



Community & Economic Development

Advancing the Economy, Image and Quality of Life

Neighborhood Façade and Exterior Enhancement Program

This program is designed to enhance the exterior appearance of homes in the City where we live, work, and visit. Upgrading facades and home exteriors will help make visible and impactful change by improving curb appeal and living conditions throughout City neighborhoods.

Administered by the City of Hagerstown, this program offers loans for up to \$20,000 (minimum loan amount is \$5,000) to complete external rehabilitation projects in designated areas. Loan payments with the program may be as low as \$97 per month. If eligible, after 50% of the beginning principal balance is paid, the remaining balance is forgiven.

HOW DOES IT WORK?

Funding is provided in the form of a low-interest loan. No upfront cash contribution is required. When half the principal balance has been repaid, payments stop and the remaining balance is forgiven. For example, if you borrow \$10,000 for a rehabilitation project, you will make loan payments until you reach a principal balance of \$5,000. At that time, your payment obligation stops and the remaining \$5,000 is forgiven. Eligibility rules apply. All loan are secured by a mortgage.

Examples of eligible improvements:

- Restore significant historical architectural features
- Exterior Painting
- Replace awnings or gutters
- Replace deteriorating porches or stairways
- Exterior lighting or walkways
- Roof Repairs
- Door and window replacements*

*If replacing windows, be advised that the Maryland Historical Trust (MHT) will require repair if possible or replacement in-kind of historic windows. Replacement of existing wood windows with modern metal-clad or vinyl windows is likely ineligible for this program depending on MHT review.

WHO CAN APPLY?

Income-qualified residential property owners or rental property owners with income-qualified tenants within the following areas of the city may apply:**

- Unit block of E. Antietam St.
- Unit and 100 block of Summit Ave.
- Unit, 100, and 200 block of E. Franklin St.
- Unit and 100 block of S. Potomac St.
- All of S. Prospect St.

Number of Persons in Household	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
Gross Annual Income	\$43,250	\$49,400	\$55,600	\$61,750	\$66,700	\$71,650	\$76,600	\$81,550

**Program eligibility areas may change. This program is funded by Federal Community Development Block Grant Funds. Please contact DCED for additional program information:

14 N. Potomac Street, Suite 200A | Hagerstown, MD 21740 | Tel: 301.739.8577 Ext. 111 | Fax: 301.739.3117



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Neighborhood Façade and Exterior Enhancement Program Rental Property Owner Application

APPLICANT INFORMATION

Name of Applicant		Name of Co-Applicant	
Social Security Number	Date of Birth	Social Security Number	Date of Birth
Address		Address	
City, State, Zip		City, State, Zip	
Home Phone Number	Cell Phone Number	Home Phone Number	Cell Phone Number
Email Address		Email Address	
Current Employer	Time Employed	Current Employer	Time Employed

RENTAL PROPERTY INFORMATION FOR WHICH FUNDS ARE BEING REQUESTED

Property Address: _____			
Year Built: _____		Estimated Value: \$ _____	
Type of Property: <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex # of Apartment Units: _____			
List ALL person(s) or entities with an ownership interest in the property:			
The property is:			
<input type="checkbox"/> Completely Paid Off <input type="checkbox"/> Subject to Mortgage <input type="checkbox"/> Being Purchased on a Contract or Deed			
Name of your First Mortgage Company	Date Financed	Original Amount	Current Balance
Name of Second Mortgage Company	Date Financed	Original Amount	Current Balance
Total Monthly Mortgage Payment: \$ _____		Balloon Payment Due: \$ _____	
Date Balloon Payment Due: _____			



PLEASE BRIEFLY DESCRIBE THE REQUESTED REPAIRS:

Have you requested estimates for the requested repairs? If so, please list the totals provided by the contractor(s) and provide a copy. _____

REQUIRED APPLICATION ATTACHMENTS CHECKLIST: Your application is not complete unless all of the following information is submitted. The City of Hagerstown may request additional information after initial application review. With this application, please include:

- 3 MOST RECENT PAY STUBS
- 2 PREVIOUS YEARS FEDERAL INCOME TAX RETURNS/W-2's
- ANY APPLICABLE INCOME AWARD LETTERS (SOCIAL SECURITY, DISABILITY, PENSION, ETC.)
- COPY OF YOUR MOST RECENT MORTGAGE STATEMENT(S)
- CURRENT COPY OF YOUR HAZARD INSURANCE POLICY (DECLARATION PAGE ONLY)
- COMPLETED RENTAL UNIT INFORMATION SHEET and REQUIRED ATTACHMENTS for all tenant households (ATTACHED)

**Please be advised that in order to be eligible for these programs, all property taxes must be current. City of Hagerstown staff will attempt to obtain your paid property tax receipts through online databases. If staff is unable to locate, you will be required to provide proof of current tax payments.

**City of Hagerstown staff will attempt to locate a copy of the recorded deed of assignment for your property and any other real estate you own through online Land Records databases. If staff is unable to locate, you will be required to provide proof of ownership.



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ACKNOWLEDGMENT AND CERTIFICATION

I/we certify that the above information is true and correct, and I/we understand that any misinformation submitted or omitted could result in the dismissal of this request for housing rehabilitation assistance. I/we understand that this application does not guarantee assistance, and this request will be kept confidential and reviewed by the City of Hagerstown staff and representatives to determine eligibility.

I/We agree that verification of information contained in this application may be made, either directly or through a credit reporting agency or from any source named in this application, and the original copy of this application will be retained by the City of Hagerstown, even if the grant/loan is not approved. I/We authorize the City of Hagerstown to obtain individual credit reports and understand that any information obtained from the credit reporting agency may be used to determine eligibility for this request.

I/We agree to permit City of Hagerstown staff, or their representative, contractor and subcontractors access to the property during the workday or at other reasonable times to complete required inspections and all necessary work. I/We agree to cooperate with City of Hagerstown staff, or their representative, contractor and subcontractors to facilitate the performance of the work.

Applicant

Date

Co-Applicant

Date

Please return your completed application to:

City of Hagerstown
Department of Community & Economic Development
14 N. Potomac St., Suite 200A
Hagerstown, MD 21740
Attn: Ashley Newcomer, Finance Specialist

The City of Hagerstown does business in accordance with the Federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, national origin, religion, sex, familial status, and mental or physical disability. The City of Hagerstown fully supports the principals of Equal Opportunity for all and requires all program participants, loan recipients, developers, contractors, and subcontractors to comply with all applicable law.



DCED

14 N. Potomac Street, Suite 200A | Hagerstown, MD 21740
Tel: 301.739.8577 Ext. 111 | Fax: 301.739.3117

Email: dcged@hagerstownmd.org
www.hagerstownmd.org



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RENTAL UNIT INFORMATION FORM

UNIT # _____

NUMBER OF PEOPLE LIVING IN UNIT: _____

UNIT IS CURRENTLY: OCCUPIED VACANT
(Complete one form for each rental unit)

MONTHLY RENT: \$ _____
NUMBER OF BEDROOMS: _____

LIST ***EVERYONE*** LIVING IN THIS UNIT:

Household Member Name	Age	Gross Monthly Income	Source of Income

STATISTICAL DATA

Tenant/Head of Household

Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> American Indian/Alaskan Native & White <input type="checkbox"/> Asian & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaskan Native & Black/African American <input type="checkbox"/> Other Multi Racial
<input type="checkbox"/> Male <input type="checkbox"/> Female	I do not wish to furnish this information. _____ (Initials)
US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	Country of Origin: _____

REQUIRED RENTAL UNIT INFORMATION FORM ATTACHMENTS:

- ★ 3 MOST RECENT PAY STUBS FOR EACH HOUSEHOLD MEMBER WHO IS EMPLOYED
- ★ ANY APPLICABLE AWARD LETTERS (SOCIAL SECURITY, DISABILITY, PENSION, ETC.)
- ★ 2 MOST RECENT YEARS OF FEDERAL INCOME TAX RETURNS/W-2'S
- ★ 2 MOST RECENT MONTHS OF CHECKING/SAVINGS ACCOUNT ACTIVITY/BANK STATEMENTS

I certify that this information is complete and accurate by my signature and below. I understand that the City of Hagerstown has requested this information for the purpose of evaluating a program application for rehabilitation projects on my rental property which may be partially funded by Federal Community Development Block Grant (CDBG) funds. I further understand that the use of CDBG funds require verification of my income and that the City of Hagerstown will keep my information confidential and use it only for this purpose.

Tenant Signature

Date



Neighborhood Façade and Exterior Enhancement Program Guidelines

Introduction

This document establishes the guidelines and processes of the City of Hagerstown's Neighborhood Façade Rehabilitation Program to enhance the appearance of residential properties within targeted areas of the city's core. Rehabilitation projects must make visible and impactful change to City neighborhoods and create a positive image.

Targeted Area

Properties eligible for funding shall be located within the following areas:

The unit block of East Antietam Street; the unit and 100 block of South Potomac Street and Summit Avenue; the unit, 100 and 200 block of East Franklin Street; and all of South Prospect Street, with the goal of expansion of the targeted area based on available funds and need.

Funding and Administration

The Neighborhood Rehabilitation Program is funded with the Community Legacy Grant and Community Development Block Grant (CDBG) funds. The program will be administered in compliance with all rules and regulations, all local codes and ordinances, as well as all requirements established by the U.S. Department of Housing and Urban Development pertaining to the CDBG program.

Eligibility Requirements

- Loans may be made through this program to owners of residential properties. The applicant must be the owner of the property, or a lessee co-signing with the owner.
- Homeowners and tenants of each property must be income eligible. Landlords must agree to maintain income-eligible renters for one year after program repairs are completed.
- A credit report will be obtained on all homeowners and landlords (not renters). All applicants will be subject to underwriting criteria.
- Tenants must submit the rental unit information sheet and copies of three most recent pay stubs and/or any applicable income award letters for all household members who have income at the time of application. The City must ensure compliance with CDBG income eligibility guidelines and may request additional information and/or deny applications including ineligible tenant households.
- The City of Hagerstown shall have the authority to determine the eligibility of all proposed work. All work must be in compliance with applicable City, State, and Federal codes and Regulations.



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- Funds will only be awarded for exterior work which will result in the *significant* improvement or enhancement of the building exterior.
- As determined on a case-by-case basis, funds may be used for the improvement of rear facades which contain the residence's primary entrance, non-primary facades which are visible from public areas or public right-of-way, and some limited interior code violations which have a direct relation with the exterior façade project.

Criteria

- The Department of Community and Economic Development staff will consider the following criteria when reviewing applications for eligibility: location of the property, enhancement of the environment, compliance with all program guidelines, and review and approval of the proposed rehabilitation by the Maryland Historical Trust.
- Ineligible uses of funds include but are not limited to major interior repairs/renovations, purchase of commercial property or equipment, and new construction.
- Loans may be approved with a minimum request of \$5,000 up to the maximum limit of \$20,000 per property. Priority will be given to applications of \$10,000 or more. Applications will be accepted and reviewed during the application period set by the City of Hagerstown and based on funds availability. The City reserves the right to reject an application for any reason if in the best interest of the City and the community to do so.
- Homeowners must keep the renovated property as their primary residence throughout the loan term. If the property is sold or transferred, or if the owner does not continuously occupy the home as their primary residence through full repayment of the loan as agreed, the City may require payment in full.

Loan Forgiveness

- The purpose of the program is not to improve properties with the intent of immediate resale at a higher price, but to improve the economic conditions for homeowners. Therefore, the property owner must not sell or transfer the property from the date of project completion until at least 50% of the beginning principal loan balance has been repaid and/or all loan terms and conditions have been met.
- If the terms and conditions of the loan note are kept and payments are made on time each month up until 50% of the principal balance is paid, the remaining loan balance may be forgiven. The loan recipient will forfeit eligibility for loan forgiveness in the event of default of the loan contract, or if the property is sold or transferred prior to having met all terms and conditions.



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Additional Requirements

- All properties must undergo an inspection for lead-based paint. Many homes built before 1978 have lead-based paint in them. Lead from paint, chips, and dust can pose serious health hazards if disturbed during the rehabilitation process. Therefore, when undertaking renovations or repairs, contractors are required to follow lead-safe work practices. The property owner is responsible for hiring contractors which are properly licensed to comply with Environmental Protection Agency and MDE standards.
- Work must be performed by a licensed contractor. Applicant is responsible for obtaining a minimum of three (3) contractor estimates for work. The applicant will also be responsible for securing all required construction, electrical, and/or other permits from the City of Hagerstown.
- Rehabilitation projects under this program must be reviewed and approved by the Maryland Historic Trust (MHT) and/or local Historic District Commission as applicable. The purpose of the review is to ensure that improvements are consistent with the historical characteristics of the property and that they are preserved as much as possible. The reviews will require information about the age of the building, a current photo, and description of all proposed work. This information will be required at time of application and approved before beginning rehabilitation work. **If most of the proposal is for replacement of windows, please be aware the Maryland Historical Trust (MHT) will require repair if possible or replacement in-kind of historic windows. Replacement of existing wood windows with modern metal-clad or vinyl windows is likely ineligible for this program depending on MHT review.
- The applicant shall comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in the work undertaken in connection with program assistance.
- The Davis-Bacon Act requires that commercial improvement projects in excess of \$2,000 pay applicable wage rates for each trade working on the project. Davis-Bacon will also apply to residential rental properties which contain eight or more units. These rates must part of the project's bid process and contract between the property owner and contractor. Davis-Bacon may apply to contracts for services and/or construction trades such as HVAC/Plumbing, electrical work, or carpentry where the total cost for labor and materials exceed \$2,000.
- The loan recipient agrees not to discriminate upon the basis of race, color, sex, marital status, handicap, religion, or national origin in the sale, lease, rental, use, or occupancy of the property to be assisted.

