



March 3, 2022

Dear Community Leader:

Northwest Baltimore Partnership (NWBP) is inviting proposals for capital funding through the Baltimore Regional Neighborhood Initiative (BRNI) to support community development projects in the NWBP footprint, which includes communities located between Park Circle in Baltimore City and Pikesville in the County (see attached map).

ABOUT BRNI

BRNI, a program of the MD Department of Housing and Community Development (DHCD), supports the revitalization of Sustainable Communities by funding strategic investment in local housing and businesses. The program attempts to focus on areas where modest investment and a coordinated strategy will have an appreciable neighborhood revitalization impact. Learn more [HERE](#).

Comprehensive Housing Assistance, Inc. (CHAI) serves as the fiscal sponsor for BRNI grant applications submitted under NWBP. CHAI manages the application process, provides support for applicants, and administers awarded grants. Awards range from \$25,000 to \$500,000.

IMPORTANT NOTES

- I. BRNI typically funds **capital projects**. NWBP has never seen DHCD award operating or administrative funds to a capital project. Operating funds are generally for partnership organizations that manage the application process for each region.
- II. These grants are **reimbursable**.
 - You must have funds to **pay for project expenses up front**.
 - Funds can only be requested after DHCD has returned the **finalized grant agreement** (usually August).
 - After a reimbursement request has been submitted to CHAI, it may take up to **4 weeks to receive funds**.
 - The applicant must have **administrative capacity** to submit reports on time and provide thorough supporting documentation for reimbursement requests.
- III. Projects must use **licensed contractors**.

ELIGIBLE CAPITAL PROJECTS

For information about eligible capital projects, visit <https://dhcd.maryland.gov/Communities/Pages/programs/BRNI.aspx>.

PROJECT CRITERIA

Projects must meet the following criteria to be considered for BRNI funding:

- I. Projects must be **led by a nonprofit organization** with a demonstrated history of successful community development projects.
- II. The funding request and project budget must be **financially viable**.
 - The project should **have committed all other funds necessary** to complete the project (e.g., there are no major funding gaps).
 - BRNI funds must be a **critically needed funding source** needed for completion of the project.
 - BRNI funds should be used for **last-in gap funding**.
 - As these grants are **reimbursable**, you must have funds to pay for project expenses up front.
- III. The project must be **shovel ready**.
 - a. Applicant must have **full site control**.
 - b. The project must have a **concrete plan for spending down 50%** of the BRNI award by the 1-year anniversary and 100% by the end of 2 years.
- IV. The applicant must have a demonstrated **history of capital project management**.
- V. The project has a demonstrated **tangible impact**.
 - The proposed phase of the project is advancing a **tangible set of actions** that will yield new community building activities or investments.
 - The project addresses a **critical neighborhood condition** and/or is scaled to make a meaningful impact.
- VI. The project has demonstrated **community impact and support**.
 - Project has **evidence** of community meetings held, letters of support on file, etc.
 - The project is **consistent with NBWP's Neighborhood Revitalization Plan** and its Goals and Mission (see attached documents).
 - The project **builds on other neighborhood assets and recent investments**.
 - The project will ultimately **build value in northwest Baltimore**.

VII. Projects that involve operations upon completion must **provide evidence of a clear plan of action** with committed partners and/or funders to support planned activities.

PLEASE BE AWARE THAT THE BRNI APPLICATION IS INVOLVED AND TIME-CONSUMING.

If you are interested in submitting an application for a project that meets these criteria, NWBP invites you to submit the attached **project summary form** to Larry Schugam at lschugam@chaibaltimore.org by **March 21, 2022, at 5:00pm**. Projects that NWBP determines meet the required threshold of readiness, impact, capacity, and support will be invited to submit a full application

QUESTIONS?

NWBP welcomes any questions you may have about the process or application timetable. Staff is available if you would like to discuss the project you are considering for BRNI funding. Please contact Larry Schugam at lschugam@chaibaltimore.org or 443-629-9866.

Best Regards,

Northwest Baltimore Partnership

Northwest Baltimore Partnership Catchment Area

