

Operating Assistance Grant Program

PROGRAM AND POLICY GUIDE

Introduction

This comprehensive guide outlines the process for applying to the Operating Assistance Grant Program and the policies governing the program for potential applicants, current grantees, and any stakeholders interested in understanding the program's requirements and objectives. It provides detailed information on:

- Eligibility criteria
- Application procedures
- Award management guidelines
- Program policies
- Reporting requirements
- Other essential information

Operating Assistance Grant Program

The Operating Assistance Grant Program provides vital support to organizations engaged in community and economic revitalization efforts throughout the state, encompassing two distinct funding opportunities.

- Main Street Improvement Program**:** Assist Maryland's Main Street Maryland communities in building capacity to achieve their community revitalization and economic development goals in designated Sustainable Community areas throughout the state.

- Technical Assistance Grant Program**:** Offers assistance to nonprofit organizations and local governments involved in community and economic development activities across Maryland.

DHCD is committed to fostering vibrant and thriving communities throughout Maryland. The Operating Assistance Grant Program plays a crucial role in achieving this vision by empowering local organizations to implement impactful projects that enhance the quality of life for residents and strengthen the state's economy.

Investment Priorities

The department strives for all Marylanders to live, work and prosper in communities that are affordable, lovable and just. Great places–lovable places–result from consistent targeted investment in locally-driven community reinvestment planning.

To support the core objectives of MD DHCD, the Division of Neighborhood Revitalization will prioritize revitalization projects that are part of a strategic community plan to:

- Increase the production of mixed-income, middle-market and affordable housing, particularly near transit. DHCD is interested in supporting innovative development approaches—such as modular and off-site construction—to accelerate housing production.
- Increase household and generational wealth building through homeownership, legacy homeowner renovations, and small business development.
- Accelerate the elimination of vacant properties, particularly in Baltimore City.
- Create safer, more appealing public spaces and community facilities that expand access to community services and strengthen neighborhood cohesion.
- Revitalize Maryland's diverse Main Streets, downtowns and commercial cores through projects that: enhance their unique physical, visual, and historic character; improve economic vitality by supporting existing businesses and attracting new ones; and helping small businesses and entrepreneurs connect to resources.

The department will give additional consideration to projects that address the overarching priorities of the Moore-Miller Administration, including projects that:

- Invest in designated Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH) areas, which represent rural, suburban and urban communities that have been historically impacted by barriers to economic mobility.
- Invest in designated Just Communities where all Marylanders, regardless of background, have access to fair housing and economic stability and opportunity, righting the wrongs of the past.

The program webpages offer comprehensive details each program:

Technical Assistance Grant Program

Main Street Improvement Program Grant Program

These webpages serve as valuable resources, providing in-depth information on program guidelines, eligibility criteria, application procedures, and more. We encourage you to visit these pages to learn more about the programs and how they can support your community development initiatives.

Policy Guide Revision History

Release	Revisions
Version 1 - April 2025	February 2027

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Section 1: Eligibility Requirements

1. Main Street Improvement Program Grant

Eligible Organizations:

- Only Main Street Maryland communities or community development organizations directly supporting Main Street Maryland communities are eligible to request Main Street Improvement Program funds.

Eligible Activities:

- Grants can be used for staff and consultant services, general operating expenses, market and business recruitment strategies, marketing and advertising, placemaking initiatives and other projects that have been identified in the applicant's work plans as key to its Main Street efforts.
- The project and/or activities that funds are being requested for should support the goals and outcomes of the applicant's annual work plan and contribute to the transformation strategy of the community. All projects and/or activities should be completed within one year; a funding match is not required.

Eligible Geography: Maryland's designated and aspiring Main Street Maryland communities.

Maximum Grant Award: Grant funds are allocated to designated Main Street Maryland communities, participating Main Street Maryland Aspiring communities, and community development organizations that directly support Main Street Maryland communities. Final authorization of award amounts is contingent upon approval by the General Assembly.

Match Requirement: MIP does not require a match for funding requests.

Performance Period: One year.

2. Technical Assistance Grant

Eligible Organizations: Nonprofit organizations and local governments in Maryland engaged in community and economic revitalization activities.

Eligible Projects/Activities:

- Projects and/or initiatives should align with local Sustainable Community Action Plans and/or support activities related to capital projects receiving funds from other Department or state agencies.
- Eligible Activities include, but are not limited to, operating costs including salary,

professional services contracts, technology costs, or other costs related to administering the Technical Assistance Grant program.

Eligible Geography: Projects must be located in Priority Funding Areas.

Maximum Grant Award: $50,000

Match Requirement: TAG does not require a match for funding requests.

Performance Period: One year.

Section 2: Application Submission

1. Application Threshold Requirements

To be eligible, current Operating Assistance Grant Program awardees must be in full compliance with all existing award agreements. This includes meeting all reporting deadlines and submitting all required final reports and payment requests from prior awards. Contact your project manager to confirm your organization's standing before applying.

2. Eligible Applicant Definitions

- Local government is a Maryland city, town, or county government entity.
- A group of local governments is more than one city, town or county applying jointly; application requires a resolution from each municipality.
- A nonprofit organization involved in community and economic revitalization activities in Maryland.

Section 3: Application Process

1. How to Apply

The Operating Assistance Grant application is available online via the DHCD Project Portal.
To access the application and apply you must be registered in the Portal system. On the DHCD's Project Portal, select “New User?” and complete the registration request form. Requests for registration may take up to 72 hours to be approved.

2. When to Apply

For application dates, visit the Main Street Improvement Grant Program or Technical Assistance Grant Program page on the DHCD website. Late applications will not be accepted.

Training documents, including a program overview and step-by-step application guide, are available in the DHCD Project Portal. For system access support, please contact the project manager for the specific program to which you intend to apply.

3. Mandatory Online Submission of Your Application

All applications must be submitted online through the DHCD Project Portal. First-time applicants to the Operating Assistance Grant Program must contact a project manager for eligibility verification and system access. New organizations should request access and submit organizational documents at least two weeks before the application deadline to expedite processing.

4. Application Review and Scoring

- **Main Street Improvement Program:** application must align with the Main Street annual work plan.
- **Technical Assistance Grant** applications will be evaluated using a single 5-point scoring scale that reflects the overall strength and readiness of the application.
    - Scoring Definitions:
        - 0 – Not Evident: The application fails to demonstrate alignment with funding priorities or lacks sufficient information to assess readiness, feasibility, or impact.
        - 1 – Minimally Meets Expectations: The application shows limited alignment with funding priorities and raises significant concerns regarding organizational capacity and project clarity or feasibility.
        - 3 – Somewhat Meets Expectations: The application demonstrates general alignment with funding priorities but has notable gaps or weaknesses that may limit project effectiveness or readiness.
        - 5 – Strongly Meets / Exemplary: The application clearly aligns with funding priorities, demonstrates strong organizational capacity and readiness, and presents a compelling, well-defined project with clear potential for impact.

Priority Area Bonus Points

- Projects located in ENOUGH areas may receive up to 10 bonus points.
- Projects located in Just Communities areas will receive 10 bonus points.
- Projects submitted by a Main Street Maryland or Baltimore City Main Street organization will receive 5 bonus points.

Bonus points are applied in addition to the overall application score and do not replace or override the evaluation of application quality.

5. Site Visits and Follow-up Discussion

Review teams may conduct site visits and/or meetings with applicants. The Department may also contact applicants for follow-up discussions prior to award decisions.

6. Required Supporting Documents for Nonprofit Organizations

All nonprofit applicants are required to submit:

- Evidence of nonprofit status (Bylaws, Articles of Incorporation, IRS Determination Letter)
- Evidence of good standing (Md. State Department of Assessments and Taxation)
- Evidence of charitable registration (Md. Secretary of State)

See checklists below (section 7) for other organizational documents requested at time of application.

Section 4: Award Management

1. Award Approval and Notification

- Award recommendations are subject to review and approval by the Secretary of the Department of Housing and Community Development (DHCD).
- Final authorization of award amounts is contingent upon approval by the General Assembly during the FY2027 legislative session.
- Upon approval, DHCD will notify successful applicants through the Project Portal by sending official award letters.
- DHCD may also publicly announce awards through departmental blog posts, press releases, and/or special events.
- Applicants not selected for award funding will receive a denial letter uploaded to the Project Portal.
- The application status for these applicants will be updated to "application denied" within the Project Portal.

2. Award Agreements

The Award Agreement is a legally binding contract between your organization and the State of Maryland.

- **Legal Obligation:** Your organization is legally bound to the terms and conditions outlined in the Award Agreement.
- **Subrecipient Compliance:** You are responsible for ensuring your contractors and/or fund subrecipients are aware of and comply with these terms and conditions. It is highly recommended to develop and maintain your own program guidelines or Memorandums of Agreement (MOAs) with subrecipients for this purpose.

- **Agreement Structure:** The Award Agreement consists of standard language and exhibits specific to your project:
    - Award Agreement (Standard Program Language)
    - Exhibit A: Description of Project Activities
    - Exhibit B: Project Budget
    - Exhibit C: Special Conditions

Below are key components of your Award Agreement:

- **Standard Language:** Specifies the legal awardee, project name, award amount, and outlines policies and requirements for award compliance.
- **Project Address:** Specifies the location where award funds will be utilized.
- **Final Report Deadline:** The final report is due no later than 30 days after the award agreement's expiration date.
- **Project Description (Exhibit A):** Details the scope of work and how award funds will be used, reflecting any adjustments due to partial funding.
- **Project Budget (Exhibit B):** Provides a financial breakdown of the project, including award funds and confirmed matching funds.
- **Special Conditions (Exhibit C):** Outlines any specific requirements, such as submitting organizational documentation or adhering to timelines.

3. Award Agreement Execution Process

Award execution occurs when both parties have signed and witnessed the Award Agreement. Funds cannot be drawn down until after execution and all Special Conditions have been met. Below are the steps in executing an Award Agreement:

1. **Drafting the Agreement:**
    - Upon award notification, your project manager will draft the Award Agreement using a standard template.
    - The project manager will consult with the awardee to finalize project scope, budget, timeline, and impact, and ensure all required documentation is submitted.
    - Award Agreements are created and processed through DocuSign.
2. **DocuSign Submission:**
    - After internal review and approval, your project manager will send a DocuSign envelope with instructions for signing the agreement.
3. **Awardee Signature:**
    - The authorized signatory for your organization must sign and return the agreement via DocuSign within five business days of receipt.
    - Authorized signatories include the highest elected official of a municipality, the executive director of a nonprofit, or an officially designated representative with documented delegation of authority.
    - Any documentation required by Special Conditions must be returned at this time.

4. **Final DHCD Approval:**
    - The Award Agreement will undergo a final internal review and be signed by the Assistant Secretary of Neighborhood Revitalization for DHCD, with a member of the DHCD legal department as a witness.
5. **Project Portal Activation:**
    - The award will be moved to "active" status in the Project Portal, and all award management activities (progress reports, payment requests, final reports) will be conducted through the system.

4. Award Management and Monitoring

Following award execution, project activities should commence, and awardees may begin requesting funds.

Your project manager will provide ongoing oversight and monitoring to ensure project compliance with the terms of the award agreement.

Monitoring will encompass both "desk monitoring" and potential on-site visits:

- **Desk Monitoring:**
    - Evaluation of progress reports.
    - Processing of payment requests.
    - Regular communication with the awardee.
- **On-Site Visits (as applicable):**
    - Meetings with the designated award contact person.
    - Site inspections.
    - Verification of financial documentation.
    - Attendance at project milestones (e.g., ground-breaking, ribbon-cutting events).

Awardees must diligently address and satisfy all special conditions outlined in the award agreement, including site control requirements.

➔ Note: Awardees should draw down at least 50% of the awarded funds within six months of the award execution date. All awarded funds must be drawn down by the award agreement's expiration date.

5. Requests for Payment

All payment requests must be submitted electronically through the DHCD Project Portal.

Eligibility Requirements:

- Awardees must be current on all required progress reports to be eligible to submit a payment request.

- Payment requests must align with the activities and budget outlined in the award agreement (Exhibit B). Requests for activities outside of this scope will be denied.

Required Documentation:

Payment requests must be accompanied by supporting documentation, including:

- Invoices and canceled checks
- Signed contracts
- Itemized receipts
- Ledgers
- For pass-through funds: Copies of canceled checks or other transfer documentation from the awardee to the sub-recipient.

Payment Procedures:

- **Initial Advance:** An advance of up to 25% of the total award amount is permitted for the first payment request. No supporting documentation is required for this initial advance. Evidence of how the advanced funds were spent must be submitted with the next request for payment.
- **Subsequent Reimbursements:** All subsequent payment requests must include evidence of expenditures, such as paid invoices, contracts of sale, or other documentation as requested, to substantiate reimbursement.
- **Recommended Payment Threshold**: It is recommended that individual payment requests exceed $3,000 to optimize processing efficiency.
- **Electronic Funds Transfer (EFT):** Awardees are strongly encouraged to enroll in the State of Maryland's EFT payment system for faster and more secure payment processing.

6. Reports

Regular progress reports are essential for monitoring project advancement and ensuring compliance. Failure to submit timely reports may impact an applicant's ability to draw down current awards from all NR programs and may also affect eligibility for future funding opportunities.

Submission Schedule:

- Progress reports are due either:
    - 6 months from the grant agreement execution date, or
    - Whenever a payment request is submitted.
- A progress report is required at the 6-month mark, regardless of the project's current status.

Final Report Requirements:

The final report is a comprehensive document that goes beyond standard progress reports. It must include:

- **Certification of Completion:** A statement confirming that the program/project was completed as described in the award agreement.
- **Visual Documentation:** "Before" and "after" pictures of the project (preferred).
- **Financial Reconciliation:**
    - Confirmation of the budget and total project cost.
    - Confirmation of all program/project expenditures.
- **Compliance Verification:** Confirmation that all special conditions outlined in the award agreement have been satisfied.
- **Results and Documentation:**
    - A detailed discussion of cumulative program/project results.
    - Supporting documentation for all program/project data.

Submission Method:

- All progress reports must be submitted electronically through the DHCD Project Portal.
- A progress report form must be uploaded to the progress report in the DHCD Project Portal.

Report Content:

- You may be required to upload attachments, such as photographs and other relevant documentation, to provide evidence of project status and activities.

Review and Approval Process:

- Your project manager will review and approve the progress report within the DHCD Project Portal.
- Prior to approval, your project manager may request clarifications or corrections to ensure the report's accuracy and completeness.

7. Award Agreement Modifications

The Department may, at its discretion, modify provisions within a grant, loan, or other financial assistance agreement to ensure the successful completion or operation of a project. Modifications can be initiated by either the awardee or Program Staff.

Types of Modification Requests:

Awardees may request modifications to address various project needs, including:

- **Project Scope Adjustments:** Changes to the project description and scope of work.
- **Location Changes:** Modifications to the project's location or address.
- **Timeline Extensions:** Extensions to the project timeline or award agreement period. Awardees may request a 30, 60, or 90 day extension; extensions beyond 90 days will not be approved.

- **Budgetary Adjustments:** Allocation of additional funds or transfers within the existing project budget.

Modification Request Process:

- Awardees must submit a formal modification request to their Project Manager using the provided change order form template.
- All modification requests must be submitted within the active award period. Requests submitted after the award expiration date will not be accepted.
- The Project Manager will review the request and submit it to DHCD leadership for approval.
- **Approval and Implementation:**
    - Upon approval, the method of implementation will vary depending on the nature of the modification.
    - For certain modifications, a formal letter of approval will be issued.
    - For more significant changes, an amendment to the original award agreement will be required to legally enact the modifications.

Recapture of Funds

The Department of Housing and Community Development (DHCD) will monitor project progress to determine if a recapture of awarded funds is necessary. If recapture is deemed appropriate, DHCD may recommend and seek approval for a formal recapture.

Voluntary Recapture:

Ideally, DHCD aims for a voluntary recapture, wherein the awardee recognizes and agrees to relinquish funds due to unforeseen circumstances or project changes. This collaborative approach streamlines the process.

Recapture Process:

If a recapture is approved, your project manager will initiate the necessary steps.

Factors Leading to Recapture Consideration:

The following circumstances may lead to DHCD considering a recapture of funds:

- **Project Impossibility:** The project is no longer expected to be completed.
- **Significant and Unjustified Delays:** The project is experiencing substantial delays without acceptable justification.
- **Non-Compliance with Reporting Requirements:** The awardee fails to meet required reporting obligations, and the project is concurrently delayed.
- **Underexpenditure or Unused Funds:** Funds are not being expended as planned, or the project is completed under budget, resulting in surplus funds.

Project Completion and Close-Out

A project is considered "Complete" when all of the following criteria are met:

- All program/project activities outlined in the award agreement have been concluded.
- A final report has been submitted.
- The award balance is $0.
- The award agreement has expired (and not been extended).

Project Manager Close-Out Activities:

To finalize the award, your project manager will perform the following tasks:

- **Activity Verification:** Confirm that all program/project activities are complete.
- **Financial Review:** Verify award balances.
- **Report Collection:** Gather any outstanding progress or final reports.
- **Expense Documentation:** Collect outstanding evidence of expenditures for advances or budget matches that have not been previously submitted.
- **Contact Information Update:** Confirm current addresses.
- **Condition Fulfillment:** Confirm satisfaction of all special conditions.

Close-Out Notification:

Upon successful completion of the close-out process, you will receive a formal close-out letter for your records.

7. Noncompliance

Definition of Noncompliance

Noncompliance occurs when an awardee fails to adhere to the terms of the grant agreement, program guidelines, reporting requirements, or applicable laws and regulations. Noncompliance may also be administrative, financial, or programmatic in nature.

Examples include, but are not limited to:

- Use of funds for ineligible or unapproved expenses
- Failure to submit required reports or documentation by deadlines
- Incomplete, inaccurate, or misleading reporting
- Failure to maintain required records
- Nonperformance or significant deviation from approved activities
- Failure to obtain prior approval for material changes
- Conflicts of interest that are undisclosed or improperly managed
- Failure to comply with applicable state or federal requirements

Notice and Opportunity to Cure

When feasible, DHCD will notify the awardee in writing of identified compliance concerns and may provide an opportunity to cure the issue within a specified timeframe.

Corrective Actions

DHCD may require corrective actions proportionate to the severity and frequency of the noncompliance. These may include, but are not limited to:

- Submission of missing or revised reports
- Additional documentation or financial reconciliation
- Required training or technical assistance

Enforcement Actions

If noncompliance is not resolved, or if the issue is serious in nature, DHCD may take enforcement actions, including but not limited to:

- Placing the awardee on reimbursement-only status
- Withholding or suspending payments
- Requiring repayment of misspent or unsupported funds
- Reducing the award amount
- Terminating the grant agreement

Serious or Repeated Noncompliance

Serious, willful, or repeated noncompliance may result in:

- Immediate enforcement action without a cure period
- Referral for audit or investigation
- Temporary or permanent ineligibility for DHCD funding programs

Documentation

DHCD will maintain documentation of compliance concerns, communications, and enforcement actions. Awardees are expected to retain records demonstrating corrective actions taken.

Good Faith Efforts

DHCD recognizes that unintentional errors may occur. Awardees that demonstrate good faith, transparency, and timely corrective action will be viewed more favorably than those that fail to communicate or cooperate.

Section 5: Program Policies

Use of Award Funds

- Approved Activities: Program funds may only be used for the project activities specifically detailed in Exhibit A of the award agreement.
- Operating Expenses: Program funds are restricted to operating expenses.
- Funding Availability: Award funds are contingent upon the availability and allocation of sufficient State funds.

Site Control

Site control demonstrates a legal connection between the awardee and the project property. Evidence of site control is mandatory at the time of award agreement execution for any project involving acquisition, demolition, construction, or rehabilitation.

- Legal Nexus: Site control must be established by the entity or individual with a legal interest in the property (e.g., owner, contractor with an owner's contract, lessee) and must explicitly reference the awardee.

  Acceptable Evidence of Site Control:

  - A signed document linking the awardee to a party with ownership interest.
  - SDAT printout if the awardee owns the property.
  - Letter from the property owner referencing the awardee.
  - Executed lease agreement between the awardee and property owner.
  - Executed purchase agreement between the awardee and property owner.
  - Management agreement.

Disclosure of Conflicts of Interest

A conflict of interest exists when an individual involved in the selection, award, or administration of program funds has a personal interest in those funds or benefits from the award. This includes employees, directors, officers, board members, volunteers, and elected officials.

- Disclosure: Awardees must disclose any actual or potential conflicts of interest.
- Conflict of Interest Policy: Awardees should have a written conflict of interest policy. While a copy is not required for submission, it must be readily available upon request by DHCD.

Examples of Potential Conflicts of Interest:

- A staff member involved in approving salary raises funded by State operating funds.
- Work being performed on property owned by a board member.

HB 1210 - Corporate Diversity

House Bill 1210, from the 2021 Maryland Legislative Session, prohibits an entity from qualifying for certain State benefits unless certain criteria relating to underrepresented communities are met. To meet this requirement, for Fiscal Year 2026, awardees will complete a short affidavit.

- This year is a bridge year, anticipating that beginning next year required reporting will go through the State Department of Assessments and Taxation.
- Affidavit template will be provided to the awardee, to be completed and returned to the Program.

Record Retention

Awardees are required to maintain all project-related records for a minimum of three years after the official close-out of the award.

This includes, but is not limited to:

- Financial records (invoices, receipts, ledgers, etc.)
- Progress reports
- Project documentation
- Correspondence with DHCD

Section 6: Contact Information

Assistance and Support

The DHCD team is dedicated to providing guidance and support throughout the Operating Assistance Grant Program process. If you have any questions regarding this policy guide or the program in general, please don't hesitate to reach out to the following individuals:

- Your main point of contact should be the project manager specifically assigned to the funding program for which you received an award.
- For additional support, please contact the assistant director assigned to the funding program.

Application Type	Program Staff Name & Contact
Main Street Improvement Program	Kristin Dawson, Program Officer 410-209-5847 kristin.dawson@maryland.gov
Technical Assistance Grant	Alyssa Clemons, Project Manager 410-209-5808 alyssa.clemons@maryland.gov

Section 7: Attachments

Please review the checklist of information and attachments and provide all that is applicable via the online application.

PROJECT ELIGIBILITY AND APPLICATION CONSIDERATIONS

- If requesting operating funds, did you describe how the operating costs requested are necessary to implement a program or project?
- Will program/project activities occur in a federal, state, or local designation(s)? Check the project's location on the Neighborhood Revitalization Mapper to confirm. Geographic eligibility may depend on the funding program; please review the program guidelines to determine eligibility.
- Is the program/project a reinvestment priority; initiatives that address the overarching priorities of the Moore-Miller Administration, including ensuring that all those who want to live in Maryland can do so and/or reflect the core objectives of MD DHCD, including to create great, lovable places and to right the wrongs of the past. Great places – lovable places– result from consistent targeted investment in locally-driven and inclusive community reinvestment plans.
- Does the project have community support?
- Have you provided a scope of work for the proposed project that clearly describes specific project activities, implementation timeline and how the award funds will be used? The project description should fully describe funding requested for activities in the project budget.

APPLICANT ELIGIBILITY

- Are you a local government or non-profit organization located in Maryland? Applicant eligibility depends on the program; please review the program guidelines to determine eligibility.
- Can you demonstrate that your entity or organization is a good steward of State funds?
- Have you quickly spent down current DHCD award funds?
- Are you in compliance with current DHCD award requirements such as timely submission of reports?
- Is your organization in "good standing" with the State Department of Assessments and Taxation and the Maryland Secretary of State under the Maryland Solicitations Act?
- Did you visit the Organization Profile section of the online DHCD Project Portal and update all outdated information, and upload current year required organizational documents?
    - W9
    - Annual Corporate Diversity Addendum
    - Article of Incorporation
    - Bylaws
    - IRS Letter of Determination
    - Board of Directors List
    - Official Maryland State Certificate of Status (or Temporary Evidence of "Good Standing")
    - Official Maryland State Charitable Registration Letter

        - If you are exempt from charitable organization requirements, attach current evidence of exemption with the Maryland Secretary of State?
    - Current Year Operating Budget
    - Most Recent Independent Financial Audit (if required)

BUDGET

- Did you provide quotes, cost estimates, and/or proposals or contracts that justify the requested amount?
- Did you accurately represent your project request in the appropriate budget lines? OAG does not fund capital projects.
- Did you provide a match? If so, did you provide match documentation? OAG does not require a match; however, if you describe a match of funding in your application, then documentation is needed to demonstrate the match.
- If you, the applicant, are acting as a pass-through entity and/or you have no intention of owning or having rights over the site where the project will occur, did you provide both
    A. documentation of the sub-recipient ownership or lease of the property, and
    B. a Memorandum of Understanding or executed letter between the two parties stating the contractual relationship between you, the sub-recipient, and the status of property ownership or lease?

Progress Report Form

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OPERATING ASSISTANCE GRANT PROGRAM
PROGRESS REPORT

Purpose: This Progress / Final report documents your project's progress, demonstrates its impact on the community, and maintains compliance with program requirements.

Instructions: Please thoroughly complete this form and submit it, along with the required documents, in the DHCD Project Portal. All grantees are required to complete a Progress Report six months into the grant term and a Final Report within 30 days of the end of the grant term.

➔ *Note:Timely submission of Progress Reports is mandatory for compliance with the Operating Assistance Grant program. Failure to meet reporting deadlines will lead to payment processing delays, potential agreement termination, or the recapture of grant funds.*

For All Progress Reports:

1. Provide a detailed description of the specific activities and work completed during the reporting period.
2. Explain how the project activities have contributed to achieving the goals outlined in your application.
3. What is the project's current status relative to the timeline provided in your application? If there are any delays, please explain why.

For Final Reports Only:

4. If your project included hiring a consultant or professional service provider, describe how you complied with DHCD's Minority Business Enterprise program. Was the consultant a minority or woman-owned business? If not, what efforts did you make to identify a minority or woman-owned business to hire?
5. Describe at least three measurable positive changes that have resulted from the project and the impact on the community. Provide specific data or evidence to support these results
6. Explain how the project aligns with and reflects the core objectives of DHCD's overarching priorities which includes to: increase housing for all, create lovable places, and right the wrongs of the past. Great places–lovable places–result from consistent targeted investment in locally driven and inclusive community reinvestment plans, particularly:
    - Investments in designated Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH) areas, addressing the community conditions surrounding children in poverty, enriching community assets and services for youth.
    - Investments in designated Just Communities, righting the wrongs of the past by transforming neighborhoods into thriving communities where all Marylanders, regardless of background, have access to fair housing, economic stability and opportunity.
    - Increased housing production, including mixed-income, middle market and affordable housing, especially at TOD sites.
    - Increased household and generational wealth building, such as through homeownership, legacy homeowner renovations, and small business development in historic Main Streets and business districts.
    - Accelerated elimination of vacant properties, particularly in Baltimore City

Please upload the following supporting documentation with this report to the DHCD Project Portal:

- Signed Consultant/Professional Services Contracts
- Proposals for Services
- Job Descriptions/Postings
- Final Copies of Studies or Reports
- Architectural/Engineering Documents
- New Branding/Website Design
- Marketing Collateral provided by Designer
- Before/After Pictures

Note: Do not upload proof of payment, including canceled checks and receipts, with this Progress Report. Those items are submitted with the Request for Payment (RFP).

Sample: Change Order Form

Today's Date:

Award #/ID:

Award Amount:

Name of Grantee:

Contact Name and Title:

Contact Phone Number:

Contact Email:

Award Budget:

This table should be filled out exactly as it appears in the executed grant agreement.

ACTIVITY/USE OF FUNDS	DHCD	GRANTEE AMOUNT	OTHER SOURCE AMOUNT
	$	$	$

Reason for Modification Request:

Proposed Revised Budget:

The Activity/Use of Funds must not change from the items in the executed grant agreement. To complete this table:

- enter the Activity/Use of Funds items as listed in the award budget in the executed grant agreement.
- enter the revised amounts for each Activity/Use of Funds under the DHCD column
- adjust the grantee amount or other source amount within those approved line items, as needed.

The total of the DHCD column may not exceed the total Award Amount.

ACTIVITY/USE OF FUNDS	DHCD	GRANTEE AMOUNT	OTHER SOURCE AMOUNT
	$	$	$

Grant Term Extension Request:

- 30 Days
- 60 Days
- 90 Days

Reason for Modification Request/s:

Date your Board of Directors approved this modification request:

Sample Invoice

INVOICE

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

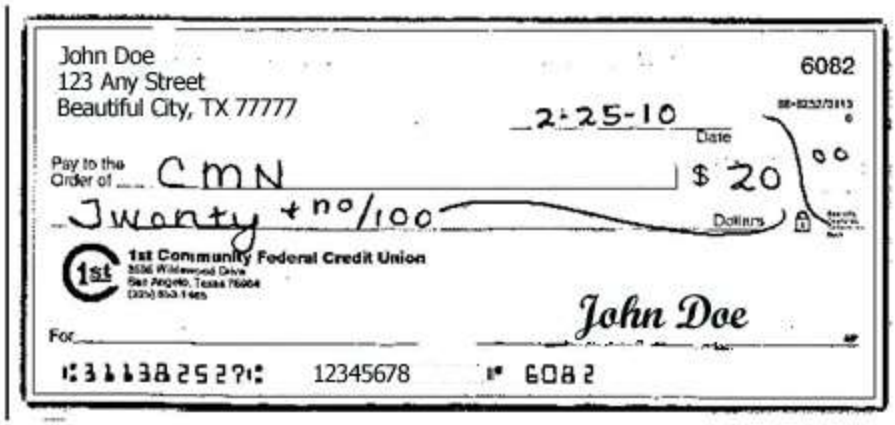
FOR:

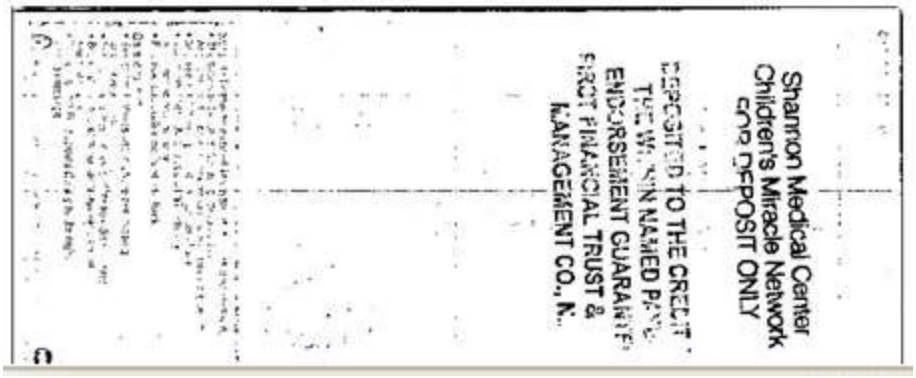
Organization Name
Title/Contact Name
123 Main Street
Baltimore, MD 21247

Description	**Quantity**	**Rate**	**Amount**
Item 1	2	$150.00	$300.00
Item 2	8	$200.00	$1,600.00
Item 3	4	$150.00	$600.00
Item 4	6	$200.00	$1,200.00
		Subtotal	$3,700.00
		Tax	$222.00
		Invoice Total	$3,700

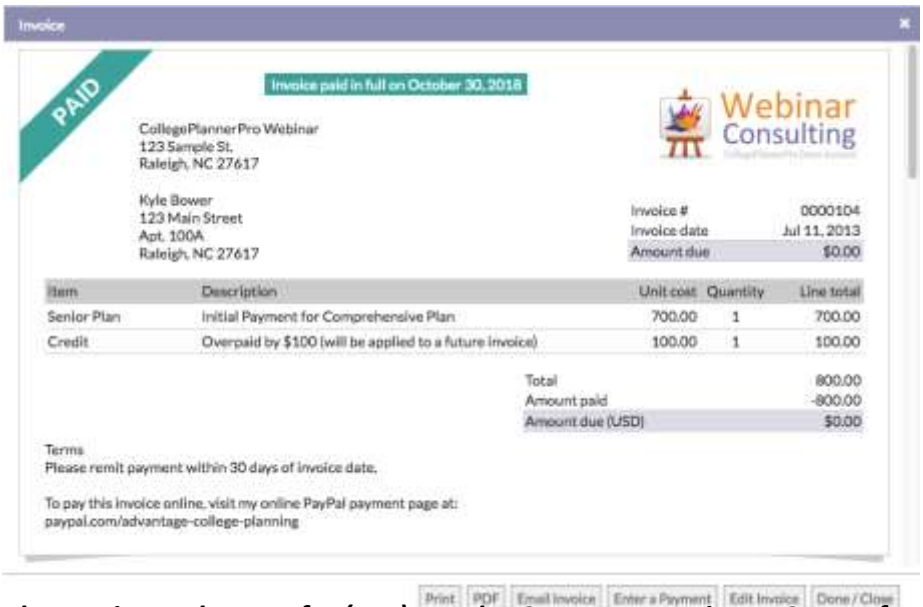
Sample Payment

A cleared Check:





Paid Invoice/Zero Balance



Electronic Funds Transfer (EFT) Vendor Setup Instructions - State of Maryland

To receive payments electronically from the State of Maryland, please follow these steps:

1. **Register with the Comptroller's Office:**

- Visit the Maryland Taxes website
- Create a new user account.
- During the registration process, you will be prompted to enter your organization's banking information.

2. **Provide a Voided Check:**
    - A copy of a voided check is **mandatory** for successful EFT registration.
    - Failure to provide a voided check will result in the rejection of your registration.
    - Please ensure the copy is clear and legible.
3. **Complete Form GAD X-10 (Optional/Supplemental):**
    - Form GAD X-10 may be required in certain circumstances or used to supplement your online registration.
    - Carefully read the instructions on the form to see if it is required for your situation.