



State Revitalization Programs FY23 Award Management Orientation

Baltimore Regional Neighborhood Initiative

Community Legacy

National Capital Strategic Economic Development Fund

SEED Community Development Anchor Institution Program

Strategic Demolition Fund – Project C.O.R.E.

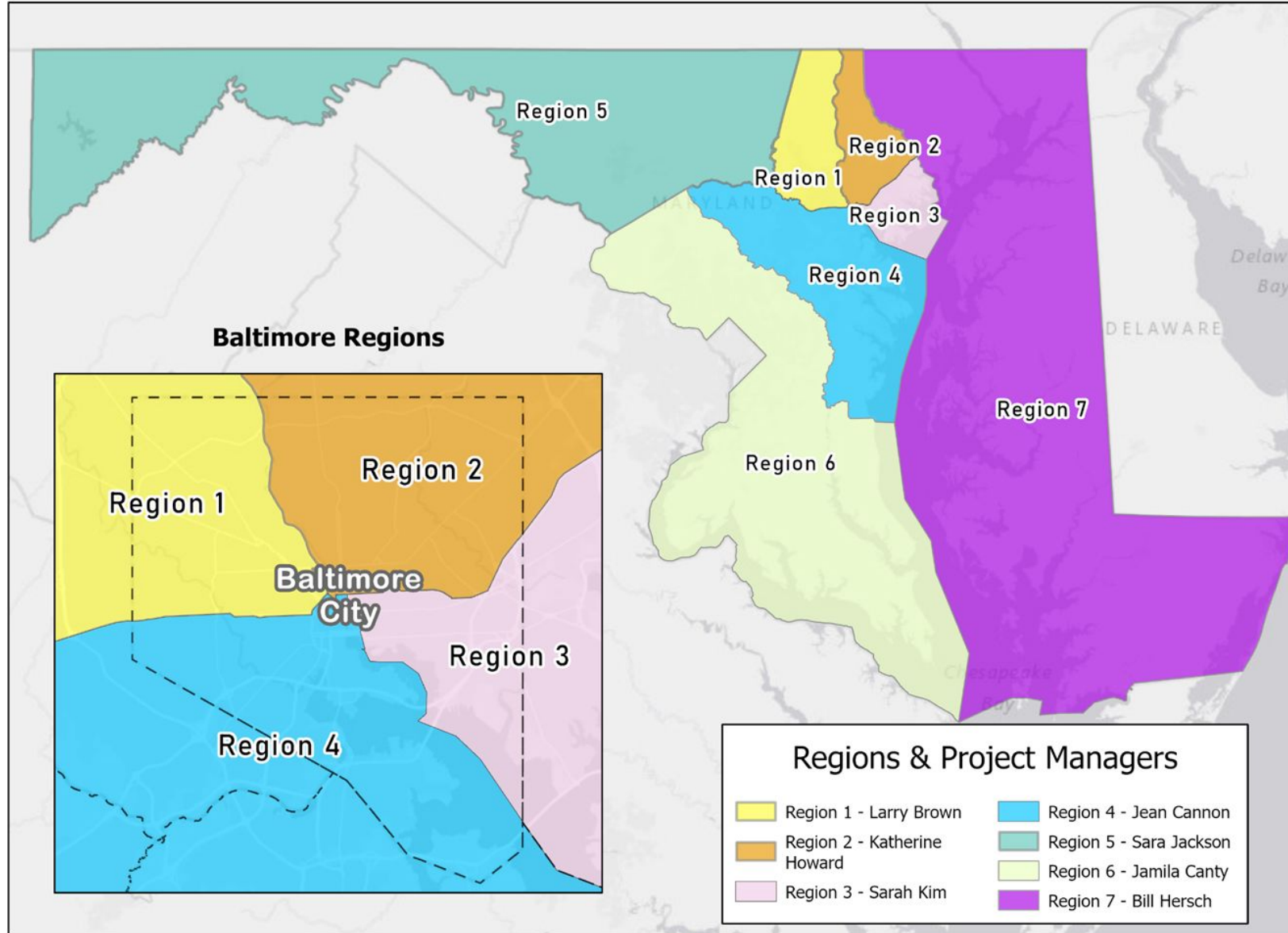
Strategic Demolition Fund – Statewide

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 November 2022

Baltimore Regions			
<p>REGION 1:</p> <ul style="list-style-type: none"> • Northwest Baltimore City • Northwest Baltimore County <p>Larry Brown Assistant Director, Baltimore Lead Phone: 410-209-5819 Email: larry.brownjr@maryland.gov</p>	<p>REGION 2:</p> <ul style="list-style-type: none"> • Northeast Baltimore City • Northeast Baltimore County <p>Katherine Howard Project Manager Phone: 410-209-5824 Email: katherine.howard@maryland.gov</p>	<p>REGION 3:</p> <ul style="list-style-type: none"> • Southeast Baltimore City • Southeast Baltimore County <p>Sarah Kim Project Manager Phone: 410-209-5836 Email: sarahy.kim1@maryland.gov</p>	<p>REGION 4:</p> <ul style="list-style-type: none"> • Southwest Baltimore City • Southwest Baltimore County • Anne Arundel • Howard <p>Jean Cannon Project Manager Phone: 410-209-5806 Email: jean.cannon@maryland.gov</p>
Statewide Regions			
<p>REGION 5: Western Maryland</p> <ul style="list-style-type: none"> • Allegany • Carroll • Frederick • Garrett • Washington <p>Sara Jackson Project Manager Phone: 410-209-5812 Email: sara.jackson@maryland.gov</p>	<p>REGION 6: Central and Southern Maryland</p> <ul style="list-style-type: none"> • Calvert • Charles • Montgomery • Prince George's • St. Mary's <p>Jamila Canty Project Manager Phone: 410-209-5827 Email: jamila.canty@maryland.gov</p>	<p>REGION 7: Eastern Shore</p> <ul style="list-style-type: none"> • Cecil • Caroline • Dorchester • Harford • Kent • Queen Anne's • Somerset • Talbot • Wicomico • Worcester <p>Bill Hersch Project Manager Phone: 410-209-5810 Email: william.hersch@maryland.gov</p>	

Other Contacts

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Today's Agenda

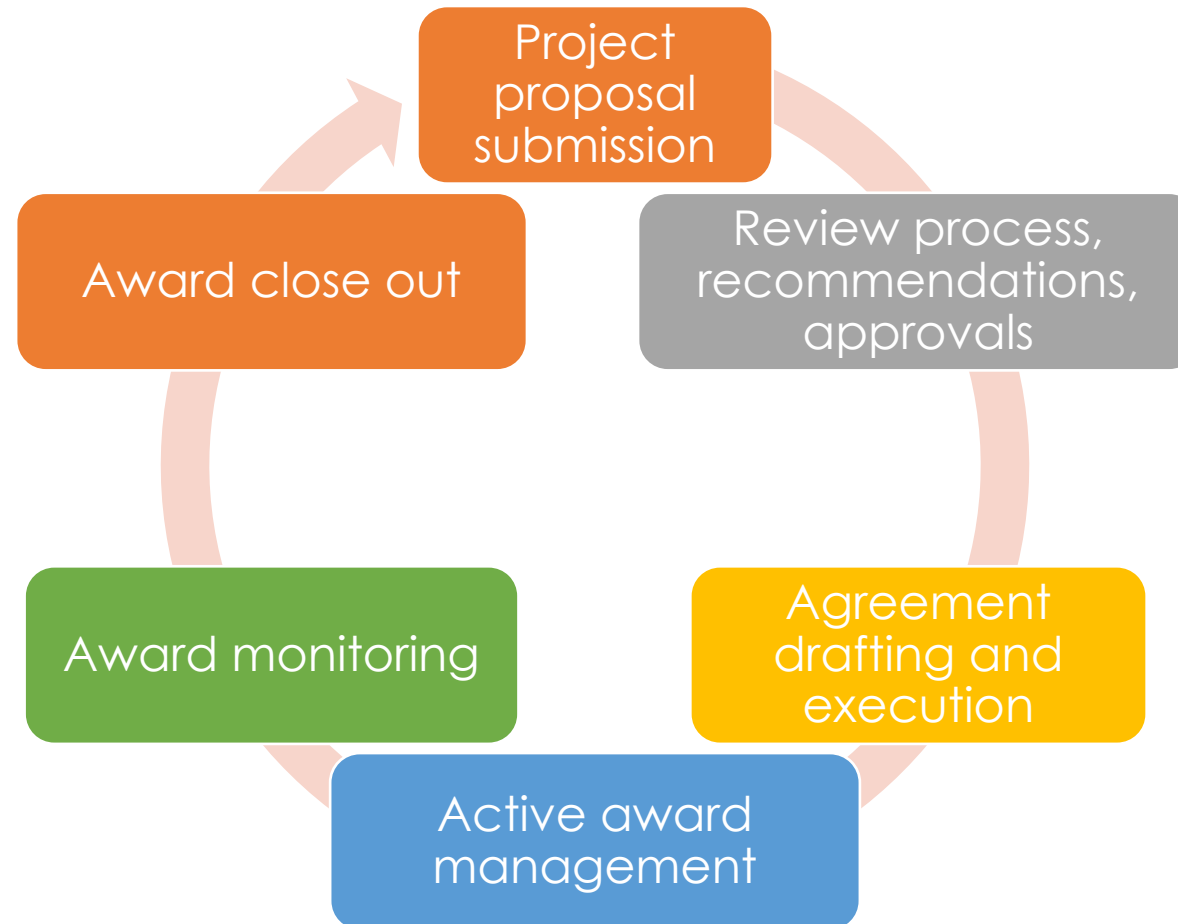
MODULE 1: Award Agreement

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

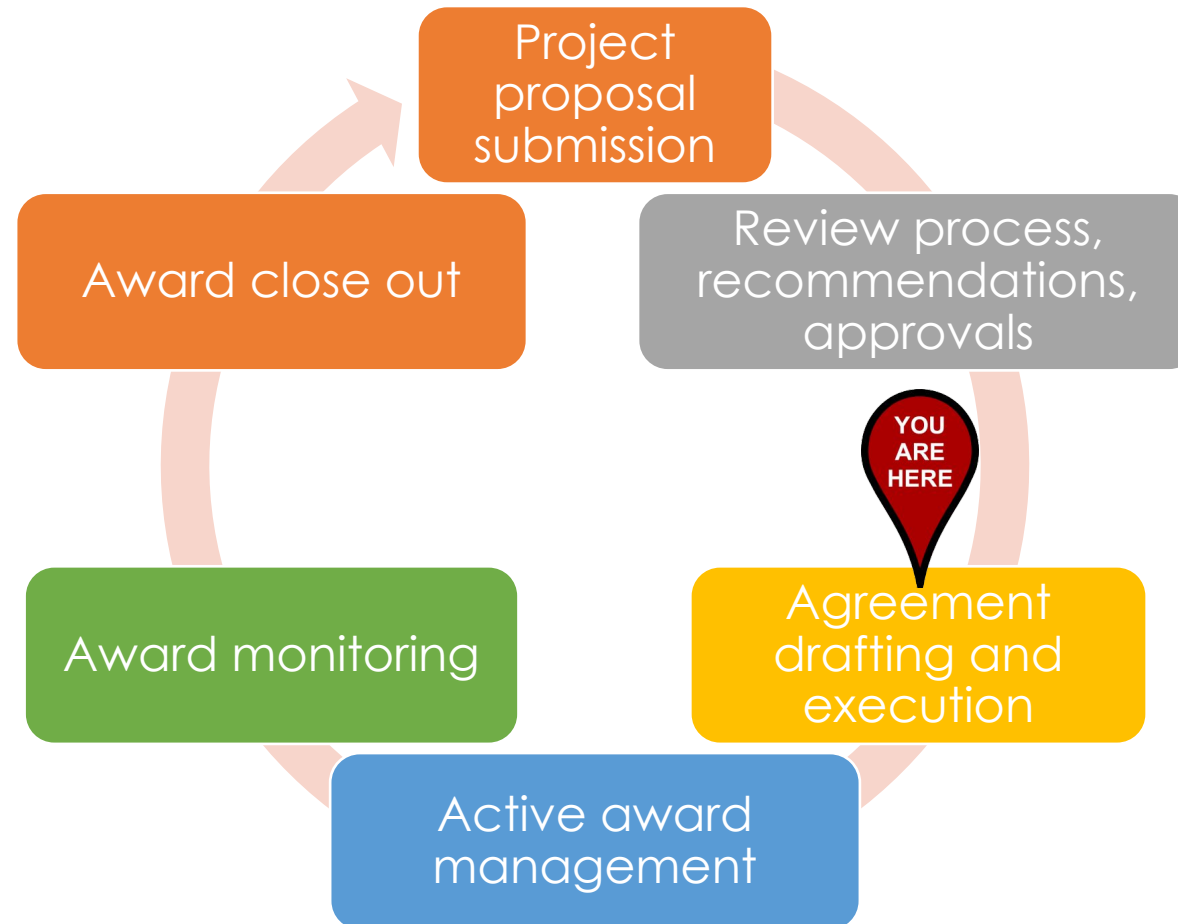
MODULE 2: Award Management

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

Award Life Cycle



Award Life Cycle



The Award Agreement

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



Award Agreement Drafting and Execution

- 1) Regional project manager creates the award agreement using a standard template
- 2) Draft agreement goes through internal review and approval
- 3) Project Portal will send a system email directing you to sign the agreement with instructions when an agreement has been approved
- 4) After reviewing, the Authorized Official must sign with a witness and return via the Project Portal
 - a) Wet signature in blue ink is best
 - b) Return Corporate Diversity affidavit (new), 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
 - a) Funds cannot be drawn down until after execution and special conditions have been met

AWARD AGREEMENT/AMENDMENT DOWNLOAD FOR SIGNATURES

Instructions: Click the link below to open the PDF of the Award Agreement/Amendment and Standard Exhibits. Save the file and print the document. Provide authorizing signatures where required.

NOTE: The person authorizing and signing the 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.

Award Agreement for Awardee Signature:

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:

[194143_8089381-SRPdisclosureAuthorization.pdf](#)

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:

Browse... *

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	File Description
<input type="text"/> Browse...	<input type="text"/>

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.

HB 1210 Requirement - new this year

- House Bill 1210 - Corporate Diversity - Board, Executive Leadership, and Mission
- Applicable to corporations receiving “State benefits” including DHCD grants
- This year is a bridge year, next year the reporting goes through SDAT
- For FY 2023 awards, all entities must fill out a 2-page affidavit and send it back
 - Document template will be provided by your regional project manager
 - Send back your signed affidavit as soon as possible over email OR upload in Project Portal as you send back your signed agreement provided there is no issue

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

- Progress reports due quarterly 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
 - 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
 - <https://projectportal.dhcd.state.md.us/>
- Must be current on most recent quarterly report
- MHT review must be complete
- Cannot request funding for activities outside of what is stated in the award agreement (Exhibit A)
- Supporting documentation must be attached such as:
 - Invoice and cancelled check
 - Executed AIA contract/invoice
 - Receipts
 - Sales Contracts
 - Ledger
 - If pass through, need copy of check/ transfer from Awardee to sub-recipient
- Evidence of advanced requests should be submitted before a second advance is requested
 - Prefer reimbursement to advanced funds unless justified
- Prefer individual payment requests to 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 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

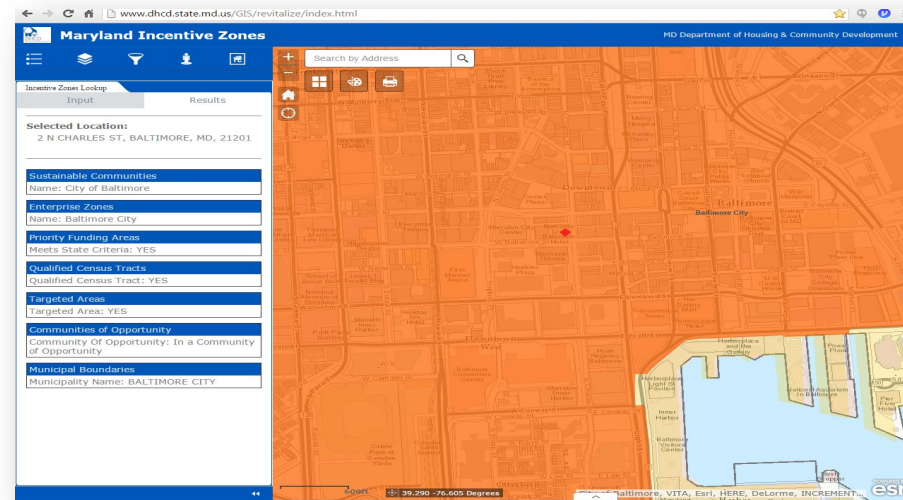
OPERATING

- 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 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.
- In order to initiate a review, send the following information to your Project Manager and the Historic Preservation Officer: (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, product cut sheets, etc. project budget sheet, 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, etc., 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

- Minority and Women Business Enterprise (MBE/WBE) Plan is required in some cases
- 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

Monitoring and Close out

- 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 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!

- Do not hesitate to contact your regional project manager with any questions
- Please remember to invite us to your special events
 - We love to celebrate your community successes with you!

Stay tuned - IGX is coming!

Questions?

Please type your questions in the chat.