



Regional Institution Strategic Enterprise Zone (RISE Zone)

Application Instructions RISE Zone Designation Request

Department of Commerce

401 East Pratt Street, Baltimore, Maryland 21202

<http://commerce.maryland.gov>

Larry Hogan, Jr., Governor

Boyd Rutherford, Lt. Governor

Kelly M. Schulz, Secretary

REGIONAL INSTITUTION STRATEGIC ENTERPRISE (RISE) ZONE PROGRAM

Application for RISE Zone Designation

The purpose of these instructions is to provide Qualified Institutions, Incorporated Municipalities and Counties within the State of Maryland applying for the designation of an area as a RISE Zone with specific information about the application requirements, and should not be considered a substitute for the RISE Zone Statute and Regulations.

RISE Zone Definitions

A Regional Institution Strategic Enterprise (RISE) Zone is a geographic area in immediate proximity to a qualified institution that is targeted for increased economic and community development, meets all requirements and is designated by the Secretary of Business and Economic Development.

- RISE Zone is not required to be in immediate geographic proximity to a Qualified Institution if:
 - An appropriate nexus for the increased economic and community development is established with the Qualified Institution, or
 - If the proposed zone is in a rural part of the State.

Qualified Institution is an entity designated by the Secretary of Business and Economic Development and includes:

- An institution of Higher Education
- A Regional Higher Education Center
- A Non-profit organization that is affiliated with a federal agency. “Non-profit Organization is an organization that is exempt or eligible for exemption from taxation under §501 (C) (3) of the Internal Revenue Code.

Intent and Purpose

The RISE Zone program’s purpose is to access institutional assets that have a strong and demonstrated history of commitment to economic development and revitalization in the communities in which they are located.

Application Instructions

General Instructions

Applications should be submitted to:
Abigail McKnight, Tax Specialist
Maryland Department of Commerce
401 East Pratt Street, 17th Floor, Baltimore, MD 21202

taxincentives.commerce@maryland.gov

Please note, materials will not be returned.

Applications must be submitted both electronically and in hard copy. Hard copy must consist of one original and four (4) copies.

Review Process

Staff Review: applications will initially be reviewed for completion and adherence to stated requirements.

Secretary Review and Approval: Within one hundred twenty (120) days after submission of a complete application, the Secretary will notify applicants of their status in writing. All decisions made by the Secretary are final.

At least forty-five (45) days before approval or rejection of an application, the Secretary will notify the Legislative Policy Committee which may provide advice on the approval or rejection of an area as a RISE Zone.

The Secretary may consult with the other state agencies before designation of a RISE Zone.

General Information

The designation of a RISE Zone is effective for five years.

The Secretary may not approve more than three RISE Zones in a single political subdivision.

Application Requirements

Applications for designation of a RISE Zone will be accepted beginning July 1, 2015.

All applications and cover sheets must be typed. The application must be complete, meet all stated requirements, and be properly signed by the institution's Chief Executive or authorized designee and by the chief executive or governing body of the political subdivision(s) in which the RISE Zone is located. **Provide a copy of the document certifying the Qualified Institution and the date of certification.**

Application Cover Sheet

A cover page should accompany the application and include the following:

- Name of Applicant Institution:
 - Address
- Name and Title of Contact Person
 - Direct Office Phone
 - Fax
 - Email Address
- Name of Chief Executive Officer of Institution
 - Address
 - Direct Office Phone
 - Fax
 - Email
- Name of the Contact Person for the Municipal Corporation and/or County
 - Address
 - Direct Office Phone
 - Fax
 - Email
- Name(s) of the chief elected officer(s) of the Municipal Corporation or County
 - Address
 - Direct Office Phone
 - Fax
 - Email
- RISE Zone Location
 - City
 - County
 - Name of Proposed Zone
 - Location: (Provide both a hard copy and a digital map)
 - Approximate acreage of the proposed RISE Zone

Supporting Documentation

Provide a written narrative that includes the following:

1. State the exact boundaries of the area of the proposed RISE Zone. Include both a hard copy and digital map; and a statement from the planning departments of each political subdivision joining in the application that the boundaries of the proposed RISE Zone do not overlap a development district established under the Economic Development Article, Title 12, Subtitle 2, Annotated Code of Maryland, or a special taxing district established under the Local Government Article, Title 21, Annotated Code of Maryland or the Charter of Baltimore City, Section 62A.
2. A statement that the area to be designated may not be construed to limit or supersede a provision of a comprehensive plan, zoning ordinance, or other land use policy adopted by a county, municipal corporation, or bicounty agency with land use authority over the designated RISE Zone area.
3. Provide a map showing any overlap of the proposed RISE Zone with an existing enterprise zone or focus area, if applicable.
4. Provide a detailed description of the nexus of the RISE Zone with the Qualified Institution. If the proposed RISE Zone is not in immediate proximity to the Qualified Institution, provide an explanation of the connection between the qualified institution, its proposed activities and the proposed RISE Zone. If the proposed RISE Zone is in a rural area of the State, provide a description of the nexus between the Qualified Institution, its activities, and the area of the proposed RISE Zone.
5. Provide a detailed plan that identifies the target strategy and anticipated economic impacts of the RISE Zone including types of business to be targeted and number of jobs anticipated by the designation of the RISE Zone. The plan shall include:
 - a. A description of existing demographic and socioeconomic character of the proposed RISE Zone.
 - b. A description of how the area is of strategic importance to the economic development interests of the applicants, including a
 - (1) list of other revitalization programs applicable to the area (for example, enterprise zones, sustainable communities or smart growth PFA).
 - c. A statement of the goals and objectives of the RISE Zone.
 - d. A description of the proposed projects to be developed in the RISE Zone.
 - e. A timeline of development and activity in the proposed RISE Zone.
 - f. The expected economic impact of the designation on the area, including anticipated capital investment resulting from the designation, projected number, type and salary ranges of jobs to be created, and projected number of new establishments to locate in the proposed RISE Zone.
 - g. The industry sectors that will be certified for RISE Zone incentives.

- h. The requirements for existing businesses located in a RISE Zone prior to the RISE Zone designation to be certified for RISE Zone incentives. This should include a discussion of the significance of these requirements to the area and the state the minimum capital investment and minimum increase in labor force existing businesses must meet to qualify for RISE Zone incentives.
 - i. A description of workforce training programs that may be available in the proposed RISE Zone area.
 - j. The point of contact for the RISE Zone and entity responsible for certifying to the Department if the business is eligible for RISE Zone incentives and for submitting an annual report to the Department.
 - k. A description of the local process for certifying businesses as eligible for the RISE Zone incentives.
6. Submit evidence and certification that each applicant political subdivision, before submission, held a public hearing on the application with adequate notice and publicity.
 7. Provide copies of resolutions from the political subdivisions approving the real property tax credit, specifying the credit percentage each year for the five year period.
 8. The applicants shall provide any other information requested by the Secretary.