



Grants Manual

FY27 (Round 4)

WNADA Grant Fund

&

**WNADA Social Connection and
Neighborhood Development Program**

WNADA Grants Manual

Table Contents

This manual was created to help facilitate a simple and transparent grant process by providing guidance for interested applicants on eligibility, the application process, the review process, and post-award requirements. The manual is updated with each new grant cycle. Applicants are encouraged to review the latest version prior to submission.

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Overview

Important Dates - WNADA Grant Fund

Key Information Summary Sheet	Dates
RFQ Release Date	Thursday, April 30, 2026
Pre-Submission Meeting	Saturday, May 2, 2026
Questions Due	Thursday, May 7, 2026
Responses Due	Thursday, June 4, 2026
Evaluate and Score Eligible Applications	June 2026 -thru- July 2026
Financials Requested from Qualified Scored Applicants	August 2026
Financials Due	10 business days following request of financial documents
Executive Director Reviews and Determines Grant Awards	September 2026
Executive Director Grant Award Determinations are posted on website, for public information access, within the September 29, 2026, WNADA Governing Board meeting agenda	Tuesday, September 22, 2026
Board Discusses and Concurs with Executive Director Grant Award Determinations	Tuesday, September 28, 2026
Grant Agreements Executed	October 2026
Awarded Funds Released to Grantees at Discretion of Executive Director	November 2026 -thru- June 2027

WNADA Procurement (Grant) Policy

WNADA reserves the right to cancel, modify or expedite a grant process if it is determined to be in the public interest.

“An expedited method may be used only in limited circumstances for the timely closing on a (real estate) development project, whose delay was not due to the fault of the grantee.” – WNADA Procurement Policy

Important Dates - WNADA Social Connection and Neighborhood Development Program

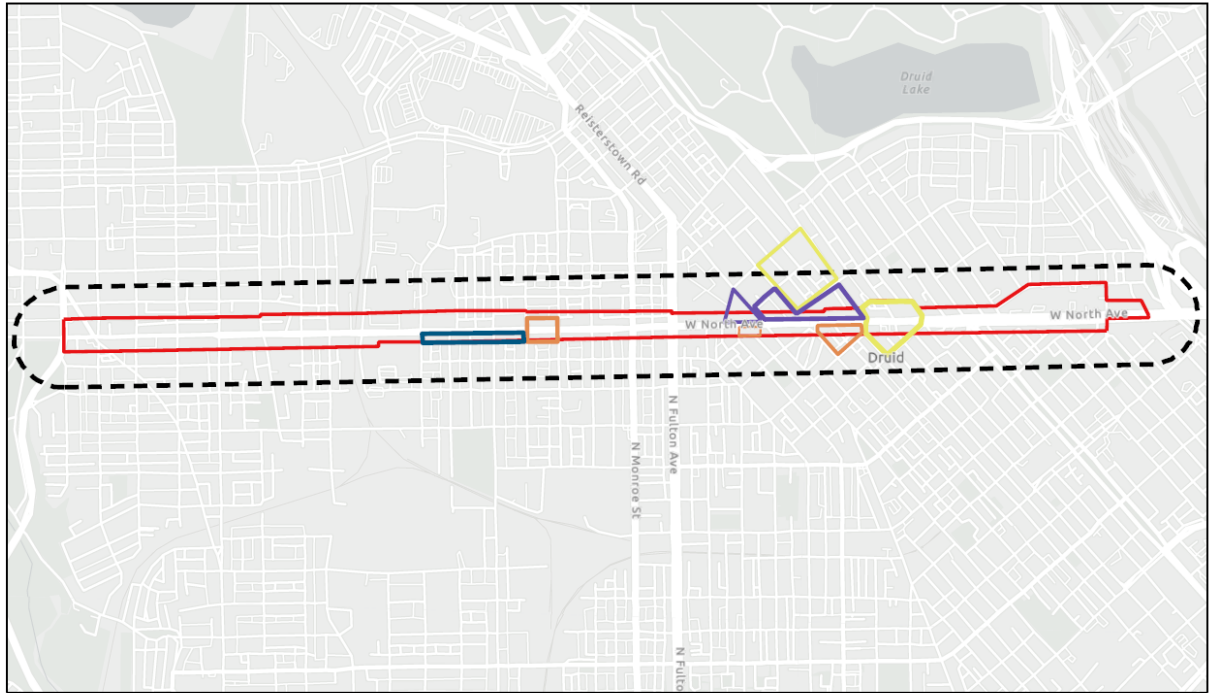
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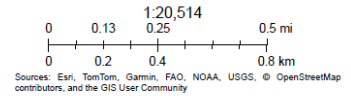
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WNADA Fund Target Area, Buffer Zone & Focus Development Nodes (July 2026 – June 2027)



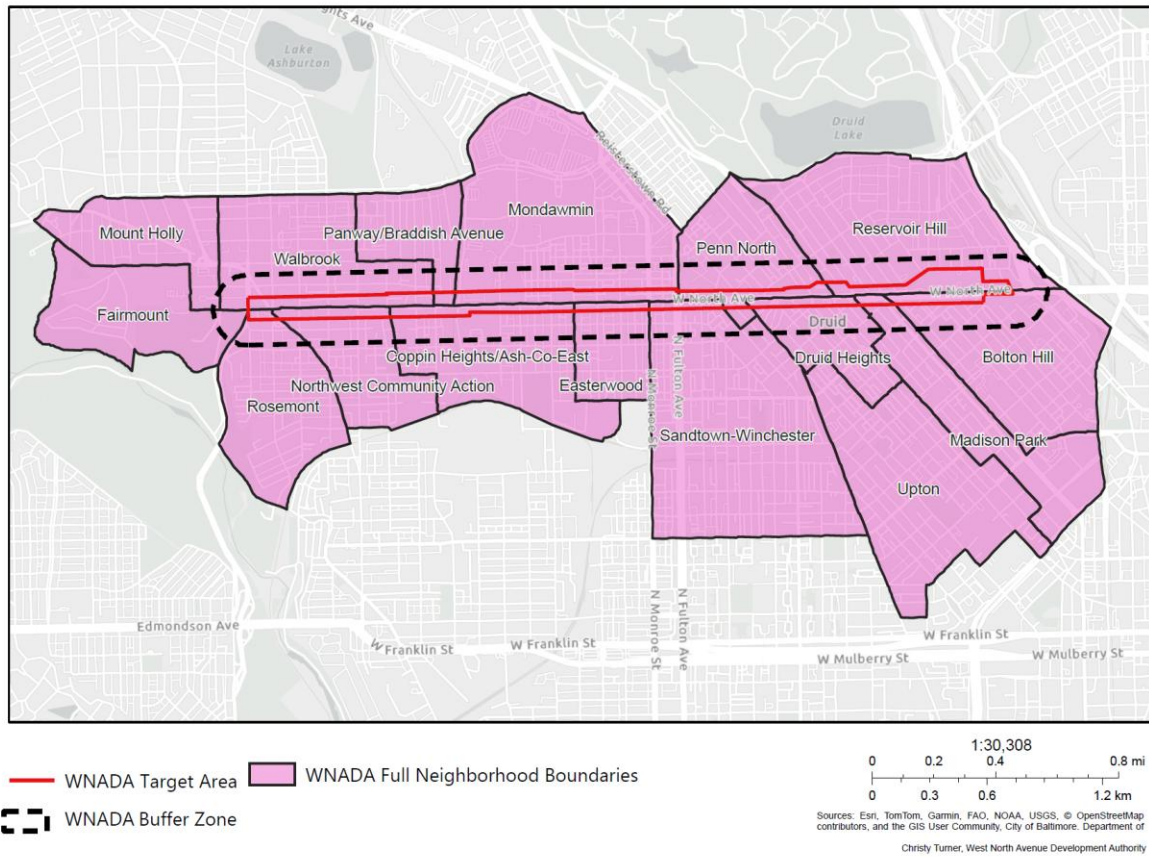
- ▭ **Mixed Use:** Housing and Commercial Development
- ▭ **CSU Multifamily Student Housing**
- ▭ **Commercial:** Retail, Restaurant, and Entertainment Development
- ▭ **WNADA Target Area**
- ▭ **TOD:** Transit Oriented Development
- WNADA Buffer Zone**



Christy Turner, West North Avenue Development Authority

WNADA currently prioritizes providing grant funding to projects located within the July 2026 – June 2029 Focus Development Nodes, second within the Target Area, and third within the Buffer Zone. However, WNADA will consider funding projects outside our catchment footprint that are within the boundaries of the 16 neighborhoods connected to W North Avenue if the project is determined to have a significant economic impact on the revitalization of those neighborhoods related to the **Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH Act)** to specifically tackle root causes of poverty by addressing inequities and working with impacted communities to develop solutions to ensure **safe and thriving communities** by creating communities where residents feel safe and can thrive through high-quality affordable housing, a robust commercial corridor, and access to recreational spaces, nutritious food and transportation.

WNADA Social Connection and Development Program Neighborhood Boundaries



WNADA currently prioritizes providing grant funding to projects located within the FY27 Focus Development Nodes, second within the Target Area, and third within the Buffer Zone. However, WNADA will consider funding projects outside our catchment footprint that are within the boundaries of the 16 neighborhoods connected to W North Avenue if the project is determined to have a significant economic impact on the revitalization of those neighborhoods related to the **Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH Act)** to specifically tackle root causes of poverty by addressing inequities and working with impacted communities to develop solutions to ensure **safe and thriving communities** by creating communities where residents feel safe and can thrive through high-quality affordable housing, a robust commercial corridor, and access to recreational spaces, nutritious food and transportation and meet the goals and eligible activities of our **WNADA Social Connection and Development Program**.

About WNADA

The West North Avenue Development Authority (WNADA) is the State of Maryland's economic development authority for the West North Avenue corridor. Established in 2021, WNADA funds and advances projects in housing, economic development, transportation, and neighborhood revitalization aligned with a community-informed [comprehensive plan](#). Our work focuses on reducing vacancy, increasing small business opportunities, supporting small businesses and creating vibrant, connected communities.

The map shows the target area from the 600 block to the 3200 block of West North Avenue in Baltimore City, and the buffer zone that is 250 yards around the target area (approximately two to three blocks), and approximately 500 yards across.

WNADA is an independent State agency administering grant funding through State allocations to support corridor revitalization. Learn more about WNADA at <https://www.wnada.org>.

WNADA Fund Focus Nodes and Grant Funding Priorities

To realize the vision in the catchment footprint, WNADA will annually award grants through a competitive awards process. Based on research and understanding of the community, we have identified goals, objectives and strategies within our [comprehensive plan](#) on pages 111 – 122 to determine our funding strategies.

Presently, WNADA is specifically focused on tackling these concerns within eight development zones, known as the **Focus Development Nodes**. Collectively, they represent most of the investment being made in WNADA's FY27 round of grantmaking.

1

Coppin State University Student Housing

Grant funding for acquisition and development of vacant and blighted residential or commercial properties to construct multifamily student housing for Coppin State University.

2

Entrepreneur Commercial and Retail Enterprise Zone “Enterprise Hub”

Grant funding for acquisition and development of residential and commercial live-work spaces for small business retail, IT entrepreneurs and artists.

3

Penn. North Transit Oriented Development Zone 1 (Mixed-use Development)

Grant funding for acquisition and development of mixed-use, transit-oriented projects that boost walkability, activate street life / entertainment, and expand residential and commercial economic opportunities for businesses, artists, community members, and visitors. This includes the former Greenwood Towing Site (1358 & 1370 West North Ave.), a large-scale mixed-use transit-oriented development (TOD) destination site for commercial, retail, entertainment, and recreational space in the Penn North neighborhood.

4

Penn. North Transit Oriented Development Zone 2 (Mixed-use Development)

Grant funding for acquisition and development of mixed-use, transit-oriented projects that boost walkability, activate street life / entertainment, and expand residential and commercial economic opportunities for businesses, artists, community members, and visitors.

5

Penn. North Transit Oriented Development Zone 3 (Commercial and Retail Development)

Grant funding for acquisition and development of vacant and blighted properties for commercial, retail and restaurant space.

6

Penn North Housing and Commercial Development Zone

Grant funding to support community development efforts to acquire and rehabilitate vacant and blighted residential and commercial buildings in proximity to the Parkview Recreation Center site and future Charm City TV location.

7

W. North Ave Shops & Entertainment Area

Grant funding for acquisition and development of commercial live workspace- to support small business retail, restaurants, entertainment, and artists.

8

W. North Avenue & McCulloh Street Restaurant Development Zone

Description: Grant funding for acquisition and development of residential and commercial space for small business retail and restaurants and entertainment

WNADA does not have site control of properties within the focus areas. However, we have a partnership with Baltimore City DHCD (Department of Housing and Community Development) for the conveyance of properties that the City owns to developers that we have given notice of committed grant funds. We also will work with our grant funded developers to acquire properties through private purchase/sale agreements and auctions.

For properties that are privately owned which are vacant and blighted, condemned, or have tax liens, WNADA will provide funding resources to the City to acquire those properties through their various acquisition tools such as in-Rem foreclosure and condemnation. Once those properties have been acquired by the city, on behalf of WNADA, we will recommend to the City which of those properties should be made available for development by a qualified WNADA grantee.

WNADA favors affordable market-rate housing options to increase the income diversity and density of the corridor. Our goal is to reduce vacant and blighted properties by increasing single-family homeownership; multi-family student and residential workforce housing; and mixed-use projects that combine housing, retail, office, recreational and entertainment space to generate additional property, sales and income taxes.

WNADA Fund Eligible Activities

Eligible Areas

You may select only one focus development node, and responses must indicate what eligible revitalization activities your funding request will implement.

Eligible Activities (Examples)

WNADA is encouraging applicants to be creative and innovative in their ideas to transform the West North Avenue corridor, keeping top of mind the problems we are trying to remedy with FY27 funding.

We look forward to reviewing a range of partnership proposals that help us accomplish a better West Baltimore; below we have shared some [examples](#) of projects that are typically funded with redevelopment initiatives. Construction activities include but are not limited to:

- [Site acquisition and assembly](#) - to create redevelopment-sized parcels for solicitation or planned development, including costs associated with purchasing vacant buildings and/or unimproved land, whether privately or publicly owned
- [Demolition/deconstruction](#) – cost to demolish blighted, derelict non-contributing structures
- [Stabilization](#) – cost to complete structural and other critical repairs necessary to stabilize an existing structure in preparation for rehabilitation and reuse, including the removal of project materials (e.g., hazardous materials, asbestos, lead paint)
- [Site Development](#) – cost to prepare a vacant site for new construction activities, including the removal of unsuitable soils/fill, hazardous materials, and the installation of new infrastructure (off-site and on-site)
- [Architectural and Engineering](#) – cost of architectural and engineering professional services directly associated with the project (e.g., drawings)

However, please refer to our [comprehensive plan](#) on pages 111 – 122 and [WNADA Goals, Objectives and Strategies](#) for housing, economic, transportation, neighborhood, green space and arts and culture development outcomes we will fund that align with the Governor’s goals of establishing the State of Maryland as *Safe, Affordable and Competitive*.

WNADA primarily provides capital grant support. However, grants may cover both operational and capital expenses, and operational support is capped at 5% - 15% within the total amount of the grant. WNADA doesn’t provide operational grants independent of a capital grant unless you are a neighborhood-based community development organization (CDO) headquartered within the WNADA Social Connection and Neighborhood Development boundaries catchment area like: *Druid Heights Community Development Corporation, Coppin Heights Community Development Corporation, Greater Mondawmin Coordinating Council, Upton Planning Committee, Reservoir Hill Equitable Development Corporation, and Sandtown Winchester Community Collective Corporation.*¹

The max grant amount available for neighborhood-based community development organization is \$250,000.

¹ A neighborhood-based nonprofit that seeks to improve the physical, economic, or social environment of their geographic area of operation are referred to as CDOs or Community Development Organizations.

Social Connection & Neighborhood Development Program

The [WNADA Neighborhood Social Connection and Development Program](#) seeks to support neighborhood associations and community-development organizations with funding for technical support, capacity building, and grant funding for initiatives like social gatherings, cultural events, outreach efforts, and activation of recreational green spaces.

The program also facilitates pathways for youth involvement in community activities, ensuring they are active participants in shaping their neighborhoods by partnering with youth focused nonprofits and recipients of [ENOUGH Act](#) funding located in neighborhoods along the WNADA Corridor.

Additionally, the social connectivity grants will support neighborhood newsletters, community bulletins, and digital platforms that help residents connect with local resources and learn about neighborhood events to ensure both legacy residents and newcomers don't struggle to find information or feel isolated. Stipends offered to volunteer organizers and funding for operational staff will ensure programming doesn't depend solely on volunteer efforts so neighbors and youth participants can count on consistent events and activities year-round while receiving compensation for their time and efforts.

The funding structure and eligibility requirements enables grassroots efforts to thrive and expands WNADA's capacity to address diverse neighborhood needs beyond traditional focuses on funding capital projects.

Supporting neighborhood-driven events demonstrates how strategic investment in local initiatives can enhance social cohesion that is essential for retaining and attracting residents, businesses, and visitors.

This initiative will serve as a grassroots economic development pilot program across Maryland.

WNADA Social Connection & Neighborhood Development Program Eligible Activities

- **Social gatherings**, such as block parties, cultural festivals, speaker series, parades, service or outdoor recreational events (only up to 10% of activities can be virtual).
- **Outreach initiatives**, such as the development and dissemination of a neighborhood or an apartment newsletter, community bulletin, or digital content aimed at raising awareness of social events and connecting residents with available resources and services.
- Stipends to compensate individuals for their time in organizing these projects, refreshments at social connection designated events, rental for event space, materials for event, etc.
- **Operational support** for participating organizations
- **Social connection projects** to create or maintain green spaces for community gatherings such as urban farms, community gardens, neighborhood parks and recreation areas.

- **Resources for training/hiring community organizers** that develop the skills for social connection.
- **Resources for grant writing** efforts related to social connection programs and activities.
- **Activities that support community impact organizations specializing in youth engagement.**
- Activities that support grantees funded by the **Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH Act)** to tackle root causes of poverty by addressing inequities and working with impacted communities to develop solutions to ensure **safe and thriving communities** by creating communities where residents feel safe and can thrive through high-quality affordable housing, a robust commercial corridor, and access to recreational spaces, nutritious food and transportation (*Note: The Safe and Thriving Communities pillar is the only pillar of the ENOUGH ACT supported by the WNADA Social Neighborhood and Development Program*).
- Activities that support the **Blueprint for Maryland's Future** by providing resources to schools and communities in need with **safe transportation to and from school** and **access to healthy food in-school and out-of-school** through social connection activities (*Note: The safe transportation to and from school and access to healthy food in-school and out-of-school are the only activities under the providing resources to schools and communities pillar of the Blueprint for Maryland's Future supported by the WNADA Social Connection and Neighborhood Development Program.*)

Awards are capped at \$1,000 per activity, with a maximum of \$10,000 per grantee per fiscal year. This grant is part of WNADA's \$150,000 Social Connection and Neighborhood Development Program fund, which is intended to be distributed equitably across 16 neighborhoods, within the WNADA boundary.

Eligible Applicants

Any organization, for profit or nonprofit, registered and in good standing with the State of Maryland that can provide economic, housing, transportation, neighborhood, green space, and arts and culture development services is welcome to apply. **Minority, woman-owned and small disadvantaged business enterprises** are especially encouraged to respond to this solicitation. We also suggest that applicants pursue strategic collaborations and partnerships as a way to strengthen the weaknesses and deficiencies that may exist in their approach to the project.

In this process, **nonprofits** who seek to improve the physical, economic, or social environment of their geographic area of operation are referred to as CDOs or Community Development Organizations. CDOs are eligible for WNADA grant funding, given that they are in good standing, as determined by the State of Maryland's Comptroller's Office. All CDO applicants are required to submit a corporate board resolution, evidence of nonprofit status, and evidence of their charitable registration with the Maryland Office of the Secretary of State.

Applicants not registered with the State are automatically disqualified from consideration. For organizations found not in good standing, they may be asked to remedy minor issues at the discretion of the evaluation team. You may be contacted in the process to verify an address or tax identification number because it is unclear on your application or being questioned by the State Comptroller's Office. If you do not respond in a timely manner you will be disqualified for "non-response."

Past or current state awardees: If you are a past or current awardee of other state grant/funding programs, you must be in compliance with the terms and conditions of your existing award agreement. This threshold requirement also includes any missing final reports and/or expense summaries from prior awards. It is advised that you confirm your status on prior and/or existing project(s) before applying.

Application Process

All of WNADA's funding opportunities or grant "solicitations" are officially announced on our website and social media platforms. We also send email notifications directly to those who have expressed an interest to partner through our website email subscription feature, pre-submission meetings, or community meetings.

WNADA uses the [Submittable](#) online grant management system that allows individuals, businesses and organizations to apply for funding; emailed or hard copy mailed applications are not accepted. **If you need assistance, please contact Tiara Sykes at procurement@wnada.org.**

If you are not signed up as a Maryland State vendor, you must register to apply at <https://egov.maryland.gov/BusinessExpress>.

Submitting an Application

Application Processes

To apply for WNADA funding, applicants are required to complete the application online. A link to the application can be found on our [website](#) page under RFQ.

Key Elements of the Application (RFQ, FY27 – Round 4)

Your request for funding is made through our [Submittable](#) online application portal. You will answer questions that will help the review team understand your qualifications, capacity, and experience with realizing similar projects – as well as your understanding of the West North Avenue corridor.

There are also a number of additional documents that need to be uploaded to the application. They are all required so as you prepare to complete the application, we suggest you allocate some time towards getting these documents ready.

In this section, we are providing some additional guidance to help you successfully navigate the submissions process. Additional support can be found in the last section of this document. You are also encouraged to attend WNADA's pre-submission conference or review the recording found on our webpage or [Youtube](#) channel. You can also contact our Procurement & Grants Officer at procurement@wnada.org. However, please limit your inquiry to questions about the process.

WNADA employees cannot advise you on the development of your funding request.

Profiling Your Organization

You will need to share the legal and business name record of registration used in the State of Maryland, along with a brief background on the organization including the nature and form/structure of ownership and years in operation.

Other important information:

- ✓ FEIN/SSN
- ✓ NAICS Codes
- ✓ Certificate(s) of Insurance**
- ✓ Bonding Information (If applicable)**
- ✓ Licensing Information (If applicable)**
- ✓ Safety Record (If applicable)**
- ✓ Criminal Matters and Related Civil Suits**

The application will ask for the point of contact's information (preferably for two individuals). Prepare to submit names, titles, email addresses and phone numbers for both. **The signatory, or the person who signs, must be a person with official authority to contractually bind the organization.**

NAICS Codes: You can find your NAICS code at <https://www.census.gov/naics>. NAICS stands for North American Industry Classification System and is the standard used by Federal statistical agencies to classify business establishments for the purpose of collecting, analyzing, and publishing statistical data.

Organizational Type

You will be asked to identify your organization by the following categories – you may select more than one.

Experience

Prepare to talk about and substantiate your experience. You will be asked for the name and contact information of three references. A reference letter from each is a requirement for your submission. **At least one letter of reference must come from a Baltimore City-recognized neighborhood association that is listed in the [Baltimore City Community Association Directory](#) that represents the neighborhood for which you are requesting funding for your project. The reference letter must state that you are applying for WNADA grant funding.** Although appreciated, letters from WNADA Governing Board members or their affiliated entities cannot be used as an official reference letter.

You will also need to provide three examples of similar projects. Plan to share a brief project description, along with start and completion dates, project costs and information for a contact person to verify.

You will also need to share the expertise of the key project team members, including their resumes or Curriculum Vitae, and professional licenses. Additionally, a high-level staffing plan that identifies the time each individual will be dedicated to the project and their corresponding duties will be required.

MBE Requirement

WNADA acknowledges and adheres to a 31% MBE subcontractor participation goal (a percentage of the total dollar value, including all renewal option terms, if any have been established). All applicants must demonstrate a good faith effort to obtain minority and women-owned business participation in work performed in connection with WNADA initiatives - no waivers or exemptions will be given. A SDBE/WBE/MBE certificate must be provided for each participating provider.

How will your organization incorporate participation with

Minority and Women-Owned Business Enterprises

MBE participation can be satisfied by:

- Ownership/partnership of firm
- Use of minorities and/or women on consultant team
- Subcontracting with firms owned and controlled by minorities and/or women

By submitting an application, the applicant acknowledges the overall MBE subcontractor participation goal and subgoals and commits to achieving the overall goal and subgoals by utilizing certified minority business enterprises or requests a full or partial waiver of the overall goal and subgoals.

WNADA Grant Fund Budget

WNADA will provide no more than 40% grant funding towards the total development cost of a project. Average grant awards depend on the applications and projects, independently. WNDA funding may cover up to 40% of the total project costs, with average awards of approximately \$500,000.

WNADA Social Connection and Development Program Budget

Awards are capped at \$1,000 per activity, with a maximum of \$10,000 per grantee during a fiscal year.

Attachments

You are required to upload the following additional documents:

- ✓ Transmittal Letter (introduction, statement of qualifications, contact information, signature – on letterhead)
- ✓ SDAT Certification
- ✓ W9
- ✓ Certificate of Insurance
- ✓ Bonding Information, if applicable
- ✓ Licensing Information, if applicable
- ✓ Safety Record, if applicable
- ✓ Criminal Matters/Related Civil Suits, if applicable

- ✓ Reference Letter #1
- ✓ Reference Letter #2
- ✓ Reference Letter #3
- ✓ MBE Certificate

WNADA encourages you to provide photos, renderings, and conceptual drawings, when available, to support the effective evaluation of project proposals. Note: this list of documents is explicitly connected to the application process. Additional documentation is required if you advance in the review process.

Acknowledge the addenda: Sometimes changes are made to the application process; when it happens WNADA will post the changes or “addenda” to the website and alert you through the Submittable email portal. You will be required to acknowledge that you are aware of and understand the changes with a digital signature (usually by downloading a form). Changes are not made after the application closes.

When you need to make changes: If you need to change your unsubmitted application **before** the deadline, simply resume the application in the same browser used previously. If the application has been submitted, you will need to email procurement@wnada.org for further information. Applications cannot be changed or updated after the deadline.

Conclusion

Overall, strong applicants will demonstrate:

- ✓ They know the target area(s) and understand the development area(s)
- ✓ They have a hiring plan that includes recruitment and retention plans and should emphasize if locals are being hired and/or students in nearby schools are receiving service-learning hours
- ✓ A clear and efficient use of funds that aligns to the project description for the selected development area(s)
- ✓ Their approach and methods for managing, scheduling, and carrying out the project in a timely and cost-efficient manner

Review Process

Understanding the Review Process

The review, evaluation, and scoring of applications is the responsibility of a subset of WNADA's staff, known as the **evaluation team**. Members of the evaluation team sign confidentiality and impartiality agreements before reviewing any applications. **The WNADA evaluation team is responsible for reviewing, evaluating, and scoring all applications. To ensure a fair and transparent process, all team members follow strict standards for confidentiality and impartiality throughout the review period. Any violation of these standards may result in appropriate disciplinary action for a WNADA team member and disqualify a grant applicant for participating in the impartiality or receiving privileged confidential information regarding the grant evaluation, review and award process.**

The evaluation team will hold evaluation meetings to review initial scores, discuss clarification questions and application qualifiers, and/or address other concerns until all proposals have been thoroughly evaluated and ranked.

In general this review process results in a **score** that puts proposals in one of two categories: (1) approved as a "tentative grant awardee." This means your organization and the proposed project is being "shortlisted" or promoted to the next level of review; or (2) your proposal has been denied and you are being referred to an optional development track. **Applicants can also find themselves in a third category because they were disqualified for not being a business or organizations registered in the State of Maryland.**

Award notices come via email through the Submittable portal from the date of submission. If you are not selected as a tentative grant awardee (or shortlisted), you may also request a debriefing. **Debriefs** are very limited in scope, technical, and specific to your application only. Nevertheless, requests can be made via email to procurement@wnada.org.

Tentative Grant Awardees

For those who are selected as a tentative grant awardee, you will be included in WNADA's **vendor database**. Inclusion in the database does not guarantee an interview or grant award but to be awarded you must be on this pre-qualified list.

If your project is advancing in the review process, you will be required to submit **financial statements**. Upon satisfactory review of the financials submitted, you may be scheduled for an interview to verbally make your case for support. **Interviews** will likely be virtual and hosted by a panel comprised of WNADA staff and board members.

Key Elements of Review

Award Criteria, Scoring, and Ranking

As mentioned, the evaluation team members will review and score applications. With a scoring rubric they will specifically look at your “statement of qualifications” - scoring you in the following ways:

- **Profile: 35 points**
 - Introduction
 - Business Type
 - Company Information
 - Good Standing
 - References from similar projects
- **Technical Response: 75 points**
 - Target Area Methodology (20 points)
 - Responder’s Related Experience (15 points)
 - Projects within WNADA Catchment Footprint (5 points)
 - Key Personnel - Project Team Experience (15 points)
 - MD MDOT Certified MBE Narrative (10 points)
 - Minority or Female-owned business (5 points)
 - Small Disadvantage or Small Business Preferred (5 points)
- **Financial Response: 10 points**



Maximum score is 120 points. Applicants must score 85 points (70%) to be shortlisted.

Maximum Score: 120 points

The final score from each of the evaluator will be averaged together to produce a final score, which will be ranked. For those who meet the scoring threshold (70%), they will become “shortlisted;” all others will be encouraged to strengthen their future capacity by attending the Development Assistance Program.

Shortlisting

After final review of scoring bands, application quality, and percentage of qualified applicants by development area, applicants will be shortlisted. Once notified of tentative grant awardee status, applicants will have approximately two weeks to demonstrate their **financial capacity** with supporting documentation. Fulfilling this step is required for applicants to remain under consideration for a potential grant award opportunities.

Demonstrating Financial Capacity

- ✓ **Balance Sheet** (last 3 years)
- ✓ **P&L Statement**
- ✓ **Cash Flow Statement** (last 12 months)
- ✓ **Tax Returns** (3 years, most recent)
- ✓ **Other Supplements**
(Standard & Poor Rating, lines of credit, evidence of track record with successful financials & working capital)

Interviews and Site Visits

Upon satisfactory review of the financials submitted, you may be scheduled for an interview. It is an opportunity to personally demonstrate the strength of your organization and project. Interviews may be conducted in-person, virtually, or via a phone call by a panel comprised of WNADA staff and board members. In some cases, a site visit may also be required. If additional documentation is required for your interview, you will be notified as such when your interview is scheduled (there is no standard list).

The review committee or Interviewers will make a final recommendation to the Executive Director, scoring applicants as “best qualified”, “better qualified”, or “qualified”.



The Business Development Program

This program is optional and in no way does it link to your specific application or give you a future advantage. The program is designed to provide technical assistance and is part of our commitment to strengthen those who are interested in making change. We specifically have a goal to increase the overall participation of small businesses and nonprofits in state contracts and procurements. Ultimately it is our hope that promising partners will re-apply. You can learn more about the Business Development Program on our website when the program is officially announced.

Conclusion

WNADA is committed to conducting the review process in a fair and impartial manner.

WNADA reserves the right to request, receive, and evaluate supplemental information and clarifications during its evaluation. It may reject any or all responses and/or waive non-material irregularities. However, incomplete or incorrect information may be cause for disqualification. WNADA reserves the right to cancel or amend grant announcements, or to extend the date responses are due.

All materials submitted to WNADA will become the property of WNADA and will not be returned. Information submitted, including but not limited to, reviewed financial statements shall not be public information and shall not be open to public inspection, to the extent allowed by law.

All applicants will remain in WNADA’s database for one fiscal year but must reapply each year based on designated focus development areas.

Executive Director Discretionary Grant Awards

If the agency identifies a business or nonprofit that may require funding under \$50,000.00 to accomplish an impactful goal, objective and strategy of the WNADA Comprehensive Plan, they may be invited to submit a letter requesting grant funding through the Executive Director Discretionary Grant Program. The Executive Director Discretionary Grant Program is not a mechanism to avoid submitting a timely application through the FY27 RFQ WNADA Grant Fund or WNADA Social Connection and Neighborhood Development Grant Fund process. An invite is not a guaranteed expectation of a potential funding award. **The Executive Director Discretionary Grant Fund is awarded at the sole discretion of the WNADA Executive Director.**

The letter should include the following:

- **Describe organizational history and experience** in economic, housing, transportation, neighborhood, green space, and arts and culture development within the WNADA catchment footprint. **(10 points)**
- **Demonstrate the organizational capacity** of team members to perform work that will be funded by the grant. The applicant will need to provide copies of resumes/bios of staffing/volunteers to demonstrate relevant capacity). **(20 points)**
- **Explain the proposed use of grant funds** aligned to the WNADA Comprehensive Planning Goals, Objectives, and Strategies. The applicant must state the specific Goal(s), Objective(s), and Strategy/Strategies within the WNADA Comprehensive Plan that their funded activity will support towards a measurable achievement. **(40 points)**
- **Provide a detailed budget** that includes the sources and uses of all funds of the proposed project or program requested for Grant funding, including staff salaries, consultants, stipends, materials, equipment, fees, etc., with a percentage breakdown of each source and use (including WNADA requested grant funds. **(20 points)**
- **Illustrate community support** from impacted or benefiting Baltimore City registered and activity-recognized neighborhood association(s) represented within the WNADA footprint where you are proposing to provide a project or program with WNADA Grant funding. **(10 points)**

The maximum score is 100 points. Applicants must score 80 points (80%) to be shortlisted under the grant review process as described on pages 16 – 18 with a final recommendation of award to the Executive Director and reported to the WNADA Governing Board at its next scheduled board meeting as prescribed in the agency’s procurement policy and By-laws.

Post-Award Process

Grant Awards

Once you receive official **notice of your award** via email or through the Submittable portal, you will have an opportunity to negotiate the terms of your contract/grant agreement. WNADA reserves the right to disperse grant funds as it determines to mitigate performance risk factors or to ensure effective recapture of funds, if necessary, when the grantee fails to meet deliverable benchmarks. The first **payment** is released usually 15 – 45 business days after the contract/grant agreement is signed and approved. The payment schedule of the grant award is determined by the Executive Director with advice and concurrence of the WNADA Governing Board that is contingent on satisfactory grant period reports.

Funding will be provided via a check or electronic funds transfer (ACH). Grant awardees selected for a project will be given more details at the time of award.

Point of Contact

You will be assigned a WNADA development officers who will serve as your primary contact.

- Housing & Real Estate Development Officer
- Economic & Business Development Officer
- Transportation & Infrastructure Development Officer
- Neighborhood & Community Development Officer
- Green Space Development Officer
- Arts and Culture Development Officer
- Health, Welfare and Public Safety Officer

Development officers are responsible for monitoring grants but they are very interested in developing and/or creating a collaborative engagement with you - beyond compliance requirements. As much as possible, we encourage you to (informally) share with development officers your wins and challenges along the way. Share photos, your social media posts, links to videos, and/or news clips.

Reporting Requirements

Applicants that receive funding will be required to submit quarterly reports. WNADA will summarize these reports for the General Assembly, annually. Additionally, statistics such as reporting compliance, leverage, and draw rates are also submitted as part of monthly reporting. If renderings or conceptual drawings, share those as well. Awardees will also be required to submit a monthly MBE report to the appropriate development officer.

Failure to adhere to reporting and performance requirements of the grant may subject the funds to recapture, make you and your organization ineligible for future State grant funds, and result in a referral to the Maryland Office of the Attorney General for criminal investigation and prosecution, resulting in a judgment and lien against your real and personal assets.

Additional Supports

Definitions/Glossary ■ Checklist ■ Scoring Sheet ■ Other Technical Assistance

Definitions/Glossary

- **Applicant** – Synonymous with the official term “Responder,” meaning an entity that submits a response.
- **Blight(ed)** - Blighted areas are areas in which most buildings have declined in productivity by reason of obsolescence, depreciation, or other causes to an extent that they no longer justify fundamental repairs and adequate maintenance.
- **Business Day(s)** – The official working days of the week to include Monday through Friday. Official working days excluding State Holidays (see definition of “Normal State Business Hours” below).
- **Business Development Program** – Responders who do not meet the threshold for Shortlisting will automatically be included in WNADA Business Development Program which will feature Workshops and outreach.
- **Business Development Program Participant** – Enrolled responders who did not meet the scoring threshold for grant consideration in the current fiscal year and are being offered services as outlined in the Business Development Program
- **Community Development Financial Institutions (CDFI)** – A financial institution that provides credit and financial services to underserved markets and populations.
- **Community Development Organization (CDO)** - A nonprofit organization which operates for the purpose of improving the physical, economic, or social environment of its geographic areas of operation.
- **eMaryland Marketplace Advantage** – eMMA is the State of Maryland’s eProcurement system where all Maryland solicitations for State, Local, County, Schools and Universities post their public notices for solicitations throughout the State.
- **Fiscal Year** – In the State of Maryland the period of July 1st through June 30th of each year, a 12-month accounting period that a business uses for financial and tax reporting purposes.
- **Focus Development Areas** – Specific areas of development per Fiscal Year as defined and outlined in WNADA’s Capital Funding Priorities, for more information, <https://www.wnada.org/business-with-the-authority>
- **General Contractors** – The company responsible for the construction project.
- **Greenspace** – Undeveloped land designated for, but not limited to bushland greenery, pollinator gardens, recreational parks, nature reserves, outdoor sports, and/or urban farming.
- **Local Government** – A Maryland city, town, or county government entity.
- **Local Time** – Time in the Eastern Time Zone as observed by the State of Maryland. Unless otherwise specified, all stated times shall be Local Time, even if not expressly designated as such.
- **Minority Business Enterprise (MBE)** – A MBE is a business that is at least 51% owned and controlled by one or more minority persons. A minority is generally defined as an individual

who is African American, Hispanic American, Asian American, Native American, a Woman or a Disabled person.

- **NAICS Code** – [North American Industry Classification System](#) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
- **Normal State Business Hours** - Normal State business hours are 8:00 a.m. – 5:00 p.m. Monday through Friday except State Holidays, which can be found at: www.dbm.maryland.gov – keyword: State Holidays.
- **Procurement Officer** – Prior to the award of any Contract, the sole point of contact in the State for purposes of this RFQ. Please contact Tiara Sykes at procurement@wnada.org.
- **Project Manager** – A professional, certified or uncertified, who organizes, plans, and executes all project plans within the agreed upon budget and scope of work.
- **Realtor** – A person who acts as an agent for the sale and purchase of buildings and land; licensed within the state of Maryland and a member of The National Association of Realtors.
- **Request for Qualifications** – Refers to this document, which asks potential suppliers or vendors to detail their background and experience providing a specific good or service as issued by the West North Avenue Development Authority.
- **Responder** – An entity that submits a response.
- **Selection Process** – Process by which Responders are evaluated and qualified for placement in WNADA’s Vendor database or Business Development Program. See Selection Process and Award Basis below for more information.
- **Shortlisting** - Responders who meet the Technical Proposal requirements threshold will be asked to submit a Financial Capability Statement.
- **Small Disadvantaged Business Enterprise** – A SDBE is a firm that qualifies as small for the size standard corresponding to the six-digit North American Industry Classification System (NAICS) code assigned to the contract and is owned and controlled by one or more individuals who are both socially and economically disadvantaged.
- **Statement of Qualifications (SOQ)** – The written response to a grant solicitation, which includes all requested information listed in the Statement of Qualifications section.
- **Tentative Grant Awardees** – Responders who meet the scoring threshold and qualify as a business partner to be listed in WNADA database for one fiscal year and selected for interviews based on project availability and funding negotiations.
- **WNADA** – West North Avenue Development Authority, issuer of this RFQ.
- **Women Business Enterprise** – A Maryland registered entity owned, operated, and controlled by a woman or women.

Checklist

- ✓ **Application Submitted**
Not saved; you have a confirmation of status in your email; if you are sure you submitted but do not see a confirmation receipt, check your junk/spam folder
- ✓ **Transmittal Letter Uploaded**
Is it on letterhead and signed by leader? Does it include: introduction, statement of qualifications??, contact information
- ✓ **SDAT Certification**
- ✓ **W9**
- ✓ **Certificate of Insurance Uploaded**
- ✓ **Bonding Information Uploaded** (if applicable)
- ✓ **Licensing Information Uploaded** (if applicable)
- ✓ **Safety Record Uploaded** (if applicable)
- ✓ **Criminal Matters/Related Civil Suits Uploaded** (if applicable)
- ✓ **Reference Letter #1 Uploaded**
- ✓ **Reference Letter #2 Uploaded**
- ✓ **Reference Letter #3 Uploaded**
- ✓ **MBE Certificate** (if applicable)
- ✓ **Addenda Signed and Uploaded** (if applicable)
You have downloaded and signed the confirmation for??
- ✓ **Optional: Renderings, Conceptual Drawings, Photos**
- ✓ **Maryland Department of Assessments and Taxation “Certificate of Standing”**



Score Sheet

Other Technical Assistance

Before Application Submission

- **Previous Pre-Submission Meeting** recordings can be viewed on our [YouTube Channel](#)
- **Contact WNADA's Procurement Officer:** ALL QUESTIONS OR REQUESTS FOR CLARIFICATIONS MUST BE SUBMITTED IN WRITING BY EMAIL TO: TIARA SYKES, WNADA PROCUREMENT OFFICER (PROCUREMENT@WNADA.ORG) OR THROUGH THE SUBMITTAL APPLICATION PORTAL.
- **Addendums** are posted to the WNADA website at <https://www.wnada.org/business-with-the-authority>.
- **Sign up to be a vendor** (<https://egov.maryland.gov/BusinessExpress>)
- **For NAICS code:** <https://www.census.gov/naics>.

Post-Award Process

- To request a debrief (procurement@wnada.org)