



Community Health & Safety Works

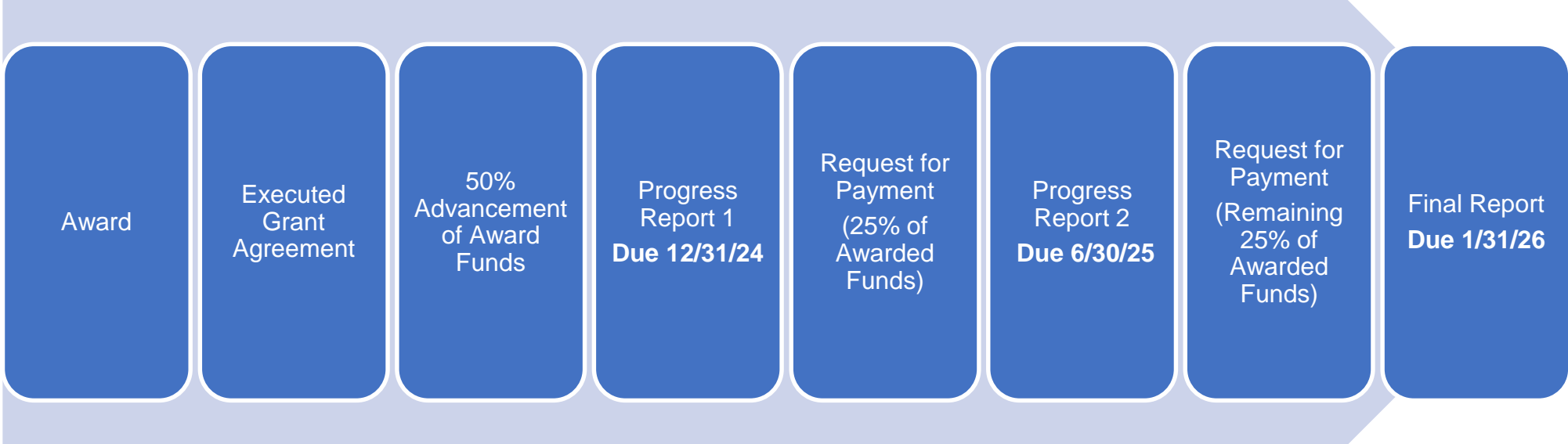
Awardee Training

This session will be recorded.

Purpose & Goals of the Session

- Review the program timeline
- Review the reporting requirements
- Learn how to submit a Progress Report & Disbursement Payment
- Understand DHCD grants management best practices

Overview of Timeline



Grant term ends December 31, 2025; all funds must be expended.



Progress & Final Reporting

- Grantee shall submit to DHCD regular reports in accordance with the schedule set forth on Exhibit B and a final report which describe:
 - the progress made in fulfilling the purposes of the Grant
 - any problems encountered in fulfilling these purposes
 - any other relevant factors related to the Grant as determined by DHCD
- The Final Report shall also contain an expense and revenue summary of the Project, certified by the highest fiscal officer of the Grantee, which lists all expenditures relating to the Grant. In addition, any completed studies, surveys, reports or other work products, if applicable, shall be attached to the Final Report.

Reporting

The reporting schedule is as follows:

- Progress Report #1 due December 31, 2024
- Progress Report #2 due June 30, 2025
- Final Report due January 31, 2026, or 30 days after the expiration of the Grant Agreement
 - Awardee has the option to submit a final report instead of a progress report on June 30, 2025, if the project is complete and the funds are fully expended.

Disbursement Requests Part 1

- Grantee shall indicate on each request for disbursement all costs for which payment is requested.
- Requests for disbursement may request funds to pay for projected costs anticipated to be incurred as well as reimbursement for costs incurred on or after the date of the Application.
- DHCD shall have the right at any time to request that the Grantee provide additional supporting documentation with any request for disbursement.
- DHCD reserves the right to make disbursements contingent upon completion or adequate progress toward completion of the Project Activities.

Disbursement Requests Part 2

The disbursement schedule is as follows:

1. First disbursement of 50% of the award will be disbursed upon the completion of a fully executed award agreement.
2. Second disbursement of 25% of the award will be disbursed upon the approval of a progress report and demonstration that the first disbursement has been used or obligated.
3. Third and final disbursement of 25% of the award will be disbursed upon the approval of a progress report and demonstration that the second disbursement has been used or obligated.

An approved progress report is required for the department to disburse funds.

How to Access OneStop



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Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

Accessing OneStop

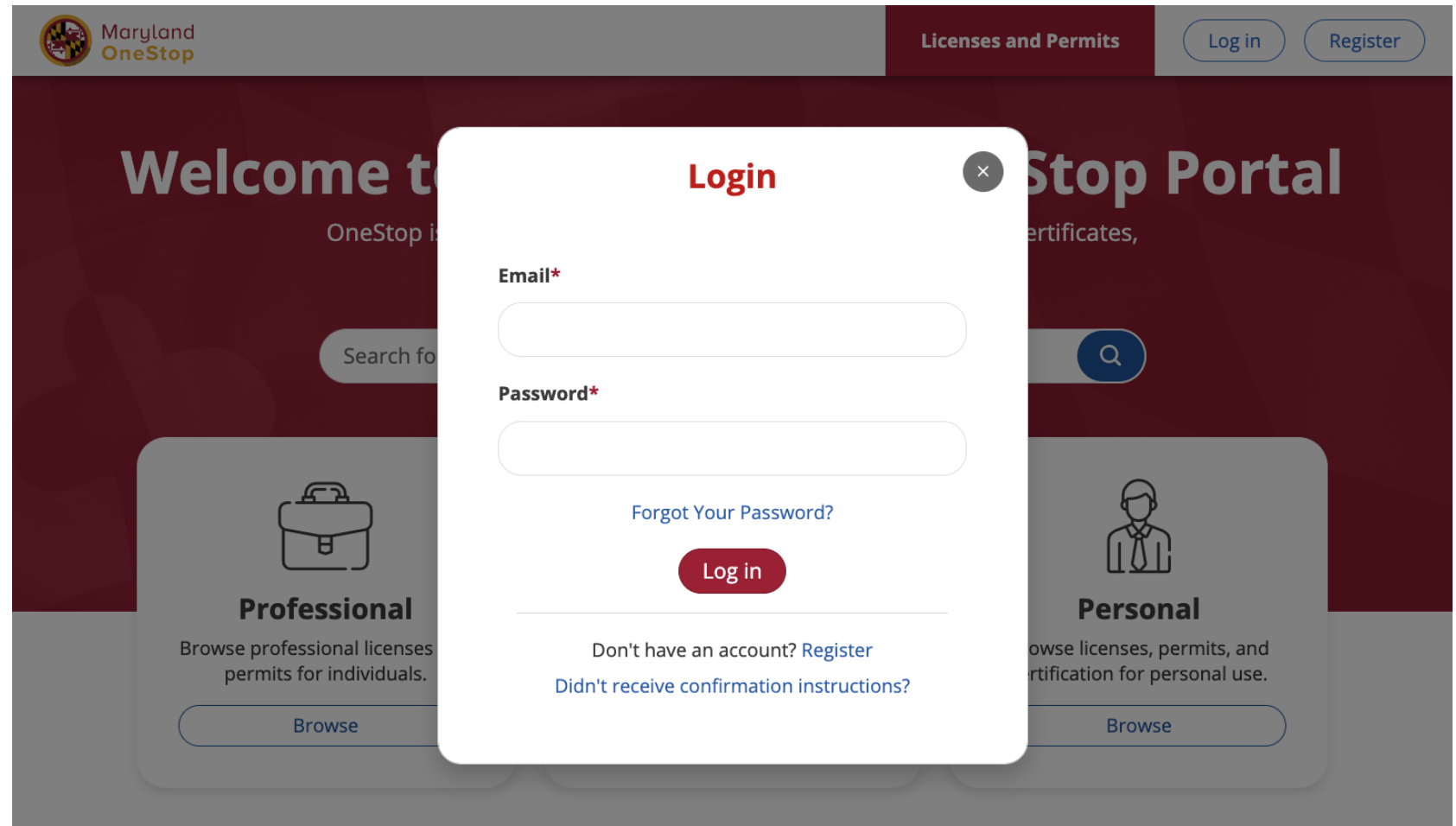
<https://onestop.md.gov/>

OneStop Home Page



OneStop Notifications for Community Health & Safety Works

Login to your account



My Dashboard



Licenses and Permits

My Dashboard

YW Yvette ▾

My Dashboard State of Maryland

Applications Requiring My Action

APPLICATION NAME	SUBMITTED BY	STATUS
DHCD CHSW - Environmental Justice	Yvette Westinghouse on 11/07/24 at 11:45 am	Award Agreement Signature Required Pending Sign Grant Agreement (↻ 1) since Nov 7th, 2024 at 12:01 pm

My Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
FY24 CHSW Progress Report 1	Yvette Westinghouse on 11/07/24 at 12:34 pm	Award Modification Executed since Nov 7th, 2024 at 4:09 pm

Your Licenses, Permits, and Registrations

My Licenses, Permits, & Registrations

FY24 CHSW Programs

UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
 Environmental Justice	December 31, 2025	Award Modification Complete

Your Detail View



Licenses and Permits

My Dashboard

LR Laura ▾

CHSW Grant Project

Home > My Dashboard > CHSW Grant Project

DHCD CHSW Grant for R&R Environmental Solutions, LLC

Initiate Progress Report 1

Program: Community Placemaking

Grant Year: FY24

Status: Active

Award Amount: \$99,999.00

Program Info

Grantee Contact

Submission History

Primary Contact Information:

Name

Laura Rodriguez

Title

Owner

Primary Phone

667-920-2011

Cell Phone

443-240-2111

Email Address

lrodriguez@rodriguezassoc.com



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How to Submit a Progress Report in OneStop



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Initiate Progress Report 1 Action Button

[Home](#) > [My Dashboard](#) > [CHSW Grant Project](#)

DHCD CHSW Grant for R&R Environmental Solutions, LLC

Initiate Progress Report 1

Program: Community Placemaking

Grant Year: FY24

Status: Active

Award Amount: \$99,999.00

Program Info

Grantee Contact

Submission History



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Complete Initial Form Button



Licenses and Permits

My Dashboard

LR Laura ▾

FY24 CHSW Progress Report 1

! Initial Form

You must complete Initial Form for this form.

Complete Initial Form



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Progress Report Form



Licenses and Permits

My Dashboard

LR Laura ▾

Community Placemaking FY24 Progress Report

AWARDEE INFORMATION

Legal Name:

R&R Environmental Solutions, LLC

Street Address:

7800 New Hampshire Ave

Street 2:

2nd Floor

City:

Hyattsville

State:

Maryland ▾

Zip:

20012

Federal ID:

77-777777

Award Amount:

\$ 99,999.00

Approved First Disbursement Amount:

\$ 49,999.50

Approved Second Disbursement Amount:

\$ 24,999.75

Approved Final Disbursement Amount:

\$ 24,999.75



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Julia Glanz, Deputy Secretary

Progress Report Form: Contact Information

CONTACT INFORMATION

The contact information below should be for the individual authorized to complete and submit this report on behalf of the organization.

Contact Name:*

Contact Title:*

Contact Phone:*

Contact Cell Phone:*

Contact Email:*

SECONDARY CONTACT INFORMATION

Please provide a secondary contact for the organization.

Contact Name:*

Contact Title:*

Contact Phone:*

Contact Cell Phone:*

Progress Report Form: Awardee Activity

AWARDEE ACTIVITY

1. Describe the activities that have occurred or been completed to date.*

2. Is the project on track per the timeline outlined in your CHSW application?*

Yes

No

3. Please upload in-progress photos of the project or flyers, social media, video, press releases or other media generated from the project so far.*



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

4. Please provide any other comments or additional information related to your award and/or the project.

Progress Report Form: Use of Funds

USE OF FUNDS

Please refer to the Use of Funds (Exhibit A) section of your Award Agreement and review the Use of Funds.

Per your award agreement, the grantee may transfer funds between approved Project Activities without the consent of the Department so long as the proposed transfer would not, either alone or when added to prior transfers, result in the transfer of an amount greater than ten percent (10%) of the initial amount of the line item from which funds are being transferred. Other transfers, including, but not limited to any transfer that would result in the transfer of an amount greater than ten percent (10%) of a line item or a transfer of any funds to a new Project Activity, require the Department's prior written consent.

If you need to request a Budget Modification, please answer "Yes" to the question below.

Your organization should have received the first disbursement of funds to equal 50% of your award amount.

Do you need to request a budget modification?*

- Yes
- No

Note: Please submit this progress report to request a budget modification. A member of the DHCD CHSW Program Team will contact you with further instructions after you submit your report.

Did you receive the first disbursement of funds?*

- Yes
- No

Submit

Progress Report Form: Disbursement

Did you receive the first disbursement of funds?*

Yes

No

ELIGIBILITY FOR ADDITIONAL 25% DISBURSEMENT

NOTE: You are eligible for a second disbursement (an additional 25%) if you have either used or obligated (reserved for use) your first disbursement as indicated in the chart below.

Are you eligible for another disbursement?*

Yes

No

Are you requesting an additional disbursement?*

Yes

No

Progress Report Form: Submission

CERTIFICATION AND REPORT SUBMISSION

By submitting the CHSW Progress Report and Request for Payment, you certify that the statements, answers, and attachments within are true and accurate and in compliance with the terms of the award agreement to the best of your knowledge and that you are authorized to submit this report on behalf of the awarded organization.

Authorized Name:*

Laura Rodriguez

Authorized Title:*

Business Owner

Authorized Signature:*

Text Draw

Your Name

Laura Rodriguez

Laura Rodriguez

I agree to be legally bound by this document.

Today's Date:

11/11/2024



Submit

Final Report Form

FINAL REPORT

The Community Health & Safety Works (CHSW) Final Report MUST be submitted to remain in compliance with the program. Funds expended SHOULD BE THE SAME as the Use of Funds described in your submitted and approved application unless you were APPROVED for a Budget Modification by DHCD staff. As part of this final report you are required to upload documentation in the form of paid receipts and/or paid invoices for expenses incurred. Ensure that all expenses align with line items in your approved Use of Funds budget.

1. Describe the activities that were completed.*

Test comments

2. Did you meet the goals outlined in your application? If not, please explain.*

Test comments

3. Describe the project outcomes (the community change that resulted from the project) and how they compare to anticipated outcomes stated in your application.*

Test comments



How to Submit a Disbursement Request in OneStop



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Julia Glanz, Deputy Secretary

Disbursement Request Email



Hello

Laura Rodriguez

The DHCD CHSW - Community
Placemaking - Disbursement Request
Form is available for R&R
Environmental Solutions, LLC. Please
log into OneStop to request your next
disbursement.

[View Submission](#)



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Julia Glanz, Deputy Secretary

My Dashboard Notification

Maryland OneStop

Licenses and Permits **My Dashboard** LR Laura ▾

My Dashboard

State of Maryland

Applications Requiring My Action

APPLICATION NAME	SUBMITTED BY	STATUS
FY24 CHSW Progress Report 1	Laura Rodriguez on 11/11/24 at 12:21 pm	Disbursement Request Form Pending additional data from you (↻ 0) since Nov 11th, 2024 at 1:22 pm

Disbursement Request Form

FY24 CHSW Community Placemaking Disbursement Request

Please complete this form to receive a disbursement of your FY24 CHSW award as approved and outlined in your grant agreement. This form serves to record the use of your prior disbursement in alignment with your approved Award Budget. Please locate any proposals, estimates, contracts and/or invoices to demonstrate the use of your prior disbursement to support your request for your next disbursement.

AWARD INFORMATION

Legal Name:

R&R Environmental Solutions, LLC

Street Address:

7800 New Hampshire Ave

Street Address 2:

2nd Floor

City:

Hyattsville

State:

Maryland

Zip:

20012

Federal ID:

77-7777777

Award Amount:

\$ 99,999.00



Disbursement Request Form: Contact Information

CONTACT INFORMATION

The contact information below should be for the individual authorized to complete and submit this report on behalf of the organization.

Contact Name:*

Contact Title:*

Contact Phone:*

Contact Cell Phone:*

Contact Email:*

SECONDARY CONTACT INFORMATION

Please provide a secondary contact for the organization.

Contact Name:*

Contact Title:*

Contact Phone:*

Contact Cell Phone:*

Contact E-mail:*



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Julia Glanz, Deputy Secretary

Disbursement Request Form: Proof of Use

PROOF OF USE OF DISBURSEMENT

Please provide the amount of the disbursement:

Award Budget and Disbursement Chart:

Activities/Use of Funds:* ✕

Supplies and Materials for Community Work

Expenses Related to Disbursement Received:*

\$

Approved Budget Amount: ⓘ

\$

33,333.00

Instruction: Upload any supporting materials in the upload section provided below that support your request for additional funds. For example, proposals, estimates, contracts or invoices to be paid. Please upload each supporting document with an accurate file name.

Disbursement Request Supporting Documentation:*



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

Disbursement Request Form: Description

Instruction: Provide a brief description of this Disbursement Request. Include a short explanation of how the funds will be spent.

Disbursement Request Description:*

0/500 max characters

Disbursement Request Form Email Confirmation



Hello

Laura Rodriguez

The DHCD CHSW Community Placemaking for R&R Environmental Solutions, LLC has been received. A member of the CHSW Team will review your disbursement request form. You will receive an additional email with further information or if revisions are needed.

[View Submission](#)



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Julia Glanz, Deputy Secretary

Disbursement Request Form Approved Confirmation



Hello

Laura Rodriguez

The second CHSW FY24 - Community Placemaking - Disbursement Request for R&R Environmental Solutions, LLC has been approved. You may log into OneStop to review your Grant Record.

[View Submission](#)



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Grants Management Best Practices



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Grants Management Best Practices Part 1

- **Familiarize Yourself with the Maryland OneStop Portal**
 - Know your login information
- **Know Your Project**
 - Award amount
 - Project description and goals
 - Budget
- **Understand the Grant Timeline**
 - Submit reports on time

Grants Management Best Practices Part 2

- **Be Organized!**
 - Keep a file with all relevant information pertaining to the award in it, including invoices and payments.
- **Build Capacity Management**
 - Determine what staff person is the lead on this award and assign a secondary staff person or volunteer to assist.
- **Maintain Project Manager Relationship**
 - Keep in touch with the project manager especially if there are circumstances that will affect the budget, timeline or completion of the grant as agreed upon in the executed grant agreement.

Christine McPherson

410-209-5802

christine.mcpherson@maryland.gov



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