



Arlington (up to \$500,000)



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT





Useful Information for Applicants

Important Dates for Application Process

Grant Application Available	June 3, 2019 Available on PCDA's website: https://planning.baltimorecity.gov/pimlico-community-development-authority/funding-resources and on DHCD's website: https://dhcd.baltimorecity.gov/nd/city-grant-and-funding-opportunities
Application Submissions	We will begin accepting applications on Monday, June 24, 2019. Applications will be on a rolling basis until the money has been expended.
Questions? Please contact Kelly Baccala at 410-396-4111. Completed Application. Please hand deliver your completed application to the Department of Housing and Community Development.	Hand deliver your completed application to: Department of Housing Attn: Kelly Baccala 417 E Fayette Street 10 th floor Baltimore, MD 21202 Email and Standard mail will not be accepted.

About the INSPIRE Development Incentives

Purpose:

To leverage the 21st Century Schools Initiative, and to enhance the connection between the schools and the surrounding neighborhoods, the Department of Planning (DOP) launched a program called INSPIRE, which stands for Investing in Neighborhoods and Schools to Promote Improvement, Revitalization, and Excellence. This planning program focuses on the neighborhoods surrounding each of the schools, specifically the quarter-mile around the schools.

The INSPIRE Plan will make funds available to provide incentives to help stabilize neighborhoods and promote new investment around the newly modernized schools.

This incentive will provide a total of \$500,000 to assist with the development of vacant properties in the INSPIRE area, of which the developer has site control.

The Planning Commission adopted the [Arlington Elementary School INSPIRE Plan](#) on October 18, 2018.

Incentive Amount: Through this application, eligible applicants can request up to **\$50,000** per property, provided the total request for funds does not exceed **\$500,000**. Applicants may submit one property per application.

Use of Incentives: The development incentive will be used strictly for construction costs associated with the redevelopment of vacant properties of which the applicant has site control, within a quarter-mile radius of Arlington Elementary School. Construction costs include demolition work, site work and structure work. Applicants must market property for homeownership for at least 120 days, unless entity is using building for a community benefit.

Priority will be given to applications which show:

- Use of energy efficiency and green design.
- Promote homeownership

At its sole discretion, DHCD reserves the right to give preference to properties that have a Vacant Building Notice.

In order to receive reimbursement, the applicant will be required to submit reports and photos documenting the progress and completion of the project, per the terms of the agreement.

Ineligible Uses: The following will not be eligible for use of funds:

- Mobile and manufactured homes are not eligible for the program.
- Projects that support a specific religious or other affiliation, and/or that support political actions, causes, advocacy, or parties.

Eligibility Criteria

Eligible Areas: The quarter-mile around Arlington Elementary School as outlined on the next page is eligible for INSPIRE development incentives.

Applicants are encouraged to partner with a community association based in the Arlington Elementary School area or organization in the Park Heights Master Plan area.

Eligible Applicants: In order to be eligible, applicants must be one of the following:

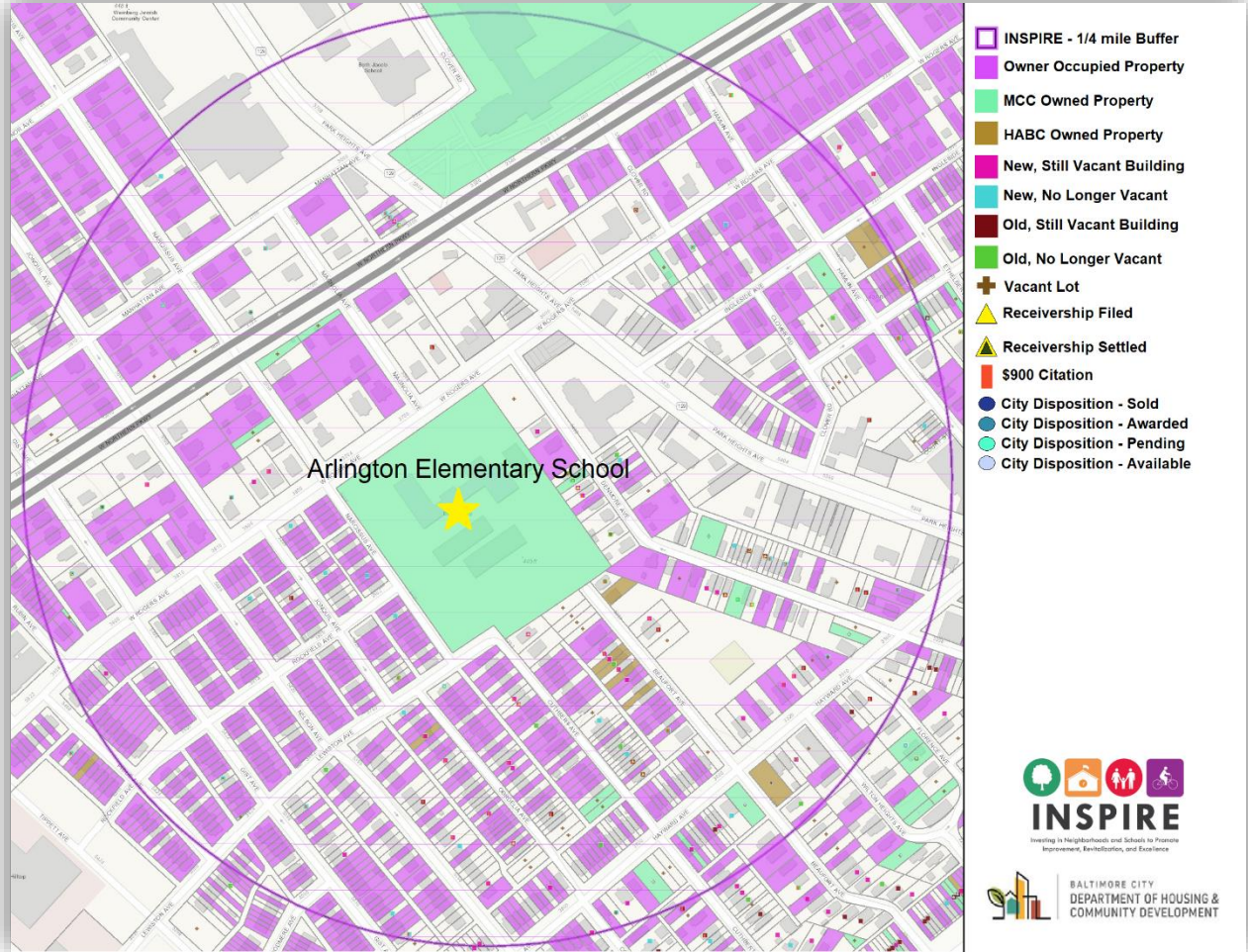
- **A for-profit developer** with demonstrated development experience and a track record of accomplishments.
- **A non-profit organization** with 501(c)3 tax-exempt status that is recognized by the IRS and demonstrated development experience.
- **A mission-based organization** without 501(c)3 tax exempt status but with a 501(c)3 fiscal sponsor and demonstrated development experience.

Applicant must be able to demonstrate site control in the form of:

- Deed
- Land Disposition Agreement
- Executed Contract of Sale
- Executed Exclusive Negotiating Privilege

Ineligible Applicants: If you have a pending case for fraud, bribery, arson, or grand larceny, and/or have unpaid delinquent taxes, municipal liens, or outstanding judgements, you will not be eligible for award of funds.

Arlington Elementary School – ¼ Mile Radius



Evaluation Process and Criteria

Projects will be evaluated by the Department of Housing & Community Development and the Department of Planning and scored by a review committee. The committee's recommendations for awards are then shared with the Director of Planning and the Housing Commissioner. The Housing Commissioner will make the final decision on all awards.

Scoring Criteria:

- Quality of Development Concept
- Project Feasibility
- Organizational Capacity and Experience
- Benefits to the Community
- Bonus Points: Applicants will receive bonus points for including additional leverage (other funds, materials, and volunteer action).

Successful applications will:

- Be complete and follow application guidelines
- Create visible and positive physical change
- Show careful planning and complete budgets
- Reflect the developer's ability to implement the proposed project
- Build partnerships with residents, community-based organizations, schools, local institutions, local merchants, or others

Requirements Upon Receiving an Award

If your project is funded, it will be subject to the following requirements:

- **Agreement.** Awardee will need to execute a funding agreement describing the project and detailing the roles and requirements of all parties BEFORE the project begins. This agreement will be subject to Board of Estimates approval.
 - **Final Scope and Budget.** The funding agreement will include a final detailed scope of work, the name of your approved MHIC contractor and a final budget. It will also include a projected draw schedule, which can be updated over time.
 - **Certificate of Good Standing.** Applicants must provide a Certificate from the State of Maryland. The online copy is free and acceptable.
 - **Insurance.** Baltimore City may require project insurance.
- **Terms of Awarding Funds:** DHCD will not pay for the full project upfront. DHCD will reimburse you for expenses as they occur. No future draw requests will be considered until all previous draws are accounted for with payment documentation, AIA Form (certificate of payment) and an inspection by the Department of Housing & Community Development. Final payment will not be given until a Certificate of Occupancy is obtained. Payment is subject to approval by the Board of Estimates and is subject to all rules and requirements of the MBE/WBE and Employ Baltimore.
 - **MBE/WBE Participation:**
 - It is the policy of the City that minority- and women-owned businesses should have maximum opportunity to participate in any and all components of the Project. In consideration for receiving the Developer Agreement, the Developer agrees to comply with Article 5, Subtitle 28 of the Baltimore City Code (2007 Edition) regarding participation by Minority Business Enterprises (MBE) and Women’s Business Enterprises (WBE) in the development of the project during design and construction. The Developer covenants and agrees to use all reasonable, good-faith efforts to meet the MBE and WBE participation goals for the Project and to execute a “Commitment to Comply” Agreement. Minority- and women-owned businesses must be certified by the City for their participation to count toward achieving the goals.
 - The City’s Minority and Women’s Business Opportunity Office (MWBOO) is designated to monitor MBE and WBE participation on this project. Developer shall comply with the rules and regulations of the MWBOO in meeting the MBE and WBE requirements. For more details on meeting MBE and WBE requirements, or for information regarding enterprises certified by the City, please contact:

City Law Department
Baltimore City Hall
100 North Holliday Street
Baltimore, Maryland 21202
(410) 396-4355

- **Employ Baltimore**
 - Employ Baltimore is designed to create opportunities that receive municipal contracts to access qualified City residents to meet their workforce needs. The initiative will also ensure that City dollars contribute to the local economy and improve the lives of employable Baltimoreans. All vendors responding to this solicitation shall complete the Certification Statement that is included as an attachment of this RFP. The selected contractor must contact the Mayor's Office of Employment Development (OED) within two (2) weeks of receiving the award and shall be expected to comply with the reporting requirements. For additional information, please contact OED (443) 984-3014.
- **Reporting:** Awardees are required to submit reports and photos documenting progress and completion of the project, to make sure that the funds are used as intended. Final payment will be held until a report is submitted.