

City of Albuquerque

Outdoor Retail Funding – Guide for Applicants

Program Objectives: In response to continuance State of New Mexico COVID-19 health requirements and limitations which have negatively impacted business income, the Economic Development Department (EDD), in coordination with other City of Albuquerque departments, seeks to identify and provide financial support to retailers with viable plans to mitigate business interruption losses by expanding the Outdoor Retail options for their customers.

Utilizing funding provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Metropolitan Redevelopment Agency is making grants available to support retailers in setting up and operating the following types of outdoor retail options:

- Public sidewalks;
- Parklets;
- Private parking lots; and
- Limited street closures

Who is Eligible: Retailers who are within Albuquerque city limits are eligible to apply for an outdoor retail permit(s), and for corresponding grant awards. Entrants must meet the following qualifications:

- Current City of Albuquerque business registration;
- Must be in good standing with the New Mexico Taxation & Revenue Department for filing and payments of gross receipts, use, and withholding taxes; and
- Must have a City Temporary Outdoor Retail permit for the type of outdoor retail space for which they are applying for funding.

Who is NOT Eligible: The Property may not be used for any adult book store, adult video store, adult movie theatre or other establishment selling, renting or exhibiting pornographic materials or drug-related paraphernalia, or for a cannabis related business including cannabidiol (CBD) related products and services.

Lottery Preference: Eligible applicants will be entered into a lottery to receive funding. The City of Albuquerque seeks to ensure that retail establishments owned by underrepresented groups or located in underdeveloped areas are offered additional opportunities to win a grant award. Eligible applicants will receive one (1) additional lottery entry for each of the following qualifications:

1. The business meets the federal requirements of being Minority Owned or Women Owned. Federal guidelines define Minority and Women Owned as being at least 51% owned and controlled by one or more racial/ethnic minorities or women respectively, in the case of a publicly owned business, at least 51% of the stock of which is owned by one or more racial/ethnic minorities or women respectively.
2. The business is operated in a recognized Metropolitan Redevelopment Area or recognized New Mexico Main Street, as indicated on the City of Albuquerque Outdoor Retail Funding Program Application. To see if your business is located in a recognized Metropolitan Redevelopment Area

visit http://data-cabq.opendata.arcgis.com/datasets/0605bf79ae6a44d08e50600d27508420_42 to view an interactive map.

Lottery Preference Example:

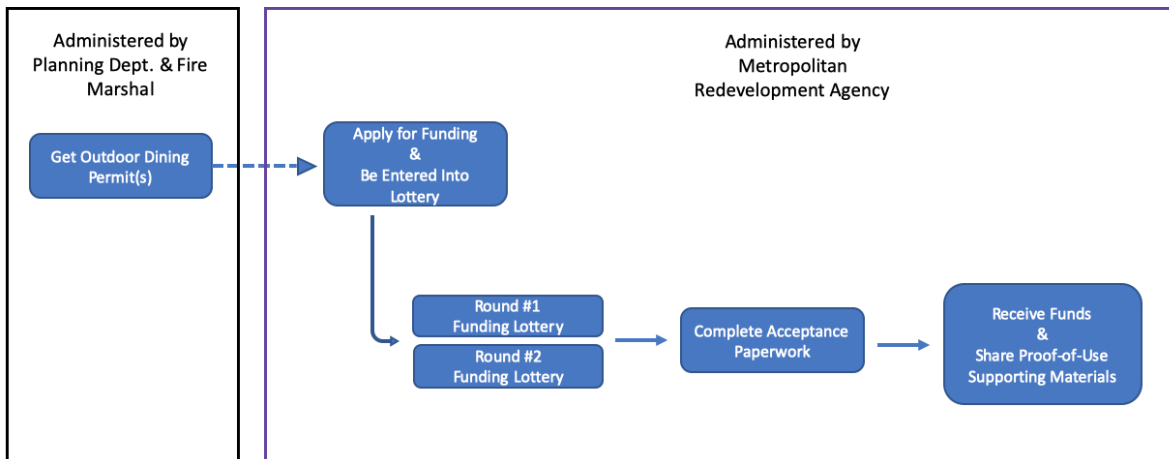
- *Retailer A* - qualifies for the grant lottery, but does not meet any additional preference specifications: Total Lottery Entries = 1
- *Retailer B* - qualifies for the grant lottery AND meets federal definition of Minority: Total Lottery Entries = 2
- *Retailer C* - qualifies for the grant lottery AND meets federal definition of Minority Owned AND Women Owned AND is in a Metropolitan Redevelopment Agency Area: Total Lottery Entries = 3

Administration of Funds: The Metropolitan Redevelopment Agency will utilize a lottery system to select successful applicants to award one-time Outdoor Retail grants.

Eligible applicants will be entered into the lottery based on the timing of their completed and approved application. Entrants who are not selected in Round #1 of the lottery will be automatically entered in Round #2 of the lottery. Entrants are only eligible to be selected one time and may only select one type of available grant based on the type(s) of outdoor retail areas they hold permits to operate. For example, a retailer may enter the Outdoor Retail Grant Lottery by holding approved permits for sidewalk AND private parking lot outdoor dining, but if chosen in the lottery the winner may only choose a grant award for sidewalk outdoor retail OR parking lot outdoor retail, not both.

The process for funding Outdoor Retail is the same as was used for funding Outdoor Dining (see image below).

Outdoor Dining (ODD) Funding Process



*All Dates Subject to Change

Lottery Entry Details: Retailers seeking funding must follow a specific process to qualify for an Outdoor Retail grant. The process includes:

1. Applying and securing a permit for the retailers' chosen outdoor retail type. Click here to learn more about how to secure a permit for outdoor dining: <http://www.cabq.gov/coronavirus-information/business-organization-resources>
2. After completing step #1 above, use the same link to access the Outdoor Retail Funding Application. Complete the application and submit.
3. If selected via Round #1 or Round #2 of the grant award lotteries, winners will be sent an award notice which includes a link to the required Outdoor Retail Grant Agreement. This form must be completed and returned within 72 hours (3 days).
4. Upon receipt of the Outdoor Retail Grant Agreement, grant winners will be sent a check for the amount of awarded funds.
5. Within 90 days from receiving grant funds, awardees must provide required Proof-of-Use supporting materials to the Metropolitan Redevelopment Agency that demonstrate grant funds were used appropriately.

Funding Amounts & Approved Uses

Sidewalk Right-of-Way Outdoor Retail

- A maximum of **\$2,500** to support expansion of outdoor retail to sidewalks utilizing the public Right-of-Way
- Funds may be used for the following:
 - Municipal fees
 - Purchase or rental of tents and/or shade structures
 - Purchase or rental of tables and/or chairs for use outdoors
 - Purchase or rental of barriers to demarcate outdoor retail areas
 - Signage, art/creative displays, public engagement activities
 - Purchase of PPE and/or cleaning supplies
 - Insurance for the outdoor retail area
 - Disposable materials to be used in outdoor retail

Private Parking Lot/Sidewalk Outdoor Retail

- A maximum of **\$3,500** to support expansion of outdoor retail to a private parking area (or other private outdoor space like a sidewalk)
- Funds may be used for the following:
 - Purchase or rental of tents and/or shade structures
 - Purchase or rental of tables and/or chairs for use outdoors
 - Purchase or rental of barriers to demarcate outdoor retail areas
 - Signage, art/creative displays, public engagement activities
 - Purchase of PPE and/or cleaning supplies
 - Insurance for the outdoor retail area
 - Disposable materials to be used in outdoor retail

Street Right-of-Way Parklet Deployment

- A maximum of **\$5,000** to support expansion of outdoor retail to a parklet(s) utilizing the public Right-of-Way

- Funds may be used for the following:
 - Planning and/or design costs associated with construction / deployment of a parklet
 - Construction materials used in the building / deployment of a parklet
 - Municipal fees
 - Purchase or rental of tents and/or shade structures
 - Purchase or rental of tables and/or chairs for use outdoors
 - Purchase or rental of barriers to demarcate outdoor retail areas
 - Signage, art/creative displays, public engagement activities
 - Purchase of PPE and/or cleaning supplies
 - Insurance for the outdoor retail area
 - Disposable materials to be used in outdoor retail

Targeted Street Closures for Outdoor Retail

- A maximum of **\$10,000** to support expansion of outdoor retail to a city street utilizing the public Right-of-Way
- Funds may be used for the following:
 - Municipal fees Additional staffing needs: customer service, COVID-safe enforcement, security
 - Purchase or rental of tents and/or shade structures
 - Purchase or rental of tables and/or chairs for use outdoors
 - Purchase or rental of additional barriers to demarcate outdoor retail areas (exclusive of street-closure barricades)
 - City-contracted barricading and signage to safely re-direct traffic flows
 - Signage, art/creative displays, public engagement activities
 - Purchase of PPE and/or cleaning supplies
 - Insurance for the outdoor retail area
 - Disposable materials to be used in outdoor retail
 - Marketing

Required Proof-of-Use Documentation:

Grant funds may be applied to eligible outdoor retail experiences, retroactive to June 15th, the date expanded outdoor retail provisions were enacted by the City of Albuquerque.

No more than ninety (90) days after execution of the Outdoor Retail Grant Agreement, Grantees must submit a report outlining **the use and results** of the Grant (the “Report”). The Report must include proof of procurement of eligible goods and services (detailed receipts).

The Report must also include photos of the outdoor retail area(s) supported with grant funds. The City retains the unlimited right to use without compensation, royalties, or remuneration the supplied photos in social media and other marketing efforts. Reports must be submitted electronically to:

outdoorreail@cabq.gov.

