

## Frequently Asked Questions State Revitalization Programs Fiscal Year 2025 Application Round

### Commonly Requested Links

Regional Project Manager Contact Information

<https://dhcd.maryland.gov/Communities/Documents/SRP/PM-Map-ContactInfo.pdf>

For additional information and questions not answered below, reach out to your Regional Project Manager

FY25 Program Guidelines

<https://dhcd.maryland.gov/Communities/Documents/SRP/Program-Guidelines.pdf>

SRP Webpage

<https://dhcd.maryland.gov/Communities/Pages/StateRevitalizationPrograms>

Project Portal

<https://projectportal.dhcd.state.md.us>

For application submission related questions and issues please email your Regional Project Manager or System Support at [nrsystemsupport.dhcd@maryland.gov](mailto:nrsystemsupport.dhcd@maryland.gov)

### General SRP Questions

- Q: When is the application deadline and will it be extended?

A: Applications are due using our online Project Portal system by **Wednesday, June 26, 2024, at 3 p.m.** Completed applications may be submitted early. There is no deadline extension planned. The FY 2025 application period is similar to past year timelines.
- Q: For the FY25 round, are the application questions and the format the same as FY24?

A: Generally, the questions and format are the same as FY24. There may be some minor adjustments, which you can preview in a copy of the blank application (instructions below).
- Q: Is there a copy of the blank FY25 application available? Can it be downloaded from the portal without generating an actual application?

A: Yes, it can be found in the Project Portal under "Training Materials", located on the upper right hand corner on your Home Screen. The blank application can be found under Module 7A, pages 51-73.
- Q: What do I do if I'm logged into the Project Portal and I don't see open opportunities to begin the application process under the Dashboard?

A: Please reach out to your Regional Project Manager directly. Their contact



information can be found using the link provided at the top of this document.

5. Q: What makes an eligible CDO (Community Development Organization)?  
A: A CDO is a nonprofit organization which operates for the purpose of improving the physical, economic, or social environment of its geographic areas of operation. To demonstrate eligibility, the application requires a corporate board resolution, proof of good standing, and a charity certification with the State of Maryland. Prospective applicants that are not directly eligible to apply can partner with an eligible applicant.
6. Q: Can multiple lead writers with separate accounts work on the same application?  
A: Yes. Additionally, multiple users may be assigned to the organization's pending applications in the Project Portal through their own account.
7. Q: How do I know if my project is located in an eligible geographic target area?  
A: Most State Revitalization Programs require that a project be located in a Sustainable Community: <https://portal.dhcd.state.md.us/GIS/revitalize/index.html>. For exceptions to that criteria, reference the State Revitalization Program Guidelines or contact your Regional Project Manager.
8. Q: My organization is not located physically within a Sustainable Community but our program/projects falls within one. Am I eligible to apply?  
A: For any program, if the actual project is located within a Sustainable Community, even if your organization's headquarters is not in a Sustainable Community, you are eligible to apply for that project. For Community Legacy and Strategic Demolition Fund, the project may also be located in an Opportunity Zone for Allegany, Garrett, Somerset, and Wicomico Counties.
9. Q: What kind of properties require a Maryland Historical Trust (MHT) review? If the project site has a preservation easement, does it still need an MHT review?  
A: All properties undergoing award activities, including vacant lots, require MHT review. For properties with existing historical easements, property owners must work directly with MHT to have work within the easement boundary approved. Any work not covered by the easement will go through the normal compliance review in coordination with DHCD.
10. Q: Do applicants need to demonstrate site control of properties in order for their application to be eligible?  
A: Yes, proof of site control is required. For property acquisition applications, it is recommended to include a contract of sale or letter of intent in writing demonstrating future site control.
11. Q: Is there a minimum or maximum amount that applicants can request for their project? What is the average award amount?

A: There is no “typical amount” or cap on what you can request. Awards range from \$25,000 to several million depending on the project, the State Revitalization Program, and the submitted budget. Application reviews prioritize realistic budgets for projects that can be feasibly accomplished within the two-year award term.

12. Q: Can an applicant apply for more than one project or to more than one State Revitalization Program in a single round?

A: Yes, an eligible applicant may apply for more than one project, to more than one State Revitalization Program. It is not encouraged that an applicant submit the same project proposal to multiple funding sources.

### **Program-Specific Questions**

13. Q: As of the FY25 round, the SEED Community Development Anchor Institution Fund no longer requires a private match. The new 1:1 match requirement can be drawn from any source (private or public). Is this change retroactive to previous awards?

A: No, this change only applies to awards granted in the FY25 round. You will still be expected to document the match at time of application.

14. Q: What geographic locations are eligible for SEED funding?

A: Per the FY25 legislature changes, eligible SEED projects can be located in a Sustainable Community and/or a blighted area. Blighted areas are areas in which the majority of 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.

15. Q: For the Maryland Facade Improvement Program (MFIP), can an applicant apply for funding if they have an existing local facade improvement program in place? Or do they need to create a new program?

A: Yes, please note that you may need to adjust your own program guidelines to meet the MFIP requirements. You do not necessarily need to create a new program. Be sure to include a copy of your facade improvement program guidelines as part of the application.