



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT



Notice of Availability of Funding (NOFA)
Crime Prevention Through Environmental Design
Developer Incentive Program - Commercial

Available Funds: \$100,000
Applications will be accepted on a rolling basis through June 30, 2024

Overview

Through this Notice of Funding Availability (the NOFA), The Baltimore City Department of Housing & Community Development (DHCD) is making up to \$100,000.00 available for its Commercial Crime Prevention Through Environmental Design Developer Incentive Program (CPTED DIP - Commercial). DHCD is working with the Greater Baybrook Alliance (GBA), a non-profit community development organization that coordinates equitable development and reinvestment in the Brooklyn, Brooklyn Park, Curtis Bay neighborhoods and empowers our residents to strengthen the Baybrook community. Crime Prevention Through Environmental Design (CPTED) is a multi-disciplinary approach based on the idea that the physical environment can affect human behavior, and if designed and managed appropriately, it can discourage criminal activity.

Eligible property owners and developers can apply for \$25,000 - \$50,000 per unoccupied commercial property to support pre-development and construction costs for rehabilitation. Please see the eligibility requirements below.

Eligibility

To be eligible for CPTED DIP, the identified property must be located within one of GBA's Violence Reduction Priority Areas. (See Priority Area boundaries [here](#),* areas delineated in yellow).

Property Owners/ Developers must meet the following criteria:

- Hold deed to the property and/or demonstrate future site control (can provide a Letter of Intent to Sell from current property owner, Option Agreement, or Contract of Sale)
- Is current or will become current on all [outstanding real estate taxes](#)
- Is not in default on any mortgage on the property
- In Good Standing with the State of Maryland

Contractors must meet the following criteria:

- Be in Good Standing: [MD Entity Search](#)
- Be licensed with the Maryland Department of Labor: [MHIC Lookup](#)
- Be able to provide a Certificate of Insurance (COI) that matches your licensed business name and lists GBA and the client as additional insured.
- Does not have any outstanding fees owed to the Department of Housing and Community Development

Preference will be given to minority and/or women-owned developers and local developers, per the City of Baltimore and the State of Maryland priorities. Contracts must have a commitment to comply with the City's Minority and Women's Business Participation (MBE/WBE). Additional requirements must be followed if applicable:

Local Hiring Plan (Only for grants exceeding \$300,000)

All submissions must include a Local Hiring Plan that details how residents who live in the community where the proposed project is being built will have access to jobs and how individuals with barriers to employment, including citizens returning from incarceration, will be recruited, provided training and other efforts towards affirmatively hiring. Applicants seeking hiring-related bonus points should document how they will meet work hours related to construction and new hires from apprenticeship programs.

City Prevailing Wage Rates

The City's Prevailing Wage Law requires that for construction contracts in excess of \$5,000, every mechanic, laborer or apprentice shall be paid at a rate not less than the prevailing hourly wage rate established by the Board of Estimates and set forth in the City Code, Article 5, Subtitle 25, Section 25-2.10 No hourly employee other than an apprentice shall be paid less than the lowest classification for the project. The applicant's contractor must post the prevailing wage or face fines of \$20 per day per section 25-5 of Article 5, Subtitle 25 of the City's Code. If an employer does not pay the prevailing wage, a contractor must make restitution and pay a fine of \$50 per day that the employee was underpaid per Section 25-7 of Article 5, Subtitle 25 of the City's Code. The contractor must maintain payroll records and preserve them for three (3) years as per the Code provision and submit project payrolls for themselves and their subcontractors to DHCD and to the City's Wage Commission. Late submissions are subject to a fine of \$10 per day per Section 25-9 of Article 5, Subtitle 25 of the City's Code. You can find the [2024 Prevailing Wage rates here](#).

Sustainable Requirements

Applicants are required to comply with the City's Green Construction Law. See Part XI of the Baltimore City Building, Fire and Related Codes. Only 1 and 2 family dwellings and certain multi-family projects are exempt from the Green Construction Law. All multi-family dwellings must complete a Green Construction Statement of Compliance to determine whether the Green Construction Law is applicable to the project. Applicants may contact DHCD's Code Enforcement Department at 410-396-4140 or by email at DHCD_Permits@baltimorecity.gov for additional information regarding the City's Green Construction Requirements.

With your application, applicants must submit a preliminary scope of work that includes cost estimates of fund allocation.

Eligible uses of funds include the following:

- Rehabilitation of blighted vacant and abandoned buildings
- Stabilization of blighted vacant and abandoned properties
- Architectural and Engineering designs
- Environmental assessment and testing
- Customary Landscaping
- Legal Fees associated with closing, financing, and drafting legal documents necessary for development
- Consultant Fees directly associated with the implementation of the project

Funds cannot be used for the following:

- Demolition
- Acquisition of City-Owned properties
- Acquisition of properties through receivership or tax sale
- Temporary and shelter housing
- Staff that are not directly related to predevelopment, construction, or maintenance of the project
- Carrying Costs
- General organizational operating costs such as rent, utilities, or operating supplies
- Relocation
- Repayment of existing loans or any other liens
- Community gardens or urban agriculture uses
- Projects that support specific religious or other affiliations

Scoring Criteria:

Submission of an application does not guarantee funding. Applicants will be chosen based on the scoring of the following criteria (up to 10 points for each item, up to 60 points total):

- Location of project (must be located within GBA's [Violence Reduction Priority Areas](#))
- Extent of visual improvement and security to the exterior of the property
- Expected impact to crime and illicit activity within the priority area
- Experience of development team
- Ability to leverage additional funds/resources to fully renovate propert(ies)
- Feasibility of budget

Monitoring and Reporting:

Awardees will be required to submit progress reports every three months for the selected project that details the percentage of the project that is complete and evidence of next steps.

The applicant must agree to be responsible for the upkeep and maintenance of the completed improvements for a term of five years after the project is completed.

Additionally, if the completed improvements include exterior lights, the applicant agrees to keep the lights on overnight to help improve the safety and appearance of the surrounding area at night. If the completed improvements include security cameras, the applicant agrees to register the camera's with the [Baltimore Police Department's CitiWatch Community Partnership](#) program and provide the Department access to the footage if an incident occurs.

Failure to submit reports in a timely manner or the failure to uphold the agreement of maintenance and exterior lights result in disqualification from seeking funds in future NOFAs.

Additional Considerations and Requirements:

- Applicant grants GBA unlimited permission to use project photos for promotion of the program.
- The approved rehabilitation must begin (final plans drawn, signed contract and deposit paid to contractor, and permits applied for, if applicable) within three months of accepting the award.
- The project must be completed within six months. The developer can apply for up to two extensions (of 60 days) if needed.
- Copies of building Work Permits will be required before construction funds are distributed.
- The applicant must agree to the review and guidance of DHCD and in the preparation of plans for rehabilitation in conformance with this fund source, the Zoning Ordinance standards as applicable, other applicable codes, required reviews and approvals of the City of Baltimore.
- All work must be insured for at least one (1) year after completion.
- Any work or costs incurred on the property prior to the application being approved will not be eligible for payment through GBA's CPTED DIP.
- We strongly encourage applicants to review GBA's [construction standards](#) prior to applying.

Application Process

To be approved, applicants must demonstrate financial ability to complete the project. Developers or hired contractors must demonstrate adequate experience in property renovation and be in [good standing with the state of Maryland](#). The propert(ies) identified for development must be located within one of GBA's identified Violence Reduction Priority Areas. (See Priority Area boundaries [here](#) and on the final page of application).

Application Materials:

- Proof of ownership of the building intended for renovation (copy of deed or letter of intent to sell)
- Completed application (including all fields and signature of applicant)
- Itemized Budget (utilizing budget template provided)
- Proposed Scope of Work with Contractor estimates and budget template for any/all work to be performed
- W-9's of developer/contractors
- Copy of contractors MHIC license
- A copy of the contractors certificate of insurance (COI) that matches the licensed business name and lists GBA and the client as additional insured.
- Two Pictures of propert(ies) in its current state

Applications will be considered on a rolling deadline until June 30, 2024. Applications will be reviewed and approved by a Review Committee consisting of DHCD and GBA representatives. Applicants will be notified by DHCD if the project was selected within 30 days of the application submission and will be required to sign a project agreement. All awardees will be required to provide evidence of insurance. Insurance requirements will be provided on a project basis and often include the following:

- Directors and Officers Liability Insurance
- Commercial General Liability
- Errors and Omissions (Consultants)
- Blanket Crime Coverage
- Automobile Coverage
- Payment and Performance Bonds

After awarding, awardees will be required to complete and sign an award letter accepting the CPTED funds; Sign executed grant agreement; and provide proof that the projects were completed.

Application for the CPTED Developer Incentive Program - Commercial

I. General Information

Name of development company: _____

Address: _____

Mailing Address for property owner: _____

Phone: _____

Email: _____

Contractors Name: _____

Contractors MHIC License Number: _____

Is the applicant women-owned? Yes No

Is this applicant minority-owned? Yes No

Do you have commitment to comply with the City's Minority and Women's Business Participation (MBE/WBE)? Yes No

To verify business experience, please describe your business, its scope of operations, previous rehabilitation projects, and how it demonstrates that you have the experience and ability to purchase and/or rehab vacant properties.

II. Property Information:

Address(es) of Property(s) to be rehabbed as part of this program:

Acquisition Cost of Property(s): _____

Attach sales contract or deed to show proof of ownership and amount. Can be a screenshot.

Total Estimated Renovation Cost for each property:

Does the project involve the underpinning or shoring of adjacent buildings or structures? Yes No

Does the project involve any adding of stories to the existing structure? Yes No

Does the project involve any blasting operations*? Yes No

**Blasting refers to using explosives to break up bedrock for the development of roadways or leveling ground*

Does the project involve any exterior operations over four stories or more than 50 feet from grade level? Yes No

If you answer yes to any of the above questions, details must be included in the description provided below

Narrative description of renovation plan (Include priority allocation of requested funds):

Describe the proposed plan to finance the renovation project below. Include list of proposed and secured funds committed towards the completion of the project, and plan to cover additional costs beyond CPTED DIP award, if granted:

Attachments

Budget Template Form

The budget form must list each budget category, item description, amount requested, funds already raised for the project, and in-kind contributions. Please review the full list of allowable and unallowable expenses before developing your budget.

Proposed scope of work.

The scope of work must detail the work to be performed with requested funding, including Demo, Plumbing, Electrical, HVAC, Roof repair/ replacement, Insulation, Windows and doors, FFE, Needed materials, etc. It must also address the following: Immediate health and safety concerns; The correction of code violations; Lead-based paint hazards that may exist; Radon hazards; Installation of energy conservation measures; Improvement of handicapped accessibility, where applicable; Consistency with any other local program design guidelines; and Preservation of historical elements of the building.

Application signatures

Signature*

Name

Date

**By signing this application, Applicant certifies that they are the property owner or an approved representative.*