

CITY OF HYATTSVILLE
CORRIDOR INVESTMENT GRANT PROGRAM GUIDELINES



Contents

I. Program Overview	2
II. Grant Funding	2
1. Eligibility Requirements and Applicable Activities	3
III. Exceptions.....	5
IV. Acquiring a Contractor and/or Service Provider	5
V. Application and Grant Administration.....	6
1. Application Overview.....	6
2. Special Application Instructions.....	6
3. Award Letter	9
4. Grant Agreement	9
5. Modification	10
6. Project Schedule and Payment	10
VI. Reporting	11
VII. Default	11

I. Program Overview

Purpose

The City of Hyattsville created the Corridor Investment Grant Program as a funding opportunity for private and non-profit partners with creative placemaking projects, programming initiatives, and business development strategies.

The City of Hyattsville reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

The City of Hyattsville Corridor Investment Grant Program will consider funding request for the following activities:

1. Programming Grant

- Funding Eligibility: Up to \$1,500
- Programming that is an openly-accessible event or programming for the public.
- Sponsorships for events are permitted, but must not be tied to grant money.

2. Public Placemaking Grant

- Funding Eligibility: Up to \$2,500
- Project that are located on exterior property that improves the aesthetic landscape.
- Examples include, but are not limited to: planter boxes, benches, murals, flowerpots, other public art installations, etc.

3. Business Development Grant

- Funding Eligibility: Up to \$5,000
- Funding that can be used for
 - i. A Commercial tenant subsidy for a new business in an underrepresented market or for a subsidy for a woman and/or minority-owned business
 - ii. Business support services (ex: specialized consulting, workshops, trainings) that will broaden the audience and increase profitability for businesses currently in operation in the City of Hyattsville.
 - iii. An equity match for the [City's Commercial Facade Improvement Program](#), consisting of façade improvements of commercial properties.

II. Grant Funding

This is a match grant. Applicants are eligible to receive a grant of up to 80% of the total cost of the eligible project or program, and are required to demonstrate a **20% funding match** for their project. The following are the maximum applicable awards for each funding category:

- Programming Grant: \$1,500

- Public Placemaking Grant: \$2,500
- Business Development Grant: \$5,000

Up to, but not greater than, 10% of matching funds may be contributed through an ‘In-Kind’ match. ‘In-Kind’ refers to any goods or services which are donated to a project. Examples may include meeting space, equipment, volunteers, advertising, or food/beverages for events. Please refer to Table 1 for an overview of the match amounts for each grant.

IMPORTANT: The CIP Grant program funds direct project costs only. This means that staff time or overhead costs from the organization SHOULD NOT be included as part of the budget request.

Table 1. Overview of grant award types and required match:

Type of Grant	Maximum Award	20% Match Amount	Allowed In-Kind Match
Programming	\$1,500	\$300	\$150
Public Placemaking	\$2,500	\$500	\$250
Business Development	\$5,000	\$1,000	\$500

1. Eligibility Requirements and Applicable Activities

All projects and programming receiving funding are required to perform the approved work funded through the grant within the corporate limits of the City of Hyattsville. Only entities within the corporate limits of the City of Hyattsville are eligible to receive this grant. [Click here to view this map to ensure your project calls within City limits.](#)

Please see the box below in each section for a list of eligible activities. The City will consider funding alternative requests, so long as the City determines that the project and/or program are consistent with the intent of the program.

I. Programming Grant

- Programming funded through this grant is required to be completed within 6 months after receipt of a ‘Notice of Grant Award’.
- Programming must be a publicly accessible event or programming for the public and cannot directly profit a singular commercial entity.
- One-time Special Events must be available at no cost to the public and open to the public. Private businesses are required to produce an event in collaboration with at least three (3) other businesses or organizations in an adjacent geographical area.
- Sponsorships for events are permitted, but must not be tied to CIP grant money.
- Please be aware that public events like street fairs usually require a special permit from the City. Applicants will be responsible to apply for this permit for their event, which can be found here on the City’s website:
<https://www.hyattsville.org/846/Permits>

Examples of Eligible Activities for the Programming Grant:

- Public programming series or one-day public event
- Programming hosted by a private business, in collaboration with 3 other local partner businesses/organizations
- A webinar series or online event

II. Public Placemaking Grant

- The project must be located on exterior property that is either public or publicly accessible and is determined by the City to improve the aesthetic landscape.
- The applicant must agree to maintain the improvement for a period up to 36-months.
- The applicant is not obligated to replace the item if it is damaged and/or destroyed.
- The applicant is required to secure any and all right of access or other related approvals from the applicable governmental agency.

Examples of Eligible Activities for the Placemaking Grant:

- Publicly accessible street furniture, such as benches or chairs
- Installation of planters/flower boxes
- Installation of murals of other public art
- Community art projects
- Community tree planting or garden installation

III. Business Development Grant

- Eligible commercial tenants are limited to a new or relocated business in an underrepresented market
- Commercial tenant subsidy for a woman and/or minority-owned business
- Business support services (ex: specialized consulting, workshops, or training) that will broaden the audience and increase profitability for businesses currently in operation in the City of Hyattsville.
- Equity match for façade improvements of commercial properties for owner/operators of businesses that have never received funding through the City's [Commercial Facade Improvement Program](#). Commercial property owners are not eligible for this grant.
 - If a building code compliance violation is present, correction of the violation must be made as part of the façade improvement work. Eligible applicants include the tenant of a commercial building or the owner of a commercial business. Properties which are vacant at the time of award must tenant the improved space, with a permitted use, within six (6) months of the

completion of the façade improvement work. All applications related to façade improvements must be signed by the property owner to indicate consent for the proposed improvements. Structural repairs, interior work, and roof repairs are not eligible under this program.

- The determination of eligibility and priority for assistance is at the discretion of the City of Hyattsville. Work which qualifies for assistance includes improvements to the exterior of a building which are visible from the public right-of-way, and may also include documented costs for architectural design, permitting, and inspection services. Work must be completed within one year of the grant award notification.
- Please note, applicants seeking a CFI Equity match will be required to complete a separate application for the Commercial Façade Improvement Program when it opens in Fall 2023. Applicants will be contacted separately with further information.
- Bids from at least three (3) contractors for façade improvement work are required. Please see Section III. 'Acquiring a Contractor and/or Service Provider' for further details.

Examples of Eligible Activities for the Business Development Grant:

- Business support services or consulting
- Business development workshops
- Professional training for employees
- Purchase of software or tech equipment critical to business operations/growth needs
- An equity match for the City's Commercial Façade Improvement to install signage, lighting, windows, doors, etc.
- A one-time Commercial Tenant Subsidy for an underrepresented business of a Women Owned/Minority Owned Businesses (WBE/MBE).

III. Exceptions

The City reserves the discretion to accept, reject, or request modification to any application. If an applicant is located outside the designated Target Investment Areas, the applicant may request an exception. The request shall be made to the City in writing and shall detail reasons why an exception should be made. The City will consider the exception and respond in writing, generally within ten (10) business days.

IV. Acquiring a Contractor and/or Service Provider

***For CFI Equity Match Applicants Only**

For applicants seeking to utilize the Business Development grant as an Equity Match for the

Commercial Façade Improvement Program, the responsibility of selecting a contractor will be placed on the applicant. The applicant must have bids from three different contractors.

The applicant will provide the name of the Owner/CEO, DBA (Doing Business As), address, contact information, and any relevant Maryland licenses. It is required that the contractors maintain a business license with Prince George's County, City of Hyattsville, and contractor insurance. Proof of insurance and photocopies of necessary business licenses for the selected contractor are to be included in the application. The contractor must also provide a line-item scope of work which details labor costs, material costs, and contractor profit. While the onus of selecting the contractor resides with the applicant, the City of Hyattsville will review selections, and will have the authority to deny funding if the City has concerns about the selected contractor. The applicant should state who their selected contractor is within their application.

V. Application and Grant Administration

1. Application Overview

Grant monies will be allocated to projects meeting one or more of the program criteria. For an application to be considered, preliminary approval of the following requirements must be satisfied:

- Submission of a completed [application form online](#)
- Itemized project cost estimate and sufficient match amount
- Documentation that the business located in the subject property has an existing up-to-date City of Hyattsville Business License
- A copy of the business/organization's W9 form
- In the case of some Placemaking projects and the CFI Equity Match, a signed Statement of Permission with the owner's approval of proposed improvements

Applications will be reviewed after the close date via a blind review process by a team of evaluators from the City. Projects recommended for funding will be referred to Hyattsville City Council, who will ultimately vote for final approval. Project funding is only guaranteed after a signed contract with the City is executed. Applicants will be contacted via email in the order their completed application was received to begin the grant process.

2. Special Application Instructions

As of 2023, the Corridor Investment Program is accepting grant applications online only. Paper applications or emailed PDF applications will no longer be accepted.

The 2023 Corridor Investment Grant application can be accessed at this link: <https://arcg.is/Ofnn8G>

Please read the following instructions carefully to ensure your application is complete.

Budget Instructions:

For Question 19, *‘Please provide a detailed/itemized project budget. Include attachment if more space is required’* please **DO NOT** include staff time or overhead costs as part of the budget request; the CIP grant can fund only direct project costs. Applicants may choose to list their line items in the box provided, or may upload an Excel file which outlines the budget. Applicants are strongly encouraged to do price estimations or get quotes on goods and services ahead of time to ensure a more accurate budget estimation.

For Question 21, *‘What is your total project match amount?’* please calculate this based on the project budget and desired grant amount and list match amounts in the box provided. As stated in Section 2 “Grant Funding” of this document, a **20% funding match** is required for each project. Up to 10% of the match may be in-kind (volunteers, donated supplies, etc.)

Here is an example:

Frank’s Froyo wants to apply for a \$1,500 Programming Grant to host an event in celebration of International Frozen Yogurt Day. They have secured 3 partnerships with a local photographer, bakery, and family-focused non-profit to hold a small street fair with giveaways.

The owner of Frank’s Froyo has determined their event budget will be \$1,875.00 and fills out Question 19 as follows:

*Tent and table rentals- \$300
Signage and advertising- \$275
Decorations- \$250
Freebies/Giveaways- \$400
Live Musician booking- \$200
Stereo System Rental- \$150
Balloon Artist- \$300*

The CIP grant will cover up to 80% of a project budget. In this case, Frank’s Froyo can apply for the maximum grant amount of \$1,500 for Programming:

$\$1,875 \times 0.80 = \$1,500$

Next, the owner speaks with his partners to figure out what can be offered in-kind for the event and what, if any, would need to be his company’s cash contribution. He finds out:

-Some of the tents and tables will be donated for free, an in-kind value of \$180

With this donation offered in-kind, Frank's Froyo has met the in-kind match. His company now would need to meet the remaining amount with a cash match. Frank fills out Question 21 on the application as follows:

My Total Project Budget: \$1,875.00

In-kind Match: \$180.00

Cash Match: \$195.00

TOTAL MATCH: \$375.00

$\$1,875 \times 0.20 = \375

IMPORTANT- Please keep copies of all invoices and receipts for project materials and services. These will be required as documentation for final fund distribution.

A Special Notice to Commercial Tenant Subsidy Applicants:

The Commercial Tenant Subsidy is meant to be a one-time support to help offset the cost of a commercial lease. In this case, a traditional in-kind donation is not applicable, but the City will request evidence of rent paid consecutively over a 6-month period. For Questions 19, please list your total commercial rent costs over a 6-month lease period (utilities excluded).

For example, if your commercial lease is \$2,500 per month, utilities excluded, you would fill our Question 19 as follows:

Commercial lease at 123 Main Street, July-December 2023- \$15,000

For Question 21, list 20% of your 6-month rent under "Cash Match" and "Total Match."

My Total Project Budget: \$15,000.00

In-kind Match: \$00.00

Cash Match: \$3,000.00

TOTAL MATCH: \$3,000.00

$\$15,000 \times 0.20 = \$3,000.00$

If awarded, please be prepared to keep copies of the lease payment confirmation over the 6-month period to provide as documentation for final fund distribution.

Document Upload Instructions:

W9:

A signed W9 form is required for the application to be complete. All businesses and organizations should have obtained a W9 form which lists the Employer Identification Number (EIN) when registering their business. In the event that a new form is needed, it may be downloaded at the IRS website via this link: <https://www.irs.gov/forms-pubs/about-form-w-9>

Statement of Permission:

Commercial tenants who apply for a Placemaking grant or CFI Equity Match grant are required to upload a signed Statement of Permission from the property owner agreeing to any proposed improvements noted in this application.

The document is **not** required for Business Development applicants utilizing funding for business consultant or workshops, Commercial Tenant Subsidy applicants, or in many cases Programming applicants, unless the event will take place near or on private property.

Signature:

The final page of the application requires a signature. Applications will be considered incomplete unless signed by the lead organization contact.

3. Award Letter

A signed Award Letter will be sent to all awardees following the determination of the Hyattsville City Council. When the applicant confirms acceptance of the award, a formal Grant Agreement will be drafted.

4. Grant Agreement

A grant agreement will be provided to applicants awarded funding by the City of Hyattsville. The grant agreement will detail the terms of the grant award, including the award amount, scope of work, and services performed under the terms of the grant.

A grant agreement for the project may only be executed upon the City of Hyattsville's issuance of a digital "Notice to Proceed". Project expenditures, prior to the execution of a grant agreement, are not eligible to be financed by the grant.

The City will prepare and process a grant agreement/contract to be signed by the Awardee/City. Once grant agreements are fully executed, the City will forward the signed original to the Awardee along with a Notice to Proceed with project activities.

5. Modification

Any modification to an approved project requires the grant recipient to contact the City in writing to request approval of the modification. Non-material, non-substantive modifications will be approved by Program Staff; however, more significant changes may require approval by the City. Grant recipients shall not authorize execution of plan modifications until they have received written approval from Program Staff. Doing so may jeopardize the guarantee of project funding.

6. Project Schedule and Payment

The City will issue up to 50% of the grant award upon execution of a grant agreement. The remaining 50% will be distributed after successful completion and reporting close of the project. The grant recipient will have a specified period of time from the date of award in which to complete the program and/or project. For this cycle, **all projects must be completed no later than June 30, 2024.**

Following completion of the project or program, the contractor will submit all required documentation to the City for processing of payment. Documentation is required for all eligible work for which reimbursement is being requested, and shall include, but is not limited to the following:

- Invoice/Request for Payment from the grant recipient
- Copies of all invoices for work performed and receipts for materials supplied
- Copies of any required approved building inspections related to the project (only if requested by the City)
- Grant close out report

These documents will be submitted via an online form. Applicants will be contacted by the Program Coordinator before the project closing date with further information.

The balance of grant funds will only be released to the Contractor upon review and approval of the supporting documentation listed above.

VI. Reporting

The grant recipient is responsible for completing a close-out report, which documents the project and/or program, tangible outputs, and expenditures. A digital form will be issued by the CED Department before the close of the project.

The close-out report serves as an affidavit affirming that any and all grant funds awarded by the City of Hyattsville were spent consistent with the awarded scope of work.

All grants are subject to audit by the City of Hyattsville, or its designee. The City reserves the right to require up to 100% of the value of the grant from the applicant if it is determined that the information provided by the applicant was inaccurate or the applicant misrepresented either the project scope or the funding requirements.

VII. Default

Default on a contract issued through this program may result in City action to have such contract deemed null and void, and to obtain reimbursement of any grant funds paid out under the contract. The grant recipient may be considered in default under the following conditions:

- The project or program is not completed consistent with the terms of the grant.
- The grant recipient modifies the scope of work without prior approval of the City.
- A commercial property is improved with grant funding and is demolished within five (5) years after the completion of the improvements
- Funded improvements are not reasonably maintained during a period of five (5) years after the completion of the improvements

For further questions, please contact the Community & Economic Development Department:
4310 Gallatin Street, Hyattsville, MD 20781 | smallbiz@hyattsville.org | 301-985-5085

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