



State Revitalization Programs FY27 Award Management Orientation

Strategic Demolition Fund - Statewide

Baltimore Regional Neighborhood Initiative

Community Legacy

SEED Community Development Anchor Institution Program

National Capital Strategic Economic Development Fund

Maryland Facade Improvement Program

Housekeeping Items

- Be aware **this webinar is being recorded.**
- Presentation materials and the recording will be posted to the website.
- Please mute yourselves; video is optional.
- Closed captioning: third button from the left with “cc.”
- There will be two Question & Answer periods during the presentation.
 - We will respond during the designated times.
 - Please do not use the “Hand Raise” feature.

To Access Q & A

- Click on “Meeting Tools” in the lower right corner of the screen, represented by nine dots in a square.
- Click on the Question-and-Answer feature.
- Click the “Ask a question” button. Then type your question and click “Post.”

Today's Agenda

MODULE 1: State Revitalization Programs

- Eligibility and Requirements

MODULE 2: Award Agreement

- Award agreement drafting and execution

MODULE 3: Award Management

- Award life cycle
- Awardee and MDHCD expectations
- Award agreement policy topics

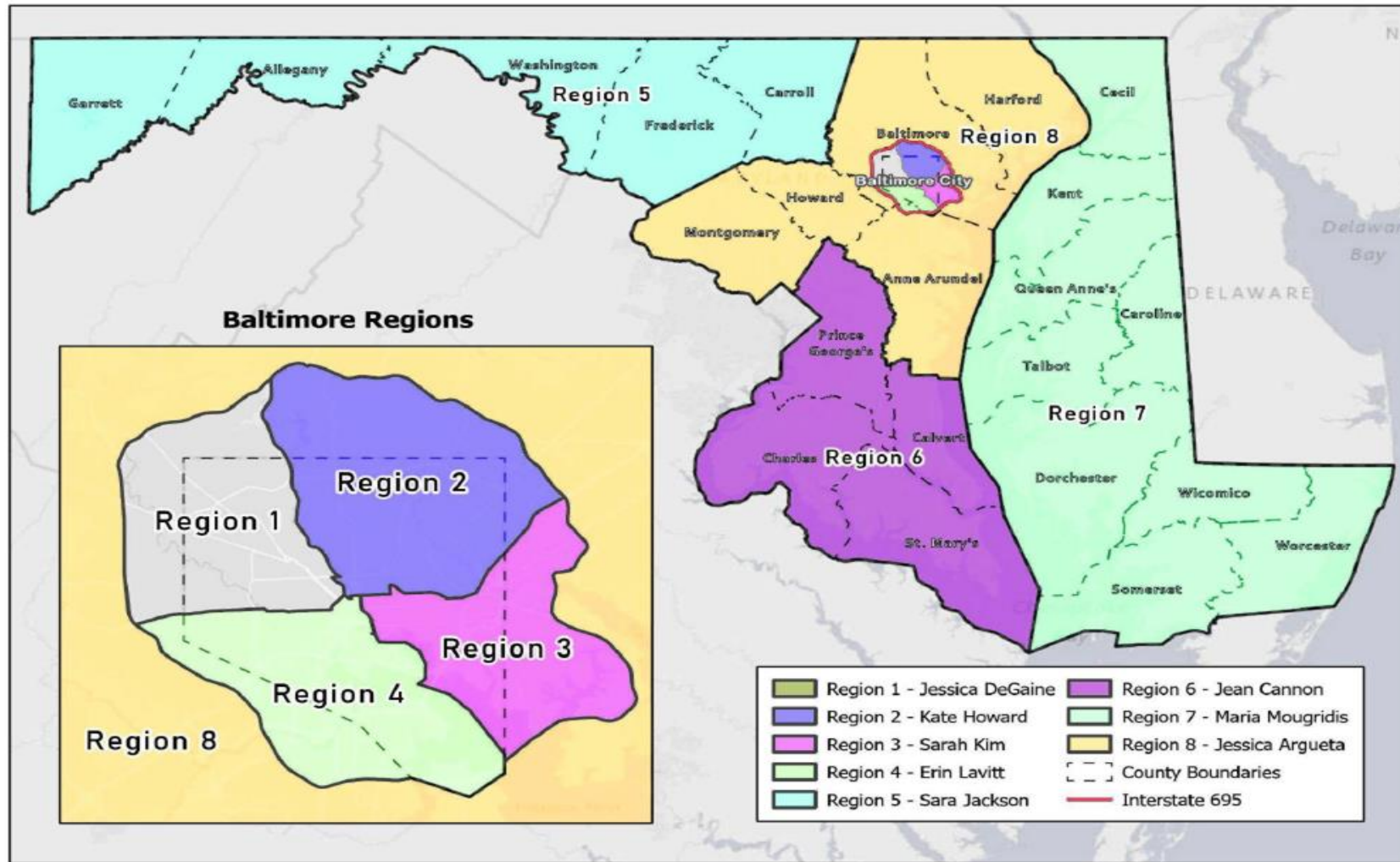
DIVISION OF NEIGHBORHOOD REVITALIZATION

- Work with local partners to bring new investment and vitality to Maryland's core communities.
- Offer a broad range of loan, grant and technical assistance programs to help:
 - Local governments
 - Non-profit organizations
 - Small businesses



Project Manager Map

DHCD State Revitalization Programs Project Manager Regions



State Revitalization Programs Eligibility and Requirements

Capital versus Operating Activities

CAPITAL

- “Bricks and sticks” -Land, structures, bricks and mortar
- 15-year shelf life
- Examples: Property acquisition, construction, architectural & engineering drawings, site development, demolition, deconstruction, rehabilitation
- DGS guidebook as a *general* reference: [DGS Guidebook](#)

OPERATING

- Costs associated with day-to-day operations of a program, organization, business, etc.
- Does not last 15 years
- Can be moved or is not directly related to real property
- Examples: Staff salaries, feasibility/planning studies, marketing, maintenance

STATE REVITALIZATION PROGRAMS

CAPITAL ONLY PROGRAMS

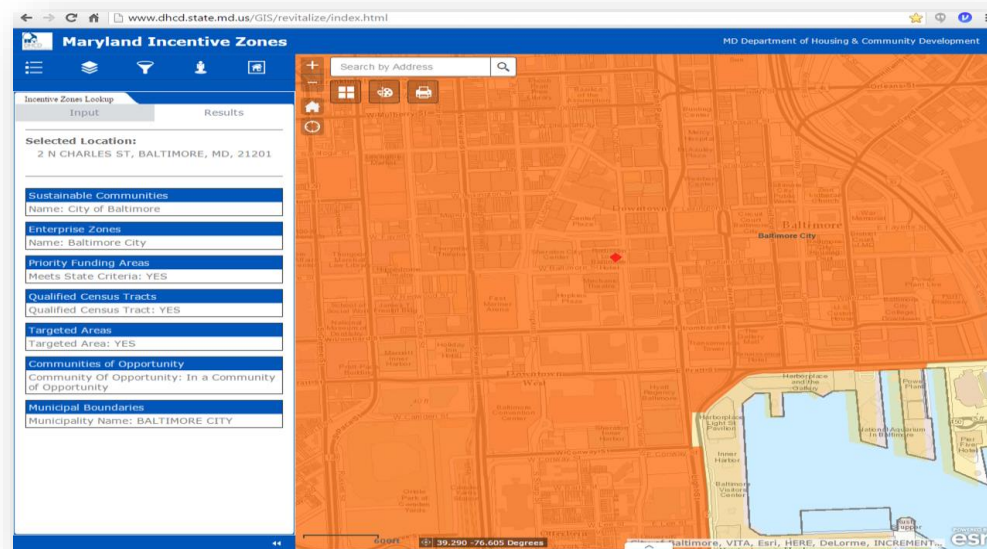
- **COMMUNITY LEGACY (CL)**
- **STRATEGIC DEMOLITION FUND - STATEWIDE (SDF)**
- **SEED COMMUNITY DEVELOPMENT ANCHOR INSTITUTION FUND (SEED)**
- **MARYLAND FACADE IMPROVEMENT PROGRAM (MFIP)**

CAPITAL AND OPERATING PROGRAMS

- **BALTIMORE REGIONAL NEIGHBORHOOD INITIATIVE (BRNI)**
- **NATIONAL CAPITAL STRATEGIC ECONOMIC DEVELOPMENT FUND (NED)**

Geographic targeting - Sustainable Communities

- Projects must be located in a Sustainable Community
- Select programs have other geographic requirements (Opportunity Zones, “blighted areas”)
- Use Neighborhood Revitalization mapper to confirm:
[Neighborhood Revitalization Mapper 4.0](http://www.dhcd.state.md.us/GIS/revitalize/index.html)



Site Control

- Site control is the “legal nexus” between the awardee and a particular site. 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. Required at time of award agreement execution or at time of request for payment for a program

Evidence of site control

- A document (signed by party with ownership interest) that links to DHCD Awardee such as a Memorandum of Understanding
- SDAT print out 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)
- HUD-1/Closing Disclosure
- Sometimes it takes more than one document, e.g., if Awardee is acting as a pass-through.
- For facade improvement programs, the business application should include evidence of site control, although if repairs are minor in nature it is not required to provide to MDHCD

Maryland Historical Trust (MHT) Review

- A historic preservation review is required for all capital projects prior to starting work. If work is already underway or imminent, please contact your Project Manager ASAP.
- 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 reach out to your Project Manager to confirm.
- The project will be reviewed by MDHCD's Historic Preservation Officer who will decide or forward the project to the Maryland Historical Trust for review and determination. **DO NOT** submit projects directly to the Trust.
- When ready, send the following information to your Regional Project Manager and they will initiate the review: (next slide)

Information Needed:

- 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, 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, CDBG, Home funds, CDA loans, etc.)

Special Conditions

- Please refer to your award agreement - Exhibit A, Special Conditions
- Any and all special conditions will be listed here, such as:
 - Require certificate of good standing for award execution
 - Loan requirements
 - Site control requirements
 - HB 1210

Special conditions need to be satisfied before funds can be disbursed

Special Conditions - FY 27 Projects

- The FY27 SRP awards are based on the FY26 applications (unless recipient is receiving designated funds).
- If the project description and/or the scope of work is no longer accurate, **CONTACT YOUR ASSIGNED PROJECT MANAGER IMMEDIATELY.**

Award Life Cycle

1. Project proposal submission
2. Review process, recommendations, approvals
3. Agreement drafting and execution
4. Active award management
5. Award monitoring
6. Award close out

The Award Agreement

- Award Agreement (**standard language** related to program)
- Exhibit A - Project Description, Address(es), Special Conditions
 - Will reflect any adjustment to scope as a result of partial funding
- Exhibit B - Budget
 - Only confirmed funding will be included
 - reminder SEED requires a match
- Exhibit C - Timeline
 - Must include Commencement and Completion Dates.
 - Typical dates include:
 - 07/01/2026 Commencement Date
 - 12/31/2028 Completion Date
 - 02/14/2029 Final report Due

Award Agreement Drafting and Execution - Process

- 1) Regional Project Manager drafts Award Agreement
- 2) Agreement goes through internal approval process
- 3) Agreement is approved and ready for signature
- 4) Authorized Official signs with a witness
- 5) Final Review & Execution

Award Agreement Drafting and Execution - Instructions

- 1) Regional project manager creates the award agreement using our standard template.
- 2) Draft agreement goes through internal review and approval, and your project manager will reach out with any questions and missing documentation needed.
- 3) Project Portal will send a system email directing you to sign the agreement with instructions when an agreement has been approved and is ready for signature.
- 4) After reviewing, the Authorized Official must sign with a witness and return via the Project Portal
 - a) Upload signed and witnessed agreement
 - b) Return signed agreement in-system with required attachments (next slide)
 - c) Agreement must be returned within 60 days of receipt.
- 5) Award agreement will go through final review and will be signed by the Secretary of DHCD for execution
 - a) Funds cannot be disbursed until after execution and completion of special conditions

Award Agreement Drafting and Execution - Attachments

Complete Agreement Package must include:

- 1) Witnessed and signed Grant Agreement
 - a) Scanned PDF, DocuSign PDF as an upload acceptable (no pictures)
- 2) Official Certificate of Good Standing (nonprofit CDOs)
 - a) You must attach the official certificate (paid copy) as a PDF.
- 3) Charitable Registration
 - a) Print screen showing up-to-date registration OK
 - b) If “pending,” proof of application and payment required
 - c) If exempt due to organization type, official letter should be attached
- 4) Corporate Diversity Addendum - if any changes from application
- 5) Site control evidence and other Special Conditions as required

Submitting the signed agreement

NOTE: The person authorizing and signing the Agreement must also appear on the Awardee's Signature Authorization documents. If the person signing the Agreement does not appear on the current Signature Document(s), contact your SRP Project Manager to provide an updated Corporate Resolution.

Print | Save

Award Agreement for Awardee Signature:

Attention

STEP 5. UPLOAD THE AWARDEE-SIGNED AWARD AGREEMENT

Scan all pages of the signed Award Agreement as a PDF and attach in the field below.

Awardee-Signed Award Agreement Upload:

Browse Drag Files Here

agreement.pdf
939.16 KB

STEP 6. UPLOAD ANY OTHER SUPPORTING DOCUMENTS AS REQUESTED BY THE PROGRAM STAFF

If new or additional documents have been requested by the SRP Program Staff (as described in the SRP Staff Notes above); use the upload rows below to attach revised or additional documents.

Common items requested may include: revised and signed Disclosure Authorization or Corporate Resolutions Forms, additional Site Control or MHT Review for properties, and or MOUs or partnership agreements for subrecipients.

For each attachment, provide a short description of the file. Click the plus (+) button to add another upload row.

File Upload

File Description

Browse Drag Files Here



STEP 7. SUBMIT THE SIGNED AWARD AGREEMENT

Status Options

SUBMIT SIGNED AGREEMENT

DECLINE AWARD

Related Documents

Initiate Related Doc

1) Upload your signed award agreement here.

2) Upload additional documentation here (Certificate of Good Standing, etc.)

3) Hit save, then submit your signed agreement.



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

Questions?

Please type your questions in the Q&A box.

State Revitalization Programs Awardee Expectations

Awardee Expectations

Active Award Management

- Financial disbursements
- Quarterly reporting
- Regulatory requirements

Monitoring

- Site visits
- Technical assistance

Award Closeout

- Final reporting and success indicators
- Final monitoring
- Financial reconciliation

Awardee Expectations

- Quarterly progress reports are due on **July 1, October 1, January 1 and April 1**
 - Final report due within 45 days of project completion.
- Project should be completed within the two year life cycle of the agreement.
 - At least 50 percent of the award funds should be drawn by the first anniversary of the award execution.
- Payment requests - encourage electronic funds transfer (EFT) rather than paper checks
- Maryland Historical Trust determination must be complete before work starts.

Awardee Expectations cont'd..

- Provide any additional documents or information, including project metrics and address-level information when requested.
- The organization must be in good standing with SDAT and current status with charitable registration.
- 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).

Program Expectations

- Requests for payment are processed and disbursed within 45 days of approval by the Comptroller's Office.
- Provide technical assistance related to project ideas, Sustainable Communities planning, general neighborhood revitalization improvements and state-wide best practices.
- Advise on agreement questions such as eligible expenses, modification requests, etc.
- Help us help you help your community!

Requests for Payment

MUST:

- be submitted through our online [Project Portal](#) for eligible expenses only
- be current on most recent quarterly reporting
- include eligible supporting documentation and evidence
- complete MHT review & approval
- provide site control (if applicable)

CANNOT:

- request funding for activities outside of what is stated in the award agreement (Exhibit A or Exhibit B)

Acceptable supporting documentation:

- invoices/receipts
- cancelled checks/proof of wire
- executed AIA contract
- sales contract/HUD-1
- payroll/ledger

Additional considerations:

- If the funds are going to a subawardee, 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.
- It is recommended that individual payment requests be over \$3,000.

Requests for Payment

- all requests for payment should include a cover sheet

RFP Number	Address	MHT Date	Vendor Name	Activity Description	Budget Line Item Type	Invoice Date	Total Invoice Amount	Amount Requested	Check or Transfer Number	Advance Y/N

EFT Vendor Set Up

- Comptroller's Office: [Electronic Funds Transfer/ACH for Vendors](#)
- The complete package should contain:
 - completed signed 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 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.

Disclosing conflicts of interest

- Conflicts of interest or potential conflicts of interest must be disclosed
- Awardees should have a “conflict of interest policy”
- Examples of potential conflicts of interest:
 - Businesses or properties owned by board members at the proposed site
 - 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

Cybersecurity

The awardee is responsible for curing any default resulting from fraud or misappropriation of the DHCD funding. It is recommended that the awardee has cybersecurity protocols in place to prevent fraudulent activity that involves award funds.

Department signs and ceremonies

We love to celebrate our neighborhood revitalization successes with you!

- Please remember to invite DHCD to groundbreaking and ribbon cutting events
 - DHCD would like the option to send a representative
- The Department may also request the display of a DHCD sign
- To invite Secretary Day or other DHCD senior leadership, use the Schedule Request Form
 - [Schedule Request Form](#)

Records retention

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

Awardee Compliance

Awardee is responsible for complying with all requirements as outlined in the award agreement. This includes:

- Submitting required progress reports on time
- Providing evidence of spent award funds and other required documentation
- Respond to Department-initiated correspondence in a timely manner

Failure to meet requirements will put the award at risk for default and eventual termination resulting in a recapture of award funding. Non-compliance and overall negative performance may impact other Departmental awards regardless of the program. The awardee should demonstrate good stewardship of State funding.

Award Management Best Practices

- Contact your assigned regional project manager with questions or concerns
- Review resources on MDHCD's website including the Awardee Policy Guide and program guidelines
- At the time of award execution:
 - Review any listed special conditions, e.g. submission of current Certificate of Good Standing, loan documents, MOU, etc
- Prior to the first disbursement:
 - Review budget requirements and special conditions
 - Verify MHT approval, Sustainable Community eligibility and documented site control evidence for all project addresses
- Prior to subsequent disbursements:
 - Current with quarterly reports
 - Verify previously advanced funds are fully documented
 - Verify MHT approval, Sustainable Community eligibility and documented site control evidence for all new project addresses

Award Management Best Practices cont'd..

- Modification Requests
 - Quarterly Requests: June 1, September 1, December 1, March 1
- Consider a process for collecting and submitting address-related scope information
- Facade improvement program example:
 - Facade application should include proposed address(es), description of scope of work, interior and exterior pictures, Sustainable Communities address verification, proof of business owner lease or ownership
 - This packet can be submitted to satisfy several requirements at once

Final Monitoring and Close Out

- A final report is due within 45 days of project completion (Exhibit C)
 - If all funds are disbursed and evidence of advanced funds have been documented, the project may be considered “complete”
- The final report requires additional narratives and responses including project/program outputs and success indicators
- MDHCD should be able to visit (monitor) the project/program during the life of the award
- MDHCD will move forward with final monitoring and close out activities once a final report has been submitted and approved
 - Final monitoring may be in-person site visit or through a phone interview
 - Includes financial reconciliation
 - Close out letter will be sent if all conditions are determined to be met

FY27 Award/Program Impact Data

- **Objective: Quantify and report on the results of your project or program**
- Update your anticipated results based on the awarded funds
 - From: “What will you accomplish with the requested funds?”
 - To: “What will you accomplish with the awarded funds?”
- Provide updates on your progress in your quarterly and final reports
 - “What have you accomplished so far?”
- Not all questions will apply - only answer those that do
 - You must answer at least one question
 - Use the “Other” question option to describe your proposed project or program if needed

FY27 Award/Program Impact Data - Example

IMPACT DATA TABLE

IMPACT DATA QUESTION		NUMERICAL VALUE		
		Anticipated / Applied	Awarded	Progress To-Date
Facade Improvement Programs		Anticipated / Applied	Awarded	Progress To-Date
1. Total number of facade improvements <i>(automatically calculated 1.1 to 1.3)</i>		10	0	0
	1.1 Residential facade improvements	0	<input type="text" value="0"/>	<input type="text" value="0"/>
	1.2 Commercial facade improvements	10	<input type="text" value="0"/>	<input type="text" value="0"/>

Project Portal Support

nrsystemsupport.dhcd@maryland.gov

The screenshot shows the dashboard of the Neighborhood Revitalization DHCD Project Portal Grants Management System. The browser address bar shows the URL: projectportal.dhcd.state.md.us/Dashboard?InMobile=False. The header includes the Maryland Department of Housing and Community Development logo and the text "NEIGHBORHOOD REVITALIZATION DHCD Project Portal GRANTS MANAGEMENT SYSTEM". The navigation menu contains "Home", "Administration", "Searches", and "Reports". The user profile is "Olivia Ceccarelli-McGonigal".

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

My Tasks

> Filter

Training Materials

Current DHCD Application Schedule

DHCD Project Portal - Introductory Training Webinars

- Session 1 Video - Recorded March 5, 2024
- Session 1 Q & A
- Session 2 Video - Recorded March 8, 2024
- Session 2 Q & A

DHCD Project Portal (IGX) Manual - System Overview Module

- Module 1: System Introduction
- Module 2: Registration and Login
- Module 3: Navigation and Profile

Community Development & Services (CDS) - Module 4

- Module 4A: CDS Application Training
- Module 4B: CDS Request for Payment Training
- Module 4C: CDS Progress Report Training

State Revitalization Programs (SRP) - Module 7

- Module 7A: SRP Application Training

Congratulations on your award!
Please reach out to your regional project manager directly with additional questions, we're here to help you navigate this process.

[Awardee Policy Guide](#)

Questions?

Please type your questions in the Q&A.

Regional Project Managers – Baltimore City Team Contact List

REGION 1: Northwest Baltimore City

Jessica DeGaine, Project Manager, 410-209-5851, jessica.degaine@maryland.gov

REGION 2: Northeast Baltimore City

Kate Howard, Program Officer, 410-209-5824, katherine.howard@maryland.gov

REGION 3: Southeast Baltimore City

Sarah Kim, Project Manager, 410-209-5836, sarah.kim1@maryland.gov

REGION 4: Southwest Baltimore City

Erin Lavitt, Project Manager, 410-209-5828, erin.lavitt@maryland.gov

Regional Project Managers – Statewide Team Contact List

REGION 5: Western Maryland: Allegany, Carroll, Frederick, Garrett, Washington

Sara Jackson, Project Manager, 410-209-5812, sara.jackson@maryland.gov

REGION 6: Southern Maryland: Calvert, Charles, Prince George's, St. Mary's

Jean Cannon, Program Officer, 410-209-5806, jean.cannon@maryland.gov

REGION 7 Eastern Shore: Cecil, Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester

Maria Mougridis, Project Manager, 410-209-5803, maria.mougridis@maryland.gov

REGION 8: Central Maryland: Anne Arundel, Baltimore County, Harford, Howard, Montgomery

Jessica Argueta, Project Manager, 410-209-5848, jessica.argueta@maryland.gov



Thank you!

Larry Brown, Jr.

Assistant Director, Baltimore City Revitalization Programs

larry.brownjr@maryland.gov

410-209-5819

Garland Thomas

Assistant Director, State Revitalization Programs

garland.thomas1@maryland.gov

410-209-5810



DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary