

DHCD Project Restore FY23

State of Maryland's Department of Housing and Community Development: Project Restore Application

The system WILL NOT allow more than one application to be submitted by an applicant.

By completing this application, you certify that the statements and answers within are true and accurate to the best of your knowledge and that you are authorized to apply for these funds on behalf of the applicant.

Applicants will be responsible to comply with any State or Federal reporting requirements related to Project Restore. Additionally, DHCD may be required to disclose information about Project Restore applicants and awardees to the Board of Public Works and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources. DHCD is also required to disclose information in response to a request for information made pursuant to §4-101 et seq. of the Public Information Act of the General Provisions Article, Annotated Code of Maryland.

APPLICANT INFORMATION

Business Legal Name

READ CAREFULLY: *If the applicant is a business entity, your legal name, needs to be typed as it appears on your Certificate of Good Standing with the Maryland Department of Assessment and Taxation (SDAT). If the applicant is a general partnership or sole proprietorship, your legal name needs to be typed as it appears on your Business Registration with the Maryland Department of Assessment and Taxation (SDAT). However, only capitalize the first letter of each word unless your official name includes more capitalization. Also, please use the exact spelling of such suffixes as Inc. or Incorporation, and use exact abbreviation and punctuation as used in the SDAT Certificate of Good Standing or Business Registration. Being attentive to this will ensure faster processing of your application. For More Information visit: <https://egov.maryland.gov/BusinessExpress/EntitySearch>*

DIRECTIONS: Upload a screen shot from the Maryland State Department of Assessments and Taxation (SDAT) website showing the applicant's good standing status or business registration.

NOTE: For business entities, you do not need to purchase an official Certificate of Good Standing. However, the uploaded screen shot, or official Certificate of Good Standing, must show a date not older than July 1, 2022.

Upload a DATED screen shot indicating Good Standing Status or Business Registration– Date Shown Must NOT be older than July 1, 2022

READ CAREFULLY: *The Federal ID# you type in below **MUST** be the same as listed on the W-9 to be submitted later in this application. Please carefully review and ensure that these items are correct before submitting. Being attentive to this will ensure faster processing of your application*

Trade Name

Federal ID

DIRECTIONS: The name on the W-9 must be the legal name of the applicant business and must be exactly as it appears on your Certificate of Good Standing or Business Registration with the Maryland Department of Assessment and Taxation (SDAT). In addition, the Federal ID# and mailing address on the W-9 must be the same as the mailing address you typed into this application. Please carefully review and ensure that these items are correct before submitting. Being attentive to this will ensure faster processing of your application.

Upload a SIGNED and DATED copy of your IRS W-9 Taxpayer Identification Number and Certification

MAILING ADDRESS DIRECTIONS: This mailing address MUST be the same as listed on the W-9 submitted with this application. Please carefully review and ensure that these items are correct before submitting. Being attentive to this will ensure faster processing of your application

Street Address

City

State

Maryland

Zip Code

#####

County

Select one...

Contact Information: Please provide the primary contact for this application.

Name

Title

Cell Phone/ Best Phone Number

###-###-####

E-mail

NOTE: Businesses that have the following as their principal purpose are **NOT ELIGIBLE** to apply (1) Adult bookstore, adult video shop, or other adult entertainment facility; (2) Check cashing facility; (3) Gambling facility; (4) Gun shop; (5) Liquor store; (6) Massage parlor; (7) Pawn shop; (8) Tanning salon; or (9) Tattoo parlor.

What is the applicant's business purpose and/or official mission statement?

0/1000 max characters

Provide business website and social media information:

Web Address

Facebook

Twitter

Instagram

Number of employees (FTE/full time equivalent) as of July 1, 2022

INELIGIBLE

Based on your response you are NOT eligible to apply for Project Restore. Only Maryland based businesses, including nonprofits, with 50 or fewer full time equivalent employees are eligible to apply.

Do you plan to hire additional employees as a result of expanding/moving to or opening in the vacant space identified in this application?

- Yes
 No

How many employees do you estimate will be hired?

Is your business veteran-owned?

- Yes
 No

Is your business certified by the Maryland Department of Transportation (MDOT)?

- Yes
- No

Please select which business certification you have received from MDOT: (check all that apply)

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Disadvantaged Business Enterprise (DBE)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)

Print and upload a copy of your Certification Profile from MDOT's Directory of Certified Firms (marylandmbe.mdbecert.com)

Is your business at least 51% owned, operated and controlled on a daily basis by one or more of the following ethnic minorities and/or gender: (check all that apply)

- African American
- Asian American or Pacific Islander (includes West Asian Americans (Iran, etc.) and East Asian Americans (Japan, Korea, etc.))
-

Hispanic American - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America and the Caribbean Basin only. Brazilians (Afro-Brazilian, indigenous/Indian only)

- Native American, including Aleuts
 - Woman-Owned
-

APPLICANT FINANCIALS

When was your business established?

MM/DD/YYYY

DIRECTIONS: Based on the date your business was established, upload, in a single file, a copy of up to the last 2 years of Profit & Loss Statements OR Federal Tax Returns as applicable. If the business is recently established, as of January 1, 2022, or later, upload a business plan AND business proforma and most recent financial statement(s).

Required Financial Documents Based on Date Business was Established

DIRECTIONS: Answer EACH of the following: Provide (a) a brief description of current business operations, (b) planned use for the vacant space business will occupy and how the space will benefit business operations and (c) the financial capability to start, sustain or expand operations in the vacant space, including specific information from your uploaded most recent financial statements and/or business plan/pro forma.

a. Brief description of current business operations

0/4000 max characters

b. Planned use by your business for the vacant space and anticipated benefit of the space to business operations

0/4000 max characters

c. What is your financial capability to start, sustain or expand operations in the vacant space, including specific information from the upload of your most recent financial statement or as described in your uploaded business plan/pro forma

0/4000 max characters

VACANT PROPERTY INFORMATION

READ CAREFULLY: Garages, sheds, or other similar outbuildings, as well as vacant lots and/or parking lots, are **NOT ELIGIBLE** vacant properties for Project Restore funding. Additionally, the applicant is responsible for ensuring the vacant property they will be occupying is zoned for the intended business use.

Provide the following information for the vacant property your business will occupy:

Vacant Property Street Address

Vacant Property City

Vacant Property State

Vacant Property Zip Code

Vacant Property County

What are the approximate square feet of the vacant property/space you will occupy?

Which of the following best describes the vacant property? (Select One)

- Retail Space
- Restaurant Space
- Office Space
- Manufacturing/Industrial Space
- Other (Describe below)

If Other, provide a description of how the vacant property will be used

Upload a picture of the exterior front of the vacant property:

PROOF OF OCCUPANCY: LETTER OF INTENT/LEASE AGREEMENT/PURCHASE AGREEMENT

DIRECTIONS: To apply for the Property Assistance Grant and/or the Business Operations Grant the applicant must expand into, move to or open in a retail or commercial space that has been vacant at least 6 continuous months as follows:

READ CAREFULLY: This information is to clarify whether an applicant is eligible to apply for only the Business Operations Grant OR for both the Property Assistance Grant AND the Business Operations Grant.

For applicants eligible to apply for **ONLY** the Property Assistance Grant:

If Applicant Is Leasing the Vacant Property/Space: Date of the signed lease or signed Letter of Intent must not be older than April 1, 2022; and, therefore, the property must have been vacant for at least six months prior to the date the lease or Letter of Intent was signed.

If Applicant Owns the Vacant Property/Space: Business applicants that are also the building owner(s) cannot have owned the property prior to July 1, 2021; and, therefore, the property must have been vacant for at least six months just prior to or during ownership.

For applicants eligible to apply for **ONLY** the Business Operations Grant:

If Applicant Is Leasing the Vacant Property/Space: Date of the signed lease may be as far back as July 1, 2021, and the property must have been vacant at least six months prior to the date of the signed lease.

However, if, at time of application, the applicant is submitting a Letter of Intent to lease (rather than a signed lease) the date of the signed Letter of Intent must not be older than April 1, 2022; and, therefore, the property must have been vacant for at least six months prior to the date of the signed lease or signed Letter of Intent.

If Applicant Owns the Vacant Property/Space: Business applicants that are also the building owner(s) cannot have owned the property prior to July 1, 2021; and, therefore, the property must have been vacant for at least six months just prior to or during ownership.

For applicants eligible to apply for **BOTH** the Property Assistance Grant and the Business Operations Grant:

If Applicant Is Leasing the Vacant Property/Space: Date of the signed lease or Letter of Intent must not be older than April 1, 2022; and, therefore, the property must have been vacant for at least six months prior to the date of the signed lease or signed Letter of Intent.

If Applicant Owns the Vacant Property/Space: Business applicants that are also the building owner(s) cannot have owned the property prior to July 1, 2021; and, therefore, the property must have been vacant for at least six months just prior to or during ownership.

Upload your Proof of Occupancy: SIGNED and DATED Letter of Intent to Lease or Purchase OR Lease Agreement OR Purchase Agreement

When is the estimated date your business will occupy the vacant property?

MM/DD/YYYY

LANDLORD/OWNER INFORMATION

DIRECTIONS: Based on the Proof of Occupancy uploaded in the previous section: Letter of Intent to Lease or Purchase; Lease Agreement or Purchase Agreement, in this section you will need to provide information on the landlord or owner of the vacant property.

Is the landlord/owner a business entity or individual owner?

- Business Entity
- Individual Owner

Landlord/Owner Business Legal Name

Landlord/Owner Federal ID #

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DIRECTIONS: If the landlord/owner is a business entity, their legal name, must be typed as it appears on their Certificate of Good Standing with the Maryland Department of Assessment and Taxation (SDAT). If the landlord/owner is a general partnership or sole proprietorship, their legal name must be typed as it appears on their Business Registration with the Maryland Department of Assessment and Taxation (SDAT). Upload a screen shot from the Maryland State Department of Assessments and Taxation (SDAT) website showing the landlord/owner's good standing status or business registration. You do not need to purchase an official Certificate of Good Standing. However, the uploaded screen shot, or official Certificate of Good Standing, must show a date not older than July 1, 2022

Upload a DATED screen shot indicating the Good Standing Status or Business Registration- Date Shown Must NOT be older than July 1, 2022. Being attentive to this will ensure faster processing of your application

Landlord/Owner Name:

Landlord/Owner Street Address

Landlord/Owner City

Landlord/Owner State

Maryland

Landlord/Owner Zip Code

#####

Provide landlord/owner's website and social media information:

Landlord/Owner Web Address

Landlord/Owner Facebook

Landlord/Owner Twitter

Landlord/Owner Instagram

DIRECTIONS: Upload a screenshot from the Maryland Department of Assessment and Taxation's Real Property Database showing the name of the owner of property. For more information and to obtain the screenshot visit: <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

NOTE: If the facility/property was recently purchased and the Real Property Database is not updated to show the current owner information as entered above, please provide a copy of the deed or HUD-1 settlement statement indicating a change in ownership from the property owner of record currently on the Real Property Database and the new owner as listed above.

Upload Real Property Database Screenshot of Property Owner Information

DIRECTIONS: Provide the primary contact for the landlord/owner of the vacant property the applicant will occupy.

Landlord/Owner Contact Name

Landlord/Owner Title

Landlord/Owner-Cell Phone/ Best Phone Number

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GRANT REQUEST

Project Restore provides applicants with two grant opportunities:

Property Assistance Grant: For eligible business applicants with a signed lease or Letter of Intent not older than April 1, 2022, this grant provides up to \$30,000 for one year (up to \$2,500/month) to support:

- (a) costs associated with rent if the applicant is leasing the property or
- (b) if the applicant is also the property owner, costs associated with mortgage payment and/or property improvements; however, funds cannot be used for property taxes.

NOTE: Monthly rental amount being charged by the building owner must be consistent with prevailing rental rates for similar properties in the surrounding area where the vacant property is located.

Business Operations Grant: For eligible business applicants that generate Maryland sales and use tax (sometimes referred to as S&U taxes), this grant provides up to \$250,000 per calendar year to support capital (property improvements, equipment, etc.) and operating (staff salaries, marketing, inventory, etc.) costs associated with business operations in the vacant property.

Based on the date of the Proof of Occupancy (Lease, Letter of Intent or Purchase Agreement) uploaded with this application, for which of the following is the applicant applying? (Select one)

- Property Assistance Grant
- Business Operations Grant
- Both Grants

Property Assistance Grant

Is the business applicant the owner of the vacant property (either as an individual or other business entity)?

- Yes
- No

Is the business applicant renting the vacant property?

- Yes
- No

What is the total amount of the monthly rent for the vacant property?

NOTE: Monthly rent can exceed \$2,500 but the amount of Property Assistance Grant will be a maximum of \$2,500/month (\$30,000 total for one year). Furthermore, monthly rent charged by the building owner must be consistent with prevailing rental rates for the surrounding area where the vacant property is located.

Based on the Lease or Letter of Intent provided with this application, answer the following:

Total Amount of Monthly Rent

\$ 0

Total Amount of Annual Rent

\$ 0

Approximate square feet of the vacant property/space you will occupy

0

Cost per square foot

\$ 0.00

What is the total amount of the monthly rent for the vacant property?

NOTE: Monthly rent can exceed \$2,500 but the amount of Property Assistance Grant will be a maximum of \$2,500/month (\$30,000 total for one year). Furthermore, monthly rent charged by the building owner must be consistent with prevailing rental rates for the surrounding area where the vacant property is located.

Based on the Lease or Letter of Intent provided with this application, answer the following:

Total Amount of Monthly Rent

\$ 0

Total Amount of Annual Rent

\$ 0

Approximate square feet of the vacant property/space you will occupy

0

Cost per square foot

#DIV/0!

If the applicant owns the vacant property, will you use the Property Assistance Grant funds for: (Select One)

Mortgage Payments (NOTE: This funding cannot be used to pay for property taxes)

Property improvements (NOTE: If there is no mortgage on the property, Property Assistance Grant funds can be used for improvements, HOWEVER, if there is a mortgage on the property, owner must prioritize use of Property Assistance Grant funds for mortgage payments and may use excess for property improvements)

Both

What is the total amount of the mortgage debt on the vacant property (remaining principal)? If none or NA, enter \$0

\$ 0

Hidden Mortgage Debt

0

ERROR MESSAGE: Based on the amount entered, you are only eligible to use Property Assistance funds for Property Improvements.

ERROR MESSAGE: Based on the amount entered, you are not eligible to use Property Assistance funds for ONLY Property Improvements, funds must be used for Mortgage Payments or both Mortgage Payments and Property Improvements

What is the amount of monthly mortgage payments (principal and interest only, do not include property taxes) paid on the debt for the vacant property? If none or NA, enter \$0

\$ 0

What is the total amount of annual mortgage payments paid on the debt for the vacant property? If none or NA, enter \$0

\$ 0

DIRECTIONS: If annual mortgage payments (principal and interest) are less than \$30,000, describe the type of property improvements will you make using the requested funds as well as when you expect to start and complete those improvements:

NOTE: If awarded funds, you will be required to submit receipts/invoices, proof of payment etc. for improvements made to the property as part of reporting and requests for payment.

Description of Property Improvements

What is the TOTAL amount of your MONTHLY Property Assistance Grant request? NOTE: Grant Request Maximum is \$2,500 per month.

\$ 0

What is the TOTAL amount of your Property Assistance Grant request? NOTE: Grant Request Maximum is \$30,000 for one year.

\$ 0

Ineligible

Based on your response, you are NOT eligible to apply for the Property Assistance Grant.

Business Operations Grant

The maximum Business Operations Grant award amount is \$250,000 for one or two years, based on the location of the vacant property, for businesses that generate sales and use tax. Grant funds can be used for a range of activities and costs related to sustaining and growing the business that will occupy the vacant space including but not limited to staff costs, capital improvements, marketing, inventory and supplies, utilities, etc. Grant funds CANNOT be used for executive salaries or bonuses or any form of taxes. Grant awards will be paid quarterly and based on actual sales and use tax generated by and submitted to the State of Maryland Comptroller in Calendar Year 2023 and Calendar Year 2024 as applicable.

READ CAREFULLY: *Award amounts will be based on estimated amount of Sales and Use Tax to be paid for 2023. However, grant payments will be based on actual sales and use tax paid to the state for the quarter beginning January 1, 2023. Payments will be made to the applicant on a quarterly basis, after the Comptroller's Office has received the sales and use tax submitted by the applicant.*

Does the applicant business expect to pay Sales and Use Tax to the State of Maryland in Calendar Year 2023?

- Yes
- No

INELIGIBLE:

Based on your response you are NOT eligible to apply for a Business Operations Grant. Only businesses that pay Sales and Use Tax to the State of Maryland are eligible to apply for the Business Operations Grant.

TIER 1/TIER 2 AREA DETERMINATION

In this section you will need to supply information about the location of the vacant property you will occupy to determine if the property is located in a Tier 1 Area or Tier 2 Area. Based on the location of the property, Tier 1 or Tier 2, will determine if you receive a Business Operations Grant for one or two years.

Tier 1 Areas: If the previously vacant space is located in one of the following Tier 1 areas, the Business Operations Grant award, up to \$250,000, will be for 2 years:

- Baltimore City, Allegany, Baltimore, Caroline, Cecil, Dorchester, Garrett, Kent, Prince George's, Somerset, Washington, Wicomico, and Worcester Counties
- Opportunity Zones
- State designated Main Street Maryland communities located in any Maryland county

Tier 2 Areas: If the previously vacant space is located in a Tier 2 area, the Business Operations Grant award, up to \$250,000, will be for 1 year:

- All other counties and areas not located in one of the Tier 1 Areas

Answer the following based on the address provided in the Vacant Property Information section of this application:

Is the vacant property located in one of the following Tier 1 Area counties (Select one)

- Allegany County
- Baltimore City
- Baltimore County
- Caroline County
- Cecil County
- Dorchester County
- Garrett County
- Kent County
- Prince George's County
- Somerset County
- Washington County
- Wicomico County
- Worcester County
- The vacant property is NOT listed in one of the Tier 1 counties listed above

Opportunity Zone AND/OR State Designated Main Street Maryland:

In this section you will need to determine if the vacant property you will occupy is in an Opportunity Zone and/or one of the State's designated Main Street Maryland business districts.

Follow the instructions below to use DHCD's Neighborhood Revitalization Mapper to create a screenshot of the search results and upload a copy of the map.

1. Click the link for DHCD's Neighborhood Revitalization Mapper: <https://portal.dhcd.state.md.us/GIS/revitalize/index.html>
2. Using the Incentive Areas Lookup Tool on the left, enter the address of the vacant property in the field "Search Incentive Zones by an address". Once you enter the address, the map will show you a list of the Incentives Zones for the address location.
3. To create the screenshot to upload: click the Ctrl-Alt-Print Screen buttons at the same time, then open Word and Paste the picture of the map into the Word document. Upload this file below.

Vacant Property Location – DHCD Neighborhood Revitalization Mapper

Based on the address search, does the map show that the vacant property is located in an Opportunity Zone? (Select One)

- Yes
- No

Based on the address search, does the map show that the vacant property is located in a State designated Main Street Maryland business district? (Select One)

- Yes
- No

Based on your answers above, is the vacant property in a Tier 1 or Tier 2 location? (Select One)

- Tier 1
- Tier 2

INELIGIBLE:

Based on your response you are NOT eligible to apply as a Tier 1 location.

HIDDEN TIER FIELD

Tier 2

Based on the location of your vacant property in a Tier 1 area, if awarded, you are eligible to receive Business Operations Grant for Sales and Use Taxes paid in calendar years 2023 and 2024.

Requested Business Operations Grant Amount for 2023 (based on estimated Sales & Use Tax to be paid in 2023)

\$ 0

Requested Business Operations Grant Amount for 2024 (based on estimated Sales & Use Tax to be paid in 2024)

\$ 0

Total Requested Amount for the Business Operations Grant (Tier 1)

\$ 0

Based on the location of your vacant property in a Tier 2 area, if awarded, you are eligible to receive Business Operations Grant for Sales and Use Taxes paid in calendar year 2023.

Requested Business Operations Grant Amount for 2023 (based on estimated Sales & Use Tax to be paid in 2023)

\$

Total Requested Amount for the Business Operations Grant (Tier 2)

\$

SALES AND USE TAX

Actual total amount of Sales and Use Tax paid for Calendar Year 2021 (if applicable to businesses existing in 2021)

\$

Upload documentation of the Sales and Use Tax paid to the Comptroller of Maryland for Calendar Year 2021

Estimated total amount of Sales and Use Tax to be paid for Calendar Year 2022 (if applicable to businesses existing in 2022)

\$

Upload documentation for the estimated Sales and Use Tax to be paid to the Comptroller of Maryland for Calendar Year 2022

Estimated total amount of Sales and Use Tax to be paid for Calendar Year 2023

\$

Upload documentation for the estimated Sales and Use Tax to be paid to the Comptroller of Maryland for Calendar Year 2023

Briefly explain how you determined the estimated amount of Sales and Use taxes to be paid to the Comptroller in the calendar year 2023.

DHCD Email Opt-In

- Opt-in for email communication and updates from The Maryland Department of Housing and Community Development.

Upload any supporting documents for this application
