



Project Restore 2.0 (FY24)

How to Submit a Completion and Final Report

This session will be recorded

Purpose & Goals of the Session

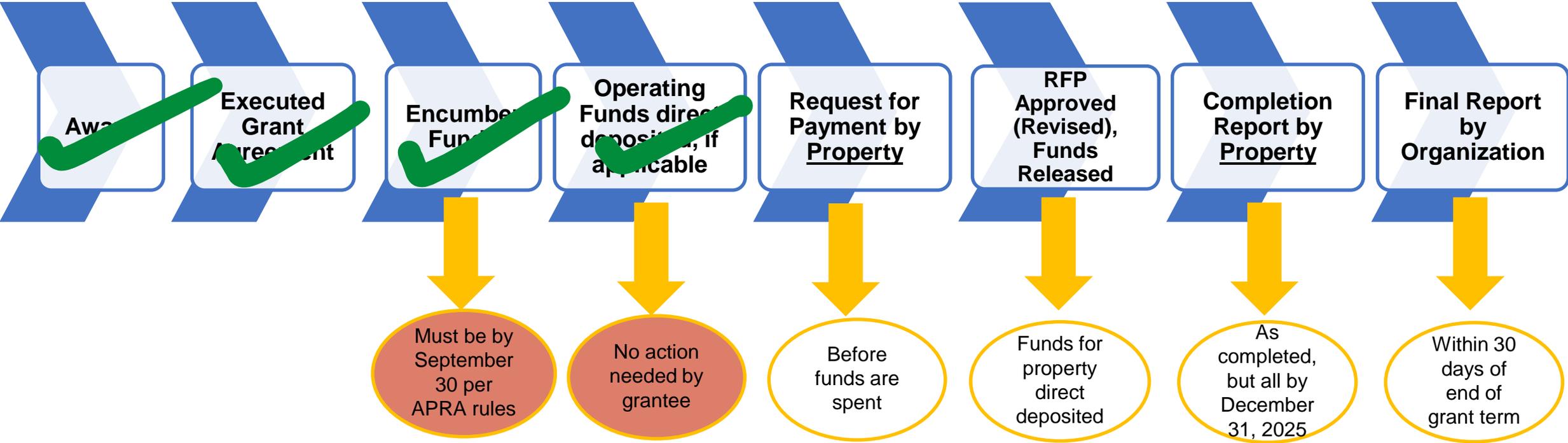
- Overview of the timeline of the program
- Reporting requirements generally
- How to Submit a Completion Report
- How to Submit a Final Report
- Q&A



Project 
RESTORE_{2.0}



Overview of Timeline



Grant term ends December 31, 2025; all funds must be expended and businesses open!



Reporting Requirements Generally

Completion Report

by Awarded Property

1 Approved RFP = 1 Completion Report

If you have 3 awarded properties with 3 approved RFPs, then that's 3 Completion Reports you'll submit

The Completion Report tells us that the project is, you got it, complete and the sub-grantee is operational

It includes U&O, after photos, and receipts for Project Restore funded costs

Due: As a property is completed and sub-grantees are operational (all by Dec 31, 2025)

Final Report

One per grantee / organization

Not one per sub-grantee, one per grantee as in you, the awarded place-based organization

You have 1 Project Restore FY24 / 2.0 award and thus 1 Final Report to do

The Final Report tells us that all projects are complete meaning all Completion Reports are submitted and approved

It includes documentation for use of operating funds; sub-grantee operational status; and impact / feedback

Due: within 30 days of the end of the grant term (or after all Completion Reports are submitted and approved).

How to get to the Completion Report in OneStop

Licenses and Permits **My Dashboard** TE Tracee ▾

My Dashboard State of Maryland

Applications Requiring My Action

APPLICATION NAME	SUBMITTED BY	STATUS
There are no applications requiring your action at this time.		

My Recent Applications

APPLICATION NAME	SUBMITTED BY	STATUS
Project Restore 2.0 (FY2024)	Tracee Ellis Ross on 01/06/25 at 9:15 am	In Review since Jan 6th, 2025 at 9:45 am

[View all](#)

My Licenses, Permits, & Registrations

Project Restore 2.0		
UNIQUE ID	EXPIRATION DATE	CURRENT STATUS
Brooklyn Main Street		Award Executed

Login to Maryland OneStop

<https://onestop.md.gov/>

If it does not default to your Dashboard, click here.

Select your organization from under Licenses, Permits & Registrations

This is the same process to get to the RFP



How to get to the Completion Report in OneStop

Project Restore Organization

store Organization

Project Restore Organization - Brooklyn Main Street

Maryland Department of Housing and Community Development

Organization Details

Properties

Grant Award Activity

Organization Information

Organization Legal Name:
Brooklyn Main Street

Organization Address:
2 N Charles St 450 Baltimore, MD 21202

Website
www.brooklynmainstreet.com

Facebook

X/Twitter

Instagram

Youtube

Primary Contact

Julia Glantz, Deputy Secretary

After you select your organization, this is the next screen.

Choose the Properties tab circled here.

Again, this is just like getting to the RFP.

How to get to the Completion Report in OneStop

Project Restore Organization

Project Restore Organization - Brooklyn Main Street

Maryland Department of Housing and Community Development

Organization Details

Properties

Grant Award Activity

Properties Activated with Project Restore funds.

List of Properties

2 records

PRIORITY #	STREET ADDRESS	ACTIONS
1	102 Main Street Baltimore, MD 21202	Submit Completion Report
2	103 Maple St Baltimore, MD 21202	Complete Request for Payment

Remember! You won't see the Completion Report option UNTIL the RFP is submitted and approved.

The list of awarded properties are here.

Now, you will see Submit Completion Report instead of the RFP.

Completion Report will ONLY show up after the RFP is approved.

You can submit a Completion Report before all RFPs are approved.



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

How to submit the Completion Report in OneStop

FY24 Project Restore 2.0 Property Completion Report

Section 1: Please verify your information is current

Organization Legal Name:

Brooklyn Main Street

Vacant Property Address:

102 Main Street Baltimore, MD 21202

Business/Organization legal name(sub-grantee) occupying the awarded property:

The Fun Cafe

Business owner full name:

Kim Fields

Business owner phone:

410-879-7894

Business owner email:

kim@funcafe.com

Business Owner Mailing Address:

Mailing Address Line 1

123 Main St

The first screen is pre-populated with information from the RFP.

That's why the fields are greyed out, to show they are pre-populated and you cannot edit them.

<<< Looks like this!

How to submit the Completion Report in OneStop

The screenshot shows a web form for submitting a completion report. The form is titled "Business Owner Mailing Address:" and contains several sections:

- Mailing Address Line 1:** A text input field containing "123 Main St". A red arrow points to this field.
- Mailing Address Line 2:** An empty text input field.
- Mailing City:** A text input field containing "Baltimore". A red arrow points to this field.
- Mailing State:** A dropdown menu showing "Maryland".
- Mailing Zip:** A text input field containing "21202".
- Intended use of the building?:** A dropdown menu showing "Select one...".
- Number of jobs this business will retain at this location (from prior location, if applicable):** A text input field containing "0". A red arrow points to this field.
- Number of new jobs this business will create at this location:** A text input field containing "4".
- Is this a Minority or Woman owned business (Certification not required):** A dropdown menu showing "Yes". A red arrow points to this field.
- Type of Minority/Woman owned business (select all that apply)*:** A list of checkboxes:
 - Woman
 - Black/African-American
 - Latino
 - Native American
 - Asian or Asian Pacific Islander
- RFP Total Amount Approved for this Property:** A text input field containing "75000.0".
- Is the above information all still accurate and relevant for this property?:** A dropdown menu showing "No". A red circle highlights this field, and a red arrow points to it.

At the bottom of the form is a blue button labeled "Next".

If something changed, for example the number of jobs projected, you have the option to edit if you select NO here.

Then the fields become editable and you can make changes if needed.

If nothing has changed, select YES and then you won't edit anything.

Click Next to advance to the next screen.

How to submit the Completion Report in OneStop

Section 2: Awarded Property Operation and Expenditure Information

Is the sub-grantee open and operational in the awarded vacant property address listed above? *

No

⚠ You cannot submit completion report if the business is not open yet

Comments to Project Restore team:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut maximus consequat arcu, eget dignissim nisi vulputate sed. Duis vel sapien interdum, posuere sem vel, placerat nunc. Integer quis mauris ex. Sed id diam posuere, fermentum neque nec, maximus tellus. Vivamus feugiat dui ipsum, a congue est commodo sed. Nunc mattis posuere nisi, at iaculis arcu pretium at. Aliquam facilisis est sit amet sem varius, in mattis est ultrices.

432/1000 max characters

Once you proceed to the next screen, you select YES if the property is open and operational.

If the answer is NO, you cannot submit a Completion Report because the project is not complete.

If the answer is NO, do not proceed. Logout and back in when the project IS complete.

Therefore, your answer here should be YES!



How to submit the Completion Report in OneStop

→ What date did the sub-grantee/business open?*

You will enter the date the sub-grantee opened for business.

→ Upload relevant Use & Occupancy permit for this property*

Drop your files here to upload
Individual File size limit is 32 MB
Total File size limit is 256 MB



[Choose file](#)

You will upload the Use & Occupancy permit here.

→ Upload documentation that the Maryland Historic Trust (MHT) review for this property was approved / completed. The document you upload here is the form provided via email from Melissa Archer at DHCD showing the MHT determination. *

Drop your files here to upload
Individual File size limit is 32 MB
Total File size limit is 256 MB



[Choose file](#)

You will upload the MHT determination document Melissa provided here. The MHT review has to be complete for the RFP, but you upload the document here (not with the RFP). I know, I know!

SRP Historic Preservation Review Form

This is what the MHT review document looks like.

Melissa sends this to you as an email attachment after her review is complete.

Project/Program Name:	Project Restore 2.0
Awardee:	City of Pocomoke
Project #:	
Address(es):	144 Market Street
County:	Worcester
Scope of Work:	Restore windows; install emergency exit on rear elevation; repair asphalt parking lot; upgrade electrical service and install chandeliers; install ceiling tiles; repair/replace HVAC system; install solar panels on roof; install ADA compliant bathroom
DHCD DETERMINATION:	
<input type="checkbox"/> There are NO HISTORIC PROPERTIES in the area of potential effect	
<input type="checkbox"/> The project will have NO EFFECT on historic properties	
<input checked="" type="checkbox"/> The project will have NO ADVERSE EFFECT on historic properties	
<input type="checkbox"/> The project will have NO ADVERSE EFFECT if the follow conditions are followed:	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
 Historic Preservation Officer, DHCD	9/24/2024 Date

How to submit the Completion Report in OneStop

Upload photos of the completed property including two exterior photos from different angles and two interior photos from different angles.

Exterior Photo #1*

 Drop your file here to upload
File size limit is 32 MB
[Choose file](#)

Exterior Photo #2*

 Drop your file here to upload
File size limit is 32 MB
[Choose file](#)

Interior Photo #1*

 Drop your file here to upload
File size limit is 32 MB
[Choose file](#)

Interior Photo #2*

 Drop your file here to upload
File size limit is 32 MB
[Choose file](#)

Upload

Two interior photos

and

Two exterior photos

to show the completed, awarded property.

These photos need to be from different angles/vantage points.

Bonus points if you include photos with real, live people in them.

How to submit the Completion Report in OneStop

RFP Total Amount Approved for this Property

75000.0

Upload receipts / paid invoices for all **Project Restore-funded project costs**. These documents must match the estimates provided in the approved Request for Payment / Progress Report for this property (shown in the field above).*



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

This section is to upload receipts for all Project Restore funded costs (Uses).

These are the companion to the estimates provided in the RFP.

Unpaid invoices are NOT receipts. Invoices must be marked as paid to be accepted.

There is no limit to the number of uploads here. And, all file types accepted.

Please make the filename clear/obvious to match with the RFP estimate and explain.

RECEIPT

General Contractor ABC
55 First Street
Baltimore, MD 21201
Phone: 443-777-7777
License #: AR4589H State of Maryland

Date: December 25, 2024
Invoice Number: 1234

FOR:
The Fun Cafe
Kim Fields, owner
123 Main Street
Baltimore, MD 21202

Scope of Work – Labor

Description	Quantity	Rate	Amount
Interior demolition	2	\$150.00	\$300.00
Dry wall install	8	\$200.00	\$1,600.00
Painting	4	\$150.00	\$600.00
Fixture install	6	\$200.00	\$1,200.00
\$3,700.00			
\$0			
\$3,700.00			

Materials

Description	Quantity	Rate	Amount
Dry wall materials	2	\$500.00	\$1,000.00
Paint	5	\$200.00	\$1,000.00
Shelving	2	\$150.00	\$300.00
Check out	3	\$200.00	\$600.00
\$2,900.00			
\$174.00			
\$3,074.00			

PAID

Total Paid: \$5,774.00

Just like estimates for the RFP, receipts (or paid invoices) should include details on:

- Service provider
- Location where work was performed
- Services provided and cost

And clearly show the amount paid.

How to submit the Completion Report in OneStop

Explanation of uploaded receipts/paid invoices, including how you as the grantee disbursed Project Restore funds (i.e. directly to the sub-grantee in a lump sum; payment to service providers directly, etc).*

3/1000 max characters

Comments to Project Restore team:

0/1000 max characters

Upload any relevant documents here, if needed:



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

This section allows you to provide an explanation of the uploaded receipts / paid invoices (* means required) or any other comments / uploads to complete the story about this property (optional = no *).

Sign and Submit the Completion Report

Section 3: Certification and Authorized signature

Title of Authorized Signee*

Date

01/07/2025

By:*

Your Name

Text Draw



I agree to be legally bound by this document.

Previous

Next

Discard

TestDoc.pdf (0.01 MB)

Section 3: Certification and Authorized signature

Title of Authorized Signee*

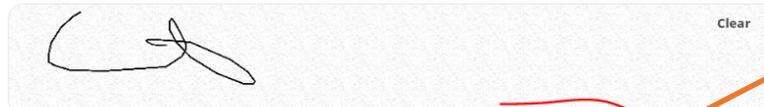
Date

Tracee Ellis Ross

01/07/2025

By:*

Text Draw



Clear

I agree to be legally bound by this document.

Previous

Submit

Discard

You'll sign and click on **NEXT**

Then, the system gives you the opportunity to review the information before you **SUBMIT**.

If this feels like two steps to submit, you're right – it is!



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

Once submitted, you will see ...

You have successfully submitted the form. View your submission below.

Project Restore Property Completion Report

Submitted by Tracee Ellis Ross on Jan 7th, 2025 at 1:39 pm

Status: *In Review*

Step: Pending Completion Report Review (1)

Print

Licenses

FY24 Project Restore 2.0 Property Completion Report

 **In Review**

Pending completion of **Completion Report Review** by **Kristin Dawson** since **Jan 7th, 2025 at 1:39 pm**

You will see this message at the top of the screen.

And the record will show as in review at the bottom.

Once submitted, here's what your property list will look like

Project Restore Organization - Brooklyn Main Street

Maryland Department of Housing and Community Development

Organization Details

Properties

Grant Award Activity

Properties Activated with Project Restore funds.

List of Properties

2 records

PRIORITY #	STREET ADDRESS	ACTIONS
1	102 Main Street Baltimore, MD 21202	
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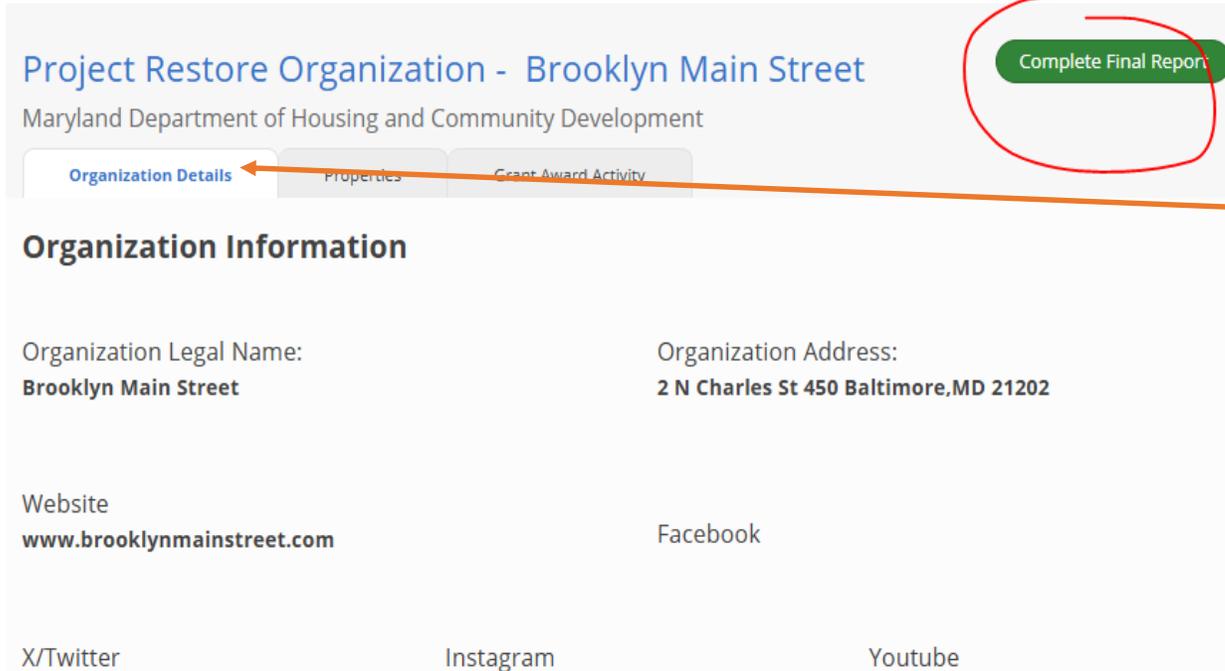
There won't be any options next to a property when the Completion Report is submitted and approved.

**Like the RFP, Completion (and Final) Reports
can be returned for revisions.**

**And, that's ok. The revisions allow us to make
sure we get it right.**



Now, on to the Final Report!



Project Restore Organization - Brooklyn Main Street
Maryland Department of Housing and Community Development

Organization Details | Properties | Grant Award Activity

Complete Final Report

Organization Information

Organization Legal Name:
Brooklyn Main Street

Organization Address:
2 N Charles St 450 Baltimore, MD 21202

Website
www.brooklynmainstreet.com

Facebook

X/Twitter Instagram Youtube

You won't see the Final Report option until ALL your Completion Reports are submitted and approved.

You will find it on this page under Organization Details

Submitting the Final Report

FY2024 Project Restore 2.0 Final Report

Full Property Address*

102 Main Street Baltimore , MD 21202

Full Property Address*

103 Maple St Baltimore , MD 21202

+ Add Another

Amount Awarded for Operating

26000

This is just a reminder of how much you took for operating so that you can make sure your documentation adds to this amount.

The first section of the report is view only to confirm your awarded properties and the amount you were awarded for operating costs.

These should match the properties for which you submitted RFPs.

If you have two awarded properties, and submitted two RFPs, you should see two properties here.

Don't use +Add Another without talking with DHCD first, please.

Submitting the Final Report

Did you receive operating funds to support staff and/or administrative costs?*

Yes

No

Did you receive operating funds to support staff and/or administrative costs?*

Yes

No

Upload documentation of how funds were expended. If operating funds were used for staff costs, this would be staff, hourly rate and hours spent in a spreadsheet with payroll records to verify. If operating funds were used for other administrative costs, the documentation must be paid invoices or receipts for those costs. The total spent on staff and/or administrative costs in the spreadsheet and documentation must total the amount of operating support you requested.*



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

This section is about operating funds.

If you did not take operating funds, then you answer no here and you move on.

If you did, you answer yes here and a new section appears to upload documentation.

Operating funds can be used for staff costs, certain professional services, and software/equipment – all related to administering the grant.

Upload documentation that includes:

- Name of staff person / item purchased
- Hourly rate / cost
- Hours worked
- Tasks involved / use
- Receipt / pay stub

Submitting the Final Report

<u>Name of Staff Person</u>	<u>Title</u>	<u>Hourly Rate (\$)</u>	<u>Project Restore Hours Worked</u>	<u>Total</u>	<u>Project Restore Tasks Completed</u>
Sonya Grimes	Program Manager	\$30.00	250	\$7,500.00	Program development, sub-grantee attraction and coordination, compliance / reporting
Sarah Frederick	Assistant Director	\$50.00	50	\$2,500.00	Overall program leadership / approval program design, selection and approval
Malcolm Duncan	Contractor	\$40.00	5	\$200.00	Permit expeditor
			Total	\$10,200.00	

Here is a sample spreadsheet to upload for staff costs. In addition to the spreadsheet you would upload one recent pay stub validating the hourly rate. For a contractor, a paid invoice would work to demonstrate hourly rate.

For software or equipment, a similar spreadsheet with item purchased, amount and use, along with a receipt would be uploaded.

Submitting the Final Report

Are all properties awarded funds [listed above] currently operational?*

Yes No

Are all properties awarded funds [listed above] currently operational?*

Yes No

Which properties are no longer operational? Provide complete street address as listed in your grant agreement.

Street Address*	Suite / Unit #	
<input type="text"/>	<input type="text"/>	
City*	State*	Zip*
<input type="text"/>	<input type="text" value="Maryland"/>	<input type="text"/>

Why are they no longer operational?

0/500 max characters

+ Add Another

This section asks whether the all awarded properties are currently operational.

If Yes, you mark yes and move on.

If No, a new section opens up and you would enter the address of the awarded property that is no longer operational.

Submitting the Final Report

In your own words, briefly describe the impact this grant has had on activating vacant properties, supporting small businesses, and stimulating the economy of the community you serve. Please include any information that would help DHCD promote the successes of the Project Restore Program. *

0/2000 max characters

Please provide any feedback about how we can improve the program if it is offered again in the future.

0/1000 max characters

Would you recommend that the Project Restore program, or something similar, continue into the future? *

Yes

No

This section has questions about your perspective on the impact of the grant, feedback you'd like to offer if the program is offered again, and whether you recommend the program continue.

Submitting the Final Report

Comments to Project Restore team. Use this field to provide any additional information that was not covered above.

0/1000 max characters

Upload any relevant documents here, if needed.



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

This final section is entirely optional. It allows you to explain or provide additional relevant info or uploads that aren't covered in the above sections.

If there's nothing more to add, you can leave these blank.

Submitting the Final Report

Title of Authorized Signee*

Date

Your Name

Text Draw

I agree to be legally bound by this document.

Submit

Just like before, you will sign and submit the final report.

Unlike the Completion Report, you submit the report straight-away; there's no review before submission.

Questions?

For 1:1 support, contact me:

Kristin Dawson

DHCD.ProjectRestore@Maryland.gov

Calendly link isn't working right now