

COMMUNITY CATALYST GRANTS PROGRAM

OPERATING AND CAPITAL



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

ROUND 2 – FY2020-FY2021 FUNDING GUIDELINES & APPLICATION INFORMATION

Release Date: November 6, 2020

Application Deadline: ~~December 18, 2020 at 5 p.m. E.S.T.~~ **EXTENDED TO December 21, 2020 at 5 p.m. E.S.T.**

Applications must be submitted through DHCD’s online applicant portal. * See the Application Information section for detailed instructions.

*Reasonable accommodations available upon request.

To access to the applicant portal, register your account, sign in, and submit your application, click here: <https://portal.neighborlysoftware.com/baltimoremd/Participant>

PLEASE READ THESE GUIDELINES CAREFULLY BEFORE COMPLETING YOUR APPLICATION.

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Bernard “Jack” C. Young, Mayor • Alice Kennedy, Acting Housing Commissioner

IMPORTANT DATES

Grant Application Available	November 6, 2020
Information Sessions (offered virtually)	November 12 at 5 p.m. E.S.T. November 16 at 10 a.m. E.S.T.
Deadline for Submission of Written Questions to DHCD Note: No questions will be accepted or answered after the deadline	November 20, 2020 at 5 p.m. E.S.T.
Responses to Written Questions Posted on DHCD'S Website	November 30, 2020
SUBMISSION DEADLINE	EXTENDED TO December 21, 2020 at 5 p.m. E.S.T.
Anticipated Notification of Awards	February/March 2021

WHAT'S NEW

- Combined application for Operating and Capital Grant requests
 - Set amounts for Operating Grant requests
 - Bonus points in scoring for projects located in Impact Investment Areas identified in the DHCD's "Framework for Community Development" or that meet the Framework's objectives and strategies.
 - Bonus points in scoring for Established Organizations that partner with Emerging Organizations
 - Addition of a new application narrative for applicants to showcase their approach to Diversity, Equity, and Inclusion
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COMMUNITY CATALYST GRANTS OVERVIEW

In 2018, DHCD established the Community Catalyst Grants program (CCG) to provide operating and capital support to assist organizations in historically disinvested communities. These communities are predominantly low-income, minority, have suffered disproportionately from low housing values, high rates of vacancy and abandonment, poverty, crime and public health problems, and may have received less public and private investment than other communities.

Community Catalyst Grants are intended to:

- **Value neighborhoods.** Support community-based efforts that support residents as they take the lead in their communities’ redevelopment plans and projects.
- **Promote equity and community development in long-disinvested neighborhoods.** Funding emerging and established organizations in historically disinvested neighborhoods provides critical financial support to community-based initiatives that need it most.
- **Be flexible.** Applicants will identify their priorities for funds, whether it is increasing staff, retaining consultants, updating equipment, creating cooperative enterprises or helping to finance a project that achieves a community identified need.

In the first year of the program, CCG funds supported:

- Technical assistance and consultants to develop strategic plans and build organizational infrastructure
- Community organizing
- Upgrading accounting and IT platforms
- Repairs and improvements for legacy homeowners
- Blight reduction
- Commercial and economic development

In FY 2021, DHCD will be making up to \$3 million in operating grants and up to \$4.2 million in capital grants available for projects that are critical to locally-driven community revitalization projects and support DHCD’s “Framework for Community Development.” Funds will be offered together through one combined round of grants; applicants may request operating funds, capital funds or both.

Applicants will self-select whether to apply as “Emerging” or “Established” organizations. Projects located in Impact Investment Areas or whose work fulfills one of the Framework Strategies, as described in DHCD’s [“Framework for Community Development,”](#) will automatically receive 10 bonus in the scoring of the Project Description Section. Established organizations that partner with an Emerging organization on their project will automatically receive 5 bonus points in the scoring of the Project Description Section.

Eligible Applicants

Eligible applicants include community development corporations, umbrella organizations, neighborhood revitalization organizations, faith-based organizations, merchant associations and other organizations that have a valid 501(c)(3) or 501(c)(6) status or that have received a temporary determination from the IRS.

Organizations that do not have a 501(c)(3) status can apply through an eligible applicant or a fiscal agent. Eligible applicants must provide proof of their business entity's status of good standing with the Maryland State Department of Assessments and Taxation (SDAT) – proof can be provided as a timestamped screenshot of SDAT's Business Entity entry for the applicant or a scanned copy of the Certificate of Status. DHCD reserves the right to require organizations with annual operating budgets of \$100,000 or less, or who have been operating for 12 or fewer months to identify a fiscal agent or to partner with an eligible applicant. Applicants using a fiscal agent must include information describing their policies, procedures, and fee structure. Both the applicant and the fiscal agent must sign and return the Certification and Authorization to Submit form. In the event funds are awarded, DHCD will require an executed Memorandum of Understanding between the fiscal agent and applicant.

***For Capital Grants requests only*:** For-profit developers may apply for a grant provided they are a co-applicant with an eligible applicant and the eligible applicant is playing a significant role in the project including equity participation and/or other comparable financial benefits.

Emerging and Established Organization Definitions

Applicants self-select whether they qualify as an “Emerging” or “Established” organization based on the following criteria:

- Organizations headquartered in or whose work is centered in communities that have historically been under-funded, may not have established revenue sources and may lack access to capital are, for the purposes of the Community Catalyst Grants, considered to be “Emerging.” This can include nonprofit groups that have a long-term presence in neighborhoods, groups that are active but may not have a 501(c)(3) status, groups that are interested in starting a new initiative, or groups collaborating to achieve larger goals. In some instances, Emerging organizations are raising capital, but, due to the challenging nature of their projects, find themselves with funding gaps.
- Organizations that work in neighborhoods and communities where ongoing investment has resulted in demonstrated market changes and improvements, have consistent funding sources, professionalized boards, and access to resources are, for the purposes of the Community Catalyst Grants, considered to be “Established.”
- Organizations that received a Community Catalyst Grant in the past must include text from their application classification from the last round and provide a brief update to the classification.

DHCD reserves the right to modify an applicant's classification.

OPERATING GRANTS DESCRIPTION

DHCD will be making up to \$3 million available in Operating Grants for organizational operating costs. At least \$2.1 million will be awarded to Emerging organizations. Not more than \$1 million will be awarded to Established organizations. Applicants may request funds for projects that previously received an award of CCG Funds. Established organizations that partner with an Emerging organization as part of their project will automatically receive 5 bonus points in the scoring of the Project Description Section. Partnerships must have benchmarks and assessment measures agreed to by both the Emerging and Established organization partners. Projects located in Impact Investment Areas or whose work fulfills one of the Framework Strategies, as described in DHCD's "Framework for Community Development," will automatically receive 10 bonus points in the scoring of the Project Description Section of the application.

The Goals of CCG Operating Grants are to:

- Support efforts to stabilize and improve housing market conditions, through a combination of organizational growth, technical and financial assistance, partnerships, and collaboration
- Create and/or formalize organizations
- Expand programs to increase capacity resulting in visible and quantifiable impacts through increased staff, technical, and financial assistance
- Community ownership of a project
- Strengthen the community's understanding of and ability to participate in development initiatives
- Undertake a deferred project
- Increase economic opportunities and prosperity for all stakeholders
- Foster partnerships and collaboration

Operating Grant Award Amounts

Emerging applicants may request a grant amount of \$75,000, \$100,000, or \$150,000. Established applicants may request an award amount of \$75,000 or \$100,000. DHCD reserves the right to award less than the requested amount. All funds must be spent within a 24-month period from the date of executing a Grant Agreement with DHCD.

Matching Funds

Emerging applicants will be required to provide a fifteen percent match over the two-year term of a grant. Established applicants will be required to provide a twenty percent match over the two-year term of the grant. The match can include in-kind services or other funding sources.

Community Development Block Grant (CDBG) funds and other City sources will not be considered eligible sources for a match.

Eligible Uses of Operating Grant Funds

Operating Grants can be used to fund a variety of uses:

- Community Organizing
- Consultants to assist with such activities as operations, accounting, fundraising, program development, and information technology
- Professional Services
- Staff to help start a new program or expand an existing program
- Strategic planning
- Equipment

Ineligible Uses of Operating Grant Funds

- Currently funded or duplication of existing programs including but not limited to: Baltimore Children and Youth Fund, Creative Baltimore Fund, Community Arts Grants, Lots Alive, Neighborhood Event Grants, Baltimore Main Streets programs, Community Land Trusts or other programs and/or projects eligible for funding through the Affordable Housing Trust Fund (<https://dhcd.baltimorecity.gov/nd/affordable-housing-trust-fund>), South Baltimore Gateway Partnership Community Grants, SB7 Community Enhancement Grants, or other sources as determined by DHCD.
- Charter schools
- Endowments
- Fundraising campaigns
- Programs associated with a specific religious or other affiliation or that support political actions, causes, advocacy, or parties.

CAPITAL GRANTS DESCRIPTION

DHCD will be making up to \$4.2 million available for this round of Capital Grants for the acquisition, pre-development, development, construction, and/or renovation of (a) building(s). At least 55 percent of the total available Capital Grants will be awarded to projects in historically disinvested neighborhoods where Emerging organizations are playing a significant role in development efforts. Not more than 45 percent of the total available grant funds will be awarded to Established organizations. Established organizations that partner with an Emerging organization as part of their project will automatically receive 5 bonus points in the scoring of the Project Description Section of the application. Projects located in Impact Investment Areas or whose work fulfills one of the Framework Strategies, as described in DHCD's "Framework for Community Development," will automatically receive 10 bonus points in the scoring of the Project Description Section of the application.

CCG Capital Grants are intended to:

- Reduce blight in neighborhoods where blight removal will increase private market interest, create opportunities to attract new residents, support citywide planning initiatives, create a diversity of uses and enhance the quality of life for current residents
- Encourage innovative energy-efficient technology
- Support mixed-income housing
- Stabilize housing for current homeowners that are part of planning initiatives or a middle market neighborhoods strategy
- Strengthen the connection between health and housing
- Provide gap financing, loan guarantees, or other financing that moves a project forward
- Support projects that include community ownership and participatory decision making and benefit local and minority/women-owned business enterprises
- Fund projects that will increase wealth building in disinvested communities

No applicant or member of their team may have (within the last five (5) years) any of the following:

- Received a limited denial of participation of from the U.S. Department of Housing and Community Development
- Unpaid fees, loan arrearages or other obligations due to DHCD on other projects
- Been listed on the state or federal list of suspended or debarred contractors
- Declared bankruptcy
- Defaulted on other government or private sector loans

- Received a Baltimore City Housing or Property Maintenance Code Violation (Part VII of the Building, Fire, & Related Codes of Baltimore City 2015 Edition) – *This restriction shall not apply to existing Vacant Building Notices transferred as a result of a sale or transfer of property.
- Failure to have registered current rental properties in accordance with Baltimore City Code, Article 13, Subtitle 4-2.
- Found to have acted in violation of the Fair Housing Act, the Civil Rights Act, or any other law prohibiting discrimination, or failed to comply with the terms of any agreement or court order related to any settlement, conciliation, or legal action

DHCD reserves the right to undertake a credit history of the applicant, developer and/or team members at its discretion at any time to determine a project or applicant's eligibility and may revoke an award based on any of the following findings:

- Chronic past due accounts
- Substantial liens or judgments
- Unpaid taxes
- Deed in lieu of foreclosure

Maximum Grant Request & Terms

Projects cannot exceed \$4 million in Total Development Costs for the entire project. The maximum request for funds cannot exceed 40 percent of a project's total cost or \$1.6 million in total funds, whichever is less. Applicants may request funds for projects that previously received an award of CCG Funds. **DHCD reserves the right to provide funds as loan or a grant. Terms will be determined based on final award amounts, project budgets and may include a percentage of net proceeds of sale, deferred and/or forgivable payments or repayment based on cash flow.** Financing can include other City sources; however, City funds cannot comprise more than 30 percent of a projects total development costs. In the event City Sources include federal funds (e.g. HOME or CDBG), CCG funds may be subject to federal requirements.

Funds awarded for pre-development costs should be considered as a loan and included as part of a project's permanent financing for repayment. In the event funds are awarded for predevelopment costs and the project does not move ahead, DHCD will retain ownership rights of all work product. Final funding commitments will be subject to underwriting and review of plans and documents. All CCG Capital Grant funds must be spent within 24-months of executing a Funding Agreement.

Eligible Uses of Grant Funds

CCG Capital Grant funds can be used to fund a variety of projects. Funds can only be requested for projects involving more than three (3) properties (if funds are requested for three (3) or fewer units, applicants may complete a Request for Waiver form).

The following examples of eligible uses of funds are for illustration purposes only and are not intended to represent a comprehensive list of activities:

- Pre-development costs including, but not limited to: studies, surveys, zoning changes and conceptual design and plans
- Subordinate Financing
- Carrying costs associated with a specific development initiative
- Consultants and staff necessary to implement a specific project
- Mixed-income housing with an emphasis on households who earn between 60-120 percent of the Area Median Income as defined by the Department of Housing and Urban Renewal (HUD)
- Acquisition of non-City owned properties, stabilization or construction that is part of a larger development or revitalization initiative provided that the funded activity occurs within 18 months of executing a Funding Agreement with DHCD
- New construction and/or substantial rehabilitation provided that the funded activity occurs within 18 months of executing a Funding Agreement with DHCD
- Intervention strategies to address problem properties on otherwise stable blocks
- Preservation of existing affordable housing in communities where significant investment is planned
- Commercial tenant improvements to facilitate social distancing in commercial spaces
- Revolving Loan or Strategic Acquisition Fund
- Net Zero or other forms of environmentally sustainable construction
- Rehabilitation and repair projects for homeowners to stabilize their homes
- Projects that reduce the impact of environmental inequities

Ineligible Uses of Grant Funds

- Acquisition of city-owned properties or payment of city liens
- Acquisition of properties through the Receivership process
- Relocation
- General Operating Support
- Repayment of existing loans or liens
- Development or expansion of liquor, adult entertainment, night clubs, and other uses as determined by DHCD

- Projects involving fewer than three (3) properties unless waived (Please refer to Application for additional information)
- Community Gardens or Urban Agriculture
- Commercial Façade improvements
- Public Art
- Activities eligible for funding by the Affordable Housing Trust Fund as described in: <https://dhcd.baltimorecity.gov/nd/affordable-housing-trust-fund>
- Activities receiving funds through Baltimore Main Streets program
- Charter Schools
- Projects that support a specific religious affiliation, and/or that support political actions, causes, advocacy, or parties

Scoring Priorities

Projects that address one of the following will receive higher scores in the application review process:

- Projects that are scheduled to begin within 12 to 18 months of application deadline.
- Projects that incorporate job readiness and employment opportunities as part of a larger Re-entry initiative
- Transit Oriented Development that reduces dependencies on cars
- Demonstrated health and environmental benefits
- Projects that generate significant benefits or returns for current stakeholders
- Projects that support a City-sponsored initiative, including but not limited to INSPIRE, LINC, Green Network Plan, Comprehensive Economic Development Strategy, DHCD, or BDC Revitalization area
- Projects that enable neighborhood-based organizations to build financial and organizational capacity

In addition to these priorities, note the following opportunities for bonus points in scoring:

- Projects located in “Impact Investment Areas” or whose work fulfills one of the Framework Strategies, as described in DHCD’s “Framework for Community Development” will automatically receive 10 bonus points in the scoring of the Project Description Section
- Projects submitted by Established Organizations that include significant partnerships with Emerging Organizations will automatically receive 5 bonus points in the scoring of the Project Description Section

Developer Fees

- Fees on homeownership projects may not exceed five (5) percent of the total project costs
- Fees on rental projects may not exceed 10 percent of total development costs; builder profit and overhead combined may not exceed five (5) percent of total construction costs. Combined developer fees and overhead cannot exceed 12 percent of the project’s total costs.

- Fee-based developer fees for non-residential will be negotiated following an award of funds.

Grantees may be asked to defer a portion of the development fee as part of the terms of a Funding Agreement. DHCD reserves the right to modify fees as part of award terms.

Other Financing Commitments

Applicants are required to indicate the status of other project funds, including CCG (committed, pending, or not requested). For committed funds, applicants must include a copy of the commitment letter with their application. If a lender and/or other funder(s) has been identified, applicants should include a letter of intent to provide financing. If funds have not been requested, the application must include an estimated submission date. In the event an award of funds is made, DHCD reserves the right to defer entering into a final agreement until such time that all financing is committed.

Acquisition & Site Control

CCG Capital Funds may be used to acquire non-City owned or privately owned properties. Applicants will have up to 120 days from the execution of a Funding Agreement to enter into a Contract of Sale. Applicants will be required to provide evidence of site control for all other requests. Site Control can include a copy of an approved Contract of Sale, Option to Purchase, or Land Disposition Agreement.

Non-Residential Uses

Funds may be used to support community-based and driven economic development efforts. This could include tenant improvements, incentives to fill long-term vacancies in neighborhood retail areas or commercial corridors, or for ground level retail that has been vacant for a minimum of six months provided the applicant can demonstrate efforts to market and attract tenants. In the event an award of funds is made, funds will not be made available until the applicant is able to provide an executed lease.

Conformity with Laws and Regulations

All applicants who are awarded funds will be expected to comply with all applicable city, state, and federal laws and regulations. Building and other permits must be obtained for all work performed. DHCD will not waive permit and or demolition fees. Work that is undertaken without a permit, or is found to be in violation, will be considered an act of default and could result in a loss of Grant funds.

Security, Guarantees and Collateral

All recipients of CCG Capital funds will be required to provide collateral, execute a Deed Restriction, or provide other types of security as determined by DHCD as a condition to receive funds. DHCD reserves the right to

request that awardees identify a third party with the financial capacity to guarantee or otherwise securitize grant funds.

Final Award of Funds

Final award of Grant Funds will be contingent on DHCD's ability to underwrite funds for the project and subject to approval of all funding agreement by the City's Board of Estimates. DHCD reserves the right to request additional project and financial information before making a final award determination.

APPLICATION INFORMATION

Submission Information

Applications must be submitted through DHCD's online applicant portal.*

To access to the applicant portal, register your account, sign in, and submit your application, click here: <https://portal.neighborlysoftware.com/baltimoremd/Participant>

If you experience technical difficulties with the portal, please email support@neighborlysoftware.com for assistance. Technical support is available Monday through Friday 8 a.m.-8 p.m. EST. Your query will be answered within 2 hours.

**Reasonable accommodations available upon request.*

A completed application, including all requested documents, must be submitted no later than **December 21 at 5 p.m. Eastern Standard Time** in order to be considered.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

Please review the training video at the link below for a demo of how to complete the application.

Threshold Criteria for Applications

Please make sure your application file includes all of the following. FAILURE TO INCLUDE THIS INFORMATION MAY RESULT IN YOUR APPLICATION BEING INCOMPLETE AND DISQUALIFIED FOR CONSIDERATION. All applicants must complete the electronic application and submit all applicable file attachments.

Operating and Capital Applications

- Project Narratives (all applicable sections)
 - Project Description
 - Applicant Capacity
 - Community Engagement
 - Diversity, Equity, and Inclusion
 - Schedule
 - Evaluation Process

- Construction Methodology, Sustainability, and Energy Efficiency (Capital Applications only)
- Project Budget and Financing
- Signed Certification and Authorization to Submit by all parties
- Letter of Intent signed by all parties, if the application is a joint submission or supports a collaborative effort
- Copy of fiscal agents' policies and procedures (including requirement to provide quarterly expenditure reports to grantees) and Letter of Intent signed by all parties, if the applicant is using a fiscal agent

Financial Information - all Financial Information items (must be included for both fiscal agent and applicant)

- Copy of the most recent 990 Tax Return
- Applicants with Annual budget of \$500,000 or more- Most recent Audited Financial Statement
- Applicants with Annual Budget of more than \$200,000, but less than \$500,000- Most recent Financial Statement as prepared by a certified accounting firm
- Applicants with Annual Budgets that are less than \$200,000- Most recent annual budget. In the event funds are awarded, the applicant will be required to provide a Reviewed financial statement.

Organizational Information

- Corporate Resolution/Board of Directors approval **(must be included for both fiscal agent and applicant)**
- Articles of Incorporation, By-Laws **(must be included for both fiscal agent and all applicants)**
- Current IRS Determination Letter indicating 501©(3) or 501(c)(6) status
- Evidence of Good Standing with the State of Maryland for all parties
- List of Board of Directors, titles, and affiliations **(must be included for both fiscal agent and all applicants)**
- Organizational chart indicating roles and responsibilities of all partners and applicants

Operating Applications Only

- Operating Budget (must be submitted as an Excel Spreadsheet electronically)
- Job descriptions, if funds are being requested to support personnel
- Commitment Letters as evidence of Matching Funds

Capital Applications Only

- Development Budget (must be submitted as an Excel spreadsheet electronically. All tabs must be completed)

- Job descriptions, if funds are being requested to support personnel
- Lender’s Letter of Intent
- Owned Property Disclosure
- Certification of Compliance
- Evidence of Site Control
- Request for Waiver

All applicants will be required to demonstrate how they support community-driven planning initiatives as well as one or more of the following City priorities:

- Equitable methodology and processes
- Build/stabilize neighborhood market conditions
- Mixed-Income Housing including homeownership
- Blight elimination and asset development
- Crime reduction
- Strengthening neighborhood retail and gateway corridors
- City-sponsored planning initiatives, including but not limited to INSPIRE, Green Network Plan, Comprehensive Economic Development Strategy, COVID-19 support, DHCD, or BDC Revitalization area

Applicants may also choose to use existing information to explain their Emerging or Established selection:

- Neighborhood Housing Market data provided in the Housing Market Typology or other sources
- Demographic information as found in the American Community Survey, Baltimore Neighborhoods Indicators Alliance *Vital Signs*, or other sources
- Financing including funding streams and access to capital and investment
- Deferred/underfunded projects
- Market studies or other information regarding the built environment
- Board and workforce structure and composition

Collaborative or Joint Applications

One or more entities may partner and submit a joint application for a project and/or up to three unrelated projects. In the event funds are awarded, DHCD will require a Memorandum of Understanding or Partnership Agreement between all participants prior to executing a Funding Agreement.

Requests for Multiple Projects

Applicants can request funds for multiple projects but will be asked to rank projects in priority order and will also need to demonstrate the organizational capacity to implement projects. Applicants that request funds for multiple projects in the same community will be required to demonstrate how these projects support a community plan or other strategic revitalization initiatives. Applicants submitting a collaborative request must designate one eligible organization as the lead applicant. Please refer to the Application for additional information.

REVIEW PROCESS and GRANT AWARDS

DHCD and other City Agency staff will review applications, meet with applicants and conduct site visits as necessary. Anticipating that there will be more requests than available funds, applicants may be asked to re-submit budgets, plans, drawings, financial information, or other information as part of the review process. The Review Committee will provide their recommendations to the Housing Commissioner who will make the final determination. All applicants will be notified in writing and awards will be posted on DHCD’s website.

Application Scoring

Applications will be scored by a review panel. Total points possible for each section of the application are listed in the table below.

Operating Application Scoring	Points possible	Capital Application Scoring	Points possible
PROJECT DESCRIPTION <ul style="list-style-type: none"> • 10 bonus points possible for Impact Investment Areas or that meet the Framework’s • 5 bonus points possible for Established Organizations that partner with Emerging Organizations 	40 Points	PROJECT DESCRIPTION <ul style="list-style-type: none"> • 10 bonus points possible for Impact Investment Areas or that meet the Framework’s • 5 bonus points possible for Established Organizations that partner with Emerging Organizations 	40 Points
APPLICANT CAPACITY	40 Points	APPLICANT CAPACITY	40 Points
DIVERSITY, EQUITY, & INCLUSION	40 Points	DIVERSITY, EQUITY, & INCLUSION	30 Points
PROJECT BUDGET & FINANCING	30 Points	PROJECT BUDGET & FINANCING	30 Points
PROJECT SCHEDULE	20 Points	PROJECT SCHEDULE	30 Points
COMMUNITY ENGAGEMENT	20 Point	COMMUNITY ENGAGEMENT	20 Point
PROJECT EVALUATION	10 Points	PROJECT EVALUATION	10 Points
TOTAL POSSIBLE	200 Points (215 with full bonus points)	CONSTRUCTION METHODOLOGY, SUSTAINABILITY AND ENERGY EFFICENCY	10 Points

TOTAL POSSIBLE	210 Points (225 with full bonus points)
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All applicants who are awarded funds will be required to execute a Grant or Loan Agreement with the Department of Housing & Community Development that will be subject to approval by the City's Board of Estimates and to provide quarterly reports and other documentation regarding their project. Depending upon the amount of the grant award, applicants may also be required to meet the following City requirements:

- Minority and Women's Business Participation
- Local Hire
- Employ Baltimore

ADMINISTRATIVE INFORMATION

Issue Date

The issue date of this Grant Application is November 6, 2020

Submission Deadline and Requirements

The deadline for submitting applications and all application materials is **December 21, 2020 at 5 p.m. E.S.T.**

Obtaining the Application and Guidelines

The Community Catalyst Capital Grants Application and Guidelines will be made available electronically on DHCD's website at: <https://dhcd.baltimorecity.gov/nd/community-catalyst-grants>.

*Hard copies of the Application and Guidelines can be requested.

Information Session

DHCD will host two online information sessions on November 12 at 5 p.m. E.S.T. and November 16 at 10 a.m. E.S.T. These online information sessions do not require prior registration and are open to the public. More information about the sessions (including the link to join and a phone number to teleconference in) can be found at <https://dhcd.baltimorecity.gov/nd/community-catalyst-grants>.

If special accommodations are required to attend the session, please email dhcd.ccg@baltimorecity.gov at least three business days in advance.

Questions and Inquiries

Interested applicants can submit questions and inquiries in writing only to dhcd.ccg@baltimorecity.gov no later than November 20, 2020 at 5 p.m. E.S.T. DHCD will make best efforts to post responses on its website no later than November 30, 2020 at 5 p.m. E.S.T. DHCD reserves the right to decline questions that are project-specific.

Revisions and Addenda

Should it become necessary to revise any part of this Application and or Guidelines or provide additional information necessary to adequately interpret the provisions and requirements, an addendum shall be posted on DHCD's website. Revisions and Addenda will not be provided on an individual basis, therefore all interested applicants are encouraged to review the Community Catalyst Grant website periodically at:

<https://dhcd.baltimorecity.gov/nd/community-catalyst-grants>

Community Catalyst Grants Funding Guidelines and Application Information – Round 2 – FY2020-2021

Award Amounts

Final awards are made by the Housing Commissioner. DHCD reserves the right to make an award of funds in an amount other than what is requested in the Grant Application. DHCD reserves the right to determine what funding source is used for the award. All awards are subject to final underwriting by DHCD and approval by the City's Board of Estimates.

Waivers

Applicants can request a waiver to the requirement that CCG Capital Funds can only be requested for projects involving fewer than three (3) properties. As part of the application review process, all waiver requests will be evaluated for feasibility with final approval provided by the Housing Commissioner.

Incurring Expenses

Neither the City of Baltimore nor DHCD will be responsible for and will not pay for any cost incurred by any applicant in preparing and submitting an application or requested supplemental information in response to this application.

Compliance with Law

By submitting an application, organizations awarded funds agree that they will comply with all Federal, State and City laws, rules, and regulations and ordinances applicable to its activities and obligations under this program.

Public Information Act Notice

DHCD commits to handling all information regarding financial assets in strictest confidence. Applicants should give specific attention to identifying any portions of their application that they deem to be confidential, proprietary or trade secrets and provide justification why such material should not be disclosed by DHCD under the Maryland Public Information Act SS 1-601 et seq. of the State Government Article, Annotated Code of Maryland upon request by the public.