State Revitalization Programs FY26 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

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Julia Glanz, Deputy Secretary

Today's Agenda

Housekeeping:

-We will be recording this webinar and can share the presentation afterward
-During the presentation please add any questions directly to the chat and we will have two question & answer sessions (after Module 1 and 3)

MODULE 1: State Revitalization Programs Eligibility and Requirements

MODULE 2: Award Agreement
- Award agreement drafting and execution
- Demonstration: How to return your signed award agreement
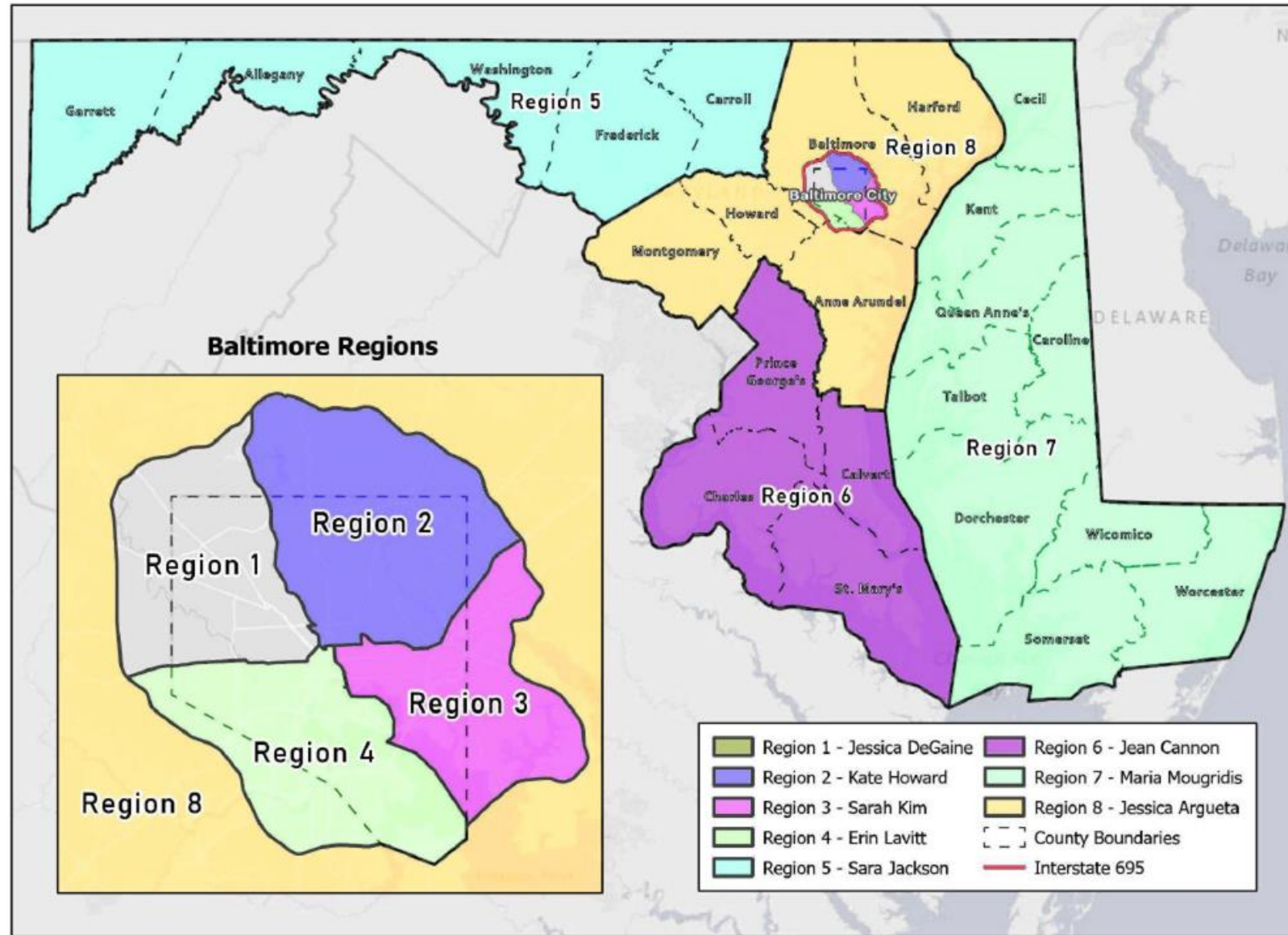
MODULE 3: Award Management
- Award life cycle
- Awardee and MDHCD expectations
- Award agreement policy topics
- Demonstration: How to use the Sustainable Community Mapper

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

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DHCD State Revitalization Programs Project Manager Regions

Regional Project Managers

As of July 2025

Baltimore Regions (Inside I-695)

REGION 1:
- Northwest Baltimore City and County

Jessica DeGaine
Project Manager
Office Phone: 410-209-5851
Cellphone: 443-827-5322
Email: jessica.degaine@maryland.gov

REGION 2:
- Northeast Baltimore City and County

Kate Howard
Program Officer
Office Phone: 410-209-5824
Cellphone: 410-591-9913
Email: katherine.howard@maryland.gov

REGION 3:
- Southeast Baltimore City and County

Sarah Kim
Project Manager
Office Phone: 410-209-5836
Cellphone: 410-693-1918
Email: sarah.kim1@maryland.gov

REGION 4:
- Southwest Baltimore City and County
- Northern Anne Arundel

Erin Lavitt
Project Manager
Office Phone: 410-209-5828
Cellphone: 443-462-2716
Email: erin.lavitt@maryland.gov

Statewide Regions (Outside I-695)

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

Sara Jackson
Project Manager
Office Phone: 410-209-5812
Cellphone: 443-827-1593
Email: sara.jackson@maryland.gov

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

Jean Cannon
Program Officer
Office Phone: 410-209-5806
Cellphone: 443-679-8523
Email: jean.cannon@maryland.gov

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

Maria Mougridis
Project Manager
Office Phone: 410-209-5803
Cellphone: 443-462-8126
Email: maria.mougridis@maryland.gov

REGION 8:
Central Maryland
- Anne Arundel (outside I-695)
- Baltimore County (outside I-695)
- Harford
- Howard
- Montgomery

Jessica Argueta
Project Manager
Office Phone: 410-209-5848
Cellphone: 443-651-0658
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Other Contacts

Melissa Archer, Historic Preservation Officer
- melissa.archer2@maryland.gov
- 410-209-5820

Tynan Stevenson, Sustainable Communities Program
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- 410-209-5811

Alexandra Laham, Project Manager
- alexandra.laham@maryland.gov
- 410-209-5825

State Revitalization Programs
Eligibility and Requirements

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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:

https://dgs.maryland.gov/Documents/grants/CGL_Booklet.pdf

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

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STATE REVITALIZATION PROGRAMS

CAPITAL ONLY PROGRAMS

- **COMMUNITY LEGACY (CL)**

- **STRATEGIC DEMOLITION FUND - STATEWIDE (SDF)**

- **SEED COMMUNITY DEVELOPMENT ANCHOR INSTITUTION FUND (SEED)**

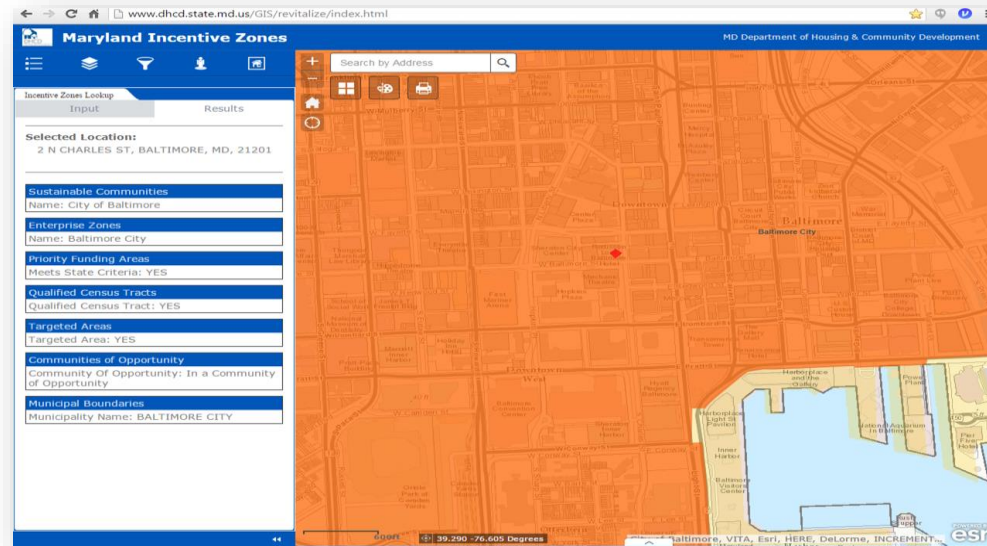- **MARYLAND FACADE IMPROVEMENT PROGRAM (MFIP)**

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:

http://portal.dhcd.state.md.us/GIS/revitalize/index.html

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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 make a determination 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)
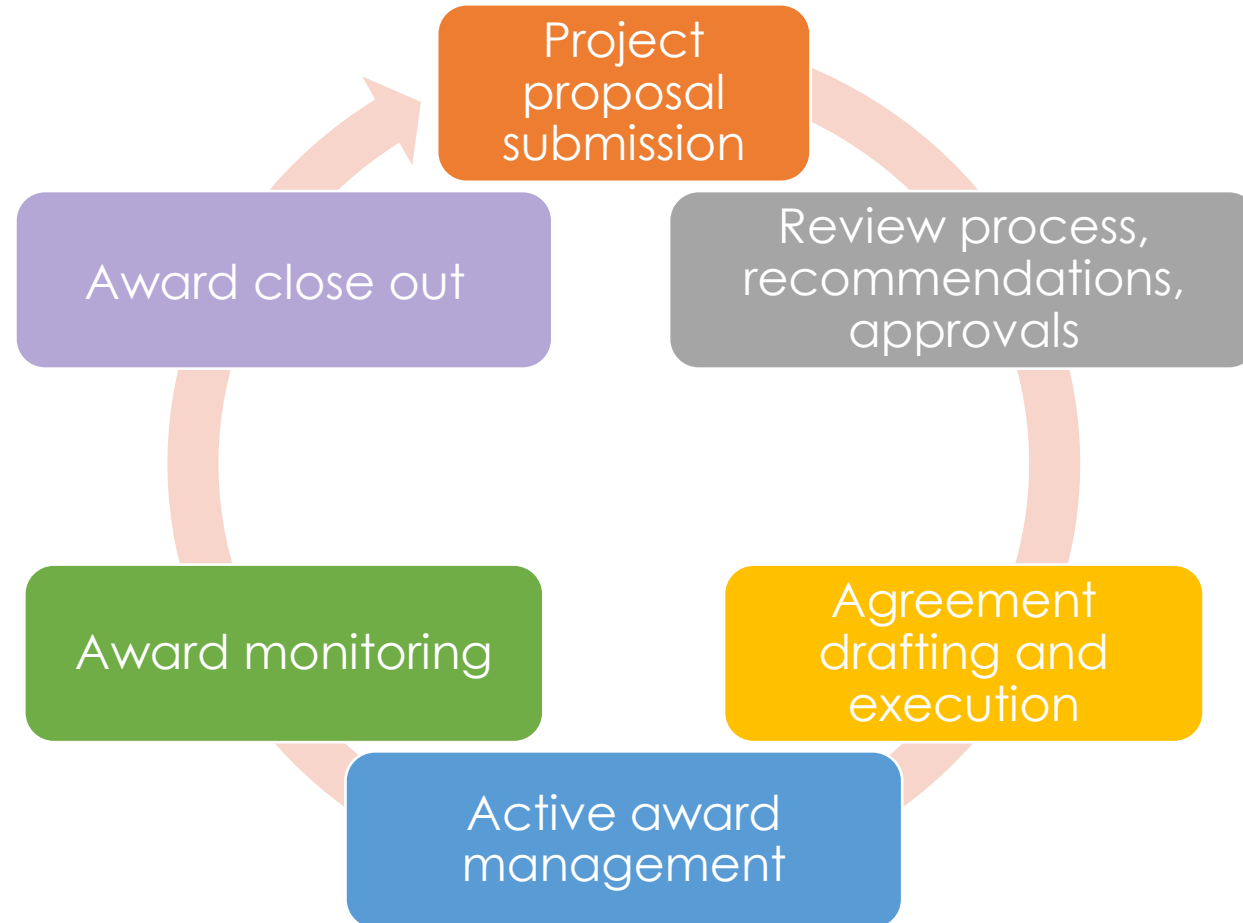
Information Needed:

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.)

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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 – Corporate Diversity affidavit

  Special conditions need to be satisfied before we can disburse funds

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Award Life Cycle

Project proposal submission → Review process, recommendations, approvals → Agreement drafting and execution → Active award management → Award monitoring → Award close out

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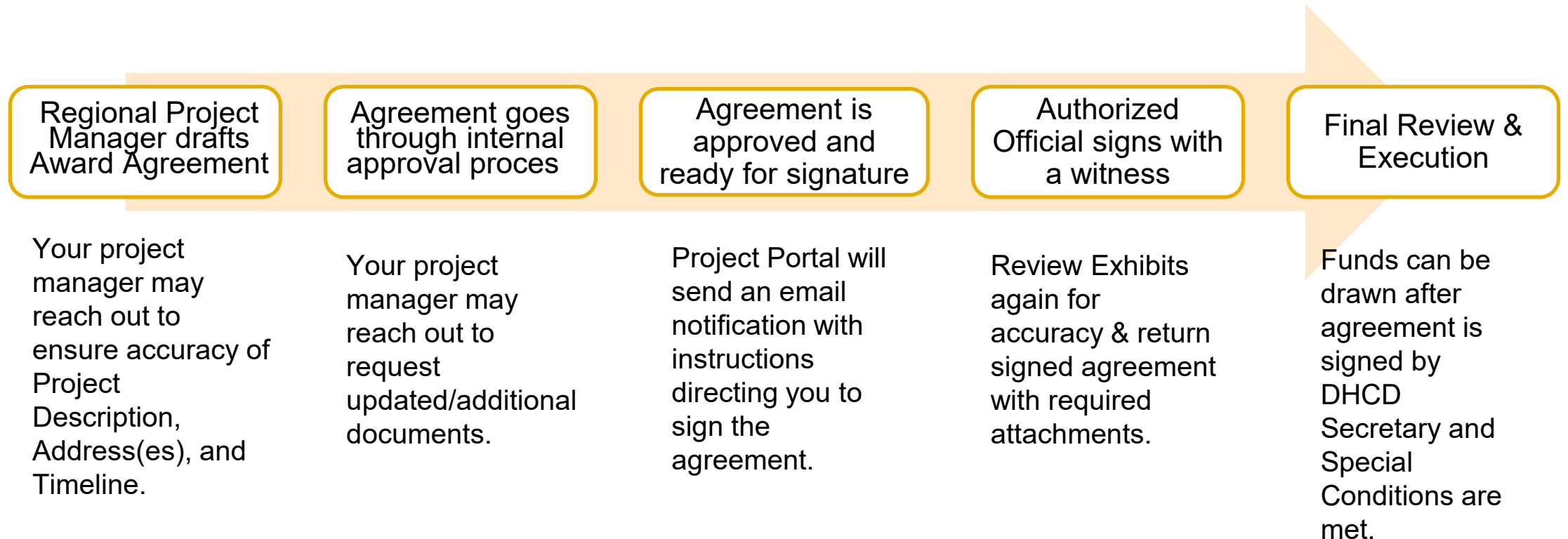Jacob R. Day, Secretary
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The Award Agreement

- 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 and required matching funding will be included
- Exhibit C - Timeline
  - Must include Commencement and Completion Dates.
  - Typical dates include:
    - 01/01/2026 Commencement Date
    - 06/30/2028 Completion Date
    - 08/15/2028 Final report Due

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FY26 Project Impact Data Sheet

- Objective: Quantify the results of your proposed project or program
    - "What will you accomplish with the <u>requested</u> funds?"
    - Estimates are OK!
- 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
- If your application is successful, you will update your answers based on the awarded funds
    - "What will you accomplish with the <u>awarded</u> funds?"
- Provide updates on your progress in your quarterly and final reports
    - "What have you accomplished <u>so far</u>?"

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Award Agreement Drafting and Execution - Process

Regional Project Manager drafts Award Agreement	Agreement goes through internal approval proces	Agreement is approved and ready for signature	Authorized Official signs with a witness	Final Review & Execution
Your project manager may reach out to ensure accuracy of Project Description, Address(es), and Timeline.	Your project manager may reach out to request updated/additional documents.	Project Portal will send an email notification with instructions directing you to sign the agreement.	Review Exhibits again for accuracy & return signed agreement with required attachments.	Funds can be drawn after agreement is signed by DHCD Secretary and Special Conditions are met.

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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 drawn down until after execution and special conditions have been met

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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

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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

| Browse | Drag Files Here |

File Description

+

STEP 7. SUBMIT THE SIGNED AWARD AGREEMENT

Status Options

SUBMIT SIGNED AGREEMENT

DECLINE AWARD

Related Documents

📄 Initiate Related Doc

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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.

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Questions?

Please type your questions in the Q&A.

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State Revitalization Programs
Awardee Expectations

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Award Management

Active Award Management	Monitoring	Award Closeout
• Financial disbursements • Quarterly reporting • Regulatory requirements	• Site visits • Technical assistance	• Final reporting and success indicators • Final monitoring • Financial reconciliation

Awardee Expectations

- <mark>Quarterly progress reports are due on **July 1, October 1, January 1 and April 1**</mark>
  - Final report due within 45 days of project completion.

- Project should be completed in two years of the agreement execution date.
  - 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.

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Awardee Expectations

- Provide any additional documents or information, including project metrics and address-level information when requested.

- The organization should be in good standing with SDAT and have up-to-date 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).

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Program Expectations

- Requests for payment are processed and disbursed approximately 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!

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Requests for Payment

MUST:

- be submitted through our online portal for eligible expenses only
  - https://projectportal.dhcd.state.md.us/
- 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)

Acceptable supporting documentation:

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

Additional considerations:

- 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.
- It is recommended that individual payment requests be over $3,000.

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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 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

- You must disclose conflicts of interest or potential conflicts of interest

- You should have a "conflict of interest policy"

- 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

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 your 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
  - https://dhcd.wufoo.com/forms/scheduling-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 Non-Compliance

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

- Submitting required progress reports on time and
- Providing evidence of spent award funds, among others.
- There is also an expectation that awardees will 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 program. The awardee should demonstrate good stewardship of State funding.

Award Management Best Practices

- Contact your regional project manager with any questions or concerns
- At the time of award execution:
  - Any special conditions, e.g. send in Certificate of Good Standing with signed award agreement? Loan documents?
- Prior to the first disbursement:
  - Budget requirements, all special conditions satisfied?
  - MHT determination, SC check and site control evidence for all addresses?
- Prior to subsequent disbursements:
  - Evidence of previously advanced funds to be submitted?
  - Current with quarterly reports?
  - Budget requirements, all special conditions satisfied?
  - MHT determination, SC check and site control evidence for all addresses?

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Award Management Best Practices cont'd
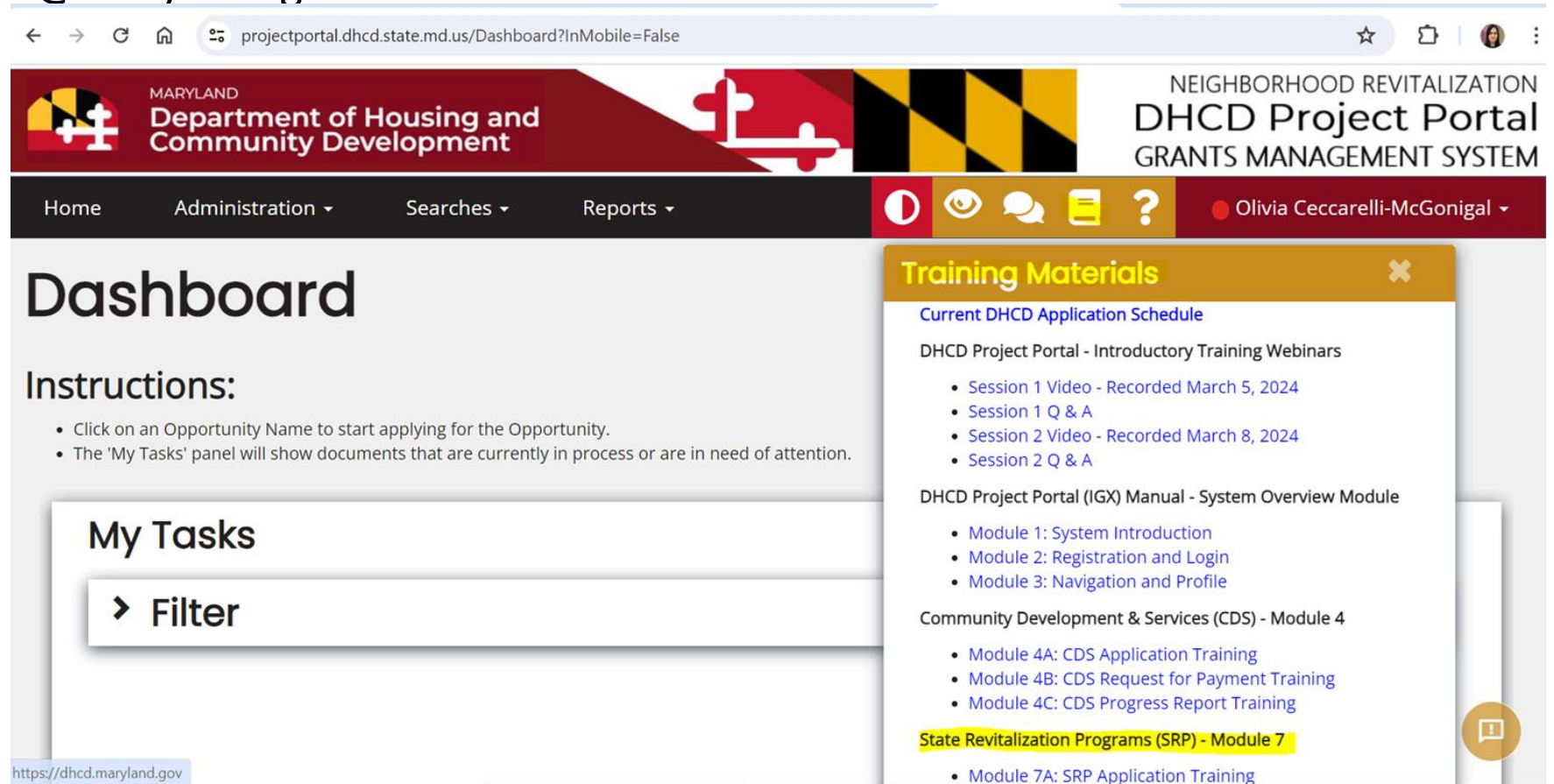
- Consider a process for collecting and submitting address-related scope information

- Facade improvement program example:
  - Application requires address, description of scope of work, interior and exterior pictures, Sustainable Communities check, proof of business owner lease or ownership.
  - This packet can be submitted to satisfied several requirements at once.

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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 received, the project may be considered "complete"

- Final report asks additional questions and updates including project/program outputs and success indicators.

- MDHCD should be able to visit (monitor) your project/program during the life of the award.

- MDHCD will be able to move forward with final monitoring and close out once a final report has been approved

  - Final monitoring can be in-person site visit or phone interview
  - Includes financial reconciliation
  - Close out letter will be sent if all conditions are determined to be met

Project Portal Support

nrsystemsupport.dhcd@maryland.gov

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.

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