investment in the overall architectural character could immediately improve businesses and lay the groundwork for a comprehensive and significant architectural guideline for future development in the district.

Program Guidelines and Eligibility

- 1) Grant funds will be awarded on a competitive basis.
- 2) Grants are available for 80% reimbursement with a 20% match from the property owner for the improvement project's cost. All permits, MDIA fees, and Administrative costs will not be reimbursed.
- 3) The property owner must be the grant applicant.
- 4) The Commercial Façade Grant will only be made to the business property owner.
- 5) All work must be approved and completed by a Maryland License Contractor.
- 6) The applicant must obtain all necessary permits and approvals from the Town of Galena. All façade applications shall be reviewed and approved by the Town of Galena Grant Coordinator and the appropriate review committee.
- 7) A Review Committee will be appointed by the Mayor and Council, and all Façade applications that were submitted will be ranked on the following:
 - a. Owner Occupied property
 - b. Property is within the target area
 - c. Demonstration of the need for the exterior improvements/repairs
 - d. Owner contribution, labor, or financial for the project
 - e. Must be in 'Good Standing' with the Town of Galena
- 8) The applicant must owe no outstanding property taxes, fees, judgments, or liens to the Town of Galena and have no outstanding code violations.
- 9) Only work on the exterior of the building; this includes the sides and rear of the structure.
- 10) Each applicant may only be awarded one (1) grant per round period but can apply for any subsequent grant round. For each applicant, all past façade grant awards must be closed out before new funding is awarded.
- 11) A Commercial Façade Grant will only be made to a commercial or mixed-used property. If façade grant funding is utilized, the building must remain commercial or mixed-used for at least three (3) years following the project's completion. Please note that properties are eligible for grant funding regardless of whether the building is presently occupied or vacant.
- 12) Building projects should be designed by a qualified design professional. A professional sign and/or awning maker must produce signs and awnings.

TOWN APPLICATION FEE. The town will charge the following fees to cover costs:

- 1) Application Fee: Eight (8%) Percent of the total project cost will be due when submitting the Facade Improvement Application. This is a non-refundable fee; however,
 - a. If your application has been declined ONLY by DHCD or MHT, you can expect a four (4) % refund of your application fee.
 - b. If you decide that you no longer want to go forward with the grant after paying the Application Fee, no refund will be issued.
- 2) Zoning Permit Fee: Contact the Galena Town Hall for the cost of a zoning fee (if applicable).
- 3) Inspection Fee: Contact the Galena Town Hall for the cost of the Inspection fee (if applicable).

Submittal Process

1. Schedule an appointment with the Grant Coordinator to go through the application to ensure your project is eligible for the grant. We are here to help and can assist with your application.
2. The deadline to apply is **Wednesday, April 17, 2024, by 9:00AM**. All fees & permits will be due when the application is submitted.
3. Submit & complete the Facade Improvement Application. Proposals/Quotes, Sketch, Contractors Information, Historical Details, Application Fee, Zoning Permit, Inspection Fee, Photos are due to **Town of Galena Review Committee, Attn: Audrey M. Erschen - Grant Coordinator/Tech Support, 101 S. Main St. Galena, MD 21635**
4. The Review Committee will review and rank the projects. One application will include numerous projects for the Facade Improvement Program.
5. The nominations will be submitted to Mayor & Council for approval for inclusion in the Community Legacy Application request to the Maryland Department of Housing and Community Development (DHCD).
6. Applicants will be notified if their project will be included in the Community Legacy Facade Improvement Grant Request.
7. The town's Grant Coordinator will complete the application and submit it to DHCD on behalf of the business owner(s).
8. Projects cannot start until the applicant receives a **NOTICE TO PROCEED** letter from the Grant Coordinator and building permits are obtained.

Eligible Activities

Eligible uses of façade grant funds are improvements to the exterior of existing buildings in the Town of Galena, subject to review and approval. If the project is in the Galena Historic District (Maryland Historic Trust survey K-557), improvements are subject to MHT approval.

- 1) **Awnings / Canopies:** Repair or replacement of soft awnings. These are architectural elements that help enhance the presence of inviting and open businesses. Canopies serve a functional purpose by covering the entry from rain and sun. Investing in improving canopies will add texture and character above the streetscape, much like the planters, and the improved windows help enhance the streetscape level environment.
- 2) **Carpentry** (exterior only)
- 3) **Entry** – Improving the focus and character of pedestrian entrances to stores, including colors of doors, exciting hardware, distinctive features, greenery, and planters.
- 4) **Lighting** – attached to the building (exterior only). No streetlights.
- 5) **Painting** (exterior only – partial or entire building)
- 6) **Physical building facades:** Repair or replace doors, fascia, porch, steps, siding, soffit, rain gutters, & windows. Repair, remove, or replacement of exterior hardware and lighting fixtures.
- 7) **Repainting / Repair / Patch** - Repainting is renewing the pointing, which is the outer part of mortar joints in masonry construction. Over time, weathering and decay cause voids in the joints between masonry units, usually in bricks, allowing the undesirable entrance of water.
- 8) The repair, cleaning, and/or painting of visible surfaces of exterior walls.
- 9) Repair deteriorated architectural features where possible or replacement only if necessary.
- 10) **Handicapped accessibility**, electronic doorways, and push-button entries.
- 11) **HVAC**
- 12) **Roof Repair**
- 13) Remove all extraneous elements on exterior walls such as empty electrical boxes, conduits, pipes, unused sign brackets, etc.
- 14) Removal of existing facades that are inappropriate and incompatible with the existing structure or neighboring properties and replace them same with such appropriated and compatible facades as approved by the Town of Galena.
- 15) Removal of exterior appurtenances or accessory structures that serve no useful purpose or those in a deteriorated condition that is not economically repairable.
- 16) **Signage** – Removal, repair, or replacement of exterior signs. Great-looking signs could help promote distinction and definition to the businesses along the street.
- 17) **Storefront Façade Improvement:** to develop storefront improvement projects. DHCD will focus its funding on improving corner stores and small neighborhood commercial nodes located in low and moderate-income neighborhoods in the District.

Building permits and related fees are the responsibility of the property owner. Check with the Zoning Coordinator to see if any additional zoning permits are required for your project.

Ineligible for Commercial Improvements

Improvements/expenses that are not eligible with this funding source include but are not limited to:

- a) New construction
- b) Interior renovations
- c) Costs associated with security systems, solar systems, or satellite dishes

- d) Purchase of property/equipment
- e) Fencing
- f) Roof repairs
- g) Project improvements commenced **before** the receipt of a signed Notice to Proceed from the Town of Galena
- h) Pawn Shops, Gun Shops, Tanning Salons, Massage Parlors, Adult /Video /Bookshops, Check Cashing Facilities, Gambling Facilities, Tattoo Parlors, Liquor Stores

Design Guidelines

- 1) All planned improvements on properties in the Galena Historic District (survey K-557) must comply with the Maryland Historical Trust (MHT) where required and appropriate. Planned improvements must preserve the building's architectural integrity and adhere, where possible, to the original design of the façade. If successful and the property is in the Galena Historic District, the applicant will be required to apply to the Maryland Historical Trust. Receiving Façade Grant funding is contingent upon MHT approval.
- 2) Galena Historic District – if the building is dated 1970 or earlier and is listed on the survey K-557, it is considered historical. Contact the Grant Coordinator to see if your property is listed as historic.
- 3) Only appropriate means of cleaning buildings will receive funding. Sandblasting of historic buildings is inappropriate due to its destructive nature.
- 4) Signs must comply with the Town's Sign Ordinance No. 2020-01
- 5) Improvements should develop compatibility within the building and with neighboring properties without sacrificing the uniqueness of Galena. Consider the proportions, width, height, and setbacks of the building to adjoining and surrounding structures. Maintain the alignment of the façade along the sidewalk and the rhythm of windows and storefronts.

SUMMARY

We envision that the ideas presented in this document will empower Galena's property and business owners to make good decisions now that will impact their future. Not all elements need to be implemented. The following one does not mean that another one is necessarily mandated. We stress that these improvements are options, and they can be utilized at the business owner's discretion, capability, and comfort level. Assistance is a good idea, and engaging a professional, design-oriented architect is required.

Project Completion:

- 1) All work selected for grant funds must be started within six (6) months of approval to be eligible for reimbursement. Depending on the project's scope, an applicant may request in writing, and the Town reserves the right to grant extensions on a case-by-case basis. Property owners must have all reimbursement requests submitted to the Town of Galena **before May 31, 2026**.
- 2) The Town of Galena and/or DHCD may promote an approved project including, but not limited to, taking and displaying pictures during and after the project is completed and using the information on our website, media sites, and publications provided through the Town.

Project Approvals:

- 1) **Town of Galena:** Projects must receive a Zoning Permit and MDIA Inspections. Applications will also be reviewed by the MHT (where applicable).
- 2) **The State of Maryland:** Applicant must follow the Maryland State regulations relative to environmental certification and lead paint indemnification.
- 3) **State of Maryland:** The Project must be reviewed and approved by the MHT to impact historic structures and, if required, has approved the architectural plans and specifications for the project.
- 4) The applicant must obtain all necessary permits from the Town of Galena as required.

Grant Funds:

- 1) The lowest project estimate will receive grant funds. If the low bid is not acceptable for a work component, the applicant must pay the difference between the chosen bid and the low bid and justify why a higher bidder was selected. The Town will determine whether this is valid.
- 2) The Town of Galena Zoning Permit Fee and MDIA Inspection Fee is NOT a reimbursable cost.
- 3) On a case-by-case basis and at the Town's discretion, grant funds may be issued directly to the homeowner as reimbursement or directly to the contractor as payment of the invoice. Grant funds may be allocated as needed; however, the final price will not be released until the project has been completed and inspected.
- 4) Before a check is issued, all work performed must comply with the submitted application and/or plans; Applicant must provide proof of final inspection, submit invoices, and proof of payment for the completed work (canceled check and/or credit card payment).
- 5) Any work that was not consistent with the approved project will not be reimbursed. The Town of Galena reserves the right to determine if the work performed is consistent with the finished project.
- 6) If the project has received final approval, invoices, and proof of payment have been submitted and approved, the Town of Galena shall issue a reimbursement payment within 4 – 6 weeks of receipt.

Check List

Application Submitted: _____

Approved Date: _____

Total Cost of the Project: \$ _____

Incentive Amount Requested \$ _____

Date: _____ Check # _____ Amount \$ _____

Zoning Permit No: _____ Permit Fee: \$ _____ (if applicable)

Engineering Fee: \$ _____ (if applicable)

Kent County Fee: \$ _____ (if applicable)

MDIA Inspection Fee: \$ _____ (if applicable)

Administration Fee: \$ _____ (8% of the total project)

Review Committee Meeting Date: _____ Rank # _____ out of _____

Signatures of Review Committee:

Payment of all permits and fees is due when submitting the Galena Façade Improvement Application.

Checklist for Submittal

- _____ Complete and Sign the Facade Improvement Application
- _____ Project Description - a general description of the Facade Improvement Project
- _____ Budget - estimate the cost of the project.
- _____ Quotes - Two (2) bids on Contractor Letterhead
- _____ Copy of Contractors License
- _____ Color Photographs (Current facade project)
- _____ Sketch/drawings
- _____ Historical Details

Revised: February 24