



**TO:** Board of Estimates, Office of Comptroller

**FROM:** AGC4381 - M-R Office of Homeless Services

**DATE:** 02/23/2026

**Submission #:** SB-25-14566

**SUBJECT:** Grant Award - Department of Housing and Community Development (DHCD) Emergency Rental Assistance Grant Agreement

### **ACTION REQUESTED OF BOARD OF ESTIMATES:**

The Board is requested to approve acceptance of a Grant Award from the Maryland Department of Housing and Community Development (DHCD).

**PERIOD OF CONTRACT/AGREEMENT:** 06/18/2025 to 06/30/2026

### **AMOUNT AND SOURCE OF FUNDS:**

Transaction Amount: \$ 2,000,000.00

Project Fund	Amount
5000-GRT003590-CCA000594-RC0603	\$ 2,000,000.00

### **BACKGROUND/EXPLANATION:**

The Mayor's Office of Homeless Services (MOHS) has been awarded funds under the Emergency Rental Assistance grant operated by the Maryland Department of Housing and Community Development (DHCD). Through this funding, sub-recipients will provide rental assistance and/or supportive services to homeless individuals and families in the City of Baltimore. The delay in submission is due to the late announcement of the grant award.

Late Agreement: The City, by and through the Department, engaged the Provider to provide, and the Provider began performance of, certain services more particularly described in the agreement. Acknowledging and affirming the term set forth in the agreement has started, but not ended prior to the date of this submission, the Department requests that the Board approve the agreement in order to memorialize the relationship between the Parties and to enter into a written agreement governing the services provided by the Provider and the payment for such services by the City.

SMBA&D Participation not required / Pass-through of state and/or federal funds

**COUNCIL DISTRICT:** Citywide

EMPLOY  
BALTIMORE:

LIVING WAGE:

LOCAL HIRING:

PREVAILING  
WAGE:

N/A

N/A

N/A

N/A

1% FOR PUBLIC ART:

N/A.

**ENDORSEMENTS:**

Finance (BBMR) has reviewed and approved for funds.

Law has reviewed and approved for form and legal sufficiency

SMBA&D has reviewed and approved.

CCR has reviewed and has no objection to BOE approval



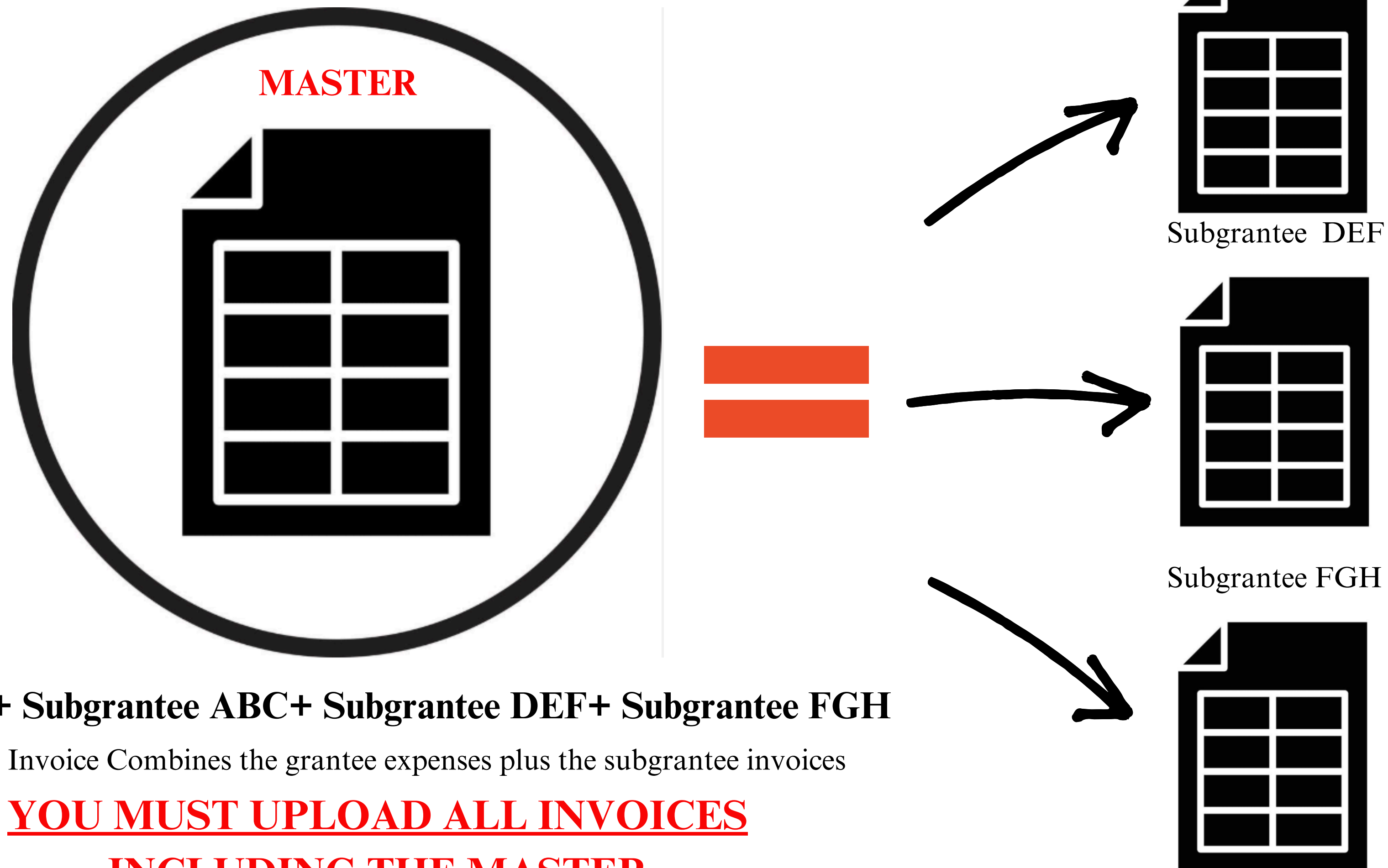
Clerk, Board of Estimates

02-18-2026

# Monthly Invoice

**Grantee Invoice is a summary of all subgrantees and grantees expenses for the month COMBINED.  
The Grantee Invoice is the Master Invoice it is a Coversheet for all of the monthly invoices COMBINED.**

**MASTER INVOICE=COVER SHEET FOR ALL INVOICES**



**Master + Subgrantee ABC+ Subgrantee DEF+ Subgrantee FGH**

Master Invoice Combines the grantee expenses plus the subgrantee invoices

**YOU MUST UPLOAD ALL INVOICES**  
**INCLUDING THE MASTER**

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
EMERGENCY RENTAL ASSISTANCE GRANT AGREEMENT**

**THIS EMERGENCY RENTAL ASSISTANCE GRANT AGREEMENT** (this "**Agreement**"), by and between the DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, a principal department of the State of Maryland (the "**Department**"), and the MAYOR AND CITY COUNCIL OF BALTIMORE acting by the through the MAYOR'S OFFICE OF HOMELESS SERVICES (the "**Grantee**") is entered into as of the date it is executed by the Department (the "**Effective Date**").

RECITALS

- A. This Agreement is issued pursuant to the 2024 Laws of Maryland, Chapter 716 and the Department's general authority to accept and comply with the terms and conditions of funds from third parties and attach terms and conditions to financial assistance as set forth in §§2-102(a)(6) and 2-102(a)(7) of the Housing and Community Development Article (collectively, the "**Act**"). Capitalized terms not defined herein have meanings set forth in the Act.
- B. In reliance upon the representations and certifications contained in the information Grantee provided to the Department and the Maryland General Assembly prior to the Effective Date (the "**Application**"), the Department has approved an award of funds to Grantee, to be expended by Grantee in conformity with the requirements and provisions of the Act and this Agreement.

**IN CONSIDERATION** of the Recitals, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Department and Grantee agree as follows:

1) Grant.

- a) In consideration of the various obligations to be undertaken by Grantee pursuant to this Agreement, the Department agrees to provide Grantee with funds in the amount of Two Million and 00/100 Dollars (\$2,000,000.00) (the "**Grant**") to provide emergency rental assistance to households who are at-risk of homelessness or currently homeless (the "**Project**"). Funds not expended for this purpose may not be transferred to any other purpose absent the express authorization of the General Assembly. In the event the Act is amended to authorize additional eligible uses for the Grant funds, the Department, in its sole discretion, may modify the purpose of the Grant by written notice to the Grantee.
- b) Grantee agrees to use the Grant only for the approved Project. Grantee agrees that it will use the Grant and operate the Project in accordance with the provisions of the Act and this Agreement.
- c) The Grant is subject to and contingent on the availability and allocation of sufficient State of Maryland (the "**State**") funds to the Department.

2) Expenditure of Grant Funds.

- a) All Grant funds shall be expended within two (2) years of the Date, 7/1/24 (the "**Completion Date**"). The Department may, in its sole discretion, extend the Completion Date by written notice to Grantee.
- b) All costs incurred by Grantee before the Effective Date and before approval by the Department of the release of Grant funds are incurred voluntarily, at Grantee's risk and upon its own credit and expense,

and Grantee's authority to be reimbursed from the Grant funds shall be governed by the provisions of this Agreement.

- c) If Grantee has not expended the Grant by the Completion Date, Grantee shall return any remaining Grant funds to the Department immediately.

3) Disbursement of the Grant.

- a) After the Effective Date, the Department will disburse Grant funds to Grantee on a reimbursement basis as the Project progresses, unless the Department determines, in its sole discretion, that the nature of the Project warrants disbursement in advance for eligible costs anticipated to be incurred. The Department, in its sole discretion, may disburse funds for eligible costs incurred prior to the Effective Date.
- b) Grantee shall submit a request for payment in a manner and form approved by the Department. A request for payment shall identify in detail all expenses incurred or anticipated to be incurred, for which disbursement is being sought, and shall have attached copies of the supporting invoices and other documentation of such expenses.
- c) Requests for payment should be made allowing approximately thirty (30) days to receive the Grant funds. The request for payment shall not exceed the eligible costs incurred and approved in writing by the Department.
- d) The Department has the right to withhold disbursement of Grant funds if at any time the Department determines, in its sole discretion, that Grantee is not performing or completing the Project in a manner satisfactory to the Department. The Department shall have the right at any time to request that Grantee provide additional supporting documentation with any request for payment.

4) Records, Inspections and Reports. Section 4 shall survive the term of this Agreement.

a) Records.

- i) Grantee shall maintain accurate financial, management, programmatic and other records of the Grantee, including meeting minutes of Grantee's Board of Directors if applicable, for transactions relating to the receipt and expenditure of the Grant and administration of the Project (collectively, the "**Records**"). The Records shall be in a form acceptable to the Department. Grantee shall retain the Records for three (3) years following the term of this Agreement.
- ii) Grantee shall make the Grantee's administrative offices, its personnel, whether full time, part time, consultants or volunteers, and the Records available to the Department for inspection upon request, during the term of the Agreement and for a period of three (3) years following the term of this Agreement. The Grantee shall permit the Department to perform Project monitoring, evaluation and audit activities as the Department determines to be necessary, in its sole discretion.
- iii) Grantee shall cause to be maintained for the Department's inspection of the books, accounts, and records of contractors in connection with the Project for three (3) years past the date of termination of the contractual relationship between the contractor or subrecipient and Grantee.

b) Inspections. During the term of this Agreement and for a period of three (3) years following the term of the Agreement, Grantee shall permit the Department to monitor the Grantee to ensure that the Project is being carried out in accordance with the terms of this Agreement.

c) Reports.

i) Grantee shall submit to the Department a final report (the "Final Report") within forty-five (45) days of the Completion Date; provided, however, that if Grantee fully expends the Grant prior to the Completion Date, Grantee shall submit the Final Report within forty-five (45) days of the date the Grant is expended. The Final Report shall be submitted in the manner and form determined by the Department and shall contain such information as the Department requires, including an expense and revenue summary of the Grant proceeds that lists all expenditures relating to the Grant. In addition, any completed studies, surveys, reports, or other work products related to the Grant shall be attached to the Final Report.

ii) In addition to the requirements set forth above, Grantee shall provide the Department with such additional records, reports, and other documentation regarding the Grant and the Project that the Department requests from time to time.

5) Default and Remedies: Termination.

a) A default shall consist of: (i) the breach by Grantee of any term, condition, covenant, agreement, or certification contained in this Agreement; (ii) the expenditure of Grant funds for any use other than as provided in this Agreement; (iii) the failure to expend the Grant funds by the Completion Date or otherwise unsatisfactory performance or completion of the Project, in the Department's sole determination; or (iv) Grantee's bankruptcy, insolvency, or the dissolution or liquidation of Grantee's business organization or assets;

b) The Department shall give Grantee written notice of default, and Grantee shall have thirty (30) days from the date of such notice to cure the default. Upon the occurrence of a default that continues beyond the cure period, the Department shall have the right to terminate this Agreement immediately by written notice to Grantee. Notwithstanding the above, upon the occurrence of a default under this Agreement involving Grantee's bankruptcy, insolvency, or the dissolution or liquidation of Grantee's business organization or assets, the Department's right to terminate this Agreement shall be immediate without a notice and cure period.

c) In the event of termination by the Department:

i) The Department may withhold disbursement of Grant funds and Grantee shall have no right, title, or interest in or to any of the undisbursed Grant funds;

ii) The Department may demand repayment from Grantee of any portion of the Grant proceeds that the Department, in its sole discretion, determines were not expended in accordance with this Agreement, plus all costs and reasonable attorneys' fees incurred by the Department in recovery proceedings; and

- iii) The Department, in its sole discretion, may demand repayment of all Grant funds disbursed to Grantee, plus all costs and reasonable attorneys' fees incurred by the Department in recovery proceedings.
  - d) In addition to exercising any or all of the rights and remedies contained in this Agreement, the Department at any time may proceed to protect and enforce all rights available to the Department by suit in equity, action at law, or by any other appropriate proceedings, all of which shall survive the termination of this Agreement.
  - e) Grantee agrees to return any unexpended proceeds of the Grant to the Department upon termination of the Agreement, whether due to default, completion of the Project, or for any other reason.
- 6) Grantee's Certifications. Grantee certifies that:
- a) This Agreement has been duly authorized, executed, and delivered by Grantee, and is the valid and legally binding act and agreement of Grantee.
  - b) The representations, statements, and other matters contained in the Application are and remain true and complete in all material respects.
  - c) Prior to commencement of the Project, Grantee has obtained or will obtain all federal, state, and local government approvals, permits, and licenses that may be required to accomplish the Project.
  - d) Grantee has not been, nor currently is, the subject of an investigation by any federal, state, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.
  - e) Grantee is in good standing with the Maryland State Department of Assessments and Taxation and is otherwise in compliance with all State requirements relevant to its conduct of business operations in the State.
  - f) Grantee is in compliance with the Maryland Solicitations Act (the "Solicitations Act"), including maintaining its registration as a charitable organization with the Office of the Secretary of State if required by the Solicitations Act, and shall provide the Department evidence of such compliance upon request. Grantee understands the repercussions of not complying with this section, and that the Department is not responsible for Grantee's failure to comply with the Solicitations Act.
- 7) Liability. Grantee releases the Department from, agrees that the Department shall not have any liability for, and agrees to protect, indemnify, and save harmless the Department from and against any and all liabilities, suits, actions, claims, demands, losses, expenses, and costs of every kind and nature, including reasonable attorneys' fees, incurred by, or asserted or imposed against the Department, as a result of or in connection with the Grant, except for the gross negligence or willful misconduct of the Department. This Section shall survive the term of this Agreement.
- 8) Indemnification. Grantee agrees that all costs incurred by the Department as a result of the liabilities, suits, actions, claims, demands, losses, expenses, or costs, as described in Section 7 of this Agreement, including reasonable attorney's fees, shall be immediately and without notice due and payable by Grantee to the Department, except for claims arising solely from the Department's willful misconduct or gross negligence.

Grantee's obligation to indemnify the Department shall survive the term of this Agreement. If Grantee is a Local Government, any indemnification or other obligation to reimburse or compensate the Department provided by the Grantee pursuant to this Agreement exists only to the extent permitted by law and is subject to appropriations as well as the notice requirements and damages limitations stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. Sec. 5-301, et seq. (2006 Repl. Vol.) (the "LGTC"); Md. Code Ann. Art. 25A, Sec. 1A (2005 Repl. Vol.); and Md. Code Ann., Cts. & Jud. Proc. Sec. 5-509 (2006 Repl. Vol.), all as amended from time to time (together, the "**Local Government Indemnification Statutes**"), and is not to be deemed as a waiver of any immunity that may exist in any action against a local government for its officers, agents, volunteers and employees. Grantee's obligation to indemnify the Department shall survive the term of this Agreement.

9) Nondiscrimination and Drug and Alcohol Free Workplace: Fair Practices Certification.

- a) Grantee may not discriminate against and hereby certifies that it prohibits discrimination against and will not discriminate against any person on the basis of race, color, religion, ancestry, creed or national origin, sex, marital status, physical or mental handicap, sexual orientation, or age in any aspect of its projects, programs or activities.
- b) Grantee shall comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, housing, and credit practices, including:
  - i) Titles VI and VII of the Civil Rights Act of 1964, as amended;
  - ii) Title VIII of the Civil Rights Act of 1968, as amended;
  - iii) Title 20 of the State Government Article, Annotated Code of Maryland, as amended;
  - iv) The Department's Minority Business Enterprise Program, as amended;
  - v) The Governor's Executive Order 01.01.1989.18 relating to Drug and Alcohol Free Workplaces, and any Department or State regulations adopted or to be adopted to carry out the requirements of that Order;
  - vi) The Fair Housing Amendments Act of 1988, as amended; and
  - vii) The Americans with Disabilities Act of 1990, as amended.

10) Non-Sectarian Certifications.

- a) Other than as disclosed to the Department in writing, Grantee certifies that no part of the Grant funds shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used or to be used as a place of sectarian religious worship or instruction, or in connection with any program or department of divinity for any religious denomination, including (but not limited to) religious services, religious instruction, or other activities that have an explicitly religious content.
- b) Grantee certifies that it will provide services of the Project to clients on a nondiscriminatory basis, including (but not limited to) the provision of services without regard to the creed, religion, or religious affiliation of the clients.

11) **Notices.** All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

a) Communications to the Department shall be mailed to:

LaToya Arnold-Artis  
Department of Housing and Community Development  
Division of Neighborhood Revitalization  
7800 Harkins Road  
Lanham, Maryland 20706  
Attn: Division of Homeless Solutions

with a copy to:

Office of the Attorney General  
7800 Harkins Road  
Lanham, Maryland 20706  
Attention: Counsel

b) Communications to Grantee shall be mailed to:

Name: Ernestina Simmons, LCSW-C  
Title: Executive Director  
Grantee: MAYOR AND CITY COUNCIL OF BALTIMORE acting by the through the  
MAYOR'S OFFICE OF HOMELESS SERVICES  
Address: 7 E Redwood Street, 5th Floor Baltimore, MD 21202

12) **Amendment.** Unless an exception is explicitly stated herein, the provisions of this Agreement may not be amended except by a written instrument executed by the Department and Grantee.

13) **Execution.** This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Agreement and of signature pages by facsimile or by electronic transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes.

14) **Electronic Signature.** The parties agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original handwritten signature. Without limitation, "electronic signature" shall include: faxed versions of an original handwritten signature; electronically scanned and transmitted versions (e.g., via pdf) of an original handwritten signature; and any typed signature (including any electronic symbol or process attached to, or associated with, the Agreement) adopted by the parties with the intent to sign the Agreement.

15) **Assignment.** This Agreement may not be assigned without the prior written approval of the Department.

- 16) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the parties hereto with respect to the Grant.
- 17) Governing Law. This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State without regard to conflict of laws provisions.
- 18) Term of Agreement. Unless sooner terminated pursuant to the terms of this Agreement or extended by an amendment to the Agreement, this Agreement shall be effective as of the Effective Date and shall continue in full force and effect until the Department's receipt and approval of the Final Report.
- 19) Further Assurances and Corrective Instruments. Grantee agrees that it will, from time to time, execute and deliver, or cause to be delivered, such amendments hereto and such further instruments as may be required by the Department to comply with any existing or future State regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.
- 20) Delay Does Not Constitute Waiver. No failure or delay of the Department to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement of any such default or preclude the Department from exercising any right, power or remedy at any later time or times.
- 21) Technical Assistance. If the Project is not being completed or performed in a manner satisfactory to the Department, or Grantee has violated a provision of this Agreement, prior to the Department declaring a default, the Department may request that Grantee accept technical assistance the Department feels is necessary for the Project to proceed in a manner acceptable to the Department.
- 22) Department's Signs. If required by the Department, Grantee agrees to display one or more signs identifying the Grantee as a recipient of financial assistance under the Agreement if the Department furnishes such sign(s). Grantee shall be responsible for the installation of the signs. In the event that a license, permit, or other permission is required from a local jurisdiction in order to display said signs, Grantee agrees to pay all requisite license or permit fees.
- 23) Notice Regarding Disclosure of Information Relating to the Project. The Department intends to make available to the public certain information regarding the Project and the Grantee. In addition, the Department may be required to disclose information about the Project to the Board of Public Works and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources. The Department is also required to disclose information in response to a request for information made pursuant to the Public Information Act, §4- 101 et seq. of the General Provisions Article, Annotated Code of Maryland (the "PIA Act"). Information that may be disclosed to any of the foregoing, including the public, may include, among other things, the name of the Grantee; the name, location, and description of the Project; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; use of funds; information contained in the application for financial assistance; a copy of the application; and the sources, amounts and terms of other funding used to complete the Project, including capital contributions from the Grantee. Certain information may be exempt from disclosure under the PIA Act. Requests for disclosure of information made pursuant to the PIA Act are evaluated on an individual basis by the Department. If Grantee believes that any of the information it has provided to the Department is exempt from disclosure, Grantee should attach a statement to this Agreement describing the information it believes to be exempt from disclosure and provide an explanation therefor. The Department cannot guarantee non-disclosure of such information but may consider Grantee's statement when responding to a request

made pursuant to the PIA Act.

- 24) Authority to Sign. Each person signing this Agreement on behalf of the Grantee represents and warrants that the signer is duly authorized to execute this Agreement and to bind the Grantee authorizing such signature.
- 25) CONFESSION OF JUDGMENT. IF ANY PAYMENT DUE UNDER THIS AGREEMENT IS NOT PAID WHEN DUE, WHETHER BY MATURITY, ACCELERATION OR OTHERWISE, EACH OBLIGOR WHO SIGNS THIS INSTRUMENT HEREBY AUTHORIZES AND EMPOWERS ANY ATTORNEY OR CLERK OF ANY COURT OF RECORD IN THE UNITED STATES OR ELSEWHERE TO APPEAR FOR AND, WITH OR WITHOUT DECLARATION FILED, CONFESS JUDGMENT AGAINST IT AND IN FAVOR OF THE HOLDER OF THIS AGREEMENT (THE "HOLDER"), AT ANY TIME, WITHOUT A PRIOR HEARING, AND IN THE AMOUNT OF ALL AMOUNTS PAYABLE TO THE HOLDER UNDER THE TERMS OF THIS AGREEMENT, INCLUDING COSTS OF SUIT AND REASONABLE ATTORNEYS' FEES INCURRED AS A RESULT OF, RELATED TO, OR IN CONNECTION WITH ANY DEFAULT UNDER THE AGREEMENT AND ANY EFFORTS TO COLLECT ANY AMOUNT DUE UNDER THE AGREEMENT OR ANY JUDGMENTS ENTERED THEREON.

THE AUTHORITY AND POWER TO APPEAR FOR AND ENTER JUDGMENT AGAINST ANY OBLIGOR ON THIS AGREEMENT SHALL NOT BE EXHAUSTED BY ONE OR MORE EXERCISES THEREOF OR BY ANY IMPERFECT EXERCISE THEREOF; SUCH AUTHORITY MAY BE EXERCISED ON ONE OR MORE OCCASIONS OR FROM TIME TO TIME IN THE SAME OR DIFFERENT JURISDICTION AS OFTEN AS HOLDER SHALL DEEM NECESSARY AND DESIRABLE, FOR ALL OF WHICH THIS AGREEMENT SHALL BE SUFFICIENT WARRANT; IF ENFORCEMENT OF THIS AGREEMENT RESULTS IN HOLDER OBTAINING A MONEY JUDGMENT AGAINST ANY OBLIGOR ON THIS AGREEMENT, HOLDER'S RIGHT TO APPEAR AND CONFESS JUDGMENT FOR AMOUNTS DUE, INCLUDING THE PAYMENT AND REIMBURSEMENT OF ATTORNEYS' FEES AND COSTS ARISING AFTER THE ENTRY OF JUDGMENT (INCLUDING WITHOUT LIMITATION ATTORNEYS' FEES AND COSTS INCURRED TO COLLECT THE JUDGMENT OR LIQUIDATE AND COLLECT ANY COLLATERAL PLEDGED IN CONNECTION WITH THIS AGREEMENT OR ANY OF THE OTHER GRANT DOCUMENTS) SHALL NOT BE EXTINGUISHED BY OR MERGED INTO ANY SUCH JUDGMENT BUT SHALL SURVIVE THE JUDGMENT AS A CLAIM AGAINST ANY SUCH OBLIGOR AND ANY SUCH COLLATERAL.

EACH OBLIGOR ON THIS AGREEMENT HEREBY WAIVES AND RELEASES, TO THE EXTENT PERMITTED BY APPLICABLE LAW, ALL PROCEDURAL ERRORS AND ALL RIGHTS OF EXEMPTION, APPEAL, STAY OF EXECUTION, INQUISITION, AND EXTENSION UPON ANY LEVY ON REAL ESTATE OR PERSONAL PROPERTY TO WHICH SUCH OBLIGOR MAY OTHERWISE BE ENTITLED UNDER THE LAWS OF THE UNITED STATES OF AMERICA OR OF ANY STATE OR POSSESSION OF THE UNITED STATES OF AMERICA NOW IN FORCE AND WHICH MAY HEREINAFTER BE ENACTED.

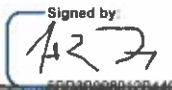
[SIGNATURES ON FOLLOWING PAGE]

WITNESS the hands and seals of the Department and the Grantee.

MAYOR AND CITY COUNCIL OF  
BALTIMORE acting by the through the  
MAYOR'S OFFICE OF HOMELESS  
SERVICES

By:  (SEAL)  
Name: Ernestina O. Simmons  
Title: Executive Director

DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT, a  
principal department of the State of  
Maryland

By:  (SEAL)  
Jacob R. Day  
Secretary

6/20/2025

Date Executed on behalf of the Department  
("Effective Date")

Approved for form and  
legal sufficiency:

DocuSigned by:  
 6/18/2025  
Assistant Attorney General Date

ATTEST



---

Custodian of the City Seal

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

*Kelli J. Bohuslaw-Kail*

12/16/2025

---

Assistant Solicitor      Date

APPROVED BY THE BOARD OF ESTIMATES

*M. Amato*

02-18-2026

---

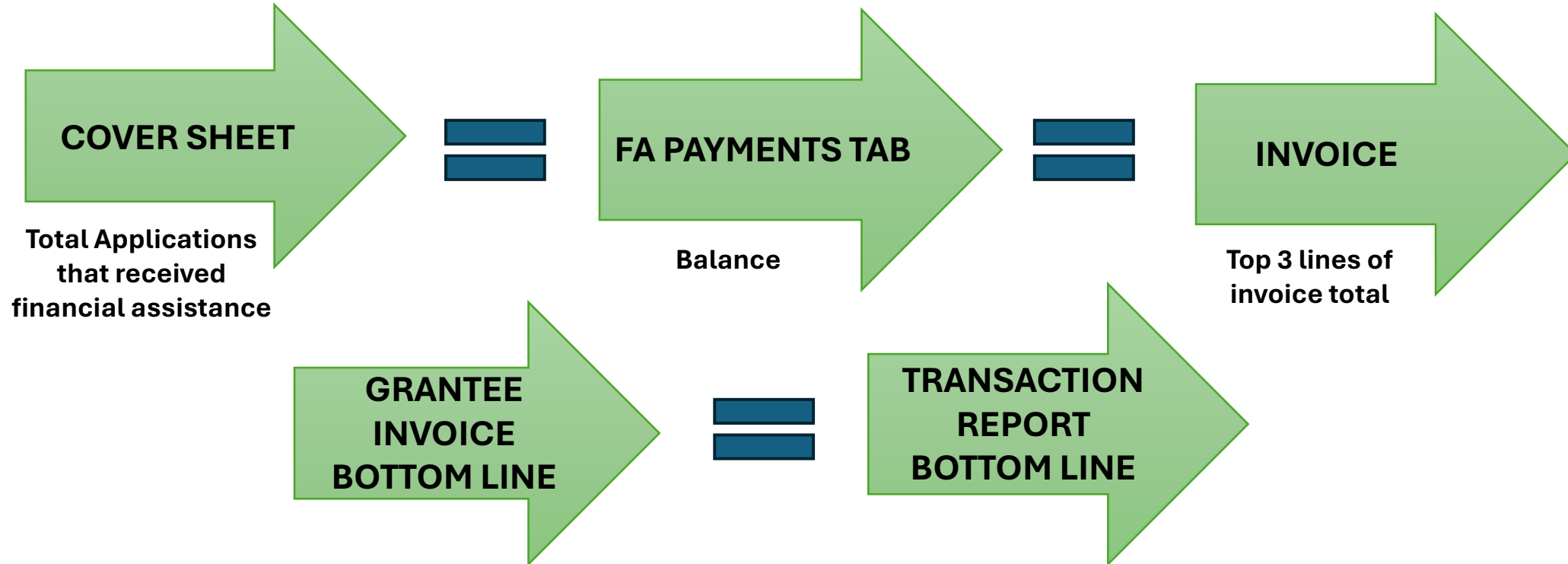
Clerk

---

Date



# Grantee Monthly Report Flow Chart



1. If all balances do not match, please do not upload your report in the portal it will be returned for revisions. 2. Please reconcile all balances before uploading into the portal. 3. Do not upload partial reports they will be returned . 4. If you are having portal issues, please take a screenshot and forward with an explanation and wait for a response. Do not send reports, just a screenshot. 5. **Do not modify any file format for any reason.** 6. Do not create a workaround. 7. Do not make notes on any templates they will be returned, only make notes in the portal. 8. Do not delete reports because they will be out of sequence. 9. Make corrections to the same exact report that was returned for revisions, do not create a new report. **10. Please check for all errors DHCD is processing your submission not identifying errors.**

**“ IF YOU ARE NOT REPORTING FOR THE MONTH, PLEASE CONTACT YOUR PM BEFORE YOUR REPORT IS DUE “**

**Reports are due 15<sup>th</sup> of every month**

**Questions? Doubts? Contact your PM at DHCD**

# **PORTAL NAMING CONVENTIONS**

Greetings,

We would like all uploads to the portal to be consistent. It will help the ERAP Team when processing monthly reports.

**Please make sure to label your documents in the portal file description, next to your document uploads as follows:**

**Data Report Month Year\_CoC Bonus Funds\_(Your County)**

**Invoice Month Year\_Coc Bonus Funds\_(Your County)**

**Transaction Report Month Year\_CoC Bonus Funds\_(Your County)**

**Example:**

**Data Report August 2024\_CoC Bonus Funds\_DHCD**

**Invoice August 2024\_Coc Bonus Funds\_DHCD**

**Transaction Report August 2024\_CoC Bonus Funds\_DHCD**

If you have any questions, please don't hesitate to check-in.

**Have an amazing day!**