

H!GHLANDTOWN Main Street



Merchant Renovation Fund APPLICATION

Offered by Highlandtown Main Street,
a program of the Southeast Community Development Corporation

3323 Eastern Avenue, Suite 200, Baltimore MD 21224
410-342-3234 ext 26

Application Contact: Amanda Smit-Peters amanda@southeastcdc.org

Highlandtown Merchant Renovation Fund (MRF)

MERCHANT RENOVATION FUND DESCRIPTION

The Highlandtown Merchant Renovation Fund (MRF) assists business owners with the cost of commercial build-outs with a grant of up to \$50,000. The MRF is administered by the Southeast CDC.

The application process is competitive and decisions are based on the soundness of the business plan, the financial need of the applicant, and the ability to complete the project in one year. Applicants must provide all requested materials for review. If the MRF funds do not cover the cost of the entire renovation, the business owner will need to provide proof that he or she can fund the rest of the project.

ELIGIBILITY

The Highlandtown Merchant Renovation Fund is a grant to provide business owners in the Highlandtown Main Street District with capital for permanent interior improvements to commercial buildings. These improvements include, but are not limited to:

- Interior construction and carpentry
- Electrical upgrades
- Heating, Ventilation and Air Conditioning (HVAC)
- Plumbing
- Drywall and Painting
- Flooring

The grant may cover some exterior façade renovation but does NOT include furniture or fixtures.

Applications are reviewed and approved by committee.

MERCHANT RENOVATION FUND CRITERIA

- Business must be located within the Highlandtown Main Street District (see map)
- Applicant must be opening a new business or expanding an existing business
- Priority is given to first floor locations

ADDITIONAL REQUIREMENTS AND PARAMETERS

1. All items listed in the "Application: Required Attachments" are mandatory, except for those otherwise noted. Additional preliminary drawings and plans are highly encouraged.
2. The Southeast CDC will employ the services of a commercial inspector to review the project scope (the portion we will fund and any other construction taking place) and the contracts for work.
3. Copies of building Work Permits and Use & Occupancy Permits will be required before construction funds are distributed.
4. This grant may not be combined with any other State of Maryland grant programs.
5. All work must be performed by contractors that are licensed and bonded in the State of Maryland.
6. Grant funds will cover the cost of architectural drawings, (including engineering if necessary), and inspection.
7. All work must comply with the Highlandtown Urban Renewal Plan and the Baltimore City building code, and be approved by Maryland Department of Housing and Community Development (DHCD) and Maryland Historical Trust (MHT).
8. Applicant cannot begin any work to the property before the application is approved by Southeast CDC, preliminary inspections are complete, and architectural drawings and permits are obtained.

Any work or costs incurred prior to these steps will not be eligible for payment and may render the applicant ineligible.

9. Submission of an Application is not a guarantee of funding.

APPLICATION PROCESS AND SUBMITTAL REQUIREMENTS

1. Pre-Project Meeting

Applicant is required to meet with the Highlandtown Main Street Manager to review the MRF criteria and general overview of their project.

Applicant will be required to allow an on-site commercial inspection by the Southeast CDC.

2. Application

The following documents* must be submitted with this application:

- Completed application including project description and scope of work
- A Business Plan for the new business or the expansion of an existing business.
Examples of a Business Plan can be found here:
http://www.sbrcbaltimore.com/html/business_plans/samples.shtml
- A copy of your Business License is required for existing businesses
- Proof of business insurance is required for existing businesses
- Proof of good standing with the State of MD is required for existing businesses
- "Before" pictures of the space
- Proof of ownership or minimum 2-year lease
- 3 most recent months of business bank statements is required for existing businesses
- 3 most recent months of personal bank statements
- Most recent tax return (for business and business owner for past 2 years)
- Any existing or preliminary drawings/plans (if available)

****Other items may be requested throughout application process and before grants are awarded.***

3. Application Review & Selection

Applications will be due **Sunday, May 13, 2018 at midnight**. Applications will be reviewed and approved by a review committee. Applicants will be notified by the Highlandtown Main Street Manager if the project was selected and required to sign a project agreement.

4. Architectural Drawings, Inspection

If funds are awarded, the Merchant Renovation Fund will fund the cost of architectural drawings and meetings with a commercial inspector to determine work and payment schedules. At least two estimates of work will be required.

All projects must receive approval from the Maryland Department of Housing and Community Development and Maryland Historic Trust before they commence.

5. Project Schedule, Payments and Construction

Once DHCD and MHT reviews are complete and all building permits obtained, construction may begin.

The Southeast CDC will pay contractors directly following each inspection in accordance with a pre-determined draw schedule. The CDC will retain 10% of the total construction project until satisfactory completion. Once construction is complete and a Use & Occupancy Permit is issued by Baltimore City, we will release the 10% retention to the contractor. Contractors must be licensed and insured to do business in the State of Maryland. Applicant is responsible for selecting a qualified contractor and executing the corresponding construction agreement. The following will be required from all contractors before payments are made:

- Work permits (with Baltimore City)
- Fully executed contract, bid form and construction schedule in formats approved by the Southeast CDC
- Documentation that selected contractor is licensed, insured and in good standing in the State of MD
- Completed W-9 form from contractor
- Invoice for payments (made to Southeast CDC)

Projects must be completed with a Use & Occupancy Permit obtained by June 1, 2019 or earlier.

GRANT TERMS

This is a competitive grant process. Grants will include the cost of architectural drawings, including engineering if necessary, a fee for an inspector to review the project and contracts, determine a project schedule and draw payments and inspect the completed work before Southeast CDC releases payments.

The grant funds will be paid directly to the contractor.

Projects must be completed with a Use & Occupancy Permit obtained by June 1, 2019 or earlier.

MAINTENANCE OBLIGATION

Applicant shall maintain the improvements to the property in good condition and in accordance with all applicable building codes with Baltimore City and the Highlandtown Urban Renewal Plan.

Conditions that constitute a failure to maintain the property in good condition include, but are not limited to, peeling paint, chipped surfaces, broken, boarded or covered windows, illegal or nonconforming signage and conditions for which code violations notices or citations are issued by Baltimore City.

Failure to maintain improvements or take corrective action of maintenance concerns may result in ineligibility for future grants and opportunities from the Southeast CDC to that individual or business.

APPLICATIONS ARE DUE SUN. MAY 13, 2018 AT MIDNIGHT

Applications can be submitted electronically to amanda@southeastcdc.org
or a hard copy may be delivered to
ATTN: Highlandtown Main Street
Southeast CDC
3323 Eastern Avenue, Suite 200
Baltimore, MD 21224

HIGHLANDTOWN MERCHANT RENOVATION FUND APPLICATION

BUSINESS OWNER INFORMATION

Business Name _____

Business Address _____

Business Owner Name _____

Business Owner Mailing Address _____

Phone _____ email _____

PROPERTY OWNER INFORMATION

Property Owner Name _____

Property Owner Mailing Address _____

Phone _____ email _____

BUILDING INFORMATION

Date Constructed _____ Number of Floors _____ Total Square Footage _____

PROJECT INFORMATION

Please provide a project description and scope of work (listed).

(Provide attachment if additional space is needed.)

Which floor will work take place on? _____ Total Square Footage of project area _____

REQUIRED ATTACHMENTS

Business Plan

Business License*

Most recent 3 months
business bank statements*

Scope of renovation work

Business Insurance*

Most recent 3 months
personal bank statements

Preliminary drawings/plans (if
available)

Proof of good standing
with the State of MD *

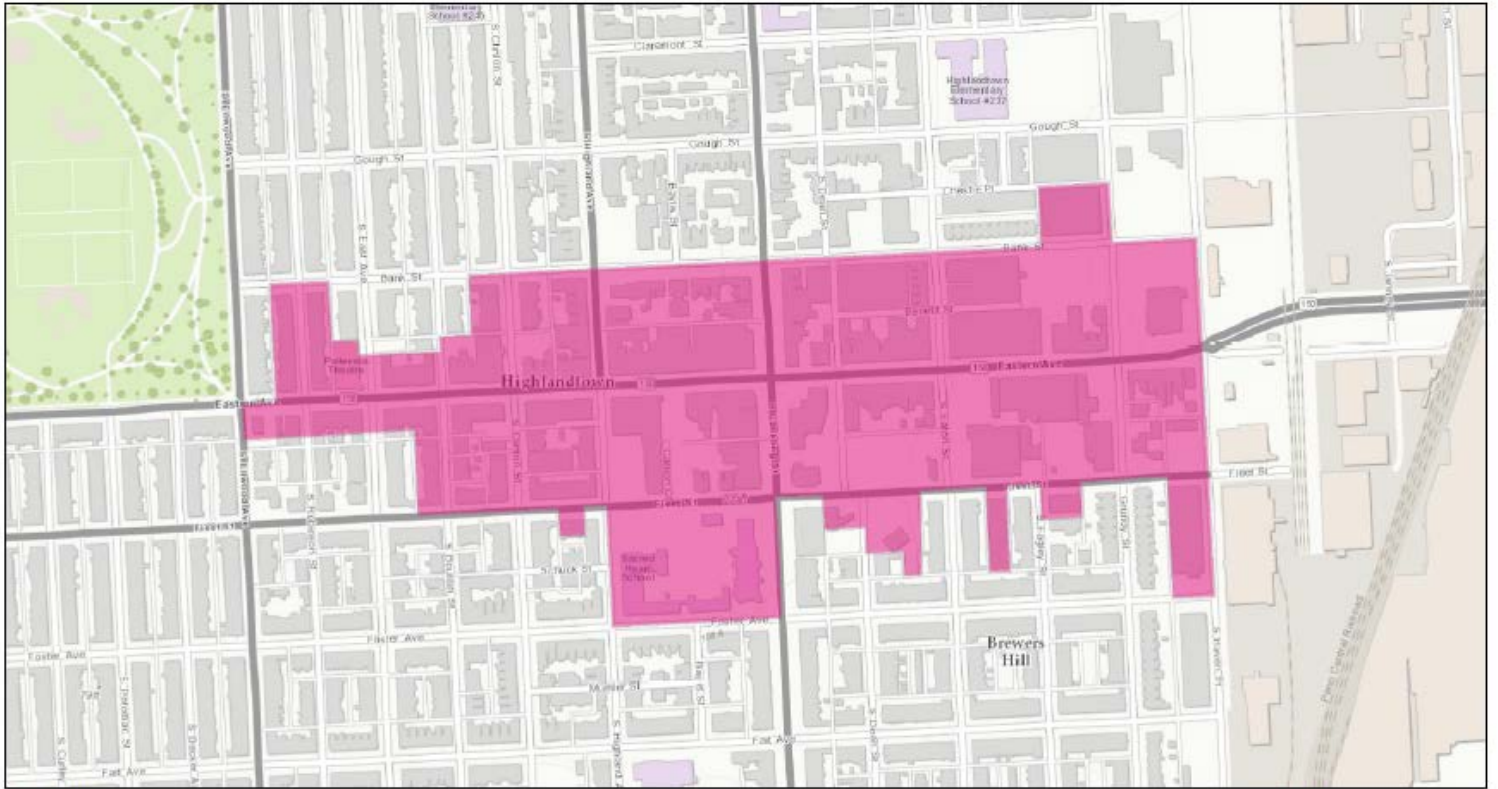
Most recent tax return
(past 2 years)

Before pictures of the space

Lease or property deed

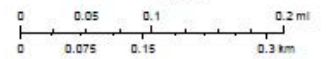
** = Required for existing businesses*

Highlandtown Main Street Boundaries Map



July 14, 2018

1:4,514



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBasis, IGN, Kadaster NL, Ordnance Survey, Esri Japan, Swisstopo, Esri China (Hong Kong), Swisstopo, MapboxIndia, © OpenStreetMap contributors, and the GIS User Community