



Tier 1 Application User Guide

Follow the sections below to ensure all eligibility, location, and financial details are accurately reported.

Section 1: Contact and Business Information

- **Contact Person:** Enter the name of an individual authorized to make decisions for the organization, such as signing a grant agreement.
- **Contact Details:** Provide a valid phone number and email address.
- **SDAT Registration:** Indicate whether your organization is currently registered in SDAT.
- **Legal Name & EIN:** If registered in SDAT, provide your legal business name exactly as it appears in SDAT. Provide your Employer Identification Number (EIN), which should match your W-9.
- **dba Name:** Include your "doing business as" name if applicable.

Section 2: Project Location and Details

- **Project Address:** Enter the physical address of the requesting business or nonprofit. For new projects, use the planned address. If serving multiple locations, ensure the address provided has a Fresh Food Gap Score (FFGS) of at least 65.
- **County & Region:** Select your project's county and the corresponding Maryland Region.
- **Retailer Type:** Select your specific retailer type from the dropdown menu.
- **Maryland Market Money (MMM):** Select your current MMM status from the options provided (current participant, submitted application, eligible but not submitted, or not eligible).
- **Business Status:** Indicate whether your business is relocating or if it is a new business.

Section 3: Acknowledgements and Alignments

- **Program Requirements:** You must check the boxes to acknowledge the following conditions if funded:
 - Maintaining a Healthy Food Threshold of 20% of floor space or activity dedicated to healthy options.
 - Possessing a State of Maryland tax registration for retail sales prior to receiving grant funding.
 - Ensuring the project is located in or delivers to an area with a Fresh Food Gap Score of 65 or higher, as identified by the Maryland Community Compass.

- **Rural Health Transformation Program (RHTP):** Indicate if you are located in one of the listed RHTP-eligible counties.

Section 4: Finding Your FFGS, Priority Area, and Attachments

[How to Find Your Community's Fresh Food Gap Score](#)

This video provides a walkthrough on how to use the Maryland Community Business Compass to locate your specific Fresh Food Gap Score data point and determine your grant eligibility.

- **Access the Compass:** Go to the Maryland Community Business Compass platform at compass.maryland.gov.
- **Locate Your Score:** Search for your physical project address or service area on the map to find your Fresh Food Gap Score (FFGS). To be eligible, you must verify that your score is 65 or higher.
- **Identify Priority Criteria:** While viewing your location on the map, check if your project area falls within any designated priority zones. Note if your location is designated as a Sustainable Community, ENOUGH Act zone, or Just Community.
- **Take a Screenshot:** Capture a screenshot of the map that clearly displays your project area, your FFGS, and any applicable priority designations. You will need to upload this exact screenshot to your application.
- **Report Your Score:** Enter your verified FFGS into the application.
- **FFGS Methodology:** Explain how you calculated your score. Clarify whether this score is based on a single physical address or represents an average of multiple service areas.
- **Priority Criteria Selection:** Check the boxes for any applicable designations (Sustainable Community, ENOUGH Act, or Just Community) on the application, ensuring they match the screenshot you captured.

Section 5: Business Overview and Funding

- **Narrative Questions:** Describe how the grant funding will advance your business plan and goals. Detail exactly what the grant funds will be used for.
- **Funding Request:** Enter your Total Requested Funding amount.
- **DHCD Financing:** Indicate whether you are interested in learning about DHCD financing options if your project is not fully funded by this grant.

Section 6: Disclosures and Signatures

- **Signature:** Sign and date the application to attest that the submission is true, correct, and duly authorized.
- **Public Information Disclosure:** Acknowledge that the Department may make certain application information public pursuant to the Public Information Act (PIA).
- **Requested Exemption:** If you believe specific information is exempt from disclosure under the PIA, upload a statement describing the exempt information and provide an explanation.