



Community & Economic Development

Advancing the Economy, Image and Quality of Life

INVEST HAGERSTOWN

PROGRAM GOALS

In partnership with private developers, the City of Hagerstown wishes to:

1. Inspire and enable significant redevelopment, both city-wide and in the urban core, reusing and repurposing existing vacant and under-utilized properties, in which there are market conditions and/or significant barriers to development or redevelopment.
2. Create the opportunity for new jobs throughout the City of Hagerstown and Washington County.
3. Increase the value of Hagerstown's commercial and mixed use properties.
4. Strengthen and improve market rate rental properties and increase homeownership.

CITY CENTER Redevelopment Grant Program Guidelines

CITY CENTER Program Summary

1. Grants from a minimum \$150,000 to maximum of \$250,000.

City Center		Required Match (at Least)	Project Total (at least)
Grant Minimum	\$150,000	\$300,000	\$450,000
Grant Maximum	\$250,000	\$500,000	\$750,000

2. The grants require a 2:1 match from the developer. Example: a \$200,000 grant would require a \$400,000 investment from the developer, for a total project investment of \$600,000.
3. Grant approval must be obtained prior to the start of the project. A project may be defined as planned or in a pre-development/pre-construction phase.
4. Applications are reviewed first by a committee. Recommended applications are forwarded to the Mayor and Council for final consideration and approval.
5. Funding will be awarded upon completion of an approved project and development plan.
6. The first priority funding area shall be the one block radius from the Public Square (see attached map) although other applications for projects in the City Center will be considered.
7. Acquisition costs shall not be considered a part of the project cost.
8. All projects shall comply with federal, State and local codes, laws and ordinances.
9. All grants are subject to funding availability.

I. CITY CENTER Eligibility Criteria

1. Project is within the City-Center/Mixed Use Zoning District, although the first priority funding area shall be the block radius from the Public Square (see attached map).

2. Bricks and mortar renovation or new construction projects.
3. Commercial professional office, retail and mixed-use projects.
4. Total project cost, not including acquisition, must demonstrate a minimum 2 for 1 match. For example, a \$200,000 grant application must show a \$400,000 developer contribution.
5. The building and all core systems must meet all City of Hagerstown code requirements upon project completion. The core systems include:
 - a. Base lighting, emergency and exit lighting for each shell tenant space in accordance with the Building and Life Safety Codes.
 - b. Central HVAC providing adequate heat and ventilation for each shell tenant space in accordance with the Mechanical Code. Any modifications or additions made at tenant fit-out must be done under a separate mechanical permit.
 - c. Required fire separation between the tenant space and corridors and exit access in accordance with the Building Code. If building plans show individual tenant spaces at start of project, required fire separation between tenant spaces must be complete prior to time each space is presented to tenant for finishing/fit out.
 - d. Accessible routes, accessible parking (if required), accessible toilet facilities, accessible drinking fountains, accessible entrances and exits are all required items for the building shell in accordance with the Maryland Accessibility Code and the Building Code.
 - e. Phone/datacom wiring from the main point of service to each shell tenant space.
 - f. Completed building thermal envelope in accordance with the Energy Conservation Code.
 - g. Address identification for the building.
 - h. Automatic sprinkler protection in accordance with the Existing Building Code.
6. Any new residential units created must meet the following minimum square footages requirements:
 - a. 500 Sq Ft for an efficiency unit.
 - b. 650 Sq Ft for a one-bedroom unit.
 - c. 800 Sq Ft for a two-bedroom unit
 - d. 1,000 Sq Ft for a three-bedroom unit.
7. For a project with Artist Live-Work Spaces, any live-work unit created must meet the following minimum square footage requirements:
 - a. 1,000 sq.ft. for an efficiency unit.
 - b. 1,300 sq.ft. for a one-bedroom unit.
 - c. 1,600 sq.ft. for a two-bedroom unit.
 - d. 2,000 sq.ft. for a three-bedroom unit.
8. For a mixed-use (commercial/residential) project, the following amenities must be included in each residential unit:
 - a. Fully sprinklered.
 - b. Central HVAC system
 - c. Washer and dryer.
 - d. Dishwasher.

- e. Fully wired for new technologies including phone/Datacom.
 - f. Wood veneer or solid wood kitchen and bathroom cabinets.
 - g. Approved solid surface counter tops in kitchen and bathrooms.
 - h. Refinished or new hardwood floors or wall-to-wall carpeting in areas other than kitchen and bathrooms.
 - i. Where possible, outdoor amenities should be provided for tenants (e.g., balconies, roof top decks, back porches, sunrooms, etc.).
9. For a project with Artist Live-Work Spaces, the following minimum amenities must be included in each live-work unit:
- a. All items listed in #8 above.
 - b. Ability to vent odors to the outdoors in accordance with the Mechanical Code.
 - c. Plumbed to allow for easy installation of slop sinks.
 - d. Utility capacity to meet needs of different art forms, including electric, gas, water and wastewater.
 - e. Sound transmission rating between units of a minimum STC 60 for partition walls.
10. In mixed-use and commercial buildings, the ground floor storefront spaces shall be used for retail, restaurants, branch banks, personal service businesses (e.g., hair salons), arts and entertainment enterprises, educational facilities, and other similar high intensity uses that attract pedestrian traffic which will support other downtown businesses and contribute to the vitality of the downtown. An office use may be located in a storefront space if the business owner is an owner-occupant of a residential unit on an upper floor of the same building. All other professional and non-profit office tenants shall not be located in storefront spaces. If the building has a common entrance for all tenants without display windows for tenants, offices may locate throughout the first floor.
11. Application must be aligned with the City of Hagerstown’s vision for the City Center.

II. CITY CENTER Ineligible Applications

- 1. Entirely residential projects.
- 2. Projects that do not meet the minimum investment threshold.
- 3. Applicants who are not in good standing with the City, County, State or Federal Governments.
- 4. Non-profit development applicants.

III. CITY CENTER Funding Guidelines

- 1. Funding may be secured by multiple sources.
- 2. Applicants may apply and utilize other grant and incentive programs.
- 3. No City loans, grants or pass through funding may be used as a part of the applicant’s match.

IV. CITY CENTER Program Process

- 1. A development plan, which outlines the renovation schedule and major components of the project, shall accompany the application form.
- 2. Applications shall be reviewed by a committee called the Invest Hagerstown Committee, consisting of:
 - a. Community & Economic Development Director

- b. Planning & Code Administration Director
 - c. Finance Director
 - d. Community Development Manager
 - e. Neighborhood Services Manager
 - f. Business Development Specialist
- Plus, applications will be sent for comments to:
- g. Member of the Planning Commission
 - h. Hagerstown Loan Review Authority Member
 - i. Historic District Commission Member (when property is located in a Historic District)
3. Applications are accepted on a continual basis and the Invest Hagerstown Committee will review any applications at the end of every month.
 4. The Invest Hagerstown Committee will evaluate the application against the following criteria:
 - a. Adherence to the Eligibility Criteria for City-Center Grants outlined in Section I, Paragraphs 1 through 11.
 - b. Consistency with goals of the Invest Hagerstown City Center program
 - c. Aesthetic impact on immediate neighborhood
 - d. Financial feasibility of proposed funding sources
 - e. Potential for job creation
 - f. Development experience of applicant
 - g. Proposed timeline and completion date
 - h. Investment impact
 5. The applications and development plans that the Invest Hagerstown Committee recommends will be sent to the Mayor and Council in a Regular Session for consideration and final approval.
 6. The approved applicants will receive a Letter of Commitment from the City of Hagerstown which may be used to assist in financing the project.
 7. The project will be regulated through Planning and Code Administration Department.
 8. Monthly status updates shall be supplied by the developer to the Invest Hagerstown Committee through the City of Hagerstown Department of Community and Economic Development – dced@hagerstownmd.org.
 9. When the project is complete according to the approved application and development plan, the City shall award the grant money.

[vs. 08.21.2018]

INVEST HAGERSTOWN

CITY-WIDE Redevelopment Grant Program Guidelines

CITY-WIDE Program Summary

1. Grants from a minimum of \$5,000 to a maximum of \$25,000

City-Wide		Required Match (at Least)	Project Total (at least)
Grant Minimum	\$5,000	\$10,000	\$15,000
Grant Maximum	\$25,000	\$50,000	\$75,000

2. The grants require a 2:1 match from the developer. Example: a \$20,000 grant would require a \$40,000 investment from the developer, for a total project investment of \$60,000.
3. Grant approval must be obtained prior to the start of the project. A project may be defined as planned or in a pre-development/pre-construction phase.
4. Applications are reviewed and approved by a committee.
5. Funding shall be awarded upon completion of project as described by the applicant in the Application and Development Plan.
6. Acquisition costs shall not be considered a part of the project cost.
7. All projects shall comply with federal, State and local codes, laws and ordinances.
8. All grants are subject to funding availability and final use restrictions.

I. CITY-WIDE Eligibility Criteria

1. Commercial professional office, retail and mixed-use projects.
2. Projects are within the Corporate Limits of the City of Hagerstown, including City Center.
3. Applicants shall be in good standing with the City of Hagerstown.
4. Total project cost, not including acquisition, must demonstrate a minimum 2 for 1 match. For example, a \$20,000 grant application must show a \$40,000 developer contribution.
5. Bricks and mortar renovation or new construction projects.
6. Application must be aligned with the City of Hagerstown's overall vision for the city.

II. CITY-WIDE Ineligible Applications

1. Entirely residential projects.
2. Projects that do not meet the minimum investment threshold.
3. Applicants who are not in good standing with the City, County, State or Federal Governments.
4. Non-profit development applicants.

III. CITY-WIDE Funding Guidelines

1. Funding may be secured by multiple sources.
2. Applicants may apply and utilize other grant and incentive programs.
3. No City loans, grants or pass through funding may be used as a part of the applicant's match.

IV. CITY-WIDE Program Process

1. A development plan, which outlines the renovation schedule and major components of the project, shall accompany the application form.
2. Applications shall be reviewed by a staff committee called the Invest Hagerstown Committee, consisting of:
 - a. Community & Economic Development Director
 - b. Planning & Code Administration Director
 - c. Finance Director
 - d. Community Development Manager
 - e. Neighborhood Services Manager
 - f. Business Development Specialist
3. Applications are accepted on a continual basis and the Invest Hagerstown Committee will review any applications at the end of every month.
4. The Invest Hagerstown Committee will evaluate the application against the following criteria:
 - a. Adherence to the Eligibility Criteria for City Wide Grants, outlined in Section I, Paragraphs 1 through 6
 - b. Consistency with goals of the Invest Hagerstown City Wide program
 - c. Aesthetic impact on immediate neighborhood
 - d. Financial feasibility of proposed funding sources
 - e. Potential for job creation
 - f. Development experience of applicant
 - g. Proposed timeline and completion date
 - h. Investment impact
5. Applications approved by the Invest Hagerstown Committee will receive a Letter of Commitment from the City of Hagerstown which may be used to assist in financing the project.
6. The project will be regulated through the Planning and Code Administration Department.
7. Monthly status updates shall be supplied by the developer to the Invest Hagerstown Committee through the City of Hagerstown Department of Community and Economic Development – dcad@hagerstownmd.org.
8. When the project is complete according to the approved application and development plan, the City shall award the grant money.

Click here for the **Invest Hagerstown Grant Application**.

Return application to:

City of Hagerstown
Department of Community & Economic Development
14 N. Potomac, Suite 200A, Hagerstown, MD 21740
Phone: 301-739-8577 ext 111
Email: dcad@hagerstownmd.org

[vs. 08.21.2018]



INVEST HAGERSTOWN

CITY CENTER & CITY-WIDE Redevelopment Grant Program Application

Property Information

Property Address: _____, Hagerstown, MD Zip: _____

Check One: City Center Grant City Wide Grant

Check One: Commercial Building Mixed-Use Building

Applicant Information

Property Owner

Company (legal ownership of property): _____

Contact and Title: _____

Phone Number: _____

Email Address: _____

Address of Business: _____, Hagerstown, MD Zip: _____

Business Phone Number: _____ Business Website: _____

Project Information

Time frame for project completion (excluding tenant fit-out): _____

Expected Start Date: _____

Expected Completion Date: _____

Note: Any schedule beyond two years shall require Mayor and City Council approval.

Do tenant spaces have Use and Occupancy Permits yet? Yes No

Are new residential units proposed? Yes No

If yes, provide number of units and square footage calculations for each unit:

How many new jobs will be created within 2 years of the project completion? ____ new jobs

How many jobs will be retained as a result of this project? ____ jobs

How long has the property been 100% vacant? Since _____ (month/year)

If partially vacant, _____% Vacant Since _____ (month/year)

Describe the investment impact and the aesthetic impact on the immediate commercial area/neighborhood:

A financing plan is a required attachment. Describe the financial feasibility of the proposed funding sources, and describe the development experience of the applicant:

Provide any additional description of how the proposed project supports the following program goals:

- Inspire and enable significant redevelopment, both city-wide and in the urban core, reusing and repurposing existing vacant and under-utilized properties.
- Create the opportunity for new jobs throughout the City of Hagerstown and Washington County.
- Increase the value of Hagerstown’s commercial and mixed use properties.

Required Attachments:

- Description of proposed renovation and construction work.
- Design plans and occupancy plan.
- Project budget/construction cost estimates.
- Construction timeline.
- Financing plan showing proposed funding sources and indicating any other grants or incentives for the project.

Grant Request Amount: \$_____

Total Project Cost: \$_____

Applicants must comply with all conditions indicated on their application form and in the published Program Guidelines and subsequent information provided in support of this application and eligibility criteria of the program, particularly including receipt of buildings permits for proposed work and

implementation of approved development plan and schedule. Any changes to the approved development plan and schedule must be resubmitted for review and approval of the Invest Hagerstown Committee to determine continued eligibility of the project. If a project is disqualified, any financial incentives received to date will be required to be repaid to the City. There may be additional project information requested from the developer at any time during the process.

If approved, the developer shall be responsible to report the following to the City of Hagerstown Department of Community and Economic Development – dced@hagerstownmd.org :

1. Progress reports every month on status of project milestones and any anticipated changes to the project plans;
2. Reporting to the City, at completion of construction, the square footage per use type of the renovated space (e.g., office, retail, restaurant);

Applicant Signature:

By signing below, I certify that the information above is true and correct, I agree to comply with the program requirements and eligibility as described in the Invest Hagerstown Grant Guidelines, and I understand that if my application is approved, failure to comply will result in termination of the Letter of Commitment.

Applicant's Signature

Date

Return to:

City of Hagerstown
Department of Community & Economic Development
14 N. Potomac, Suite 200A, Hagerstown, MD 21740
Phone: 301-739-8577 ext 111 Email: dced@hagerstownmd.org

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