

City of Taneytown
Consolidated Building Improvement Program
Application

Property Address: _____

Occupant Name: _____

Owner's Name (if different): _____

Property Use (circle one): Commercial Mixed-Use Owner-Occupied Rental

Business Names (if applicable): _____

Project Type (circle all applicable): Façade
 ADA Compliance (no additional renovations)
 Commercial Space Renovation

Have you previously received grant funding from the City of Taneytown or Main Street Taneytown?

Circle One: Yes No

If yes, please list dates: _____

Please provide a brief narrative description of the work to be done:

Please list individual project components along with the cost quote and the contractor consulted. For example, if you are replacing a kitchen hood vent and ducts and you purchase the hood from North American Kitchen Solutions and ductwork will be done by KMC Custom Stainless Fabrication, it would be listed like this:

| | | |
|----------------------------|----------------------------------|-------------|
| Hood purchase | North American Kitchen Solutions | \$4,782.37 |
| Hood and duct installation | KMC Custom Stainless Fabrication | \$25,000.00 |

| <i>Project Component</i> | <i>Contractor</i> | <i>Cost</i> |
|--------------------------|-------------------|-------------|
| <hr/> | <hr/> | <hr/> |
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Attach additional sheets if necessary. Please provide quotes/supporting documentation from contractors

Total Project Cost (total of previous section): _____

Requested Assistance Percent (Circle One): 25% 33% 50% 75%

Requested Assistance Dollars (Total Project Cost multiplied by Requested Assistance Percent):

How will you complete the project if you receive less than the requested financial assistance? Attach any proof of funds or bank authorization letters:

Estimated length of time to complete the project from when funding is confirmed:

Please attach proof of ownership or a letter from the property owner authorizing the project.

Please attach "before" photographs of the proposed area for renovation or rehabilitation.

Please attach hand-drawn or computer-generated sketch of the building or façade after the project is complete. This is meant to help the evaluator understand the desired outcome and demonstrate that the project will serve its purpose and benefit the community by improving appearances or commercial viability of a space.

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Scoring Rubric

- Is property within Sustainable Community? YES NO
- Is property within designated Main Street district? YES – 5 NO – 0
- Property Use: Commercial – 5 Mixed-Use – 5 Owner-Occupied – 3 Rental – 2
- Project Type:
 Façade – 1 ADA Compliance (no additional renovation) – 3 Commercial Space Renovation – 5
- Have you previously received grant funding from the City of Taneytown or Main Street Taneytown?
 Yes – 0 No – 3
- Does the narrative describe the project to be completed?
 Yes – 3 No – 0
- Total Expected Project Cost: <\$10,000 – 3 \$10,001-\$25,000 – 5 >\$25,001 – 1
 Are supporting quotes/documentation provided? YES NO
- Requested Assistance Percent: 25% - 5 33% - 4 50% - 4 75% - 2
- How will you complete the project if you receive less than the requested financial assistance?
 Proof of funds provided – 5 Suitable explanation is provided – 3 No explanation – 0
- Estimated Length of Project in Weeks:
 < 12 weeks – 5 < 24 weeks – 3 < 36 weeks – 1 >36 weeks – 0
- If you receive any form of public assistance from the State of Maryland or the Federal Government, please list them. Receiving public assistance does not reduce the chance of acceptance for CBIP:
 If an applicant receives public assistance, add 3 points to their score for “Requested Assistance Percent.” This eliminates the points penalty that a person of lesser means would occur for requesting 75% assistance
- Is proof of ownership or a letter from the property owner authorizing the project attached?
 YES NO
- “Before” photographs demonstrate:
 Great need for renovation/rehabilitation – 5
 Some need for renovation/rehabilitation – 3
 Minor/cosmetic need for renovation/rehabilitation – 1
- “After” sketch demonstrates:
 Greatly improved appearance or usefulness of space – 5
 Some improved appearance or usefulness of space – 3
 Minor/cosmetic improvements to appearance or space – 1

Total Score: _____/51

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Terms & Conditions

Acceptance into the CBIP is at the sole discretion of the City of Taneytown. Program admission and the amount of financial assistance granted will be determined on a points-awarded basis. Applications will be reviewed and scored by the Economic Development Director. Each applicant accepted into the program will be expected to sign a Funding Agreement that is specific to their project, and nothing contained in any documents related to CBIP will obligate or constrain the City of Taneytown except the contents of each Funding Agreement.

Per Maryland Department of Housing & Community Development (DHCD) policy, all proposed work must be reviewed and approved by the Maryland Historical Trust (MHT). No financial assistance will be given for work done outside the scope of the MHT review or not included in the Funding Agreement. No financial assistance will be given for work completed before a Funding Agreement is signed by the property owner or tenant and the City of Taneytown Economic Development Director.

No financial assistance or reimbursement will be paid for labor done by the applicant, their family, or their employees whether as individuals or through a company owned or controlled by any of them. For purposes of this program, an applicant's "family" means a spouse, child, sibling, parent, aunt, uncle, niece, or nephew.

Financial assistance awarded under CBIP will be in the form of a reimbursement check issued by the City of Taneytown. Reimbursement will only be issued upon completion of an approved project or at completed intervals specified in the Funding Agreement. To receive reimbursement, the property owner or tenant must submit a Request for Payment and attach a photocopy or photograph of the method of payment (cancelled check or credit card receipt), a photocopy or photograph of the contractor invoice, and photographs of the rehabilitation or renovation completed to that point.

In unique circumstances and for compelling reasons, the City Manager of the City of Taneytown may direct that the Economic Development Director is empowered to make direct payment on invoices submitted by contractors or vendors. All other criteria must be met in accordance with CBIP guidelines and the Funding Agreement.

By participating in the CBIP, property owners or tenants consent to photographs of their property being used in promotional materials designed to raise awareness of the program.