

Maryland Department of Housing and Community Development  
**Maryland Nonprofit Recovery Initiative (NORI)**

**RE-OPENING OF BHA/DDA NORI APPLICATION ROUND –  
MONDAY, SEPTEMBER 21**

**UPDATE TO FUNDING CRITERIA:  
EXPANDED ELIGIBLE USE OF FUNDS AND INCREASED GRANT REQUEST AMOUNT**

**FREQUENTLY ASKED QUESTIONS**

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## BEHAVIORAL HEALTH ADMINISTRATION (BHA) AND DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA) – Maryland Nonprofit Recovery Initiative:

### Available Funding

#### **Q. How much can I apply for from the BHA/DDA Maryland Nonprofit Recovery Initiative?**

**A.** The maximum grant request is \$75,000 and the minimum is \$5,000 based on the organization's annual operating budget as follows:

- Grant requests up to \$75,000 are allowed from eligible applicants with annual operating budgets at or above \$5 million. **(Maximum grant request is \$75,000)**
- Grant requests up to \$50,000 are allowed from eligible applicants with annual operating budgets above \$1 million and below \$5 million.
- Grant requests up to \$25,000, but not below \$5,000, are allowed from eligible applicants with annual operating budgets at or below \$1 million. **(Minimum grant request is \$5,000)**

#### **Q. When does the application round open?**

**A.** The application round is projected to open on Monday, September 21 at 12:00 noon.

#### **Q. How do I submit an application?**

**A.** The application will be online and can be accessed by visiting the DHCD website:

<https://dhcd.maryland.gov/Communities/Pages/MarylandNonprofitRecoveryInitiative.aspx>

#### **Q. When are applications due?**

**A.** The application round is projected to close on Friday, October 9 at 5:00 pm. **NOTE:** The round may close sooner if and when grant requests exceed available funding.

### Eligible Applicants and Use of Funds

#### **Q. Who is eligible to apply?**

**A.** An organization must:

- Be a nonprofit 501(c)3 organization in non-affiliated, non-owned acute settings that provide services to people with disabilities licensed by BHA or DDA **AND**
- Be In good standing with the Maryland Department of Assessment and Taxation (SDAT) <https://egov.maryland.gov/BusinessExpress/EntitySearch>

**NOTE:** If you begin the application and do not meet any of the eligibility requirements, the system will **NOT** let you complete or submit an application

Additionally, an organization must be:

- based in Maryland and can demonstrate the negative financial impact of COVID-19 as represented by reduced operating revenue or increased operating expenses for the time period March 1-December 30, 2020; and
- be financially viable nonprofits whose operations will continue forward

**Q. If my organization has already received or been notified of funding from other local, state or federal COVID-19 relief programs can I still apply?**

**A.** Yes.

**Q. How can these grant funds be used?**

**A.** Funds can be used towards an organization’s revenue reductions and/or expense increases from March 1, 2020-Dec. 31, 2020 as a result of the impact of COVID19.

These items may include, but are not limited to, operating expenses such as salary, rent, utilities, professional services, personal protection equipment, and cleaning supplies

### [Submitting an Application](#)

**Q. When does the application round open?**

**A.** Projected on-line BHA/DDA-NORI application portal opens:12:00 noon, Monday, September 21

**Q. How do I submit an application?**

**A.** The application is online and can be accessed by visiting:

<https://dhcd.maryland.gov/Communities/Pages/MarylandNonprofitRecoveryInitiative.aspx>

You will be required to provide a brief description about your organization, answer questions about the impact of COVID-19 on your organization related to loss of revenue and/or increased expenses, and complete a budget table on how you will use grant funds.

Prior to submitting an application you will be required to register with the Maryland OneStop Portal. OneStop is the central hub for Maryland State licenses, forms, certificates, permits, applications, and registrations and can be accessed here: <https://onestop.md.gov/>

You can register in advance of the application round opening.

**ONLY applications that are fully complete at time of submission will be considered for funding.**

**Q. When are applications due?**

**A.** The application round closes on Friday, October 9 at 5:00 pm. **NOTE:** The round may close sooner if and when grant requests exceed available funding.

**Q. What documents will I need to provide with my application?**

**A.** Organizations are **REQUIRED** to provide the following:

- Organization's Year-To-Date financial statements, preferably through June/July 2020.
- IRS Determination Letter showing proof of 501(c)3 status
- Online verification of Certificate of Good Standing from the Maryland State Department of Assessment and Taxation **NOTE:** You should **NOT** purchase an official document, simply provide screen shot from:  
<https://egov.maryland.gov/BusinessExpress/EntitySearch>
- IRS W-9 Request for Taxpayer Identification Number and Certification

**Notification of Awards**

**Q. When will announcement of awards be made?**

**A.** Funding announcements will be made on a rolling basis beginning Friday, October 30.

**Q. If awarded when will I receive funds?**

**A.** Grants will be dispersed in a single payment, once an awardee returns a signed agreement via the online system.

**Q. If awarded funds will a final report be required?**

**A.** Yes, applicants that receive a funding award will be required to submit a final report on how the funds were used based on the budget submitted with their application. You will also be required to upload supporting documents, receipts, etc. to support your use of those funds.

**CONTACT FOR ADDITIONAL QUESTIONS:**

If you have additional questions about the application and/or requirements, BHA and DDA can help you. For quickest response, use the following email contact information.

BHA – [BHA.INQUIRIES@maryland.gov](mailto:BHA.INQUIRIES@maryland.gov)

DDA - [DDA.PPEApp@maryland.gov](mailto:DDA.PPEApp@maryland.gov)