

Mayor and Council Executive Session and Work Session October 13, 2026 Agenda

"The City of Hagerstown will inspire an inclusive, business-friendly, and sustainable community with clean, safe, and vibrant neighborhoods."

"The City of Hagerstown shall be a community focused municipality"

The agenda and meeting packet is available at www.hagerstownmd.org/government/agenda

“Good communication is the bridge between confusion and clarity.” – Nat Turner

4:00 PM WORK SESSION

- 4:05 PM** 1. Proclamation: Metastatic Breast Cancer Awareness Day
- 4:10 PM** 2. Preview of 2027 Legislative Session – *Senator Paul Corderman and Delegate Matthew Schindler*
- 4:30 PM** 3. Opioid Restitution Funds: Memorandum of Understanding (MOU) with the Washington County Health Department – *Michelle Hepburn, Chief Finance Officer and Karen Reese, Grant Coordinator*
- 4:40 PM** 4. FY28 Preliminary Budget for General Fund Agency Contributions – *Michelle Hepburn, Chief Financial Officer*
- 4:55 PM** 5. Procedure for Naming a Park – *Eric Deike, Director of Public Works*
- 5:10 PM** 6. Proposed Guideline Changes to the Invest Hagerstown Programs – *Chris Siemerling, Economic Development Specialist*
- 5:25 PM** 7. Update: Speeding on S. Potomac Street – *Paul ‘Joey’ Kifer, Police Chief*

CITY ADMINISTRATOR'S COMMENTS

MAYOR AND COUNCIL COMMENTS

ADJOURN

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Proclamation: Metastatic Breast Cancer Awareness Day

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Preview of 2027 Legislative Session – *Senator Paul Corderman and Delegate Matthew Schindler*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Opioid Restitution Funds: Memorandum of Understanding (MOU) with the Washington County Health Department – *Michelle Hepburn, Chief Finance Officer and Karen Reese, Grant Coordinator*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

FY27_MOU_Opioid_Restitution_Funds_(002).pdf

Description

Memo: MOU Opioid
Restitutions Funds Health
Dept



CITY OF HAGERSTOWN, MARYLAND

Finance & Accounting Department

One East Franklin Street • Hagerstown, MD 21740

Telephone: 301.766.4142 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Michelle Hepburn, Chief Financial Officer
Brooke Garver, Accounting & Budget Manager
Karen Reese, Grant Coordinator

Date: October 13, 2026

Subject: Memorandum of Understandings (MOU): Opioid Restitution Funds

During the October 13th Work Session, City staff will be present to review two (2) separate MOU's to Mayor and Council for consideration.

There are two (2) distinctive sources of Opioid funding available to the City. The first is funding that the City receives directly from the manufacturers' settlements. The second is funding administered and held by the State of Maryland's Office of Overdose Response (MOOR) that is allocated on a percentage basis to various towns, municipalities, and counties. This funding cannot be released to the City until the execution and approval of a five-year plan is completed. Then the funding will be released on a reimbursement basis only.

A chart is included below that outlines the amount of funds that the City has received to date directly, the amount currently held by MOOR, and the total anticipated amount through 2038:

Year	Local Funds Received to Date	State TAG Funds Available to Use
2022	-	87,139.17
2023	54,971.24	31,402.41
2024	90,128.28	187,033.65
2025	50,288.48	74,145.65
2026	31,705.11	56,360.80
2027	23,194.54	49,860.77
Currently Available	250,287.65	485,942.45
Estimated Total Funds through 2038		
Grand Total	547,247.81	1,003,939.66

A few items to note regarding these agreements are as follows:

- The Maryland Office of Overdose Response indicated no dollar amount nor number of years were to be referenced in the MOU's.
- There are two (2) separate funding sources:
 - Targeted Abatement Grant (TAG) which requires an additional five (5) year plan per state guidance in order to receive funding. The Washington County Health Department will prepare the five (5) year plan for the City to review.
 - Local Direct funds the City receives from the settlement administrator, Brown Greer, PLC.



- Eligible expenditures are identical no matter the funding source.

It is City staff recommendation to execute these agreements and partner with the Washington County Health Department to effectively utilize the funds directly to benefit our community.

MEMORANDUM OF UNDERSTANDING – LOCAL DIRECT FUNDS

This Memorandum of Understanding (“MOU”) is made by and between the WASHINGTON COUNTY HEALTH DEPARTMENT and The CITY OF HAGERSTOWN, MARYLAND on this ____ day of _____, 2026.

RECITALS

WHEREAS, the Washington County Health Department provides public safety, public health and behavioral health care support within the corporate limits of the City of Hagerstown, located in Washington County, Maryland; and

WHEREAS, the City of Hagerstown, a Maryland Municipal Corporation, will receive Opioid Relief Funding (Local Direct Funds) and desires to allocate this funding to the Washington County Health Department to provide services throughout the City’s corporate limits, in Hagerstown, Washington County, Maryland; and

WHEREAS, there sometimes arises a need for opioid-related programs, including post-overdose response and peer recovery engagement in the City of Hagerstown, for which Washington County Health Department is able to effectively provide assistance in a timely manner.

WHEREAS, the Washington County Health Department will be responsible for developing and maintaining an opioid response program within the corporate boundaries of the City of Hagerstown. These responsibilities will include compiling data and preparing reports while overseeing the program.

WHEREAS, the services provided by the Washington County Health Department are consistent with the Opioid Relief Funding; and,

WHEREAS, the Washington County Health Department will allow the City of Hagerstown to review the program(s) provided under this agreement and both parties must mutually agree to the implementation of said program(s) and to any changes or revisions thereto before such changes are implemented.

WHEREAS, the Washington County Health Department agrees to develop and retain sufficient documentation, to clearly support the Opioid Relief Fund eligible programs provided by the recipient on a quarterly basis; and,

WHEREAS, the Washington County Health Department will fund the program while the City of Hagerstown shall submit reporting through the Opioid Relief Fund Funding portal and disburse funds to the Washington County Health Department on a quarterly reimbursement bases, consistent with the requirements of Opioid Relief Funding.

WHEREAS, the parties hereto have duly executed this MOU for the expenditure of Opioid Relief Funds.

WHEREAS, the Recitals set forth above are hereby adopted and shall be a substantive part of this Memorandum of Understanding.

NOW THEREFORE, the parties to the Memorandum of Understanding agree to above by the terms set forth herein.

The parties may amend this **Memorandum of Understanding** at any time provided that such amendments make specific reference to this **Memorandum of Understanding**, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the City's governing body. Such amendments will not invalidate this **Memorandum of Understanding**, nor relieve or release the City or Recipient from its obligations under this **Memorandum of Understanding**.

The City may, in its discretion, amend this **Memorandum of Understanding** to conform with State or Local governmental guidelines, policies and available funding amount, or for other reasons. If such amendments result in a change in the funding, such modifications will be incorporated only by written amendment signed by both the City and Recipient.

Entire Agreement / Amendments. This **Memorandum of Understanding** constitutes the entire agreement between the parties and supersedes any prior understandings. Any amendments to this MOU shall be in writing and signed by the parties.

WHEREFORE, the parties hereto have affixed their signature hereto as of the date first above written.

WITNESS/ ATTEST:

WASHINGTON COUNTY HEALTH DEPARTMENT

[Name and title]

BY:

Earl Stoner, Program Director

Donna K. Spickler
City Clerk

CITY OF HAGERSTOWN

BY:

William B. McIntire,
Mayor

MEMORANDUM OF UNDERSTANDING – TARGETED ABATEMENT GRANT (TAG)

This Memorandum of Understanding ("MOU") is made by and between the WASHINGTON COUNTY HEALTH DEPARTMENT and The CITY OF HAGERSTOWN, MARYLAND on this ____ day of _____, 2026.

RECITALS

WHEREAS, the Washington County Health Department provides public safety, public health and behavioral health care support within the corporate limits of the City of Hagerstown, located in Washington County, Maryland; and

WHEREAS, the City of Hagerstown, a Maryland Municipal Corporation, will receive Opioid Relief Funding (Targeted Abatement Grant (TAG)) and desires to allocate this funding to the Washington County Health Department to provide services throughout the City's corporate limits, in Hagerstown, Washington County, Maryland; and

WHEREAS, there sometimes arises a need for opioid-related programs, including post-overdose response and peer recovery engagement in the City of Hagerstown, for which Washington County Health Department is able to effectively provide assistance in a timely manner.

WHEREAS, the Washington County Health Department will be responsible for developing and maintaining an opioid response program within the corporate boundaries of the City of Hagerstown. These responsibilities will include development of a five (5) year plan; compiling data and preparing reports while overseeing the program.

WHEREAS, the services provided by the Washington County Health Department are consistent with the Opioid Relief Funding; and,

WHEREAS, the Washington County Health Department will allow the City of Hagerstown to review the program(s) provided under this agreement and both parties must mutually agree to the implementation of said program(s) and to any changes or revisions thereto before such changes are implemented.

WHEREAS, the Washington County Health Department agrees to develop and retain sufficient documentation, to clearly support the Opioid Relief Fund eligible programs provided by the recipient on a quarterly basis; and,

WHEREAS, the Washington County Health Department will fund the program while the City of Hagerstown shall submit reporting through the Opioid Relief Fund Funding portal and disburse funds to the Washington County Health Department on a quarterly

reimbursement bases, consistent with the requirements of Opioid Relief Funding.

WHEREAS, the parties hereto have duly executed this MOU for the expenditure of Opioid Relief Funds.

WHEREAS, the Recitals set forth above are hereby adopted and shall be a substantive part of this Memorandum of Understanding.

NOW THEREFORE, the parties to the Memorandum of Understanding agree to abide by the terms set forth herein.

The parties may amend this **Memorandum of Understanding** at any time provided that such amendments make specific reference to this **Memorandum of Understanding**, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the City's governing body. Such amendments will not invalidate this **Memorandum of Understanding**, nor relieve or release the City or Recipient from its obligations under this **Memorandum of Understanding**.

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Entire Agreement / Amendments. This **Memorandum of Understanding** constitutes the entire agreement between the parties and supersedes any prior understandings. Any amendments to this MOU shall be in writing and signed by the parties.

WHEREFORE, the parties hereto have affixed their signature hereto as of the date first above written.

WITNESS/ ATTEST:

WASHINGTON COUNTY HEALTH DEPARTMENT

[Name and title]

BY:

Earl Stoner, Program Director

Donna K. Spickler
City Clerk

CITY OF HAGERSTOWN

BY:

William B. McIntire, Mayor

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

FY28 Preliminary Budget for General Fund Agency Contributions – *Michelle Hepburn, Chief Financial Officer*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

10.13.26_Agency_Contribution_Memo_FY28_Bud.pdf

GF_Agency_Contribution_Polciy.pdf

Description

FY28 Preliminary Budget for
Agency Contributions

FY28 Preliminary Budget for
Agency Contributions



CITY OF HAGERSTOWN, MARYLAND

Finance & Accounting Department

One East Franklin Street • Hagerstown, MD 21740

Telephone: 301.766.4142 • Website: www.hagerstownmd.org

To: Scott Nicewarner, City Administrator

From: Michelle Hepburn, Chief Financial Officer

Date: October 13, 2026

Subject: FY28 Preliminary Budget for General Fund Agency Contributions

Per the attached General Fund Agency Contribution policy, the October 13th Work Session provides the opportunity for Mayor and Council to discuss any adjustments to be included in the FY2027/28 budget for General Fund agency contributions.

As outlined in the policy, any changes to total funding levels or any changes to the agencies guaranteed to receive funding from the City will be considered by Mayor and Council by the end of October. The charts below summarize the agencies that will receive funding per the current policy and the total funding amounts:

8 agencies that will receive General Fund Agency Contributions:

Community Rescue Services
Hagerstown Municipal Band
Hagerstown Neighborhood Development Partnership (HNDP)
Maryland Symphony Orchestra
The Maryland Theatre
Washington County Historical Society
Washington County Museum of Fine Arts
Washington County Free Library

Total Funding for General Fund Agency Contributions:

Total for 8 agencies identified	195,000.00
Mayor and Council contingency	10,000.00
	\$ 205,000.00

Mayor and Council direction is requested to address two questions:

1. Are there any changes to the agencies identified that will receive General Fund contributions in FY2027/28? Funding was subsequently provided to Heart of the Civil War Heritage Area in the following fiscal years:
 - FY2021/22 - \$7,200
 - FY2022/23 - \$7,200



- FY2023/24 - \$7,500
- FY2024/25 - \$10,000
- FY2025/26 - \$10,000
- FY2026/27 - \$10,000

2. Are there any changes requested in the funding levels established in the policy for FY2027/28?

Staff will be present for discussion at the October 13th Work Session.

City of Hagerstown
General Fund Agency Contribution Policy

Purpose:

The City of Hagerstown for many years has funded grants to local community agencies using annual appropriations in the General Fund as the source of this financial support. The purpose of this policy is the following:

- 1) To establish the level of General Fund funding support for agency contributions.
- 2) To define the City's timeline for this process.
- 3) To specify the City's requirements for the information to be provided by agencies seeking funding.
- 4) To outline the schedule for the City's distribution of funds to agencies receiving a grant of more than \$5,000.

Funding:

- 1) The Mayor and Council have established a funding level of \$190,000 to be allocated toward 7 recipients identified by the City as core agencies. These agencies include the following:
 - a) Washington County Free Library
 - b) Washington County Museum of Fine Arts
 - c) Maryland Theatre
 - d) Maryland Symphony Orchestra
 - e) Hagerstown Municipal Band
 - f) Community Rescue Services
 - g) Hagerstown Neighborhood Development Partnership
- 2) The Mayor and Council have established a funding level of \$10,000 for other agency requests for funding.
- 3) The Mayor and Council have established a \$5,000 contingency for General Fund Agency Contributions.
- 4) The Mayor and Council have established that the total funding level for General Fund Agency Contributions is \$205,000.

Timeline:

- 1) If needed, the Mayor and Council will consider changes to these funding levels for General Fund Agency Contributions in future fiscal years by the end of October.
- 2) The City will distribute application packets to community agencies in November.
- 3) Applications from agencies are due no later than the 2nd Friday of January. Submission of funding requests will not be received after this date.
- 4) The Mayor and Council will approve Community Agency funding from the General Fund by the end of May.
- 5) Agencies will be notified of the Mayor and Council's funding decision by mid-June for contributions to be available beginning July 1.

Application: The City of Hagerstown will consider a number of factors/criteria in approving funding requests. Agencies requesting more than \$5,000 in funding should include the following in their applications for funding:

- 1) A full description of how the requested grant from the City would be used to support agency operations, services, and capital improvements.
- 2) A summary of other local government funding sources and amounts including any grants received from Washington County or other municipalities.
- 3) A copy of the agency's most recent budget.
- 4) A copy of the agency's most recent financial report or audit prepared by an independent auditing firm.
- 5) A description of how the agency supports the goals of the City for downtown revitalization, expansion of the arts, culture, and education, neighborhood vitality, quality of life.
- 6) Agency service data related specifically to providing service and assistance to residents of the City of Hagerstown.

As part of the application and approval process an agency may be requested to make a presentation of their funding request and service information to Mayor and Council during a public work session.

Distribution of Funds:

- 1) The City will distribute grant funds to the agencies on a quarterly reimbursement basis beginning on October 1 of each year for those organizations receiving a grant of more than \$5,000. Other agencies can receive the full amount of their grant in July, the first month of the City's fiscal year.

Mayor and Council and City staff will review this policy at a minimum of every five years and update as necessary.

Approved by Mayor and Council November 25, 2014

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Procedure for Naming a Park – *Eric Deike, Director of Public Works*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

Naming_A_New_Park_Council_Packet.pdf

Description

Naming Of A New Park



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

TO: Scott Nicewarner, City Administrator

FROM: Eric B. Deike, Director of Public Works

DATE: September 22, 2026

RE: Naming of a New Park

MAYOR AND COUNCIL ACTION REQUESTED

Staff is seeking guidance from the Mayor and Council on the naming of a new City park.

DISCUSSION

Work was recently completed on the construction of a portage trail along the Antietam Creek in the vicinity of the former City Light Plant. The project consists of upstream and downstream kayak/canoe ramps along the east bank of the Antietam Creek near the Mt. Aetna Road bridge. The portage allows kayakers and canoers to move their vessels around the weir (aka dam) to allow better navigation of the creek.

The portage is constructed of concrete pavers and natural stone walls that line the trail along the creek and embankment. There is a small parking lot with 1 ADA parking space and 2 regular parking spaces. See the attached photos.

The project mostly consists of the portage trail and parking lot. There are plans to install 2 benches later in the year. This is not a typical park. It is designed for a rather specific purpose, but it is a nice scenic area.

Now that the area has been developed, it makes sense to add the space to the other 22 City parks and playgrounds. Staff has been simply calling it the Antietam Creek Park. However, staff wanted to bring the naming of the space to the Mayor and Council for other name suggestions or ideas.

There is another boat access point within the City at Kiwanis Park located further north on Antietam Creek. Both creek access points are part of a much larger Antietam Creek Water Trail within Washington County. See the attached map produced by the Maryland Department of Natural Resources. The names of the access points include parks like Kiwanis Park and Devils Backbone Park just locations such as Keedysville Road Bridge. The Mt. Aetna Road location is listed as Light Plant Dam/Mt. Aetna Road.

I would also note the close proximity of the Hagerstown Field House to this location. This park and the field house sit on opposite corners of the intersection of Memorial Blvd./Eastern Blvd./Mt. Aetna Road.

Public Works Department
51 West Memorial Blvd.
Hagerstown, MD 21740
Ph: 301.739.8577 Ext. 178

Parks and Recreation Division
351 North Cleveland Ave.
Hagerstown, MD 21740
Ext. 169

Parking Division
1 E. Franklin St.
Hagerstown, MD 21740
Ext. 479



CITY OF HAGERSTOWN, MARYLAND

Public Works Department

www.hagerstownmd.org

FINANCIAL IMPACT

Naming of the park should have little to no financial impact.

RECOMMENDATION

Staff's recommendation is to provide a park name for this portage trail. An official name allows staff to promote this park amenity and include it as another location within the current 22 parks and playgrounds.

Att: Photos of the portage trail
Antietam Creek Water Trail Map
Cc: Parks and Recreation

Public Works Department
51 West Memorial Blvd.
Hagerstown, MD 21740
Ph: 301.739.8577 Ext. 178

Parks and Recreation Division
351 North Cleveland Ave.
Hagerstown, MD 21740
Ext. 169

Parking Division
1 E. Franklin St.
Hagerstown, MD 21740
Ext.479

ANTIETAM CREEK WATERWAY TRAIL CREEK ACCESS

The Antietam Creek Waterway Trail Creek Access is now complete. Public access to the upstream side (Phase I) and to the downstream side (Phase II) of the creek around the weir (aka dam) is now available.



A small parking of just off Mt. Aetna Road provides a limited number of parking spaces for visitors to the waterway trail. Pedestrian access to the access trail is also available.



A fork in the trail provides access to the upstream side of the dam to the right and to the downstream side of the dam to the left.



A better view of the trail fork that leads upstream and downstream from the parking lot.



Looking upstream at Antietam Creek. Access to the water is easily available down a long, gentle slope to the water. A yellow bollard prevents vehicles from attempting to use the ramp. Access is for those using small watercraft such as kayaks and canoes.



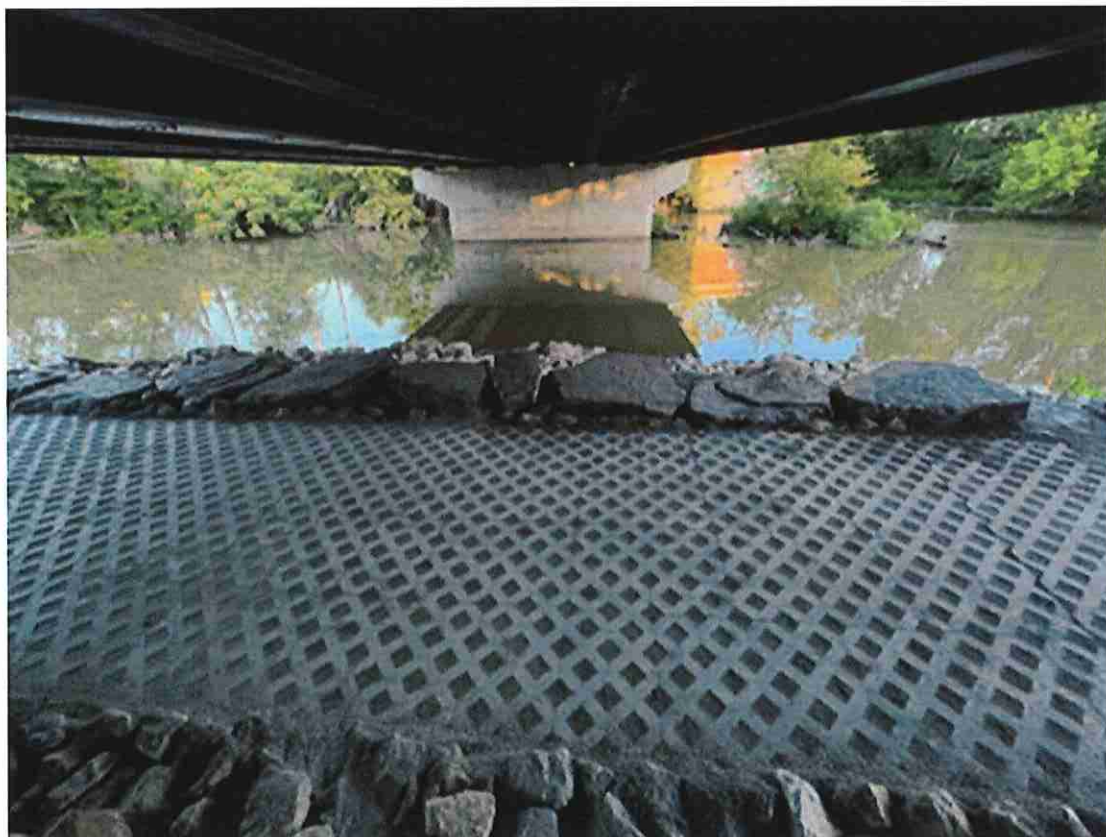
Looking east towards the parking lot with the upstream ramp to the left of the photo.



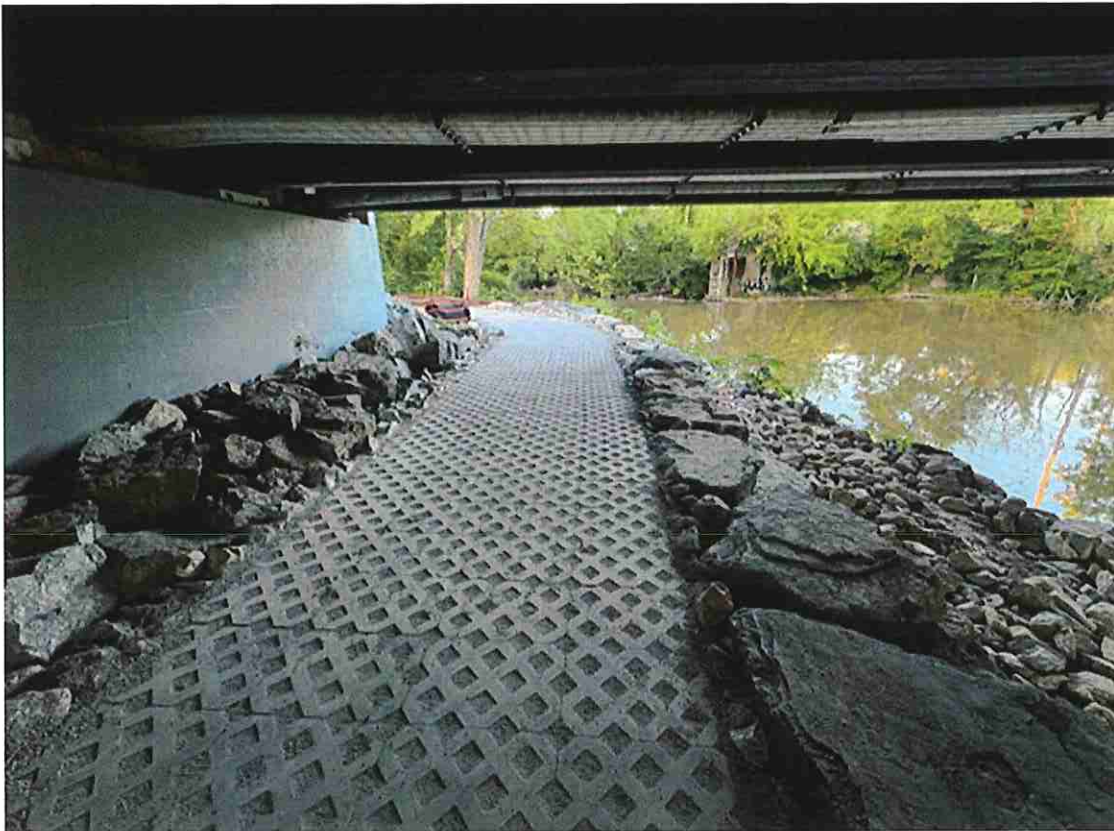
The downstream trail takes visitors under the Mt. Aetna Road bridge. Remnants of the former electrical power plant can be seen to the right.



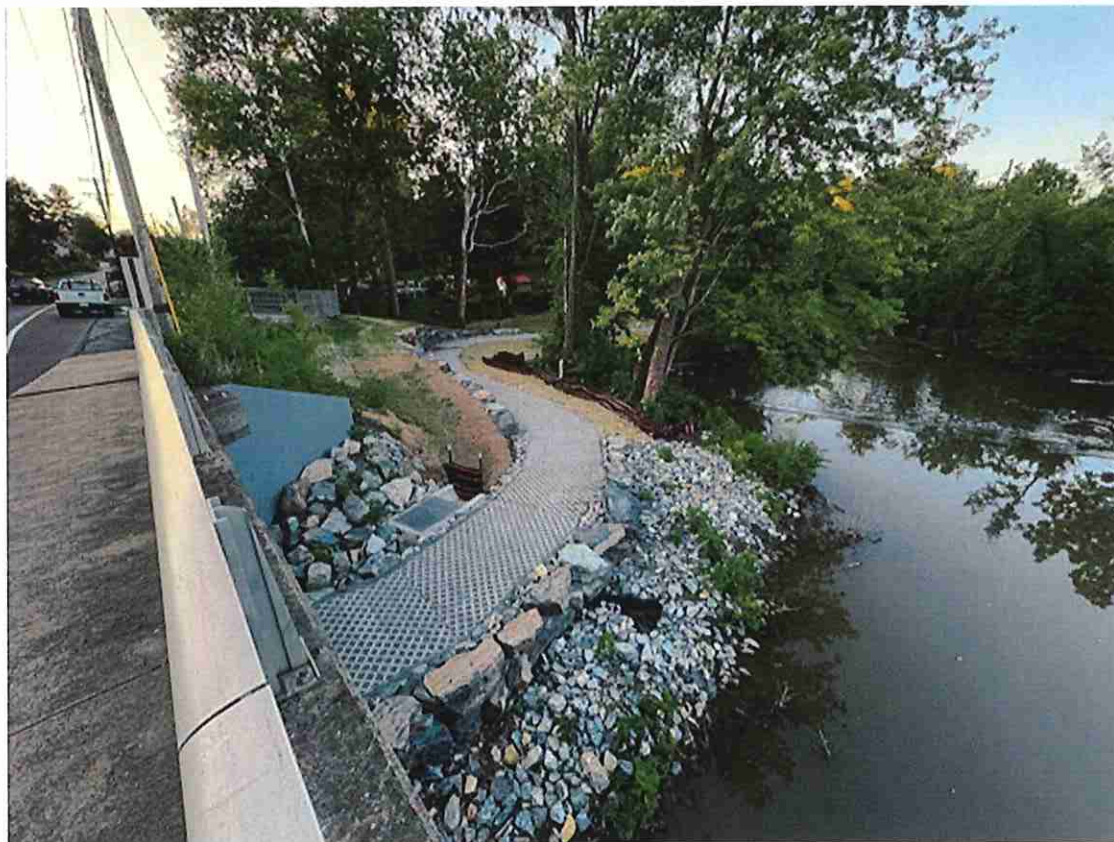
Looking downstream as the trail extends beneath the bridge itself.



A view of Antietam Creek from beneath the bridge.



Looking downstream to the dam in the background from beneath the bridge.



View of the downstream side of the trail. The dam can be seen to the right.



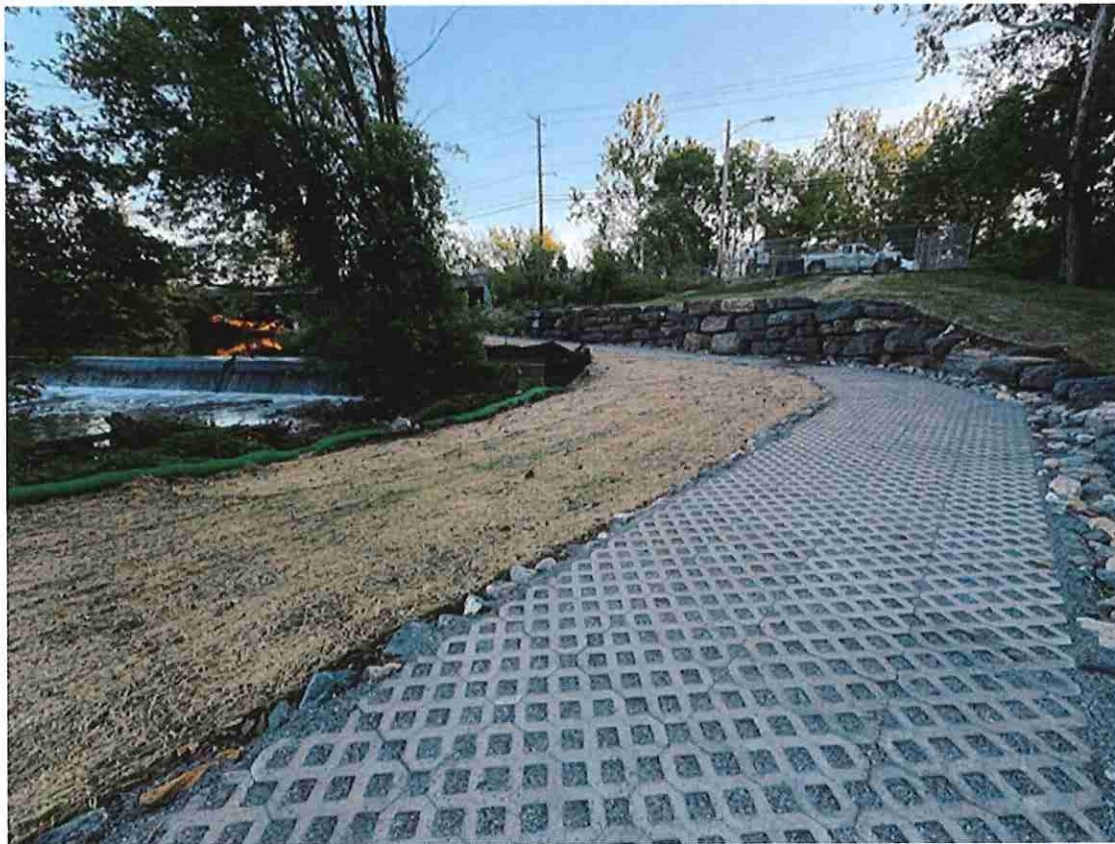
Overhead view of the downstream trail access. Dam is to the right. The trail leads to the left to provide ADA access around the dam.



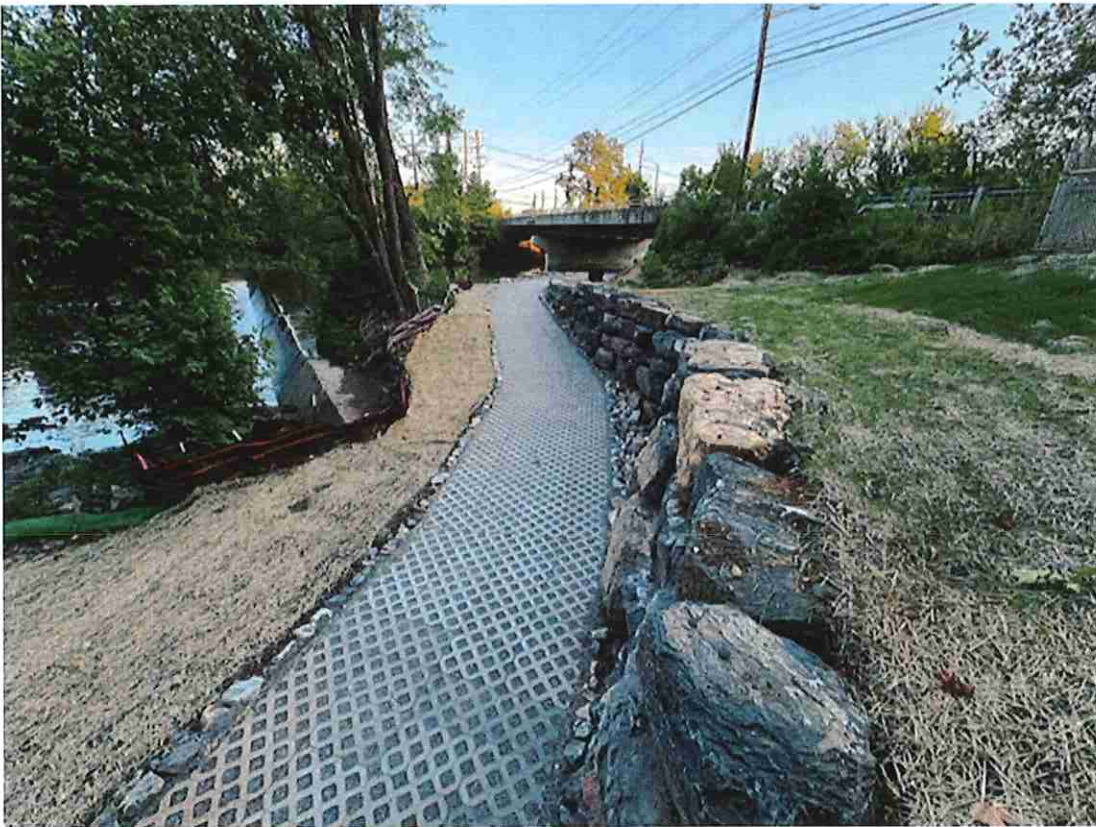
Looking down the downstream side of the trail leading to the water. The end of the dam is visible to the right of the photo.



Looking at the downstream access ramp.



Looking upstream from the downstream ramp. The dam is visible to the left and a retaining wall is visible to the right of the photo.



Looking upstream along the trail. Dam is to the left and Mt. Aetna Road bridge is in the background.

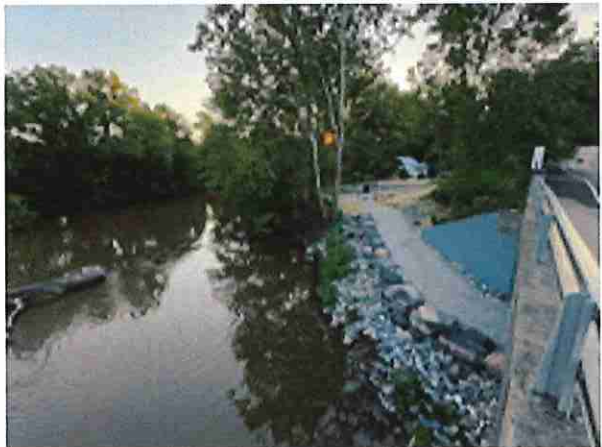


A view of the downstream portion of the trail as it winds around the dam.

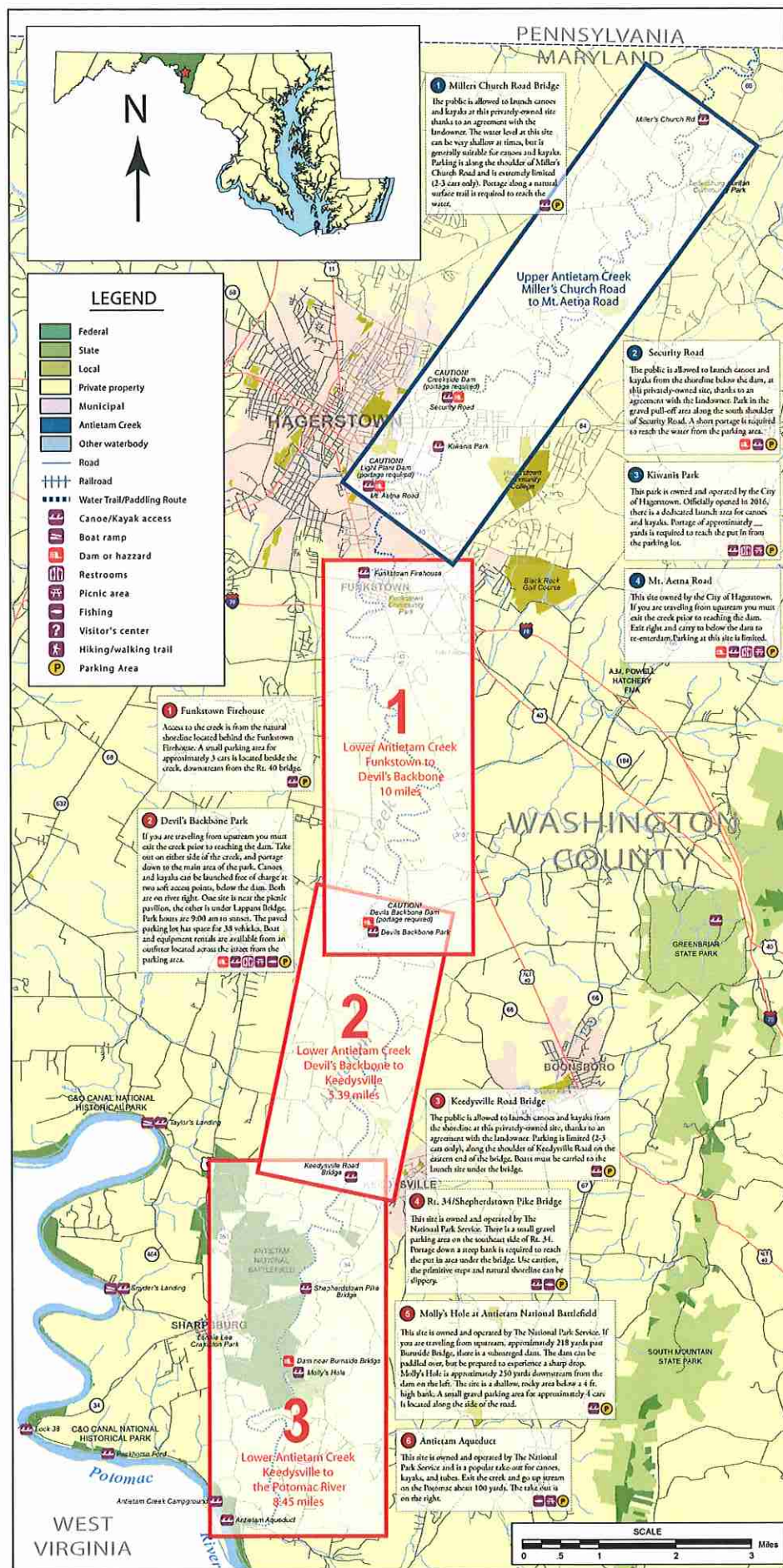


POS acknowledgement plaque.

Additional photos of the completed project.







Antietam Creek Water Trail Washington County, Maryland

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Proposed Guideline Changes to the Invest Hagerstown Programs – *Chris Siemerling, Economic Development Specialist*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates:

ATTACHMENTS:

File Name

101326_WS_Program_Guidelines_Update.pdf

Description

Proposed Guideline
Changes to the Invest
Hagerstown Programs.



TO: Scott Nicewarner, City Administrator

FROM: Chris Siemerling, Economic Development Specialist

DATE: October 9, 2026

RE: Proposed Guideline Changes to the Invest Hagerstown Programs

At the October 13, 2026 Work Session, staff will review proposed guideline updates to current Invest Hagerstown Programs, and potential programs created in the future. These currently include:

- City Center Redevelopment Grant,
- City-Wide Redevelopment Grant,
- Rental Rehabilitation Grant.

The proposed changes limit eligibility to “Planned” projects and makes “In Progress” projects ineligible. Projects that are “Completed” are already considered ineligible.

This change will help align the City’s incentive programs with the eligibility standards commonly used for our pass-through funded programs, including Community Legacy Fund, Strategic Demolition Fund, and one-time programs such as Project Restore.

Programs already limited to “Planned” projects and where “In Progress” and “Completed Projects” are ineligible include the following:

- Sign & Façade Grant
- Fire Suppression System Grant
- City Center Vacant Storefront Grant
- Bright Start Childcare Grant

Attachments:

1. Proposed Guideline Changes
2. Draft Motion

c: Review Committee
Jill Thompson, Director of Planning & Economic Development

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 significant market and/or physical condition 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. ~~A project may be defined as planned or in-progress. Completed projects are~~A project must be classified as "Planned" and cannot start until approved. Projects that are already in progress or completed are ineligible. For projects that are planned, pProjects must start within 6 months of application approval. ~~For projects that are in-progress, the applicant will be required to demonstrate expenditures equal to the grant and the required match (\$250K + \$500K = \$750K) related to work that was completed within 30 days prior to date of approval and the required date of completion.~~ The City determines the required date of completion based on the project completion date shown on the application plus reasonable contingency.
4. ~~Applications that are defined as "In Progress" must have no more than 15% of total work completed by cost, excluding contractor deposits, at time of application for the proposed scope of work applicants are applying for.~~
5. ~~The Review Committee shall require a walkthrough of applicant properties with projects that are defined as "In Progress" prior to application approval.~~

-
- ~~6.4.~~ Applications are reviewed first by a committee. Recommended applications are forwarded to the Mayor and Council for final consideration and approval.
- ~~7.5.~~ Funding will be awarded upon completion of an approved project and development plan.
- ~~8.6.~~ 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.
- ~~9.7.~~ Acquisition costs shall not be considered a part of the project cost.
- ~~10.8.~~ All projects shall comply with federal, State and local codes, laws and ordinances.
- ~~11.9.~~ 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. If an applicant is not the owner of the property, a draft or signed lease is a required attachment. Applicant must demonstrate they are responsible for the expense of the scope of work proposed.
6. 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.
 - i. Floors shall be flat and non-trip;
7. Any new residential units created must meet the following minimum square footages requirements:

-
- a. 400 Sq Ft for an efficiency unit.
 - b. 500 Sq Ft for a one-bedroom unit.
 - c. 650 Sq Ft for a two-bedroom unit
 - d. 900 Sq Ft for a three-bedroom unit.
 8. For a project with Artist Live-Work Spaces, any live-work unit created must meet the following minimum square footage requirements:
 - a. 800 sq.ft. for an efficiency unit.
 - b. 1,000 sq.ft. for a one-bedroom unit.
 - c. 1,300 sq.ft. for a two-bedroom unit.
 - d. 1,800 sq.ft. for a three-bedroom unit.
 9. 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.)
 10. 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.
 11. 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.
 12. 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. More than one grant application may be accepted for the same property when being used for separate businesses and separate projects with separate scopes of work. Only one City-Center Redevelopment Grant will be awarded per property.

Examples:

A property owner may use a grant to renovate a building to improved shell condition and a tenant within the same building may use a grant for tenant space improvements and fit out.

Two separate tenants may each use a grant for tenant space improvements and fit out in a multi-tenant building for two separate businesses.

Two grants may not be used for the same business and same project within the same property.

4. The applicant should be the party responsible for the costs of the improvements.
5. 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. Planning & Economic Development Director
 - b. Housing & Community Development Director
 - c. Chief Financial Officer
 - d. Economic Development Specialist
3. Applications are accepted on a continual basis and the Invest Hagerstown Committee will review applications received monthly.
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.
 - 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 the Permits and Inspections Department.
 8. Monthly status updates shall be supplied by the developer to the Invest Hagerstown Committee through the City of Hagerstown Department of Planning and Economic Development – dped@hagerstownmd.org.
 9. As-Built Drawings shall be provided to the Department of Planning and Economic Development upon project completion.
 10. When the project is complete according to the approved application and development plan, the City shall award the grant money.

| [vs. ~~10.25.2023~~10.27.2026]

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. ~~A project may be defined as planned or in progress. Completed projects are~~ A project must be classified as "Planned" and cannot start until approved. Projects that are already in progress or completed are ineligible. For projects that are planned, projects must start within 6 months of approval. ~~For projects that are in progress, the applicant will be required to demonstrate expenditures equal to the grant and the required match (\$25K + \$50K = \$75K) related to work that was completed within 30 days prior to date of approval and the required date of completion.~~ The City determines the required date of completion based on the project completion date shown on the application plus reasonable contingency.
4. ~~Applications that are defined as "In Progress" must have no more than 15% of total work completed by cost, excluding contractor deposits, at time of application for the proposed scope of work applicants are applying for.~~
5. ~~The Review Committee shall require a walkthrough of applicant properties with projects that are defined as "In Progress" prior to application approval.~~
- 6.4. Applications are reviewed and approved by a committee.
- 7.5. Funding shall be awarded upon completion of project as described by the applicant in the Application and Development Plan.
- 8.6. Acquisition costs shall not be considered a part of the project cost.
- 9.7. All projects shall comply with federal, State and local codes, laws and ordinances.
- 10.8. 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. If an applicant is not the owner of the property, a draft or signed lease is a required attachment. Applicant must demonstrate they are responsible for the expense of the scope of work proposed.
 6. Bricks and mortar renovation or new construction projects.
 7. 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. More than one grant application may be accepted for the same property when being used for separate businesses and separate projects with separate scopes of work. Only one City-Center Redevelopment Grant will be awarded per property.

Examples:

A property owner may use a grant to renovate a building to improved shell condition and a tenant within the same building may use a grant for tenant space improvements and fit out.

Two separate tenants may each use a grant for tenant space improvements and fit out in a multi-tenant building for two separate businesses.

Two grants may not be used for the same business and same project within the same property.

4. The applicant should be the party responsible for the costs of the improvements.
5. 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. Planning & Economic Development Director
 - b. Housing & Community Development Director
 - c. Chief Financial Officer
 - d. Economic Development Specialist

-
3. Applications are accepted on a continual basis and the Invest Hagerstown Committee will review applications received monthly.
 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
 - 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
 - a. Proposed timeline and completion date
 - b. 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 Permits and Inspections Department.
 7. Monthly status updates shall be supplied by the developer to the Invest Hagerstown Committee through the City of Hagerstown Department of Planning and Economic Development – dped@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:

Chris Siemerling
Economic Development Specialist
Department of Planning & Economic Development
City of Hagerstown
32 N. Potomac, Suite 200, Hagerstown, MD 21740
Phone: 301-797-6294 Email: csiemerling@hagerstownmd.org

[vs. ~~10.25.2023~~ 10.27.2026]



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:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____ Website: _____

Business Type: [☐] For-Profit [☐] Non-Profit

Project Information

Is this project utilizing the Opportunity Zone? [☐] Yes [☐] No

Click [HERE](#) to look up an address on the Opportunity Zone map.

If yes, the following criteria for Qualified Opportunity Zone (QOZ) property is required:

1. Was the property purchased by a QOZ Fund or QOZ business after December 31, 2017?
[☐] Yes [☐] No
2. Comes into original use with the QOF or QOZ Business or is substantially improved?
[☐] Yes [☐] No

3. Substantial improvement is 100% of the value of the assets, excluding land value for real estate?

☐ Yes ☐ No

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.
- ☐ Draft/Signed Lease (If applicant is not the owner of the property).

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 Planning and Economic Development –
dped@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:

Chris Siemerling
Economic Development Specialist
Department of Planning & Economic Development
City of Hagerstown
32 N. Potomac, Suite 200, Hagerstown, MD 21740
Phone: 301-797-6294 Email: csiemerling@hagerstownmd.org

| [vs ~~10.25.2023~~ 10.27.2026]



INVEST HAGERSTOWN – RENTAL PROPERTY REHABILITATION GRANT PROGRAM

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 significant market and/or physical condition 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.

Summary

The goal of the Rental Property Rehabilitation Program is to provide an incentive to landlords and property owners to revitalize existing rental and mixed-used buildings and units, and encourage the construction of new elements that will contribute to the overall enhancement of the City Center. This program is subject to funding availability and is on a first come, first served basis. All projects must pertain to rental properties, and landlord occupied units are applicable.

Guidelines

Program Summary

1. Grants range from a minimum of \$7,500, to a maximum of \$20,000 for rental property rehabilitation to market rate rental.
2. The grants require a 2:1 match from the developer. Example: A \$7,500 grant would require a \$15,000 investment from the developer, for a total project investment of \$22,500.

Rental Rehabilitation Grant		Required Match (at least)	Project Total (at least)
Grant Minimum	\$7,500	\$15,000	\$22,500
Grant Maximum*	\$20,000	\$40,000	\$60,000

** Projects receiving grants greater than \$7,500 require rehabilitation of two (2) or more units within a single property/parcel.*

-
- ~~3. A project may be defined as either planned or in progress. Completed projects are A project must be classified as "Planned" and cannot start until approved. Projects that are in progress or completed are ineligible for consideration. For projects that are planned, the pproject_s must start within 6 months of application approval. For projects that are in progress, the applicant will be required to demonstrate expenditures equal to the grant and the required match (example: \$7,500 + \$15,000 = \$22,500) related to work that was completed within 30 days prior to date of approval and the required date of completion.~~ The City determines the required date of completion based on the project completion date shown on the application plus reasonable contingency.
 - ~~4. Applications that are defined as "In Progress" must have no more than 15% of total work completed by cost, excluding contractor deposits, at time of application for the proposed scope of work applicants are applying for.~~
 - ~~5. The Review Committee shall require a walkthrough of applicant properties with projects that are defined as "In Progress" prior to application approval.~~
 - 6.4. Applications are reviewed and approved by the Invest Hagerstown Review Committee on a first come, first served basis.
 - 7.5. Funding shall be disbursed upon completion of project as described by the applicant in the Application and Development Plan.
 - 8.6. Acquisition and permit costs shall not be considered a part of the project costs.
 - 9.7. All projects shall comply with federal, State and local codes, laws and ordinances.
 - 10.8. All grants are subject to funding availability and final use restrictions.

I. Eligibility Criteria

1. Project must be an existing rental property within the City of Hagerstown, and registered through the City's Rental Facilities Program (Rental License Program).
2. Project may be mixed-use properties where all upper floors are residential and only the first floor is commercial.
3. A developer with multiple properties in the City, is only eligible for one grant per fiscal year for one selected property. Only one grant will be awarded per property. Additional work or phases of a project for the same property are ineligible for additional, future applications. Exceptions may be made for a developer rehabilitating up to 3 contiguous properties on separate parcels in a single fiscal year.
4. The applicant must be the party responsible for the costs of the improvements.
5. Total project funds, including awarded Grant funding, must be applied to project costs directly related to meeting eligibility requirements of minimum square footages, amenities and core systems for the property.
6. Total project cost, not including acquisition, must demonstrate a minimum 2:1 match. For example, the \$7,500 grant application must show at least a \$15,000 developer contribution.
7. Residential units *created* must meet the following minimum square footages requirements:

-
- a. 400 Sq Ft for an efficiency unit.
 - b. 500 Sq Ft for a one-bedroom unit.
 - c. 650 Sq Ft for a two-bedroom unit
 - d. 900 Sq Ft for a three-bedroom unit.
 8. For a project with Artist Live-Work Spaces, any live-work unit *created* must meet the following minimum square footage requirements:
 - a. 800 Sq Ft for an efficiency unit.
 - b. 1,000 Sq Ft for a one-bedroom unit.
 - c. 1,300 Sq Ft for a two-bedroom unit.
 - d. 1,800 Sq Ft for a three-bedroom unit.
 9. The application will be evaluated on the following list of desired amenities:
 - a. Fully sprinklered (requirement determined by the Fire Marshal);
 - b. Central or split-system 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; and
 - i. Where possible, outdoor amenities should be provided for tenants (e.g., balconies, roof top decks, back porches, sunrooms, etc.).
 10. For a project with Artist Live-Work Spaces, the application will be evaluated on the following list of desired amenities:
 - 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; and
 - e. Sound transmission rating between units of a minimum STC 60 for partition walls.
 11. The building and all core systems must meet all City of Hagerstown code requirements upon project completion. The core systems include:
 - a. Residential unit, commercial shell tenant space and common use area base lighting, emergency lighting, and exit signage, as applicable, is to be provided and maintained in accordance with the current Building, Electrical, and Life Safety Codes.
-

-
- b. HVAC systems are to provide heating, cooling, and ventilation in each residential unit and commercial shell tenant space in accordance with the current Mechanical Code. A separate mechanical permit is required for any modification or addition made to a system at tenant fit-out.
 - c. Required fire separation between the residential units, commercial shell tenant spaces, and common use areas must be provided and maintained in accordance with the current Building Code.
 - d. Phone/Datacom wiring from the main point of service into each residential unit and commercial shell tenant spaces is to be provided with all penetrations of fire resistant assemblies properly sealed in accordance with the current Building Code.
 - e. Where fuel-fired heating systems are removed and replaced with all electric heating systems (baseboard or others), appropriate replacement windows and sufficient building thermal insulation is to be provided in accordance with the current Building and Energy Conservation Code to ensure each tenant is subject to reasonable electric utility costs.
12. In mixed-use 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.
13. Application must be aligned with the City of Hagerstown's vision for the City Center.

II. Ineligible Applications

- 1. Projects that convert owner-occupied homes to rental properties.
- 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. 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 part of the applicant's match.

IV. 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 Review Committee, consisting of:
 - a. Planning & Economic Development Director
 - b. Housing & Community Development Director
 - c. Chief Financial Officer
 - d. Economic Development Specialist
 3. Applications are accepted on a continual basis, and the Invest Hagerstown Review Committee will meet monthly to review submissions.
 4. The Invest Hagerstown Review Committee will evaluate the application against the following criteria:
 - a. Adherence to the Eligibility Criteria for Rental Rehabilitation Grants outlined in Section I, Paragraphs 1 through 13;
 - b. Consistency with goals of the Invest Hagerstown program;
 - c. Aesthetic impact on immediate neighborhood;
 - d. Financial feasibility of proposed funding sources;
 - e. Potential for increase and/or stabilization of rent;
 - f. Potential for unit reduction;
 - g. Development experience of applicant;
 - h. Proposed timeline and completion date; and
 - i. Investment impact.
 5. The approved applicants will receive a Letter of Commitment from the City of Hagerstown which may be used to assist in financing the project.
 6. All work for the project must be performed by licensed, permitted contractors, and must comply with local, state, and federal codes and ordinances.
 7. All code upgrades must be performed to City Code, and will be regulated through the City's Permits and Inspections Department.
 8. Following renovations, developer(s) will be required to submit a copy of the State of Maryland lead paint certificate to the City for each unit in properties constructed prior to 1978.
 9. Monthly status updates shall be supplied by the developer to the Invest Hagerstown Review Committee through the City of Hagerstown Department of Planning and Economic Development – dped@hagerstownmd.org.
 10. Funds will only be disbursed after staff have verified all work in the Application and Development Plan has been completed to the City's satisfaction, including all required site inspection approvals, and that the receipts requirement has been met.

Return application to:

Chris Siemerling
Economic Development Specialist
Department of Planning & Economic Development
City of Hagerstown
32 N. Potomac, Suite 200, Hagerstown, MD 21740
Phone: 301-797-6294 Email: csiemerling@hagerstownmd.org

| [vs. ~~10.25.2023~~10.27.2026]



INVEST HAGERSTOWN

Rental Rehabilitation Grant Program Application

Property Information:

Property Address: _____, Hagerstown, MD Zip: _____

Check One: ☐ **100% Residential** ☐ **Mixed-Use Property**

Applicant Information (legal ownership of property):

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone: _____ Applicant's Email: _____

Business Name (if applicable): _____

Business Address (if applicable): _____

Business Phone Number: _____ Business Website: _____

Requested Grant Amount: \$ _____ (\$7,500, max \$20,000 with rehabilitation of two or more units within a single property/parcel))

Developer Match Amount: \$ _____ (2:1 required) (range \$15,000 - \$40,000+)

Total Project Cost: \$ _____ (range \$22,500 - \$80,000+)

Project Information:

Date Property was Purchased: _____

Date Property was first Rented: _____

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

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

Total Number of Units: _____

Is the property currently registered through the City's Rental Facilities Program (Rental License Program)? ☐ **Yes, As Of** _____ ☐ **No**

Are new residential units proposed? ☐ **Yes** ☐ **No**

Please provide the following information about each of the units:

Current

Unit #	Total Sq Ft	# Bedrooms	#Baths	Current Rent

Proposed – Following Renovation

Unit #	Total Sq Ft	# Bedrooms	#Baths	Expected Rent

Please provide a separate breakdown for any/all additional Units being renovated.

Expected Start Date: _____

Time frame for project completion: _____

Expected Completion Date: _____

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

-
1. Describe the proposed renovations, amenities and finishes. Include examples of product types proposed to be used. Attach current floor plans and photos of the unit(s). Attach proposed floor plans and design plans.

 2. Describe the development experience of the applicant:

 3. Describe the standard of living and aesthetical impact on the property, the rental units and the immediate neighborhood:

 4. Provide any additional description of how the proposed project supports the program goal of strengthening and improving market rate rental properties by increasing and/or stabilizing rents:

Required Attachments:

- ☐ Description of proposed renovations, amenities and finishes.
- ☐ Examples of product types proposed to be used.
- ☐ Current and proposed floor plans of unit(s) and design plans.
- ☐ Project budget and construction cost estimates itemizing the scope of work for the project.
- ☐ Project timeline.
- ☐ Photo(s) including 1 front, street view of the property.
- ☐ Financing plan showing proposed funding sources and any other incentives or grants being used (bank statement, confirmed loan letter, award letters, etc.)

If approved, the developer shall be responsible to report the following to the City of Hagerstown Department of Planning and Economic Development – :

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 of each residential unit and any tenant space.
3. Copy of the State of Maryland Lead Paint Certificate for each unit in properties constructed prior to 1978.

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 Review 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.

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:

Chris Siemerling
Economic Development Specialist
Department of Planning & Economic Development
City of Hagerstown
32 N. Potomac, Suite 200, Hagerstown, MD 21740
Phone: 301-797-6294 Email: csiemerling@hagerstownmd.org

[vs. ~~10.25.2023~~ 10/27/2026]

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

DATE: October 27, 2026

TOPIC: **Approval of Guideline Changes to the Invest Hagerstown Grant Programs**

Charter Amendment	—
Code Amendment	—
Ordinance	—
Resolution	—
Other	<u>X</u>

MOTION:

I hereby move for the Mayor and City Council to approve the attached and revised guidelines and application forms for the following programs:

- 1- Invest Hagerstown City Center Redevelopment Grant
- 2- Invest Hagerstown City-Wide Redevelopment Grant
- 3- Invest Hagerstown Rental Rehabilitation Grant

The revision limits eligibility to “Planned” projects and makes “In Progress” projects ineligible.

Staff may make administrative edits with the approval of the City Administrator.

DATE OF INTRODUCTION: 10/27/2026
DATE OF PASSAGE: 10/27/2026
EFFECTIVE DATE: 10/27/2026

**REQUIRED MOTION
MAYOR AND CITY COUNCIL
HAGERSTOWN, MARYLAND**

Topic:

Update: Speeding on S. Potomac Street – *Paul ‘Joey’ Kifer, Police Chief*

Mayor and City Council Action Required:

Discussion:

Financial Impact:

Recommendation:

Motion:

Action Dates: