



State Revitalization Programs FY21 Awardee 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.

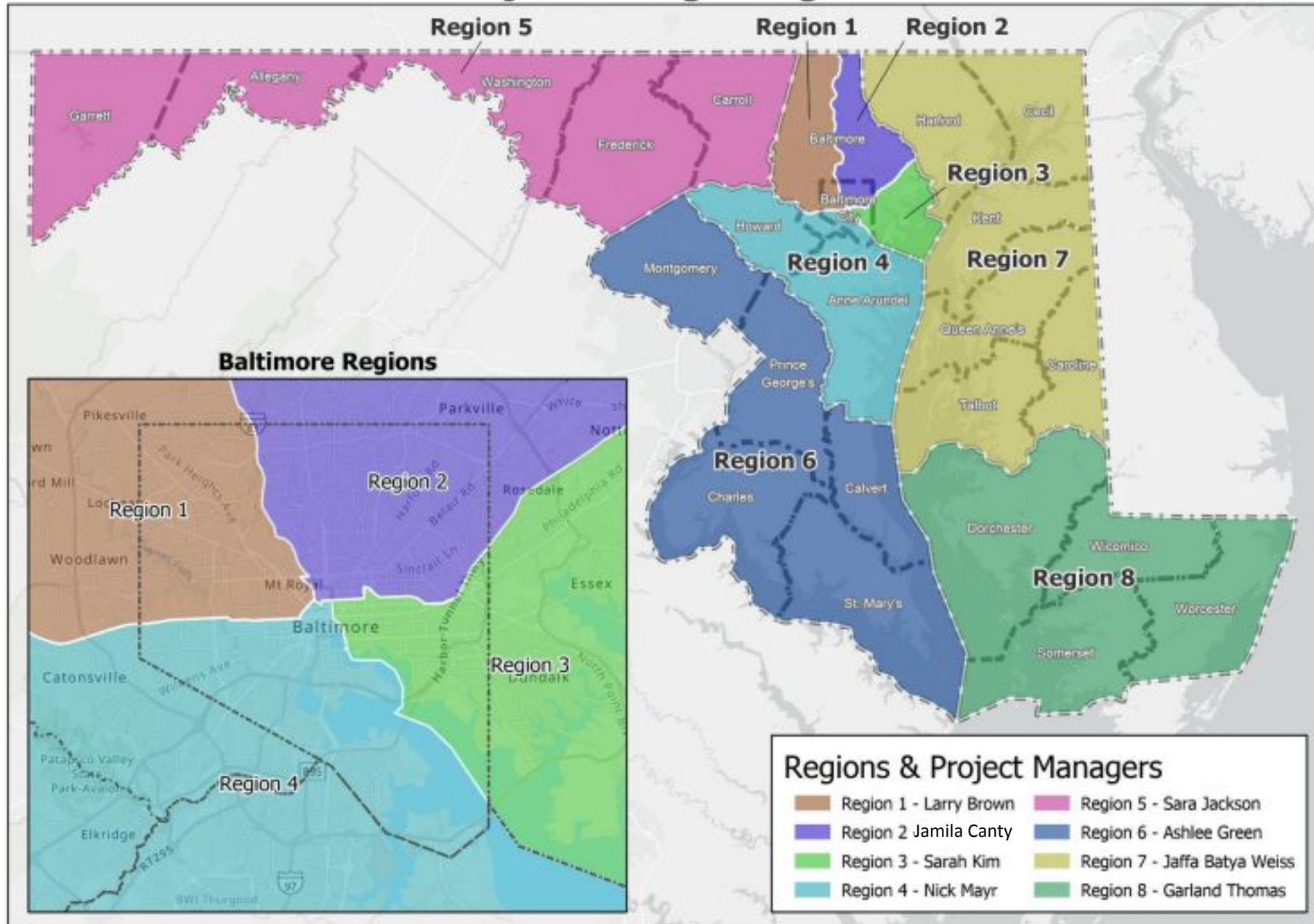
Strategic Demolition Fund – Statewide

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**

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>Jamila Canty Project Manager Phone: 410-209-5827 Email: jamila.canty@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> <p>Southwest Baltimore City Southwest Baltimore County Anne Arundel County Howard County</p> <p>Nick Mayr Program Officer Phone: 410-209-5842 Email: nicholas.mayr@maryland.gov</p>
Statewide Regions			
<p>REGION 5:</p> <p>Western Maryland</p> <ul style="list-style-type: none"> Allegany Carroll Frederick Garrett Washington <p>Sara Jackson Project Coordinator Phone: 410-209-5812 Email: sara.jackson@maryland.gov</p>	<p>REGION 6:</p> <p>Central and Southern Maryland</p> <ul style="list-style-type: none"> Calvert Charles Montgomery Prince George's St. Mary's <p>Ashlee Green Program Officer Phone: 410-209-5815 Email: ashlee.green@maryland.gov</p>	<p>REGION 7:</p> <p>Upper Eastern Shore</p> <ul style="list-style-type: none"> Cecil Caroline Harford County Kent Queen Anne's Talbot <p>Jaffa Batya Weiss Project Manager Phone: 410-209-5848 Email: jaffa.weiss@maryland.gov</p>	<p>REGION 8:</p> <p>Lower Eastern Shore</p> <ul style="list-style-type: none"> Dorchester Somerset Wicomico Worcester <p>Garland Thomas Assistant Director, Statewide Lead Phone: 410-209-5803 Email: garland.thomas@maryland.gov</p>

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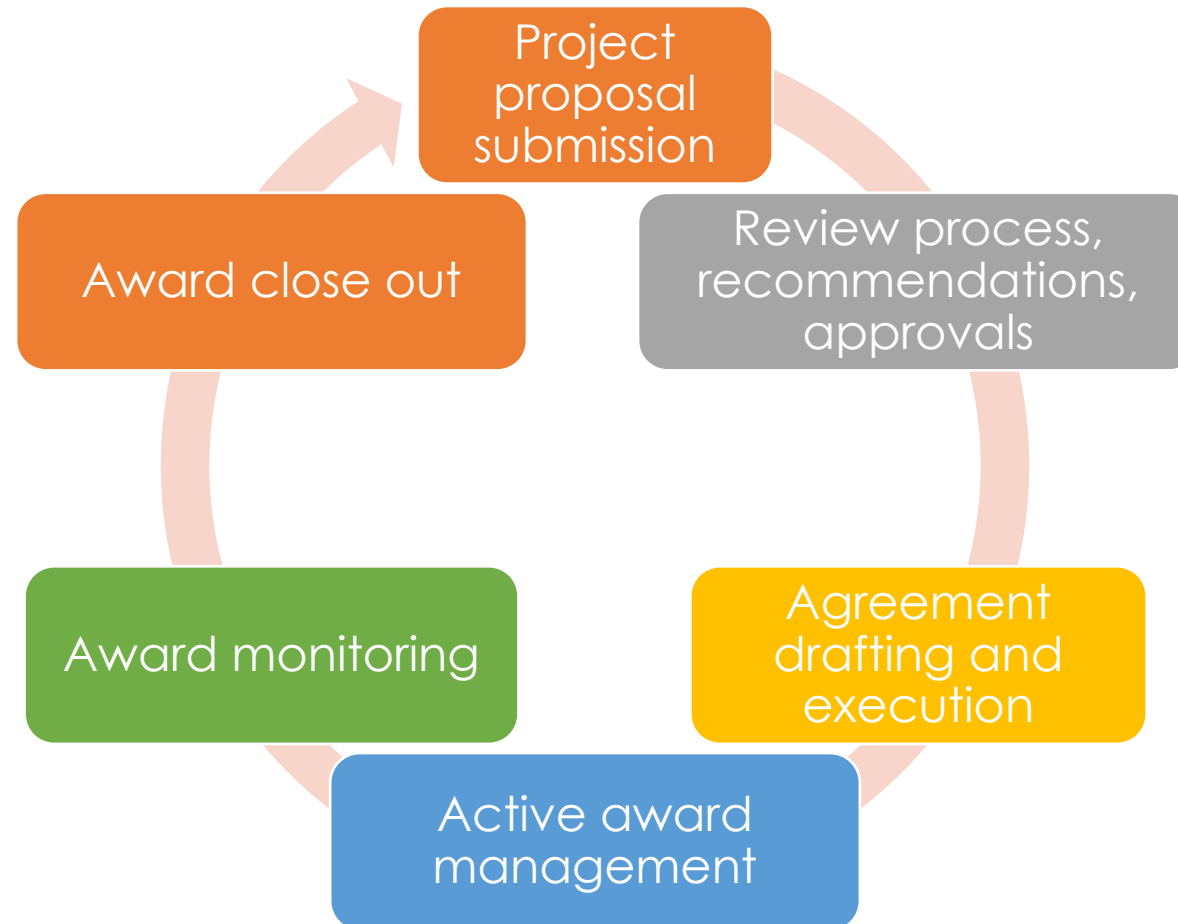
Olivia Ceccarelli-McGonigal, Sustainable Communities Program

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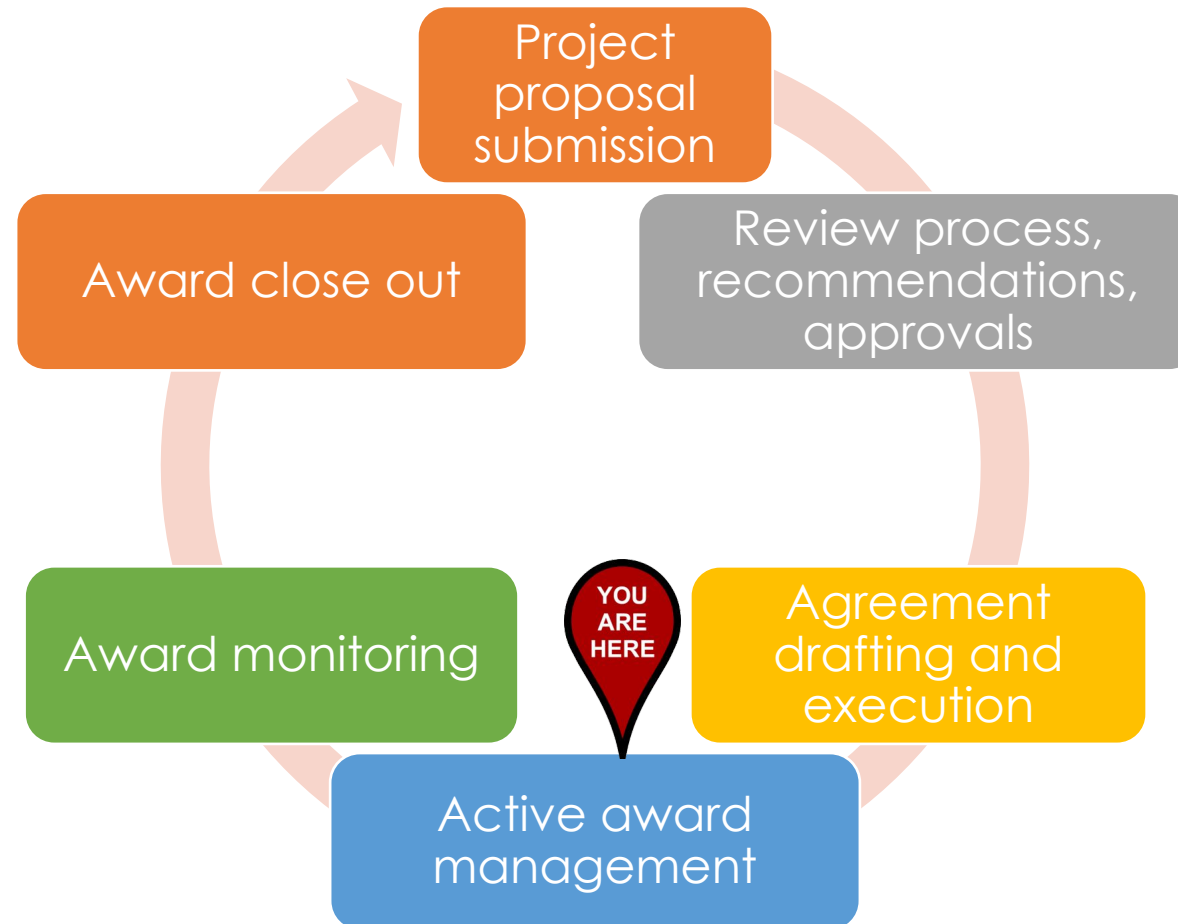
Today's Agenda

- Award life cycle
- Awardee and MDHCD expectations
- Award agreement topics

Award Life Cycle



Award Life Cycle



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

The Award Agreement

- Award Agreement
- Exhibit A - Project Description, Address, Scope of Work, Budget Description, Special Conditions
- Exhibit B - Budget
- Exhibit C - Timeline



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 should be in-hand before work starts
- The organization should be in good standing with SDAT and have up-to-date charity 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).

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.

Program Expectations

- Requests for payments are processed within 30-45 days
- 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 quarterly report submission
- Prefer reimbursement to advanced funds unless justified
- No request for payment will be processed unless the previous advanced request has supporting documentation
- Prefer individual payment requests to be over \$3,000
- Cannot request funding for activities outside of what is stated in the award agreement (Exhibit A)
- Supporting documentation must be attached
 - Invoice and cancelled check
 - Executed AIA contract/invoice
 - Receipts
 - Sales Contracts
 - Ledger

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:

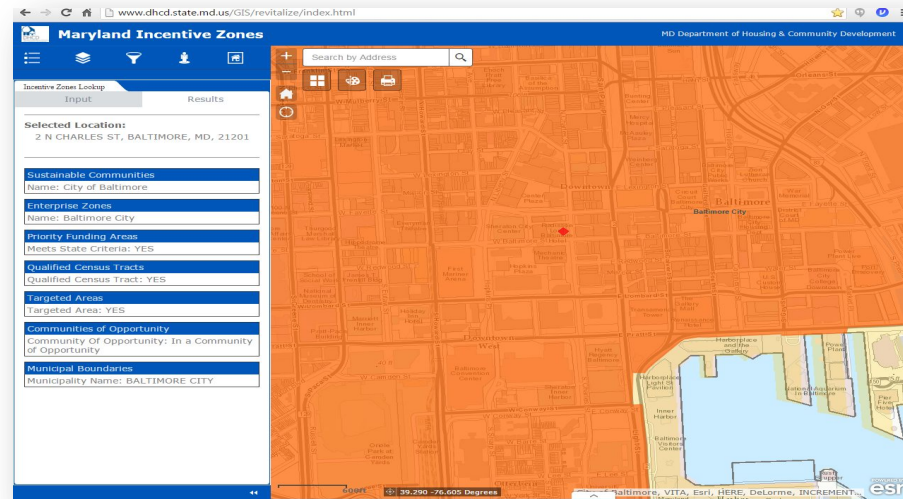
https://dgs.maryland.gov/Documents/grants/CGL_Booklet.pdf

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 location

- Projects should 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>
- Addresses may be requested to verify eligibility and program results



Addresses - Project C.O.R.E.

- Addresses are important to report since we deal with real property
- There is an additional address reporting requirement for Project C.O.R.E. awards
- Contact Nick Mayr with any questions

Site Control

- Site control is the demonstration of property ownership
 - Shows the “legal nexus” between the awardee and a particular site
- Proof of site control 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
- 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.

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

Maryland Historical Trust Review

- A historic preservation review is required for all capital projects
- Review is required 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., federal CDBG, Home, or LIHTC)

Minority and Women Business Enterprises

- Minority and Women Business Enterprise (MBE/WBE) Plan is required if the following applies:
 - Awarded Capital SRP funds greater \$250,000; and
 - Is not for Acquisition use; and
 - Development includes one large site, a cluster of buildings and/or scattered sites; and
 - One general contractor/developer is engaged in the project.
- Applicability will be determined at the onset of the active award cycle
- MBE/WBE contractors should be State-certified (MDOT certification)
- Refer to your regional project manager with applicability or any questions

Minority and Women Business Enterprise Process

- If your project applies, complete an MBE/WBE Plan stating that the project will do its best to reach a goal of 29 percent of MBE/WBE contracting
- MBE/WBE Plan should be completed and executed by you and the DHCD Office of Fair Practice prior to the first financial disbursement
- Quarterly reporting on contracting is required
- Reminder that the requirement is a reporting requirement, not a contracting requirement

Disclosing conflicts of interest

- 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 if requested by MDHCD
- Examples of potential conflicts of interest
 - Businesses or properties owned by the board or MCC 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

Loans

- If an award is made as a loan or a grant/loan with conditional loan terms , there are additional requirements
- A loan can be made directly to the borrower via a loan agreement
- 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 MDHCD). These grant/loans are executed as grant agreements with a special loan condition.
- Special conditions such as recordation, execution of promissory note and assignment back to MDHCD should be completed at the time of award execution or prior to the first financial disbursement
- Records should be kept for the duration of the loan term (15-40 years)

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:
 - Loan documents to be sent in?
 - 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?
 - 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

Close out

- If all funds are disbursed and evidence of advanced funds have been received, the project may be considered “complete”
- Final report is due within 45 days of project completion (Exhibit C)
 - Final report asks additional questions including project/program outputs and success indicators
- MDHCD will be able to move forward with final monitoring and close out
 - 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
- Current backlog of awards to close out - stay tuned

Questions?