



Project Restore 2.0

FY2024

Purpose & Goals of the Program

- Activate vacant buildings
- Support small businesses
- Improve commercial corridors
- Create jobs
- Increase local economic activity





Mobility City of Southern Maryland
Waldorf , MD

	FY2022	FY2023
Awardees	352	380
Total Awarded	\$23.9 million	\$24.6 million

Who can apply?



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AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

Place-based economic development organizations

- ✓ IRS determined non-profit with a specific mission economic/community development or historic preservation of the local business district
- ✓ Local government (town, city, county)

Why change it?

- Consistent with how other Neighborhood Revitalization programs are administered: block-grant style
- Wrap around supports from place-based organizations for success
- Concentrates investment
- Advances place-based organization's strategy



Runner's Wings
Frostburg, MD

The end beneficiary is still a small business!



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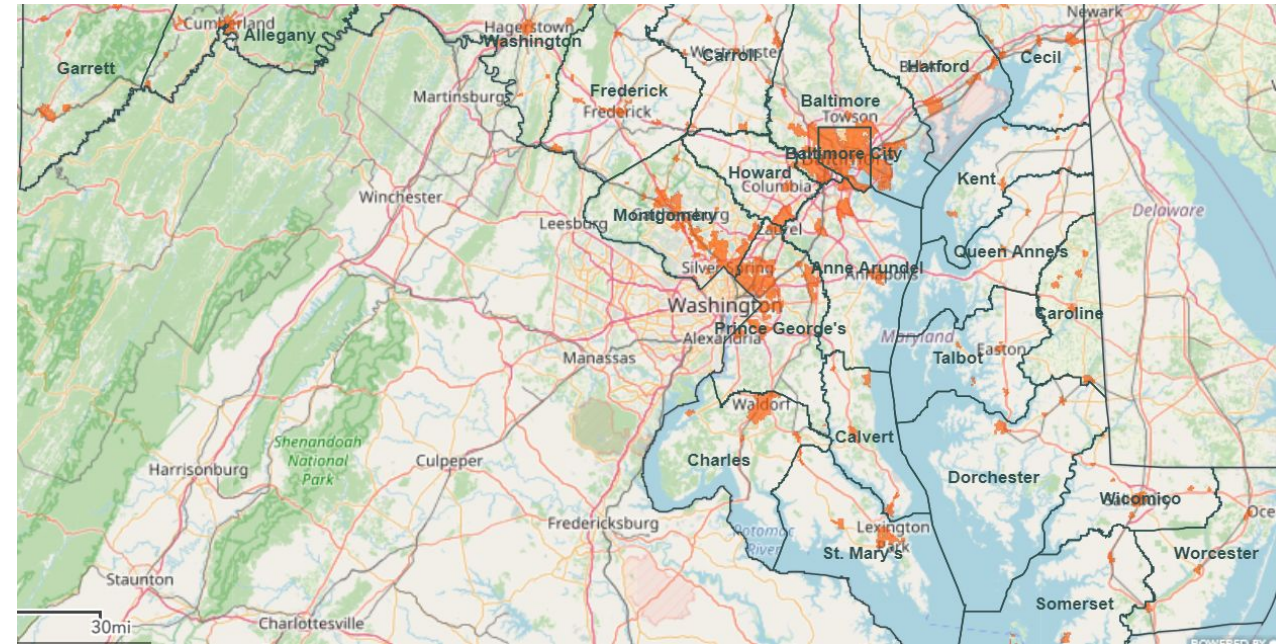
Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

Examples

- ❑ Main Streets
- ❑ Arts & Entertainment districts
- ❑ Economic Development Authorities
- ❑ Community Development Corporations
- ❑ Nonprofits focused on placemaking and community development in a specific geography

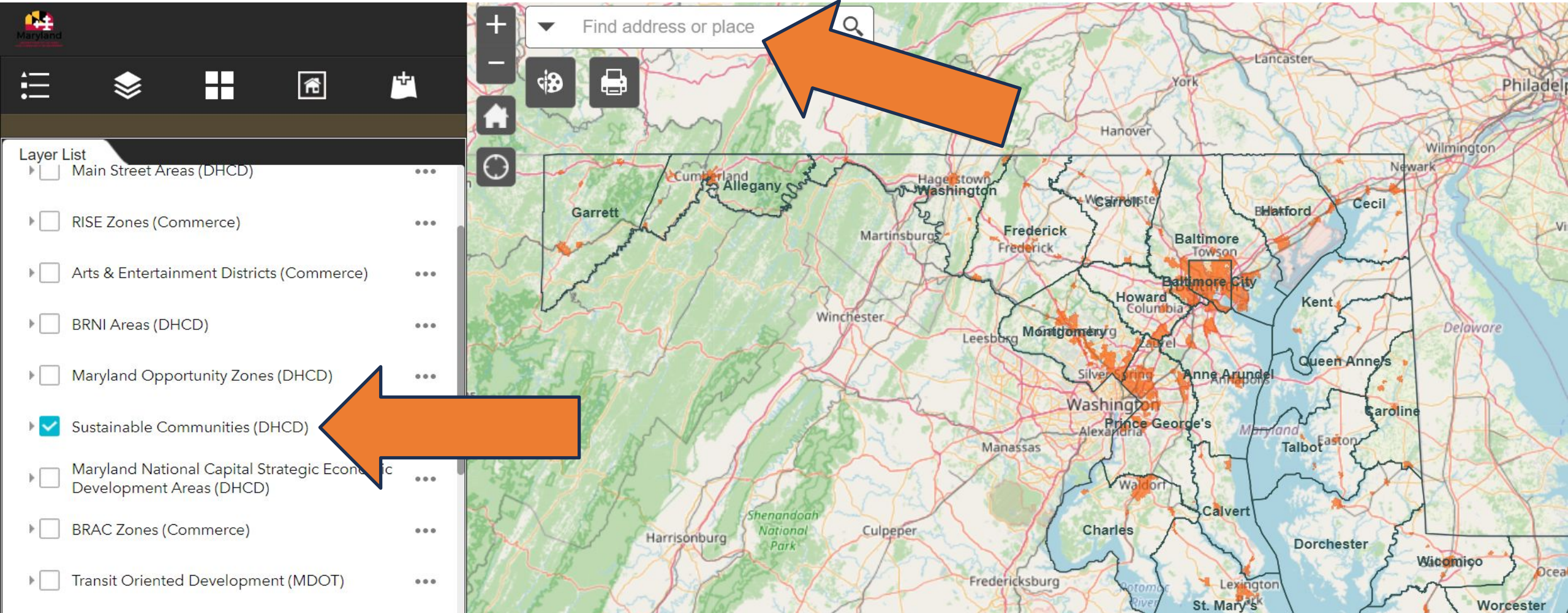


- ✓ In good standing with the Maryland Department of Assessment and Taxation
- ✓ Located in a designated Sustainable Community
- ✓ Have at least 0.5 paid FTE at the time of application



Why Sustainable Community?

Targets investment that aligns with a local community's goals and strategy



The screenshot displays the Maryland DHCD GIS portal interface. On the left, the 'Layer List' panel shows various geographic layers. The 'Sustainable Communities (DHCD)' layer is selected, indicated by a checked checkbox. Other layers include Main Street Areas (DHCD), RISE Zones (Commerce), Arts & Entertainment Districts (Commerce), BRNI Areas (DHCD), Maryland Opportunity Zones (DHCD), Maryland National Capital Strategic Economic Development Areas (DHCD), BRAC Zones (Commerce), Transit Oriented Development (MDOT), and Enterprise Zones (Commerce). The main map area shows a map of Maryland with various counties and cities labeled. An orange arrow points to the search bar at the top, and another orange arrow points to the 'Sustainable Communities (DHCD)' layer in the Layer List.

<https://portal.dhcd.state.md.us/GIS/revitalize/index.html>

How can the grant funds be used?



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Total request: \$30,000 to \$300,000

**Focus is on street-level retail,
walkable commercial corridors**

- Vacant
- Buildings, not lots
- Commercial uses
- In a designated
Sustainable Community



Annapolis Main Street

Total request \$30,000 to \$300,000

For the sub-grantee:

- Rent payments
- Renovation and fit-out (interior & exterior)
- Furniture, fixtures & equipment

For the grantee:

- Up to 15% for operating support directly related to Project Restore



Thread Coffee
Baltimore, MD

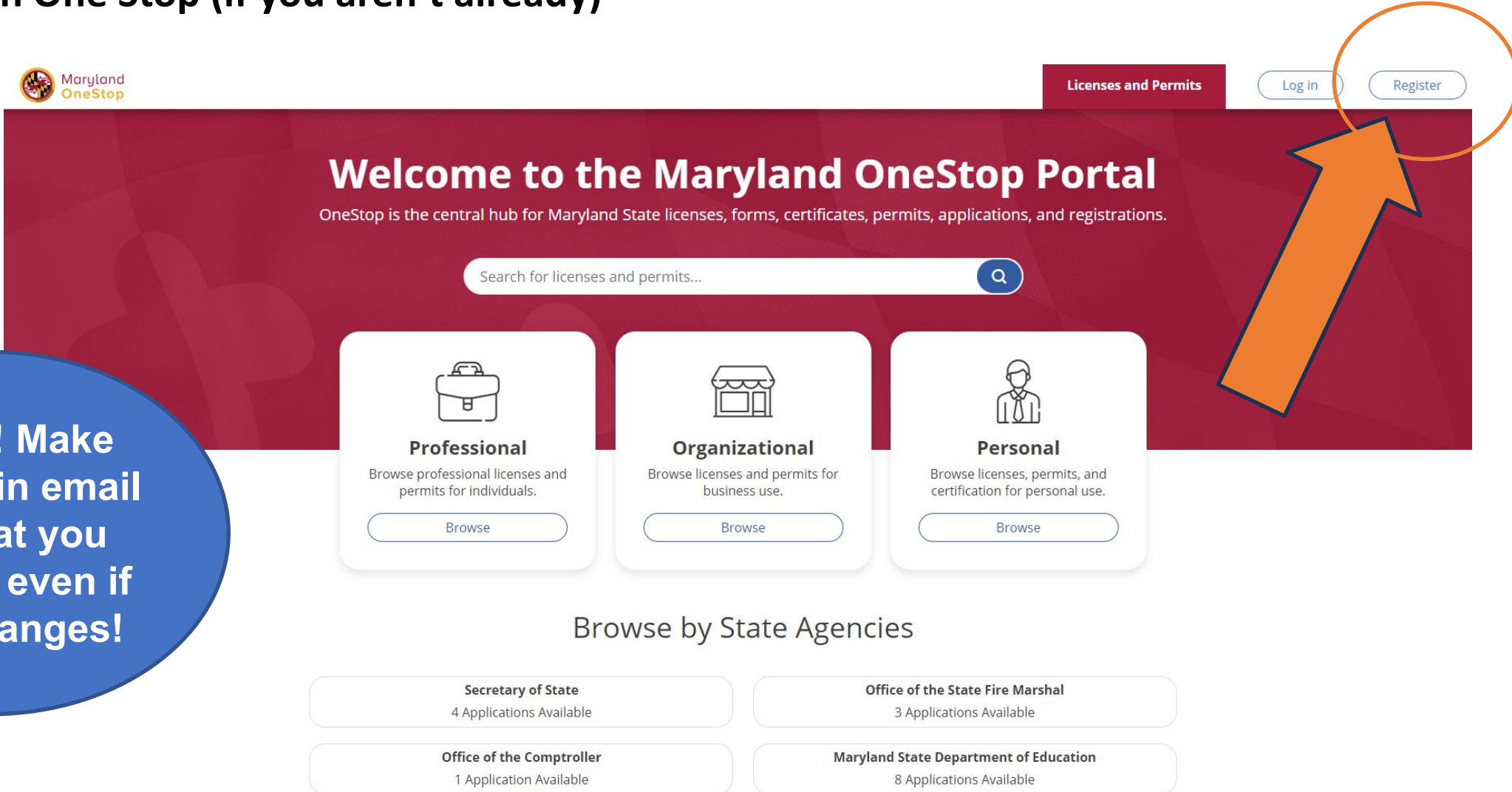
Flow of Funds



Preparing the Application

Application Process

Step 1: Register in One Stop (if you aren't already)



The screenshot shows the Maryland OneStop Portal homepage. At the top right, there is a navigation bar with a "Licenses and Permits" link and "Log in" and "Register" buttons. The "Register" button is circled in orange, and a large orange arrow points to it from the right. The main header area has a dark red background with the text "Welcome to the Maryland OneStop Portal" and a sub-header "OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations." Below this is a search bar with the placeholder text "Search for licenses and permits...". Under the search bar are three white boxes with icons and titles: "Professional" (briefcase icon), "Organizational" (store icon), and "Personal" (person icon). Each box contains a description and a "Browse" button. Below these boxes is a section titled "Browse by State Agencies" with four white boxes listing agencies and the number of applications available: "Secretary of State" (4 Applications Available), "Office of the State Fire Marshal" (3 Applications Available), "Office of the Comptroller" (1 Application Available), and "Maryland State Department of Education" (8 Applications Available).

Professional
Browse professional licenses and permits for individuals.
Browse

Organizational
Browse licenses and permits for business use.
Browse

Personal
Browse licenses, permits, and certification for personal use.
Browse

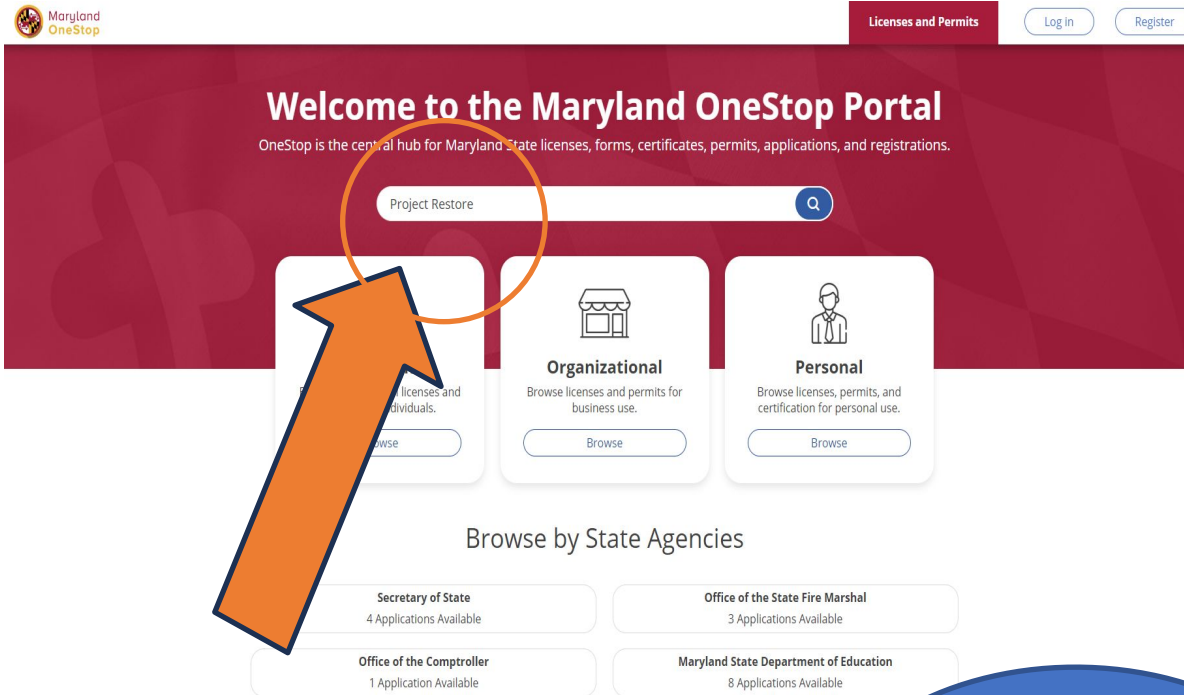
Browse by State Agencies

Secretary of State 4 Applications Available	Office of the State Fire Marshal 3 Applications Available
Office of the Comptroller 1 Application Available	Maryland State Department of Education 8 Applications Available

Pro tip! Make your login email one that you can use even if staff changes!

Application Process

Step 2: Open the Project Restore application



<https://onestop.md.gov>

Project Restore 2.0 (FY2024) Details

last revised 03/05/24 at 11:39 am

Project Restore 2.0 (FY2024)

Project Restore

Maryland Department of Housing and Community Development

The Maryland Department of Housing and Community Development (DHCD), through Project Restore 2.0 (FY2024), activates vacant buildings, supports small businesses, creates jobs, improves commercial corridors, and increases local economic activity by providing financial support to *place-based organizations* working to improve the vitality of Maryland's commercial corridors.

...

[Show more](#)

Apply or Register

Ready to apply?



Online Application

Complete the form

[Apply Online](#)

Pro tip! Work in a Word /Google doc and copy > paste info into the application!



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Maryland Department of Housing and Community Development

Project Restore 2.0 (FY2024)

Section 1. Eligibility

Are you a place-based organization located in Maryland?*

☐ Yes

☐ No

Place-based organizations are non-profit or local government entities that work to improve a specific business district within their Maryland jurisdiction whose mission and work substantially contribute to the economic development and/or historic preservation of the local commercial corridors and business district/s they serve, and whose programs and activities support the small businesses within the communities they serve.

Is your organization located in a DHCD-designated Sustainable Community?*

☐ Yes

☐ No

Does your organization have at least a 0.5 full-time equivalent (FTE) dedicated, paid staff member?*

☐ Yes



Eligibility is first

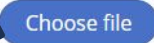
A series of Yes – No questions to make sure you are eligible to apply

Uploads are dependent
on the type of
organization

Upload a screenshot of your entity's Certificate of Good Standing*

Drop your files here to upload

Individual File size limit is 32 MB
Total File size limit is 256 MB

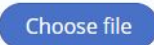
 Choose file

Upload a screenshot from the Maryland State Department of Assessments and Taxation (SDAT) website from within the last 30 days and it must show the entity is in good standing. Visit: [egov.maryland.gov Business Express](https://egov.maryland.gov/BusinessExpress)

Upload IRS Letter of Determination of Nonprofit Status*

Drop your files here to upload

Individual File size limit is 32 MB
Total File size limit is 256 MB

 Choose file

Upload the Organization's Bylaws*

Drop your files here to upload

✓ Information about the organization

0/2000 max characters

Upload your current strategic plan, or feasibility or market study here, if available.

(It is recommended to provide a 72 dpi - low resolution file)

Plans / Studies *

Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

Document Description

+ Add Another

Pro tip! Save documents in low resolution at 72 dpi or break up into sections

- ☐ Staffing
- ☐ Mission
- ☐ Strategy
- ☐ Programs
- ☐ Commitment to equity
- ☐ Experience



How you plan to use the funds and a prioritized list of vacant buildings to activate

- ☐ Prioritize the vacant properties
- ☐ Realistic and attainable
- ☐ Due diligence required
- ☐ Do not need to know tenants

The screenshot shows a 'Property Details' form. The 'Property priority*' field is circled in orange and contains the text '(1, 2, 3,)'.

Property Details

Property priority* ⓘ
(1, 2, 3,)

Street address* Suite / unit #

City* State*
MD

Zip*

Property condition*
☐ Poor
☐ Fair
☐ Good
☐ Excellent

✓ Project Team

Will you be partnering with an organization to implement the program?*

☐ Yes

☐ No

Name of partner organization/s and their role/s*

0/500 max characters

Describe the current financial condition of your organization generally. Provide key summary stats regarding year over year changes in revenue and expenses and explain the changes.*

0/2000 max characters

Upload current budget*

Pro tip! A partner organization can also apply separately, if they cover a different geography.



Project budget



By project activity such as rent, renovation, furniture, etc.



Operating requests is an activity



Total must be between \$30,000 and \$300,000

Project Budget

Complete a budget for your program for items and activities over the grant period. Enter total requested funds for the activity. Total requested funds will calculate based on the activities entered and must be between \$30,000 and, \$300,000. Eligible costs are:

1. Rent payments (up to \$30,000 per building).
2. Renovation and fit out of buildings (interior and/or exterior) and furniture, fixtures and equipment. Project Restore funds cannot be used for new construction;
3. Up to 15% of total request may go toward the salary of one (new or existing) staff member responsible for attraction, retention, and support of sub-grantees and other direct program expenses.

Activity*	Requested amount*
<input type="text"/>	<input type="text" value="\$"/>
<div>+ Add an Activity</div>	
Total grant request*	
<input type="text" value="\$"/>	

Provide an explanation of the budget included in the budget table above. If you are requesting funding for renovation and fit-out, please explain why the budgeted amount is necessary to address the condition of the building. Funds do not have to be divided equally across property/s.

Explanation of budget*



Timeline

Pro tip! Realistic and attainable milestones are key.

Timeline

Complete a timeline for your program including dates for key milestones. Add such milestones as sub-grant applications submitted, sub-grant agreements finalized, property improvements complete, and when the business will be open and operational. Use July 1, 2024, as the expected start date of the grant period. You can enter up to 12 milestones here.

Milestone	Expected date of completion
<input type="text" value="Enter tasks / activity"/>	<input type="text" value="MM/DD/YYYY"/>

+ Add Another

Sign and Submit!

☒ Text ☐ Draw

☐ I agree to be legally bound by this document.

Name of authorized signee*

Title of authorized signee*

Date of signature*

03/06/2024

Submit

Discard



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Grant Timeline & Selection Process



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1. Application opened March 13, 2024 at 8am EST
2. Six weeks to complete application
3. Application closes April 24, 2024 at 5pm EST
4. Award agreements by end of June 2024
5. Grant term July 1, 2024 to December 31, 2025

**Funds expended and
businesses open by end of term!**

Timelines
are subject
to change!

Selection Process

- ✓ Applications will be reviewed after the deadline, not rolling
- ✓ Eligibility determined first
- ✓ All eligible applications will be scored by two reviewers
- ✓ Awards may be for less than you requested, thus prioritizing your properties
- ✓ Scoring criteria on the website

1. ORGANIZATIONAL FIT (max 20 points)		
Assess how well the applicant answers the following questions related to how well the organization's mission and experience align with the goals of Project Restore 2.0.	Points Awarded (up to 4 per)	Reviewer comments: Why did you score this section as you did? Describe areas of strength or weakness.
1a. What is your organization's official mission statement?		
1b. Describe how you've managed and complied with grants, especially grants for similar projects.		
1c. Describe specific accomplishments your organization achieved during the past year relating to placemaking, business attraction/retention/expansion, economic/community development.		
1d. Describe your organization's experience with projects similar to what is planned here if awarded Project Restore funds.		
1e. Describe the current financial health of your organization generally. Provide key summary stats regarding year over year change in revenue, expenses and explain the changes.		
Total for Organizational Fit	0	
2. EQUITY FIT (max 25 points)		
Assess how well the applicant answers the following questions related to organization's approach to equity.	Points Awarded (up to 5 per)	Reviewer comments: Why did you score this section as you did? Describe areas of strength or weakness.
2a. Does your staff and Board demographically represent the community you serve. Consider factors broadly including race, language, gender identity, age, socioeconomic status, disability, etc.		
If your staff and Board do not demographically represent the community you serve, please describe strategies or initiatives that you plan to implement to ensure your staff and Board reflects the community being served.		
2c. Who has been involved in the creation of the plan, including how you've engaged the community you serve?		
2d. DHCD seeks to make lovable places and right the wrongs of the past through our programs. In that spirit, describe how your organization has demonstrated a commitment to creating a more equitable community. Equitable communities are often defined as ones where everyone is included in the full		

- ✓ Four training sessions offered, virtual and in-person
- ✓ Abundant info on the website, including regularly updated FAQs (check back!)
- ✓ 1:1 or small group technical assistance sessions
- ✓ Email is the fastest way to get an answer - truly!
- ✓ Do not wait until the last minute

Pro tip! Aim to get your grant submitted the day before the deadline – just in case.

dhcd.projectrestore@maryland.gov

If you are awarded ...

1. Grant agreement
2. Operating funds released, if awarded
3. Sub-grant agreements *
4. Progress Report / Request for Payment
5. Final Report

* Awardees will be responsible for the sub-grant agreements!

Guidance for Sub-Grantees

(that is, small businesses seeking these funds)



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Sub-Grantee Tips

- ✓ You cannot apply directly
- ✓ Awardees (place-based organizations) will have their own process for identifying and selecting sub-grantees
- ✓ Reach out to inquire if place-based group intends to apply
- ✓ Ask to be added to their pipeline
- ✓ You can be in more than one pipeline!
- ✓ Your use may not fit their strategy
- ✓ Your timeline may not work for the grant term



Found Studio
Baltimore, MD

Good luck!

dhcd.projectrestore@maryland.gov



Slam the Weight
Hagerstown, MD