



**REDEVELOPMENT AUTHORITY  
OF PRINCE GEORGE'S COUNTY  
COMMUNITY IMPACT GRANT  
NOTIFICATION OF FUNDING AVAILABILITY  
FY 2019**

**ISSUE DATE: November 1, 2018**

**APPLICATION DUE DATE: December 17, 2018**

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## **SECTION I: INTRODUCTION**

The Redevelopment Authority of Prince George's County ("RDA") is soliciting proposals from community based 501 (c) (3) organizations for the Community Impact Grant Program (CIG) FY 2019 Funding Round. The RDA has six hundred and ninety-six thousand five hundred dollars (\$696,500) available for the FY 2019 Funding Round. Two hundred and fifty thousand dollars (\$250,000) of this amount is earmarked for eligible projects in the Northern Gateway target area of Prince George's County. The remaining \$446,500 for projects county-wide. A map of the Northern Gateway target area is provided in **Exhibit A**.

### **1.1 Eligible Projects**

The CIG Program funds grants to community based organizations located in Prince George's County to implement small innovative capital projects that revitalize and enhance communities and quality of life.

Eligible project activities include:

- Streetscape, street furniture, pedestrian enhancements and recreational improvements
- Signage, banners and way-finding systems
- Commercial façade improvements
- Internal and/or external improvements to commercial buildings used by the
- Permanent public art installations
- Restoration of parks, streams and open space
- Urban agriculture and replenishment of tree canopy
- Green roofs, low impact development and storm water management
- Preservations of historic landmarks, structures and sites

Grants cannot be used for operating, program or personnel costs.

**1.2 Grant Amount and Terms**

The maximum grant amount is \$50,000 for CIG projects funded from the \$446,500 county wide earmark. The maximum grant amount is \$100,000 for CIG projects funded from the \$250,000 Northern Gateway earmark. Applicants may submit CIG grant applications for projects from both earmarks. However, a maximum of two grants can be awarded to an applicant, but only if one project is funded from the Northern Gateway allocated funds and one project is funded from the Prince George's County wide funds. In other words, an applicant can be approved for two projects, but only one from each source of funds and for a total of \$150,000. Note that a project funded from the county wide source of funds may also be located in the Northern Gateway target area.

CIG grants are disbursed on a reimbursable basis. Grant performance period is one year from the date of execution of a CIG Grant Agreement. All applicants shall have expended all previously awarded CIG funds and completed a prior CIG project before applying for additional CIG funding.

**SECTION 2- EVALUATION CRITERIA**

The following criteria will be used to evaluate and rank applications:

Criteria	Points
<b>Leverage of additional funds in-kind contributions:</b> The higher the demonstrated leverage of additional resources, both cash and in-kind, the more points awarded for this category	10
<b>Physical impact and enhancement of a community:</b> The greater the demonstrated physical impact and enhancement, the more points awarded for this category.	30
<b>Applicant's track record of completed projects:</b> Applicants with an appreciable track record of completing projects will be awarded more points for this category.	15
<b>Demonstrated community and/or municipal support:</b> Applicants will score more points for the greater amount of community support they can demonstrate through letters, petitions, resolutions and other means of documented public support.	15
	20

<b>Readiness and likelihood of the project to be implemented:</b> Projects that can demonstrate more readiness through plans, bids, permits or some other documentation will score higher in this category.	
Demonstrate that the project is in a TNI area:	10
<b>Minimum Points to Qualify - 75</b>	<b>100</b>

**SECTION 3 – APPLICATION PROCEDURES**

Applicants must complete and submit one original and three copies of the Community Impact Grant Program Application attached as **Exhibit B** along with required supporting documentation.

The entire application along with required attachments should be mailed or hand delivered by **December 17, 2018** EST on **12:00pm** (Application submittal deadline)

Victor E. Sherrod  
 9200 Basil Court, Suite 504  
 Largo, MD 20774  
 Phone: 301-883-7403  
 Email: [vsherrod@co.pg.md.us](mailto:vsherrod@co.pg.md.us)

**3.1 Evaluation and Selection Committee**

A Proposal Analysis Group (PAG) will evaluate all completed applications received by the closing deadline in accordance with the criteria outlined in Section 2 above. A recommendation will be made by the PAG to the RDA Board of Directors for final approval. Incomplete applications or failure to submit required supporting documentation or attachments will disqualify an applicant.

**3.2 Other Application Procedures and Requirements**

The RDA may conduct a site visit or request additional information to complete the application process. Applicants recommended for approval to the RDA Board of Directors will be required to make a formal project presentation. Upon approval by the RDA Board of Directors, applicants will enter into a CIG Grant Agreement with the RDA. The RDA reserves the right to waive a requirement and/or minor irregularities when it is in the RDA's best interest to do so. Applications will not be opened publicly.

#### **SECTION 4 - QUESTIONS**

Questions should be submitted via email to Victor E. Sherrod by **November 26, 2018**. After such time, no additional questions will be responded to. Responses to all questions received will be posted on the RDA's web site: <http://redevelopment.mypgc.us>

Exhibit A: Northern Gateway Map

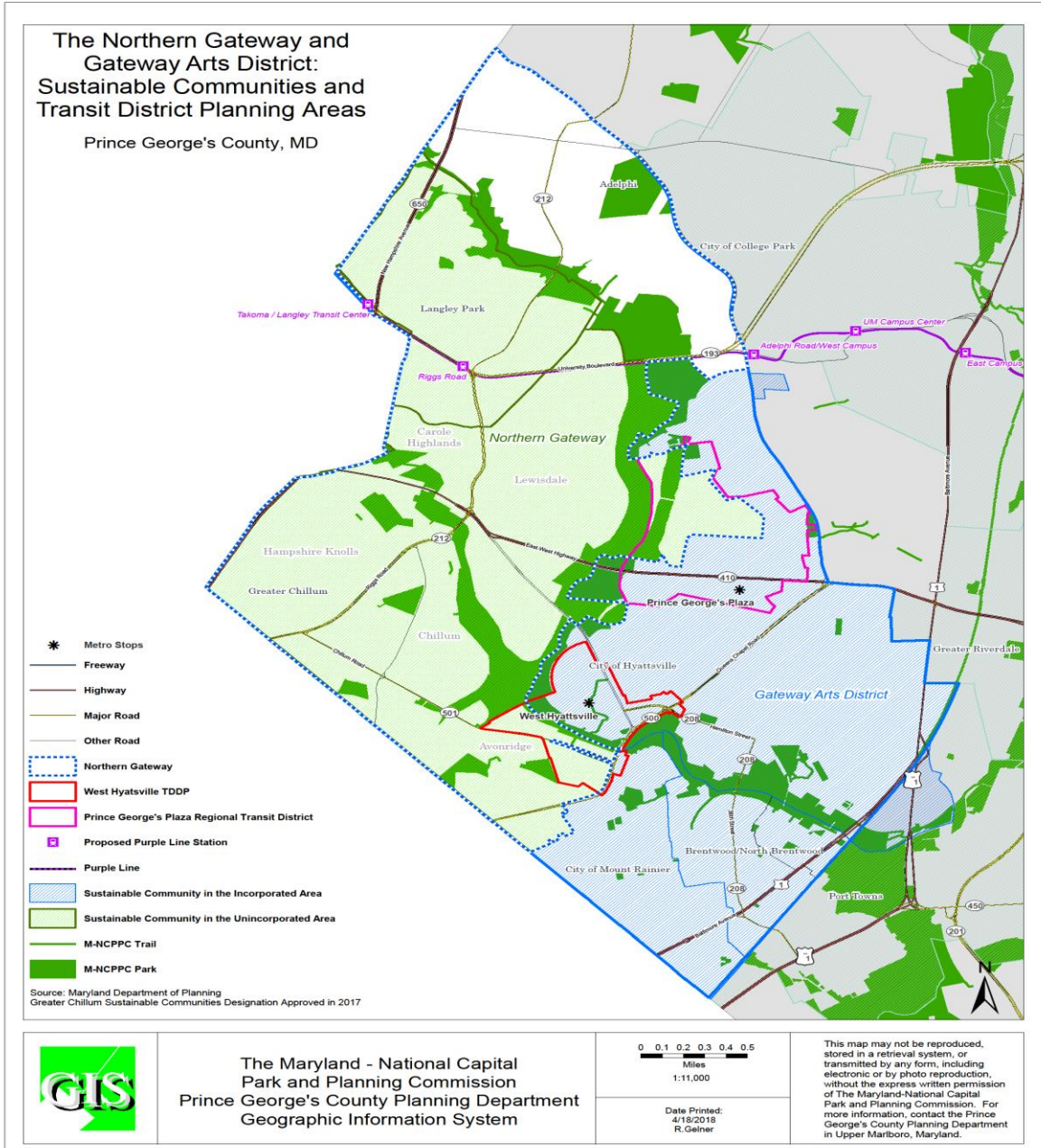




EXHIBIT B: **APPLICATION**

**Community Impact Grant Program Application**  
Prince George's County Redevelopment Authority

**Cover Page (maximum of one page)**

**Please include the following items on the cover page:**

Date  
Name of Organization  
Contact Person  
Address of applicant  
Telephone  
Fax  
Contact Email Address

Project Title  
Project category  
Start and completion dates  
Total project budget (Sample template is attached)  
Amount of Community Impact Grant funding requested  
Matching funds (cash)  
Matching funds (in kind)

Name and signature of President, Board Chair, or person legally authorized to execute a grant agreement.

**Funding Source Request**

- \$446,500 County Wide Earmark
- \$250,000 Northern Gateway Earmark



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## **Project Location**

Project address: \_\_\_\_\_:

Municipality if applicable

TNI Area: \_\_\_\_\_:

Northern Gateway (see attached map)

## **Project Description**

Background (maximum of one page)

- What are your organizations long term goals of the project?
- What are your organizations current activities and recent accomplishment?
- What is the need or problem that project will address?

Project Activities (maximum of three pages)

- What are the short term and long-term goals of the project?
- What other partners are involved and what specific contributions will they make?
- What are the activities the grant would help implement? This section should explain who will do what, when and how.
- What is the overall anticipated impact on the community (who will benefit and how many people or households will be impacted by the project)?

## **Grant Categories**

Please select the appropriate category as it relates to your project

### **Neighborhood Beautification**

Streetscape, street furniture, pedestrian enhancements and recreational improvements

Signage: Banners and way-finding systems

Commercial façade improvements

Internal and/or external improvements to commercial buildings used by the public

Permanent public art installations

**Environment, Natural Resources and Sustainability**

- Restoration of Parks, streams and open space
- Urban agriculture and replenishment of the tree canopy
- Green roofs, low impact development and storm water management
- Preservation of historic landmarks, structures and sites

**Project Budget (maximum of two pages)**

- Provide an itemized budget of the project. Identify how the **Community Impact Grant (CIG)** funds will be used.

ITEM	CIG FUNDS	CASH	IN-KIND	TOTAL
1.				
2.				

- The Community Impact Grant requires a match from Non-Prince George's County resources. Please list the sources of all matching funds and in-kind contributions. Indicate which funds is currently in-hand, pledged or pending. If matching funds have not been secured, what are the plans to secure these resources?
- If applicable, how does your organization intend to support this project in the future, or provide ongoing maintenance?

Source (cash or in-kind)	AMOUNT	IN-HAND	PLEDGED	PENDING
1.				
2.				

**Project Readiness**

1. Do you have plans or architectural drawings for this project? Yes  No
2. Do you have a permit for this project? Yes  No  N/A   
 (If answer is N/A, please provide letter from Department of Inspections and Permits certifying that a permit is not required)
3. Have you secured matching funding?? Yes  No   
 (If yes, please provide approved budget, grant agreement, etc.)

### **Supporting documentation (no maximum)**

- A map of the proposed project area and the neighborhood it will impact.
- Provide evidence of community support, such as letter of support from target population benefiting from the project. If the affected project is within a municipality, written approval from the Town/City Council must be included in the proposal.
- If the project area is owned or managed by a local State or Federal government agency, approval from the respectively entity to conduct the project must be included with a project timeline.
- If the proposed project is located on private property, provide letter of agreement or contract between applicant and private property owner authorizing the use of their property for the project to include timeline for use.
- Pictures, renderings, plans, permits, bids (if applicable) and other supportive documentation.
- Most recent audited financial statement or IRS 990 Form
- Most recent annual budget of your organization.
- A list of the organizations Board of Directors/Commissioners (if applicable)
- Certificate of Good Standing from the State of Maryland.