



Façade Improvement Project

East Frederick Rising Façade Improvement Project

Who is East Frederick Rising (EFR)?

A community-based group, with support from the City of Frederick, formed East Frederick Rising in 2008 – a 501(c)3 organization founded to provide programs, offer services, and engage in other activities that promote and support the east side of Frederick.

The group focuses on the roughly 2,000 acres on the east side of Downtown Frederick. A traditional manufacturing and industrial area, East Frederick represents a long-term opportunity for redevelopment, reuse, and infill development. In 2011, after a series of community meetings and outreach to the property owners, residents, and business in the area, the East Frederick Rising Small Area Plan was adopted by the mayor and Board of Aldermen. This plan provides a vision and framework for redevelopment over the next 30 years. In the short-term, the group has identified opportunities that will aid as catalyst for re-investment in the area.

What is the East Frederick Façade Improvement Project?

The Façade Improvement Project offers up to \$10,000 in matching funds for façade improvements. Building and/or business owners can apply for up to 50 percent of the cost of their improvement project. However, the program requires at least a dollar for dollar match by the applicant, noting the minimum grant contribution is \$500, and the maximum grant contribution is \$10,000. At the discretion of the EFR Board, grant amounts greater than \$10,000 limit may be approved on a case-by-case basis considering the proposed project; availability of funding and anticipated applications for the remainder of the grant period. ***Work completed prior to a letter of commitment is not eligible for funding.*** The goal of the project is to encourage building renovation, historic preservation and improved economic vitality by providing funding to upgrade East Frederick building facades.

The Façade Improvement Project is administered jointly by the East Frederick Rising Board with assistance from staff from Downtown Frederick Partnership. Downtown Frederick Partnership administers a similar façade improvement program for those businesses who want to improve the physical appearance of Downtown Frederick, and their experience with the program is welcomed and appreciated as the East Frederick Façade Improvement Project commences. The Façade Improvement Project is funded by the State of Maryland's Community Legacy Program, through the City of Frederick.

Who can apply for funding?

Any building owner or store owner/building tenant with authorization from the property owner can apply for funding. The primary focus of the project area is generally in the vicinity of East Street between South and Thirteenth Streets, eastward to Monocacy Boulevard from South Street to Church Street. Additional commercial locations will be considered as long as they are within East Frederick Rising and the Sustainable Community designated boundary. Contact the East Frederick Rising Board to learn if your property is eligible.

According to the State of Maryland's requirements for funding, the Program cannot provide assistance to certain uses/businesses and cannot fund improvements to residential properties.



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What types of improvements are eligible for funding?

Improvements to the street facing façade(s) of the building are eligible for funding. For the purposes of this grant, requests for façade grants for building frontages that face onto Carroll Creek will be accepted.

Eligible projects include but are not limited to the following list:

- ✓ Painting
- ✓ Awnings
- ✓ Lighting
- ✓ Signage repair/new signage
- ✓ Masonry repair
- ✓ Door/window repair
- ✓ Removal of inappropriate or incompatible exterior finishes

Are there any design guidelines?

Yes. Projects must conform with the Frederick Town Historic District Design Guidelines. For more information on the Historic District Design Guidelines, please see The City of Frederick website (www.cityoffrederick.com) or contact the Historic Preservation Planner at (301) 600-6278. Please note that the painting of a building does not require Historic Preservation Commission (HPC) approval. Regardless of whether HPC approval is required, projects must be approved by the East Frederick Rising Board. Due to State funding requirements, projects also must be reviewed by the Maryland Historical Trust.

How does the application process work?

1. Applicants submit a completed application form to East Frederick Rising, c/o City of Frederick Economic Development Department 101 N. Court Street, Frederick MD 21701. In order for the application to be considered complete, the applicant must submit:
 - a. two color photos showing the existing building,
 - b. detailed sketches or drawings of the proposed improvements, and
 - c. two bids on contractor letterhead.
2. Once a completed application is submitted, the EFR Board will review the application and make a determination on the project. Applications are reviewed on a first-come, first served basis. The EFR Board review will be completed in fewer than five days.
3. The application will also be forwarded to the Maryland Historic Trust (MHT) as required by the State of Maryland. MHT has 30 days to review the project. The applicant is encouraged to pursue HPC approval, if needed, at the same time as the project is undergoing MHT review.
4. The EFR Board will issue a letter of commitment when MHT and HPC, if required, approval is granted. The letter will include the specific amount granted and any conditions of approval. The amount of the grant award is set out in the letter of commitment and will not be changed after project initiation. ***Work completed prior to a letter of commitment is not eligible for funding.***

What happens after a project is selected for funding?

Work selected for a matching grant must be completed within six (6) months. The six-month time period will begin after the acquisition of any necessary approvals and/or permits. Project applicants have a total of six months to complete any City approval processes. Depending on the scope of the project, extensions may be requested.

The applicant is responsible for obtaining all building permits and any other required City approvals for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and the improvements.

East Frederick Rising may promote an approved project including, but not limited to, displaying East Frederick Rising signage at the site, during and after construction and using photographs and descriptions of the project in the East Frederick Rising's materials.

How do I get reimbursed for my project?

Grant funds are issued on a reimbursement basis and cannot be issued until the project has been completed. Before a check is cut, applicants will need to submit proof of payment for completed work (canceled checks or credit card statements) and an EFR Board member or Downtown Partnership staff must review the completed project to determine that the work performed is consistent with the work approved. Once the work is approved, the EFR Board will process a reimbursement check.



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Name of Applicant: _____

Name of Business: _____

Project/Business Address: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Property owner's name (if different from above): _____

Property owner's address: _____

Property owner's phone number: _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Proposed Façade Improvements

Please describe below the proposed improvements to the property. The following must accompany this application: two color photographs that show existing conditions, detailed sketches/drawings of the proposed improvements (including placement, color, dimensions and materials); and two bids on contractor letterhead.

Proposed improvements:

Project fronts on (list street name): _____

Total proposed budget: \$ _____ Proposed start date: _____ Estimated completion: _____

Signature of applicant: _____

Date: _____

Two color photos
(existing conditions)

Two contractor bids

Drawing(s)/Sketches
(proposed improvements)



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General Conditions

It is expressly understood and agreed that the applicant is not an agent, employee or subcontractor of East Frederick Rising or the Downtown Frederick Partnership, Inc.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HPC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a letter of commitment is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold East Frederick Rising or the Downtown Frederick Partnership, Inc. and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Project.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the East Frederick Façade Improvement Project.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes East Frederick Rising to promote an approved project, including, but not limited to, displaying East Frederick Rising signage at the site, during and after construction, and using photographs and descriptions of the project in East Frederick Rising materials and press releases.

Signature of the applicant: _____ Date: _____

If the applicant is not the property owner, please have the property owner or an authorized representative review and co-sign the application below.

As owner of the property at _____ I have reviewed the above application and authorize operator of _____ at said address to perform the façade improvements described above as part of the East Frederick Façade Improvement Project.

Signature of property owner
or authorized representative: _____ Date: _____

For Internal Use

Date Application Received: _____

EFR Approval/Denial: _____

MHT Approval/Denial: _____

HPC Approval/Denial (if applicable) _____

Comments: