Maryland Department of Housing and Community Development
Neighborhood Business Works (NBW) Program
Opportunity Zone Microgrant (NBWOZ Microgrant)
(Updated as of 11/18/2020)

APPLICATION GUIDE

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MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)
Neighborhood Business Works (NBW) Program
Opportunity Zone Microgrant Funding (NBW OZ Microgrant)

I. Available Funding

The Maryland Department of Housing and Community Development (DHCD) will be providing grants to assist early stage businesses in growing and expanding their business within eligible areas in Opportunity Zones.

Q. How much may I apply for from the DHCD NBW OZ Microgrant funding?
A. The maximum grant request is $50,000 and the minimum is $10,000 based on the organization’s annual operating budget and subject to a financial review.

Q. When does the application round open?
A. The application round is projected to open on Tuesday, November 17, 2020 at 12:00 noon.

*** The application is closed as of 11/17/2020 8PM EST. If additional funding becomes available, the application may be reopened. Please check the DHCD website periodically for updates.***

Q. How do I submit an application?
A. The application will be online and can be accessed by visiting the DHCD website: https://apps.dhcd.state.md.us/NBWOZGrant/account/login.

*** This link is closed. If the application is re-opened, the link will be re-activated ***

Q. When are applications due?
A. The application round is projected to close on Monday, November 30 at 12:00 noon. NOTE: The round may close sooner if grant requests exceed available funding.

II. Eligible Applicants and Use of Funds

Q. Who is eligible to apply?
A. An organization must meet All of the following:
   • Be a for profit business;
   • Have a matching contribution equal to or greater than the grant request amount;
   • Be located at an eligible location in an Opportunity Zone in Maryland;
   • Have 50 or fewer employees (full time equivalent) as of November 17th, 2020;
   • Have an annual revenue of less than $5 million;
   • Be in good standing with the Maryland Department of Assessments and Taxation (SDAT) https://egov.maryland.gov/BusinessExpress/EntitySearch
NOTE: If you begin the application and do not meet any of the eligibility requirements, the system will **NOT** let you complete or submit an application.

Q. What is at an eligible location in an opportunity zone?
A. Your business is eligible if you are located in:
   * an opportunity zone located in Allegany County, Garrett County, Somerset County, and Wicomico County or
   * in an opportunity zone that overlaps with a priority funding area in one of the remaining jurisdictions.

Q. How can I determine if my business is at an eligible location in an opportunity zone?
A. Go to DHCD’s Incentive lookup tool.
   Link: https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=1cc479d2dc3948239f0c47bda8b6967e).

**STEP 1: Enter** your business address in the incentive look up tool as seen in the following graphic:

![Incentive Lookup](https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=1cc479d2dc3948239f0c47bda8b6967e)

**STEP 2: Select** the found address in the dropdown box as shown in the following graphic:

If your business is in an eligible location in an opportunity zone, you will see 3 things:
1. A RED pin will be placed on the map inside of an opportunity zone
2. The zone will be shaded in green **AND**
3. The “**Neighborhood Business Works**” (NBW) funding program will appear as an eligible program for your location.
Please see the following three examples of mapping results:

1. **The following graphic showing an address in an opportunity zone and NBW funding is available.**

Address “2 North Charles Street, Baltimore, Maryland 21201” is in an opportunity zone. Circled in red is the Neighborhood Business Works program that is available for this address: (RED PIN is in green shading + NBW eligible)

2. **Example of an address that is NOT in an opportunity zone:**

Address: “1300 North Charles Street, Baltimore, Maryland 21201” is NOT in an opportunity zone. See graphic below. PIN is NOT in green shaded area.
3. Your location may be in an opportunity zone but NOT in a priority funding area, thus your location will NOT have the Neighborhood Business Works program listed as an available funding program.

An example of a location that is in an opportunity zone but is not in a priority funding area is “5167 Maple Dam Rd, Cambridge, MD 21613.” See graphic below that depicts this address within an opportunity zone but does NOT have the Neighborhood Business Works program listed as an eligible funding program.

**Q. How do I determine if my organization’s employees meet the requirement of 50 or fewer employees (full time equivalent)?**

**A.** FTE stands for full-time equivalent. An organization may have a maximum of 50 FTEs to be eligible to apply for DHCD-NBWOZ funding.

The calculation of full-time equivalent (FTE) is an employee’s scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs. The staff total will include regular employees (that get W2s) AND contractual staff (that get 1099s).

**Q. How can these grant funds be used?**

**A.** Funds can be used towards an organization’s capital and operating expenses that support revenue growth or revenue recovery for the January 1st, 2021 through March 31, 2021 period.

These items may include but are not limited to capital and operating expenses such as salary, rent, utilities, product advertising, product development, commercial real estate acquisition, and professional services.
III. Submitting an Application

Q. When does the application round open?
A. Projected on-line DHCD-NBWOZ grant application portal opens: 12:00 noon, Tuesday, November 17, 2020. Please check the DHCD website for updates.

Q. How do I submit an application?
A. The application is online and can be accessed by visiting: https://apps.dhcd.state.md.us/NBWOZGrant/account/login

You will be required to provide a brief description about your organization, answer questions about your organization and complete a budget table on how you will use grant funds and your matching contribution. Please be prepared to describe how these funds will advance your business in the opportunity zone.

**ONLY** applications that are fully complete at time of submission will be considered for funding. Incomplete applications will be returned and processed when resources are available.

Q. When are applications due?
A. The application round closes on November 30, 2020 at 12:00 noon. **NOTE:** The round may close sooner if grant requests exceed available funding.

Q. What documents will I need to provide with my application?
A. Organizations are **REQUIRED** to provide the following:
   - Articles of Organization for the business.
   - By-laws for the business.
   - Most recent annual tax return for the business. Tax year 2019 is preferred, Tax Year 2018 is acceptable.
   - Organization’s Year-To-Date financial statements as of 9/30/2020 (6/30/2020 are acceptable).
   - Screen shot showing the business is in an opportunity zone.
   - Proof of matching funds equal to or greater than the grant request amount. If you request for $20,000, you must show proof of $20,000 in matching funds. Examples of proof of matching funds are:
     1. A copy of the business’s bank statement as of October 31, 2020 showing cash balance greater than the grant request amount,
     2. Copy of a loan statement from a financial institution that shows available funds for withdrawal greater than the grant request amount.
     3. Commitment of equity investment
   - Screen capture of an online verification of Certificate of Good Standing from the Maryland State Department of Assessments and Taxation  **NOTE:** You should **NOT** purchase an official document, simply provide a screen shot from: https://egov.maryland.gov/BusinessExpress/EntitySearch
   - IRS W-9 Request for Taxpayer Identification Number and Certification.

**NOTE:** A few sample documents are listed as exhibits in this pdf.
**Important Note:**
The business name on the application and on the W-9 must EXACTLY match SDAT’s Good Standing Certificate. If the business name on the application does not EXACTLY match what is shown on the SDAT’s system and W-9, the application will be returned for to the applicant for further updates.

**IV. Notification of Awards**

**Q. When will announcement of awards be made?**
A. Award announcements will be made on a rolling basis beginning in December 2020.

**Q. What is the timing for receiving the grant funds?**
A. Applications will be reviewed upon receipt and awards will be announced beginning in December 2020 with payments to be made in February 2021.

Applicants will be notified of an award as they are approved and will be presented with a grant agreement to sign.

The Department will in turn process the grant agreement for funding upon receipt of a local resolution from the applicant’s governing executive body approving of the grant from DHCD to the applicant. DHCD will notify each jurisdiction of each grant award and the local jurisdiction will have 45 days to respond to the notice. If a resolution is approved before the 45 days, DHCD will be able to process the grant award for payment. If the local jurisdiction does not reply within the 45-day period, funding is deemed approved and DHCD will implement the funding process.

**Q. If awarded when will I receive funds?**
A. Grants will be disbursed in a single payment once the grant agreement is executed by DHCD, upon local jurisdiction approval.

**Q. If awarded funds will a final report be required?**
A. Yes, applicants that receive a funding award will be required to submit a final report on how the funds were used based on the budget submitted with their application. You will also be required to upload supporting documents, receipts, etc. to support your use of those funds. A final report will be submitted by the applicant by April 30th, 2021.

**V. Contact for additional questions:**
If you have additional questions about the application and/or requirements, DHCD can help you.

For businesses located in Baltimore County, Baltimore City, Anne Arundel County, Howard County, Montgomery County and Prince Georges County,
Contact: Todd Scott, todd.scott@maryland.gov

For businesses in any of the jurisdictions not listed above,
Contact: John Papagni, john.papagni@maryland.gov
VI. Sample Documents:

Certificate of Good Standing

Screen capture of an online verification of Certificate of Good Standing from the Maryland State Department of Assessments and Taxation. NOTE: You should NOT purchase an official document, simply provide screen shot from: https://egov.maryland.gov/BusinessExpress/EntitySearch

Note: The screen print below has the date in the upper right corner of when the search was executed, and the source of the website is on the footer of the page.
IRS W-9 - Request for Taxpayer Identification Number and Certification.

Note: Please make sure the w-9 has been signed and dated.
Opportunity Zone Map with business address

2 N Charles St, Baltimore, MD, 21201, USA