



FY2025 PIMLICO LOCAL IMPACT AID COMMUNITY REQUEST FORM GUIDELINES

Form Opens: Friday, September 1, 2023

First Submission Deadline: Friday, October 20, 2023 at 11:59PM EDT

Final Submission Deadline: Thursday, January 11, 2024 at 11:59PM EDT

Link to Request Form:

<http://bit.ly/PimlicoFund>

More Information:

<https://planning.baltimorecity.gov/about-pimlico-community-development-authority>

Contact:

PCDA@baltimorecity.gov

Final deadline extended and dates updated as of September 19, 2023

BACKGROUND

The Baltimore City Department of Planning welcomes community partners to submit funding requests for Pimlico Local Impact Aid, also known as “slots funding” or “casino revenue.” Pimlico Local Impact Aid can be used for a wide variety of community development projects in the area around Pimlico Racetrack, including infrastructure improvements; facilities; public safety; sanitation; economic and community development, including housing; and other public services and improvements.

Eligible nonprofit organizations can apply for funding to lead their own projects, or make requests to City agencies to advance projects that will create meaningful change in the Park Heights Master Plan area and the One-Mile Radius (see Eligibility Map in Appendix A).

LEGISLATIVE CONTEXT

In 2007, the State legislature passed the Maryland Education Trust Fund – Video Lottery Terminals legislation (2007 SB 3). SB 3 requires 5.5% of gross Video Lottery Terminal revenue to be returned to the jurisdiction where a casino is located; this allocation is known as local impact aid.

As of FY21, \$2.4M or 24% of the Pimlico Local Impact Aid – whichever is greater – is allocated directly to Park Heights Renaissance, Inc. (PHR), and beginning in FY22, \$3.5M was committed for annual debt service to finance redevelopment and infrastructure improvements at the Pimlico Racetrack. Of the local impact aid earmarked for the Pimlico area, 85% is allocated for the Park Heights Master Plan area, and 15% is allocated for neighborhoods surrounding the Park Heights Master Plan community, in an area known as the One-Mile Radius. The current statute provides for Pimlico Local Impact Aid for 20 years, through fiscal year 2032.

The Department of Planning drafts the preliminary Pimlico Local Impact Aid Spending Plan in partnership with the Mayor and in consultation with an advisory board known as the Pimlico Community Development Authority (PCDA). State Law requires the PCDA to participate in a public review process and advise on the Spending Plan, helping to ensure that the Plan’s recommendations best meet the needs of the community. The Mayor ultimately makes the final Spending Plan recommendations, which are included in the City’s budget for review and consideration by City Council.

ELIGIBILITY

GEOGRAPHIC FOCUS

All activities and services must take place in eligible areas: the Park Heights Master Plan Area and the One-Mile Radius:

Park Heights Master Plan Area

- Northern Parkway (N), Wabash Ave. to Western Maryland Railroad (W), Liberty Heights Ave. (S), Druid Park Dr. (SE), Greenspring Ave. (E)

One-Mile Radius Area

- Northwest Community Planning Forum Boundaries: Northern Parkway (S), County line (W/N), Jones Falls Expressway (E)
- Coldspring-Newtown Boundaries: Northern Parkway (N), Greenspring Avenue (W), West Cold Spring Lane (S), Jones Falls Expressway (E)
- Liberty-Wabash Boundaries: Liberty Heights Avenue (S), Northern Parkway (W), Wabash (N/E)

TYPES OF ORGANIZATION

To be eligible, applicants MUST be one of the following:

- A non-profit organization with 501(c)3 tax-exempt status recognized by the IRS.
- A mission-based organization without 501(c)3 tax-exempt status but with a tax-exempt fiscal sponsor.
- A faith-based organization proposing a non-religious project that benefits the public.
- A public school proposing a community-based project that benefits its students.

ELIGIBILITY CRITERIA

To be eligible, organizations must meet ALL the following criteria:

- Tax-Exempt Status. Organizations (or their fiscal sponsors) will be required to provide proof of tax-exempt designation through a copy of their IRS Determination Letter.
- Tax ID Number. Organizations must have an active tax identification number.
- Financial Information. Organizations (or their fiscal sponsors) will be required to provide their most recent IRS 990 filing, financial statement, or independent audit, depending on charitable contributions to the organizational budget.
- Bank Account. Organizations (or their fiscal sponsors) must have a valid bank account in the name of the organization.
- Certificate of Good Standing. Organizations must provide proof of good standing from the State of Maryland Department of Assessment and Taxation.
- Insurance. Baltimore City may require insurance for projects.
- Be current with any City- or State-mandated quarterly reporting requirements tied to Pimlico Local Impact Aid that your organization has previously received. [Click here to complete your report for the first quarter of FY24.](#)

REQUEST FORM GUIDELINES

You are not required to have an email address to complete the form. However, to save the form and continue it later, you will need to set up a free account with JotForm, or log in using your Gmail address.

The request form includes the following items. All narrative questions require responses that are 500 words or fewer.

I. ORGANIZATION AND PROJECT BACKGROUND

- a. Project Contact Overview
 - a. Contact information
 - b. Mission
 - c. Project Title and Address
 - d. Funding Amount
- b. Request Overview
 - a. Type of Funding (capital or operating)
 - b. Type of Project (workforce development, parks, etc.)
 - c. Compliance Statement
 - d. If project is located on City-owned property, evidence of City support/permission for project

II. PROGRAM NARRATIVE

- a. Project Overview and Scope
 - a. Description of project
 - b. Specific issue/challenge addressed by project
 - c. Why the project is a priority for your organization and/or the community
- b. Describe project alignment with any relevant master plans, neighborhood plans, or other strategic and/or implementation plans

III. GOALS AND ACTIVITIES

- a. Every project must include at least three (3) total measurable activities that the funded organizations will track as part of their quarterly reporting (examples provided).
 - a. Please also identify a performance target and goal related to each measurable activity. The performance target and goal can be the same for more than one activity.
 - b. If this is a request to the City, you can instead describe what a successful project would look like to your organization

- b. Response to Equity Framework

IV. **BUDGET AND TIMELINE**

- a. Project Budget Upload
 - a. Must include all expenses and costs; must show other funding sources committed to project; must demonstrate funding gap if one exists
 - b. Or, if this is a request for the City to take on a project, please explain why you have identified the specific amount requested.
- b. Project Schedule Upload
 - a. Can skip this question if this is a request to the City

V. **ORGANIZATION FINANCIAL INFORMATION**

If this is a request for funding for your organization, then you will upload:

- a. Fiscal Sponsor Information (if applicable)
 - a. Fiscal Sponsor Name
 - b. Fiscal Sponsor Tax ID
 - c. Fiscal Sponsor Contact and Information
 - d. Executed Fiscal Sponsorship Agreement
 - e. Fiscal Sponsor IRS Determination Letter
 - f. Fiscal Sponsor Certificate of Good Standing
- b. Copy of Internal Revenue Service (IRS) letter of determination certifying 501(c)(3) tax-exempt status. For those applying with a fiscal sponsor, include a copy of the fiscal sponsor's IRS letter of determination.
- c. Certificate of Good Standing from the Maryland Department of Commerce dated no earlier than January 1, 2023.
- d. Board-Approved Organization Budget, including:
 - a. Operating Revenue
 - b. Operating Expenses
- e. Copy of most recent IRS 990, most recent financial statement, or most recent independent audit dependent upon charitable contributions to the organization's budget.

VI. **COMMUNITY SUPPORT**

- a. Support Letters Upload (optional)
- b. Additional information the PCDA should consider (optional)

REPORTING AND PAYMENTS

- I. **REPORTING:** This funding includes quarterly reporting requirements and deadlines. Reports will include a brief narrative, performance measure updates, and a financial record with supporting documentation showing proof of payment such as receipts, paid invoices, bank statements, etc. Support material in the form of photographs and videos is also required to confirm compliance. Reports are mandatory, and the deadlines are firm.
 - a. Grantees will submit quarterly reports by the following dates:
 - i. Monday, October 7, 2024.
 - ii. Monday, January 6, 2025.
 - iii. Monday, April 7, 2025.
 - iv. Monday, July 7, 2025.
 - v. Monday, October 6, 2025.
 - vi. The first Monday after the fifth of the month of every quarter, until project is closed.
 - b. Grantees will submit a final report.
 - i. Final reports and supporting documentation must be submitted to the City within 60 days of the day of completion of the project.
 - ii. Any organization affiliated with a project that has not submitted all documentation of expenditures within the 60-day timeframe will be prohibited from receiving any future grant funds through Pimlico Local Impact Aid.
- II. **GRANT PAYMENTS:** Grant funding will be disbursed based on the schedule determined by the Department of Planning. Generally, capital grants will be disbursed on a reimbursement basis at the conclusion of a project. Generally, operating grants may be disbursed on a 40-40-20 schedule with 40% provided at the start of the project, 40% at the midway point of the project contingent on successful project progress, and 20% at the completion of the project, upon submission of a final report.

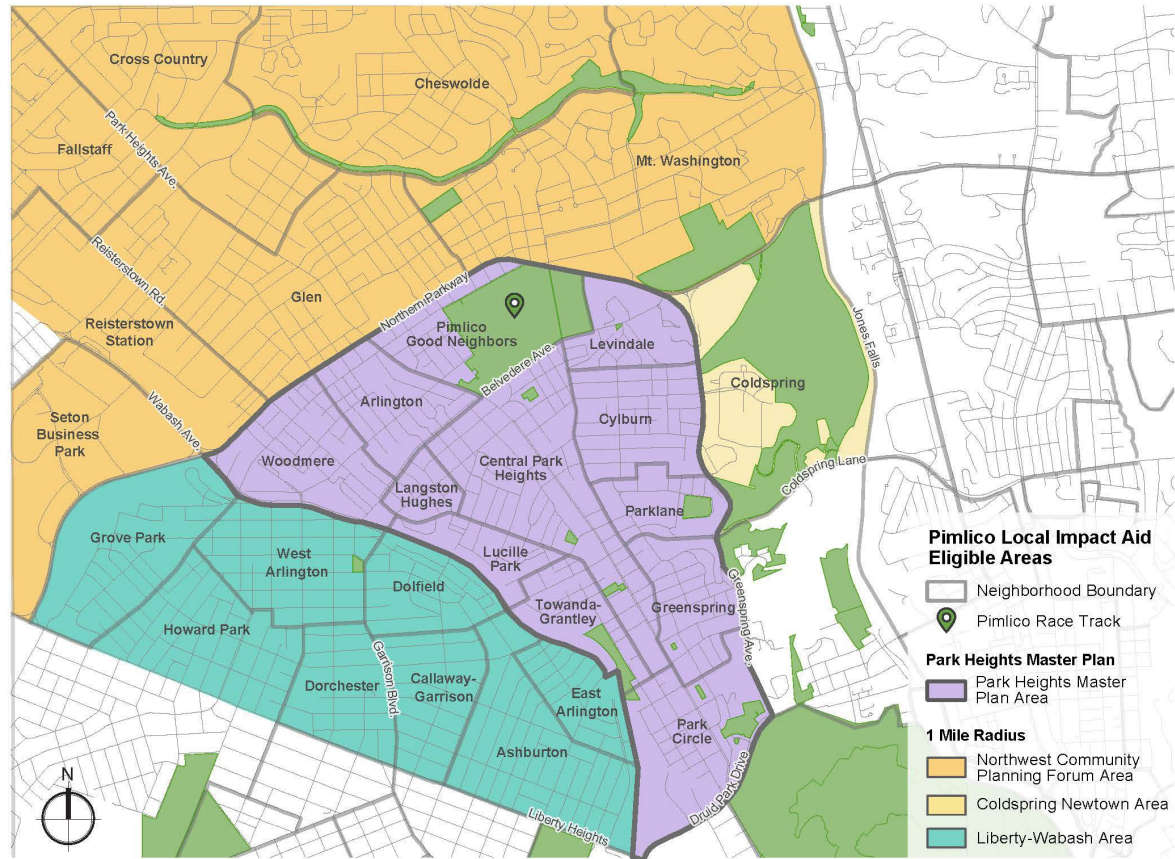
Grantees will be required to create Supplier profiles in the City's online Workday system and to submit invoices electronically.

- a. Startup payments will be issued upon approval of the final scope of work, final line-item budget, grant agreement execution and within the first four weeks of the beginning of the grant period.
- b. Final payments will be paid upon approval of the final report. Final payment will be held until ALL reports have been submitted.

APPENDIX A

Pimlico Local Impact Aid-Eligible Areas (Park Heights Master Plan Area and 1-Mile Radius)

Pimlico Local Impact Aid Eligible Areas



APPENDIX B
Timeline and Key Dates

FY2025 Spending Plan Process (subject to change)	
Request Form Opens	Friday, September 1
Priority Deadline for Project Requests	Friday, October 20, 2023
PCDA Meeting to Review Preliminary Requests	Wednesday, November 1, 2023
Draft Spending Plan Released	Tuesday, December 12, 2023
PCDA Meeting for Public Feedback on Plan	Thursday, December 14, 2023
Final Deadline for Project Requests	Thursday, January 11, 2024
Final Deadline for Public Comment	Thursday, January 11, 2024
PCDA Work Session to Deliberate Final Recommendations	Saturday, January 20, 2024
Public Meeting to Present Final PCDA Recommendations	Thursday, February 1, 2024

Grantee Reporting Schedule	
Quarterly Report Submission Deadlines	Monday, October 7, 2024 Monday, January 6, 2025 Monday, April 7, 2025 Monday, July 7, 2025 Monday, October 6, 2025 Every quarter on the first Monday after the 5th of the month until project is completed
Final Report Submission Deadline	60 days after project completion

APPENDIX C
Request Form Checklist

Application requirements

- ☐ Organization and Project Background
- ☐ Type of Project
- ☐ Project Overview and Scope
- ☐ Project Alignment with Master/Strategic Plans
- ☐ Goals and Activities
- ☐ Equity Framework
- ☐ Project Budget (if applicable)
- ☐ Project Timeline (if applicable)
- ☐ Fiscal Sponsorship Information (if applicable)
- ☐ Organization's Financial and Accounting Information (if applicable)
- ☐ Letters of Support (optional)
- ☐ Additional Details for PCDA to Consider (optional)