

Awardee Policy Guide

Maryland Department of Housing and Community
Development

State Revitalization Programs

2025-2026



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Lt. Governor: Aruna Miller

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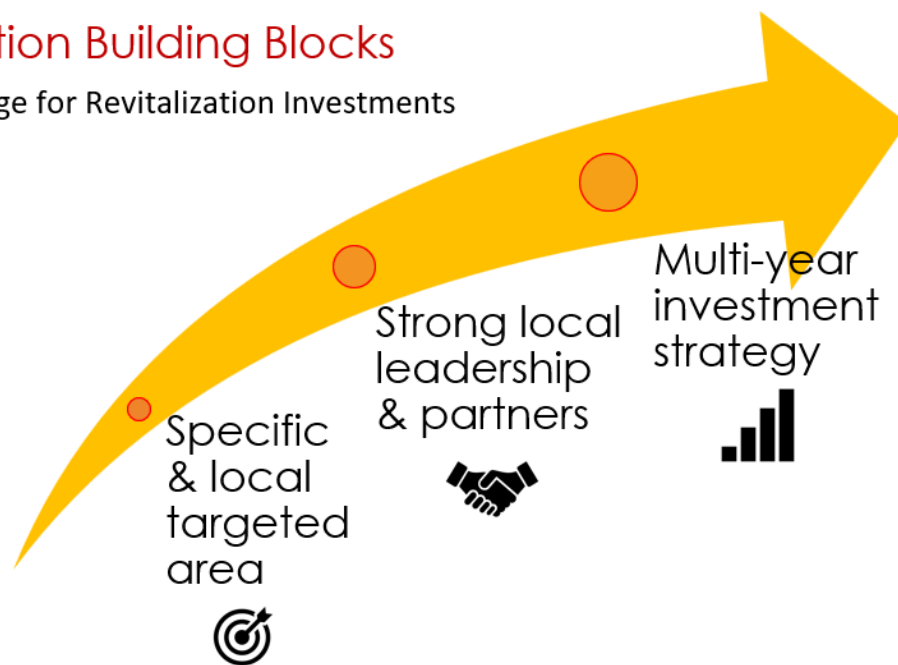
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A Introduction

Through funding and technical assistance, the Maryland Department of Housing and Community Development (DHCD) works with local partners to revitalize cities, towns and neighborhoods across Maryland. The Department's State Revitalization Programs (SRP) offer a range of funding to enhance existing neighborhood resources, support economic development, provide public services and infrastructure, and improve the quality of life for residents. The funding programs are primarily used to support expenses associated with capital projects. Awards explicitly connect a project to the revitalization strategies and goals for their community's Sustainable Community Action Plans. Financial assistance from the Department is designed to serve as a tool for communities and organizations to leverage additional funding from public, private and nonprofit sources.

Revitalization Building Blocks

Setting the Stage for Revitalization Investments



A.1 State Revitalization Programs Leadership

Carol Gilbert, Assistant Secretary, Division of Neighborhood Revitalization

Kevin Baynes, Director, State Revitalization Programs, Division of Neighborhood Revitalization

A.2 Staff

Baltimore Region

Assistant Director, Baltimore Lead: Larry Brown

Program Officer: Kate Howard

Project Managers: Jessica DeGaine, Sarah Kim, and Erin Lavitt

Statewide Region

Assistant Director, Statewide Lead: Garland Thomas

Program Officer: Jean Cannon

Project Managers: Jessica Argueta, Sara Jackson, Maria Mougridis

Policy, Planning and Preservation

Assistant Director: Olivia Ceccarelli-McGonigal

Senior Program Officer: Melissa Archer

Program Officer: John Papagni

Project Managers: Alex Laham, Tynan Stevenson (Sustainable Communities)

Contact Us

[Regional project manager](#) contacts

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A.3 Policy Guide Revision History

A.3.1 Version 1: March 2023

Consolidated previous training and guidance documents into a first, single policy guide.

A.3.2 Version 2: May 2024

Updated contact information. Added information regarding the Maryland Facade Improvement Program and updated the Seed Community Development Anchor Institution Fund guidelines. Updated Minority Business Enterprise Program language and attached revised forms.

A.3.3 Version 3: January 2026

Updated contact information. Updated Project C.O.R.E. program name to Baltimore Vacants Reinvestment Initiative (BVRI) and added information regarding the BVRI program. Updated program policies, including adding awardee cybersecurity responsibilities. Added clarification to the award agreement drafting and execution process. Clarified agreement modification submission deadlines. Clarified awardee responsibilities related to non-compliance.

B State Revitalization Programs

All State Revitalization Programs are intended to support communities in implementing their Sustainable Community Action Plans, and as a result ultimately serve the purposes of the Sustainable Communities Program: the sustainable revitalization of Maryland's built environments, especially those built environments most in need, and capable of, revitalization, according to the strategies and actions articulated by the implicated communities and approved by the State via Sustainable Community Action Plans.

Learn more about the [Sustainable Communities program](#) and review approved Sustainable Community Action Plans. View up-to-date Sustainable Community boundaries using the [Neighborhood Revitalization Mapper](#).

There are seven programs under the State Revitalization Programs umbrella.

B.1 Baltimore Regional Neighborhood Initiative Program

The overarching goal of the [Baltimore Regional Neighborhood Initiative](#) (BRNI) is to increase the competitiveness of targeted communities in the Baltimore metro area for new homeownership and private-sector business, residential, and commercial investment, through activities such as strategic property acquisition, redevelopment, rehabilitation and new infill development. Target communities are those that can build upon existing strengths and assets to accelerate their momentum in achieving healthy residential markets and economic growth. BRNI investments demonstrate how strategic and innovative approaches to local housing and economic development can lead to healthy, sustainable communities with a growing tax base and enhanced quality-of-life. The program focuses on areas where modest, but sustained investment in the context of a comprehensive strategy will have measurable neighborhood impact.

B.1.1 Geographic Requirement

- Sustainable Communities in Baltimore City, or the inner-beltway communities of Baltimore County or Anne Arundel County

B.1.2 Eligible Applicants

- Nonprofit community development corporations (CDCs, Coalitions or Partnerships) that are implementing a clear revitalization strategy in a specific neighborhood or set of neighborhoods.
- Eligible applicants should have an approved BRNI Neighborhood Revitalization Plan on file with the Department. The BRNI Neighborhood Revitalization Plan is a multi-year community revitalization strategy that is nested within the area's Sustainable Community Plan

B.1.3 Eligible Use of Funds

- Capital projects that support community revitalization activities
- Operating projects that support the management of capital BRNI projects and the implementation of the BRNI strategy

B.1.4 Award Type

- Grant
- Loan or Recoverable Grant
- May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust

B.1.5 Budget Requirement

- Each organization may not be awarded more than 40 percent of the total financial assistance from the Baltimore Regional Neighborhood Initiative program to be used for operating expenditures.

B.2 Community Legacy

[Community Legacy](#) is a tool that catalyzes new investment in older neighborhoods and business districts in support of local revitalization plans for designated Sustainable Community Areas. Community Legacy funds assist leaders from urban and suburban communities, and small towns that have a comprehensive approach to encourage community reinvestment, economic development, and resource conservation. Over time, these strategies achieve and maintain vibrant places for Marylanders to live, work and prosper.

B.2.1 Geographic Requirement

- Sustainable Communities in Maryland
- Opportunity Zones in Allegany, Garrett, Somerset, and Wicomico Counties

B.2.2 Eligible Applicants

- Local governments
- Groups of local governments
- Nonprofit Community Development Organizations

B.2.3 Eligible Use of Funds

- Capital projects that support community revitalization activities

B.2.4 Award Type

- Grant
- Loan or Recoverable Grant
- May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust

B.2.5 Budget Requirement

- None

B.3 Maryland Façade Improvement Program

The [Maryland Façade Improvement Program](#) (MFIP) provides funding to assist qualified businesses with improving the exterior of the businesses' buildings and facilities. Local governments and community development organizations will apply to the program to capitalize a grants fund and develop an application process for businesses to improve their building facades. The program aims to help revitalize commercial buildings, support local revitalization efforts, and contribute to creating a sense of place within Maryland Sustainable Communities.

In addition to the requirements identified below, awardees develop and enforce their own local program guidelines. Local program guidelines must at least include criteria for: (1) rating qualified businesses that apply for grants and (2) awarding grants to qualified businesses. DHCD provides model program guidelines; awardees should modify these guidelines to suit their unique needs and revitalization goals.

B.3.1 Geographic Requirement

- Sustainable Communities in Maryland

B.3.2 Eligible Applicants

- Local governments
- Nonprofit Community Development Organizations (for example: community development corporations, main street organizations, downtown partnerships)

B.3.3 Eligible Use of Funds

- Capital costs related to the improvement of exterior facades for business buildings and facilities

B.3.4 Award Type

- Grant

B.3.5 Budget Requirement

- None

B.4 National Capital Strategic Economic Development Fund

The [National Capital Strategic Economic Development Fund](#) (“NED”) is a program for the greater National Capital region of Maryland that provides competitive funding for strategic investment in local housing and businesses to encourage healthy, sustainable communities with a growing tax base and enhanced quality of life. The program focuses on areas within Prince George’s and Montgomery counties where modest investment and coordinated strategies will have an appreciable neighborhood revitalization impact.

B.4.1 Geographic Requirement

- NED projects should be in Sustainable Communities located:
 - In Prince George’s County, at least in part, within the boundary created by Interstate 495 in the State and the District of Columbia; OR
 - In Montgomery County, within an Enterprise Zone or the boundary created by: Prince George’s County; Maryland Route 200; Interstate 270; Interstate 495 to the Maryland state line; and The District of Columbia.

B.4.2 Eligible Applicants

- Local governments
- Nonprofit Community Development Organizations

B.4.3 Eligible Use of Funds

- Capital projects that support community revitalization activities
- Operating projects that support community revitalization activities

B.4.4 Award Type

- Grant
- Loan or Recoverable Grant
- May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust

B.4.5 Budget Requirement

- None

B.5 Seed Community Development Anchor Institution Fund

The [Seed Community Development Anchor Institution Fund](#) (SEED) is a program that provides matching financial assistance through grants and loans to anchor institutions (e.g. hospitals and institutions of higher education in the State of Maryland) to support local community development projects with a focus on eliminating blight in targeted areas. The program aims to generate jobs, strengthen partnerships between anchor institutions and the State of Maryland, and lead to safer, healthier and more attractive communities.

B.5.1 Geographic Requirement

- Projects must be in a Sustainable Community and/or an area of blight and support the improvement of a neighborhood that surrounds an anchor institution. Blighted areas are areas in which most buildings have declined in productivity by reason of obsolescence, depreciation, or other causes to an extent that they no longer justify fundamental repairs and adequate maintenance.

B.5.2 Eligible Applicants

- Institution of higher education in the State
- Hospital institution in the State that: 1. Has a group of at least five physicians who are organized as a medical staff for the institution; 2. Maintains facilities to provide, under the supervision of the medical staff, diagnostic and treatment services for two or more unrelated individuals; and 3. Admits or retains the individuals for overnight care.
- Maryland Hospital and Maryland Higher Education Institution Departments, Foundations, and Other Entities of the Institution

B.5.3 Eligible Use of Funds

- Capital costs associated with neighborhood improvement projects

B.5.4 Award Type

- Grant
- Loan or Recoverable Grant
- May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust

B.5.5 Budget Requirement

- Applicant match equal to \$1 in funding for every \$1 in State awarded funding.

B.6 Strategic Demolition Fund - Statewide

The [Strategic Demolition Fund](#) (SDF) is a program that invests in pre-development activities that accelerate economic development and job production in Maryland's Sustainable Communities. The program aims to improve the economic viability of "gray field development" which often faces more barriers than sprawling "green field development."

B.6.1 Geographic Requirement

- Sustainable Communities in Maryland outside Baltimore City
- Opportunity Zones in Allegany, Garrett, Somerset, and Wicomico Counties

B.6.2 Eligible Applicants

- Local Governments
- Nonprofit Community Development Organizations

B.6.3 Eligible Use of Funds

- Capital projects that support certain pre-development activities:
 - Demolition of derelict non-contributing structures.
 - Site acquisition and assembly to create redevelopment-sized parcels for solicitation or planned development.
 - Site development/infrastructure improvements.
 - Construction-level architectural and engineering designs.
 - Stabilization of buildings to complete structural and other critical repairs necessary to prevent further deterioration, remediate environmental hazards, and prepare properties for rehabilitation and reuse.

B.6.4 Award Type

- Grant
- Loan or Recoverable Grant
- May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust

B.6.5 Budget Requirement

- None

B.7 Baltimore Vacants Reinvestment Initiative – Previously Strategic Demolition Fund - Project C.O.R.E. - Competitive Funds (Project C.O.R.E.)

The [Baltimore Vacants Reinvestment Initiative](#), formerly Project C.O.R.E., provides \$50 million annually to reduce vacancy and renew neighborhoods in Baltimore City. Beginning in the FY26 cycle, the program was revised to engage Baltimore City’s community-based development organizations to successfully redevelop as many properties with Vacant Building Notices (VBNs) as possible, focusing on the strength of community assets to achieve whole block outcomes.

B.7.1 Geographic Requirement

- Baltimore City Sustainable Community Area

B.7.2 Eligible Applicants

- Local Governments
- Nonprofit Community Development Organizations

B.7.3 Eligible Use of Funds

- Capital projects that support certain pre-development activities:
 - Demolition of derelict non-contributing structures.
 - Site acquisition and assembly to create redevelopment-sized parcels for solicitation or planned development.
 - Site development/infrastructure improvements.
 - Construction-level architectural and engineering designs.
 - Stabilization of buildings to complete structural and other critical repairs necessary to prevent further deterioration, remediate environmental hazards, and prepare properties for rehabilitation and reuse.

B.7.4 Award Type

- Grant
- Loan or Recoverable Grant
- May require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust

B.7.5 Budget Requirement

- None

C Eligibility Requirements

C.1 Online Project Portal

All phases of the application and award process are conducted via the online [Project Portal](#), a web-based application and award management system.

- First-time users should contact your [regional project manager](#) to verify eligibility and authorize access to the system.
- The online portal allows users to:
 - Submit an application
 - Review award summary information
 - Download award letter and award agreement documents
 - Submit requests for payment, required reporting and documentation

C.2 Geographic Eligibility

State Revitalization Program Funds must be awarded and expended inside one of Maryland's designated Sustainable Communities. Sustainable Communities are areas that are located within Priority Funding Areas (PFAs) and are targeted for revitalization.

Sustainable Communities are determined by the State and local governments through a separate application process. There are nearly 130 designated Sustainable Communities Areas across the state, with at least one in each county.

To see your jurisdiction's Sustainable Community boundaries and determine eligibility, please use the [Neighborhood Revitalization Mapper](#).

- Some programs have other geographic eligibility requirements – see program pages above for more information.
- In addition to being located inside a Sustainable Community, projects should help achieve the strategies outlined in a local government's [Sustainable Communities plan](#).

C.2.1 Project Addresses

- The awardee should provide an address at the time of application that is confirmed to be in the Sustainable Community.
- If the award funds support a project or program with addresses to be determined, the awardee should provide addresses and evidence of target area eligibility as they are identified during the life of the award.
- Usually, additional project/program addresses are collected during quarterly reporting and/or during the Maryland Historical Trust review process (see appropriate sections below).
- There may be additional address requirements related to the Project C.O.R.E./Baltimore Vacants Reinvestment Initiative.

C.3 Awardee Eligibility

Only eligible organizations are able to access and manage State Revitalization Award funds.

Eligible organizations are detailed in the program-specific tables above.

Eligibility may be determined at time of application, or earlier, sometimes in conjunction with receiving access to the online Project Portal system. The Program will use the articles and bylaws of the organization to determine eligibility.

Definitions are as follows:

- “Local Government” is a Maryland municipal or county government entity.
- “Group of Local Governments” is more than one municipality or county government applying jointly; application requires a resolution from each participating government entity.
- “Community Development Organization (CDO)” is a nonprofit organization whose primary function is to engage in capital projects for the purpose of improving the physical, economic, or social environment of its geographic areas of operation; application requires corporate board resolution, being in good standing and charity certification with the State of Maryland.
- “Hospital” is a group of at least five physicians who are organized as a medical staff for the institution; maintains facilities to provide, under the supervision of the medical staff, diagnostic and treatment services for two or more unrelated individuals; and admits and retains the individuals for overnight care.
- “Higher Education Institution” is any educational institution that provides certifications or degrees beyond 12th grade.

C.3.1 Allowable Awardee Roles

- Awardees may use award funds for their own sponsored projects/programs, and/or act as a pass-through organization for a subrecipient.
- In the event of a subrecipient arrangement, there is additional documentation required including a memorandum of understanding between the awardee and subrecipient entity, proof of site control documentation, appropriate evidence of disbursed funds, and other items that are detailed in subsequent appropriate sections of this policy guide.
- Awardee roles may be detailed within the award agreement. In the event of a subrecipient arrangement, note that the Department’s legal obligations lie with the awardee rather than the subrecipient unless other arrangements are made. The awardee is responsible for compliance with the award agreement including reporting and requests for payment.

C.3.2 Awards to Religious or Faith-based Organizations

- The separation of Church and State, mandated by the U.S. and State Constitution, prohibits a government from promoting religious activities and prohibits excessive government entanglement. An award to a religious organization for secular, non-sectarian purposes usually does not create excessive government entanglement. Therefore, the creation of a separate nonprofit entity to receive grant funds may not always be required but should be reviewed on a case-by-case basis by the Program.

C.3.3 Eligible Organization Documentation

Certain organizational documents are required as part of the application and award process. If certain documents are missing or out of date, the program will contact you regarding submission. See the attachments section for the detailed list of documents.

D Program Policies

D.1 Award

Program funds should only be used for the project/program as detailed in the award agreement in the approved area/location.

Program funds cannot include or support projects for which the primary use of the project includes: pawn shops, gun shops, tanning salons, massage parlors, adult video/book shops, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors or liquor stores.

Furthermore, in the same vein as the discussion of religious organization eligibility, program funds should not be used to pay for projects or program activities that are part of a particular religious practice. Awardee shall use award funds solely to support nonsectarian, secular projects.

Award funds are subject to and contingent on the availability and allocation of sufficient State funds.

D.2 Loans and Recoverable Grants

The Department awards both grant and loan funds. In some situations, the Department may require that future profits from a project be repaid back to the Department and the award secured by a Promissory Note and Deed of Trust. In general, the Department will place a Deed of Trust on real estate projects that are receiving \$500,000 or more for a given project, and reserves the right to secure an award on lesser dollar amounts. The approach secures the Department's investment in the project, especially in the event of future sale, transfer or refinance.

D.2.1 Loan

1. A loan can be made **directly** to the borrower/awardee via a loan agreement.
2. A loan can be **indirectly** made through an eligible awardee and passed through as a subrecipient loan (i.e. funds are granted to awardee and sub-awarded as a loan that is subsequently assigned to DHCD).

D.2.2 Recoverable Grant

1. A Recoverable Grant can be made **directly** to the awardee via a grant agreement.
2. A Recoverable Grant can be **indirectly** made through an eligible awardee and passed through as a subrecipient grant (i.e. funds are granted to awardee and sub-awarded and secured by a Promissory Note and Deed of Trust that is subsequently assigned to DHCD).

Either structure - Special conditions such as recordation, execution of promissory note and assignment back to DHCD should be completed at the time of award execution or prior to the first financial disbursement. The original documents should be sent to the Department. The records should be kept for the duration of the loan or recoverable grant term plus three years.

Please note: For certain projects, the structure may vary to help facilitate the project completion while protecting State funds.

D.3 Capital and Operating Funds

D.3.1 Eligible Capital Expenses and Activities

State Revitalization Programs fund capital, construction-related projects that generally have at least a 15-year service life and fall within the below basic categories:

D.3.2 Examples of Capital Expenditures

Acquisition

- Real property acquisition
- Downpayment assistance

Predevelopment

- Construction-level architectural and engineering design related to a development project (planning and feasibility studies are not eligible capital expenditures)
- Demolition or deconstruction of an existing building, structure or site
- Building stabilization (up through securing the building envelope)
- Infrastructure, such as: utilities and stormwater management, alley work, sidewalk construction
- Environmental remediation

New Development

- New construction
- Rehabilitation
- Park/playground construction
- Infrastructure, such as: utilities and stormwater management, alley work, sidewalk construction

D.3.3 Eligible Operating Expenses and Activities

Two programs, the Baltimore Regional Neighborhood Initiative (BRNI) and the National Capital Strategic Economic Development Fund (NED), may have operating funds to award as part of their available funding. For these programs only, operating expenses and activities may be funded. Examples of eligible operating expense and activities include:

- Essential operational staffing and project administration that supports the capital BRNI and NED projects
- Feasibility and/or marketing studies that have the potential to support capital BRNI and NED projects

Expense eligibility may vary by program and funded program budgets. See program descriptions for more information.

D.3.3.1 Indirect Costs

Indirect costs are those operating costs incurred as part of your regular organizational activities, which may include the administration of State Revitalization Program award funds. These costs are also known as overhead and may include rent, utilities or other.

Indirect costs are not an eligible expense for capital awards, as capital funds may be used for construction-related capital activities only.

For those BRNI or NED awards where operating funds have been awarded, up to 15 percent (15%) of the award may be used for indirect costs/general overhead, but this must be explicitly designated in a separate line item in the award agreement budget and evidence of indirect cost expenditures should be included as part of requests for payment. Contact your regional project manager with any questions.

D.4 Departmental Processing and Servicing Fees

The Department may assess on to the awardee an agreement processing and servicing fee (the “APS Fee”). Awardee will be notified if awarded projects will be subject to the APS fee.

D.5 Site Control

Site control is the demonstration of “legal nexus” between the awardee and real property and can take many forms. Evidence of site control is required at time of award agreement execution or at time of request for payment for a project/program with multiple sites, and/or for acquisition awards.

- 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.

Examples of site control include:

- A document (signed by the party with ownership interest) that links to the awardee.
- State Department of Assessment and Taxation (SDAT) printout 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).
- Management agreement.
- HUD-1 or Closing Disclosure.

If the awardee acts as a pass-through agent, the Department may require additional documentation to link the awardee to the site. For example:

- Memorandum of Understanding or formal executed letter
 - Letter/construction agreement signed by Property Owner that names Y, plus a letter signed by Y that indicates Y is getting money from X for 123 Property Lane.
- Examples of documents that are commonly submitted but do not work as site control:
 - SDAT printout if the property owner is not the awardee
 - Letter from Awardee (that does not own the property) to DHCD
 - Land Disposition Agreements (LDAs) between two entities without an ownership interest in the property or LDAs that lists lots of properties but does not include some or all of the project properties. The Department will be checking all the listed addresses to ensure compliance.

D.5.1 Note on Site Control for Facade Improvement or Other Related Programs

Depending on how substantial the building repairs are intended to be, the awardee may not need to show evidence of site control to the Department for a facade improvement program.

However, it is best practice for the facade improvement program guidelines and application to include evidence that the business lessee or other has site control and also has permission from the property owner to make improvements on a building.

D.6 Maryland Historical Trust Review

A historic preservation review is required for all capital projects.

- There are two potential exceptions:
 - Architectural and engineering construction design work
 - Acquisition, such as part of a down payment assistance program. However, if there is an intention to acquire a building for demolition or rehabilitation, the project should go through the historic review process.
- All other construction projects should go through the historic review process. Please consult with your regional project manager with any questions on applicability.

Review is required prior to starting work. If work is already underway or imminent, please contact your regional project manager as soon as possible.

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 confirm with your regional project manager.

The project will be reviewed by the Department's Historic Preservation Officer who will make a determination or forward the project to the Maryland Historical Trust for review and determination. It is not encouraged to submit projects directly to the Trust.

In order to initiate a review, send the following information to the regional project manager and the historic preservation officer:

- Project name/address in the subject line of the email
- Reference the award #
- Before Photographs that are representative of the proposed project including exterior and interior (if applicable)
- A project narrative or contractor's proposal that summarizes the scope of work
- Conceptual plans, renderings, construction plans, specifications, product cut sheets, etc. project budget sheet, cost estimate, contracts, etc.
- 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, etc., federal CDBG, HUD, Home, or LIHTC)

D.7 Disclosing Conflicts of Interest

There is a conflict of interest when an employee, director, officer, board member, volunteer, or elected official, who has an interest in the program funds or receives benefit from the award, is involved in the selection, award or administration of the program funds. Refer to your award agreement for more information.

- You must disclose conflicts of interest or potential conflicts of interest.
- You should have a "conflict of interest policy."
- We don't need a copy, but you should be able to produce one if requested by DHCD.

D.7.1 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

D.8 Lead Paint and Other Hazardous Materials

By nature of the work that we do, it is possible that the project will encounter the presence of lead paint, asbestos, and/or other hazardous materials.

In these instances, it is the responsibility of the awardee to do the appropriate testing, handling, and/or abatement of the hazardous materials in such a way that complies with local, federal and State laws and regulations.

D.9 Insurance

The property(s) and contractors related to the project/program should be insured in the normal fashion.

The Program does not request proof of insurance, but the awardee should be able to produce copies upon request.

D.10 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.

D.11 Prevailing Wage

Currently, there are no prevailing wage requirements for State Revitalization Program award funds. As State Revitalization Funds, awards are funded either by State General Funds or State General Obligation Bonds and do not include any Federal funds.

D.12 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, awardees should submit the affidavit that was submitted as an attachment to required annual reporting to the State Department of Assessments and Taxation.

D.13 Department's Signs and Ceremonies

The Department may request that the awardee display one or more signs identifying the funded project as a recipient of financial assistance. In this event, the Department will furnish the sign, and the awardee is responsible for the installation, seeking permitting if required, and related costs. Furthermore, if the awardee holds any ribbon-cutting, dedication, ground-breaking, or other ceremonies or similar events, the awardee will notify the Department as soon as necessary in order to allow the Department the option of sending a representative.

D.14 Awardee Noncompliance

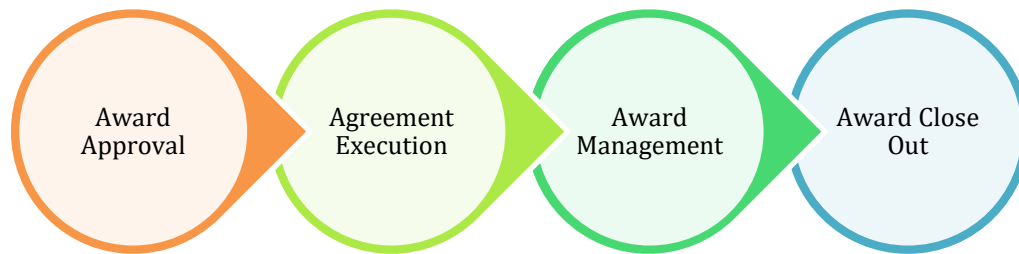
Awardee is responsible for complying with all requirements as outlined in the award agreement. This includes submitting required progress reports on time and providing evidence of spent award funds, among others. There is also an expectation that awardees will respond to Department-initiated correspondence 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.

D.15 Records Retention

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, plus three years.

E Award Management

E.1 Award Management Cycle



In summary, there are four stages of the awards management cycle:

1. Award Approval
 - a. Board of Public Works approval, if necessary.
 - b. Press release/ blog post on DHCD website announces fiscal year projects.
 - c. Awardee receives congratulatory letter.
 - d. Department may celebrate with an announcement event.
2. Agreement Execution
 - a. Regional project manager drafts award agreement using standard language, with input from awardee.
 - b. Regional project manager shepherds mutually agreed-upon agreement through execution cycle. Project may begin and funds may be drawn once award is fully executed.
3. Award Management
 - a. Awardee implements project and reports progress quarterly to the Department.
 - b. Awardee submits payment requests to draw down award funds.
 - c. Awardee provides information to the Department to facilitate compliance with agreement requirements.
4. Award Close Out
 - a. Awardee completes project or project phase in compliance with the project schedule.
 - b. Awardee submits final report.

- c. Awardee hosts the Department at a final site visit or completes virtual final monitoring interview.
- d. Department sends a letter confirming award close.

E.1.1 Award Approval

- Award recommendations will be reviewed and approved by the Secretary of DHCD.
- The Secretary/Division of Neighborhood Revitalization will make a presentation of the recommendations to the Board of Public Works if the program is funded with General Obligation bonds and does not have a waiver.
- The Department will announce the awards and send congratulatory messages, either through the Project Portal and/or by letter, to the recipients. The awards may also be announced through a departmental blog post/press release and/or a special event.
- The Department will send messages, through the Project Portal or by letter, to those applicants not awarded SRP funds.

E.1.2 Agreement Execution

E.1.2.1 Award Agreement

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

- You and your organization are bound to the terms and conditions in the award agreement.
- Your contractors and/or fund subrecipients should be aware of those terms and conditions, as you will ensure compliance and are the legal contract holder. It is best practice to maintain and develop your own program guidelines and/or memorandums of agreement with subrecipients for this purpose.

The Award Agreement includes standard language and exhibits specific to your project/program.

1. Award Agreement (standard template by program)
2. Agreement Exhibit A - Project Description, Address, Special Conditions
3. Agreement Exhibit B - Budget
4. Agreement Exhibit C - Timeline

Award agreement standard language: Names legal awardee, project name and award amount. Outlines policies and requirements for award compliance.

Project description: Scope of work for the award funds. Specifically, how will award funds be used in the project?

- Will reflect any adjustment to scope as a result of partial funding

Address: Where the award funds will be used.

Special Conditions: Any condition placed on the award. Common conditions include submitting an official Certificate of Good standing for non-profit applicants, and/or any loan conditions. Usually there is also a timeline note for the condition.

Budget: A financial account of the project, listing award funds and any matching funds and their use.

- Only confirmed matching funds will be included.

Timeline: Project/program schedule. Timeline includes:

- Commencement Date - date or anticipated date when the award agreement is executed (required)
- Program activities schedule
- One-year anniversary date of execution, to commemorate a 50 percent drawdown of award funds (optional)
- Completion Date - date when the project is anticipated to be completed (usually two years from award execution date)
- Final Report Date - 45 days after project completion

The Award Impact Data Table, although not part of the legal agreement, will be updated at the time of award execution, similar to the project scope of work, budget and schedule. The Award Impact Data Sheet provides quantitative project results.

E.1.2.2 Award Agreement Execution Process

1. Once you have been notified of the award, your regional project manager will be working on drafting the award agreement using a standard template.
 - a. Your regional project manager may consult with awardee to identify changes of project scope, budget, timeline and project impact and ensure all documents required for agreement are submitted. Award agreements are created and processed through the Project Portal System.
2. After internal review and approval, the Project Portal System will send a system email directing you to sign the agreement with instructions when an agreement has been approved.
3. After reviewing, the person authorized to sign legal documents must sign with a witness and return via the Project Portal. The person authorized to sign will be the highest elected official of the municipality; executive director of a nonprofit community development organization; or an official designee where the delegation of authority documentation has also been shared with DHCD.
 - a. You will upload the signed agreement and any attachments into the Project Portal to be submitted back to the Department.

- i. The signed returned agreement PDF may be signed with a “wet” signature or by an approved digital signature process such as DocuSign. A scanned PDF version of the agreement is preferred over pictures.
 - b. Return any other documentation required by Special Conditions at that time. This includes time sensitive outstanding organizational documents. Note that any missing documentation will delay agreement execution as well as future award management milestones, like disbursement of funds and award close out.
 - c. There is a 60-day deadline from when the agreement is sent to you for signature for returning a signed copy of the award agreement and required attachments back to the Department. In the event that you are unable to return it on time, you must submit a waiver request via email to the regional project manager before the end of the 60 days.
4. The award agreement will go through final internal review and will be signed by the Secretary of DHCD with a witness.
5. The award in the Project Portal will be moved to active status, and award management activities will be performed in-system.

Award execution is when both parties have signed and witnessed the award agreement. Funds cannot be drawn until after execution and all agreement conditions, including special conditions, have been met.

E.1.3 Award Management

At this stage, the project/program may commence, and you may begin drawing down funds.

- Your regional project manager will assist you with oversight and monitoring of the award/project and ensure that the program/project complies with the terms of the award agreement.
- Monitoring may involve “desk monitoring,” including quarterly report evaluation, processing requests for payment, and regular communication with you as the awardee. There may also be physical site visits including meeting with the award contact person, viewing the site, verifying financial paperwork, and attending ground-breaking and ribbon-cutting events and others as appropriate.
- Initiate Maryland Historical Trust review - determination must be made before work starts.
- Take note of and work toward satisfying any Special Conditions, including site control requirements and/or loan requirements.
- Project schedule - be aware of and work towards drawing down at least 50 percent of the award funds by the first anniversary of the award execution, and 100 percent drawn by the completion date listed on Exhibit B.

E.1.3.1 Requests for Payment

- All requests for payment are submitted through our online [Project Portal](#).

- Program/project must be current on quarterly reports.
- MHT review must be complete for each address.
- Address must be in a Sustainable Community Area or other eligible area as required by the program.
- The request cannot include funding for activities outside of what is stated in the award agreement (Exhibit A).
- Supporting documentation must be attached such as:
 - Invoice and canceled check
 - Receipts
 - Ledger
 - Sales contracts
 - Executed AIA contract/invoice
- The Department prefers that award funds are disbursed as a reimbursement rather than an advance without evidence of expenditure. If requesting advanced funds, there should be evidence of the future expenditure, such as unpaid invoice for work to be performed, contract of sale, official letter from the awardee detailing the need, or other, as justification.
- 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.
 - The payment will be considered an advanced payment if the subrecipient or awardee portion is not substantiated with the appropriate evidence of spent funds.
- Evidence of a previous advanced request should be submitted before a subsequent request for payment. This documentation may be submitted as attachments over email, in the next progress report, and/or at the next request for payment.
- Individual payment requests should be over \$3,000, although we encourage payment request amounts that exceed this guideline.

E.1.3.2 Quarterly Progress Reports

- Progress reports are due quarterly on October 1, January 1, April 1, and July 1.
- The report will be considered late if it is submitted 10 days after the deadline.
- Your first progress report is due the first quarter due date after your award agreement execution. For example, if your agreement was executed April 15, your first quarterly report is due July 1 of that year.
- Progress reports are required regardless of program/project progress.
- All reports are submitted through the online Project Portal.
- You may be asked to upload attachments such as pictures, MHT approvals, advanced payment documentation, and others, such as reports related to site work status and address-level program data.
- Your regional project manager will review and approve the progress report.
- Your regional project manager may request clarification or corrections prior to report approval and may send the report back to you for corrections.

- The progress report must be submitted and approved prior to the next progress report submission date and prior to the next request for payment.

E.1.3.3 Modifications

At its discretion, the Department may modify any provision of any grant, loan or other financial assistance in order to facilitate the successful completion or operation of a project. An award agreement modification may be requested by the awardee or initiated by the SRP Program.

- Request for modification may seek various changes to the award agreement:
 - Change project description and scope of work
 - Change project location/address
 - Extend project timeline or extend agreement
 - Allocate additional or transfer funds within the project budget
- You must submit a request for modification to the SRP Program via letter (may be in PDF form and submitted electronically over email).
 - Modification requests may be submitted at any time but will be reviewed and approved on a quarterly basis. The deadline for submission is approximately one month before the end of a quarter. Check with your regional project manager for the exact dates.
- Your regional project manager will submit the request for DHCD approval. If approved, depending on the type of modification, you may receive a letter indicating modification approval; or the awardee will need to execute an amendment to the award agreement to make the legal changes.

E.1.3.4 Recaptures

Your regional project manager will monitor the project to determine if the recapture of funds is appropriate. If recapture is indicated, DHCD may recommend a recapture and gain Program approval. Ideally, the recapture can be qualified as a voluntary recapture, meaning that the awardee voluntarily offers to relinquish the funds given the circumstances. If recapture of funds is approved, your regional project manager will initiate the recapture process. This would help position the project for funding when it is ready to proceed.

The following factors are for consideration for project eligible for recapture:

1. Project not expected to be completed.
2. Project significantly delayed without acceptable reason.
3. Reporting requirements are not being met and the project is delayed.
4. Funds are not being expended or the project comes in under budget.

E.1.4 Award Close Out

E.1.4.1 Final Monitoring and Close Out

- The project is considered “Complete” once the program/project activities according to the award agreement have been concluded; a final report has been submitted; the award balance is \$0; and/or if the award agreement has expired and not extended.
- The last report should be a final report. The final report is a cumulative account of program/project activities and outputs. It asks additional questions to the quarterly report.

- The final report includes:
 - Certification that the program/project was completed as described
 - Pictures of the project, especially “before” and “after” pictures
 - Confirmation of the budget and total project cost
 - Confirmation of program/project expenditures
 - Confirmation of the satisfaction of any special conditions as required in the award agreement
 - Any cumulative program/project results should be discussed and detailed. Any supporting documentation for program/project data, such as address-level site work status and other, should be provided.

As part of the award close out process, your regional project manager will conduct the following activities:

- Confirm that program/project activities are complete.
- Verify award balances.
- Gather outstanding quarterly or final reports.
- Gather outstanding evidence of expenditures for advances or additional funding sources that have not already been collected.
- Confirm addresses.
- Confirm satisfaction of special conditions.
- Conduct final monitoring. The monitoring can be done via in-person site visit or phone interview.

For grants, once close out has been completed, you will receive a close out letter for your records.

If the award is a loan or a recoverable grant, additional documents may be required during the close out process, such as additional project financials. At the end of the close out process, the award will go into the “conditionally closed” status until the loan is satisfied and you will receive a conditionally closed letter for your records. The award will be closed once the loan conditions are satisfied.

Records must be retained according to the records retention policy mentioned above.

F Attachments

F.1 Application Checklist - Organizational Documents

F.1.1 Application Required Documents and Legal Exhibits – All Applicants

In addition to completing the application questions, the following program/project-related documents must be attached to the online grant application. Prior to the submission of a DHCD application, confirm that these documents have been uploaded to the “Attachments and Authorization” page of the online application.

- **Program/Project Site Location Map** – using the [Neighborhood Revitalization Mapper](#), enter the primary program/project site address to generate a map image, demonstrating the location within the boundaries of a designated Sustainable Community. Print the map as a PDF file and upload to the application’s “Application Information” page. Click here for full [Neighborhood Revitalization Mapper Instructions](#). In cases of multiple noncontiguous addresses, additional maps can be saved and uploaded to the last page of the application as “Additional Supporting Attachments”.
- **Disclosure Authorization** – attach a completed and signed form to certify the application submission.
- **Program/Project Photograph(s)** – attach at least one high-quality photograph representing the proposed program/project. This photo may be of a project-specific property or site in its current state; or in cases of programs or operating requests, a photo representing the type of activity performed or supported.
- **IRS Taxpayer Identification and Certification W-9 Form** – the applicant organization’s W-9 Form must be provided and will be used by the Department to verify Federal Identification, consistent with State and Federal reporting and award payment methods. Upload this document to the applicant’s Profile, Organization Uploads.
- **Corporate Diversity Addendum** – attach a completed and signed form to certify the application submission. Click here for the [Corporate Diversity Addendum](#) Form (MS Word template).
 - Under the Maryland Solicitations Act and the Code of Maryland Regulation, organizations receiving a combined \$1,000,000 or more in state benefits (including grants, tax credits and other competitive contracts) within a single fiscal year from State of Maryland Departments, must provide a completed and signed Corporate Diversity Addendum at least once per fiscal year.
 - Funding programs of the Maryland Department of Housing and Community Development require a completed and signed addendum annually of all Nonprofit or For-Profit organizations. Local and Municipal Government organizations, though not required, are encouraged to also complete the addendum.
- **Operating Budget (Current Year)** – Review, upload or update the current Operating Budget document on the applicant’s Profile, Organization Uploads.
- **Independent Financial Audit (Most Recent, or IRS Form 990 from the Prior Calendar Year)** – Review, upload or update the most recent audit document on the applicant’s Profile, Organization Uploads.

F.1.2 Required Legal Exhibit Attachments – Nonprofit Applicants Only

NONPROFIT applicants must also attach the following program/project-related documents to the online grant application. Prior to the submission of a DHCD application, confirm that these documents have been uploaded to the “Attachments and Authorization” page of the online application.

- **Corporate Resolution** – attach a completed and signed form to certify the application submission.
- **Temporary Evidence of Good Standing** – attach a printed (PDF) screen capture of the applicant organization’s status from the Maryland State Department of Assessments and Taxation (SDAT) website.
 - Do not purchase an official Certificate of Status for the purpose of application. Unless explicitly instructed by DHCD Program Staff, an official (unexpired) Certificate of Status is not needed to submit the application; but may be required later for the execution of an award agreement.
- **Articles of Incorporation** – Review, upload or update this document to the applicant’s Profile, Organization Uploads.
- **By Laws or Operating Agreement** – Review, upload or update this document to the applicant’s Profile, Organization Uploads.
- **Board of Directors List of Certifications**– Review, upload or update the current Operating Budget document on the applicant’s Profile, Organization Uploads. Document should be official and dated (on letterhead, screen print webpage). Board members listed should currently be on the board.
- **IRS Letter of Determination** – Review, upload or update this document to the applicant’s Profile, Organization Uploads.
- **MD State Charitable Registration Letter** – Review, upload or update this document to the applicant’s Profile, Organization Uploads. Under the Maryland Solicitations Act, charitable organizations soliciting in Maryland generally must file documents annually with the [Office of the Secretary of State](#). All applicants will need this documentation before any award can be executed.

F.1.3 Optional Legal Exhibit Documents

Provide the following documents if applicable and available. These are OPTIONAL and are **not required** for submission of the application.

- **Local Government Resolution(s)** – where available, provide a local government resolution from the jurisdiction(s) where the program/project will take place. On behalf of all applicants, the Department will provide notice and opportunity to comment to an authorized official in the county or municipal government in which the project is located. If the Department does not receive any comments within 45 days of notifying the local government of the projects within their jurisdiction, the Department will proceed to process the application.
- **Operating Budget (Prior Year)** – where available, upload or update the current Operating Budget document on the applicant’s Profile, Organization Uploads.

- **Independent Financial Audit (Previous, or IRS Form 990 from the Prior Calendar Year)** – Where available, review, upload or update the prior audit document on the applicant’s Profile, Organization Uploads.
- **Additional/Other Signature Authorization or Letter of Delegation** – where available or applicable, attach another form of Signature Authorization or letters delegating signature authority on behalf of the executive or elected official.

F.1.4 Additional Supporting Documents

In addition to the Organizational and Legal Exhibits listed above, the application allows the attachment of any additional documentation that you have procured or developed related to the development of the program/project. These can be uploaded on the “Application Attachments and Authorization” page.

Examples include additional photographs, letters of support, program guidelines, marketing tools, vendor quotes and/or cost estimates.

F.2 Electronic Funds Transfer (EFT) Vendor Set Up

Payments are issued through the Comptroller of Maryland.

All awardees are encouraged to register with the Comptroller of Maryland to receive funds electronically.

To register, please visit the [Comptroller's Office website on EFT](#) and follow their instructions, as detailed on the website and in the GAD X-10 form.

The complete package should contain:

- 1) Completed signed [GAD X-10 Form](#)
- 2) Bank verification in the form of a voided check or bank letter stating account name, number and ABA routing number
- 3) W-9

Email the complete application package to: GADACH@marylandtaxes.gov

If additional documents are requested from the Comptroller's office, it is better for the awardee to resend the entire application package.

F.3 Sample Evidence for Proof of Expenditures - Invoice

INVOICE

Contracting Company Inc.

Date: January 1, 2023

Invoice Number: 00001

Bill To: Ms. Business Owner

456 Main Street

Town City, MD 21201

Project: Rehabilitation at 456 Main Street

Description:	Repointing brick at 456 Main Street façade	\$2,500.00
	Trim repair at 456 Main Street	\$500.00
	Total	\$3,000.00

F.4 Sample Evidence for Proof of Expenditures – Canceled Checks

Ms. Business Owner	Check No. 002
456 Main Street	Date: <u>1/1/2025</u>
Town City, MD 21201	
Pay to the order of: <u>Contracting Company, Inc.</u>	<u>\$3,000.00</u>
<u>Three thousand and 00/100</u>	<u>Dollars</u>
<u>Memo: Invoice 00001</u>	<u>Signature: Ms. Business Owner</u>

Town City Maryland	Check No. 030
123 First Avenue	Date: <u>1/1/2025</u>
Town City, MD 21201	
Pay to the order of: <u>Ms. Business Owner.</u>	<u>\$3,000.00</u>
<u>Three thousand and 00/100</u>	<u>Dollars</u>
<u>Memo: 456 Main Street work</u>	<u>Signature: Town Official</u>

F.5 Sample Project Review Submission for Historic Preservation Compliance

To: Neighborhood Revitalization Project Manager email

From: Town City contact email

Subject: 456 Main Street – MHT Review Request

Good afternoon Project Manager:

Please see attached for the scope of work and pictures related to Project SRP-APP-2025-TownCity-00001.

Address: 456 Main Street, Town City, MD 21201

Scope of work: Front façade brick repointing and minor repair to trim near roofline.

I have included the following attachments:

- 1) Work proposal from the chosen contractor
- 2) Before photographs that represent the proposed project
- 3) Exterior photographs
- 4) Relevant interview photographs

Thank you,

Town Official Name

Three attachments

