FREQUENTLY ASKED QUESTIONS

TABLE OF CONTENTS

GENERAL INFORMATION .................................................................2

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT-
MARYLAND NONPROFIT RECOVERY INITIATIVE
Available Funding.................................................................3
Eligible Applicants and Use of Funds...........................................3
Submitting An Application.......................................................5
Notification of Awards..........................................................6
Contact for Additional Questions.............................................6

BEHAVIORAL HEALTH ADMINISTRATION AND DEVELOPMENTAL DISABILITIES
ADMINISTRATION - MARYLAND NONPROFIT RECOVERY INITIATIVE
Available Funding.................................................................8
Eligible Applicants and Use of Funds...........................................8
Submitting An Application.......................................................9
Notification of Awards..........................................................10
Contact for Additional Questions.............................................10
GENERAL INFORMATION:

Q. What type of funding is available to support nonprofit organizations?
A. There are FOUR opportunities for funding:

- Up to $30 million via the Maryland Department of Housing and Community Development (DHCD) to nonprofit organizations engaged in the economic recovery, health and human services and housing of underserved communities and underserved populations.
- $10 million via DHCD for nonprofits licensed by Maryland Behavioral Health Administration (BHA) and the Developmental Disabilities Administration (DDA).
- Up to $8 million via the Maryland Department of Commerce to nonprofits that have already applied for their Maryland Small Business COVID-19 Emergency Relief Grant Fund but were not able to be funded in the earlier round.
- $3 million via the Maryland State Arts Council (MSAC) for nonprofit arts and culture organizations affected by Covid-19.

For Commerce Information Contact:
Maryland Small Business COVID-19 Emergency Relief Grant Fund
covid-19.application@maryland.gov

For MSAC Information Contact:
Maryland State Arts Council Arts Recovery Grant
Dana Parsons  dana.parsons@maryland.gov
https://www.msac.org/grants/emergency-grant

Q. If I have already applied to the Department of Commerce’s Maryland Small Business COVID-19 Emergency Relief Grant Fund can I apply for the Department of Housing and Community Development grant?
A. Yes. As part of the DHCD-NORI grant application you will be asked to provide information on the amount of your Commerce award. The amount you will be able to request from DHCD-NORI will be the maximum amount allowable based on your operating budget minus the amount awarded from Commerce.

Q. Can I apply to the Department of Housing and Community Development and the Maryland State Arts Council for funds?
A. No. You may only submit one application.
Available Funding

Q. How much can I apply for from the DHCD Maryland Nonprofit Recovery Initiative?
A. The maximum grant request is $50,000 and the minimum is $5,000 based on the organization's annual operating budget as follows:

- Grant requests up to $50,000 are allowed from eligible applicants with annual operating budgets at or above $1 million and below $5 million. (Maximum grant request is $50,000)
- Grant requests up to $25,000 are allowed from eligible applicants with annual operating budgets at or above $250,000 and below $1 million.
- Grant requests up to $10,000 are allowed from eligible applicants with annual operating budgets below $250,000. (Minimum grant request is $5,000)

Q. When does the application round open?
A. The application round is projected to open on Wednesday July 22 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

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.

Q. When are applications due?
A. The application round is projected to close on Tuesday August 4 at 12:00 noon. 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 AND
   - Have 50 or fewer employees (full time equivalent) as of March 1, 2020 AND
   - Have an annual revenue of less than $5 million 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 serve Maryland communities and populations (through the focus areas);
- demonstrate the negative financial impact of COVID-19 as represented by reduced operating revenue or increased operating expenses; and
- financially viable nonprofits whose operations will continue forward

Q. How do I determine if my organization’s employees meet the requirement of 50 or fewer employees (full time equivalent)?
A. FTE stands for full-time equivalent. An organization may have a maximum of 50 FTEs to be eligible to apply for DHCD-NORI funding.

The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs. Employees scheduled to work 20 hours per week are 0.5 FTEs. The staff total will include regular employees (that get W2s) AND contractual staff (that get 1099s).

Q. My organization is an affiliate of a larger, umbrella organization and shares their federal identification number, can I still apply?
A. Your organization can apply using the parent organization's federal identification number, if you are also able to meet the following requirements:

1. The IRS Letter of Determination lists you as an organization/group under the parent organization’s federal identification number
2. Your organization is in good standing with the Maryland Department of Assessments and Taxation
3. Your organization has 50 or fewer employees (full time equivalent) as of March 1, 2020
4. Your annual operating budget is less than $5 million
5. You upload your organization’s year to date budget, not the parent organization’s budget

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. You will be asked to provide information on other funds received and how they have addressed the impact of COVID-19 on your organization.

If you were awarded funds from Commerce’s Maryland Small Business COVID-19 Emergency Relief Grant Fund, as part of the DHCD-NORI grant application you will be asked to provide information on the amount of your Commerce award. The amount you will be able to request from DHCD-NORI will be the maximum amount allowable based on your operating budget minus the amount awarded from Commerce.
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 DHCD-NORI application portal opens: 12:00 noon, Wednesday, July 22

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 Tuesday August 4 at 12:00 noon. **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 May 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 Wednesday, August 19.

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:

REGIONAL REPRESENTATIVES: If you have additional questions about available funding or the application, please contact a regional representative based on where your organization is located.

Region 1: Western and Central Maryland
(Allegany, Garrett, Washington, Frederick, Carroll, Howard)

Sara Jackson: sara.jackson@maryland.gov
Sarah Kim: sarahy.kim@maryland.gov

Region 2: Montgomery County

Garland Thomas: garland.thomas@maryland.gov
Duane Felix: duane.felix@maryland.gov

Region 3: Prince Georges and Southern Maryland
(Prince Georges, St. Mary’s, Calvert, Charles)

Ashlee Green: ashlee.green@maryland.gov
Drew Holcombe: drew.holcombe@maryland.gov

Region 4: Eastern Shore, Cecil and Harford

Karen Forbes: karen.forbes@maryland.gov
JB Weiss: jaffa.weiss@maryland.gov

Region 5: Baltimore City

Todd Scott: todd.scott@maryland.gov
John Papagni: john.papagni@maryland.gov

Region 6: Anne Arundel and Baltimore County
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Larry Brown</td>
<td><a href="mailto:larry.brownjr@maryland.gov">larry.brownjr@maryland.gov</a></td>
</tr>
<tr>
<td>Marcie Castaneda</td>
<td><a href="mailto:marcie.castaneda@maryland.gov">marcie.castaneda@maryland.gov</a></td>
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Available Funding

Q. How much can I apply for from the BHA/DDA Maryland Nonprofit Recovery Initiative?
A. The maximum grant request is $50,000 and the minimum is $5,000 based on the organization’s annual operating budget as follows:

- Grant requests from $25,001-$50,000 are allowed from eligible applicants with annual operating budgets at or above $5 million. **(Maximum grant request is $50,000)**
- Grant requests from $10,001 - $25,000 are allowed from eligible applicants with annual operating budgets above $1 million and below $5 million.
- Grant requests up to $10,000 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 Wednesday, August 5 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](https://dhcd.maryland.gov/Communities/Pages/MarylandNonprofitRecoveryInitiative.aspx)

Q. When are applications due?
A. The application round is projected to close on Wednesday, August 12 at 12:00 noon. **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](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 that can demonstrate the negative financial impact of COVID-19 as represented by increased expenses directly related to the ongoing need to purchase PPE
and related cleaning supplies in compliance with the recommended standards provided by the Centers for Disease Control and Prevention and the Maryland Department of Health; and
- 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 to help defray an increase in costs directly related to the ongoing need to purchase personal protective equipment (PPE) and related cleaning supplies in response to the COVID-19 pandemic from March 1 - Dec. 31, 2020.

**Submitting an Application**

Q. When does the application round open?
A. Projected on-line DHCD-NORI application portal opens: 12:00 noon, Wednesday, August 5

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](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 the PPE and/or cleaning supply expense increases incurred or projected, and complete a budget table on how you will use grant funds.

**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 Wednesday August 12 at 12:00 noon. **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 May 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](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 Wednesday, September 2.

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)