



# AWARDEE POLICY GUIDE

## *State Revitalization Programs 2024*

Baltimore Regional Neighborhood Initiative

Community Legacy

Maryland Facade Improvement Program

National Capital Strategic Economic Development Fund

Seed Community Anchor Institution Fund

Strategic Demolition Fund - Project C.O.R.E.

Strategic Demolition Fund - Statewide

Through funding and technical assistance, the Maryland Department of Housing and Community Development (DHCD) works with local partners to revitalize cities, towns and neighborhoods across Maryland. Our community development programs enhance existing neighborhood resources, support economic development, provide public services and infrastructure, and improve the quality of life for residents. Assistance from the Department is designed to serve as a tool for communities and organizations to leverage additional funding from public, private and nonprofit sources.

The Department’s State Revitalization Programs (SRP) offer a range of funding to further the revitalization goals of communities across Maryland. The funding programs are primarily used to support expenses associated with capital projects. Awards explicitly connect a project to the revitalization strategies and goals for their community’s [Sustainable Community Action Plans](#).

## Revitalization Framework

Setting the stage for revitalization investments



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## Policy Guide Revision History

Release	Revisions
Version 1 - March 2023	Consolidated previous training and guidance documents into a first, single policy guide.
Version 2 - May 2024	Updated contact information. Added information regarding the Maryland Facade Improvement Program, and updated the Seed Community Development Anchor Institution Fund guidelines. Updated Minority Business Enterprise Program language and attached revised forms.

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## Section 1: State Revitalization Programs

There are seven programs under the umbrella of State Revitalization Programs:

### Baltimore Regional Neighborhood Initiative (BRNI)

The overarching goal of Baltimore Regional Neighborhood Initiative (BRNI) is to increase the competitiveness of the target communities in the Baltimore metro area for new homeownership and private-sector business, residential, and commercial investment, through such activities as strategic property acquisition, redevelopment, rehabilitation, and new infill development. Target communities are those that can build upon existing strengths and assets to accelerate their momentum in achieving healthy residential markets and economic growth. BRNI investments demonstrate how strategic and innovative approaches to local housing and economic development can lead to healthy, sustainable communities with a growing tax base and enhanced quality-of-life. The program is focused on areas where modest but sustained investment in a comprehensive strategy will have measurable neighborhood impact.

Geographic Requirement	<ul style="list-style-type: none"> <li>Sustainable Communities in Baltimore City, or the inner-beltway communities of Baltimore County or Anne Arundel County</li> </ul>
Eligible Applicants	<ul style="list-style-type: none"> <li>Nonprofit community development corporations (CDCs, Coalitions or Partnerships) that are implementing a clear revitalization strategy in a specific neighborhood or set of neighborhoods.</li> <li>Eligible applicants should have an approved BRNI Neighborhood Revitalization Plan on file with the Department. The BRNI Neighborhood Revitalization Plan is a multi-year community revitalization strategy that is nested within the area’s Sustainable Community Plan</li> </ul>
Eligible Use of Funds	<ul style="list-style-type: none"> <li>Capital projects that support community revitalization activities</li> <li>Operating projects that support the management of capital BRNI projects and the implementation of the BRNI strategy</li> </ul>
Award Type	<ul style="list-style-type: none"> <li>Grant</li> <li>Loan</li> </ul> <p>*May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust</p>
Budget Requirement	<ul style="list-style-type: none"> <li>Each organization may not apply for (or be awarded) more than 40 percent of the total financial assistance from the Baltimore Regional Neighborhood Initiative program to be used for operating expenditures.</li> </ul>

## Community Legacy (CL)

Community Legacy is a tool that catalyzes new investment in older neighborhoods and business districts in support of local revitalization plans for designated Sustainable Community Areas. Community Legacy funds assist leaders from urban and suburban communities, and small towns that have a comprehensive approach to encourage community reinvestment, economic development, and resource conservation. Over time, these strategies achieve and maintain vibrant places for Marylanders to live, work and prosper.

Geographic Requirement	<ul style="list-style-type: none"> <li>● Sustainable Communities in Maryland</li> <li>● Opportunity Zones in Allegany, Garrett, Somerset, and Wicomico Counties</li> </ul>
Eligible Applicants	<ul style="list-style-type: none"> <li>● Local governments</li> <li>● Groups of local governments</li> <li>● Nonprofit Community Development Organizations</li> </ul>
Eligible Use of Funds	<ul style="list-style-type: none"> <li>● Capital projects that support community revitalization activities</li> </ul>
Award Type	<ul style="list-style-type: none"> <li>● Grant</li> <li>● Loan</li> </ul> <p>*May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust</p>
Budget Requirement	<ul style="list-style-type: none"> <li>● None</li> </ul>

## Maryland Façade Improvement Program (MFIP)

The Maryland Façade Improvement Program (MFIP) provides funding to assist qualified businesses with improving the exterior of the businesses' buildings and facilities. Local governments and community development organizations will apply to the program to capitalize a grants fund and develop an application process for businesses to improve their building facades. The program aims to help revitalize commercial buildings, support local revitalization efforts, and contribute to creating a sense of place within Maryland Sustainable Communities.

In addition to the requirements identified below, awardees develop and enforce their own local program guidelines. Local program guidelines must at least include criteria for: (1) rating qualified businesses that apply for grants and (2) awarding grants to qualified businesses. DHCD provides model program guidelines; awardees should modify these guidelines to suit their unique needs and revitalization goals.

Geographic Requirement	<ul style="list-style-type: none"><li>● Sustainable Communities in Maryland</li></ul>
Eligible Applicants	<ul style="list-style-type: none"><li>● Local governments</li><li>● Nonprofit Community Development Organizations (for example: community development corporations, main street organizations, downtown partnerships)</li></ul>
Eligible Use of Funds	<ul style="list-style-type: none"><li>● Capital costs related to the improvement of exterior facades for business buildings and facilities</li></ul>
Award Type	<ul style="list-style-type: none"><li>● Grant</li></ul>
Budget Requirement	<ul style="list-style-type: none"><li>● None</li></ul>



## National Capital Strategic Economic Development Fund (NED)

The National Capital Strategic Economic Development Fund (“NED”) is a program for the greater National Capital region of Maryland that provides competitive funding for strategic investment in local housing and businesses to encourage healthy, sustainable communities with a growing tax base and enhanced quality of life. The program focuses on areas within Prince George’s and Montgomery counties where modest investment and coordinated strategies will have an appreciable neighborhood revitalization impact.

Geographic Requirement	<ul style="list-style-type: none"> <li>● NED projects should be in Sustainable Communities located:               <ul style="list-style-type: none"> <li>○ In Prince George’s County, at least in part, within the boundary created by Interstate 495 in the State and the District of Columbia; OR</li> <li>○ In Montgomery County, within an Enterprise Zone or the boundary created by: Prince George’s County; Maryland Route 200; Interstate 270; Interstate 495 to the Maryland state line; and The District of Columbia.</li> </ul> </li> </ul>
Eligible Applicants	<ul style="list-style-type: none"> <li>● Local governments</li> <li>● Nonprofit Community Development Organizations</li> </ul>
Eligible Use of Funds	<ul style="list-style-type: none"> <li>● Capital projects that support community revitalization activities</li> <li>● Operating projects that support community revitalization activities</li> </ul>
Award Type	<ul style="list-style-type: none"> <li>● Grant</li> <li>● Loan</li> </ul> <p>*May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust</p>
Budget Requirement	<ul style="list-style-type: none"> <li>● None</li> </ul>

## Seed Community Development Anchor Institution Fund (SEED)

The Seed Community Development Anchor Institution Fund (SEED) is a program that provides matching financial assistance through grants and loans to anchor institutions (e.g. hospitals and institutions of higher education in the State of Maryland) to support local community development projects with a focus on eliminating blight in targeted areas. The program aims to generate jobs, strengthen partnerships between anchor institutions and the State of Maryland, and lead to safer, healthier and more attractive communities.

Geographic Requirement	<ul style="list-style-type: none"> <li>Projects must be in a Sustainable Community and/or an area of blight and support the improvement of a neighborhood that surrounds an anchor institution. Blighted areas are areas in which most buildings have declined in productivity by reason of obsolescence, depreciation, or other causes to an extent that they no longer justify fundamental repairs and adequate maintenance.</li> </ul>
Eligible Applicants	<ul style="list-style-type: none"> <li>Institution of higher education in the State</li> <li>Hospital institution in the State that: 1. Has a group of at least five physicians who are organized as a medical staff for the institution; 2. Maintains facilities to provide, under the supervision of the medical staff, diagnostic and treatment services for two or more unrelated individuals; and 3. Admits or retains the individuals for overnight care.</li> <li>Maryland Hospital and Maryland Higher Education Institution Departments, Foundations, and Other Entities of the Institution</li> </ul>
Eligible Use of Funds	<ul style="list-style-type: none"> <li>Capital costs associated with neighborhood improvement projects</li> </ul>
Award Type	<ul style="list-style-type: none"> <li>Grant</li> <li>Loan</li> </ul> <p>*May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust</p>
Budget Requirement	<ul style="list-style-type: none"> <li>Match equal to \$1 in funding to \$1 in State awarded funding.</li> </ul>

## Strategic Demolition Fund - Statewide (SDF- Statewide)

The Strategic Demolition Fund (SDF) is a program that invests in pre-development activities that accelerate economic development and job production in Maryland’s Sustainable Communities. The program aims to improve the economic viability of “gray field development” which often faces more barriers than sprawling “green field development.”

Geographic Requirement	<ul style="list-style-type: none"> <li>● Sustainable Communities in Maryland Counties not Baltimore City</li> <li>● Opportunity Zones in Allegany, Garrett, Somerset, and Wicomico Counties</li> </ul>
Eligible Applicants	<ul style="list-style-type: none"> <li>● Local governments</li> <li>● Nonprofit Community Development Organizations</li> </ul>
Eligible Use of Funds	<ul style="list-style-type: none"> <li>● Capital projects that support certain pre-development activities:             <ol style="list-style-type: none"> <li>1) Demolition of derelict non-contributing structures.</li> <li>2) Site acquisition and assembly to create redevelopment-sized parcels for solicitation or planned development.</li> <li>3) Site development/infrastructure improvements.</li> <li>4) Construction-level architectural and engineering designs.</li> <li>5) Stabilization of buildings to complete structural and other critical repairs necessary to stay further deterioration, remediate environmental hazards, and prepare properties for rehabilitation and reuse.</li> </ol> </li> </ul>
Award Type	<ul style="list-style-type: none"> <li>● Grant</li> <li>● Loan</li> </ul> <p>*May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust</p>
Budget Requirements	<ul style="list-style-type: none"> <li>● None</li> </ul>

## Strategic Demolition Fund - Project C.O.R.E. - Competitive Funds (Project C.O.R.E.)

Project C.O.R.E. is a State initiative to eliminate vacant properties in Baltimore City through demolition or stabilization and act as a catalyst for redevelopment and reinvestment. The initiative is a partnership between the Maryland Department of Housing and Community Development, Maryland Stadium Authority, and the City of Baltimore to foster economic opportunity, encourage redevelopment, and improve quality of life in Baltimore City neighborhoods.

Project C.O.R.E. utilizes a two-track deployment of funds: 1) Strategic demolition and stabilization with the Maryland Stadium Authority as the lead (MSA track); and 2) Competitive Request for Applications led by DHCD (RFA track or Competitive Funds track). This document details the C.O.R.E. RFA/Competitive Funds track only.

Geographic Requirement	<ul style="list-style-type: none"> <li>● Sustainable Community Area in Baltimore City</li> </ul>
Eligible Applicants	<ul style="list-style-type: none"> <li>● Local governments</li> <li>● Nonprofit Community Development Organizations</li> </ul>
Eligible Use of Funds	<ul style="list-style-type: none"> <li>● Capital projects that support certain pre-development activities:               <ol style="list-style-type: none"> <li>1) Demolition of derelict non-contributing structures.</li> <li>2) Site acquisition and assembly to create redevelopment-sized parcels for solicitation or planned development.</li> <li>3) Site development/infrastructure improvements.</li> <li>4) Construction-level architectural and engineering designs.</li> <li>5) Stabilization of buildings to complete structural and other critical repairs necessary to stay further deterioration, remediate environmental hazards, and prepare properties for rehabilitation and reuse.</li> </ol> </li> </ul>
Award Type	<ul style="list-style-type: none"> <li>● Grant</li> <li>● Loan</li> </ul> <p>*May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust</p>
Budget Requirement	<ul style="list-style-type: none"> <li>● Not required, but a match equal to \$1 in non-State funding for every \$4 in State awarded funding is encouraged.</li> </ul>

## Section 2: Eligibility Requirements

### Online Project Portal

All phases of the application and award process are conducted via the online project portal – [DHCD Project Portal](#) – a web-based application and award management system.

- Portal located at: <https://projectportal.dhcd.state.md.us/>
- First-time users should contact your regional project manager to verify eligibility and authorize access to the system.
- Online portal allows users to:
  - Submit an application
  - Review award summary information
  - Download award letter and award agreement documents
  - Submit requests for payment, required reporting and documentation

### Geographic eligibility

State Revitalization Program Funds must be awarded and expended inside one of Maryland’s designated Sustainable Communities. Sustainable Communities are areas that are located within Priority Funding Areas (PFAs) and are targeted for revitalization.

Sustainable Communities are determined by the State and local governments through a separate application process. There are nearly 130 designated Sustainable Communities Areas across the state, with at least one in each county.

To see your jurisdiction’s Sustainable Community boundaries and determine eligibility, please use the online [revitalization mapping tool](#).

- Some programs have other geographic eligibility requirements – see program pages above for more information.
- In addition to being located inside a Sustainable Community, projects should help achieve the strategies outlined in a local government’s [Sustainable Communities plan](#).

### Project addresses

- The awardee should provide an address at the time of application that is confirmed to be in the Sustainable Community.
- If the award funds support a project or program with addresses to be determined, the awardee should provide addresses and evidence of target area eligibility as they are identified during the life of the award.
- Usually, additional project/program addresses are collected during quarterly reporting and/or during the Maryland Historical Trust review process (see appropriate sections below).
- There may be additional address requirements related to the Project C.O.R.E. program.

## Awardee eligibility

Only eligible organizations are able to access and manage State Revitalization Award funds.

Eligible organizations are detailed in the program-specific tables above.

Eligibility may be determined at time of application, or earlier, sometimes in conjunction with receiving access to the online Project Portal system. The Program will use the articles and bylaws of the organization to determine eligibility.

Definitions are as follows:

- Local government is a Maryland city, town, or county government entity.
- Group of local governments is more than one city, town or county applying jointly; application requires a resolution from each municipality.
- Community development organization (CDO) is a nonprofit organization whose primary function is to engage in capital projects for the purpose of improving the physical, economic, or social environment of its geographic areas of operation; application requires corporate board resolution, being in good standing and charity certification with the State of Maryland.
- Hospital is a group of at least five physicians who are organized as a medical staff for the institution; maintains facilities to provide, under the supervision of the medical staff, diagnostic and treatment services for two or more unrelated individuals; and admits and retains the individuals for overnight care.
- Higher Education Institution is any educational institution that provides certifications or degrees beyond 12th grade.

### Allowable awardee roles

- Awardees may use award funds for their own sponsored projects/programs, and/or act as a pass-through organization for a subrecipient.
- In the event of a subrecipient arrangement, there is additional documentation required including a memorandum of understanding between the awardee and subrecipient entity, proof of site control documentation, appropriate evidence of disbursed funds, and other items that are detailed in subsequent appropriate sections of this policy guide.
- Awardee roles may be detailed within the award agreement. In the event of a subrecipient arrangement, note that the Department's legal obligations lie with the awardee rather than the subrecipient unless other arrangements are made. The awardee is responsible for compliance with the award agreement including reporting and requests for payment.

### Awards to religious or faith-based organizations

- The separation of Church and State, mandated by the U.S. and State Constitution, prohibits a government from promoting religious activities and prohibits excessive government entanglement. An award to a religious organization for secular, non-sectarian purposes usually does not create excessive government entanglement. Therefore, the creation of a separate nonprofit entity to receive grant funds may not always be required but should be reviewed on a case-by-case basis by the Program.

### Eligible Organization Documentation

Certain organizational documents are required as part of the application and award process. If certain documents are missing or out of date, the program will contact you regarding submission. See the attachments section for the detailed list of documents.

## Section 3: Program Policies

### Award

Program funds should only be used for the project/program as detailed in the award agreement in the approved area/location.

Program funds cannot include or support projects for which the primary use of the project includes: pawn shops, gun shops, tanning salons, massage parlors, adult video/book shop, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors or liquor stores.

Furthermore, in the same vein as the discussion of religious organization eligibility, program funds should not be used to pay for projects or program activities that are part of a particular religious practice. Awardee shall use award funds solely to support nonsectarian, secular projects.

Award funds are subject to and contingent on the availability and allocation of sufficient State funds.

### Loans

The Department awards both grant and loan funds. In some situations, the Department may require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust.

- If an award is made as a loan or a grant/loan with conditional loan terms , there are additional requirements (detailed below).
- A loan can be made directly to the borrower via a loan agreement.
- A loan can be indirectly made through an eligible awardee and passed through as a subrecipient loan (i.e. funds are granted to awardee and sub-awarded as a loan that is subsequently assigned to DHCD). These grant/loans are executed as grant agreements with a special loan condition.
- Special conditions such as recordation, execution of promissory note and assignment back to DHCD should be completed at the time of award execution or prior to the first financial disbursement.
- Records should be kept for the duration of the loan term plus three years.



## Capital and Operating Funds

### Eligible Capital Expenses and Activities

State Revitalization Programs fund capital, construction-related projects that generally have at least a 15-year shelf life and fall within the below basic categories:

#### Examples of capital expenditures

Acquisition	Predevelopment	Development
Real property acquisition	Construction-level architectural and engineering design related to a development project <i>Planning and feasibility studies are not eligible capital expenditures</i>	New construction
	Demolition or deconstruction of an existing building, structure or site	Rehabilitation
	Building stabilization <i>Up through securing the building envelope</i>	Park/playground construction
	Infrastructure  <i>Such as: utilities and stormwater management, alley work, sidewalk construction</i>	Infrastructure  <i>Such as: utilities and stormwater management, alley work, sidewalk construction</i>
	Environmental remediation	

### Eligible Operating Expenses and Activities

Two programs, the Baltimore Regional Neighborhood Initiative (BRNI) and the National Capital Strategic Economic Development Fund (NED), may have operating funds to award as part of their available funding. For these programs only, operating expenses and activities may be funded. Examples of eligible operating expense and activities include:

- Essential operational staffing and project administration that supports the capital BRNI and NED projects
- Feasibility and/or marketing studies that have the potential to support capital BRNI and NED projects

Expense eligibility may vary by program and funded program budgets. See program descriptions for more information.

## Indirect Costs

Indirect costs are those operating costs incurred as part of your regular organizational activities, which may include the administration of State Revitalization Program award funds. These costs are also known as overhead and may include rent, utilities or other.

Indirect costs are not an eligible expense for capital awards, as capital funds may be used for construction-related capital activities only.

For those BRNI or NED awards where operating funds have been awarded, up to 10 percent of the award may be used for indirect costs/general overhead, but this must be explicitly designated in a separate line item in the award agreement budget and evidence of indirect cost expenditures should be included as part of requests for payment. Contact your regional project manager with any questions.

## Site control

Site control is the demonstration of “legal nexus” between the awardee and real property and can take many forms. Evidence of site control is required at time of award agreement execution or at time of request for payment for a project/program with multiple sites, and/or for acquisition awards.

- Site control comes from the entity or person with a legal interest in the property (e.g., owner, contractor [with a contract from the owner], lessee [with a lease], etc.) AND references the grantee.
- Proof of site control is required for any project involving acquisition, demolition, construction or rehabilitation.

Examples of site control include:

- A document (signed by the party with ownership interest) that links to the awardee.
- SDAT printout when property is owned by Awardee.
- Letter from Property Owner that refers to Awardee.
- Lease agreement (must be executed and between Awardee and Property Owner).
- Purchase agreement (must be executed and between Awardee and Property Owner).
- Management agreement.
- HUD-1 or Closing Disclosure.

If the awardee is acting as a pass-through agent, the Department may require additional documentation to link the awardee to the site. For example:

- Memorandum of Understanding or formal executed letter
  - Letter/construction agreement signed by Property Owner that names Y, plus a letter signed by Y that indicates Y is getting money from X for 123 Property Lane.
- Examples of documents that are commonly submitted but do not work as site control:
  - SDAT printout if the property owner is not the awardee
  - Letter from Awardee (that does not own the property) to DHCD
  - Land Disposition Agreements (LDAs) between two entities without an ownership interest in the property or LDAs that lists lots of properties but does not include some or

all of the project properties. The Department will be checking all the listed addresses to ensure compliance.

### Note on site control for facade improvement or other related programs

Depending on how substantial the building repairs are intended to be, the awardee may not need to show evidence of site control to the Department for a facade improvement program.

However, it is a best practice for the facade improvement program guidelines and application to include evidence that the business leasee or other has site control and also has permission from the property owner to make improvements on a building.

## **Maryland Historical Trust review**

A historic preservation review is required for all capital projects.

- There are two potential exceptions:
  - Architectural and engineering construction design work
  - Acquisition, such as part of a down payment assistance program. However, if there is an intention to acquire a building for demolition or rehabilitation, the project should go through the historic review process.
- All other construction projects should go through the historic review process. Please consult with your regional project manager with any questions on applicability.

Review is required prior to starting work. If work is already underway or imminent, please contact your regional project manager as soon as possible.

If a project was reviewed previously by another state or federal agency/program or from a prior fiscal year, evidence of that review may satisfy the requirement. Please confirm with your regional project manager.

The project will be reviewed by the Department's Historic Preservation Officer who will make a determination or forward the project to the Maryland Historical Trust for review and determination. It is not encouraged to submit projects directly to the Trust.

In order to initiate a review, send the following information to the regional project manager and the historic preservation officer:

- a) Project name/address in the subject line of the email
- b) Reference the award #
- c) Before Photographs that are representative of the proposed project including exterior and interior (if applicable)
- d) A project narrative or contractor's proposal that summarizes the scope of work
- e) Conceptual plans, renderings, construction plans, specifications, product cut sheets, etc. project budget sheet, cost estimate, contracts, etc.

f) Make note of whether the project is subject to review from a federal agency or other state agency so we can coordinate the review (state bond bill, Heritage Area grant, MHT Easement, federal or state historic tax credits, etc., federal CDBG, HUD, Home, or LIHTC)

## Disclosing Conflicts of Interest

There is a conflict of interest when an employee, director, officer, board member, volunteer, or elected official, who has an interest in the program funds or receives benefit from the award, is involved in the selection, award or administration of the program funds. Refer to your award agreement for more information.

- You must disclose conflicts of interest or potential conflicts of interest.
- You should have a “conflict of interest policy.”
- We don’t need a copy, but you should be able to produce one if requested by DHCD.

### Examples of potential conflicts of interest

- Businesses or properties owned by the board where work is to be done
- Operating support

Potential conflict of interest members should not be part of the decision-making e.g. a staff person should not be involved in approving salary raises paid by State operating funds

## Minority and Women-Owned Business Enterprise Program

It is the policy of the Maryland Department of Housing and Community Development (DHCD) to ensure nondiscrimination in contracting opportunities for small businesses owned by minorities and/or women, as certified by the Maryland Department of Transportation (MDOT). This is implemented through the Minority and Women Business Enterprise (MBE/WBE) Plan process in partnership with the DHCD Office of Fair Practice.

Minority and Women Business Enterprise (MBE/WBE) Plan may be required if the following applies:

- Awarded Capital SRP funds greater \$250,000; this may include projects that have received multiple awards over different fiscal years if the total of those awards are larger than \$250,00 overall; and
- Is not for acquisition use; and
- Development includes one large site, a cluster of buildings and/or scattered sites understood as a single development project; and
- One developer/general contractor is engaged in the project.
  - In the event that an awardee that meets all of the above criteria does not engage a developer or general contractor to perform the project, for the purposes of this provision, the awardee will be considered as the developer of the project.

Your regional project manager will advise you on project applicability. If your project applies, complete an MBE/WBE Plan stating that the project will do its best to reach a percentage goal of MBE/WBE contracting. Current Aspirational State goal is 29 percent of contracting.

- MBE/WBE Plan should be completed and executed by you and the DHCD Office of Fair Practices prior to the first financial disbursement or as soon as a developer/general contract has been selected, with a copy sent to Neighborhood Revitalization. The project scope of work should be submitted with the MBE/WBE Plan.
- Quarterly reporting on contracting is required, sent directly to the Office of Fair Practices. You should also copy your Regional Project Manager and/or upload to the quarterly report in Project Portal.
- Reminder that the requirement is a reporting requirement, not a contracting requirement. However, if the developer/general contractor cannot find an MBE to complete the work or the 29 percent MBE Aspirational Goal cannot be met, the outreach must be documented and formally stated in an official letter on letterhead.
- Correspondence with the Office of Fair Practices should be emailed to [officeoffairpractices.dhcd@maryland.gov](mailto:officeoffairpractices.dhcd@maryland.gov).

## Lead paint and other hazardous materials

By nature of the work that we do, it is possible that the project will encounter the presence of lead paint, asbestos, and/or other hazardous materials.

In these instances, it is the responsibility of the awardee to do the appropriate testing, handling, and/or abatement of the hazardous materials in such a way that complies with local, federal and State laws and regulations.

## Insurance

The property(s) and contractors related to the project/program should be insured in the normal fashion.

The Program does not request proof of insurance but the awardee should be able to produce copies upon request.

## Prevailing Wage

Currently, there are no prevailing wage requirements for State Revitalization Program award funds. As State Revitalization Funds, awards are funded either by State General Funds or State General Obligation Bonds and do not include any Federal funds.

## HB 1210 - Corporate Diversity

[House Bill 1210](#), from the 2021 Maryland Legislative Session, prohibits an entity from qualifying for certain State benefits unless certain criteria relating to underrepresented communities are met. To meet this requirement, for Fiscal Year 2024, awardees should submit the affidavit that was submitted as an attachment to required annual reporting to the State Department of Assessments and Taxation.

## Department's Signs and Ceremonies

The Department may request that the awardee display one or more signs identifying the funded project as a recipient of financial assistance. In this event, the Department will furnish the sign and the awardee is responsible for the installation, seeking permitting if required, and related costs. Furthermore, if the awardee holds any ribbon-cutting, dedication, ground-breaking, or other ceremonies or similar events,

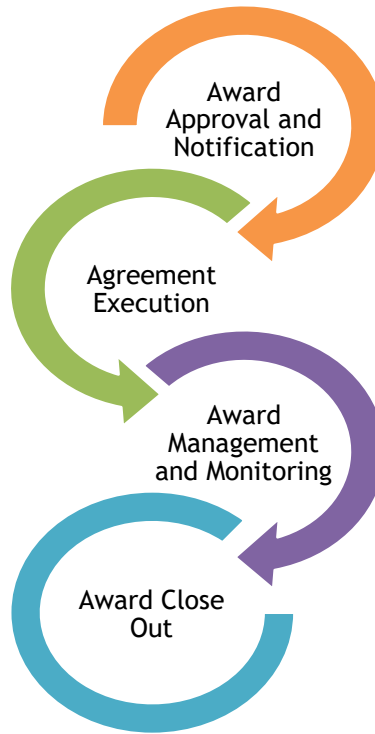
the awardee will notify the Department as soon as necessary in order to allow the Department the option of sending a representative.

## **Records Retention**

Records should be kept for at least three years after close of the award unless the award is a loan or grant/loan combination (in which case, documents must be maintained for the duration of the loan term, plus three years).

## Section 4: Award Management

### Awards Management Cycle



Award Approval and Notification	Agreement Execution	Award Management and Monitoring	Award Close Out
<p>Board of Public Works approval, if necessary.                      Press release/ blog post on DHCD website announces fiscal year projects.                      Awardee receives congratulatory letter.                      Department may celebrate with an announcement event.</p>	<p>Regional project manager drafts award agreement using standard language, with input from awardee.                      Regional project manager shepherds mutually agreed-upon agreement through execution cycle. Project may begin and funds may be drawn once award is fully executed.</p>	<p>Awardee implements project and reports progress quarterly to the Department.                      Awardee submits payment requests to draw down award funds.                      Awardee provides information to the Department to facilitate compliance with agreement requirements.</p>	<p>Awardee completes project or project phase in compliance with the project schedule.                      Awardee submits final report.                      Awardee hosts the Department at a final site visit or completes virtual final monitoring interview.                      Department sends a letter confirming award close.</p>

## Award Approval and Notification

- Award recommendations will be reviewed and approved by the Secretary of DHCD.
- The Division of NR will make a presentation of the recommendations to the Board of Public Works if the program is funded with General Obligation bonds and does not have a waiver.
- The DHCD will announce the awards and send congratulatory messages, either through the Project Portal and/or by letter, to the recipients. The awards may also be announced through a departmental blog post/press release and/or a special event.
- The Department will send messages, either through the Project Portal and/or by letter, to those applicants not awarded SRP funds.

## Agreement Execution

### *Award Agreement*

The Award Agreement is a legally binding contract between your organization and the State of Maryland.

- You and your organization are bound to the terms and conditions in the award agreement.
- Your contractors and/or fund subrecipients should be aware of those terms and conditions, as you will ensure compliance and are the legal contract holder. It is a best practice to maintain and develop your own program guidelines and/or memorandums of agreement with subrecipients for this purpose.

The Award Agreement includes standard language and exhibits specific to your project/program.

- I. Award Agreement (standard language related to program)
- II. Agreement Exhibit A - Project Description, Address, Special Conditions
- III. Agreement Exhibit B - Budget
- IV. Agreement Exhibit C - Timeline

Award agreement standard language: Names legal awardee, project name and award amount. Outlines policies and requirements for award compliance.

Project description: Scope of work for the award funds. Specifically, how will award funds be used in the project

- Will reflect any adjustment to scope as a result of partial funding

Address: Where the award funds will be used.



Special Conditions: Any condition placed on the award. Common conditions include submitting an official Certificate of Good standing for non-profit applicants, and/or any loan conditions. Usually there is also a timeline note for the condition.

Budget: A financial account of the project, listing award funds and any matching funds and their use.

- Only confirmed matching funds will be included.

Timeline: Project/program schedule. Timeline includes:

- Commencement Date - date or anticipated date when the award agreement is executed (required)
- Program activities schedule
- One-year anniversary date of execution, to commemorate a 50 percent drawdown of award funds (optional)
- Completion Date - date when the project is anticipated to be completed (usually two years from award execution date)
- Final Report Date - 45 days after project completion

## *Award Agreement Execution Process*

1. Once you have been notified of the award, your Regional project manager will be working on drafting the award agreement using a standard template.
  - a. Your regional project manager may consult with awardee to identify changes of project scope, budget, timeline and project impact and ensure all documents required for agreement are submitted. Award agreements are created and processed through the Project Portal System.
2. After internal review and approval, the Project Portal System will send a system email directing you to sign the agreement with instructions when an agreement has been approved.
3. After reviewing, the person authorized to sign legal documents must sign with a witness and return via the Project Portal. The person authorized to sign may be the highest elected official of the municipality; executive director of a nonprofit community development organization; or an official designee where the delegation of authority documentation has also been shared with DHCD.
  - a. Return any other documentation required by Special Conditions at that time.
4. Award agreement will go through final internal review and will be signed by the Secretary of DHCD with a witness.
5. The award in the Project Portal will be moved to active status, and award management activities will be performed in-system.

Award execution is when both parties have signed and witnessed the award agreement. Funds cannot be drawn down until after execution and special conditions have been met.

## Award Management and Monitoring

At this stage, the project/program may commence and you may begin drawing down funds.

- Your regional project manager will assist you with oversight and monitoring of the award/project and ensure that the program/project complies with the terms of the award agreement.
- Monitoring may involve “desk monitoring,” including quarterly report evaluation, processing requests for payment, and regular communication with you as the awardee. There may also be physical site visits including meeting with the award contact person, viewing the site, verifying financial paperwork, and attending ground-breaking and ribbon-cutting events and others as appropriate.
- Initiate Maryland Historical Trust review - determination must be made before work starts.
- Take note of and work toward satisfying any Special Conditions, including site control requirements and/or loan requirements.
- Project schedule - be aware of and work towards drawing down at least 50 percent of the award funds by the first anniversary of the award execution, and 100 percent drawn by the completion date listed on Exhibit B.

### *Requests for Payment*

- All requests for payment are submitted through our online portal: <https://projectportal.dhcd.state.md.us/>
- Program/project must be current on quarterly reports.
- MHT review must be complete for each address.
- Address must be in a Sustainable Community Area or other eligible area as required by the program.
- The request cannot include funding for activities outside of what is stated in the award agreement (Exhibit A).

Supporting documentation must be attached such as:

- Invoice and canceled check
- Executed AIA contract/invoice
- Receipts
- Sales contracts
- Ledger

- If the funds have been passed through the awardee, DHCD will require a copy of the canceled check and/or other transfer from awardee to sub-recipient.
- Evidence of advanced requests should be submitted before a subsequent advance is requested. There is a preference for reimbursement rather than advanced funds. If requesting advanced funds, there should be evidence of future expenditure, such as unpaid invoice for work to be performed, contract of sale, or other.
- Individual payment requests should be over \$3,000, although we encourage payment request amounts that exceed this guideline.

## *Quarterly Reports*

- Quarterly reports are due October 1, January 1, April 1, and July 1.
- Your first quarterly report is due the first quarter due date after your award agreement execution. For example, if your agreement was executed April 15, your first quarterly report is due July 1 of that year.
- Quarterly reports are required regardless of program/project progress.
- All reports are submitted through the online Project Portal.
- You may be asked to upload attachments such as pictures, MHT approvals, MBE quarterly report documentation, and others, such as reports related to site work status and related program data.
- Your regional project manager will review and approve the quarterly report.
- Your regional project manager may request clarification or corrections prior to report approval.

## *Modifications*

At its discretion, the Department may modify any provision of any grant, loan or other financial assistance in order to facilitate the successful completion or operation of a project. An award agreement modification may be requested by the awardee or initiated by the SRP Program.

- Request for modification may seek various changes to the award agreement:
  - Change project description and scope of work
  - Change project location/address
  - Extend project timeline or extend agreement
  - Allocate additional or transfer funds within the project budget
- You must submit a request for modification to the SRP Program via letter (may be in PDF form and submitted electronically over email).
- Your regional project manager will submit the request for DHCD approval. If approved, depending on the type of modification, you may receive a letter indicating modification approval; or the award will need to execute an amendment to the award agreement to make the legal changes.

## *Recaptures*

Your regional project manager will monitor the project to determine if the recapture of funds is appropriate. If recapture is indicated, DHCD may recommend a recapture and gain Program approval. Ideally, the recapture can be qualified as a voluntary recapture, meaning that the awardee voluntarily offers to relinquish the funds given the circumstances. If recapture of funds is approved, your regional project manager will initiate the recapture process. This would help position the project for funding when it is ready to proceed.

The following factors are for consideration for project eligible for recapture:

1. Project not expected to be completed.
2. Project significantly delayed without acceptable reason.
3. Reporting requirements are not being met and the project is delayed.
4. Funds are not being expended or the project came in under budget.

## Award Close Out

### *Final Monitoring and Close Out*

- The project is considered “Complete” once the program/project activities according to the award agreement have been concluded; a final report has been submitted; the award balance is \$0; and/or if the award agreement has expired and not extended.
- The last report should be a final report. The final report asks additional questions to the quarterly report.
- The final report will also include:
  - Certification that the program/project was completed as described
  - Pictures of the project, especially “before” and “after” pictures
  - Confirmation of the budget and total project cost
  - Confirmation of program/project expenditures
  - Confirmation of the satisfaction of any special conditions as required in the award agreement
  - Any cumulative program/project results should be discussed and detailed. Any supporting documentation for program/project data, such as address-level site work status and other, should be provided.

As part of the award close out process, your regional project manager will conduct the following activities:

- Confirm that program/project activities are complete.
- Verify award balances.
- Gather outstanding quarterly or final reports.
- Gather outstanding evidence expenditures for advances or budget match that have not already been collected.
- Confirm addresses.
- Confirm satisfaction of special conditions.
- Conduct a final monitoring. The monitoring can be done via in-person site visit or phone interview.

Once close out has been completed, you will receive a close out letter for your records.

# *Attachments*

**ORGANIZATIONAL DOCUMENTS**

The following documents are stored on the applicant’s “My Organization(s)” **Organization Profile/Organization Uploads page** of the DHCD Project Portal System and should be maintained at that location. These documents are shared by all funding programs managed within the system and are utilized by DHCD staff to review applications, process legal award agreements and amendments, and to issue payments.

Prior to the submission of a DHCD application, review these organizational documents and, where applicable, upload current documents and dates.

**ORGANIZATION LEGAL DOCUMENTS – REQUIRED OF ALL APPLICANTS** (Except where Noted)

- 1. IRS Taxpayer Identification and Certification W-9 Form**  
*The W-9 Form must be provided by applicant and will be used by the Department to verify Federal Identification to be consistent with State and Federal reporting and award payment methods.*
- 2. Operating Budget (Current Year)**
- 3. Operating Budget (Prior Year) - OPTIONAL**
- 4. Independent Financial Audit (Most Recent, as applicable), OR IRS Form 990 from the Prior Calendar Year**
- 5. Independent Financial Audit (Prior/as applicable) - OPTIONAL**

**ORGANIZATION LEGAL DOCUMENTS – REQUIRED OF NON-PROFIT ORGANIZATION APPLICANTS**

- 6. Articles of Incorporation**
- 7. By-Laws**
- 8. Internal Revenue Service - Letter of Determination**
- 9. Board of Directors List/ (Current Fiscal Year)**  
*Document should be official and dated (e.g. on letterhead, screen print webpage). Board members listed should currently be on the board.*
- 10. Charitable Registration Letter**  
*Under the Maryland Solicitations Act, charitable organizations soliciting in Maryland generally must file documents annually with the [Office of the Secretary of State](#). All applicants will need this documentation before any award can be executed.*

**PROGRAM/PROJECT REQUIRED DOCUMENTS – REQUIRED OF ALL APPLICANTS** (Except where Noted)

The following program/project-related documents must be completed and attached to the online grant application. Prior to the submission of a DHCD application, confirm that these documents have been uploaded to the “Attachments and Authorization” page of the application in the “Required Documents and Legal Exhibits” section.

<input type="checkbox"/>	<p><b>11. Disclosure Authorization</b> – <i>attach a completed and signed form to certify the application submission.</i></p>
<input type="checkbox"/>	<p><b>12. Corporate Resolution – NON-PROFITS ONLY</b> – <i>attach a completed and signed form to certify the application submission.</i></p>
<input type="checkbox"/>	<p><b>13. Local Government Resolution(s) – OPTIONAL</b> – <i>On behalf of all applicants, the Department will provide notice and opportunity to comment to an authorized official in the county or municipal government in which the project is located. If the Department does not receive any comments within sixty (60) days of notifying the local government of the projects within their jurisdiction, the Department will proceed to process the application.</i></p> <p><i>Where applicable and available, a local government resolution may be provided from the jurisdiction(s) where the program/project will take place.</i></p>
<input type="checkbox"/>	<p><b>14. Evidence of Good Standing – NON-PROFITS ONLY</b> – <i>attach a printed (PDF) screen shot of the applicant organization’s current status from the <a href="#">Maryland State Department of Assessments and Taxation (SDAT)</a> website.</i></p> <p><b><i>Do not purchase an official Certificate of Status for the purpose of application.</i></b> <i>Unless explicitly instructed by DHCD Program Staff, an official (un-expired) Certificate of Status is not needed to submit the application. You will be asked to purchase and provide a copy of the official certificate if awarded and at time of award execution.</i></p>
<input type="checkbox"/>	<p><b>15. Site Photo</b> – <i>attach at least one photograph of the program/project site location as a “before” image of the current conditions. Name the file to include the street address and the (approximate) date when the photo was taken, i.e. “123CharlesSt09-01-2020.jpg”.</i></p>

## EFT Vendor Set Up

- Comptroller's Office on EFT:  
<https://www.marylandtaxes.gov/divisions/gad/eft-program.php>
- The complete package should contain:
  - completed signed COT/GAD X-10 form
  - bank verification in the form of a voided check or bank letter stating account name, number and ABA routing number
  - W-9 (to confirm name of legal entity and Federal Employer No. (FEIN))
- Email the complete application package to: [GADCSC@marylandtaxes.gov](mailto:GADCSC@marylandtaxes.gov) or fax 410-974-2309.
- If GAD requested additional documents from the vendor, it is better for the awardee to send the entire application package.



# Sample Evidence for Proof of Expenditures - Invoice

## INVOICE

**Contracting Company Inc.**

**Date:** January 1, 2023

**Invoice Number:** 00001

**Bill To:** Ms. Business Owner

456 Main Street

Town City, MD 21201

Project: Rehabilitation at 456 Main Street

Description	Amount
Repointing brick on 456 Main Street	\$2,500.00
Window repair on 456 Main Street	\$500.00

**Total:** \$3,000.00



## Sample Project Review Submission for Historic Preservation Compliance

To: Neighborhood Revitalization Project Manager

From: Test Organization

Subject: 456 Main St - MHT Review Request

Good afternoon Project Manager:

Please see attached for the scope of work and pictures related to Project SRP-APP-2022-TestOrg-00001.

Address: 456 Main Street

Scope of work: Front facade brick repointing and minor repair to front bay window.

I have included the following attachments:

- 1) Work proposal from the chosen contractor
- 2) Before photographs that are representative of the proposed project
- 3) Exterior photographs
- 4) Relevant interior photographs

Thank you,

Typed Name

.....

**Three attachments**



**MINORITY BUSINESS ENTERPRISE (MBE) COMMITMENT PLAN**

**PROJECT NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Anticipated End Date: \_\_\_\_\_

The Developer(s) \_\_\_\_\_ Contact person \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

The General Contractor(s) \_\_\_\_\_ Contact person \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

\_\_\_\_\_ agrees to demonstrate a good faith effort to utilize Minority Business Enterprises (MBE) when establishing contracting or subcontracting opportunities for this project.

\_\_\_\_\_ agrees to demonstrate a good faith effort to solicit MBEs for contracting or subcontracting opportunities for this project through any or all of the following means listed in this MBE Commitment Plan.

\_\_\_\_\_ will monitor the success of MBE participation (Awards vs. Payments) on this project during progress meetings and through the quarterly payment reports submitted to the Department of Housing and Community Development (DHCD) Office of Fair Practices (OFP).

*I have reviewed this plan in its entirety and agree to demonstrate good faith efforts to provide Minority Business Enterprises (MBE) subcontracting opportunities on this project.*

\_\_\_\_\_  
The Developer(s) Signature                      Date                      General Contractor(s) Signature                      Date

\_\_\_\_\_  
DHCD's MBE Liaison Signature                      Date



## Minority Business Enterprise Program Requirements

### **Purpose**

The Office of Fair Practices (OFP) has the overall responsibility of assuring the Department of Housing and Community Development's (DHCD) Minority Business Enterprise (MBE) program is compliant with Federal, State, and local laws, regulations, policies and procedures. OFP monitors contracts for compliance and ensures that Good Faith Efforts (GFE) are being demonstrated to achieve or exceed Maryland's 29% MBE goal on applicable DHCD funded projects.

The MBE program was designed to increase the participation of minority and women-owned businesses in industries in which they have been historically underrepresented. The MBE program helps small businesses owned by socially and economically disadvantaged individuals to compete in the marketplace. Most importantly, this program is intended to prevent discriminatory practices and to create a leveled playing field in which MBE firms may compete fairly for Maryland taxpayer funded projects.

### **MBE Program Compliance**

Administrative desk audits and/or On-site compliance reviews (announced and unannounced) may be conducted to verify that participating MBE firms are performing a commercially useful function (CUF). To perform a CUF an MBE firm MUST be responsible for the execution of a distinct element of the work assigned to them from the contract and carries out its responsibilities by performing, managing and supervising the distinct element work involved.

Please ensure all MBE firms that will be utilized to meet or exceed the MBE Participation goal for this project are certified by Maryland Department of Transportation (MDOT) to perform the distinct element of the work assigned to them and/or have the applicable National American Industry Classification System (NAICS) code.

*\*Only MDOT MBE certified firms' participation will be counted towards the projects MBE Participation goal.*

### **MBE Program Requirements**

Email Quarterly MBE subcontractor Payment reports to OFP at [officeoffairpractices.dhcd@maryland.gov](mailto:officeoffairpractices.dhcd@maryland.gov) and the DHCD's Construction Project Manager on or before the 15th of each quarter for the duration of the project. If the reports are not received or not complete the project may be placed in non-compliance.

**Please Note:** If any problems occur with the performance of the MBE contractors' or they are unable to perform the applicable CUF, please contact OFP's Director at 301-429-7417 as soon as possible to ensure the appropriate mediation and/or add/removal process is utilized.

Developer's Initials \_\_\_\_\_

General Contractor's Initials \_\_\_\_\_



## **MBE Good Faith Efforts Best Practices**

The following is a list of types of actions which you should consider as good faith efforts to obtain MBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

**A.** Solicit through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified MBEs who have the capability to perform the work of the contract. Solicit this interest within sufficient time to allow the MBEs to respond to the solicitation and making appropriate steps to follow up initial solicitations.

**B.** Select portions of the work to be performed by MBEs in order to increase the likelihood that the MBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.

**C.** Provide interested MBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

**D.** Negotiate in good faith with interested MBEs. Make a portion of the work available to MBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available MBE subcontractors and suppliers, to facilitate MBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of MBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for MBEs to perform the work.

**E.** Negotiate with subcontractors, including MBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration.

*However, the fact that there may be some additional costs involved in finding and using MBEs is not in itself sufficient reason for a bidder's failure to meet the contract MBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from MBEs if the price difference is excessive or unreasonable.*

**F.** Not rejecting MBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities.

**Ex.** The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.

**G.** Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and minority/women business assistance offices; and other organizations



**Pre-Closing MBE Sub Contract Award Form**

Minority Firms Name	Cert #	Scope	Sub Contract Dollar Amount by firm	Sub Contract Percentage by firm
<b>Total value of all MBE Awards</b>				

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_





The Office of Fair Practices  
7800 Harkins Road  
Lanham, MD 20706  
(301) 429-7417  
Email: [officeoffairpractices.dhcd@maryland.gov](mailto:officeoffairpractices.dhcd@maryland.gov)

**Project Name:** Tidewater at Laurel  
**Address:** 6666 Power Drive  
Laurel, MD 20708

**Project Completion Date:** 8/20/2028

**Overall Contract Amount:** \$2,800,000.00

**Reporting Period:** 8/15/2022

**MBE Goal:** 29%

Minority Firms Name	Cert #	Scope	Total Base Contract Amount by firm	Total Change Orders to date	Total Base Contract Amount by firm + CO	Amount Paid This Reporting Period	Amount Paid To Date
ABC Trucking	11-234	Hauling	\$800,000.00	\$12,000.00	\$812,000.00	\$50,000.00	\$650,000.00
					\$0.00		
					\$0.00		
<b>SAMPLE QUARTERLY REPORT</b>					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
					\$0.00		
<b>Total value of all MBE Awards</b>			<b>\$800,000.00</b>	<b>\$12,000.00</b>	<b>\$812,000.00</b>	<b>\$50,000.00</b>	<b>\$650,000.00</b>
<b>Total MBE Awards as a % of subcontractable Opportunity including Change Orders</b>			<b>29%</b>				
<b>Total MBE Payments as a % of what has been paid to MBE Subs (Current MBE Achievement)</b>			<b>23%</b>				

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

<b>Prepared By:</b> _____	<b>(Type or Print) Title:</b> _____
<b>Signature:</b> _____	<b>Date:</b> _____
<b>Telephone Number:</b> _____	<b>Email Address:</b> _____