



Project Restore 2.0

How to Submit a Request for Payment

This session will be recorded

Purpose & Goals of the Session

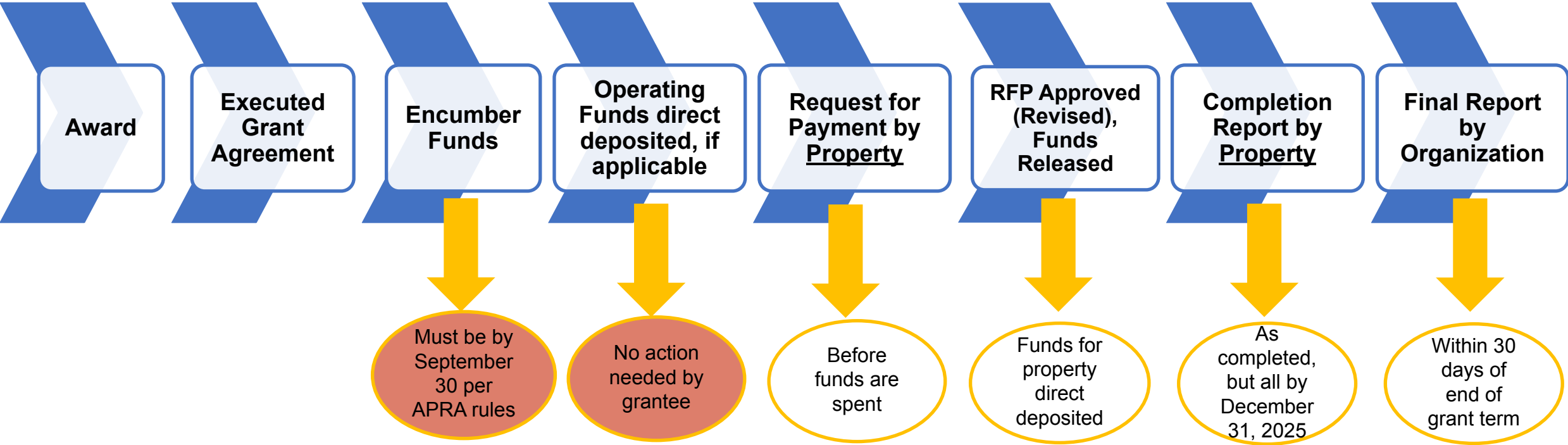
- Overview of the timeline of the program
- Preview reporting requirements
- How to Submit a Request for Payment
- Maryland Historic Trust overview



Project 
RESTORE_{2.0}



Overview of Timeline



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



How to Submit a Request for Payment in Maryland OneStop



DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

Reimbursing for Costs related to Project Restore

*RFPs will be estimates for costs and will be approved and paid **before** costs are incurred.*

Any costs incurred for project expenses after award but before RFPs are approved are subject to DHCD discretion for reimbursement.

We have discretion to reimburse for costs incurred before RFPs are approved, but those costs are at the grantee or sub-grantee risk.

OneStop Notifications for Project Restore

Once your award has been fully executed, all users will receive a OneStop Notification that a record have been created on your behalf. This is an enhancement to your OneStop account that you used to submit your Project Restore FY24 Application.

Through this enhancement users will be able to access their Organization Properties, submit RFP's, View Award Activity, & complete final reports when ready.



Welcome
Alexis Foster

Information has been entered on your behalf in the OneStop portal. A new Project Restore Organization record has been created for your account. View this Project Restore Organization record by clicking the "My Dashboard" button below.

1

My Dashboard

OneStop Portal Information

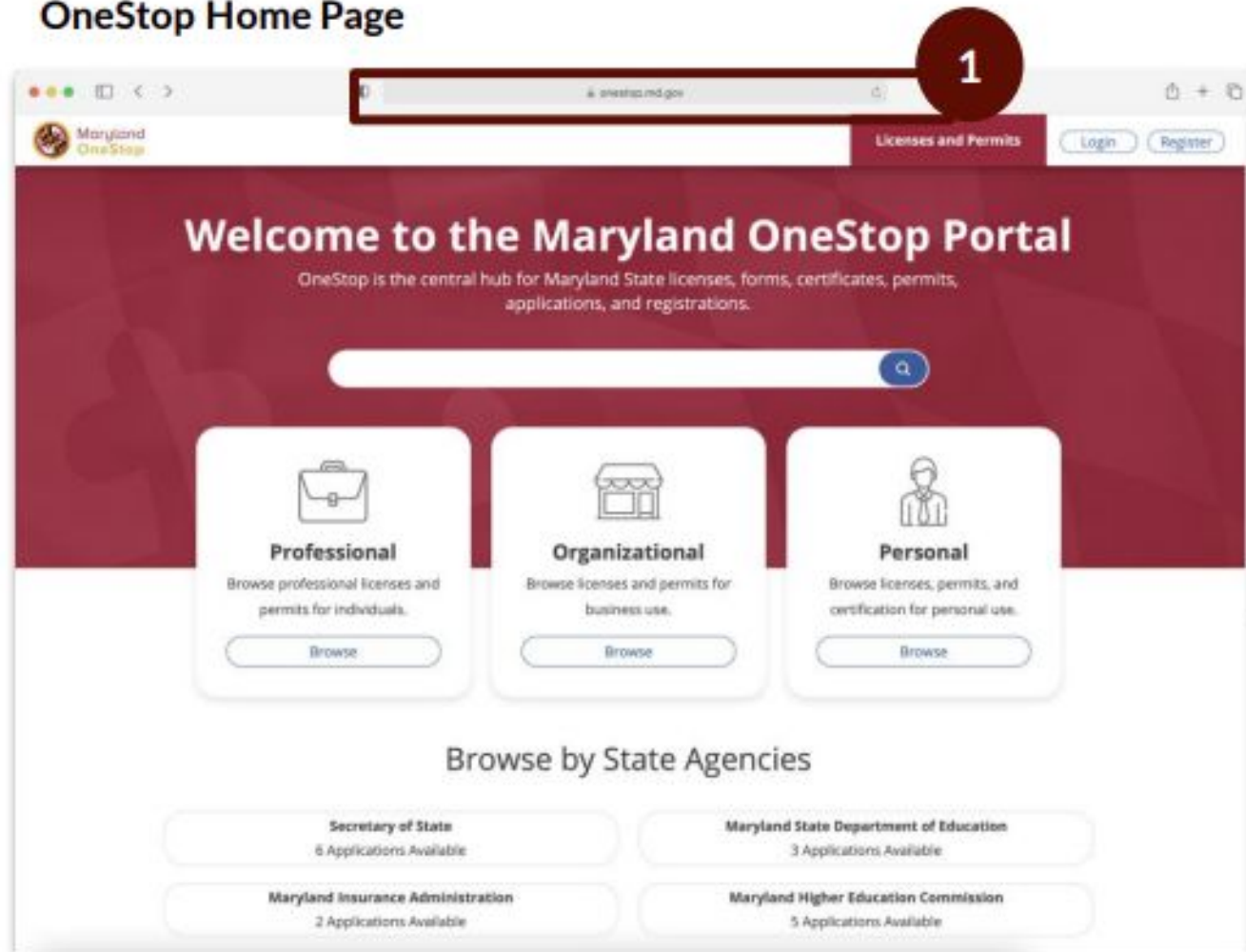
If you have any further questions, comments, or concerns related to the OneStop portal, please email us.

Email Us

onestop.support@maryland.gov

Accessing OneStop

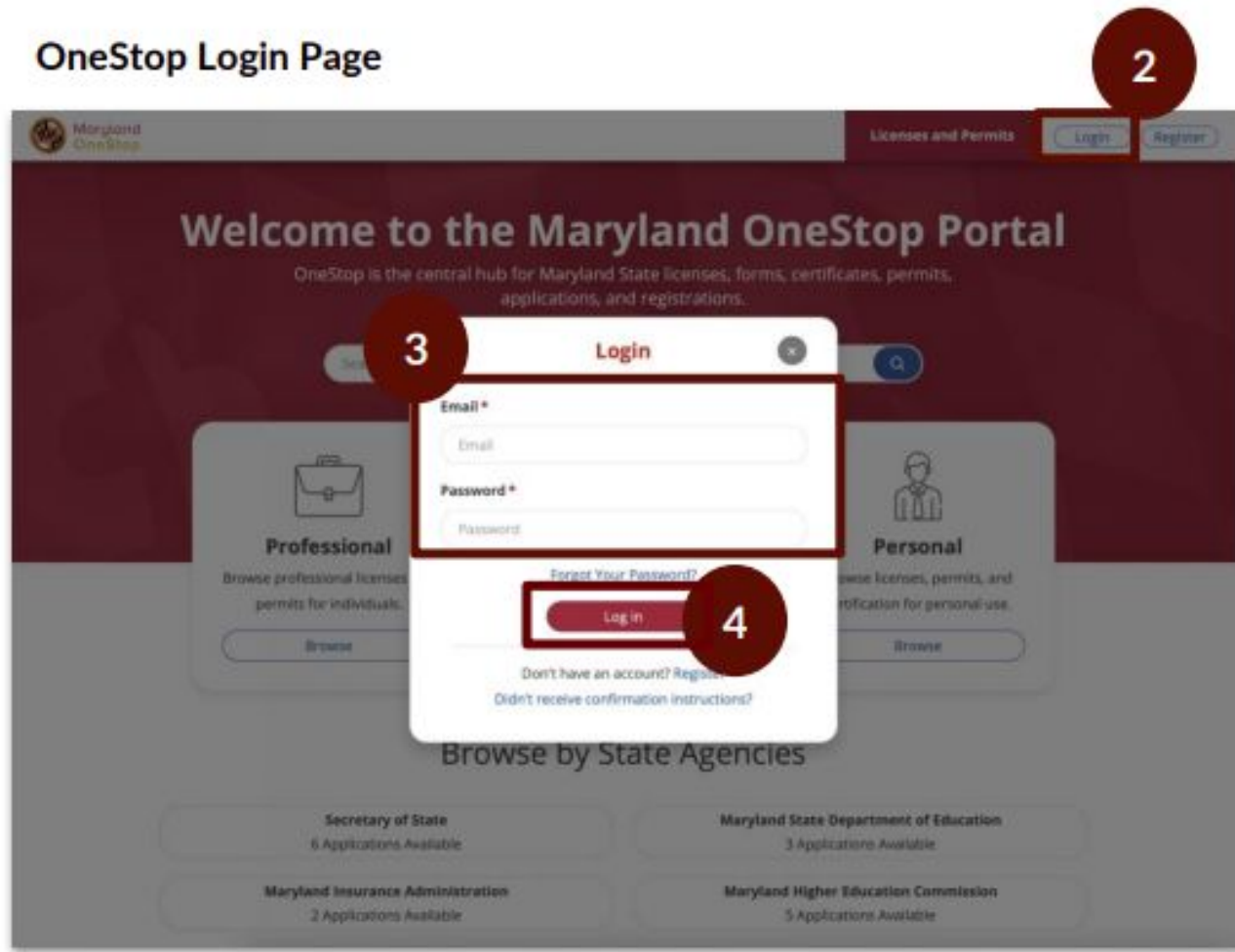
OneStop Home Page



Task Steps

1. Go to <https://onestop.md.gov/>

Login to OneStop



Task Steps

1. Go to <https://onestop.md.gov/>
2. Select the login button at the top right
3. Enter required fields
4. Select the login button

My Dashboard

My OneStop Dashboard

Licenses and Permits | **My Dashboard** | HB Haley

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) | Haley Boone on 08/06/24 at 11:14 am | Application Finalized on Aug 6th, 2024 at 11:22 am |

[View all](#)

My Licenses, Permits, & Registrations

| UNIQUE ID | EXPIRATION DATE | CURRENT STATUS |
|------------------|-----------------|----------------|
| ABC Company Inc. | | Award Executed |

Task Steps

1. Go to <https://onestop.md.gov/>
2. Login
3. My Dashboard tab

This is an example image of a dashboard

Applications Requiring Your Actions

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

| APPLICATION NAME | SUBMITTED BY | STATUS |
|------------------------------|--|---|
| Project Restore 2.0 (FY2024) | Haley Boone on 08/06/24 at 11:14 am | Application Finalized on Aug 6th, 2024 at 11:22 am |

[View all](#)

My Licenses, Permits, & Registrations

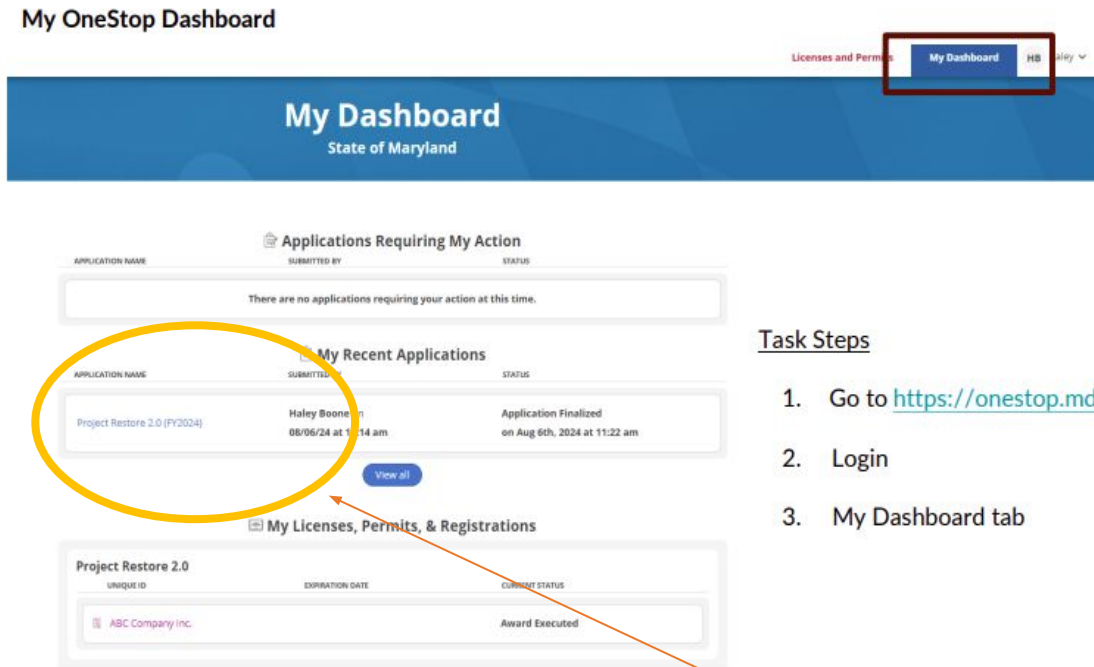
Project Restore 2.0

| UNIQUE ID | EXPIRATION DATE | CURRENT STATUS |
|------------------|-----------------|----------------|
| ABC Company Inc. | | Award Executed |

Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *Applications Requiring Your Action*
 - a. View application statuses
 - a. You will be able to view applications that are in review and pending further action from you

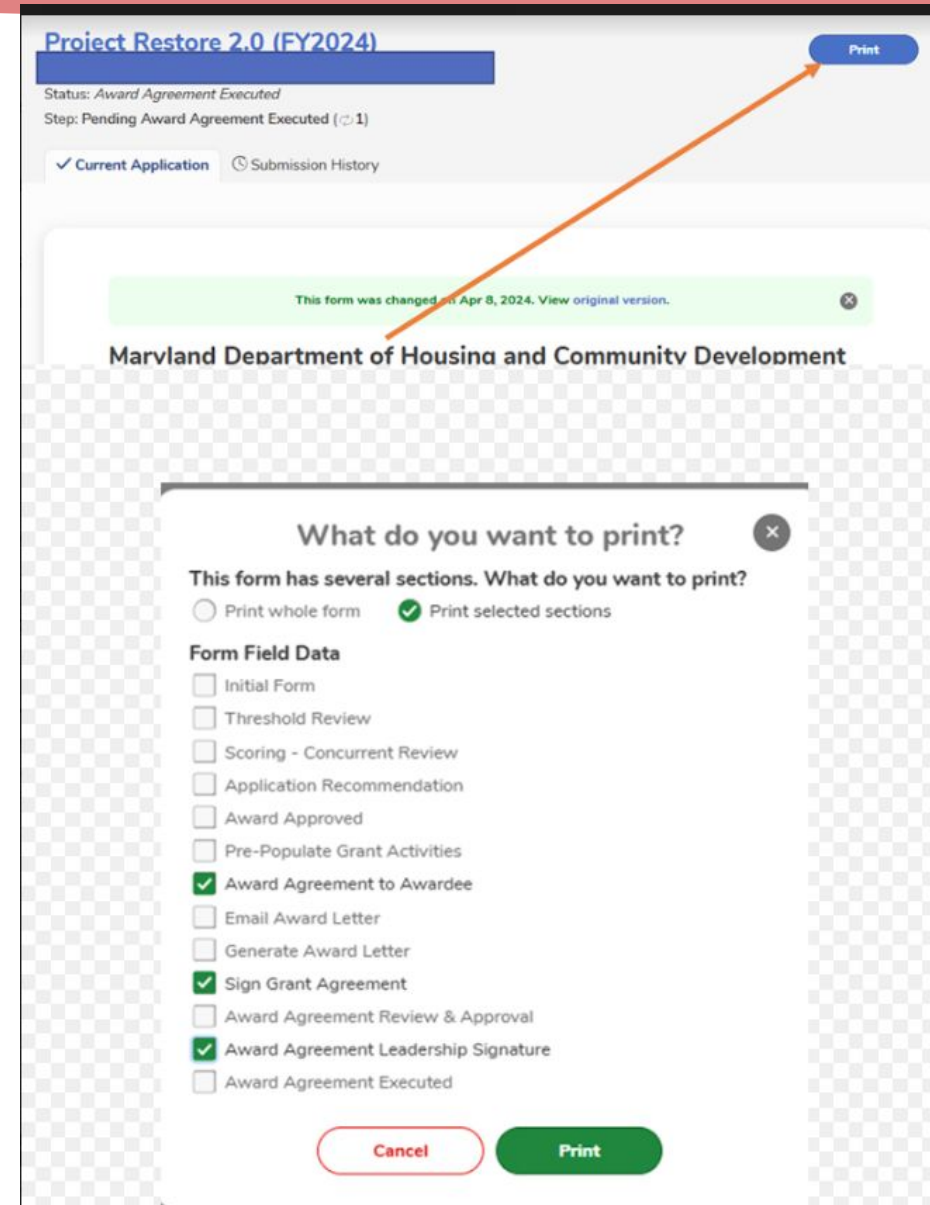
If you want to PDF / print your grant agreement ...



This is an example image of a dashboard

Task Steps

1. Go to <https://onestop.md.gov/>
2. Login
3. My Dashboard tab



Your Licenses, Permits, and Registrations

Your Licenses, Permits and Registrations

Licenses and Permits **My Dashboard** HB Haley ▾

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) | Haley Boone on 08/06/24 at 11:14 am | Application Finalized on Aug 6th, 2024 at 11:22 am |

[View all](#)

My Licenses, Permits, & Registrations

| UNIQUE ID | EXPIRATION DATE | CURRENT STATUS |
|------------------|-----------------|----------------|
| ABC Company Inc. | | Award Executed |

Task Steps

1. Go to <https://onestop.md.gov/>
2. Select *My Dashboard* tab
3. Locate *My Licenses, Permits and Registrations*
 - a. You will be able to view all Licenses, Permits and Registrations that you own

Click the Unique ID to navigate to the record detail view

This is an example image of a dashboard

Your Detail View

Task Steps

1. This is a screenshot of what your profile will look like. The name of the organization will be at the top of each profile.

The screenshot shows a user profile for 'Project Restore Organization'. At the top, a green banner contains the organization name 'Project Restore Organization' with a red circle containing the number '1' next to it. Below the banner, the profile title is 'Project Restore Organization - ABC Company Inc.' followed by 'Maryland Department of Housing and Community Development'. There are three tabs: 'Organization Details' (selected), 'Properties', and 'Grant Award Activity'. The 'Organization Information' section displays the following details:

| | | |
|--|---|---------|
| Organization Legal Name: ABC Company Inc. | Organization Address: 4066 Hampstead Ave Hanover, MD 24445 | |
| Website https://www.contractwithknowles.com | Facebook Knowles Contracting | |
| X/Twitter @KnowlesContracting | Instagram @KnowlesContracting | Youtube |

The 'Primary Contact' section displays the following details:

| | |
|----------------------------|-------------------------------|
| Name: Haley Boone | Phone Number: 375-851-7911 |
| Email: Haleyb@gmail.com | |

Request for Payment

Task Steps

1. Your second tab is the list of your Organization's Properties
2. Each of your listed properties will have a corresponding button called "Complete Request for Payment" use this option to submit your RFP

The screenshot displays the 'Project Restore Organization' interface. At the top, a green header reads 'Project Restore Organization'. Below this, the organization name 'Project Restore Organization - ABC Company Inc.' and the department 'Maryland Department of Housing and Community Development' are shown. A navigation bar contains three tabs: 'Organization', 'Properties', and 'Grant Award Activity'. The 'Properties' tab is selected and highlighted with a red box and a red circle containing the number '1'. Below the tabs, the text 'Properties Activated with Project Restore funds.' is displayed. A section titled 'List of Properties' shows '2 records'. The properties are listed in a table with columns for 'PRIORITY #', 'STREET ADDRESS', and 'ACTIONS'. Each property row includes a green button labeled 'Complete Request for Payment'.

| PRIORITY # | STREET ADDRESS | ACTIONS |
|------------|--|------------------------------|
| 1 | 1901 Half St NW 12B Spring Grove, MD 23455 | Complete Request for Payment |
| 2 | 120 Main St Baltimore, MD 22374 | Complete Request for Payment |

Request for Payment con't

Task Steps

1. When ready to submit an RPF – navigate to your list of Properties and click the button
2. A new tab will appear with a button to complete Initial Form. Click on the blue “Complete Initial Form”
3. Your RFP will appear with the address prepopulated. You can fill out and submit the RFP from here

The screenshot shows a web interface for the 'Project Restore 2.0 Request For Payment Form'. At the top, there is an 'ACTIONS' section with a button labeled 'Complete Request for Payment' highlighted by a red box and a '1' in a red circle. Below this, the main form area has a title 'Project Restore 2.0 Request For Payment Form'. A section titled 'Initial Form' contains a message: 'You must complete initial Form for this form.' and a blue button labeled 'Complete Initial Form' highlighted by a red box. The bottom section is titled 'FY2024 Project Restore 2.0 Progress Report & Request for Payment' and contains a form for 'Vacant Building Address' with the following fields: Street Address (1901 Half St NW), Suite / Unit # (12B), City (Spring Grove), State (MD), and Zip (23455).

FY2024 Project Restore 2.0 Progress Report & Request for Payment

Vacant Building Address

Street Address

102 Main St

Suite / Unit #

City

Baltimore

State

MD

Zip

21202

Would you like to modify the address listed above? Doing so will result in a grant agreement modification.

Yes

No

First you will see the information pre-populated for the property for which you are submitting the RFP.

If the project at the awarded address is not proceeding, there is a way to modify.

However, that is a grant agreement modification and has to be approved BEFORE you submit the RFP.

Describe how activating this vacant building advances your current strategic plan.*

How does activating this building improve both resident and visitor experiences overall in your district?*

Explain how your business recruitment process was equitable and inclusive, particularly of BIPOC (Black, indigenous, people of color) business owners and other historically marginalized groups. Describe the outreach and marketing strategy you used to identify and select the business that will occupy this vacant building you are activating with Project Restore 2.0 funds.*

The next set of questions are familiar to you from the Project Restore application.

Some grantees changed properties from application to award, so this is meant to capture the new and latest info.



Your sub-grantee is the tenant / small business occupying the vacant space.

Business/Organization Legal Name (Sub-Grantee) to occupy the space*

Business Owner First Name*

Business Owner Last Name*

Business Owner Phone Number*

Business Owner Email Address*

Business Owner Mailing Address

Street Address*

Suite / Unit #

City*

State*


Zip*

Upload the Sub-Grantee's business plan*

Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB



Choose file

How does the business plan demonstrate that the business can sustain operations after the grant term ends?*

0/1000 max characters

We would like to see a business plan and some thought about how the business will be able to sustain operations beyond grant support, especially for rent.

0/1000 max characters

Has this business owner received Project Restore funding in FY2022 or FY2023?*

Yes

No

Note: Past Project Restore grantees are eligible, with caveats. Specifically:

- Businesses from FY2022 and FY2023 are not eligible for funds for the same location as previously awarded;
- If the business is expanding to a new location, the business would likely be eligible if otherwise compliant with the grant previously.
- If a business was granted an award in FY2022 or FY2023 and the award was recaptured due to non-compliance, the business may be eligible if it can demonstrate the ability to complete the project this round.
- A business awarded in FY2022 or FY2023, was operational and then closed, may be eligible as long as it can provide sufficient explanation for why the business had to close in the previous location and demonstrate that the business will be sustainable this round.

Grantee organizations are expected to do due diligence on the tenants it is going to support with funds, including if the tenant received Project Restore funding in the past and what was the outcome.

Most instances of prior awards to the business or the property have been resolved, but please discuss any outstanding issues before submitting your RFP.

Hotel/Lodging

Mixed Use

Other

How is this property currently zoned?*

0/100 max characters

Will the intended use require a change in zoning?*



Yes



No

What is the status of the zoning change? When is the change expected to be finalized?*

Describe the current condition of the property.

Poor

Fair

Good

Excellent

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



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

Questions about the property are the same as the application; this can account for a property change or the most current info.

Do the best you can here with the info you have.

We would like to flag other State investment in the property.

Has this property received other funding for this site from Maryland DHCD or another department within the State of Maryland?*

Yes

No

Unsure

Whate were those other funds and how was it used?*

Property Owner Information

Landlord First Name*

Landlord Last Name*

Property Owner/Landlord Phone Number*

Property Owner/Landlord Email Address*

Property Management Company Information (if applicable)

Property Management Company name (if applicable)

Property Management Company Contact Full Name (First and Last)

Property Management Company Phone Number

You provided this in the application, again not to duplicate but to provided most current info.


Conflicts of interest should have been addressed prior to the grant agreement being signed.

An executed lease is required as part of the RFP.

It must:

- Be signed and dated by landlord and tenant;
- Clearly state the property address, lease term, lease rate

Upload the executed lease as a PDF*



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Only .pdf file types can be uploaded.

[Choose file](#)

***Note:** the Sub-Grantee must demonstrate site control with an executed sub-grant agreement for funds to be disbursed.*

Describe generally what will be needed to take the vacant building from its current state to be operational for the Sub-Grantee.*

Total Budget*

Note: This is the total amount needed to complete the property from all sources, not just what Project Restore 2.0 is funding.

Complete the sources and uses for the property. Sources and uses must match, which will total to the complete property budget. Uses should include soft and hard costs. Property-level projects need to be fully funded to be approved. A 10% contingency is required, be sure it is included.

Sources

| Source(s) | Amount |
|----------------------|---------------------------------|
| <input type="text"/> | <input type="text" value="\$"/> |

+ Add Another

Total Sources

Uses

| Uses | Amount |
|----------------------|---------------------------------|
| <input type="text"/> | <input type="text" value="\$"/> |

+ Add Another

The project budget is the total project budget, not just the portion of the project that is funded by Project Restore.

Sources are all funding sources for the project. It may be just Project Restore, or it could be several like loans, owner cash or other grants.

Uses are all the ways funds will be used. This includes Project Restore and other funded activities.

Sources

| Source(s) | Amount |
|-----------------------|-----------|
| Project Restore grant | \$ 50,000 |

| Source(s) | Amount |
|---------------|-----------|
| Operator cash | \$ 10,000 |

| Source(s) | Amount |
|------------------------------|-----------|
| Tenant allowance for fit out | \$ 10,000 |

| Source(s) | Amount |
|------------|-------------|
| City grant | \$ 5,000.00 |

+ Add Another

Total Sources
\$ 75,000.00

Uses

| Uses | Amount |
|---------------------------------------|--------------|
| Interior renovation (Project Restore) | \$ 40,000.00 |

| Uses | Amount |
|-------------------------------------|-----------|
| Interior Renovation (other sources) | \$ 10,000 |

| Uses | Amount |
|-----------------------------|-----------|
| Equipment (Project Restore) | \$ 10,000 |

| Uses | Amount |
|---------------------|-----------|
| Facade improvements | \$ 10,000 |

| Uses | Amount |
|----------------------------------|-------------|
| Rent abatement (Project Restore) | \$ 5,000.00 |

+ Add Another

Total Uses
\$ 75,000.00

A sample of completed sources and uses.
We have to be able to distinguish use of Project Restore funds from other sources.

Are you using other sources of funding for this property other than Project Restore funding?

Yes

No

Upload documentation for all other sources of funds listed in addition to Project Restore 2.0. For cash being used, upload bank statements showing cash available. For lender financing, upload an executed term sheet from a lender. For grants, upload award letters or executed grant agreements showing committed funds.*



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

Upload documentation for all uses listed. These must be estimates/quotes from general contractors, subcontractors, service providers, manufacturers, etc.*



Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Choose file

If you have other sources of funds besides Project Restore, you will be required to upload proof such as an award letter, loan documents or bank statements with cash balance.

You will upload estimates for all uses also.

FAQ: Can a sub-grantee do their own construction?

That is something for you, the grantee to vet and make sure is fair and above board.

We would advise you to make sure whoever is doing work is licensed and bonded.

But, we do not prohibit an owner from being the GC, but you can.

ESTIMATE

Details on the service provider

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

Date: August 25, 2024
Invoice Number: 1234

FOR:
Mindy's Pet Shop
Mindy Lopez, owner
123 Main Street
Baltimore, MD 21247

Details on location where work will be performed

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 |
| Subtotal | | | \$3,700.00 |
| Tax | | | \$0 |
| Total | | | \$3,700.00 |

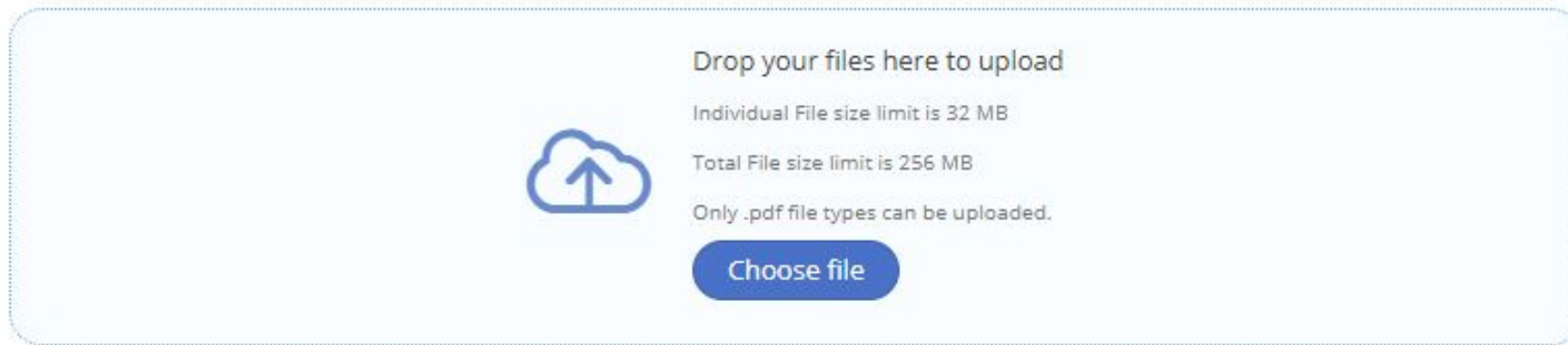
Details on estimated costs

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 |
| Subtotal | | | \$2,900.00 |
| Tax | | | \$174.00 |
| Total | | | \$3,074.00 |



Upload the executed sub-grant agreement with the tenant for this property address. This is the agreement between your organization (the grantee) and the tenant occupying the space (sub-grantee). Please upload only a PDF of the document signed by all parties.*

A light blue rounded rectangular box containing a file upload interface. On the left is a blue icon of a cloud with an upward-pointing arrow. To the right of the icon, the text reads: "Drop your files here to upload", "Individual File size limit is 32 MB", "Total File size limit is 256 MB", and "Only .pdf file types can be uploaded." Below this text is a blue button with the white text "Choose file".

Drop your files here to upload

Individual File size limit is 32 MB

Total File size limit is 256 MB

Only .pdf file types can be uploaded.

Choose file

"Sub-grantee shall indemnify and hold harmless, the Department of Housing and Community Development, a principal department of the State (the "**Department**"), its officers, agents, employees, successors and assigns against liability for any suits, actions or claims of any character arising from or relating to the performance by Sub-grantee (or its officers, agents, employees, successors or assigns) of any of (*GRANTEE'S NAME*)'s rights or obligations under this Agreement."

An executed sub-grant agreement is also required. Remember to include the language we provided in each sub-grant agreement along with the awarded property location, tenant, and clearly documented support from Project Restore grant funds.

The last section is the timeline. It provides drop down options to choose from and Other to fill in as well.

This is specific to this property and project, different from your application.

You do not have to have each milestone selected, but you need to articulate steps needed to get to the business opening.

The screenshot shows a web form titled "Timeline". Below the title is a instruction: "Please provide a timeline for the Sub-Grantee to be operational by the end of the grant term, which is December 31, 2025." The form contains two main input fields: "Milestone*" and "Expected Date of Completion*". The "Milestone*" field has a dropdown menu open, showing several options: "Site control (lease executed)", "Plans finalized and approved", "Permit application/s submitted", "Construction contract signed", and "Construction contract awarded". The "Expected Date of Completion*" field is a date picker showing "MM/DD/YYYY". Below these fields are two buttons: a green "Submit" button and a grey "Discard" button.

Completion Report Items (by property)

- Date the sub-grantee opened
- Upload Use & Occupancy permit
- Interior and exterior photos completed project
- MHT property review
- Receipts / paid invoices for Project Restore funded items

Final Report Items (one for the grantee)

- Documentation of operating funds spent (staff time, hours, rate)
- Narrative explanation of impact of grant on activating vacant properties, supporting small business, etc
- Feedback about program

Project Restore Organization - kd test organization

Maryland Department of Housing and Community Development

Organization Details

Properties

Grant Award Activity

Properties Activated with Project Restore funds.

List of Properties

1 record

| PRIORITY # | STREET ADDRESS | ACTIONS |
|------------|---------------------------------|--|
| 1 | 102 Main St Baltimore, MD 21202 | Complete Request for Payment |

Completion report will be here when it's through testing and goes live. It's the companion to the RFP by property.

Grant Award Activity

You can track grant award activity from this view, to see outstanding RFPs, approvals, and award balance.

Task Steps

1. The third tab labeled "Grant Award Activity" will display the following:
 - **Total Award Amount**
 - **Amount Awarded for Operating:** this is if any of your Grant Award is for Operating Staff
 - **Remaining Balance:** this will automatically subtract and calculate your remaining balance once your RFP's have been approved
 - **Total Amount Approved to Date:** sum of all RFP amounts approved

Project Restore Organization

Project Restore Organization - ABC Company Inc.

Maryland Department of Housing and Community Development

Organization Details

Properties

Grant Award Activity

1

Summary of Grant Award Activity

Total Award Amount
\$180,000.00

Amount Awarded for Operating

Remaining Balance:
\$180,000.00

Total Amount Approved to Date:

0

Record History

No data has been found.

Historic Properties Review

These items are part of the RFP.

Melissa Archer
Preservation Officer
melissa.archer2@maryland.gov

***Note:** DHCD coordinates the MHT Review process for all awarded properties after funding decisions are made. Only respond Yes if you obtained a determination of effect from a prior consultation for other state or federal funds (SRP, NBW, CDBG, MHT grant, etc.) or received certification for historic tax credits.*

In compliance with other state or federal funding sources, has a Maryland Historical Trust (MHT) review been approved or initiated for one or more of the known properties included in this application? *

- No - MHT review has not yet been initiated for any known property
- Yes - MHT review has been initiated or approved secured for at least one known property

Describe the status of MHT review (initiated or approved), or explain why an MHT review may not be required. Describe any historical review issues that may affect the program/project readiness.*

Historic Preservation Review

The Maryland Historical Trust Act Requires state agencies to:

- Identify historic properties potentially affected by an undertaking
- Assess the potential effect on historic properties
- Seek ways to avoid or minimize adversely affecting historic properties



Identification of Historic Properties

Medusa, Maryland's Cultural Resource Information System Information System- Version 1.6



MEDUSA
Maryland's Cultural Resource Information System

Log In
Go to Text-Based Medusa

Results

Overview Layers Text Search Map Search

Welcome

Welcome to Medusa, the Maryland Historical Trust's online database of architectural and archeological sites and standing structures. The Maryland Historical Trust, home of the State Historic Preservation Office (SHPO), is the official repository for the Maryland Inventory of Historic Properties (MIHP), which includes both architectural resources and archeological sites. The database includes records for the National Register of Historic Places (NRHP) properties in Maryland, determinations of eligibility (DOE) records, and records for properties in the Maryland Historic Preservation Easement program.

This program provides a map- and text-search based interface for Medusa. Begin by zooming to your area of interest (if you are doing a map search) or open the Text Search tab if you prefer to do a text-based search. Use the Layers tab to select which layers you wish to view. Click on the Base Map Gallery if you wish to change the background map.

IMPORTANT: Note that you will not see any archeology-related records until you sign in by clicking the Log In link in the upper right. You must have a valid Medusa account to see these records.

Users who do not need a map interface and prefer the "old" version of Medusa can click on the "Go to Text-Based Medusa" in the upper right.

Esri, HERE, Garmin, NGA, USGS, NPS

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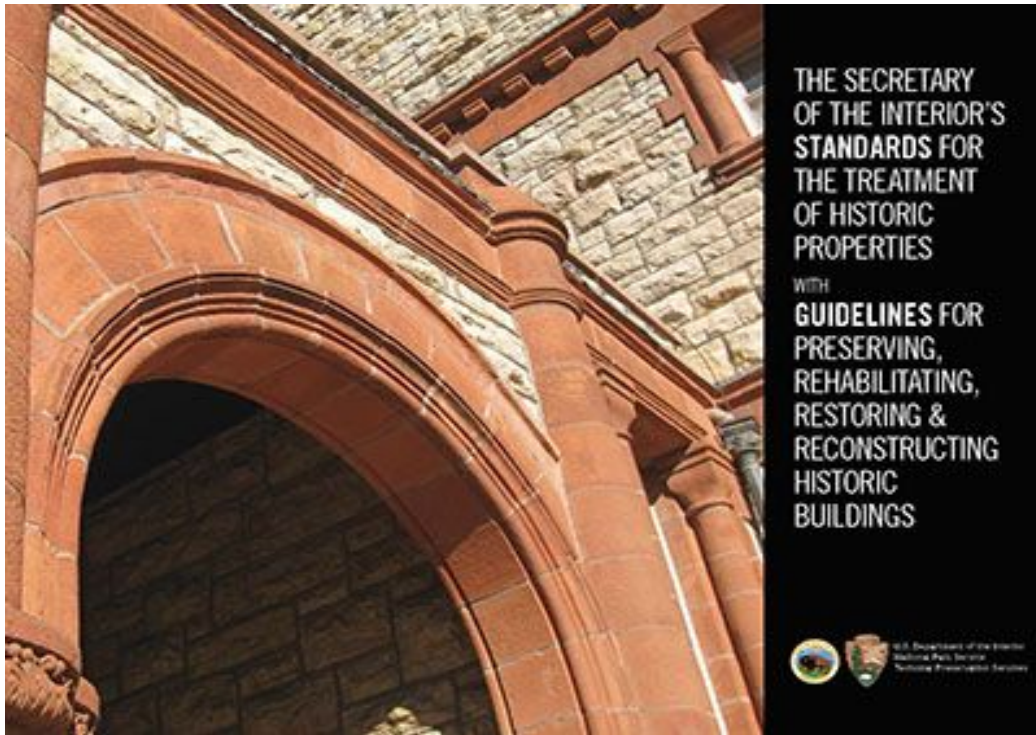
tutorials | FAQs | credits | feedback | welcome



DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary

Secretary of the Interior's Standards



- Guiding principles/concepts that are widely used at the federal, state, and local levels to guide work on historic buildings
- The Secretary of the Interior's *Standards for the Treatment of Historic Properties* includes four approaches :
 - Restoration
 - Preservation
 - Rehabilitation
 - Reconstruction



Programmatic Agreement

Standard Compliance Review Process

- Demo or major alteration of pre-1970's buildings
- Replacement of historic features or significant alterations to historic features
- New construction

Streamlined Review Process

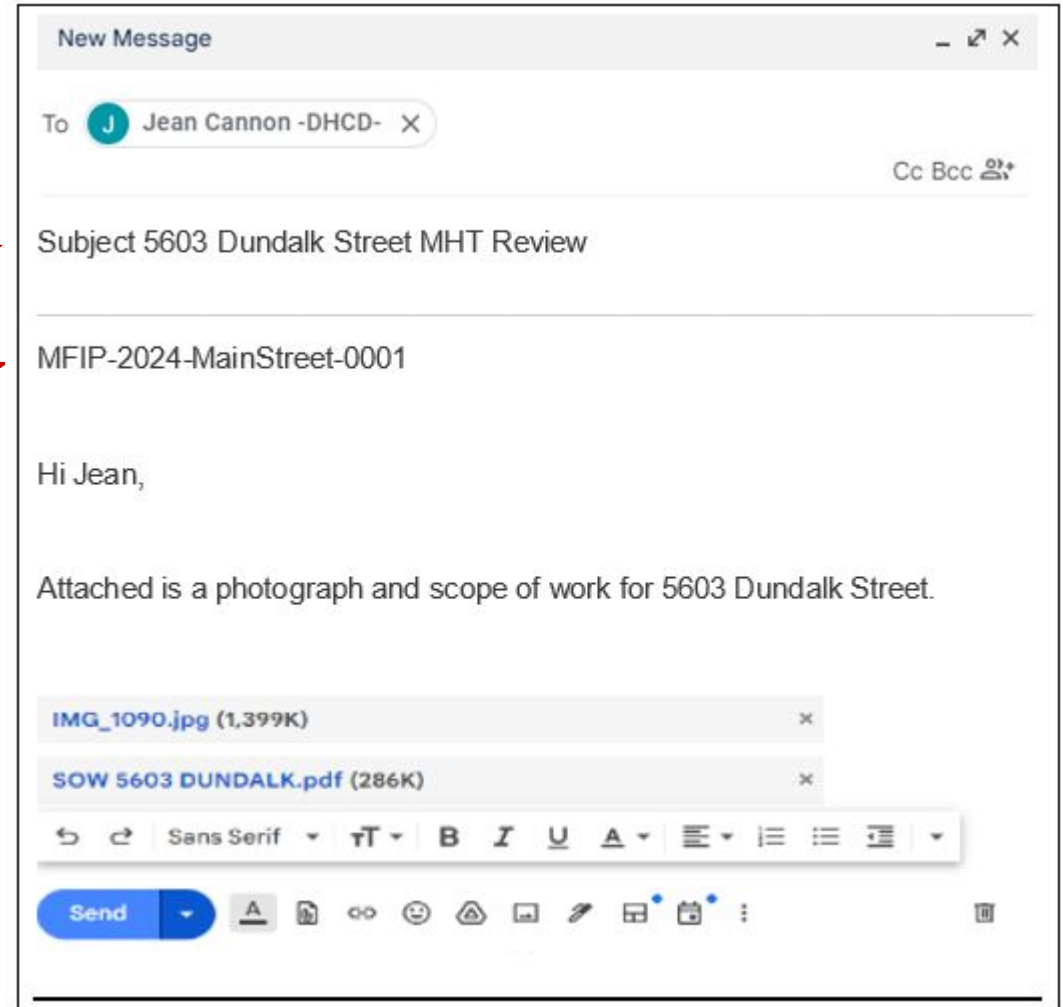
- Demo/major alteration of post 1970s buildings
- "In-kind" repair of historic features
- "Like-kind" repair or replacement of non-historic features
- Electrical, plumbing, HVAC
- Streetscaping, gardening, and reversible treatments

Project Submission

Email the following to Melissa:

- Location - include address in subject line
- DHCD Award Number
- Photographs
- Scope of work
- Plans and specifications if applicable

Melissa Archer
Preservation Officer
melissa.archer2@maryland.gov



Provide clear, comprehensive photos

