

**Citizens' Committee for the Enhancement
of Communities
Surrounding BWI Marshall Airport**

Guidelines for Transportation-Related
Community Enhancement Grant Applications

BWI Marshall Airport Guidelines for Community Enhancement Grant Applications

Purpose and Intent

Maryland Senate Bill 276 established in 2000 an 11-member Citizens' Committee for the Enhancement of Communities Surrounding Baltimore/Washington International Thurgood Marshall Airport (BWI Marshall). The purpose of this Committee is to evaluate livability issues that affect communities located within the 1998 certified Airport Noise Zone or within two miles of the outermost noise contour. The intent of this legislation is to provide some benefit to those citizens living in communities impacted by noise, traffic etc., associated with the operation of BWI Marshall. Communities which fall within the specified area, may identify transportation-related community enhancement projects such as streetscapes, bus shelters, sidewalks, speed humps, streetlights, transportation safety items, or other similar projects, and request funding for them through this program.

Grant Funding

- In order to be eligible for funding, applications for grant monies must be for transportation-related projects only.
- Applications must be for a community association in good standing as demonstrated by a copy of its Certificate of Status, generally called a good standing certificate, issued by the Maryland Department of Assessment and Taxation that is all or partially located in the impacted area: The impacted area is an area extending two (2) miles outside of the certified 1998 Airport Noise Zone. Click here to see if your community is within the eligible area: [CEG Map Link](#)
- The Secretary of the Maryland Department of Transportation (MDOT) appoints a Citizens' Enhancement Committee to review and make recommendations regarding grant applications to the Secretary. The Secretary of MDOT may award grants based on the Committee's review and recommendation.
- Applicants who are selected to receive grant funding will be required to enter into a Grant Agreement with the Maryland Department of Transportation.
- There is no limit to the number of grants an eligible community may submit.
- Requests for grants must be accompanied by a complete description of the project, as well as the specific project location with a sketch map and other supporting information as requested on the application form.
- It is understood that the grant application submission represents the official position of the submitting community or organization association.
- Requests for grants must be submitted by the president or authorized representative of the organization. A telephone number and email address at which the primary contact can be reached during the day is required.
- A community association awarded a grant will be responsible for obtaining all necessary approvals and permits, such as, but not limited to, grading, electrical, building, etc.

- All purchase receipts, records of donations, including volunteer time, and other expenditures shall be retained as outlined in the grant agreement for three years and may be required to be produced for audit. Failure to retain any of these items may delay consideration of any future applications for grant funds by that association.

Include with Application:

- A color map identifying the specific location of the proposed project.
- At least two (2) cost estimates that are specific to the proposed project.
- Color photographs that clearly demonstrate a need for the proposed project.
- Current Certificate of Status from the MD Dept of Assessments and Taxation. Information about obtaining the Certificate of Status is available online at www.dat.state.md.us. Must be issued within one (1) year of the grant application.
- Financial statements and income tax forms for the last two years.
- Completed IRS Form W-9
- *Incomplete grant application packages will not be considered.*

How to Submit the Application:

- The preferred delivery method for applications is via electronic submission.
- Electronically submit, in pdf format, a complete grant package that includes the grant application, color photos, estimates, Certificate of Status, financial statements and income tax forms for the last two years and a completed Form W-9.
 - Submit two pdf files. PDF #1 should contain all grant package information without the financial statements, income tax forms and IRS Form W-9.
 - PDF #2 should contain all financial information including financial statements, income tax forms and the IRS Form W-9
- Submit completed applications via the Maryland OneStop Portal located at the following website: <https://onestop.md.gov/>.
- <https://onestop.md.gov/forms/maa-community-enhancement-grant-form-605cc7fd64d82201c279ca6f>
 - If this is your first time using the OneStop Portal you will need to register. If you have already registered, you will simply need to login and submit the application and application package.
- In the event the applicant does not have the required equipment to submit the application electronically, MDOT MAA will accept paper applications. Paper applications must be

received by the MDOT MAA prior to the quarterly submission deadline. One (1) complete application package should be mailed to:

Transportation Community Enhancement Grant c/o MDOT MAA – Bruce Rineer Office of Environmental Compliance & Sustainability PO BOX 8766 BWI Airport, Maryland 21240-0766

- Drop off of paper applications may be available with prior coordination with MDOT MAA staff. Contact Karen Harrell at 410-859-7550 to discuss options. Drop off must be completed before each quarterly cycle submission deadline.

Review Process

- Applications will be reviewed for completeness by MDOT MAA after submission.
- All completed applications will be considered by the committee in the order in which they were received.
- Grant applications should be computer-generated/typed as the online application is a writable form.

Grant Application Cycles:

- Grant applications will be reviewed in quarterly cycles.
- Only grant applications received by the quarterly cycle deadline, which is typically thirty (30) days prior to the committee meeting, will be reviewed at the next appropriate quarterly meeting.
- Each cycle submission deadline and Committee meeting dates shall be posted on the Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) website: [CEG Program Website](#)
- Applications received after the quarterly cycle deadline may be held by MDOT MAA, in its discretion, until the next grant cycle.
- Applications held for review may be pulled from consideration by the applicant upon notice to MDOT MAA.
- Applicants will receive written notification of the Committee's recommendation.

For more information visit the: [Transportation Community Enhancement Grant Website](#)

For questions relating to the Transportation Community Enhancement Grants Program please contact:

- Karen Harrell – MDOT MAA – 410-859-7550 – kharrell@bwiairport.com
 - Bruce Rineer – MDOT MAA – 410-859-7813 – brineer@bwiairport.com
- or
- Kevin Plessner – Committee Chair – plessnerlaw@gmail.com
 - Howard Johnson – Committee Vice Chair – hlj@comcast.net