

**CITY OF HYATTSVILLE  
CORRIDOR INVESTMENT GRANT PROGRAM GUIDELINES**

**I. Program Overview**

**Purpose**

The City of Hyattsville has created a Corridor Investment Grant Program as a funding opportunity for private and non-profit partners with creative placemaking projects, programming 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 must be publicly accessible event or programming for the public and cannot directly profit a singular commercial entity.

**2. Public Placemaking Grant**

- Funding Eligibility: Up to \$2,500
- 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.
- Examples of placemaking projects include, but are not limited to the following: planter boxes, benches, flower pots.

**3. Business Development Grant**

- Funding Eligibility: Up to \$5,000
- Commercial tenant subsidy for a new business in an underrepresented market
- Commercial tenant subsidy for a woman and/or minority-owned startup business
- Business support services (ex: specialized consulting) that will broaden the audience and increase profitability for businesses currently in operation in the City of Hyattsville.
- Equity match for facade 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.

### **Grant Funding**

Applicants are eligible to receive a grant of up to 80% of the total cost of the eligible project or program for each of the following categories:

- Programming Grant: \$1,500
- Public Placemaking Grant: \$2,500
- Business Development Grant: \$5,000

Applicants are required to demonstrate a match of 20% of requested and any awarded funds. Up to, but not greater than, 10% of matching funds may be contributed through an 'In-Kind' match.

### **Eligibility Requirements**

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 are eligible for the grant.

#### **Program Grant**

- Programming funded through this grant are required to be completed 90-calendar days after receipt of a 'Notice of Grant Award'. The City anticipates notices will be issued on June 10, 2019.
- Programming must be 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 in an adjacent geographical area.

#### **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.

#### **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 startup business
- Business support services (ex: specialized consulting) that will broaden the audience and increase profitability for businesses currently in operation in the City of Hyattsville.
- Equity match for facade 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.

- In the event that 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 owner 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 must be signed by the property owner to indicate consent for the proposed improvements. 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.

### **Eligible Grant Funded Activities**

The following activities are eligible to be considered for funding under each of the respective categories. The City will consider funding alternative requests, so long that the City determines that the project and/or program are consistent with the intent of the program.

- **Program Grant**
  - Public programming or series, one-day public event.
  - Programming hosted by a private business must be collaborative, open to the public and include a minimum of three private businesses within adjacent proximity to one another.
- **Public Placemaking Grant**
  - Exterior improvements accessible to the public and include street furniture, planters/flower boxes, benches, public art/murals.
- **Business Development Grant**
  - Business support services or consulting
  - Business development workshops
  - An equity match for the City's Commercial Façade Improvement Program for businesses that have never received funding through the City's program
  - A one-time Commercial Tenant Subsidy is available for small businesses that are either a use that is underrepresented in the marketplace OR is a State of Maryland or Prince George's County certified Women Owned/Minority Owned Businesses (WBE/MBE).
  - Structural repairs, interior work and roof repairs are not eligible under this program.

## **V. 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 days.

## **VI. Acquiring a Contractor and/or Service Provider**

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 in the application.

## **VII. Application and Grant Administration**

### **1. Application**

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

- Submission of a completed application form
- Samples or conceptual design of proposed work
- Itemized project cost estimate
- Documentation of owner's approval and permission for tenant improvements
- If leased, a Statement of Permission for the proposed improvements signed by the owner of record agreeing to the proposed work

*Preliminary approval will be granted upon satisfaction of the above listed threshold requirements, provided program funding is available. Preliminary approval means that funding has been reserved for a project, but does not necessarily guarantee a contract with the City. Project funding is only guaranteed after a signed contract with the City is executed. Applicants will be contacted in the order their completed application was received to begin the grant process.*

## **2. Acquiring Bids from Three General or Sub-Contractors**

Each applicant is required to provide the information of general or sub-contractors who are bidding on their proposed project. The application should also include the contractor the applicant has selected. The selected contractor's proof of insurance, relevant licenses and W-9 Tax Form are to be provided at time of grant agreement execution. All contractors are subject to investigation by the City of Hyattsville, and grant funds are contingent on contractor approval by the City.

If the selected bid exceeds the amount of the grant award, the grant recipient will be responsible to provide additional project funding, or modify the scope of work. At the discretion of the City, the project's scope of work may be reduced or revised in light of budget constraints. In the event additional funding will be required on the part of the recipient, the City may require verification of secured funding prior to execution of a grant contract with the City.

## **3. Submission of bidding documentation and Owner/Contractor Contract(s):**

Before contracting for the proposed project and/or program, the City will require the applicant to submit copies of cost proposal documentation, and a copy of the Contractor contract(s)/signed bid and documentation of required insurance and contractor licensing to the City.

*Note: The Owner/Contractor contract must be limited to work performed only on the exterior of the building. If interior construction will take place concurrently with façade improvements this work must be covered under a separate contract with the owner.*

## **4. Notice to Proceed**

The Notice to Proceed with project activity will be issued by the City to the grant recipient, who in turn is responsible to notify the contractor. The Notice to Proceed does not guarantee the issuance of required construction permits, which must be secured by the contractor prior to the start of construction activity.

## **5. 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 work may only be executed upon the City of Hyattsville's issuance of a "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 for signature the Contractor/Owner/City contract. Once grant agreements are fully executed, the City will provide forward two (2) signed originals to both the Owner and the Contractor along with a Notice to Proceed with construction activity.

## **6. Modification**

Any modification to an approved design plan 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.

## **7. Project Schedule and Payment**

The City will issue up to 50% of the grant award upon execution of a grant agreement.

The grant recipient will have a specified period of time from the date of award in which to complete the program and/or project.

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 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.

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

## **VIII. Reporting**

The grant recipient is responsible for completing a close-out report, which documents the project, and or program, tangible outputs and expenditures.

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.

#### **IX. 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.
- If an improved commercial property is improved with grant funding and is demolished or funded improvements are not reasonably maintained during a period of five (5) years after the completion of the improvements funded through this grant.