



BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT




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# INSPIRE Development Incentives APPLICATION

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**Address of Property:** \_\_\_\_\_

Properties not within the designated INSPIRE footprint are not be eligible for an award.

## ORGANIZATION PROFILE

Organization Name:	
Type of Organization (e.g. partnership, not-for-profit, etc.):	
Organization Address:	
Organization Phone:	
Organization Website: (if applicable)	
<b>Primary Contact</b> <i>Required</i>	
Name:	
Title:	
Phone:	
Email:	
<b>Secondary Contact</b> <i>Required</i>	
Name:	
Title:	
Phone:	
Email:	



Check the boxes below regarding each individual and/or business entity buyer and any of the business entities listed above:

1. Party in a pending lawsuit. Yes  No
2. Conviction or pending case for fraud, bribery or grand larceny. Yes  No
3. Conviction or pending case for arson. Yes  No
4. Indicted for or convicted of any felony within the past 10 years. Yes  No
5. Adjudged bankrupt, either voluntary or involuntary, within the past 10 years. Yes  No
6. Unpaid delinquent taxes, municipal liens, and/or outstanding judgments. Yes  No
7. Declared in default of a loan or failed to complete a development project. Yes  No
8. Failed to complete or currently in violation of a Land Disposition Agreement or other agreement involving the City of Baltimore. Yes  No
9. Own a property which currently has a Vacant House Notice or other housing code violation in Baltimore City or elsewhere. Yes  No
10. Failed to obtain required building permit for work performed. Yes  No
11. Failed to register a currently owned, non-owner occupied dwelling unit in Baltimore City as required by Baltimore City Code Art. 13 § 4. Yes  No
12. Failed to comply with inspection and/or registration requirements under the Maryland Lead Law. (Maryland Code: Environment § 6-801 - 6-852; Article 48A §734-737; Real Property § 8 - 208.2) Yes  No

## Project Budget

**Include a Development Budget** detailing acquisition costs, construction costs, soft costs, financing costs, legal costs, and developer fees.

No more than 12 percent of the total project costs (hard and soft costs) can be used for the developer fee. Fees above 12 percent may be allowed after review of written justification.

Item	Amount	Per Square Foot
<b>Acquisition Costs</b>		
Acquisition		
Closing Costs		
<b>Acquisition Subtotal:</b>		
<b>Hard Costs</b>		
Demolition		
Site Work		
Structures		
Profit and Overhead		
Performance/Payment Bond		
Hard Cost Contingency (10%)		
<b>Hard Cost Subtotal:</b>		
<b>Soft Costs</b>		
Architectural Costs (Incl. Engineer)		
Architectural Construction Admin		
Architectural Reimbursables		
Legal		
Accounting		
Marketing Analysis		
Appraisal		
Environmental Testing		
Surveys		
Permit Processing Fees		
Taxes/Assessments/Utilities		
Title and Insurance		
Security		
Inspections		
Soft Cost Contingency		
<b>Soft Cost Subtotal:</b>		
<b>Financing</b>		
Interest		
Loan Origination		
<b>Financing Subtotal:</b>		
Developer Fee		
<b>Construction and Acquisition Period Total</b>		

## Sources and Uses

**Include a Sources and Uses statement** detailing any equity, debt, additional public or private supports, overhead, or other. Uses can include acquisition, hard costs, soft costs, but are not limited to these items. Costs estimates should correspond with the project budget.

<b>Sources</b>	<b>Amount</b>
<i>Including, but is not limited to, all applicable items listed below:</i>	
Respondent Equity – Cash – List by source and provide terms	
Respondent Equity – Other – List by source and provide terms	
Private Debt - List by source and provide terms	
Public Debt - List by source and provide terms	
INSPIRE Grant Funding	
Other Public Support - List by source and provide terms	
Other (Specify):	
Overhead	
<b>Total Sources</b>	
<b>Uses</b>	<b>Amount</b>
<i>Including, but not limited to, all applicable items listed below:</i>	
Acquisition	
Hard Costs	
Soft Costs	
Developer Costs	
Financing Costs	
<b>Total Uses</b>	
<b>Net</b>	

*Please provide supporting documentation for all Sources. Cost estimates should correspond with Project Budget.*

## Project Schedule

List each project milestone and include the relevant timeline.

Milestone	Timeline
<i>Example: Secure Permits</i>	<i>2 weeks</i>
1.	
2.	
3.	
4.	
5.	

## Need Documentation

Homes that have a Baltimore City code violation are given preference for funding. To demonstrate deficiency, the applicant can also submit photos demonstrating need.

Please enter your address in Baltimore City's CodeMap to confirm a code violation:

<http://cels.baltimorehousing.org/codemap/codemap.html>.

## Other Attachments

You can submit other letters of support (e.g. community associations), recent newspaper/magazine articles, promotional materials, photographs, and other relevant information not requested above. Please be selective in providing additional attachments. Please limit to three additional pages.

## Applicant Checklist

### Application requirements

- Address confirmation: within the designated INSPIRE footprint
- Organizational Profile
- About Your Project (name, development team, questions)
- Project Budget
- Sources and Uses
- Project Schedule

### Need Documentation

- Baltimore City Code Violation (codeMap)
- Photos of deficiencies

### Other Attachments (optional)

- Other attachments, including letters of support (e.g. community associations), recent newspaper/magazine articles, promotional materials, photographs, and other relevant information not requested in the application. Please limit to three additional pages.

## Application Submissions

**The Department will only accept hand delivered completed applications with all attachments to:**

Department of Housing & Community Development  
Attn: Kelly Baccala  
417 E Fayette St.  
10<sup>th</sup> Floor  
Baltimore, MD 21202

**The Department will not accept applications that are mailed or emailed.**