



The purpose of the Consolidated Building Improvement Program (CBIP, the Program) is to promote revitalization and adaptive reuse of existing buildings within the City of Taneytown's Sustainable Community geography as designated by the Maryland Department of Housing & Community Development (DHCD). The CBIP is an outgrowth of the City's previously underleveraged façade improvement program. The Program continues to make funding available for façade improvements, reimbursing property or business owners for up to 50% of the approved costs of exterior improvements while also incentivizing interior commercial rehabilitation by reimbursing property or business owners up to 75% of the approved costs of interior improvements to commercial spaces.

Funding for the CBIP was awarded by DHCD via the Community Legacy grant program. As with all funding through DHCD, projects hoping to receive funding through the Program must be submitted by City staff to DHCD and/or the Maryland Historic Trust (MHT) for review before any work can begin. DHCD/MHT ensure that work is not contrary to The Secretary of the Interior's Standards for Rehabilitation, which is the standard that the State of Maryland has adopted to protect its historic structures. Rejection of a project by DHCD/MHT does not prevent the project from being completed, but it does make the project ineligible for funding through CBIP. CBIP funding will not be awarded to any project that takes place before City staff submits the project to DHCD and/or MHT for review, regardless of whether the project would have been approved or rejected upon review.

Funding awarded through CBIP is competitive. For the current (FY24) cycle, the City has \$50,000 available. A three-person committee reviews all CBIP applications, scoring them based on a rubric that is included in this packet. The rubric ensures funding will be awarded to the projects most aligned with the City's economic development priorities. Priorities include putting vacant commercial spaces into use, improving the commercial usability of underutilized commercial spaces, encouraging food and beverage and certain cosmetology businesses, and improving the curb appeal of both commercial and residential buildings.

The review committee is composed of the City of Taneytown Economic Development Director and two economic development professionals unaffiliated with the City of Taneytown; none of the reviewers owns or has a financial interest in any property in the Sustainable Community district. For the current (FY24) cycle, the additional reviewers are the Thurmont Main Street Manager and the City of Westminster Economic Development Coordinator. Decisions of the review committee are final.

Financial assistance awarded through 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. To receive reimbursement, the property owner or tenant must submit a Request for Payment which will include copies or photographs of invoices, copies or photographs of checks or credit card receipts, and photographs of the completed project. Payment for approved Requests for Payment will be mailed by the City of Taneytown to the recipient 14-21 days after requests are submitted. All projects using funding from the current (FY24) cycle must be completed and requests for payment submitted by 4:00pm on Friday, June 13, 2025.

By participating in CBIP, property owners and/or tenants consent to photographs of their property being submitted by the City to DHCD and/or MHT and used in City promotional materials.

**ALL APPLICATIONS & ATTACHMENTS ARE DUE AT
4:00PM ON FRIDAY, JULY 5, 2024.**

Please read page 8 of the packet carefully.

All applicants must sign the application, print or type their name, and date it.

**Applications may be submitted on hard copy in person at
Taneytown City Hall, 17 E. Baltimore Street, Taneytown, MD 21787 or
by digitally to jmeashey@taneytownmd.gov.**

Awardees will be notified by email on Monday, July 22, 2024.



Property Address: _____

Applicant Name: _____

Applicant Phone/Email: _____

Owner's Name (if different): _____

Owner's Phone/Email (if different): _____

Property Use (circle one): Commercial Only Mixed-Use
 Residential (Owner-Occupied) Residential (Tenant-Occupied)

Business Names (if applicable): _____

Project Type (circle all applicable): Façade
 Commercial Space Renovation (including ADA compliance)

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 Project Description. Please attach a Site Plan and/or Construction Drawings at the end of this application:

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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional sheets if necessary. Please attach quotes/supporting documentation from contractors at the end of this application.

Total Project Cost (total of previous section): _____

Requested Assistance Percent (Circle One; Façade Improvement Requests are capped at 50%):

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 at the end of this application:

Estimated Start Date (On or after July 22, 2024): _____

Estimated Completion Date (On or before June 13, 2025): _____

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

Please attach “before” photographs of the proposed area for renovation or rehabilitation. These can be digital photographs emailed to jmeashy@taneytownmd.com. Use “CBIP [Site Address]” as the subject line if you submit by email.

**If the application is for a Commercial or Mixed-Use property you must fill out page 7.
ALL applicants must review page 8 and sign and date the application.**

For Projects at a Commercial or Mixed-Use Property:

Number of Full Time W-2 Employees Before Project: _____

Anticipated Number of Full Time W-2 Employees After Project: _____

Number of Part Time W-2 Employees Before Project: _____

Anticipated Number of Part Time W-2 Employees After Project: _____

Current Maryland Department of Assessment & Taxation Assessed Value of Property (Find the assessed value of the property by searching at <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>):

Theoretical Property Value After Project (Current Assed Value of Property plus Total Project Cost from page 4): _____

Is the property currently or will it be licensed by the Carroll County Health Department Environmental Health Division, Carroll County Board of License Commissioners, or Maryland Board of Cosmetologists? (Circle one):

YES

NO

For ALL Applicants:

I represent that all of the information in this application is true to the best of my knowledge. I confirm that the quotes and prices presented herein are legitimate and reflect the actual cost for products and services for this project.

I understand that the Consolidated Building Improvement Program (CBIP) does not pay for labor done by the applicant or the applicant's spouse, children, parents, siblings, aunts, uncles, or cousins. I am aware that the City of Taneytown may investigate any retailers or contractors to verify prices or familial relationships.

I understand that all applications will be scored according to a rubric that was included in the CBIP 2024 Application Information packet. I acknowledge that there may be more requests for CBIP participation than there is funding available, and the review team may, at their sole discretion, award me less than the amount requested.

I understand that all projects chosen by the review team to receive funds must be submitted to the Maryland Department of Housing & Community Development (DHCD) for review according to the Maryland Historical Trust (MHT) process. I understand that no funding will be provided for any project that is completed without approval from DHCD and/or MHT.

I acknowledge that I have not been promised or guaranteed any funding through this or any other City of Taneytown economic development program.

Signature of Applicant

Printed or Typed Name of Applicant

Date



SAMPLE RUBRIC FOR REFERENCE ONLY. DO NOT FILL OUT

ADDRESS OF PROPERTY _____

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: Commercial – 3 Façade – 1

Have you previously received grant funding from the City of Taneytown or Main Street Taneytown?
Yes – 0 No – 3

Does the narrative describe a coherent project to be completed? Yes – 3 No – 0

Is there an attached Site Plan and/or Construction Drawings that communicate the proposed project?
Yes – 3 No – 0

Do attached quotes/documentation support listed expenses?
Yes – 3 No – 0

Total Expected Project Cost:
< \$10,000 – 3 \$10,001-\$25,000 – 4 > \$25,000 – 5

Requested Assistance Percent (Circle One; Façade Improvement Requests are capped at 50%):

25% - 4 33% - 2 50% - 2 75% - 1

How will you complete the project if you receive less than the requested financial assistance?

Proof of funds provided – 5 Suitable explanation provided – 3 No explanation – 0

Estimated start date on or after July 22, 2024 and completion date on or before June 15?

Yes – 1 No – 0

Is proof of ownership or a letter from the property owner authorizing the specific 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

For Projects at a Commercial or Mixed-Use Property:

How much of an increase in Full Time W-2 Employment is expected after the project?

Five or more positions – 5 Three or four positions – 4 One or two positions – 3 No
new positions – 0

How much of an increase in Part Time W-2 Employment is expected after the project?

Five or more positions – 5 Three or four positions – 4 One or two positions – 3 No
new positions – 0

Is the property currently or will it be licensed by the Carroll County Health Department Environmental Health Division, Carroll County Board of License Commissioners, or Maryland Board of Cosmetologists?

(Circle one):

YES – 5 NO – 0