



# State Revitalization Programs FY24 Award Management Orientation

# Today's Agenda

## Housekeeping:

- We will be recording this webinar and can share the presentation afterward
- During the presentation please add any questions directly to the chat and we will have two question & answer sessions (after Module 1 and 2)

## MODULE 1: Award Agreement

- Award agreement drafting and execution
- Demonstration: How to return your signed award agreement

## MODULE 2: Award Management

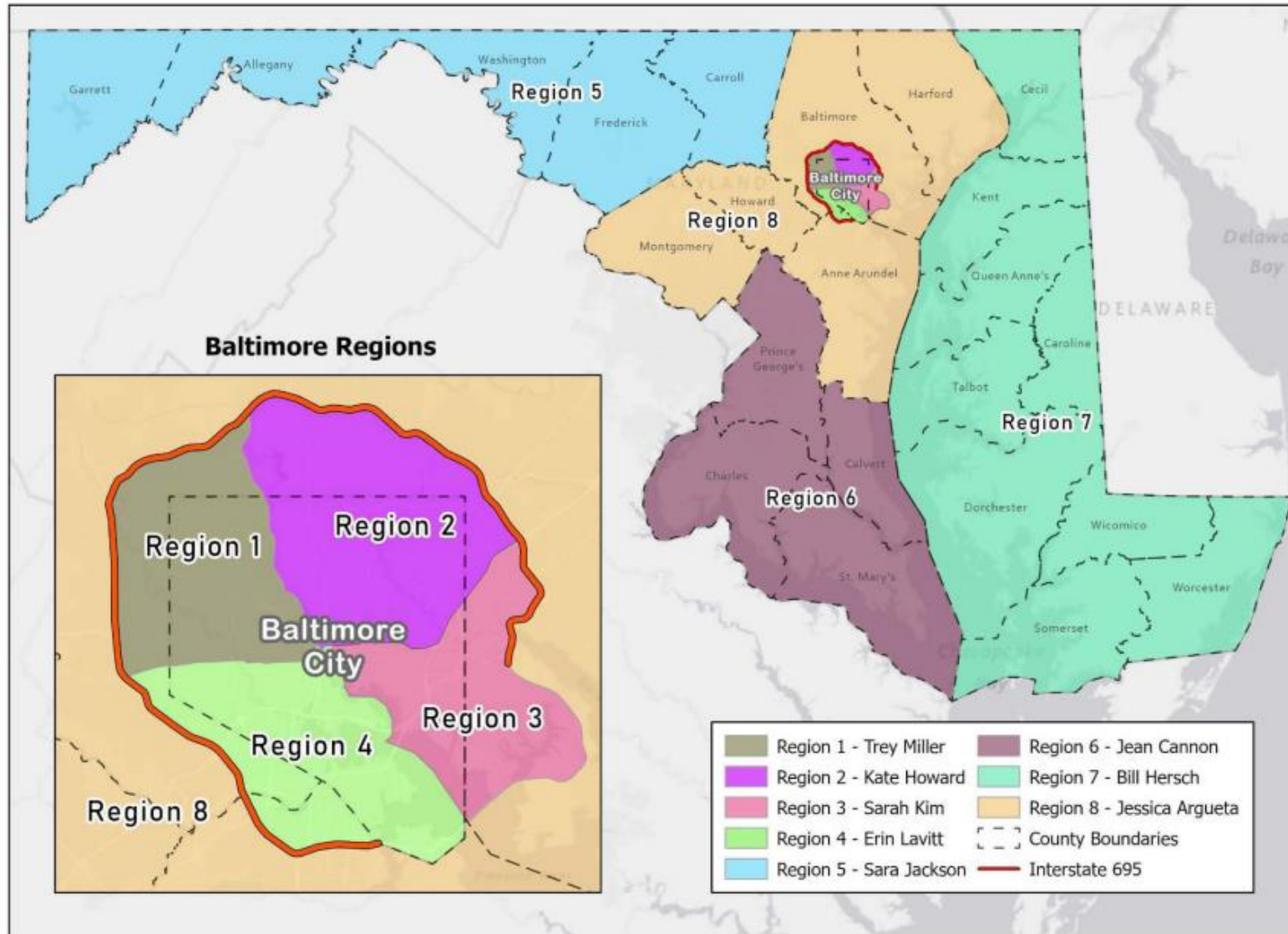
- Award life cycle
- Awardee and MDHCD expectations
- Award agreement policy topics
- Demonstration: How to use the Sustainable Community Mapper

## Division of Neighborhood Revitalization

- Dedicated to working with local partners to bring new investment and vitality to Maryland's core communities.
- Offers a broad range of loan, grant and technical assistance programs to help local governments, nonprofit organizations and small businesses reinvest in their communities and make great places for Marylanders to live, work and prosper.



# DHCD State Revitalization Programs Project Manager Regions



**DIVISION OF NEIGHBORHOOD REVITALIZATION  
STATE REVITALIZATION PROGRAMS  
REGIONAL PROJECT MANAGERS  
As of December 2023**

**Baltimore Regions (Inside I-695)**

<p><b>REGION 1:</b></p> <ul style="list-style-type: none"> <li>Northwest Baltimore City and County</li> </ul> <p><b>Trey Miller</b> Program Officer Phone: 410-209-5803 Email: trey.miller@maryland.gov</p>	<p><b>REGION 2:</b></p> <ul style="list-style-type: none"> <li>Northeast Baltimore City and County</li> </ul> <p><b>Kate Howard</b> Project Manager Phone: 410-209-5824 Email: katherine.howard@maryland.gov</p>	<p><b>REGION 3:</b></p> <ul style="list-style-type: none"> <li>Southeast Baltimore City and County</li> </ul> <p><b>Sarah Kim</b> Project Manager Phone: 410-209-5836 Email: sarah.kim1@maryland.gov</p>	<p><b>REGION 4:</b></p> <ul style="list-style-type: none"> <li>Southwest Baltimore City and County</li> <li>Northern Anne Arundel</li> </ul> <p><b>Erin Lavitt</b> Project Manager Phone: 410-209-5828 Email: erin.lavitt@maryland.gov</p>
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**Statewide Regions**

<p><b>REGION 5:</b></p> <p>Western Maryland</p> <ul style="list-style-type: none"> <li>Allegany</li> <li>Carroll</li> <li>Frederick</li> <li>Garrett</li> <li>Washington</li> </ul> <p><b>Sara Jackson</b> Project Manager Phone: 410-209-5812 Email: sara.jackson@maryland.gov</p>	<p><b>REGION 6:</b></p> <p>Southern Maryland</p> <ul style="list-style-type: none"> <li>Calvert</li> <li>Charles</li> <li>Prince George's</li> <li>St. Mary's</li> </ul> <p><b>Jean Cannon</b> Program Officer Phone: 410-209-5806 Email: jean.cannon@maryland.gov</p>	<p><b>REGION 7:</b></p> <p>Eastern Shore</p> <ul style="list-style-type: none"> <li>Cecil</li> <li>Caroline</li> <li>Dorchester</li> <li>Kent</li> <li>Queen Anne's</li> <li>Somerset</li> <li>Talbot</li> <li>Wicomico</li> <li>Worcester</li> </ul> <p><b>Bill Hersch</b> Project Manager Phone: 410-209-5810 Email: william.hersch@maryland.gov</p>	<p><b>REGION 8:</b></p> <p>Central Maryland</p> <ul style="list-style-type: none"> <li>Anne Arundel (outside I-695)</li> <li>Baltimore County (outside I-695)</li> <li>Harford</li> <li>Howard</li> <li>Montgomery</li> </ul> <p><b>Jessica Argueta</b> Project Manager Phone: 410-209-5848 Email: jessica.argueta@maryland.gov</p>
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## Other Contacts

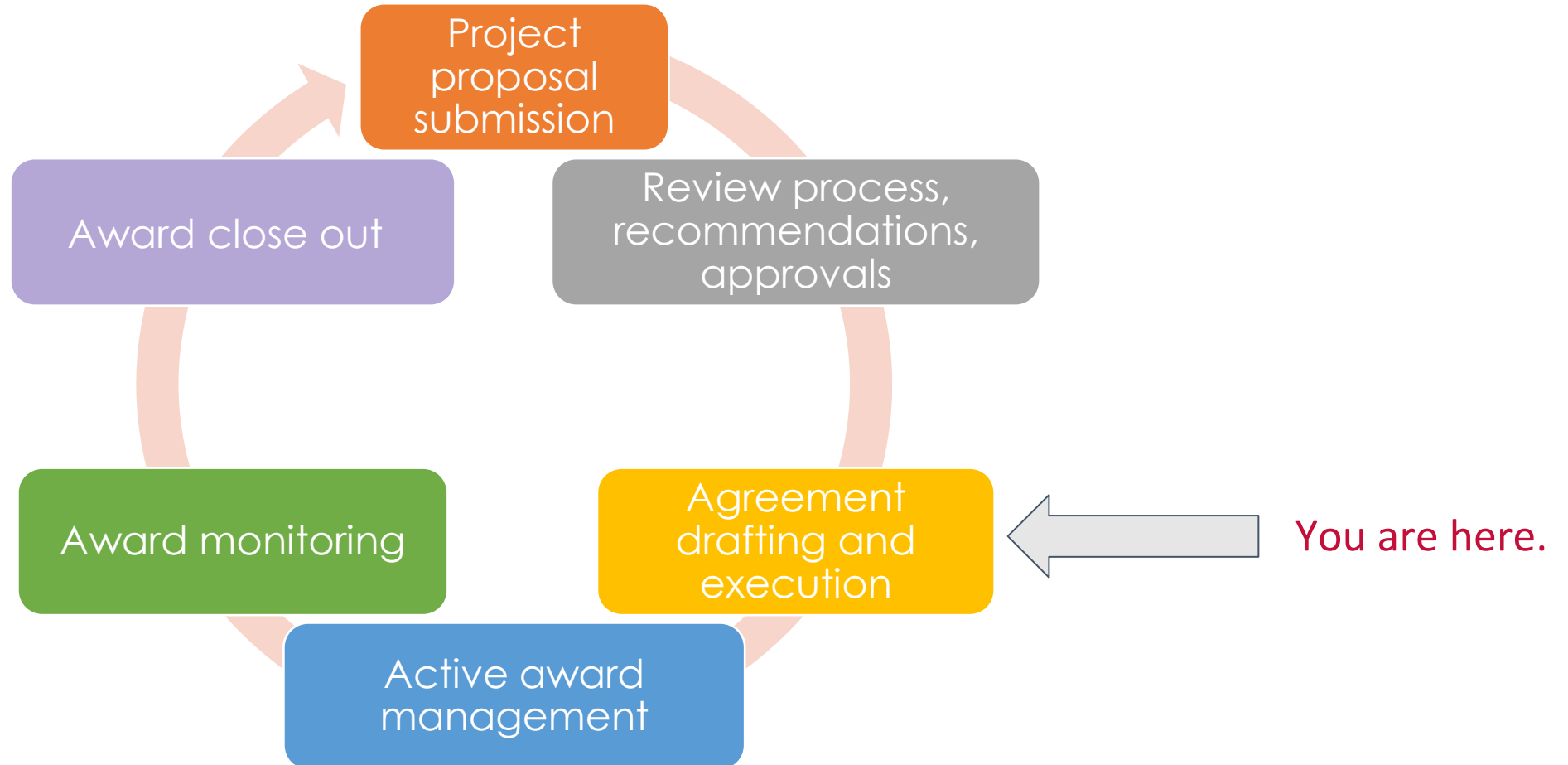
Melissa Archer, Historic Preservation Officer

- [melissa.archer2@maryland.gov](mailto:melissa.archer2@maryland.gov)
- 410-209-5820

Carter Reitman, Sustainable Communities Program

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- 410-209-5849

# Award Life Cycle



# The Award Agreement

- Award Agreement (**standard language** related to program)
- Exhibit A - Project Description, Address(es), Special Conditions
  - Will reflect any adjustment to scope as a result of partial funding
- Exhibit B - Budget
  - Only confirmed and required matching funding will be included
- Exhibit C - Timeline
  - Must include the below standard commencement and completion dates:

01/01/2024 Commencement Date

06/01/2026 Completion Date

08/15/2026 Final report Due





## New This Year

Included in the standard language of your award is the request to please remember to include and invite us when your project is complete or breaking ground (etc.). We are so excited to be a part of your programs and projects and want to be able to celebrate with you!



17) Ceremonies. In the event that Grantee holds any ribbon-cutting, dedication, or ground-breaking ceremonies, or any other similar event to commemorate the Project, Grantee shall send notice of such event to the Department as soon as is practicable in order to allow the Department the option of sending a representative to attend the ceremony.

# Award Agreement Drafting and Execution

- 1) Regional project manager creates the award agreement using our standard template.
- 2) Draft agreement goes through internal review and approval and your project manager will reach out with any questions and missing documentation needed.
- 3) Project Portal will send a system email directing you to sign the agreement with instructions when an agreement has been approved and is ready for signature.
- 4) After reviewing, the Authorized Official must sign with a witness and return via the Project Portal
  - a) Return signed agreement
  - b) Along with a copy of your Corporate Diversity affidavit and Certificate of Good Standing (if applicable), and any other documentation required by Special Conditions at the same time
- 5) Award agreement will go through final review and will be signed by the Secretary of DHCD for execution
  - a) Funds cannot be drawn down until after execution and special conditions have been met

## AWARDEE DISCLOSURE AND RESOLUTION/SIGNATURE AUTHORITY

*Instructions: The person signing the Award Agreement must also appear on the awardee's Signature Authorization documents. If the person signing the Agreement does not appear on the current Signature Document(s), contact the SRP Project Manager to provide updated documents.*

Awardee-Signed Disclosure Authorization Form:

Awardee-Signed Corporate Resolution/Signature Authority:

Additional/Other Signature Authority:

## SIGNED AWARD AGREEMENT/AMENDMENT UPLOAD

*Instructions: Scan the signed Award Agreement as a PDF file and attach in the field below.*

Awardee-Signed Award Agreement Upload:

No file chosen \*

## ADDITIONAL DOCUMENT UPLOADS AS REQUESTED OR REQUIRED BY THE PROGRAM

*Instructions: Where required or requested by the program to execute the agreement, upload additional supporting documents below and provide a short description of the file(s). Examples include new and valid official MD State Certificate of Good Standing, MD State Charitable Registration, or revised signature authority (Corporate Resolution, Local Government Resolution, or other form of signature authority or delegation). Click the save button for more attachment rows.*

File Upload

No file chosen

File Description

## SUBMIT THE SIGNED AWARD AGREEMENT

*Instructions: Click the green button below and complete the Status Change to submit the Signed Award Agreement. DHCD Program Staff will receive notice of the submission and will continue the processing of the Agreement for execution. You will be notified when the agreement is complete and the award is made active for payments or reporting.*

Click the Save button on this page before changing the status.

← 1) Upload your signed award agreement here.

← 2) Upload additional documentation here (Corporate Diversity Addendum, Certificate of Good Standing, etc.)

← 3) Hit **SAVE**, then submit your signed agreement.

# Questions?

Please type your questions in the chat.

# Award Management

## Active Award Management

- Financial disbursements
- Quarterly reporting
- Regulatory requirements

## Monitoring

- Site visits
- Technical assistance

## Award Closeout

- Final reporting and success indicators
- Final monitoring
- Financial reconciliation

# Awardee Expectations

- Quarterly progress reports are due on **July 1, October 1, January 1 and April 1**
  - Final report due within 45 days of project completion.
- Project should be completed in two years of the agreement execution date.
  - Ideally at least 50 percent of the award funds should be drawn by the first anniversary of the award execution.
- Payment requests - encourage electronic funds transfer (EFT) rather than paper checks
- Maryland Historical Trust determination must be complete before work starts.
- The organization should be in good standing with SDAT and have up-to-date charitable registration.
- Records should be kept for at least three years after close of the award unless the award is a loan or grant/loan combination (in which case, documents must be maintained for the duration of the loan term).

## Program Expectations

- Requests for payment are processed and disbursed within 30-45 days of approval by the Comptroller's Office.
- Provide technical assistance related to project ideas, Sustainable Communities planning, general neighborhood revitalization improvements and state-wide best practices.
- Advise on agreement questions such as eligible expenses, modification requests, etc.
- Help us help you help your community!

# Requests for Payment

## **MUST:**

- be submitted through our online portal for eligible expenses only
  - <https://projectportal.dhcd.state.md.us/>
- be current on most recent quarterly reporting
- include eligible supporting documentation and evidence
- Complete MHT review & approval
- Provide site control (if applicable)

## **CANNOT:**

- request funding for activities outside of what is stated in the award agreement (Exhibit A)

## **Acceptable supporting documentation:**

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



## **Additional considerations:**

- If the funds have been passed through the awardee, DHCD will require a copy of the canceled check and/or other transfer from awardee to sub-recipient.
- Evidence of advanced requests should be submitted before a subsequent advance is requested.
- It is recommended that individual payment requests be over \$3,000.



# EFT Vendor Set Up

- Comptroller's Office on EFT:  
<https://www.marylandtaxes.gov/divisions/gad/eft-program.php>
- The complete package should contain:
  - completed signed COT/GAD X-10 form
  - bank verification in the form of a voided check or bank letter stating account name, number and ABA routing number
  - W-9 (to confirm name of legal entity and Federal Employer No. (FEIN))
- Email the complete application package to: [GADCSC@marylandtaxes.gov](mailto:GADCSC@marylandtaxes.gov) or fax 410-974-2309.
- If GAD requested additional documents from the vendor, it is better for the awardee to send the entire application package.

# Capital versus operating activities

## CAPITAL

- “Bricks and sticks” -Land, structures, bricks and mortar
- 15-year shelf life
- Examples: Property acquisition, construction, architectural & engineering drawings, site development, demolition, deconstruction, rehabilitation
- DGS guidebook as a \*general\* reference:

[https://dgs.maryland.gov/Documents/grants/CGL\\_Booklet.pdf](https://dgs.maryland.gov/Documents/grants/CGL_Booklet.pdf)

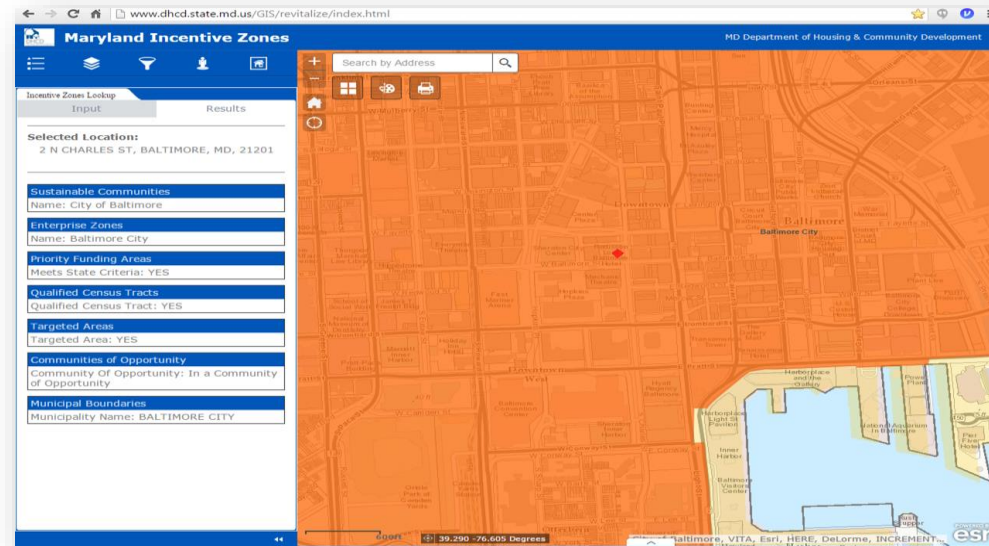
## OPERATING

- Costs associated with day-to-day operations of a program, organization, business, etc.
- Does not last 15 years
- Can be moved or is not directly related to real property
- Examples: Staff salaries, feasibility/planning studies, marketing, maintenance

# Geographic targeting - Sustainable Communities

- Projects must be located in a Sustainable Community
- Select programs have other geographic requirements (Opportunity Zones, “blighted areas”)
- Use Neighborhood Revitalization mapper to confirm:

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



# Site Control

- Site control is the “legal nexus” between the awardee and a particular site
  - Site control comes from the entity or person with a legal interest in the property (e.g., owner, contractor (with a contract from the owner), lessee (with a lease), etc.) AND references the grantee.
- Proof of site control is required for any project involving acquisition, demolition, construction or rehabilitation
  - Required at time of award agreement execution or at time of request for payment for a program

## Evidence of site control

- A document (signed by party with ownership interest) that links to DHCD Awardee such as a Memorandum of Understanding
- SDAT print out when property is owned by Awardee
- Letter from Property Owner that refers to Awardee
- Lease agreement (must be executed and between Awardee and Property Owner)
- Purchase agreement (must be executed and between Awardee and Property Owner)
- HUD-1/Closing Disclosure
- Sometimes it takes more than one document, e.g., if Awardee is acting as a pass-through.
- For facade improvement programs, the business application should include evidence of site control, although if repairs are minor in nature it is not required to provide to MDHCD

# Maryland Historical Trust (MHT) Review

- A historic preservation review is required for all capital projects prior to starting work. If work is already underway or imminent, please contact your Project Manager ASAP.
- If a project was reviewed previously by another state or federal agency/program or from a prior fiscal year, evidence of that review may satisfy the requirement. Please reach out to your Project Manager to confirm.
- The project will be reviewed by MDHCD's Historic Preservation Officer who will make a determination or forward the project to the Maryland Historical Trust for review and determination. **DO NOT** submit projects directly to the Trust.
- When ready, send the following information to your Regional Project Manager and they will initiate the review: (next slide)

## Information Needed:

- a) Project name/**address** in the subject line of the email
- b) Reference the award #
- c) Before **photographs** that are representative of the proposed project including exterior and interior (if applicable)
- d) A project narrative or contractor's proposal that summarizes the **scope of work**
- e) Conceptual plans, renderings, construction plans, specifications, cost estimate, contracts, etc.
- f) Make note of whether the project is subject to review from a federal agency or other state agency so we can coordinate the review (state bond bill, Heritage Area grant, MHT Easement, federal or state historic tax credits, CDBG, Home funds, CDA loans, etc.)

# Special Conditions

- Please refer to your award agreement - Exhibit A, Special Conditions
- Any and all special conditions will be listed here, such as:
  - Require certificate of good standing for award execution
  - Loan requirements
  - Site control requirements
  - HB 1210

**Special conditions need to be satisfied before we can disburse funds**



# Minority and Women Business Enterprises (MBE/WBE)

- Minority and Women Business Enterprise Plan is required for awards of and over \$250,000
- Applicability will be determined at the onset of the active award cycle
  - Refer to your regional project manager with applicability or any questions

# Disclosing conflicts of interest

- You must disclose conflicts of interest or potential conflicts of interest
- You should have a “conflict of interest policy”
- Examples of potential conflicts of interest:
  - Businesses or properties owned by the board where work is to be done
  - Operating support
  - Potential conflict of interest members should not be part of the decision-making e.g. a staff person should not be involved in approving salary raises paid by State operating funds

# Award Management Best Practices

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

## Award Management Best Practices cont'd

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

## Final Monitoring and Close Out

- A final report is due within 45 days of project completion (Exhibit C)
  - If all funds are disbursed and evidence of advanced funds have been received, the project may be considered “complete”
- Final report asks additional questions and updates including project/program outputs and success indicators.
- MDHCD should be able to visit (monitor) your project/program during the life of the award.
- MDHCD will be able to move forward with final monitoring and close out once a final report has been approved
  - Final monitoring can be in-person site visit or phone interview
  - Includes financial reconciliation
  - Close out letter will be sent if all conditions are determined to be met

Congratulations on your award!  
Please reach out to your regional project manager directly with additional questions, we're here to help you navigate this process.

## Questions?

Please type your questions in the chat.