

Completing
the Online
Neighborhood
Application for
City Grants



Online Application Portal
Community Catalyst Grants

For a more in-depth walkthrough of completing the CCG applications, please view this [Application Tutorial Video](#)

Register Your Account and Sign In

BALTIMORE CITY
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Online Application Portal
Community Catalyst Grants
Homeownership Incentives
Housing Preservation Programs
Housing Upgrades to Benefit Seniors (HUBS)
Tax Sale Exemption Program
Emergency Mortgage & Housing Assistance Program
AHTF- New Construction/Preservation of Existing Rental Housing
Housing Accelerator/HOME-ARP

New users must first register their account before signing in to the portal

Sign In Register

Email Address
Email Address

Password
Password

Sign in

Forgot your password?

Video Tutorial: Reset Password
Data Privacy

Navigate to <https://portal.neighborlysoftware.com/baltimoremd/Participant#>

- Navigate to <https://portal.neighborlysoftware.com/baltimoremd/Participant#> to begin your application.
- If you do not yet have a Neighborly account, please “register,” then verify your e-mail address to log in.

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Start a New Application

CCG Operating

CCG Capital

Home

Welcome to the Baltimore City Department of Housing & Community Development Portal

The City of Baltimore is committed to accessibility for all applicants. If you require this material in an alternate format, please contact eviction-prevention@baltimorecity.gov.

Grants

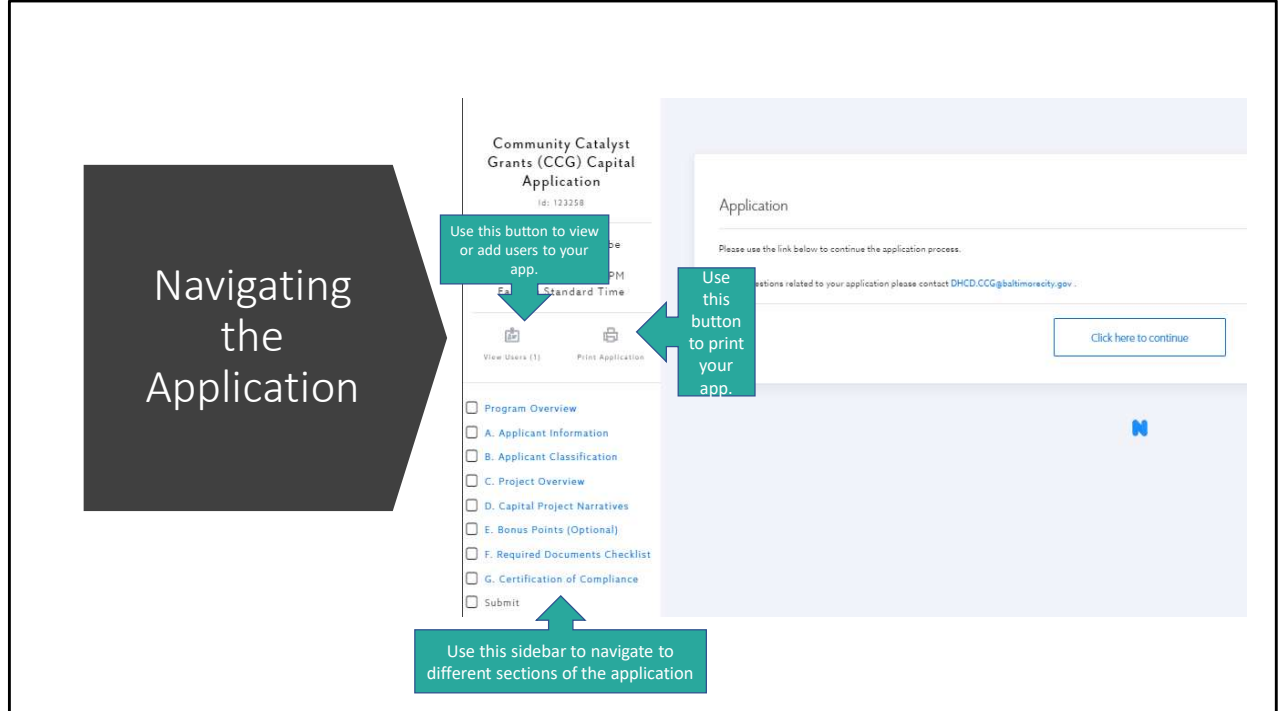
ID	Name	Program	Year	Approved	Disbursed	Remaining	Action
97637	My CCG Project Kind 3 Operating	Community Catalyst Grants (CCG) Operating	2021	\$0.00	\$0.00	\$0.00	View
108483	My CCG Project Kind 3 Capital	Community Catalyst Grants (CCG) Capital	2022	\$0.00	\$0.00	\$0.00	View
120000	My Organization Name	Community Catalyst Grants (CCG) Operating	2022	\$50,000.00	\$0.00	\$0.00	View

Start a New Application

Application Name	Description	Action
Housing Preservation Programs	Select this option if you are applying for services from the Lead Hazard Reduction Program, Office of Rehabilitation Services, or Weatherization Assistance Program.	Start Application
HUBS	Select this option if you are applying for the Housing Upgrades Benefits to Seniors (HUBS) Program.	Start Application
Community Catalyst Grants (CCG) Operating	Select this option to apply for the Community Catalyst Grant for Operating funding. <i>*Expires 4/12/2024 5:00 PM</i>	Start Application
Emergency Mortgage & Housing Assistance Program	Select this option to apply for the Emergency Mortgage & Housing Assistance Program (EMHAP), which assists homeowners who have been financially impacted by COVID-19 with past due mortgage payments and housing-related bills such as homeowner's insurance, property taxes, and water.	Start Application
Tax Sale Deferral	Select this option if you are interested in the Tax Sale Deferral Program. This program removes homeowners from the current year's tax sale. If you are a homeowner and have received a Final Bill and Legal Notice from the Department of Finance OR, to the best of your knowledge, you have \$750 or more in unpaid city bills, you may be eligible. <i>*Expires 4/15/2024 11:59 PM</i>	Start Application
Community Catalyst Grants (CCG) Capital	Select this option to apply for the Community Catalyst Grant for Capital funding. <i>*Expires 4/12/2024 5:00PM</i>	Start Application
AHTF- New Construction/Preservation of Existing Rental Housing	Select this option if you are applying for the 2024 Affordable Housing Trust Fund Notice of Funding Availability for new construction/preservation of existing rental housing. <i>*Expires 3/15/2024 5:00 PM</i>	Start Application

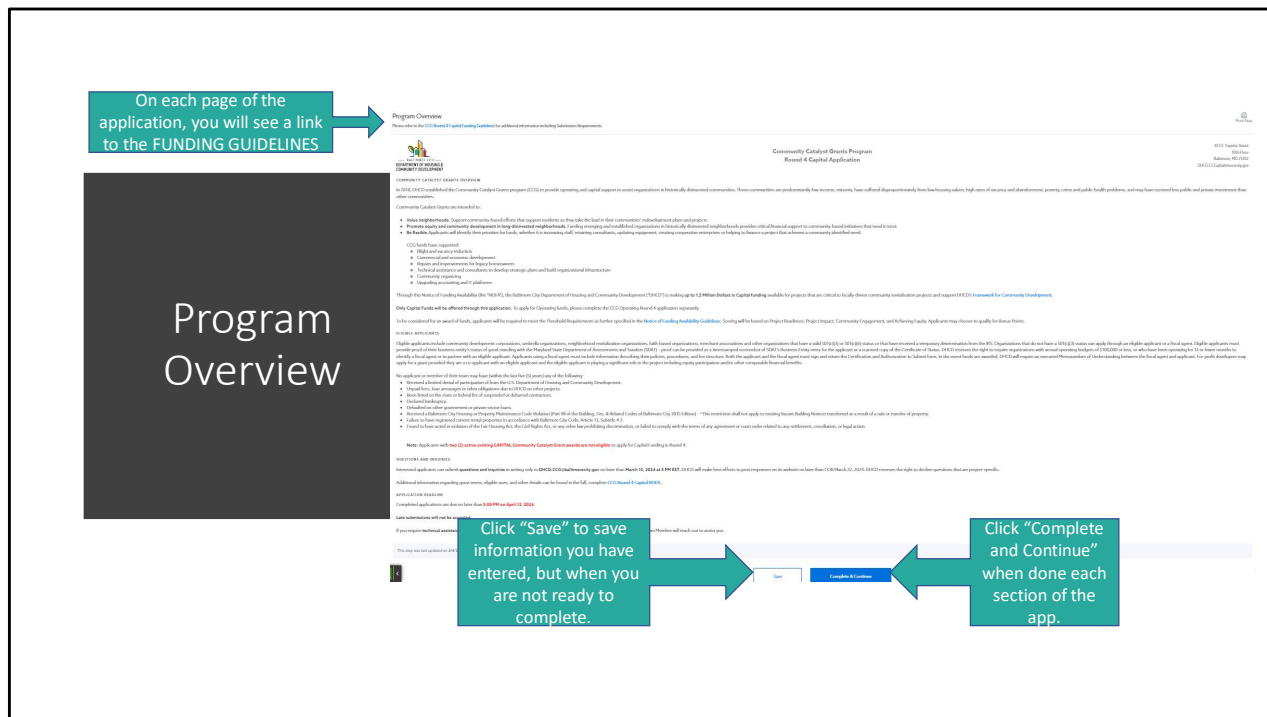
- From your participant home page, scroll down to the list of possible applications you may submit. Locate “**CCG – Capital**” or “**CCG – Operating**” and then select “**Start Application.**”
- You may apply for Operating funding, Capital funding, or both
 - If applying for Operating OR Capital, be sure to complete the correct application
 - If applying for BOTH, be sure to complete BOTH applications in full

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- Once you have begun your application, you will see a **sidebar** on the left which will be your key navigation tool.
- Click “**View Users**” to see the e-mail accounts associated with your application. Here, you can add additional users to give them access to view and edit the application.
- Click “**Print Application**” to print or save a PDF of your full application.
- Use the left side bar to navigate between different pages of the application. A **green check mark** will appear in the boxes next to application pages when they have been completed to provide you a visual cue of what you have and have not finished.

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- Carefully read **all information** on the Program Overview page.
- Utilize the linked **FUNDING GUIDELINES** document for all submission information. Utilize the **VIDEO TUTORIAL** link to view a YouTube video guiding you through your application.
- There are no questions to complete on the Program Overview page.
- For each application page, you can either **SAVE** what you've done to come back to later, or **COMPLETE AND CONTINUE** to make the section done.

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A. Applicant Information

Please refer to the [CCG Board of Capital Funding Guidelines](#) for additional information including Submission Requirements.

ORGANIZATION INFORMATION - PRIMARY APPLICANT

A.1.a. Applicant Organization Name: _____

A.1.b. Contact Name: _____ A.1.c. Title: _____

A.1.d. Contact Email: _____ A.1.e. Contact Phone: _____

A.1.f. Address:
 Address Line 1: _____
 Address Line 2: _____
 City: _____ Zip: _____

A.1.g. Website: (if available) _____

A.1.h. Upload the following required Organizational Documents:

- Primary Applicant W9 Tax Return (Must Be Current) ***Required** Upload File
- Primary Applicant Articles of Incorporation, By Laws ***Required** Upload File
- Primary Applicant Current IRS Determination Letter indicating 501(c)(3) or 501(c)(29) status ***Required** Upload File
- Primary Applicant Evidence of Good Standing with the State of Maryland ***Required** Upload File
- Primary Applicant Financial Statements ***Required** Upload File
- Primary Applicant List of Board of Directors, Titles, and Affiliations ***Required** Upload File
- Primary Applicant Organizational Chart ***Required** Upload File

A.2. Are you applying with a partner organization?
 Yes
 No

A.3. Do you have a Fiscal Agent?
 Yes
 No

No save history

Save Complete & Continue

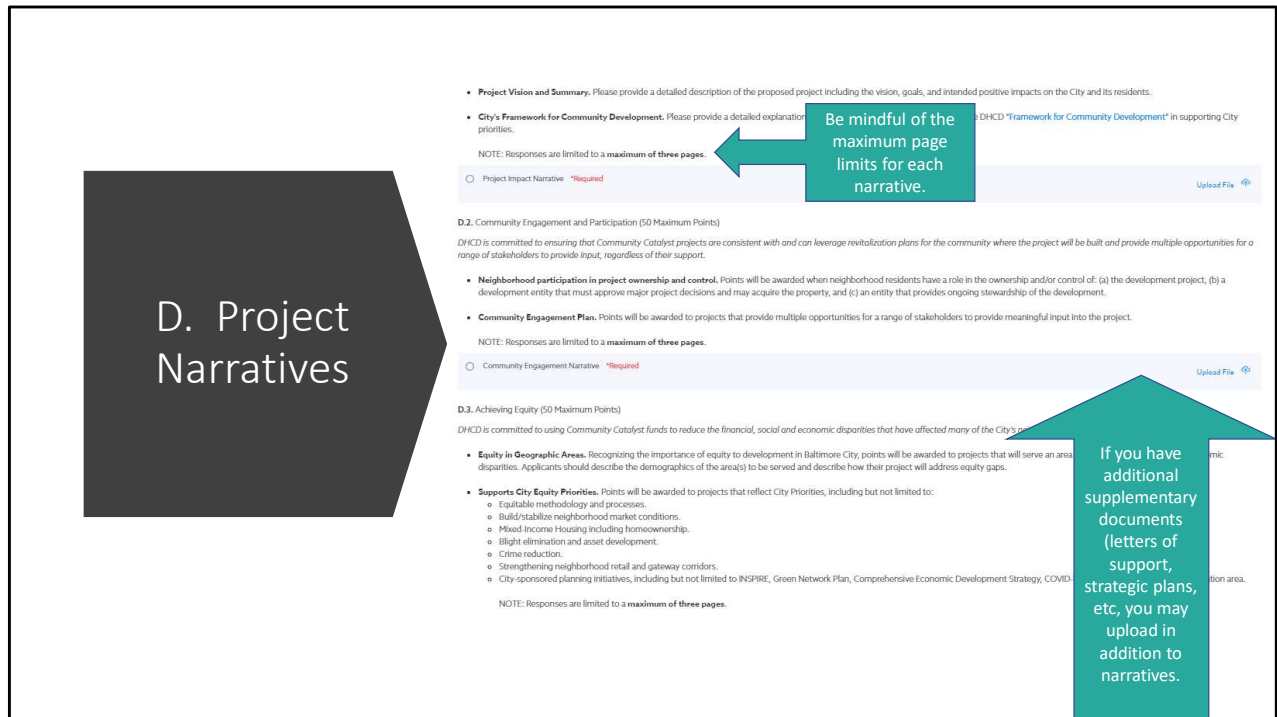
- **Some questions in the application will open new questions.** For example, if you click “yes” to applying with a Partner or Fiscal Agent, more questions will populate about those additional stakeholders for you to answer. Be sure to answer ALL questions that generate based on your other responses for a complete application.
- For **file uploads**, click “**Upload File**” and select the appropriate document saved to your device. You may also upload additional documents if needed.

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B. Applicant Classification

- For additional information on if your organization should be classified as **“Emerging”** or **“Established,”** please review the **FUNDING GUIDELINES** document.
- **NOTE: Only “Emerging” organizations are eligible for Operating Funding in CCG Round 4. Both “Emerging” and “Established” organizations are eligible for Capital Funding in CCG Round 4.** DHCD will review the applicant’s self-selection during application review.
- For **file uploads**, click **“Upload File”** and select the appropriate document saved to your device. You may also upload additional documents if needed.

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D. Project Narratives

- **Project Vision and Summary.** Please provide a detailed description of the proposed project including the vision, goals, and intended positive impacts on the City and its residents.
- **City's Framework for Community Development.** Please provide a detailed explanation of how your project aligns with the DHCD "Framework for Community Development" in supporting City priorities.

NOTE: Responses are limited to a **maximum of three pages.**

Project Impact Narrative *Required Upload File

D.2. Community Engagement and Participation (50 Maximum Points)

DHCD is committed to ensuring that Community Catalyst projects are consistent with and can leverage revitalization plans for the community where the project will be built and provide multiple opportunities for a range of stakeholders to provide input, regardless of their support.

- **Neighborhood participation in project ownership and control.** Points will be awarded when neighborhood residents have a role in the ownership and/or control of: (a) the development project, (b) a development entity that must approve major project decisions and may acquire the property, and (c) an entity that provides ongoing stewardship of the development.
- **Community Engagement Plan.** Points will be awarded to projects that provide multiple opportunities for a range of stakeholders to provide meaningful input into the project.

NOTE: Responses are limited to a **maximum of three pages.**

Community Engagement Narrative *Required Upload File

D.3. Achieving Equity (50 Maximum Points)

DHCD is committed to using Community Catalyst funds to reduce the financial, social and economic disparities that have affected many of the City's neighborhoods.

- **Equity in Geographic Areas.** Recognizing the importance of equity to development in Baltimore City, points will be awarded to projects that will serve an area with high levels of economic and social disparities. Applicants should describe the demographics of the area(s) to be served and describe how their project will address equity gaps.
- **Supports City Equity Priorities.** Points will be awarded to projects that reflect City Priorities, including but not limited to:
 - 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 Recovery Plan, and other City sponsored initiatives.

NOTE: Responses are limited to a **maximum of three pages.**

- Each narrative includes guiding questions. Please address each as thoroughly as possible.
- Note that each narrative has a **maximum page limit**.
- You may upload supplementary documentation if desired.

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The screenshot shows a grant application form with several sections for optional bonus points. A large black arrow on the left points to the 'E. Bonus Points' section. A green callout box with a white arrow points to the 'E.1. Upload evidence that all impacted addresses are in an Impact Investment Area. Use this TUTORIAL' section. The callout box contains the text 'Follow the tutorial for Impact Investment Area!'.

E. Bonus Points

Applicants may choose to apply for up to 30 bonus points from any of the following categories and may be awarded full or partial points in any one category. Applicants should indicate which Bonus Points they wish to be considered for and provide a brief narrative explanation as to how their project qualifies. **Applications that do not include the required evidence/justifications will not be considered for bonus points.**

- IMPACT INVESTMENT AREA BONUS (UP TO 10 POINTS).
Ten points will be awarded to projects located in a Baltimore City identified Impact Investment Area. Applicants should include a map of the project showing that they are located in the Impact Investment Areas identified in the "Framework for Community Development".

E.1. Upload evidence that all impacted addresses are in an Impact Investment Area. Use this TUTORIAL

OPTIONAL BONUS: Impact Investment Area Justification Upload File

- EXPERIENCED APPLICANT PARTNER BONUS (UP TO 5 POINTS).
Five points will be awarded to projects where an experienced applicant partners with an emerging/new applicant to increase capacity. Applicants should describe how the partnership was established and how the partners will serve to support each other throughout the grant process.

E.2. Upload a brief narrative explanation as to how your project qualifies for this bonus.

OPTIONAL BONUS: Experienced Applicant Partner Justification Upload File

- SUPPORTS & GROWS LOCAL BUSINESSES OR COMMUNITY SPACES (UP TO 5 POINTS).
Applicants are required to demonstrate how their project will support and sustain local businesses and/or community spaces. Responses should specify local vendors who will be used, how efforts will be tracked and monitored and any documentation evidencing agreements to utilize local establishments.

E.3. Upload a brief narrative explanation as to how your project qualifies for this bonus.

OPTIONAL BONUS: Supports and Grows Local Businesses or Community Spaces Justification Upload File

- TAKES ADVANTAGE OF APPRENTICESHIPS AND TRAINING PROGRAMS (UP TO 5 POINTS).
Applicants are required to provide a plan for utilizing training and apprenticeship programs and to include a letter of intent from the provider. As a condition for receiving funds, applicants will be required to provide an executed Memorandum of Understanding or comparable agreement with the provider.

E.4. Upload a brief narrative explanation as to how your project qualifies for this bonus.

OPTIONAL BONUS: Takes Advantage of Apprenticeships and Training Programs Justification Upload File

- COLLABORATION ACROSS MULTIPLE NEIGHBORHOODS (UP TO 5 POINTS).
Applicants are required to provide documentation that their project impacts multiple neighborhoods, how this helps to achieve economies of scale, and how multiple stakeholders are working collaboratively to achieve outcomes.

E.5. Upload a brief narrative explanation as to how your project qualifies for this bonus.

- Please follow the [Impact Investment Area Bonus Points Tutorial](#) on how to demonstrate that your project is eligible for Impact Investment area bonuses
- **Your organization will only be considered for Bonus Points that you explicitly apply for via short narrative justifications.**

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- As you upload documents in the application, they will auto-populate in the “Required Documents Checklist.”
- At this page, you may upload optional documents as supplemental information.
- You will have to manually upload you Certification of Compliance and Certification and Authorization to Submit signed by all parties at this time or the application will not allow you to complete the next steps and submit.

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G. Certification of Compliance

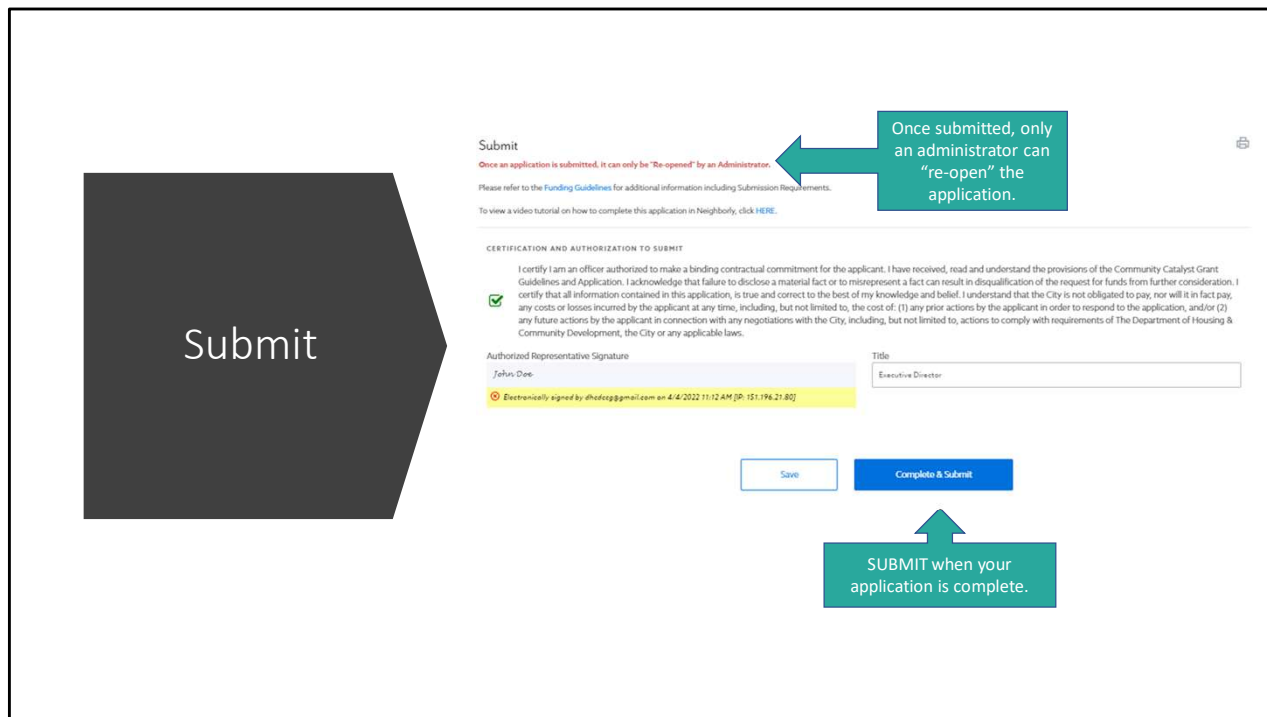
Read the certification of compliance and affirm your understanding by checking the box and electronically signing.

G. Certification of Compliance

Verify that your Certification of Compliance is correctly uploaded.

- Read the certification of compliance carefully, then indicate your acceptance and understanding by checking the box and electronically signing.
- Ensure that your Certification of Compliance was correctly uploaded

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- Please only **SUBMIT** your application when it is complete and ready for review. Once submitted, you cannot make further changes, and only a CCG Team administrator can re-open your application.
- Ensure that your Certification and Authorization to Submit has been correctly uploaded.
- When ready, hit **“Complete and Submit.”**

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The screenshot displays a web interface titled "View / Continue an Existing Application". It features a table with the following columns: CASE ID, NAME, PROGRAM, YEAR, STATUS, EXPIRES, and a link for "View / Edit". Two rows of data are shown, both with a status of "Application in Progress".

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	View / Edit
100266	Test, Test	CCG- Capital	2022	Application in Progress	5/20/2022 5:00:00 PM Eastern Standard Time	View / Edit
100331	Doe, Jane	CCG- Capital	2022	Application in Progress	5/20/2022 5:00:00 PM Eastern Standard Time	View / Edit

Annotations on the screenshot include a large black arrow pointing to the table with the text "Locating your application", and two teal callout boxes: one pointing to the "STATUS" column with the text "Check the status of your application.", and another pointing to the "View / Edit" link with the text "Click here to VIEW or EDIT your application."

To locate your in-progress or submitted application, log in to your Participant Portal. You will see the STATUS of your application, as well as a link to view or edit your application.

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Questions and Inquiries

- Interested applicants can submit **questions and inquiries** in writing only to **DHCD.CCG@baltimorecity.gov** no later than **March 15th, 2024, at 5 PM ET.**
- DHCD will make best efforts to post responses on its website no later than COB March 22nd, 2024. DHCD reserves the right to decline questions that are project-specific.



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