

Downtown Frederick Fire Suppression Incentive

What is the Downtown Frederick Fire Suppression Incentive?

The Fire Suppression Incentive offers a maximum grant of \$25,000 for installing a new sprinkler system. Each property owner must provide at least a dollar for dollar match. For example, in order to receive the maximum grant amount of \$25,000, the property owner must invest at least a total of \$50,000 on sprinkler system improvements (\$25,000 grant funded; \$25,000 property owner funded).

The Fire Suppression Incentive is administered by the Partnership's Design Committee which is composed of Downtown Frederick business owners, architects, engineers, residents and others who want to improve the physical appearance of Downtown Frederick. All projects must be reviewed and approved. **Work completed prior to a letter of commitment is not eligible for funding.**

The Fire Suppression Incentive is funded by the State of Maryland's Community Legacy Program in partnership with the City of Frederick's Department of Economic Development.

Who is Downtown Frederick Partnership?

Downtown Frederick Partnership is an economic development nonprofit dedicated to enhancing, promoting and preserving the vitality and livability of Downtown Frederick, a national Main Street community. The Partnership is recognized by the National Main Street Center, the State of Maryland and The City of Frederick as the Main Street organization for Downtown Frederick. The Main Street Program is a comprehensive approach to downtown revitalization now implemented in more than 1,000 cities across the nation.

Which properties are eligible for grant funding?

- Existing building located in the Frederick Town Historic District that is > 50 years old
- Commercial, multi-family residential or mixed use buildings
- Utilizing a water connection not to exceed 4" to City water main
- Building is to be sprinklered in accordance with City requirements and the appropriate NFPA sprinkler standard

Who can apply for funding?

Any commercial property owner within the Frederick Town Historic District can apply for funding.

How does the application process work?

1. Property owner(s) submit a completed application form. Applications are reviewed by the Design Committee on a first-come, first-served basis.
2. The Partnership will forward the application to the Maryland Historic Trust (MHT) as required by the State of Maryland (grant source). MHT has 30 days to review the project.
3. Partnership staff will work with the applicant to set up a kick off meeting with relevant City of Frederick staff. The applicant is welcome to include their design team in this meeting. The applicant also can take advantage of Partnership-organized volunteer support to assist with the approval process. At the kick off meeting, all City requirements will be reviewed and the specific process to achieve City approval of the applicant's sprinkler project will be confirmed. Time frames will

be a part of this meeting as well. The applicant may amend the budget numbers listed in their application at this time if needed.

4. The Partnership will issue a letter of commitment when MHT approval is granted and the kick off meeting is complete. The letter will include the specific amount granted and any conditions of approval. The Partnership will not providing funding to any project that does not receive all required City approvals and/or permits. The amount of the grant award will not increase from the amount stated in the letter of commitment. The amount may decrease in order to meet the minimum dollar for dollar match requirement.
5. The property owner completes the required City processes and achieves all required approvals and/or permits. Copies of City approvals and/or permits must be provided to the Partnership staff.
6. The property owner completes the sprinkler work. The property owner completes the final City inspection.
7. Once the sprinkler work is complete and a use and occupancy permit has been issued by the City, the property owner should contact the Partnership to request a review of the work completed. The property owner also should submit proof of payment in the form of cancelled checks and/or credit card statements to the Partnership staff.

What happens after a project is selected for funding?

Project applicants have a total of six months to complete any City approval processes. After acquiring any necessary approvals and/or permits, implementation must be completed within six (6) months. Depending on the scope of the project, extensions may be granted.

The applicant is responsible for obtaining all building and trade permits and any other required City approvals for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and the improvements.

Downtown Frederick Partnership may promote an approved project including, but not limited to, displaying Partnership signage at the site, during and after construction and using photographs and descriptions of the project in the Partnership's materials.

How do I get reimbursed for my project?

Grant funds are issued on a reimbursement basis and cannot be issued until the project has been completed and a use and occupancy permit has been issued for the building. Before a check is cut, applicants will need to submit proof of payment for completed work (canceled checks or credit card statements) and a Design Committee member or the Partnership staff must review the completed project to determine that the work performed is consistent with the work approved. Once the work is approved, the Partnership will process a reimbursement check within about 30 days.

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Property Owner:

Address:

Email:

Phone Number:

Contact Person for Project (if different from above):

Email:

Phone Number:

Project Address:

Date Constructed:

Estimated Square Footage:

of Floors:

Total Estimated Project Cost:

Total Estimated Sprinkler System Cost:

Requested Grant Amount:

Proposed Start Date:

Completion Date:

Size of Water Connection (in inches):

Required Submittals:

- Proof of ownership or signed contract of sale
- Qualifications of those persons working directly on this project
- Detailed scope of work including pricing
- One color photo showing the entire building façade (sidewalk to roof peak)
- Interior photos that are labeled and keyed to floor plans.
- Plans for the sprinkler system showing where piping will be run and where any alterations to the interior of the building will be required.

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Project Description

Please describe below the proposed improvements to the property and the contractor(s) who will perform the work.

Proposed improvements:

Detailed Project Information:

	Current Primary Usage	Proposed Usage
Basement:		
Ground Floor:		
Second Floor:		
Third Floor:		
Fourth Floor & Up:		

Owner Signature

Date

Owner Signature

Date

Owner Signature

Date

Owner Signature

Date

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General Conditions

It is expressly understood and agreed that the applicant is not an agent, employee or subcontractor of Downtown Frederick Partnership, Inc.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, building permits, HPC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a letter of commitment is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Downtown Frederick Partnership, Inc. and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Downtown Frederick Fire Suppression Incentive program.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury relating to the Downtown Frederick Fire Suppression Incentive program.

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 agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Downtown Frederick Partnership, Inc. to promote an approved project, including, but not limited to, displaying Partnership signage at the site, during and after construction, and using photographs and descriptions of the project in Partnership materials and press releases.

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____