TOWN OF SNOW HILL

and the Maryland Department of Housing & Community Development's

Fiscal Year 2024 Community Legacy Rehabilitation Grants for

"Community Commercial Property Improvements"

Grant Number CL-2024-SnowHill-00557

<u>Grant Guidance Document</u>

published February 14, 2024

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Introduction

The Town of Snow Hill has received $50,000 in funding from the Maryland Department of Housing and Community Development (DHCD) to conduct a Fiscal Year 2024 "Community Legacy" grant program. This program will support the rehabilitation and improvement of commercial properties located in Snow Hill's incorporated limits. To qualify for an award, a commercial property must be located within the Town's "Sustainable Community" area. Refer to the maps attached at the back of this document for location details.

The grant program will continue Snow Hill's revitalization and support new/existing businesses, as well as reducing blight, improving the aesthetic or historic character of business structures, and improving the accessibility, health and safety of its residents. It will also support the preservation of historical structures which are architecturally significant. This grant is not applicable to residential properties.

Snow Hill is committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our community. The town is committed to equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

Grant Guidelines

Improvements that Qualify for Funding

The grant's target area is defined as the Town's "Sustainable Community" area. Please review the maps attached at the back of this document for location details.

Only capital projects may be funded through this grant program. Capital projects are those that contribute to the maintenance or improvement of a physical asset including land, structures, masonry, plumbing/electrical/HVAC. Other examples include property acquisition, demolition, new construction, rehabilitation, architectural & engineering drawings, and site development.

Examples of Eligible Projects

Exterior painting	R&R of incompatible exterior finishes/materials
HVAC upgrades/energy savings	Reconfigure existing doors and entrances
Electrical system upgrades	R&R of existing window systems
Interior plumbing upgrades	Interior or exterior lighting enhancements
Wall or ceiling upgrades	Signage: repair or replacements
Interior floor treatments	Rehabilitation of vacant structures
ADA compliance changes	Awnings: new, repairs, or replacement of existing

Examples of Ineligible Projects:

Residential projects	Sidewalk, curb or driveway replacements/repaving
Projects for a church	Expenses incurred prior to receiving project approval

Sweat equity/labor costs performed by the property owner or applicant

Reimbursement Feature – How it works

This program works on a reimbursement basis. This means than an Applicant must pay for the total cost of the project and then – after all project work is completed – apply for a fifty percent reimbursement of the cost through the Town. Note that <u>the maximum reimbursement available to an Applicant is $10,000 (ten thousand dollars)</u>. Here are some examples:

Project total cost	Reimbursement amount
$5,000	$2,500 (50%)
$10,000	$5,000 (50%)
$20,000	$10,000 (50%)
$30,000	$10,000 ($10,000 is the maximum match)

- There is no limit to the cost of a project; just keep in mind that the maximum reimbursement is $10,000 for projects costing more than $20,000
- There will be no exceptions made for reimbursement requests greater than fifty percent of a project's total cost.
- Based on the Town's experience with the FY2023 Community Legacy grant, please allow 8-10 weeks to receive your reimbursement check from the Town. The "clock" begins on the date when an awardee submits all necessary closing documents to the Town.

The Application Scoring Process

Applicants must understand that this is a competitive selection process, and that the submission of an application does not guarantee a funding award. Awards will not be given on a "first-come, first-served" basis; instead, they will be awarded based upon the merits of each individual project proposed. After the application deadline, each application will be reviewed by a five-person review committee named the Application Review Panel ("Panel"). The Panel will be composed of the Town's Grant Administrator (Paul Bessette) and four representatives from the community. As of February 13, 2024, three of the four community representatives have been designated.

The Panel will review and rank all applications based on the evaluation criteria listed in the section below. After completing the review process, the Panel will meet to discuss each application's merits. From that discussion the Panel will then agree on the final order of projects approved.

Evaluation Criteria

A set of five criteria will be used by the Panel to evaluate the applications submitted. The criteria list below conforms with the intent and printed guidance provided for the grant by the State of Maryland's Department of Housing and Community Development. Each criterion establishes a key feature that will be weighed in the evaluation process, asking: "To what extent will the proposed project…"

1. improve a building's structural integrity (soundness)?
2. address property blight or property vacancy, e.g. a neglected building?
3. enhance a structure's aesthetic or historic character?
4. contribute to the viability or growth of a business?
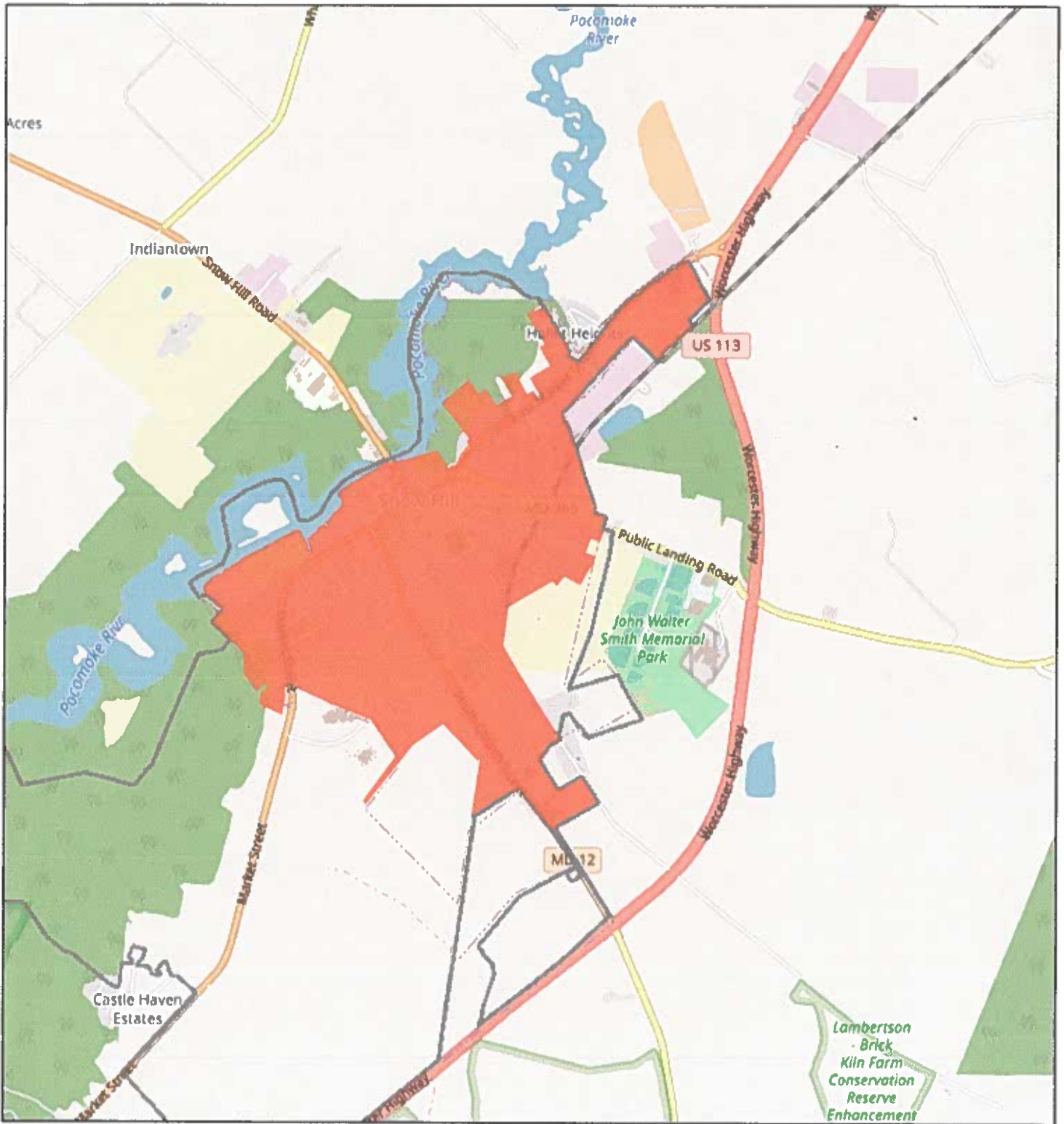5. correct an accessibility or health/safety issue?

Scoring Table

This simple, straight-forward scoring table will be used by the Panel to evaluate each application submitted. You are encouraged to write your application in a way that explains how your project will satisfy as many criteria as the project actually addresses.

Criterion	Criterion Description and Weighting Factors	Scale
Improves building's integrity	• Improves the structure's soundness? • Improves the electrical, plumbing or HVAC system? • Contributes to the structure's long-term durability and sustainability? • Reduces the structure's energy needs, or improves its interior environmental comfort? • Conforms to the Code of the Town of Snow Hill?	0 to 25 points
Addresses blight or property vacancy	• Destroys/removes an unsightly or neglected structure? • Contributes to a vacant structure's future occupancy?	0 to 25 points
Enhances aesthetic or historical character	• Enhances the structure's exterior appearance? • Sustains the structure's historical character? • Is structure designated as a historical property, as defined by the Maryland Historical Trust? (if so, increase score for this criterion) • Conforms to the Code of the Town of Snow Hill?	0 to 20 points
Contributes to business growth	• Improves the business façade's appearance? • Enhances business visibility from the street/sidewalk? • Improves interior comfort for customers?	0 to 20 points
Corrects a health, safety, or access deficiency	• Reduces risk of injury to pedestrians or customers? • Adds ease-of-entry for customers? • Increases the property's conformance to ADA regulations?	0 to 10 points

Application Deadline

All applications for funding under this program are **due by 4:30 p.m. Wednesday, April 24, 2024.** The grant application form can be found on Snow Hill's website at www.snowhillmd.gov. You may also obtain a printed application at the Town's offices located at 103 Bank Street, Snow Hill. Please direct questions to: Paul Bessette, Grants Administrator, phone 410-632-2080 or email at grantsadmin@snowhillmd.com
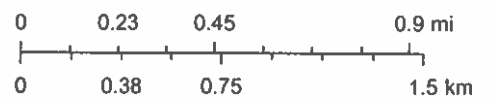
Snow Hill Sustainable Community area

2/2/2023, 9:32:29 AM

1:36,112

Sustainable Communities (DHCD)

Municipal Boundaries

0	0.23	0.45		0.9 mi
0	0.38	0.75		1.5 km

Map labels: Pocomoke River, Acres, Indiantown, Snow Hill Road, Pocomoke River, Hudsd Heights, Worcester Highway, US 113, Public Landing Road, Snow Hill, John Walter Smith Memorial Park, Worcester Highway, MD 12, Market Street, Market Street, Castle Haven Estates, Lambertson Brick Kiln Farm Conservation Reserve Enhancement