



Town of North East

Commercial Façade Improvement Grant Program

INSTRUCTIONS

The Town of North East (Town) is pleased to announce that we have received a grant from the Maryland Department of Housing and Community Development – Division of Neighborhood Revitalization (DHCD) making funds available to qualifying commercial properties and businesses. For your property or business to qualify, it must be within an area within the Sustainable Communities area as determined by the Maryland Department of Planning. Please use the enclosed map to verify that your property or business is located within this area.

The purpose of this grant is to enhance the appearance and the integrity of our commercial properties within the Town. This year, we have **\$50,000** available to distribute.

Applicants are required to provide a minimum 15 percent match toward the total project cost; however, applications demonstrating a higher financial contribution by the applicant will be considered more competitive during the evaluation process.

Who is eligible to apply for this grant?

- The property must be located within the Town’s Sustainable Communities are (see attached map).
- Any building owner or business proprietor/tenant with lease authority or authorization from the building owner may apply for funding.
- According to conditions set in the Town’s funding agreement with the DHCD, **we cannot accept applications from the following:**

adult bookstore, adult video shop, or other adult entertainment facility; check cashing facility; church or other religious or sectarian organization or use; college or university; community hall; fire station; gambling facility; gun shop; hospital; liquor store; massage parlor; multifamily or single-family housing development including the development of rental properties; nursing home, assisted living facility, crisis care center, group home, transitional housing, homeless shelter, or transient living facility; pawn shop; tanning salon; or tattoo parlor.

Project examples: Exterior cleaning, painting, masonry repair; repair and replacement of architectural details; door and/or window repair or replacement; awnings; signage; exterior lighting. This program is intended for building improvements that are permanent.

The program gives the highest consideration to projects that improve a building's physical appearance and, thus, the attractiveness of North East's pedestrian streetscape. We encourage applicants to go beyond basic maintenance and make noticeable improvements to the design and aesthetics of the facade when possible. Only improvements to the sides of the building that face the street or a public thoroughfare or side of a building containing primary business entrances are eligible for funding. Facades fully visible, but not directly facing the street or public thoroughfares may also be considered, but will be reviewed by the committee on a case-by-case basis.

Submitting your application

- Please mail or hand deliver your application to:

Mail to:	Amy Yackanech	Deliver to:	Amy Yackanech
	Project Manager		Project Manager
	North East Town Hall		North East Town Hall
	Post Office Box 528		106 South Main Street
	North East, MD 21901-0528		North East, MD 21901

- Application must be received by 07/10/2026. We strongly recommend earlier submission of your application to enable our staff to confirm the application is complete. Applications that are not submitted with all requirements by the deadline will be returned. Please contact the Project Manager, Amy Yackanech at ayackanech@northeastmd.org if you have any questions about the application.
- The application is available online at www.northeastmd.org.
- Your completed application packet must include the following:
 - The completed application form with all required signatures.
 - Minimum of two photographs (in color) that show existing exterior building conditions.
 - Detailed drawings of the proposed improvements (placement, color, dimensions and materials).
 - Minimum of two (2) bids from licensed contractors on contractor letterhead.
 - a) Bid shall include detail of the proposed work with cost associated with each item.
 - b) Each bid should list the EXACT SAME project and proposed methods.
 - c) Include a copy each contractor's current business license to perform work in Cecil County, Maryland.

What happens next?

- The Façade Grant Selection Committee will review all applications and forward recommendations to the Mayor and Commissioners.
- This is a competitive grant. If the number of applicants exceeds the amount of grant money available, some projects may not be able to be funded or may only be partially funded.
- Projects selected by the Mayor and Commissioners will be forwarded to DHCD for review, to make sure they meet their guidelines. The entire approval process may take eight (8) to twelve (12) weeks, following which the applicant will be issued a letter stating if the application has been approved or denied. If approved, the letter will include the amount of the grant and any conditions of approval.
- Approved applicants will need to sign a contract committing to complete the project following the guidelines outlined below.

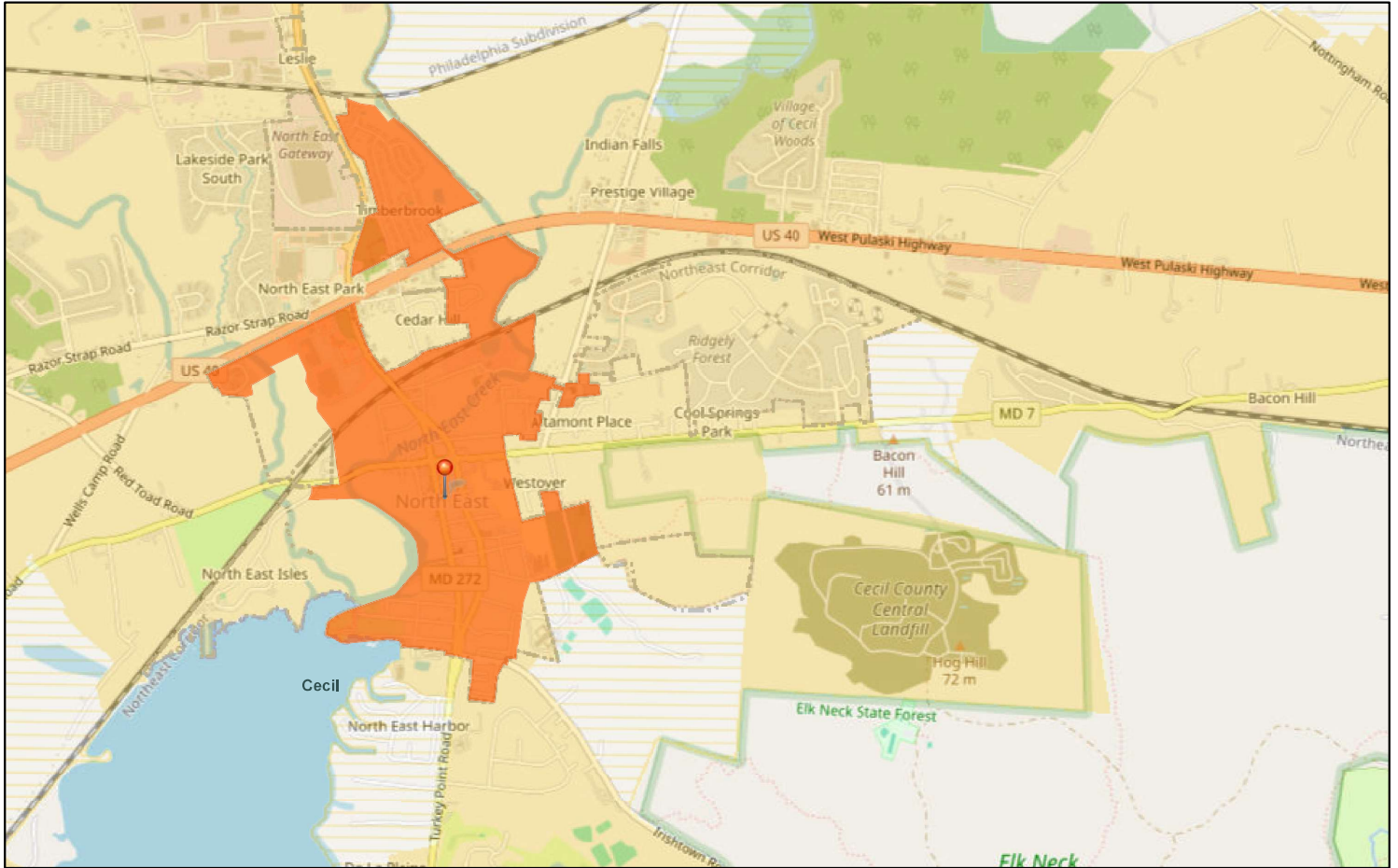
When can you start your project?

- There are two conditions that must be met before starting any work:
 - Applicant is not to start any work until the above-mentioned contract is fully executed.
 - Applicant is not to start any work until the applicant has obtained all required permits from the Town and/or Cecil County. Contact the Town's Planning Department (410-287-5801) to discuss permit requirements.
 - Any work that is done before satisfying the two requirements above will not be reimbursed.
- Work shall start within three (3) months of signing the contract, and should be completed within 12 months of the contract date. An extension may be granted under extenuating circumstances.

When will the applicant receive the grant funds?

- **This is a reimbursement grant.** Once the project has been completed, the applicant will present proof of expenses (cancelled checks, paid invoices, etc.) to the Project Manager requesting reimbursement up to the amount of the grant. To qualify for reimbursement, the work must conform to the description in the approved application, which will be confirmed by the Project Manager or a member of the Façade Grant Selection Committee. The Town will submit the reimbursement request to DHCD, who will send the money to the Town. Once the Town receives the funds from DHCD, the Town will process a check to the applicant(s).

Neighborhood Revitalization Mapper



5/10/2024, 8:54:03 AM

Sustainable Communities (DHCD)

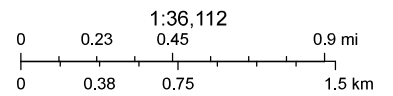
Priority Funding Areas

Heritage Area in Locally Designated Growth Areas

PFA

PFA Comment Area

Municipal Boundaries



MD IMAP, DoIT, MDP, MDOT, MDOT SHA, Map data © OpenStreetMap contributors, CC-BY-SA

Maryland Department of Housing and Community Development

Map data © OpenStreetMap contributors, CC-BY-SA | MDP, MD IMAP, alfred.sundara@maryland.gov | MD IMAP, DoIT, MDP, MDOT, MDOT SHA | MD IMAP, MDP, SDAT | Source: U.S. Census Bureau, 2020 Census, Summary File 1

OFFICIAL ZONING MAP NORTH EAST, MARYLAND Tax Map 25

ZONING DISTRICTS

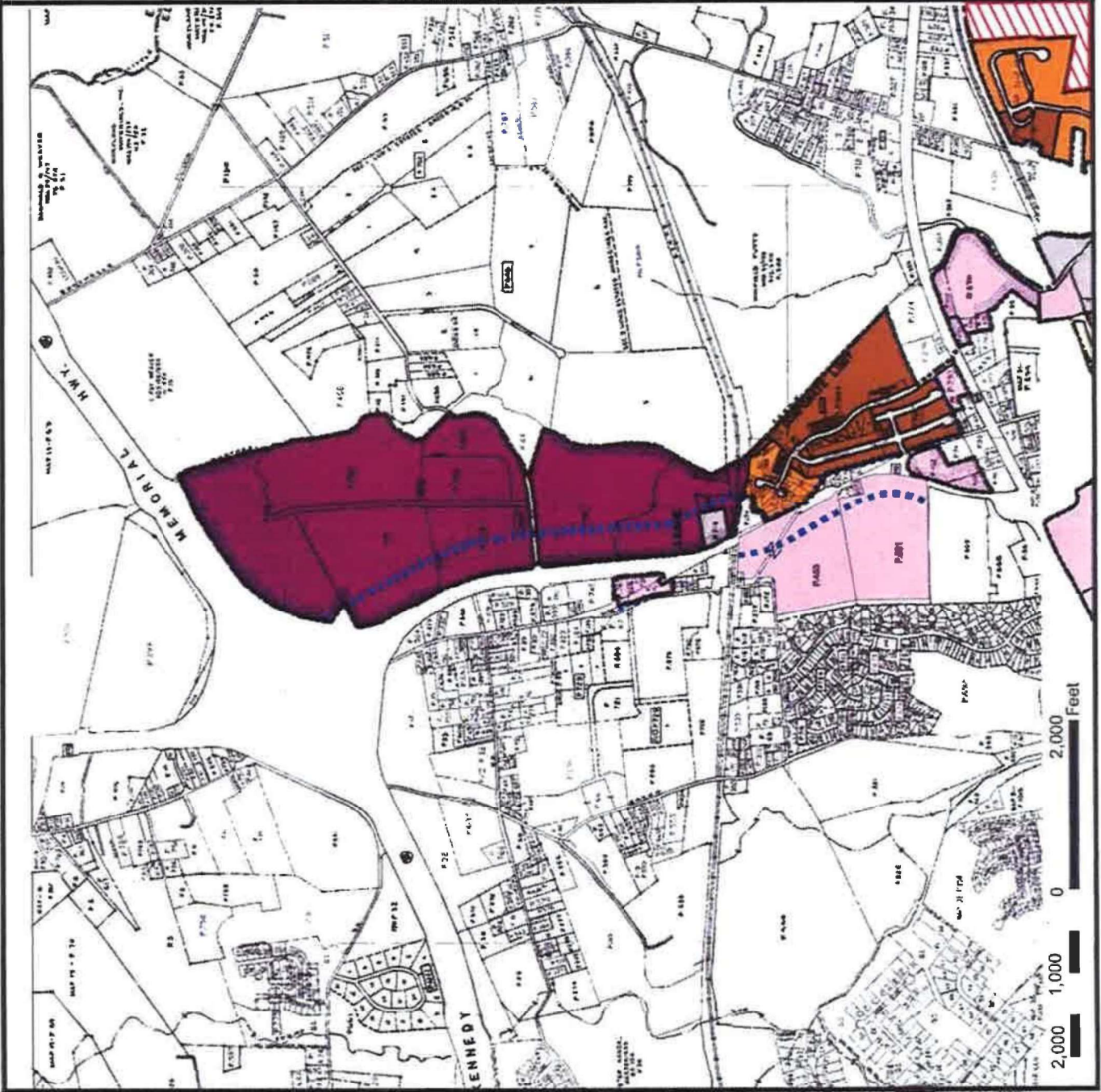
- R-1 Single Family Residential
- R-2 Two Family Residential
- R-3 Multi-family Residential
- R-4 Mixed-use Residential
- RO Residential Office
- VC Village Commercial
- VM Village Marine
- GC General Commercial
- HC Highway Commercial
- LI Light Industrial
- HI Heavy Industrial

SPECIAL DISTRICTS

- PRD Planned Residential District
- MPC Master Planned Community District
- Critical Area Overlay District
(see official Critical Area Maps)
- Highway Corridor Overlay District

This is an official zoning map, referred to in Article 4.3 of the North East Zoning Ordinance. Adopted per Ordinance 2012-11-01 on November 26, 2012. Effective December 6, 2012.

Michael Cook
Mayor
McLisa B. Cook-MacKozie
Town Administrator
Robert F. Murphy, Mayor
Eric B. Thayer, Commissioner
William A. Johnson, Commissioner
Paul A. Shea, Commissioner



Application for Town of North East Façade Improvement Grant

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Phone Number: _____

Email Address: _____

If you are NOT the property owner, Provide the owner contact information below and have the property owner or authorized agent co-sign the General Conditions section that follows.

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Proposed Façade Improvements (Brief description of changes. Use separate sheet if needed).

Total Project Budget: \$_____ Anticipated Start Date: _____

Application check list. Remember to provide with this application:

- *Two or more color photographs of current façade*
- *Detailed sketches/drawing of proposed improvements with description of material to be used, paint colors etc,*
- *Two detailed bids on contractor letterhead with copy of business license*

GENERAL CONDITIONS:

- It is expressly understood and agreed that the application shall be solely responsible for all safety conditions and compliance with all applicable safety regulations, building codes, permits, ordinance and regulations.
- It is expressly understood and agreed that work completed prior to the receipt of a letter of commitment from The Town of North East will not be funded.
- It is expressly understood and agreed that the applicant will not seek to hold The Town of North East and/or their agents, 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 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 authorized The Town of North East to promote an approved project, including, but not limited to, displaying Partnership signage at the site and using photographs.

Signature of Applicant

Date

Signature of 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 _____ owner of _____ at said _____ address, to perform the façade improvements described above as part of the Town of North East Façade Improvement Project.

Signature of Property Owner or Authorized Agent

Date

Signature of Property Owner or Authorized Agent

Date