Fiscal Year 2024 Award Management Orientation

Maryland Facade Improvement Program (MFIP)

Maryland
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

dhcd.maryland.gov

Today's Agenda

1. MFIP Purpose

2. MFIP Program Requirements

3. Eligibility & Best Practices

4. Program Documentation

5. Historic Preservation Review

6. Q&A

7. Expert Perspectives

8. Next Steps

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MFIP Purpose

MFIP provides funds to local governments for programs to improve the exteriors of commercial properties located within Maryland's Sustainable Communities. The program supports communities seeking to create consistent, attractive designs for their commercial corridors in order to bolster economic vitality and stimulate new private investments.

MFIP Program Purpose

MFIP was designed to:

1. Improve public perceptions of your community
2. Promote other private investments
3. Support economic vitality through increased sales, attraction of new business, and foot traffic
4. Incentivise preferred designs
5. Encourage historic preservation (when applicable)
6. Spur revitalization with multiple smaller investments rather than single big-money projects

Facade programs also:

1. Reduce commercial vacancy
2. Help main streets foster a sense of community
3. Increase taxable property values
4. Make improvements accessible for small businesses with limited funding
5. Democratize local commercial real estate investment decisions
6. Influence development with incentives rather than regulations
7. Bring old buildings up to market standards

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MFIP Program Requirements

Local facade improvement programs must:

1. Develop a grant application process that includes criteria for:

    a. rating qualified businesses that apply for grants

    b. awarding grants to qualified businesses

2. Fund only exterior improvements for qualified businesses

3. Fund only projects within the Sustainable Communities area

MFIP Program Requirements

Eligible Uses
● Signage
● Exterior painting
● Storefront reconstruction
● Siding
● Exterior lighting
● Window and door upgrades
● Public-facing masonry or cornices
● Murals
● Other improvements to the business's appearance

Eligible
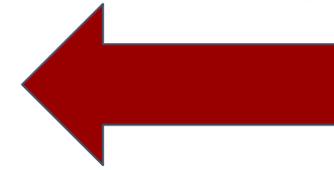
Before

After

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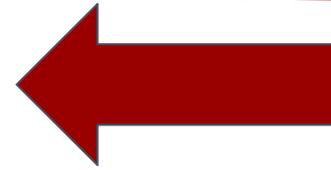
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Eligible

Before

After

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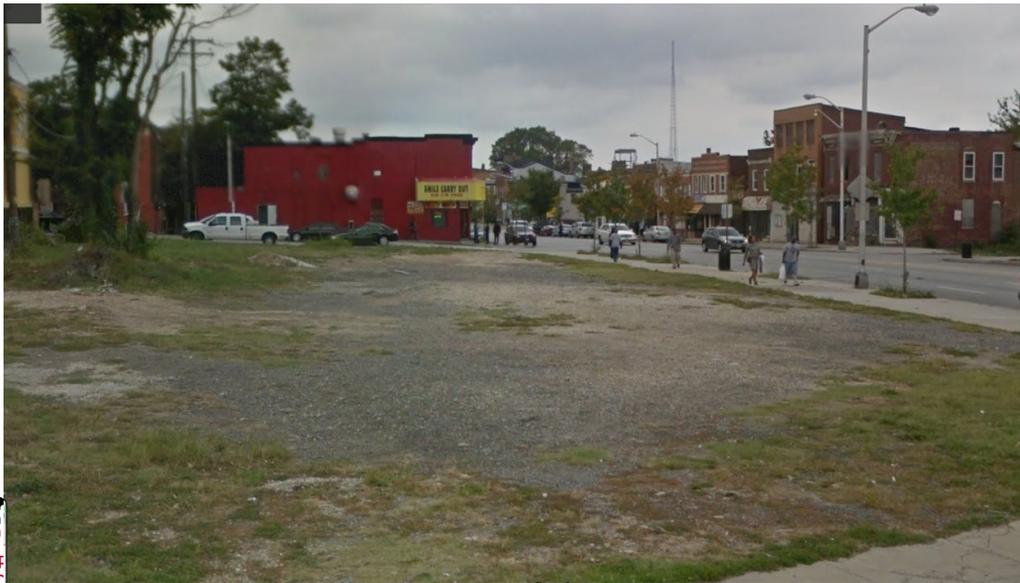Julia Glanz, Deputy Secretary

Before

After

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Before

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MFIP Program Requirements

Ineligible Uses
● Interior work ● Any improvements banned by local building codes or zoning ● Improvements that are functional rather than aesthetic (electric charging stations, solar panels, etc.) ● Other expenses generally ineligible for funding from State Revitalization Programs ● Individual improvements that cost less than $1,000 or more than $50,000

Facade Improvement Grant

Facade Improvement Grant

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Program Design Best Practices and Questions

Determine additional eligibility criteria

1. Are there local design guidelines?

2. Will you prioritize disinvested communities?

3. Legacy businesses or startups?

4. WIll you have a matching requirement?

5. Will you have a grant minimum or maximum?

6. Will you require a check-in with the business? When?

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Program Design Best Practices and Questions

Geographically target investments strategically

1. Which corridors have the greatest need and potential?

2. Considering that your program may have multiple phases, where should you start?
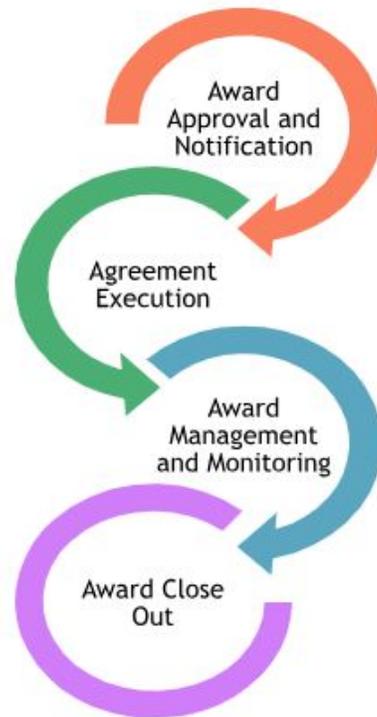
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Program Design Best Practices and Questions

Create a team

1. Who will lead the program?

2. Who will administer the grants?

3. How will businesses submit applications?

4. Who will review applications?

5. Are there other local organizations that should contribute to program design?

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Award Timeline

As with all SRP awards your regional project manager will work with you directly over the next few weeks to begin drafting your award and updating your documentation. Once MDHCD receives everything required and you have signed and returned your award it will be put in the queue for Secretarial signature and execution. This is also a great time to share your program guidelines and discuss any questions or concerns you may have.

Award Approval and Notification

Agreement Execution

Award Management and Monitoring

Award Close Out

- Quarterly progress reports are due on **July 1, October 1, January 1 and April 1**
  - Final report due within 45 days of project completion.
- Project should be completed in two years of the agreement execution date.

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Requests for Payment

Just like all other State Revitalization Programs the award must have Maryland Historic Trust (MHT) approval PRIOR to disbursement of funds and must also:

- be current on quarterly reporting
- provide site control
- include eligible capital expenses and supporting documentation and evidence*

*Please reach out to your regional project manager directly with any questions regarding payments and acceptable documentation.

Historic Preservation Review

The Maryland Historical Trust Act Requires state agencies to:

- Identify historic properties potentially affected by an undertaking
- Assess the potential effect on historic properties
- Seek ways to avoid or minimize adversely affecting historic properties
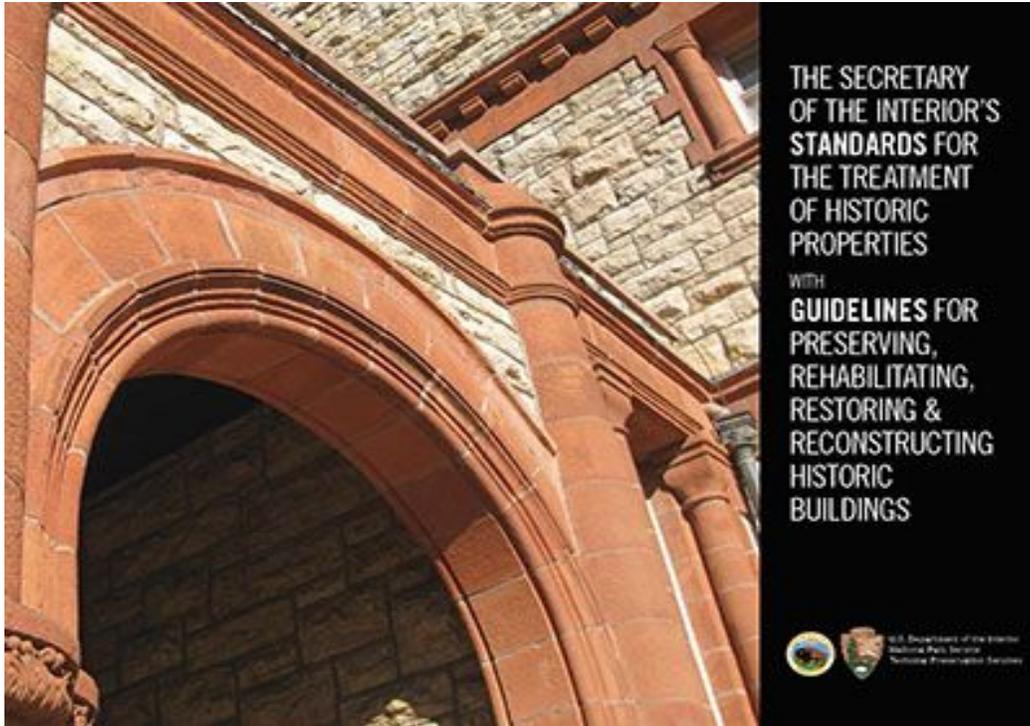
Identification of Historic Properties

<u>Medusa, Maryland's Cultural Resource Information System- Version 1.6</u>

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Secretary of the Interior's Standards

THE SECRETARY OF THE INTERIOR'S **STANDARDS** FOR THE TREATMENT OF HISTORIC PROPERTIES

WITH **GUIDELINES** FOR PRESERVING, REHABILITATING, RESTORING & RECONSTRUCTING HISTORIC BUILDINGS

- Guiding principles/concepts that are widely used at the federal, state, and local levels to guide work on historic buildings
- The Secretary of the Interior's *Standards for the Treatment of Historic Properties* includes four approaches :
  - Restoration
  - Preservation
  - Rehabilitation
  - Reconstruction

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Programmatic Agreement

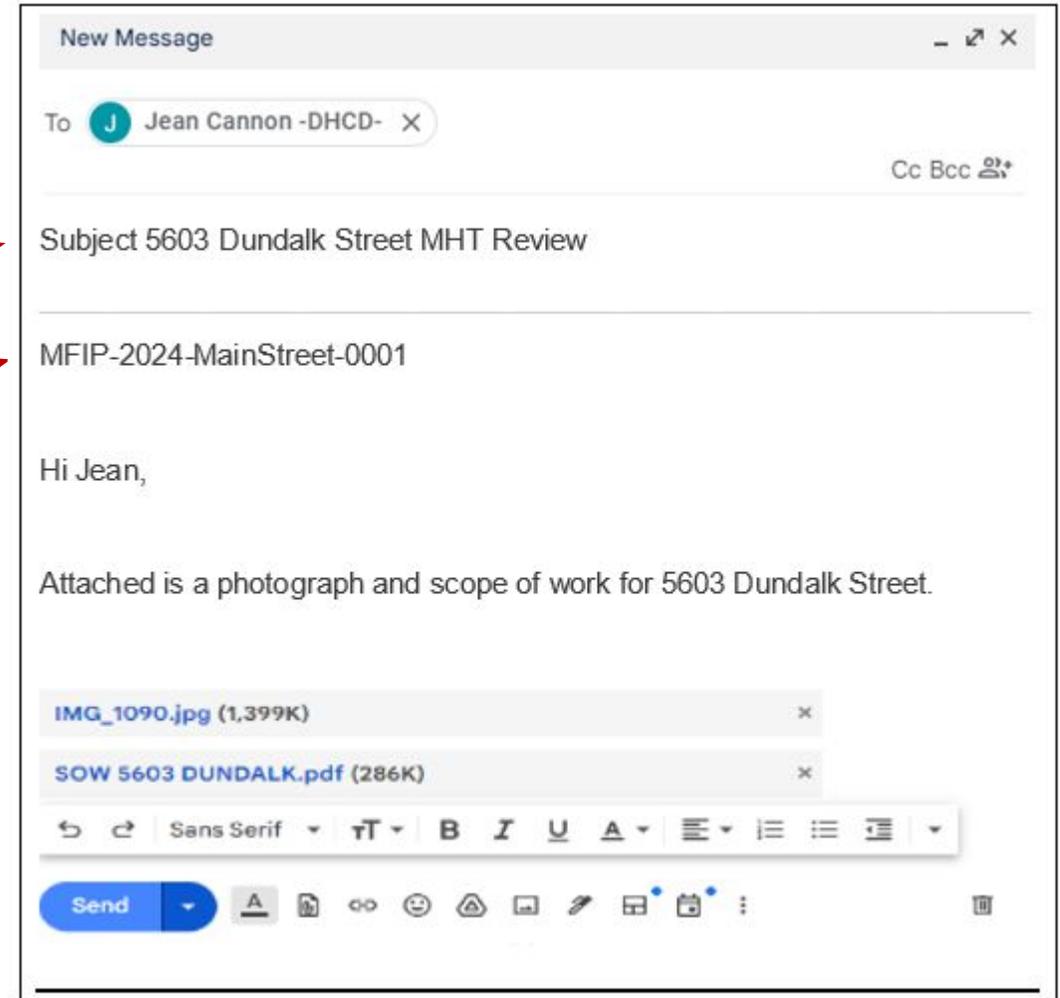| Standard Compliance Review Process	Streamlined Review Process
• Demo or major alteration of pre-1970's buildings • Replacement of historic features or significant alterations to historic features • New construction	• Demo/major alteration of post 1970s buildings • "In-kind" repair of historic features • "Like-kind" repair or replacement of non-historic features • Electrical, plumbing, HVAC • Streetscaping, gardening, and reversible treatments

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Project Submission

Email the following to PM:

- Location - include address in subject line
- DHCD Award Number
- Photographs
- Scope of work
- Plans and specifications if applicable

New Message

To   J   Jean Cannon -DHCD-   ✕

Cc Bcc

Subject 5603 Dundalk Street MHT Review

MFIP-2024-MainStreet-0001

Hi Jean,

Attached is a photograph and scope of work for 5603 Dundalk Street.

IMG_1090.jpg (1,399K)   ✕

SOW 5603 DUNDALK.pdf (286K)   ✕

Send

Provide clear, comprehensive photos

Q&A

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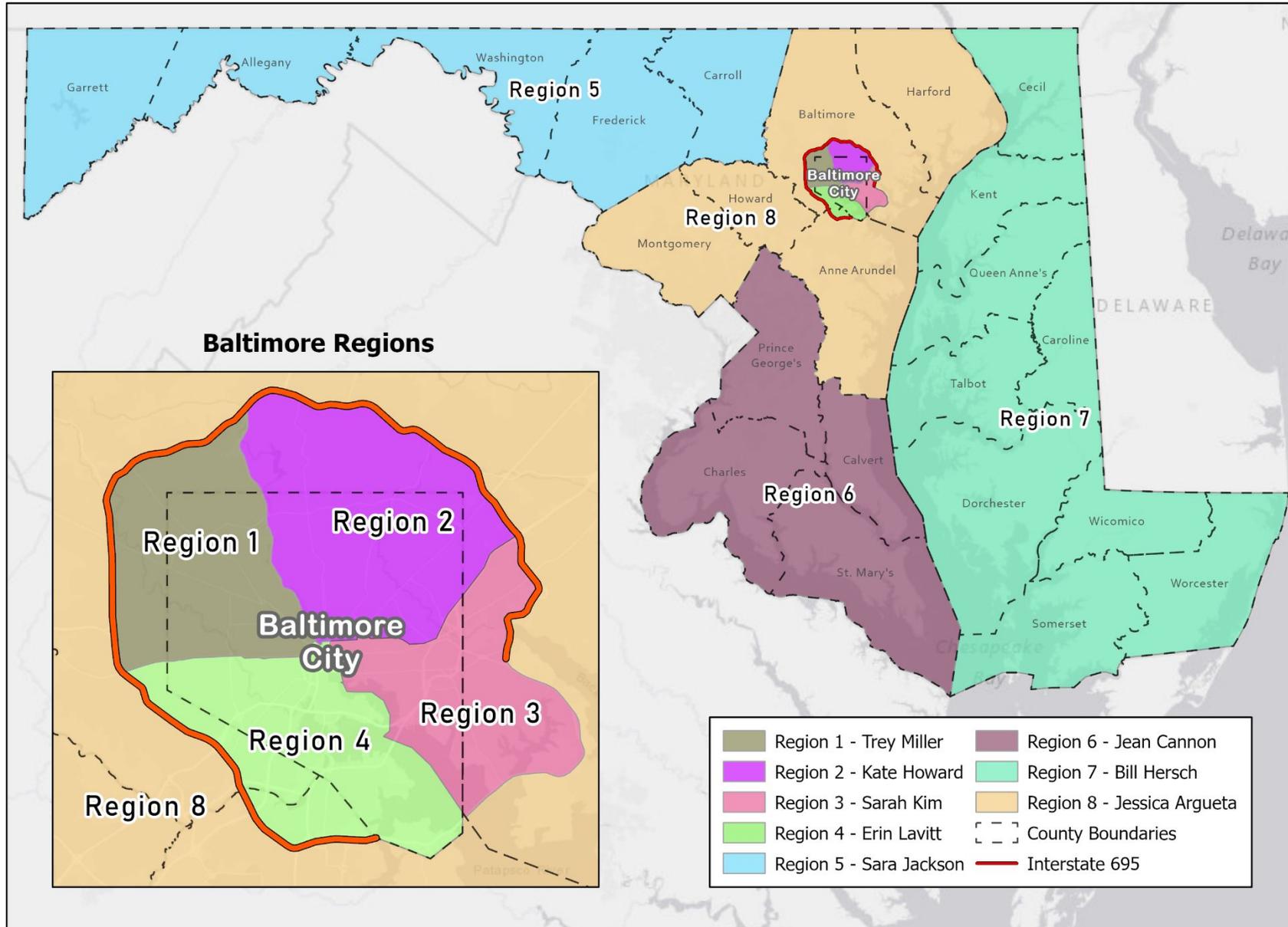Julia Glanz, Deputy Secretary

Expert Perspectives

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DHCD State Revitalization Programs
Project Manager Regions

DIVISION OF NEIGHBORHOOD REVITALIZATION
STATE REVITALIZATION PROGRAMS
REGIONAL PROJECT MANAGERS
As of December 2023

Baltimore Regions (Inside I-695)

REGION 1: • Northwest Baltimore City and County **Trey Miller** Program Officer Phone: 410-209-5803 Email: trey.miller@maryland.gov	**REGION 2:** • Northeast Baltimore City and County **Kate Howard** Project Manager Phone: 410-209-5824 Email: katherine.howard@maryland.gov	**REGION 3:** • Southeast Baltimore City and County **Sarah Kim** Project Manager Phone: 410-209-5836 Email: sarah.kim1@maryland.gov	**REGION 4:** • Southwest Baltimore City and County • Northern Anne Arundel **Erin Lavitt** Project Manager Phone: 410-209-5828 Email: erin.lavitt@maryland.gov

Statewide Regions

REGION 5: Western Maryland • Allegany • Carroll • Frederick • Garrett • Washington **Sara Jackson** Project Manager Phone: 410-209-5812 Email: sara.jackson@maryland.gov	**REGION 6:** Southern Maryland • Calvert • Charles • Prince George's • St. Mary's **Jean Cannon** Program Officer Phone: 410-209-5806 Email: jean.cannon@maryland.gov	**REGION 7:** Eastern Shore • Cecil • Caroline • Dorchester • Kent • Queen Anne's • Somerset • Talbot • Wicomico • Worcester **Bill Hersch** Project Manager Phone: 410-209-5810 Email: william.hersch@maryland.gov	**REGION 8:** Central Maryland • Anne Arundel (outside I-695) • Baltimore County (outside I-695) • Harford • Howard • Montgomery **Jessica Argueta** Project Manager Phone: 410-209-5848 Email: jessica.argueta@maryland.gov

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Additional MFIP Contacts

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Baltimore Region

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Melissa Archer (She/her pronouns)

Preservation Officer

Maryland Department of Housing
and Community Development

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Next Steps

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