# FREQUENTLY ASKED QUESTIONS

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**BEHAVIORAL HEALTH ADMINISTRATION AND DEVELOPMENTAL DISABILITIES ADMINISTRATION - MARYLAND NONPROFIT RECOVERY INITIATIVE**

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GENERAL INFORMATION:

Q. What type of funding is available to support nonprofit organizations?
A. As of August 12, the Maryland Department of Housing and Community Development (DHCD): is offering a second opportunity for 501(c)3 nonprofit organizations, that have not already applied, to apply to the Maryland Nonprofit Recovery Initiative (NORI). Round II has up to $9 million in funding available.

Eligibility requirements for Round II have been expanded to allow 501(c)3 nonprofit organizations with an annual operating budget over $5 million and more than 50 employees to apply for funding.

Q. Can I apply to Round II of the Department of Housing and Community Development if I already applied in Round I?
A. No. You may only submit one application to DHCD-NORI. *Do not apply to Round II if you have already initiated a NORI application in the prior round; it is being processed.*

Q. Can I apply to Round II of the Department of Housing and Community Development if I have applied to the BHA/DDA NORI?
A. No. You may only submit one application. *Do not apply to Round II if you have already initiated a NORI application in the prior round; it is being processed.*

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 Round II of the Department of Housing and Community Development grant?
A. Yes. As part of the Round II 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 Round II DHCD-NORI will be the maximum amount allowable based on your operating budget minus the amount awarded from Commerce.
Available Funding

Q. How much can I apply for from the Round II 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:

- **NEW for Round II**: Grant requests up to $50,000 are allowed from eligible applicants with annual operating budgets at or above $1 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, but not below $5,000, 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 August 12 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 Friday, August 21 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**
   - 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 mission 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. 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. You upload your organization's year to date budget (January-June 2020), 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 and how you still have an operational gap after receiving those funds.

If you were awarded funds from Commerce's Maryland Small Business COVID-19 Emergency Relief Grant Fund, as part of the Round II 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 Round II 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 II open?
A. Projected on-line Round II DHCD-NORI application portal opens: 12:00 noon, Wednesday, August 12

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 Round II applications due?
A. The application Round II closes on Friday, August 21 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 June 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 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:

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.weis@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
Larry Brown: larry.brownjr@maryland.gov
Marcie Castaneda: marcie.castaneda@maryland.gov
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 $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 $5 million. (Maximum grant request is $50,000)
- Grant requests up to $25,000 are allowed from eligible applicants with annual operating budgets above $1 million and below $5 million.
- Grant requests up to $10,000, 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 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

Q. When are applications due?
A. The application round is projected to close on Wednesday, August 19 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

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 BHA/DDA-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

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
• 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

DDA - DDA.PPEApp@maryland.gov