Neighborhood Business Works
Key Bridge Collapse Business Support
Applicant Guide

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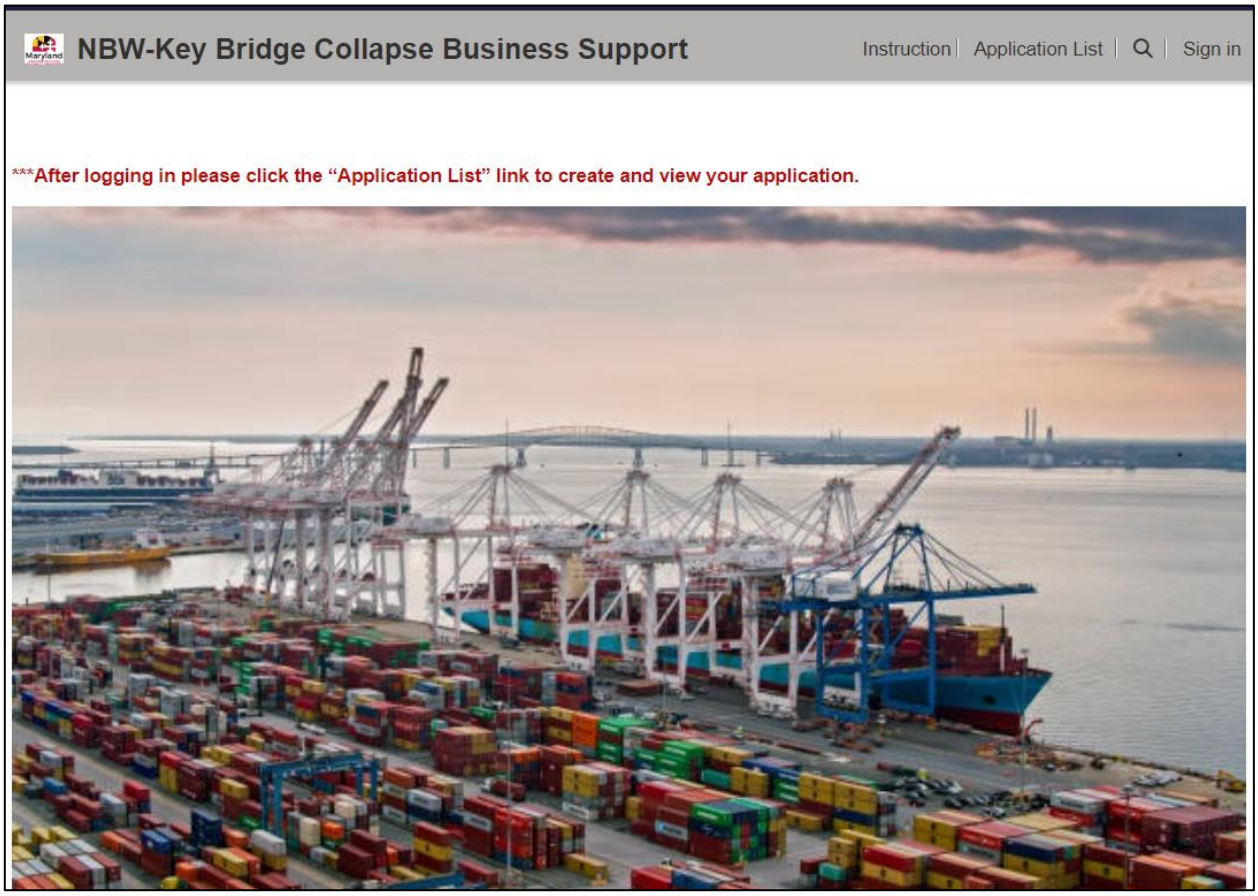
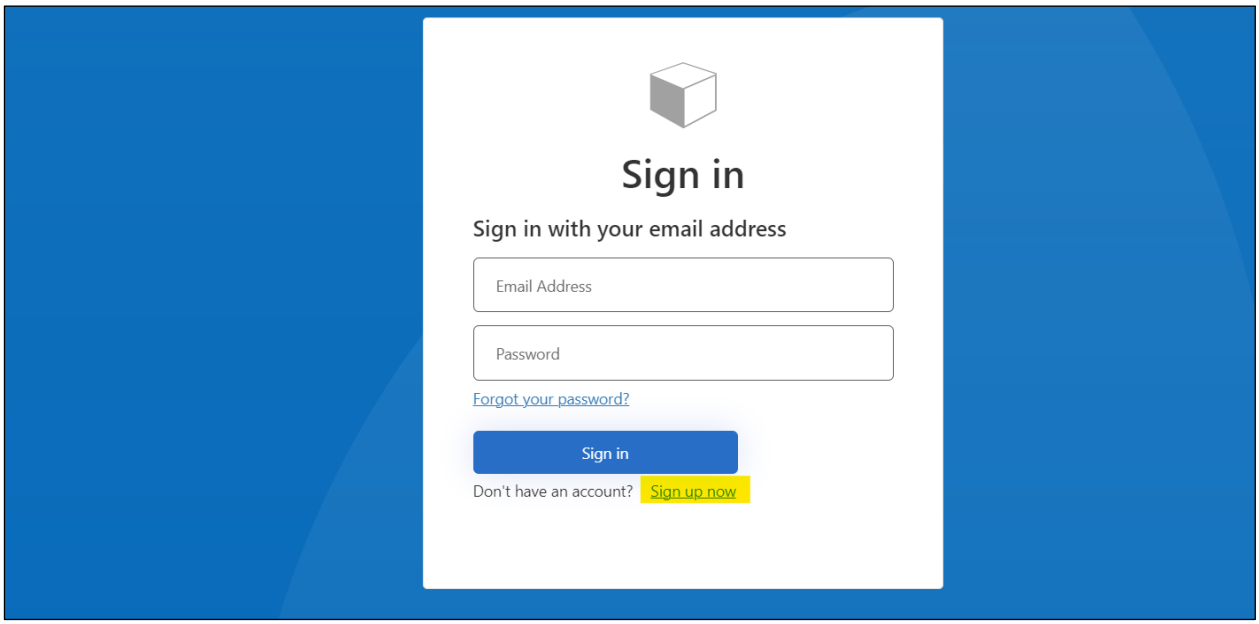
Registration/Sign in

To register for the NBW Key Bridge Collapse Business Support, navigate to the following link: https://nbwportrecovery.powerappsportals.us/

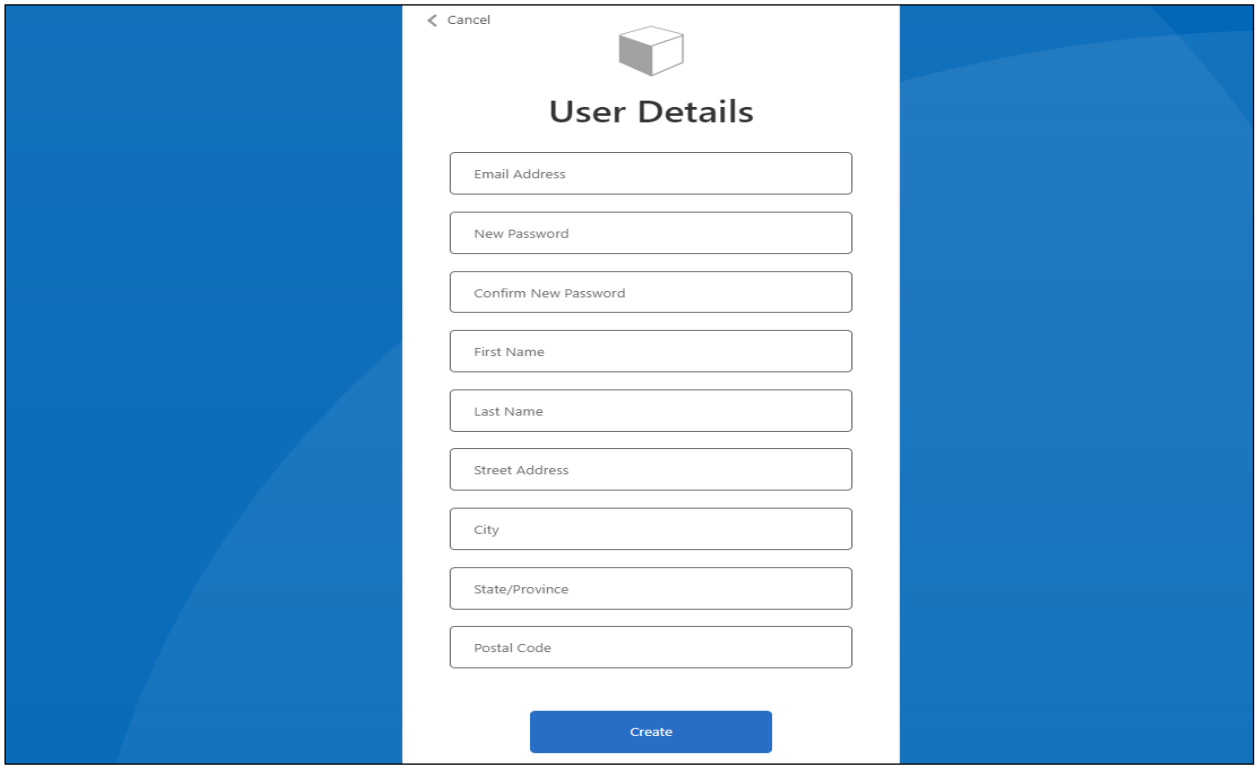
Applicants can register for the application process by selecting the Sign In link at the top right corner of the screen to display the **Sign in** screen.



Registration

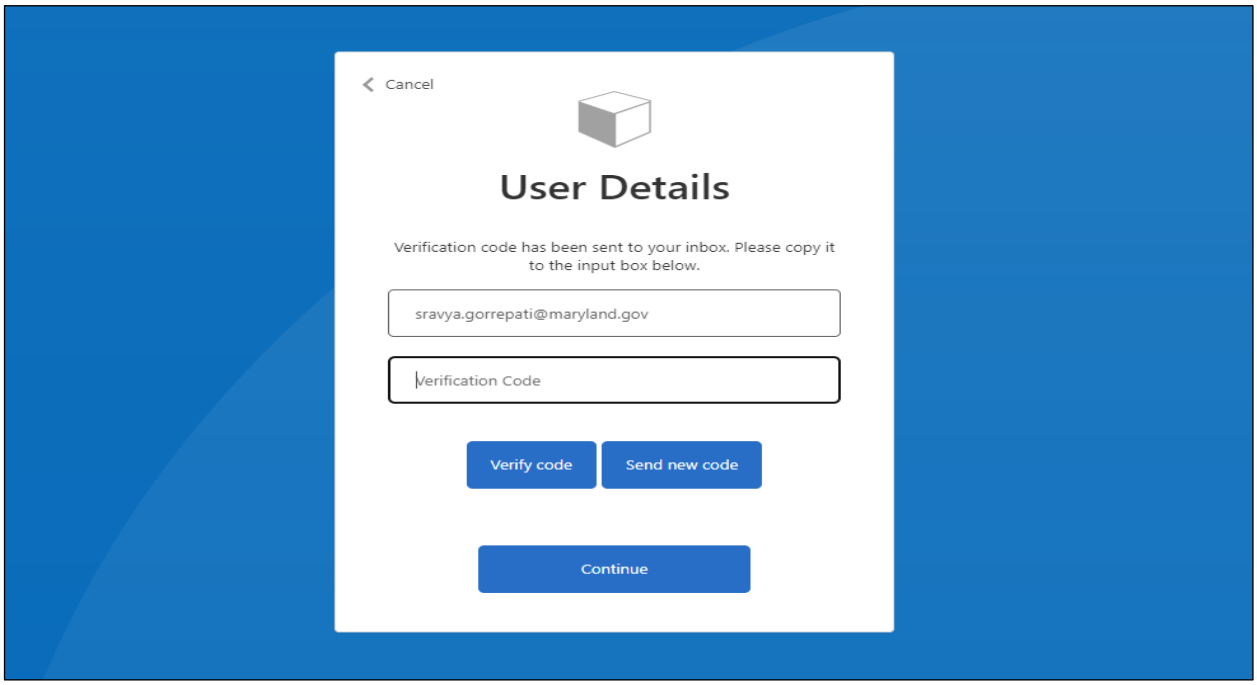


Click on the Sign up now link to Register for the first time to display the **User Details** screen.



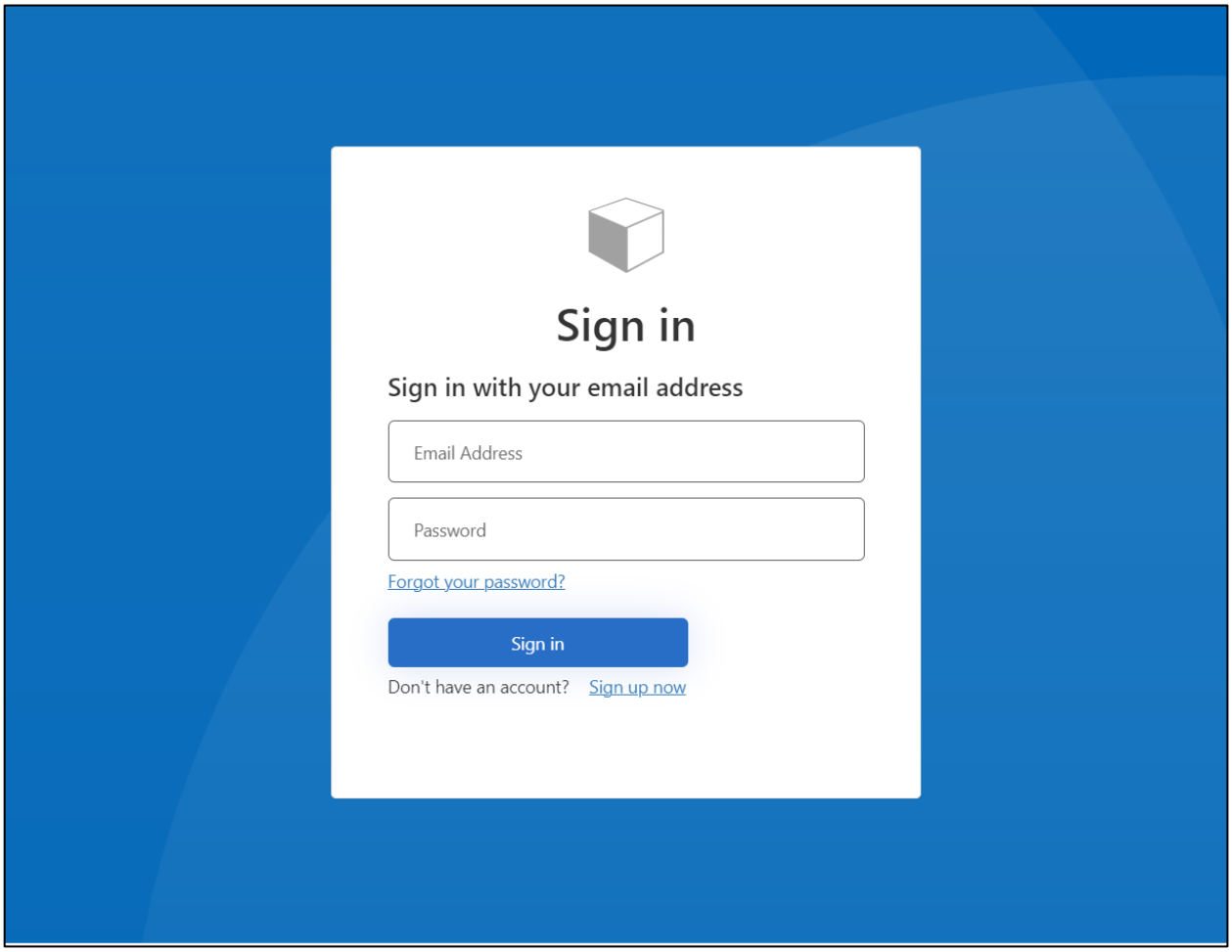
Enter the email address; create a password with 8 characters including one uppercase letter, one special character, and one numeric character; re-enter password to confirm; and enter the remaining required information; then click **Create**.

A verification code will be sent to the email provided during registration and the **User Details** screen displays with a space to enter the verification code.

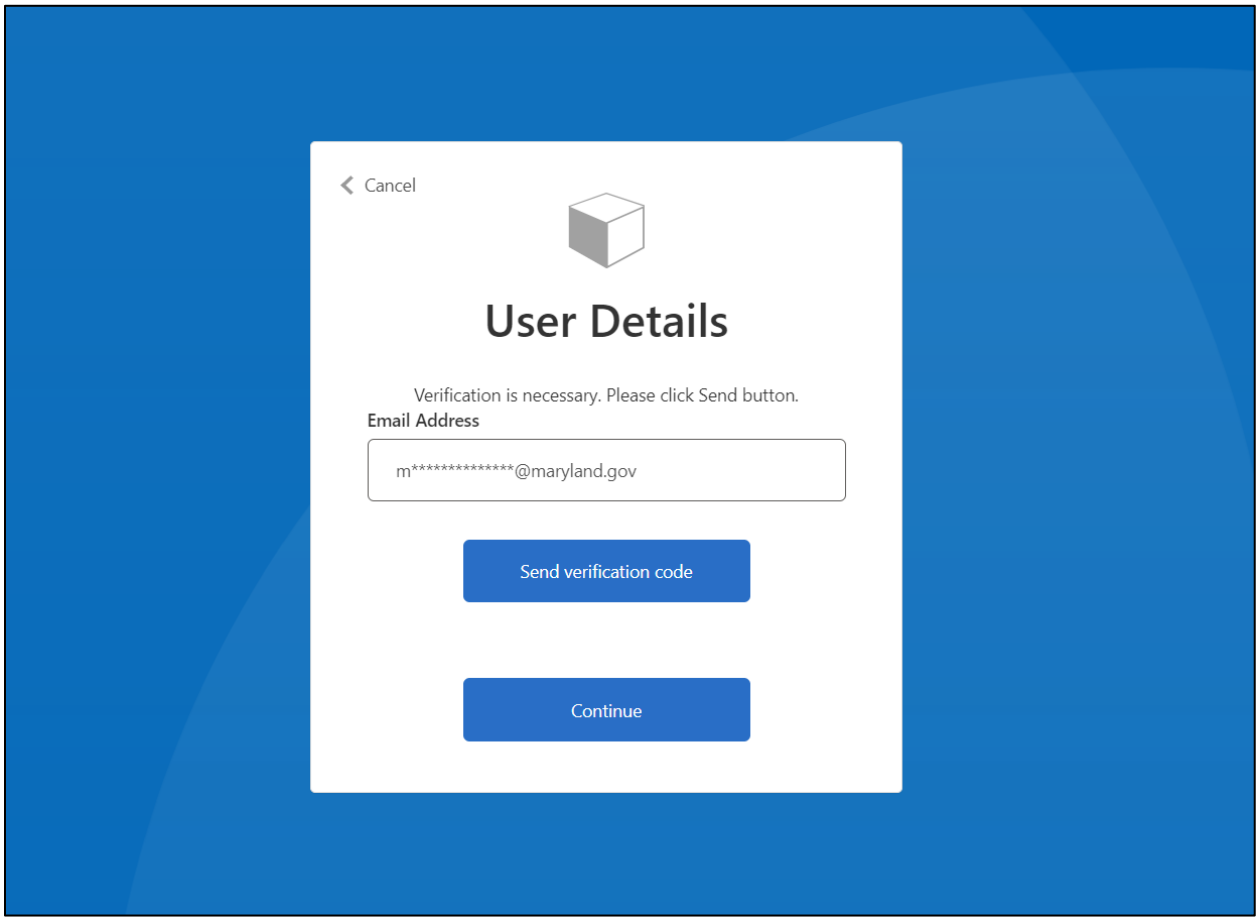


Provide the verification code received in the email and click **Verify code** then click **Continue** to display the **Sign In** screen.

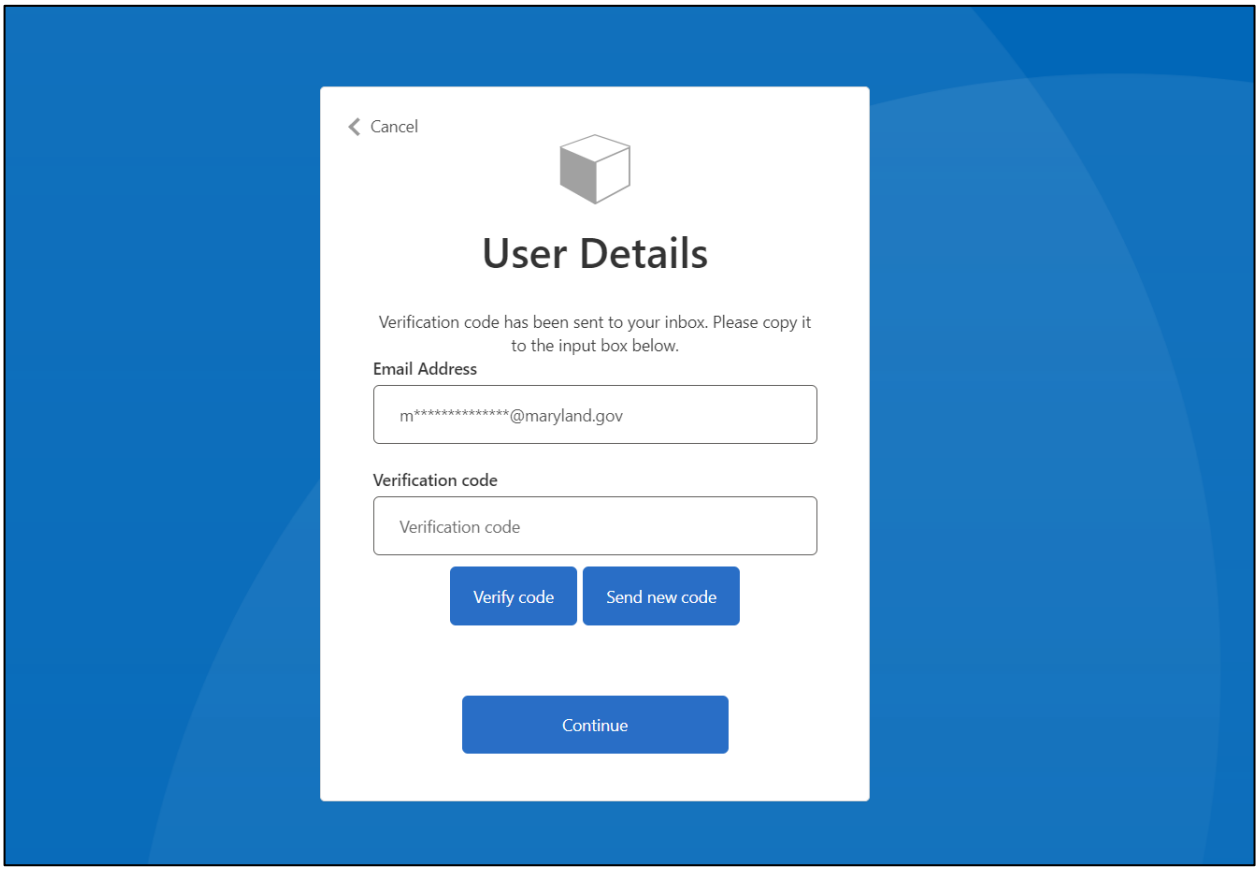
Sign in



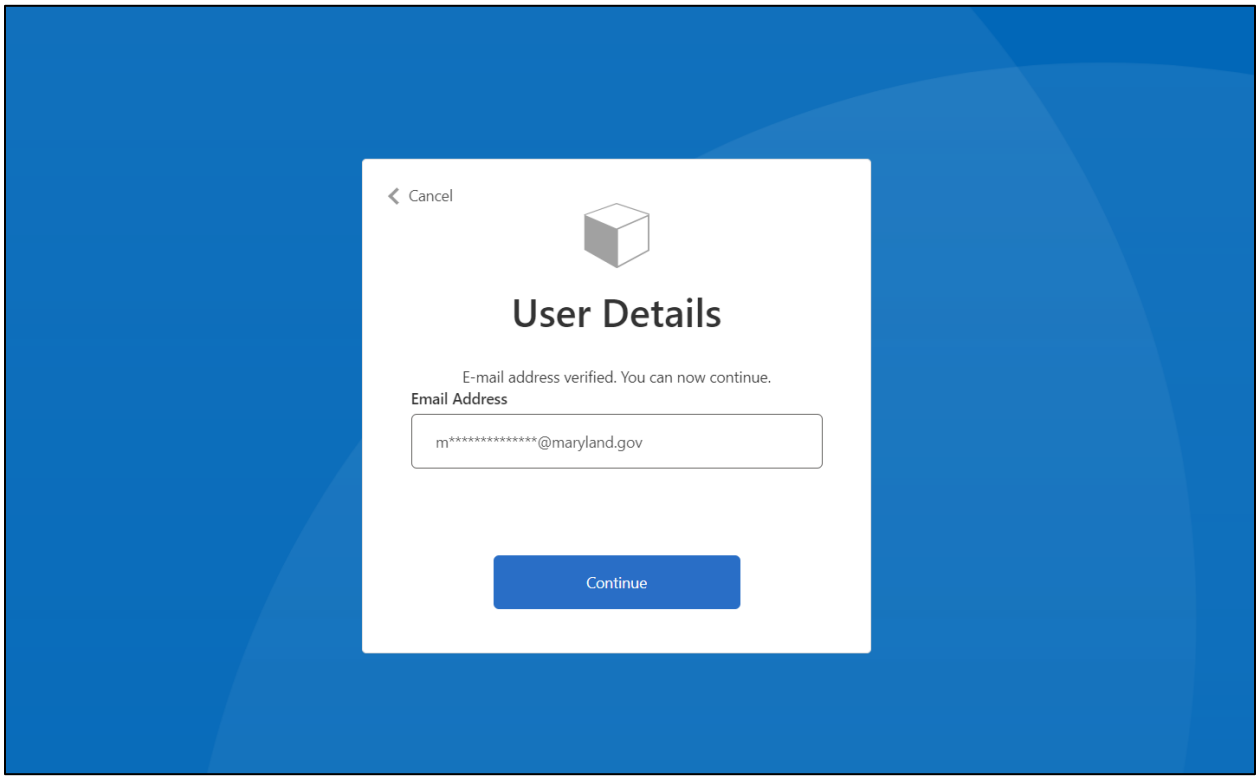
To sign in, enter email address and password selected during registration and click **Sign in** to display the **Verification** screen.



Select **Send verification code** to send a verification email containing a security code, and display the **Verification Sent** screen.



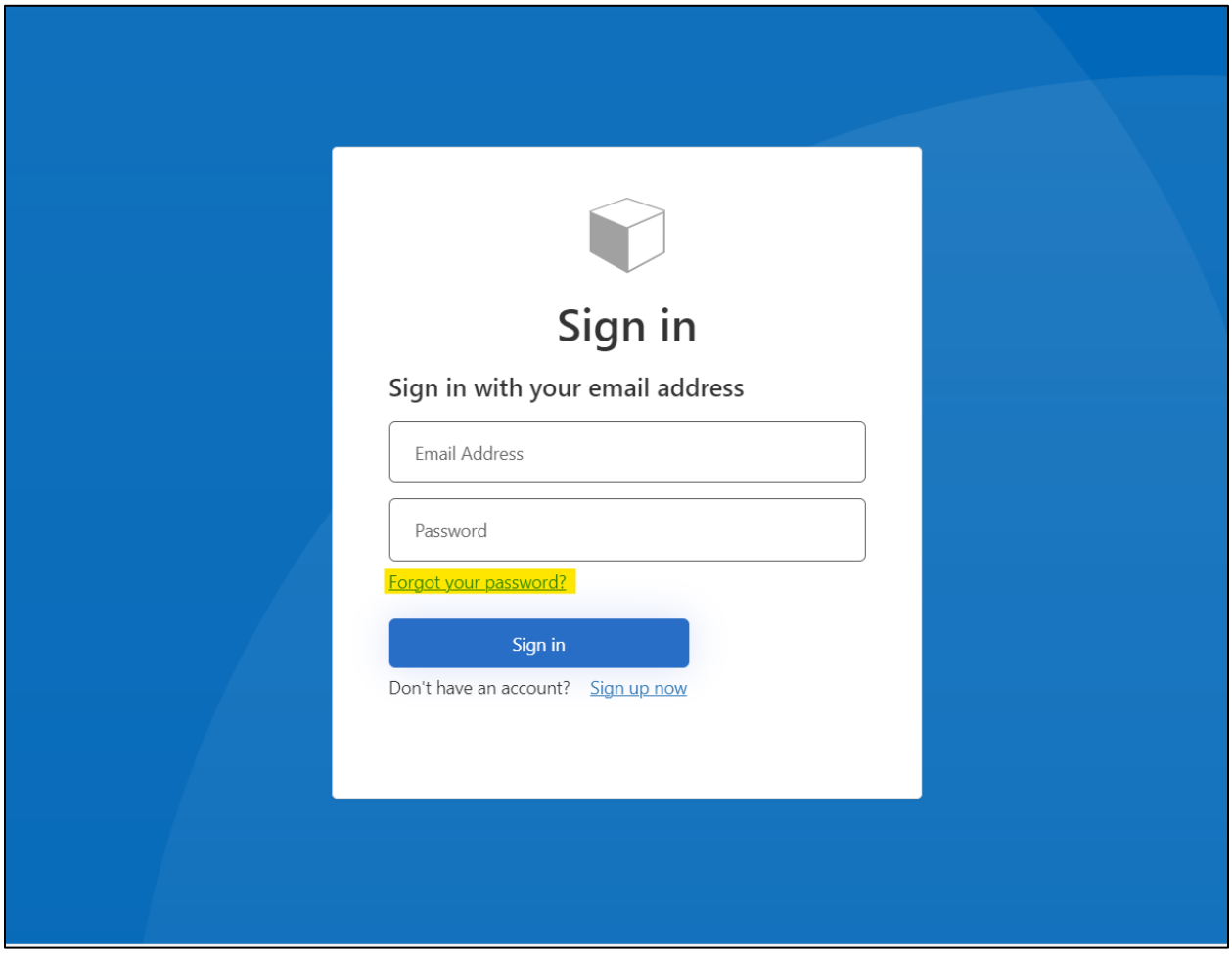
Copy the Verification code from the Verification email and paste into screen. Select **Verify code**, then select **Continue** to display the email Address Verification screen.



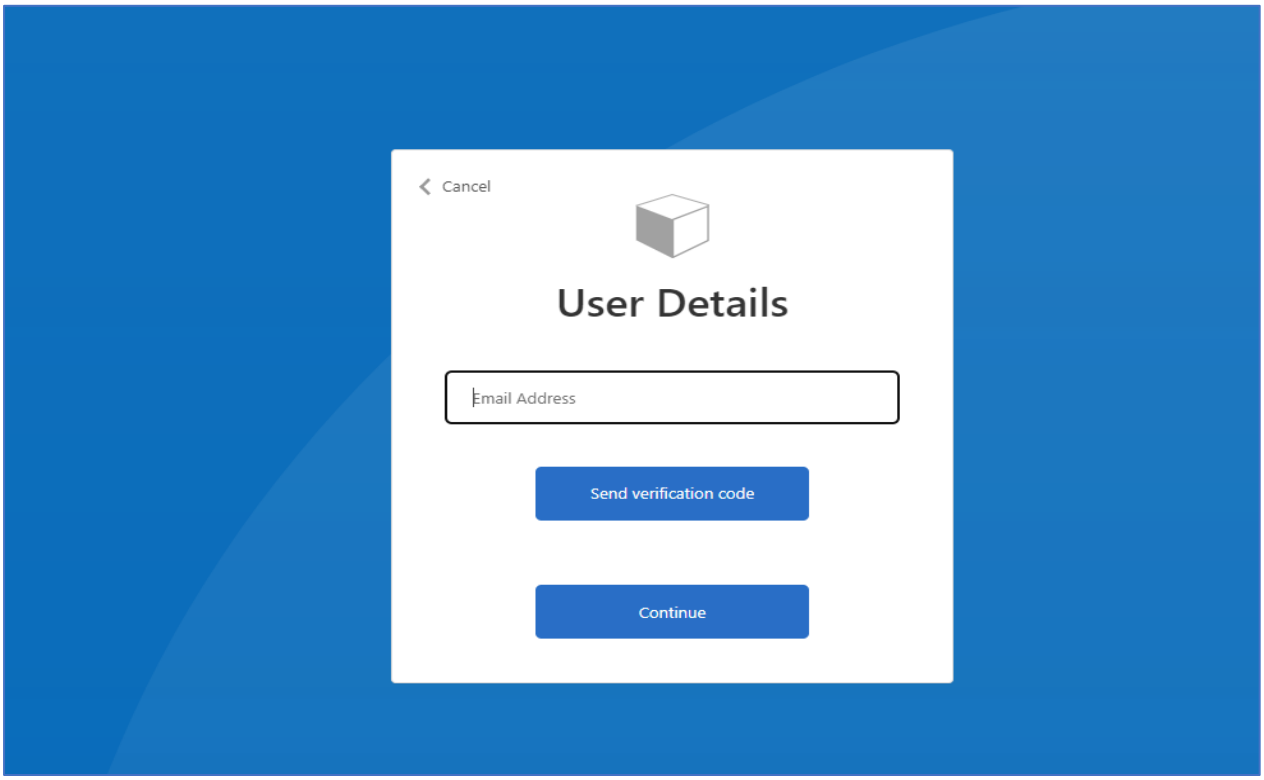
Select **Continue** to display the NBW Key Bridge Collapse Business Support main menu.

Change/Forgotten Password

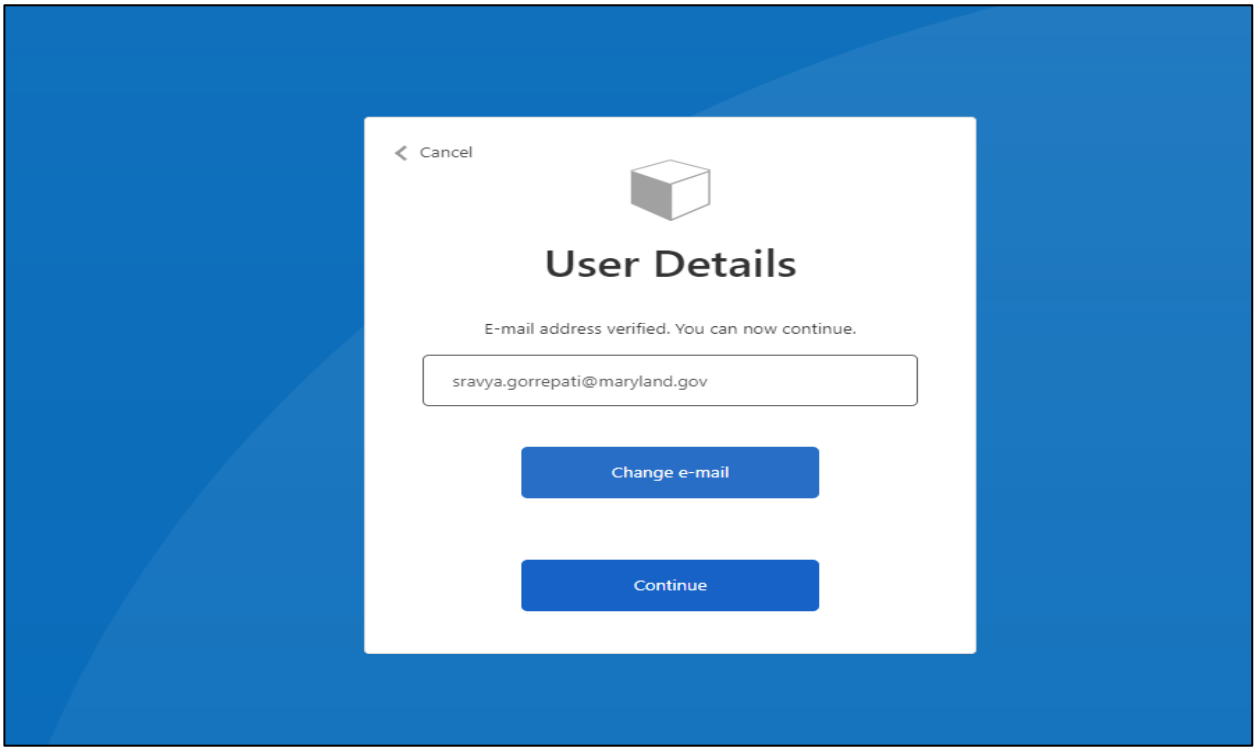
To change your password or if you forgot your password, click on Forgot your password? on the **Sign in** screen to display the **User Details** screen for email address verification.



Select Forgot your password? from the **Sign in** screen to display the **User Details** screen to start the Reset Password process.

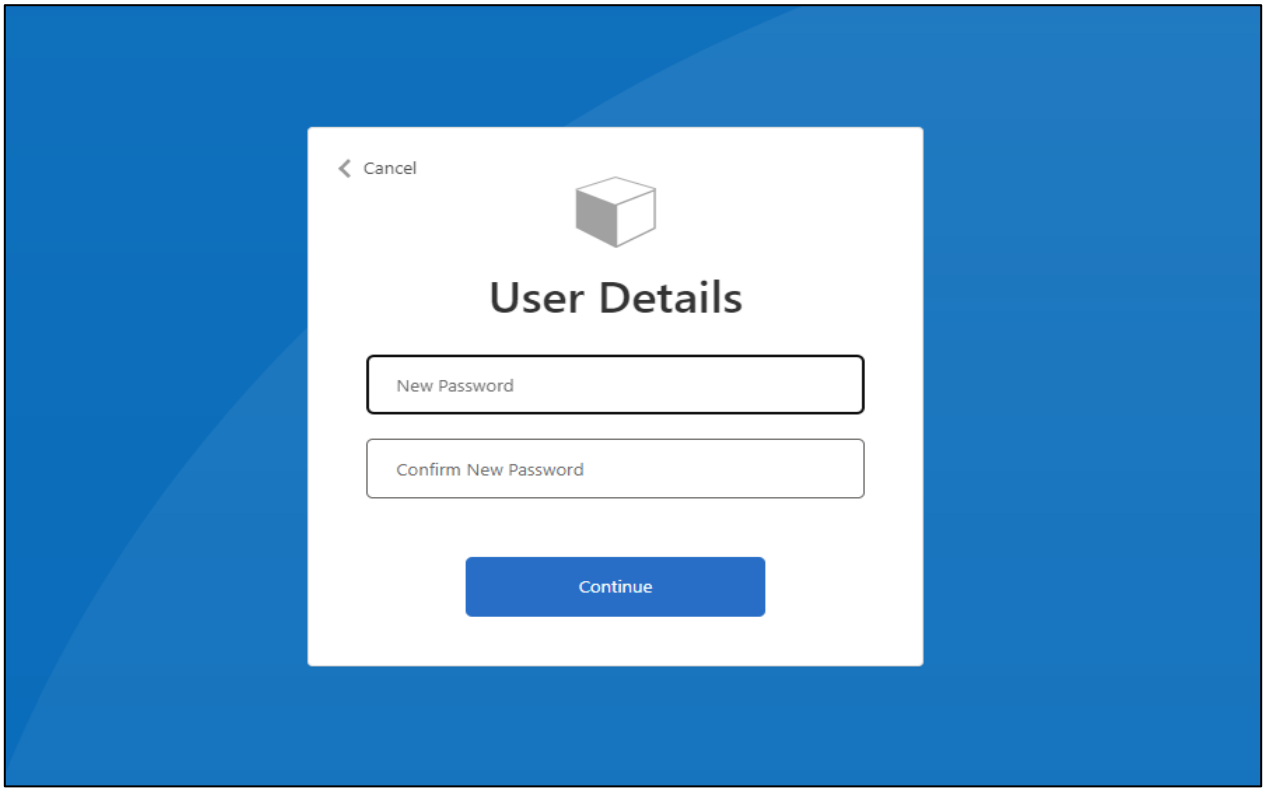


Enter the email address provided during registration and click **Send verification code**, then click **Continue** to display the **User Details** screen verifying the email address.

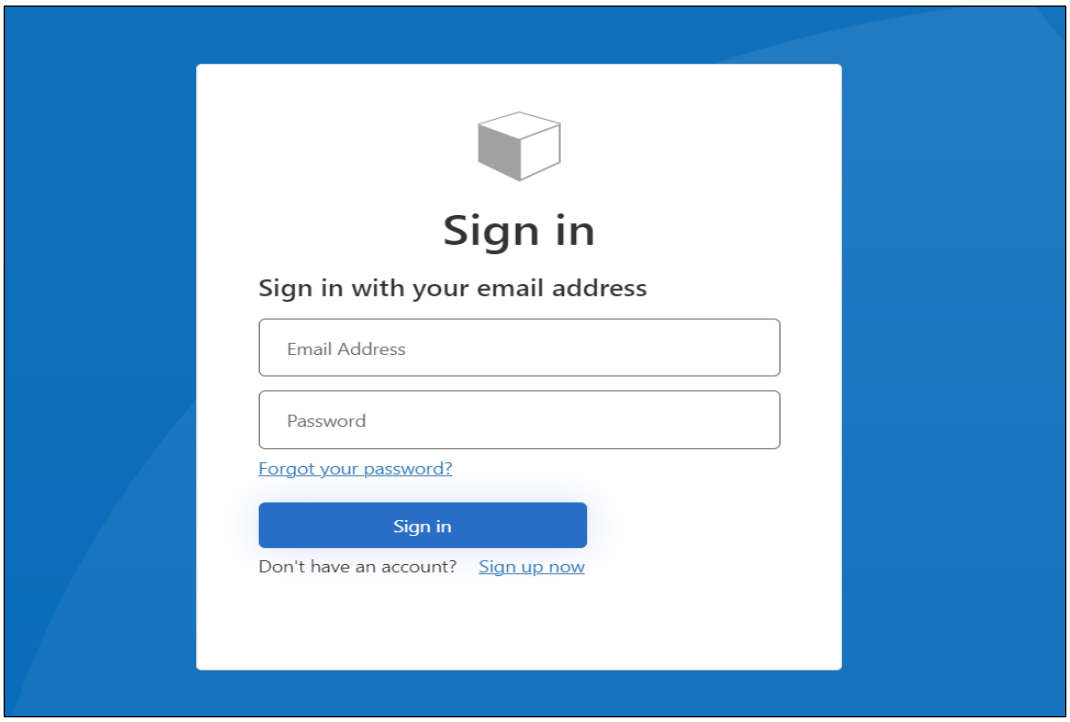


If the email address was not verified, or the user wants to change the email address, a new email address may be entered by clicking **Change e-mail** to redisplay the **User Details** screen for email address verification.

If the email address is verified, select **Continue** to display the **User Details** screen for new passwords.



Provide a new password, re-enter the password to confirm it, then click **Continue** to display the **Sign in** screen.

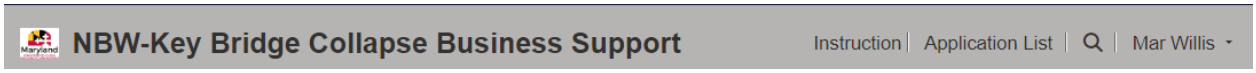


Enter the login credentials and click **Sign in** to display the main **NBW Key Bridge Collapse Business Support** screen.

Navigation

Navigate through the application as follows:

Navigation Bar



Select **Instruction** to display the **NBW Key Bridge Collapse Business Support** Applicant Guide.

Select **Application List** to save any data entered and return to the **Application List** screen.

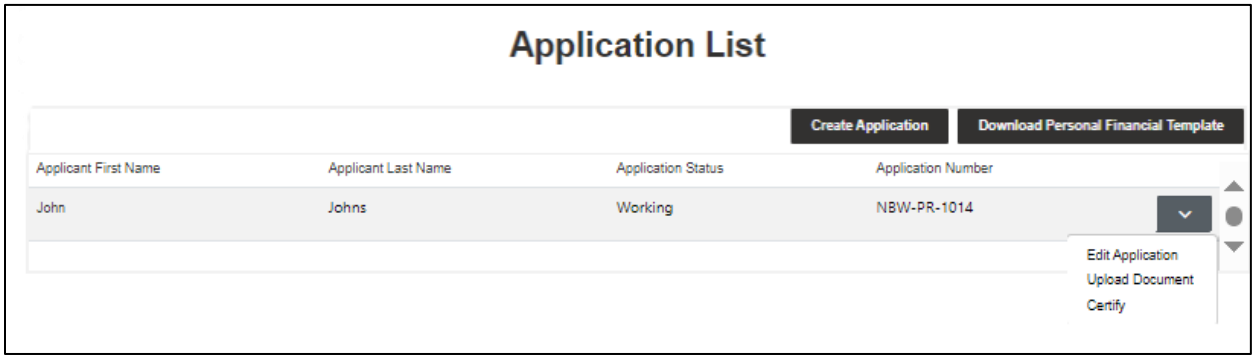
🔍 - N/A

Select the dropdown arrow to the right of the User's name to Sign Out.

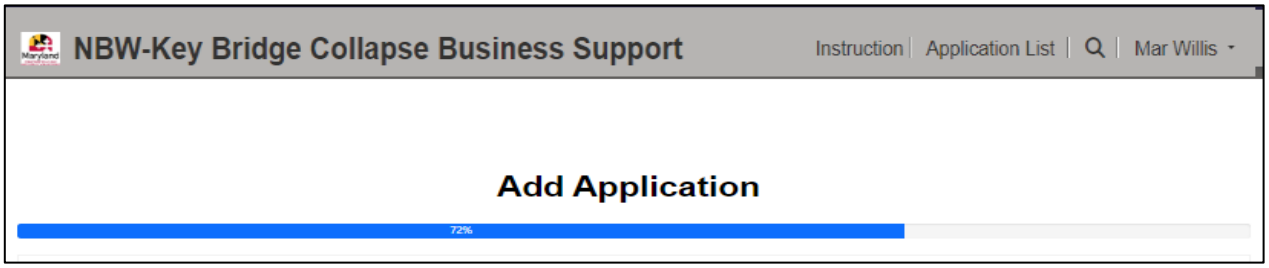
Navigation Icons

Select **Next** to save the information entered on the current screen and display the next screen.

Select Previous to discard any changes on the current screen and return to the previous screen.

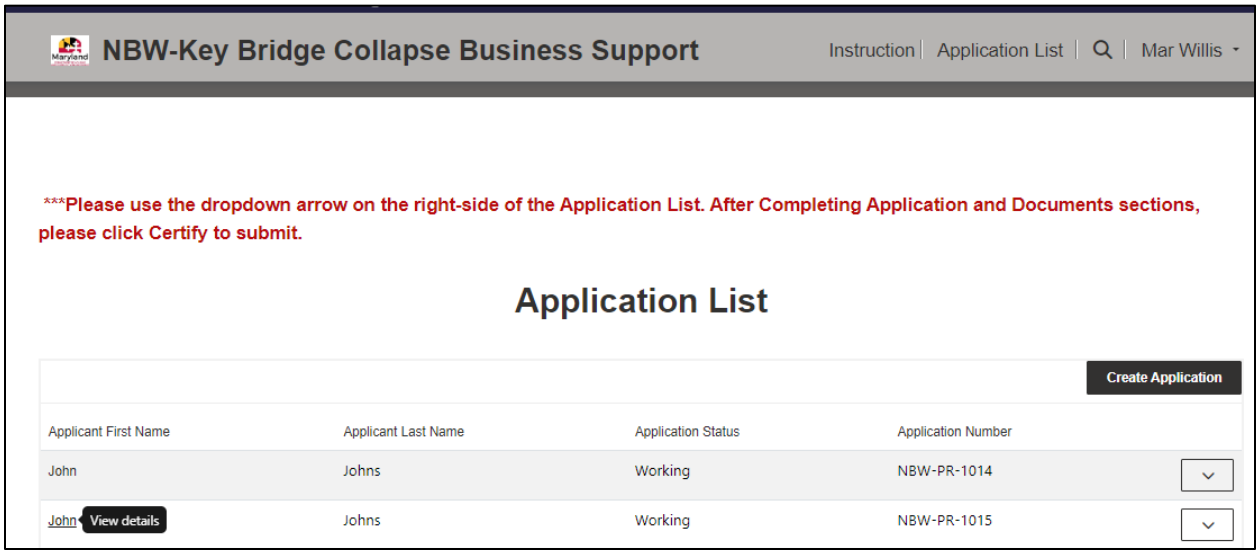


Use the dropdown arrow on the right-side of the Application List to Edit an Application, Upload Document, or Certify.

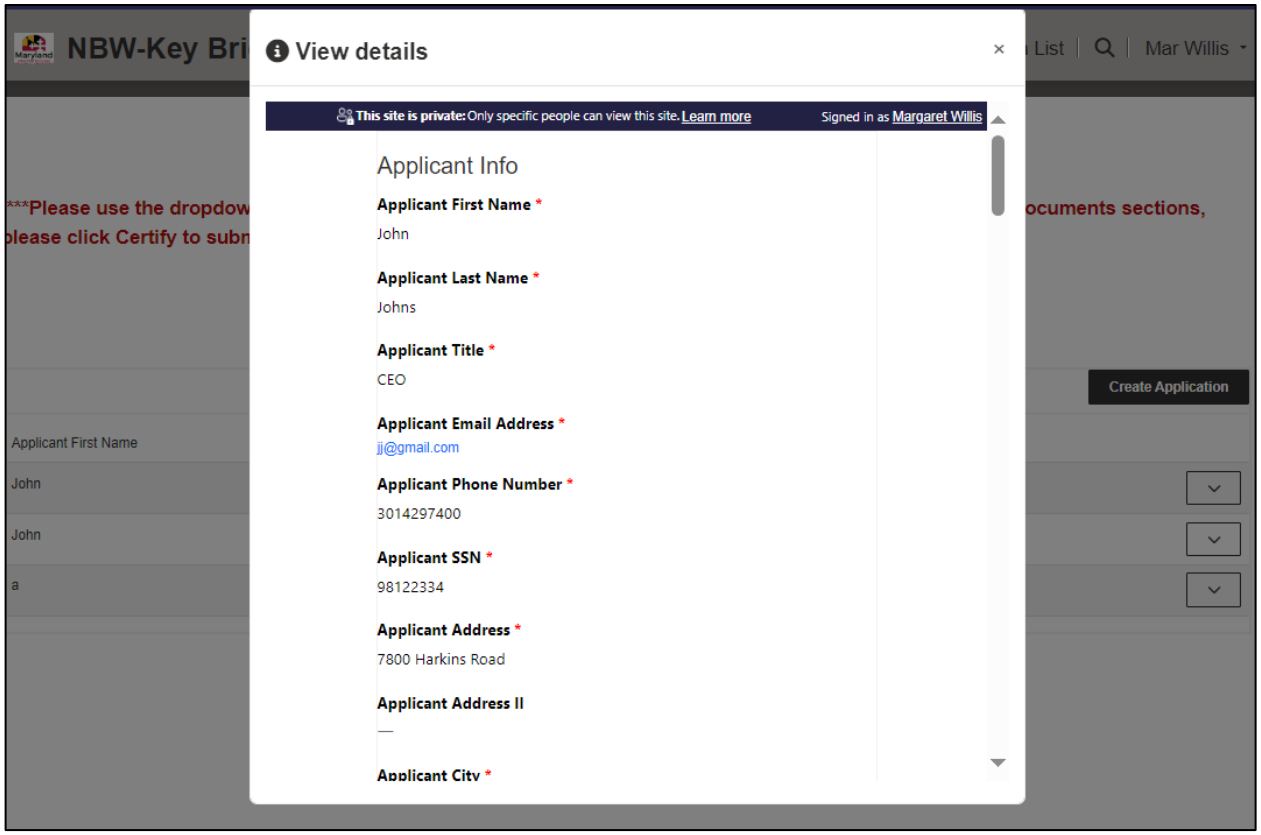


Note: there is a Progress Bar at the top of the **Add Application** screens to indicate the percent completion of the Application.

View Details

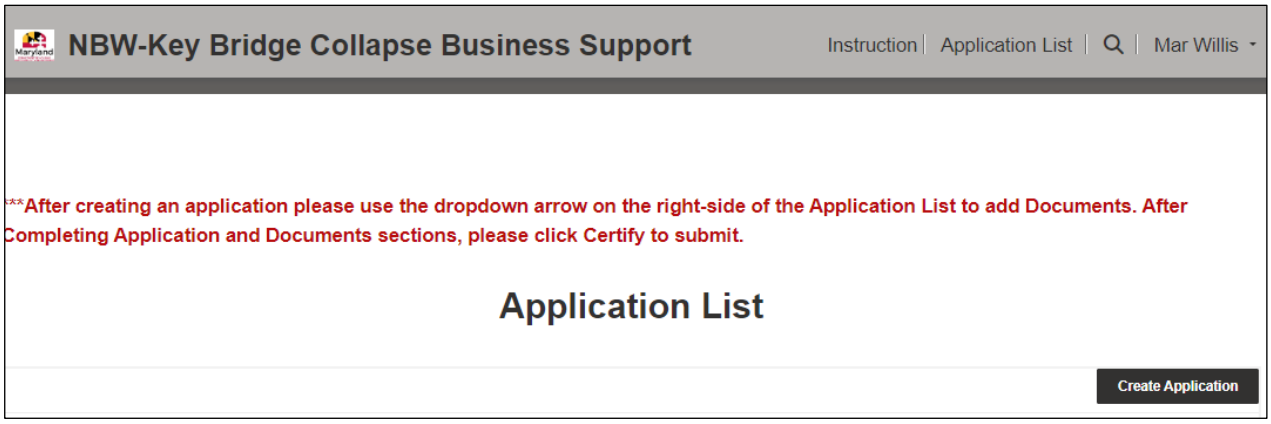


To display the contents of the Application at any point in the process, select the Application List link at the top of the screen. Click on the First Name of the Application to display the **View Details** popup screen.



The details of the Application are displayed on a popup screen. Use the scroll bar on the right-side of the popup screen to scroll through the entire Application's contents.

Add/Edit an Application

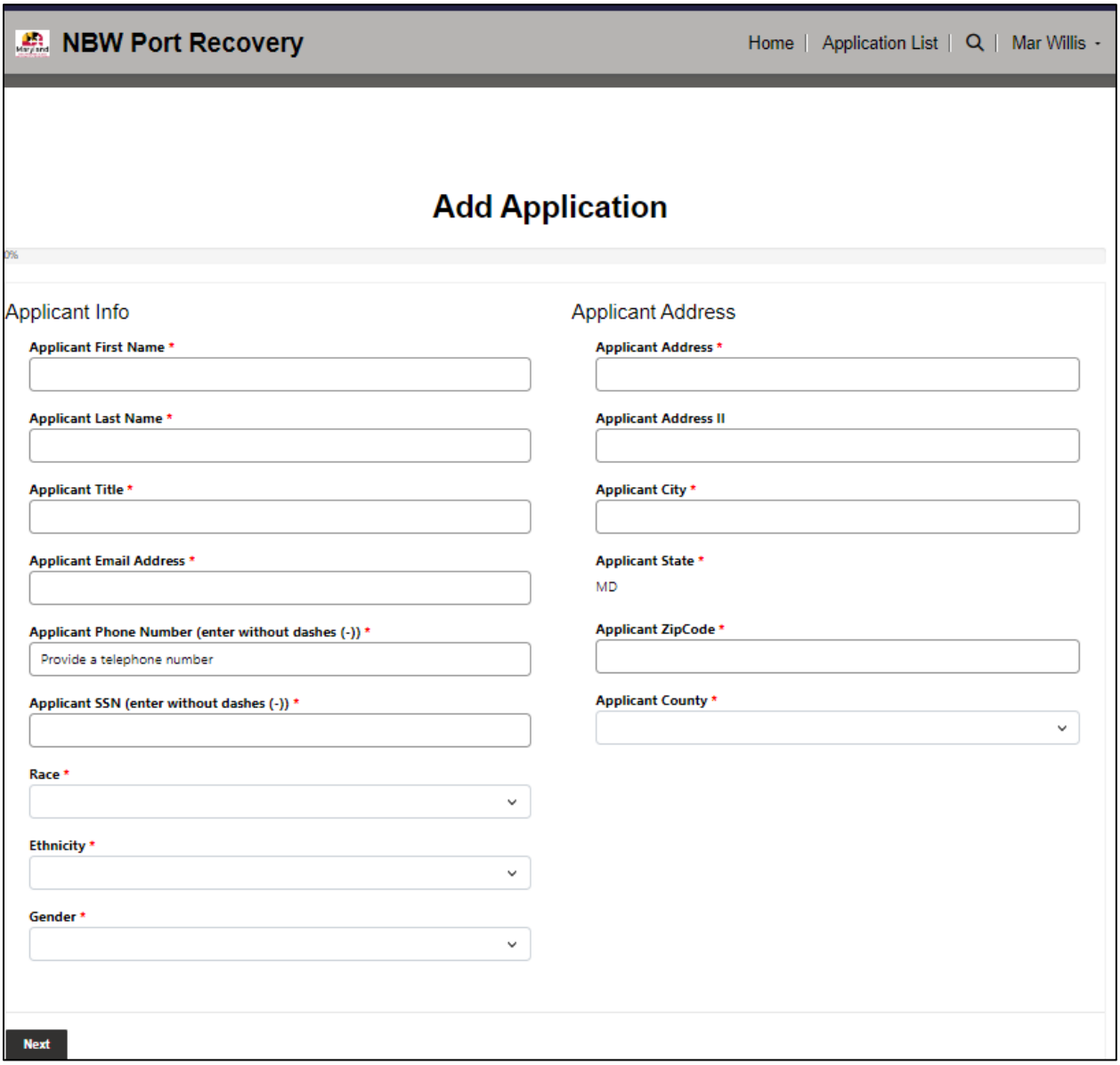


Upon signing in, the **Application List** screen is displayed.

Select **Create Application** to display the **Application** screen.

Add Application

Add Applicant Information



Enter the Applicant's First Name, Last Name, Title, Email Address, Phone Number, SSN Address, City, State, Zip code and County. The Applicant's Race, Ethnicity, and Gender are selected by clicking the down arrow on the right side of the field to display a selection list. All fields are required.

Select **Next** to save the information and display the **Business Information** screen.

Add Business Information

NBW-Key Bridge Collapse Business Support

Instruction | Application List | Mar Willis

Add Application

5%

Business Information

Legal Business Entity Name *

Business Name, if different from Entity Name

FEIN (enter without dashes (-)) *

Business Type *

Is your business a Minority Business Enterprise (MBE)? *
No Yes

Current Number of Employees *

Fund Type *

Business Address

Business Address *

Business Address II

Business City *

Business State *
MD

Business County *

Business ZipCode *

Business Insurance Information

Business Insurance Company *

Policy Number *

Insurance Contact/Agent Name *

Insurance Contact/Agent Tel. No
Provide a telephone number

Previous Next

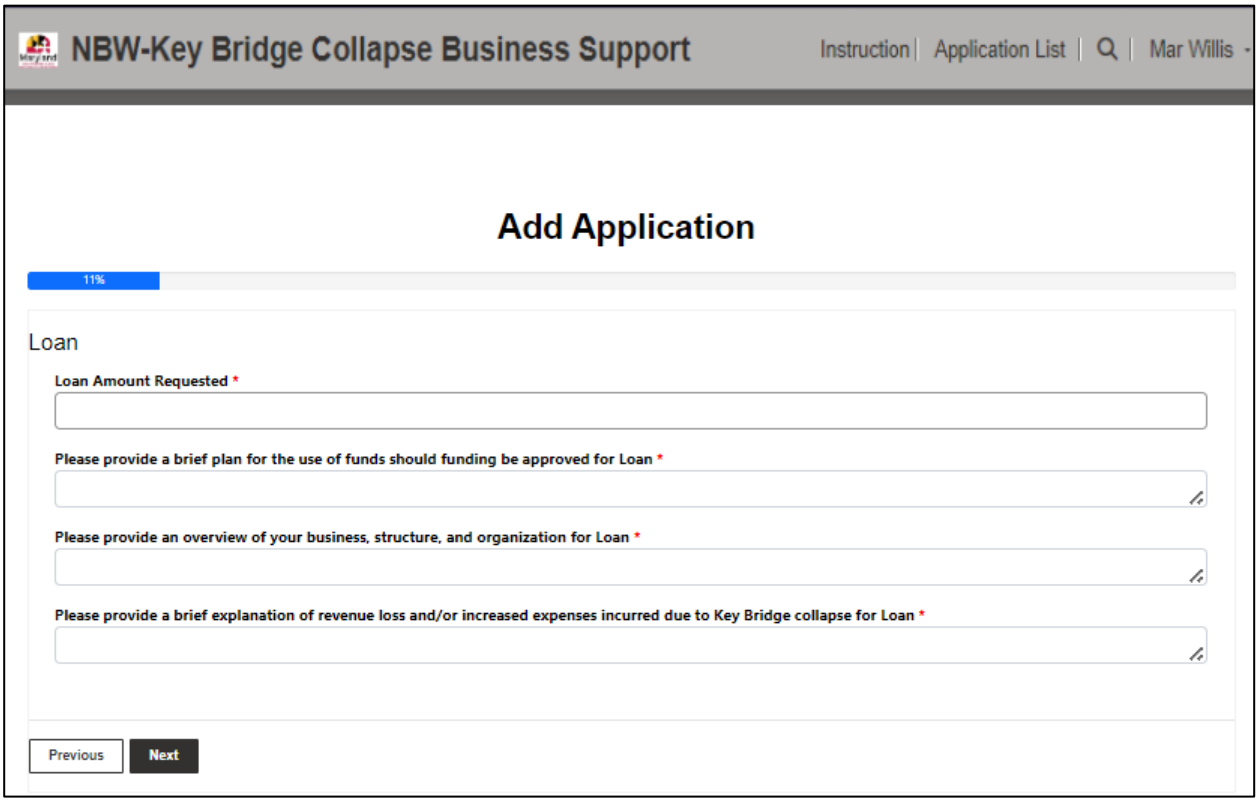
Enter the Business Information including Legal Business Name, FEIN, Current Number of Employees, Business Address, City, and Zip code. Enter the Business Insurance Information including Insurance Company, Policy Number, Contact/Agent Name, and Contact/Agent Phone Number.

The question 'Is your business Minority Business Enterprise' is a choice of yes or no. The Business Type, Fund Type, and County are selected from a dropdown list, and the State is prefilled with MD.

Select **Next** to display the funding information screen based on the Fund Type chosen. If a Fund Type of Loan is selected, the **Loan** screen will be displayed. If a Fund Type of Grant is selected, the **Grant** screen is displayed. If a Fund Type of Loan/Grant is selected, the **Loan/Grant** screen is displayed.

Select Previous to return to the **Add Applicant Information** screen.

Add Loan

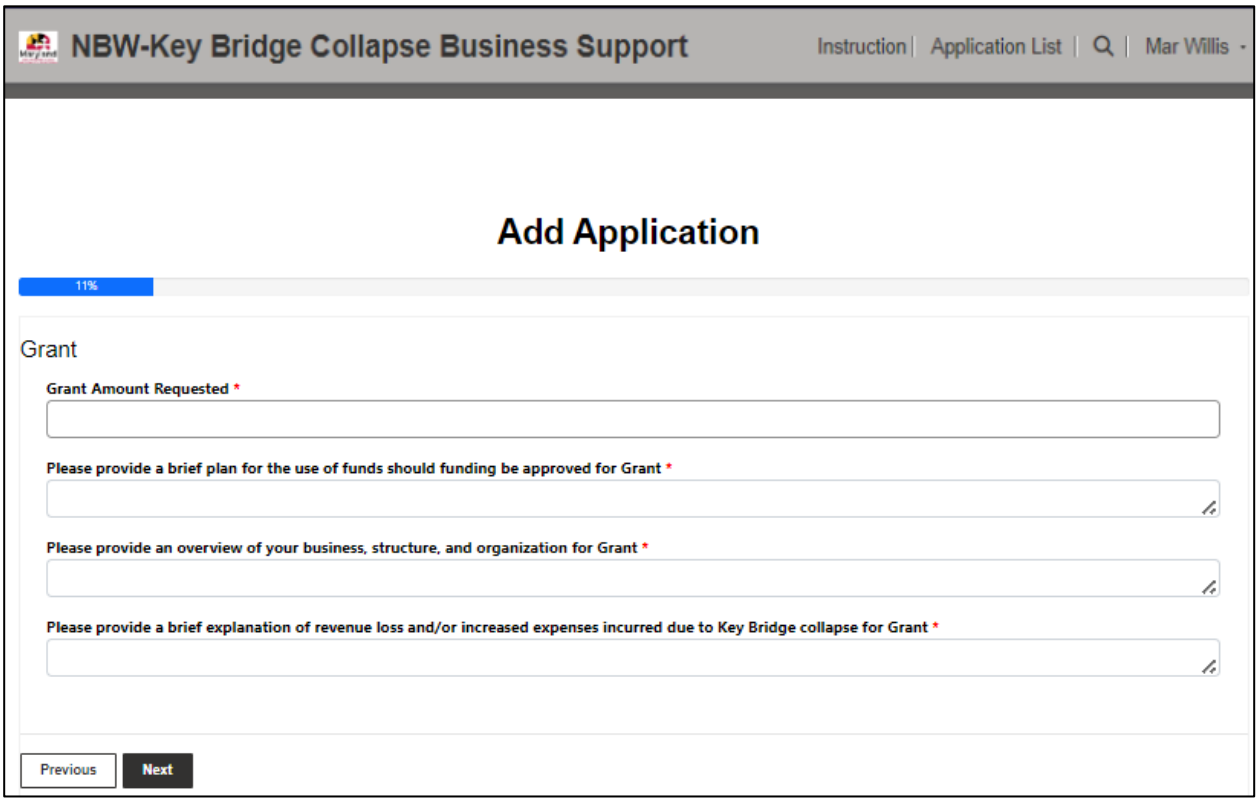


Enter the Loan Amount Requested, provide a brief plan for the use of funds, provide an overview of your business structure and organization, and provide a brief explanation of revenue loss and/or increased expenses due to the Key Bridge collapse.

The Loan amount must be between $50,000 and $500,000.

Select **Next** to proceed to the **Pending Lawsuits** screen. Select Previous to return to the **Business Information** screen.

Add Grant

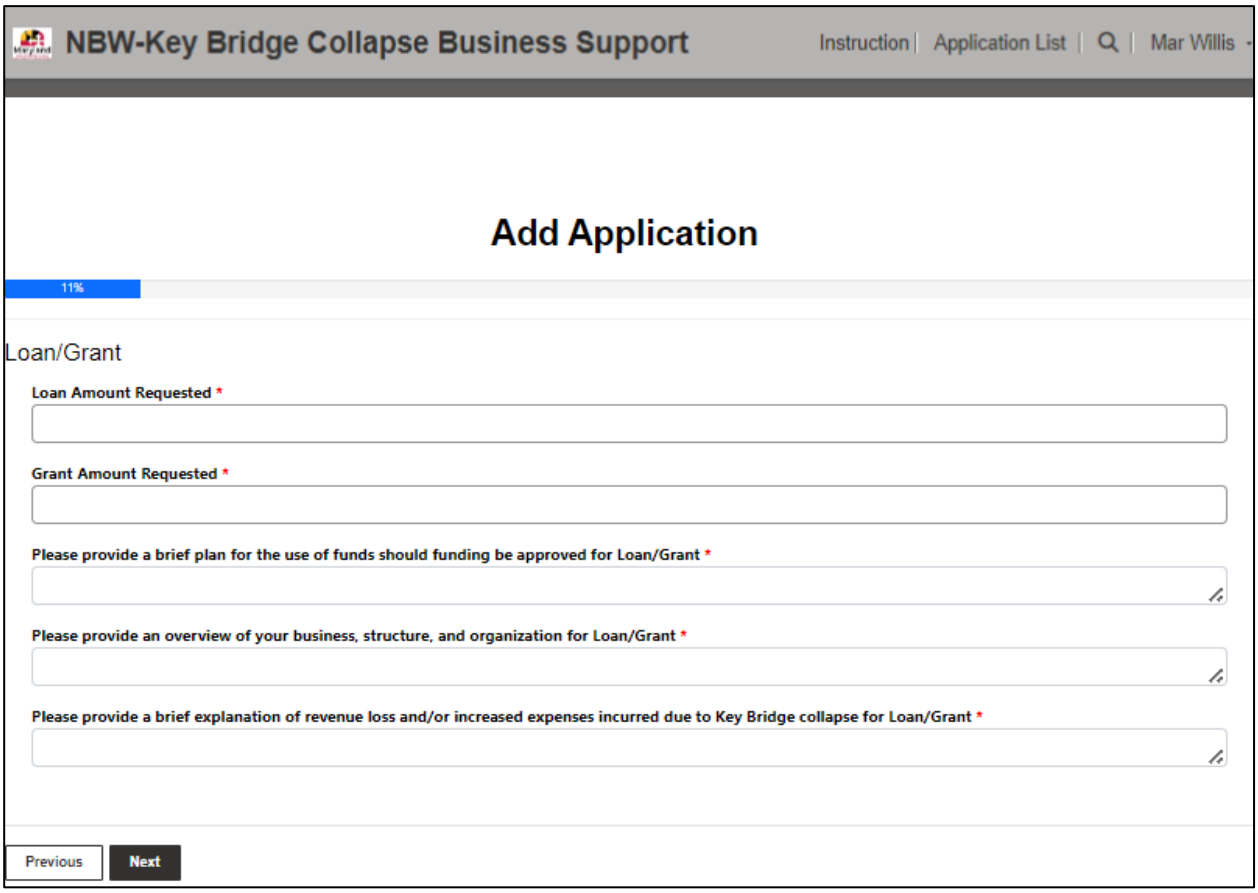


Enter the Grant Amount Requested, provide a brief plan for the use of funds, provide an overview of your business structure and organization, and provide a brief explanation of revenue loss and/or increased expenses due to the Key Bridge collapse.

The Grant amount must be between $15,000 and $50,000.

Select **Next** to proceed to the **Pending Lawsuits** screen. Select Previous to return to the **Business Information** screen.

Add Loan/Grant

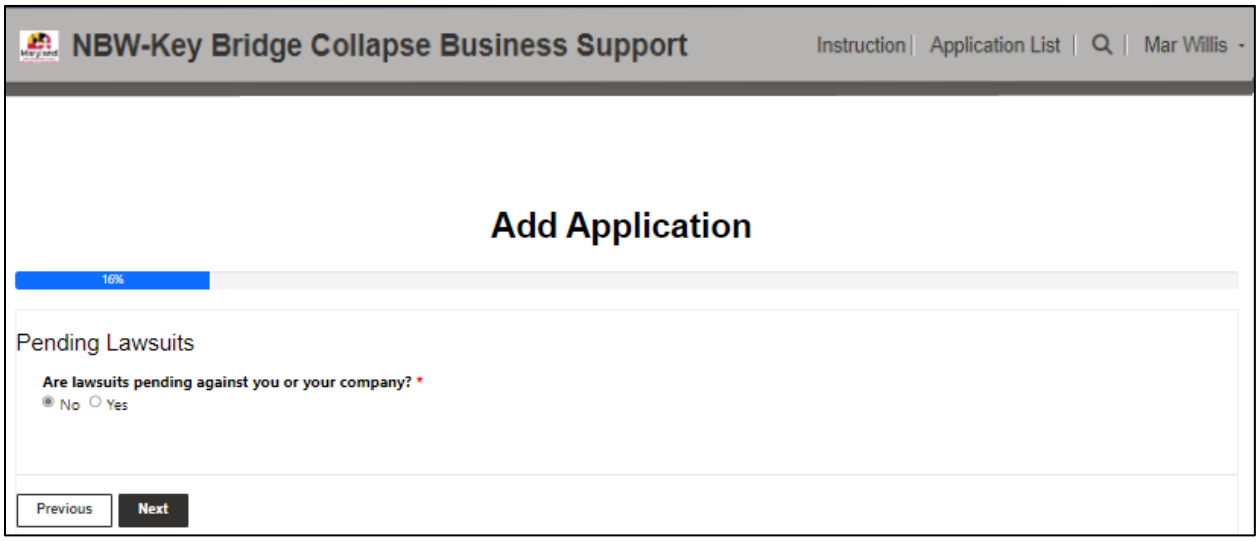


Enter the Loan Amount Requested, Grant Amount Requested, provide a brief plan for the use of funds, provide an overview of your business structure and organization, and provide a brief explanation of revenue loss and/or increased expenses due to the Key Bridge collapse.

The Loan amount must be between $50,000 and $500,000. The Grant amount must be between $15,000 and $50,000.

Select **Next** to proceed to the **Pending Lawsuits** screen. Select Previous to return to the **Business Information** screen.

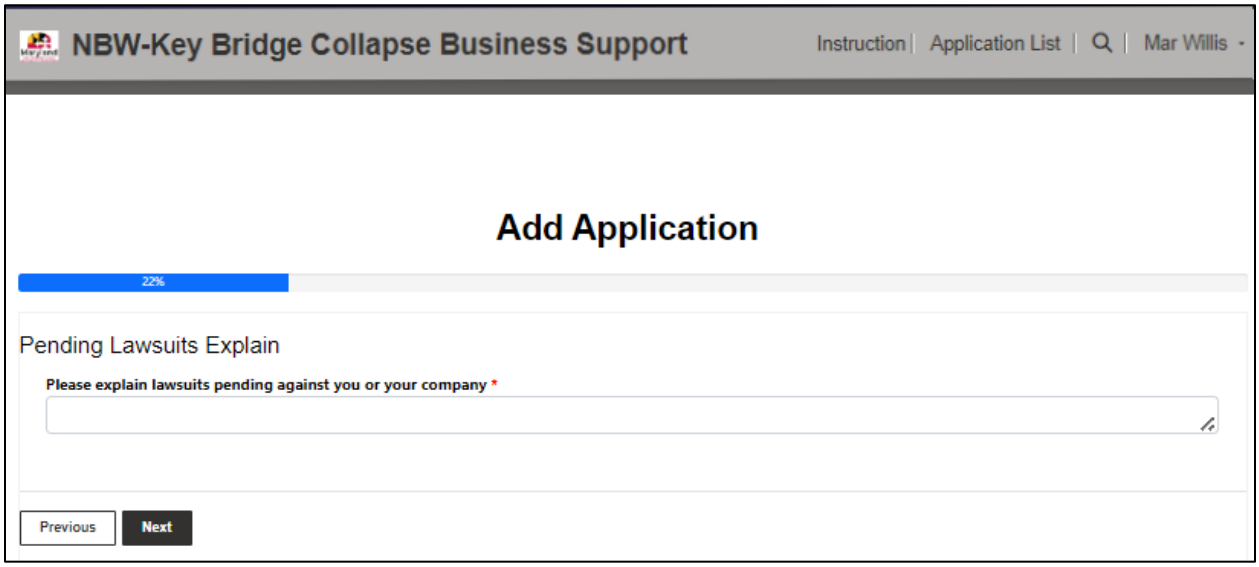
Add Pending Lawsuits



If the Applicant or the Business does not have any Pending Lawsuits, select •No. Select **Next** to proceed to the **Bankruptcy** screen. Select Previous to return to the **Loan, Grant, or Loan/Grant** screen.

If the Applicant or the Business has Pending Lawsuits, select •Yes to display the **Pending Lawsuit Explain** screen.

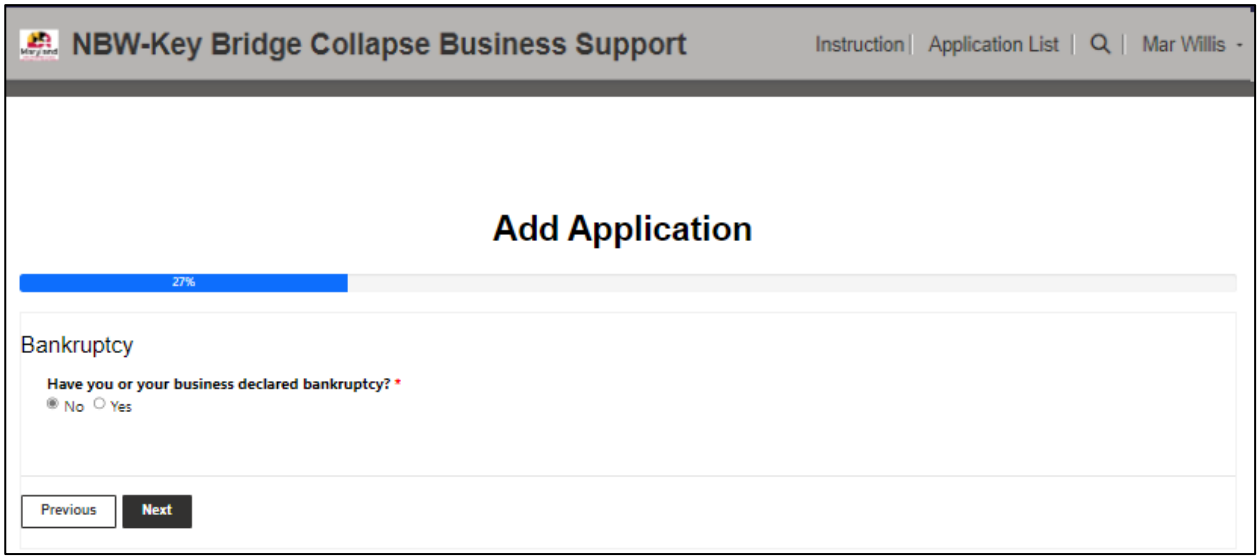
Add Pending Lawsuit Explain



Enter an explanation for any lawsuits that are pending against the Applicant or the business.

Select **Next** to proceed to the **Bankruptcy** screen. Select Previous to return to the **Pending Lawsuits** screen.

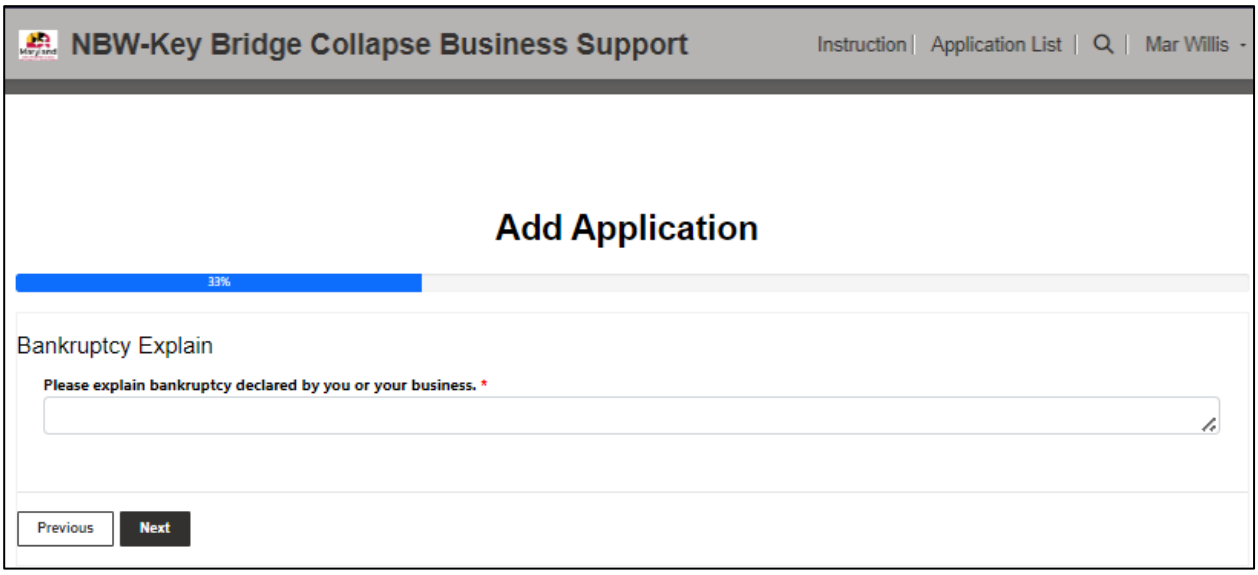
Add Bankruptcy



If the Applicant or the Business has not declared bankruptcy, select •No. Select **Next** to proceed to the **Bankruptcy** screen. Select Previous to return to the **Pending Lawsuits** screen.

If the Applicant or the Business has declared bankruptcy, select •Yes to display the **Bankruptcy Explain** screen.

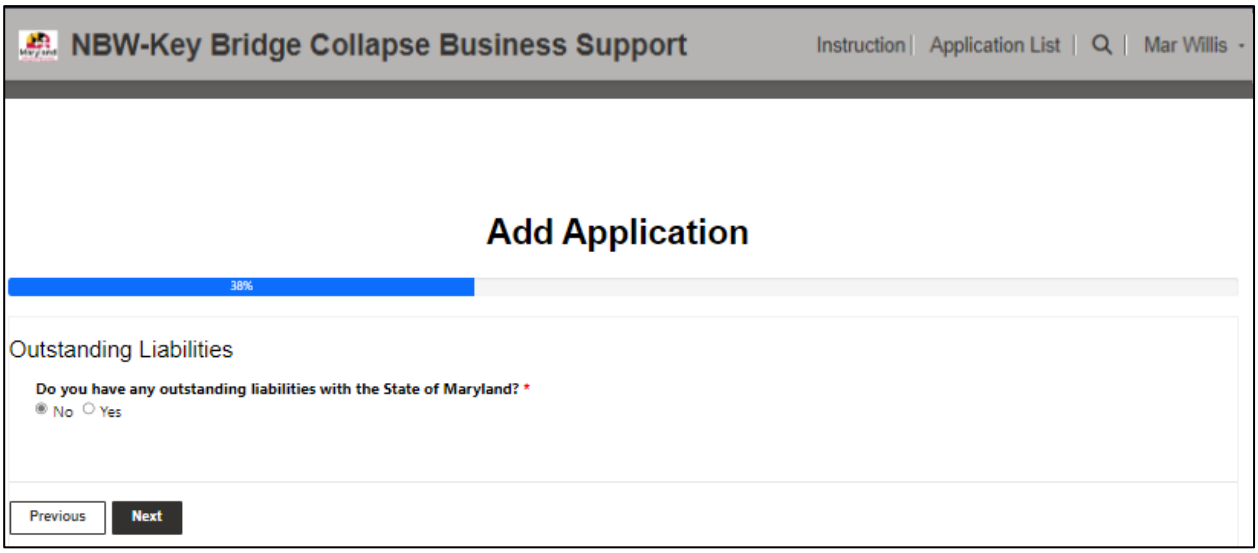
Add Bankruptcy Explain



Enter an explanation for any bankruptcies that have been declared by the Applicant or the business.

Select **Next** to proceed to the **Outstanding Liabilities** screen. Select Previous to return to the **Bankruptcy** screen.

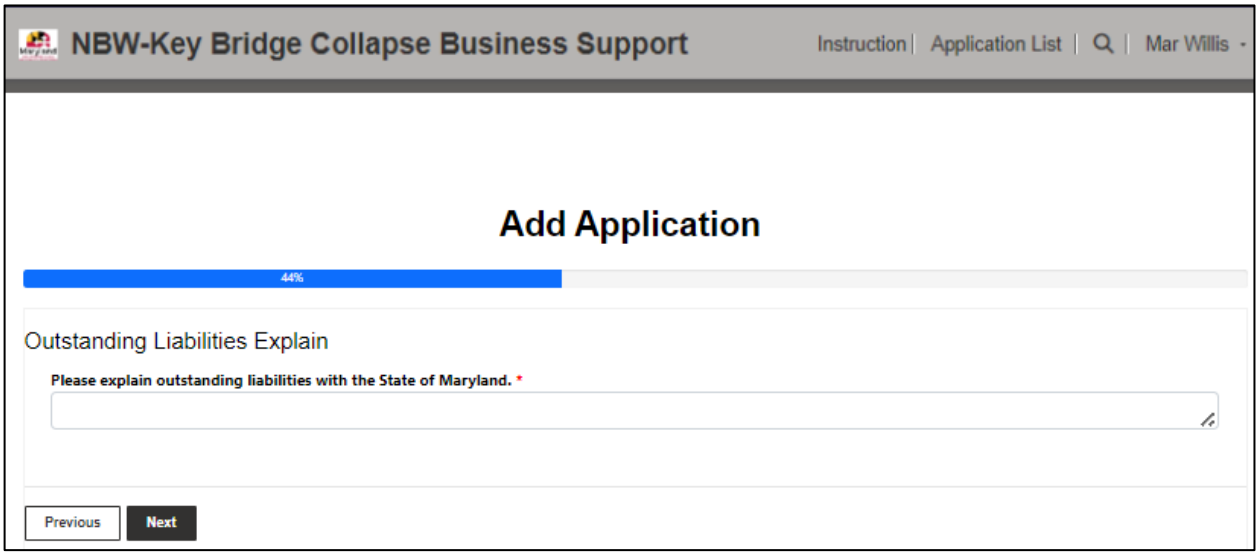
Add Outstanding Liabilities



If the Applicant or the Business does not have any Outstanding Liabilities in Maryland, select •No. Select **Next** to proceed to the **Maryland Department of Labor** screen. Select Previous to return to the **Bankruptcy** screen.

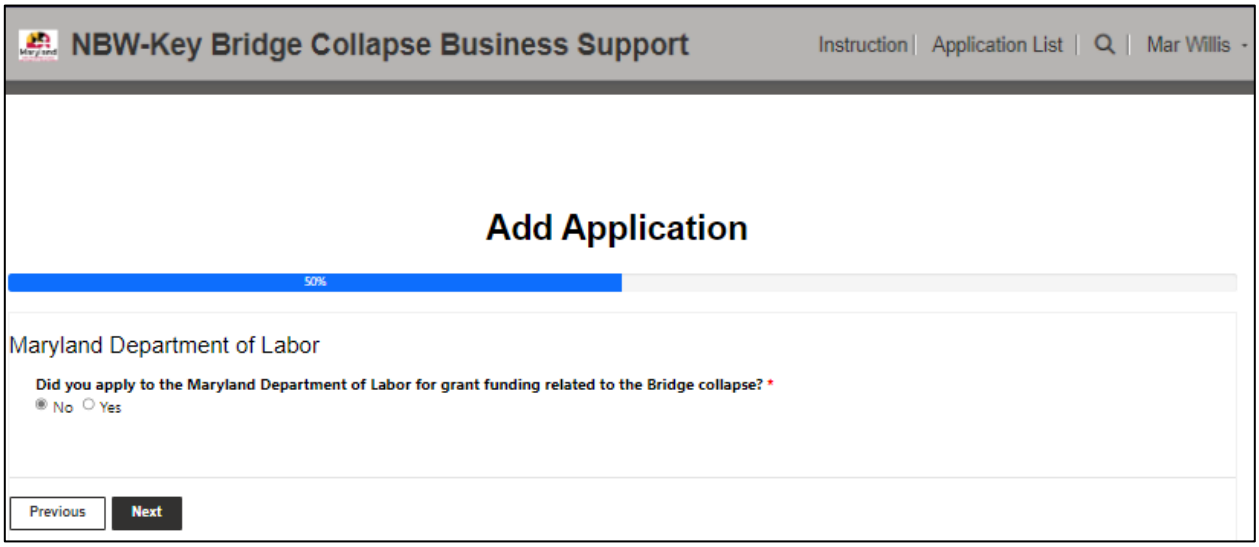
If the Applicant or the Business has Outstanding Liabilities in Maryland, select •Yes to display the **Outstanding Liabilities Explain** screen.

Add Outstanding Liabilities Explain



Enter an explanation for any Outstanding Liabilities in Maryland. Select **Next** to proceed to the **Maryland Department of Labor** screen. Select Previous to return to the **Outstanding Liabilities** screen.

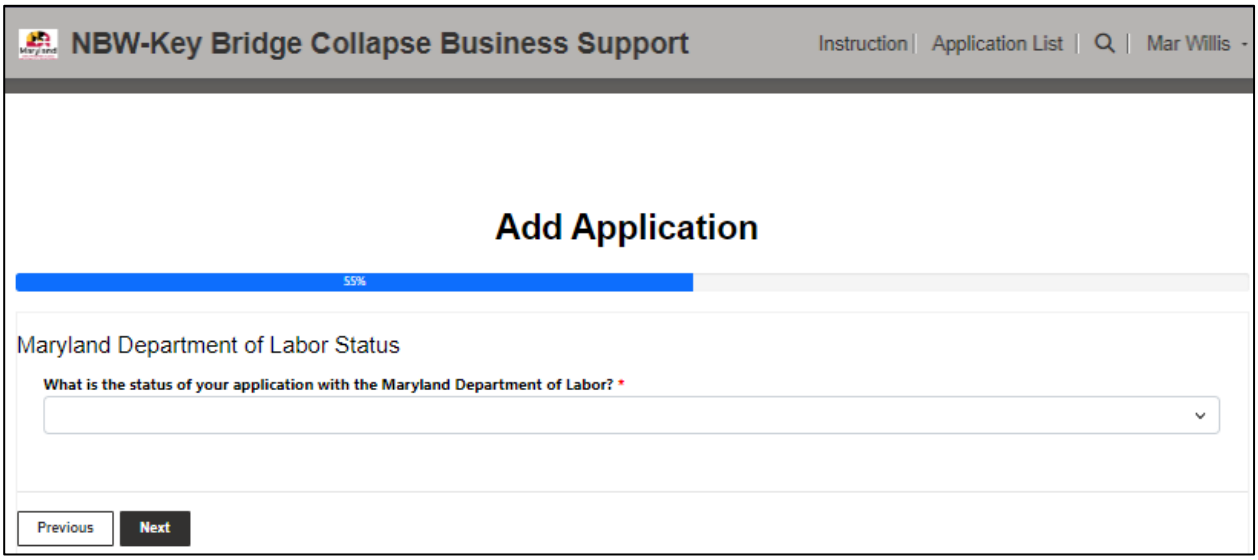
Add Maryland Department of Labor



If the Applicant or Business did not apply for a Maryland Department of Labor grant, select •No. Select **Next** to proceed to the **Maryland Department of Commerce** screen. Select Previous to return to the **Outstanding Liabilities** screen.

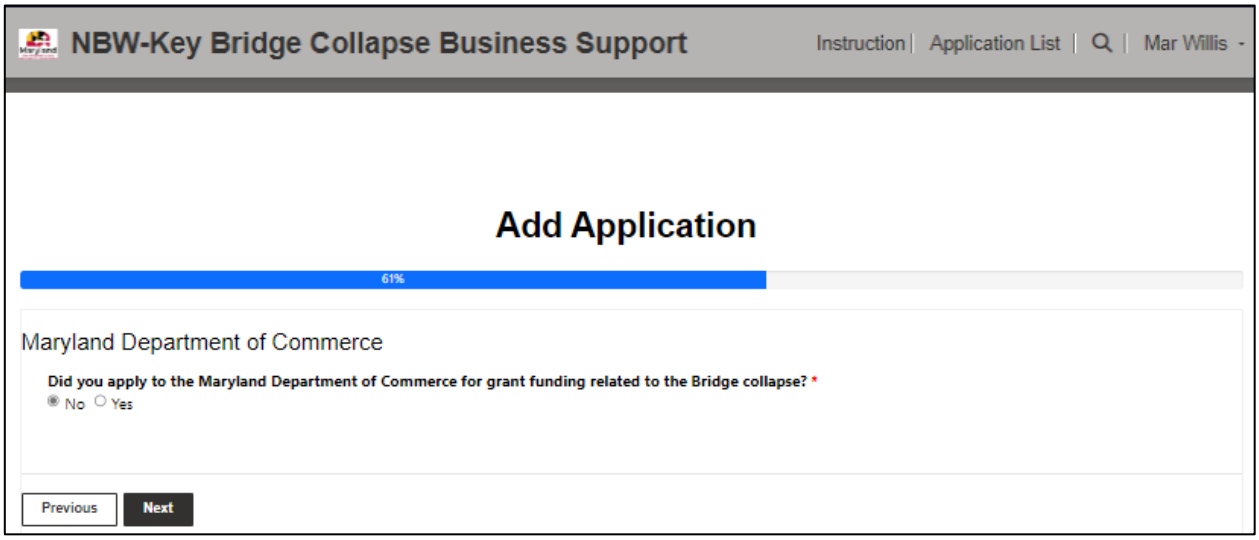
If the Applicant or Business applied for a Maryland Department of Labor grant, select •Yes to display the **Maryland Department of Labor Status** screen.

Add Maryland Department of Labor Status



Click the dropdown arrow to select the status of the application with Maryland Department of Labor. Select **Next** to proceed to the **Maryland Department of Commerce** screen. Select Previous to return to the **Maryland Department of Labor** screen.

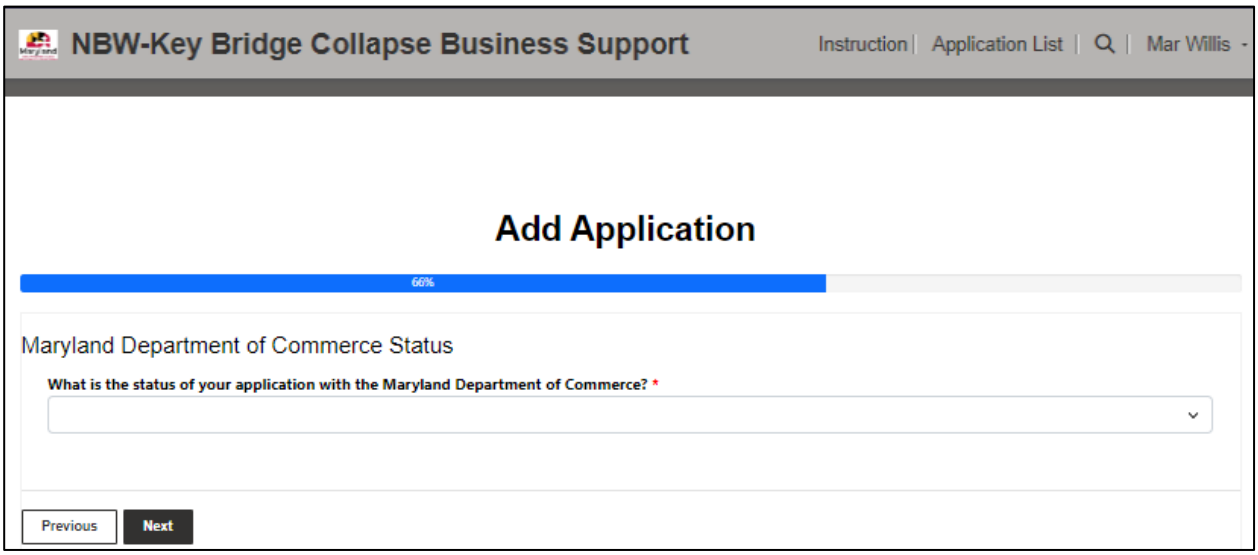
Add Maryland Department of Commerce



If the Applicant or Business did not apply for a Maryland Department of Commerce grant, select •No. Select **Next** to proceed to the **Baltimore City Funding** screen. Select Previous to return to the **Maryland Department of Labor** screen.

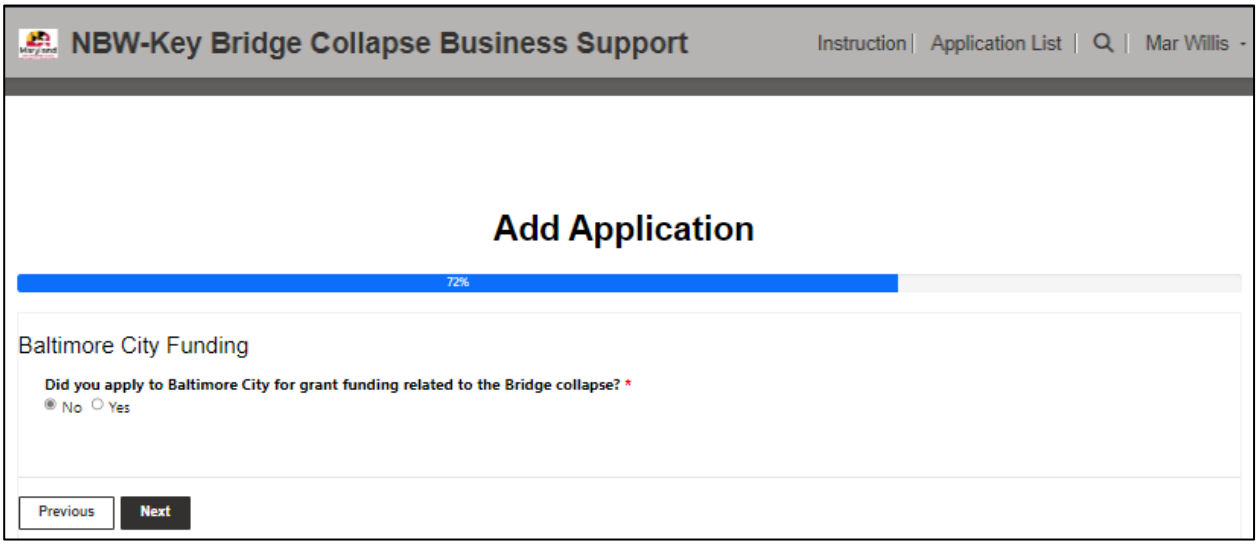
If the Applicant or Business applied for a Maryland Department of Commerce grant, select •Yes to display the **Maryland Department of Commerce Status** screen.

Add Maryland Department of Commerce Status



Click the dropdown arrow to select the status of the application with the Maryland Department of Commerce. Select **Next** to proceed to the **Baltimore City Funding** screen. Select Previous to return to the **Maryland Department of Commerce** screen.

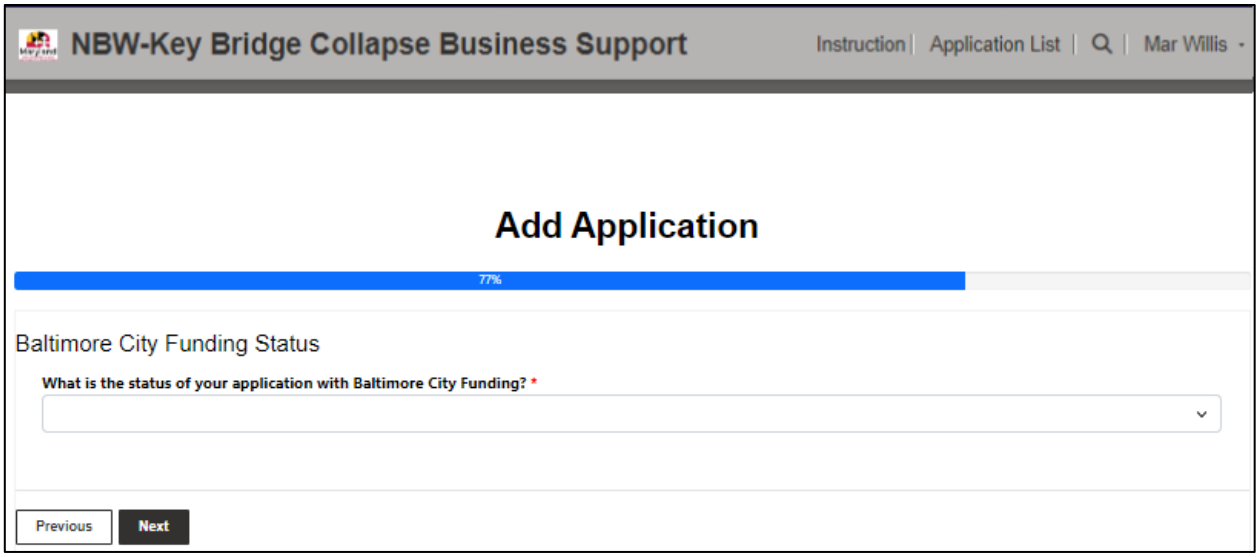
Add Baltimore City Funding



If the Applicant or Business did not apply for Baltimore City Funding, select •No. Select **Next** to proceed to the **Small Business Administration Loan** screen. Select Previous to return to the **Maryland Department of Commerce** screen.

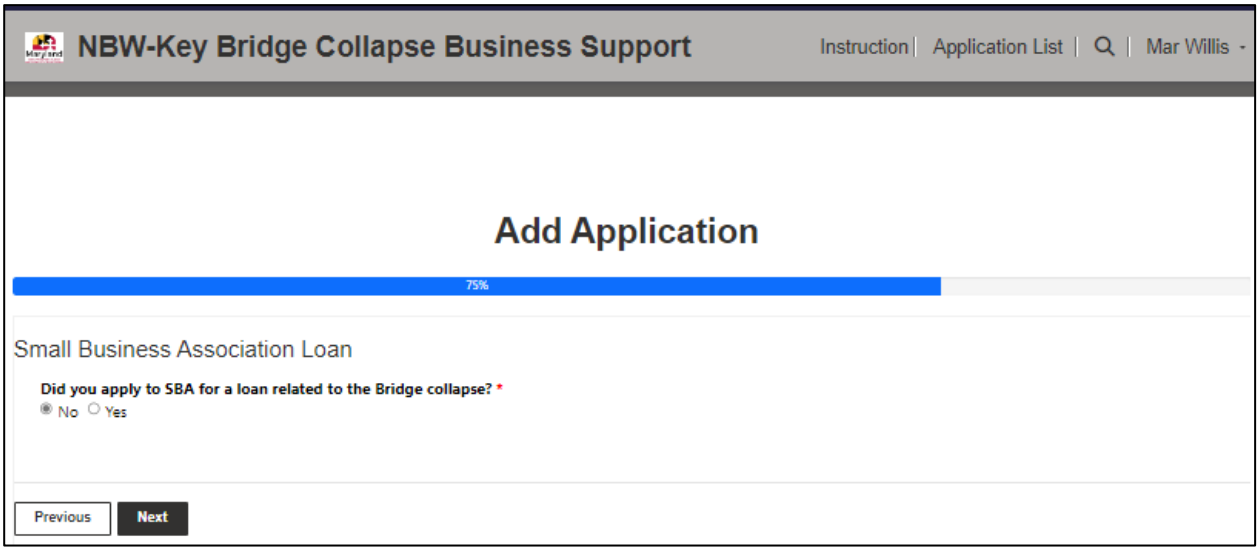
If the Applicant or Business applied for Baltimore City Funding, select •Yes to display the **Baltimore City Funding Status** screen.

Add Baltimore City Funding Status



Click the dropdown arrow to select the status of the application with Baltimore City Funding. Select **Next** to proceed to the **Small Business Administration Loan** screen. Select Previous to return to the **Baltimore City Funding** screen.

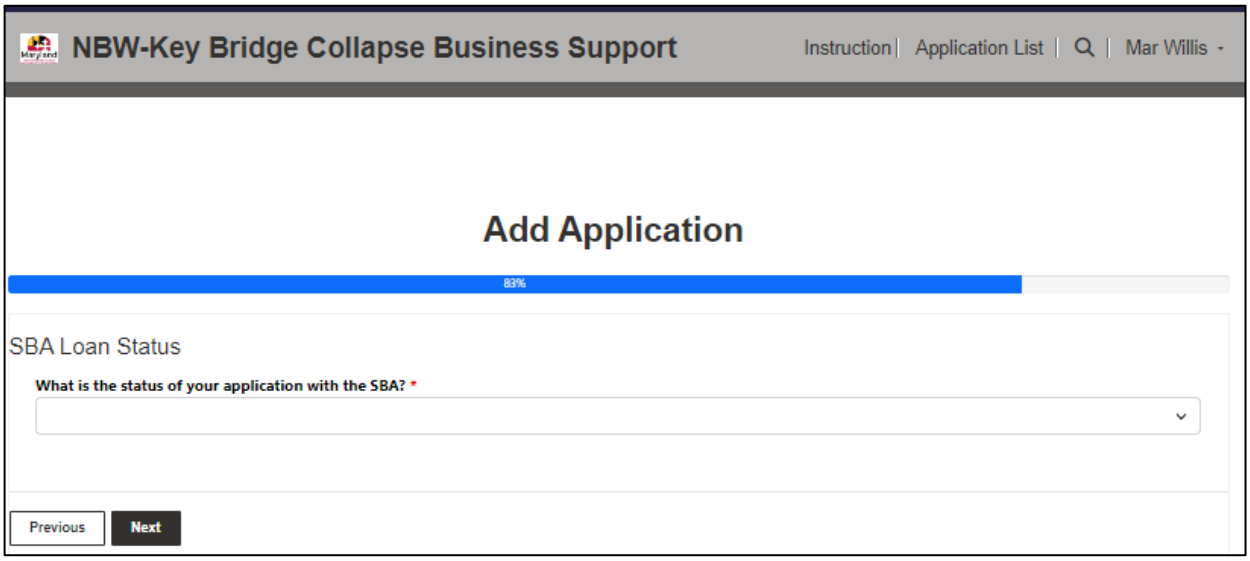
Add Small Business Administration Loan



If the Applicant or Business did not apply for a Small Business Administration Loan, select •No. Select **Next** to proceed to the **Additional Program Information** screen. Select Previous to return to the **Baltimore City Funding** screen.

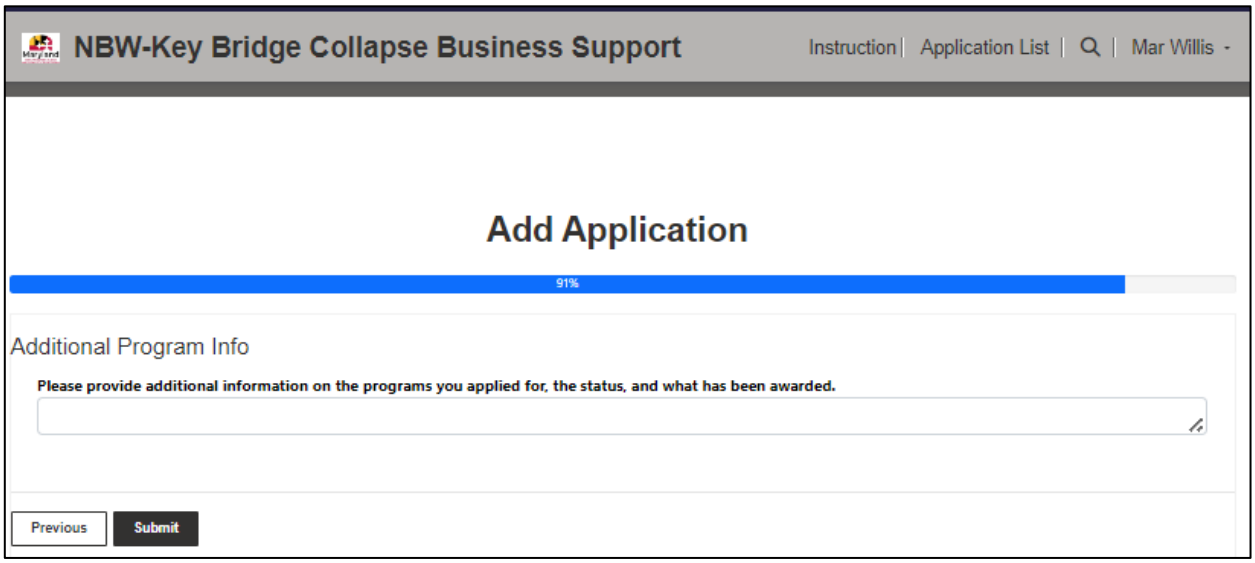
If the Applicant or Business applied for a Small Business Administration Loan, select •Yes to display the **Small Business Administration Loan Status** screen.

Add Small Business Administration Loan Status



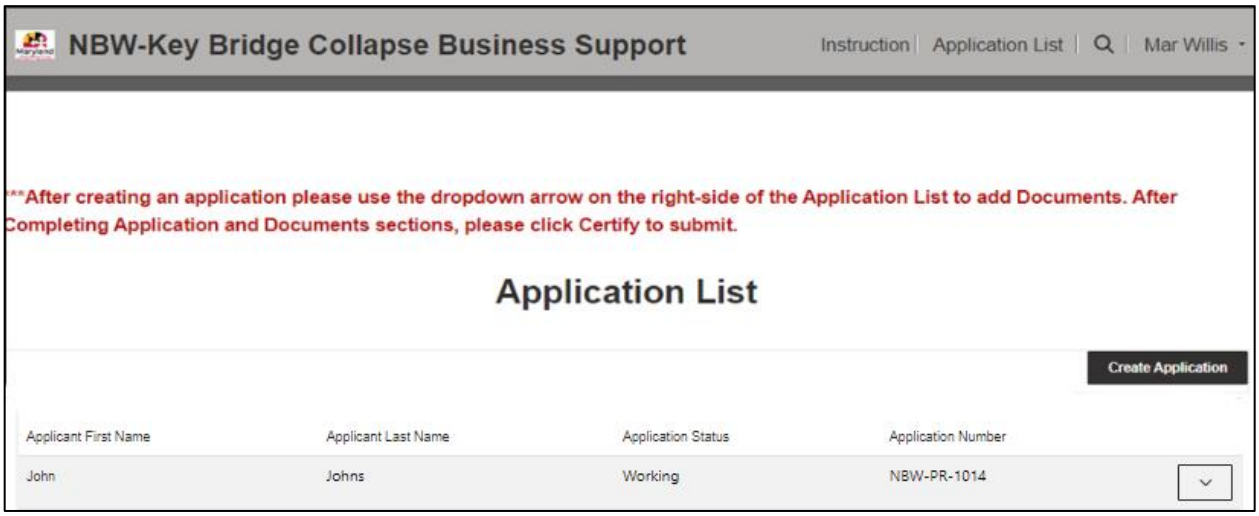
Click the dropdown arrow to select the status of the application for the Small Business Administration Loan. Select **Next** to proceed to the **Additional Program Information** screen. Select Previous to return to the **Small Business Administration Loan** screen.

Add Additional Program Information



If the Applicant or the business applied for additional funding programs, enter the program name, the status of the application, and any amount awarded.

Select **Submit** to return to the **Application List** screen. Select Previous to return to the **Small Business Administration Loan** screen.

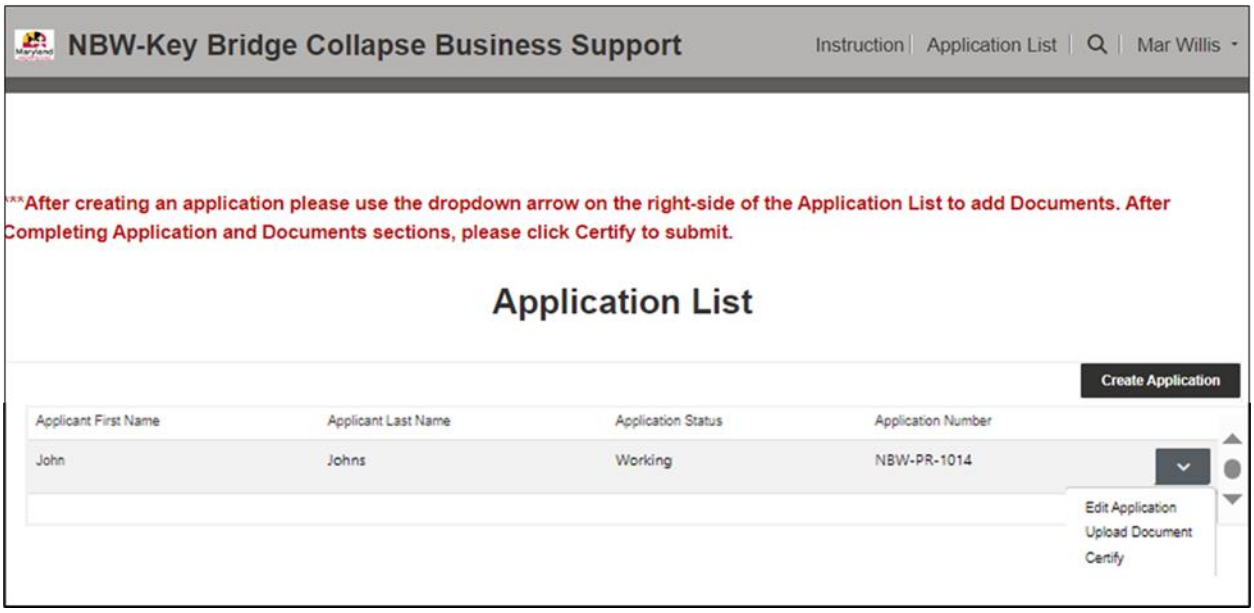


The Application List screen is returned, then Documents or Certify can be selected.

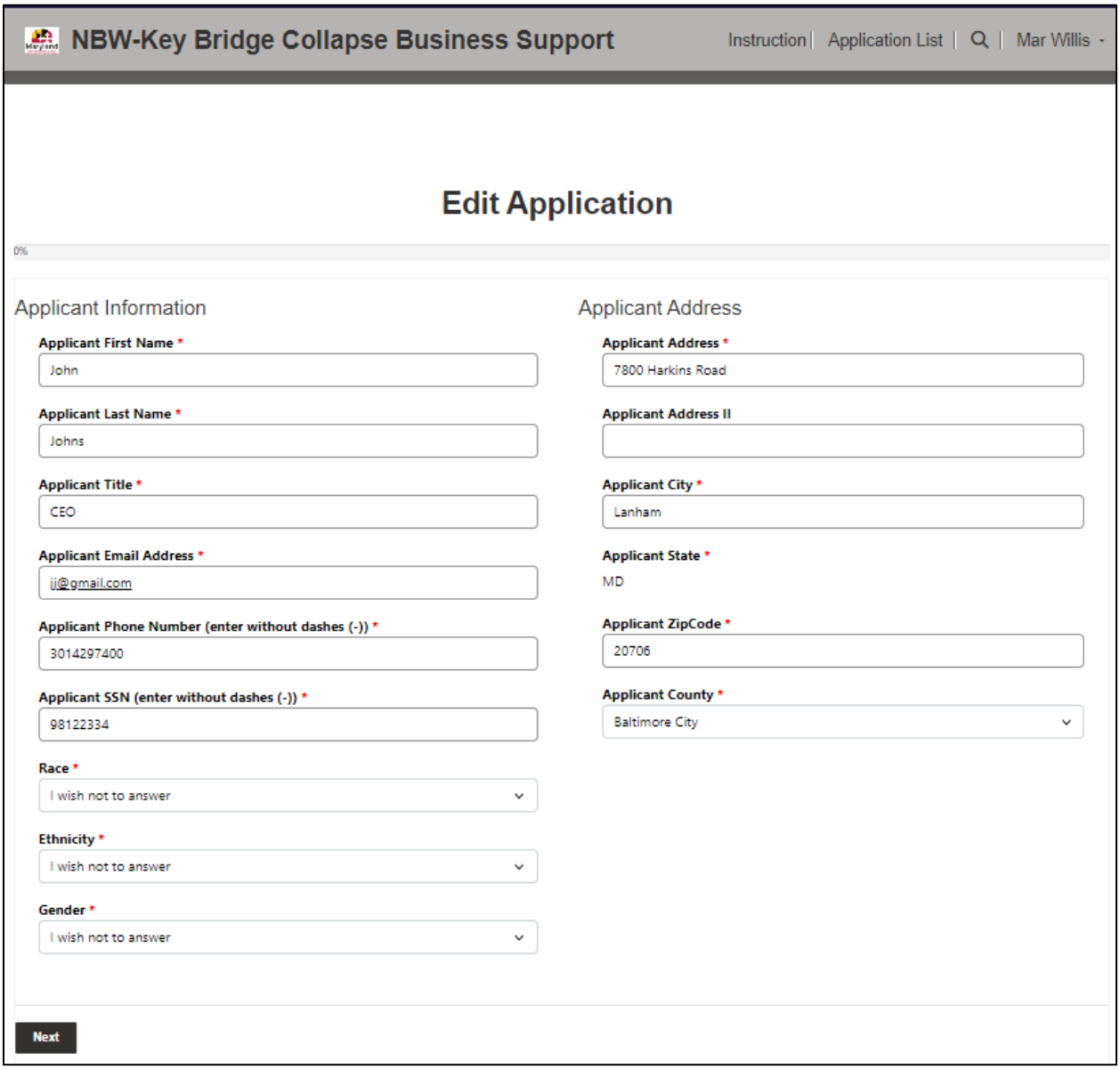
Edit Application

Changes may be made to the Application prior to Certifying the Application. Also, once the Application has been reviewed by the staff at the Maryland Department of Housing and Community Development, specific changes may be needed before funds can be approved.

To edit the Application, return to the **Application List** screen.

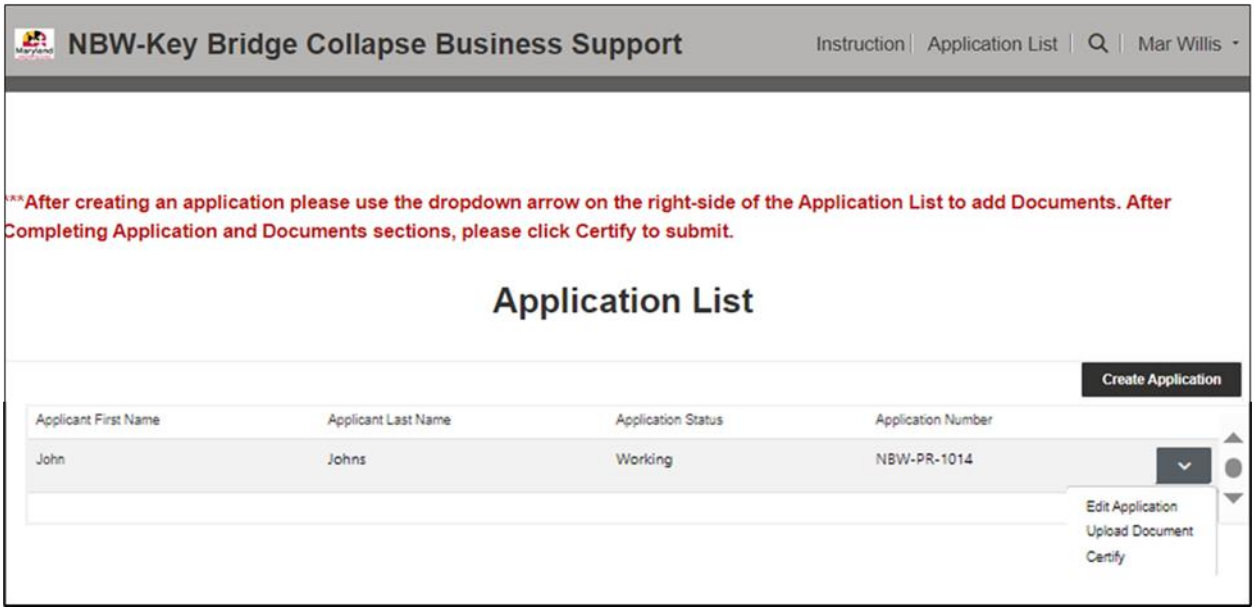


Select the Edit Application link from the dropdown menu to the right of the screen to display the **Edit Application** screen.

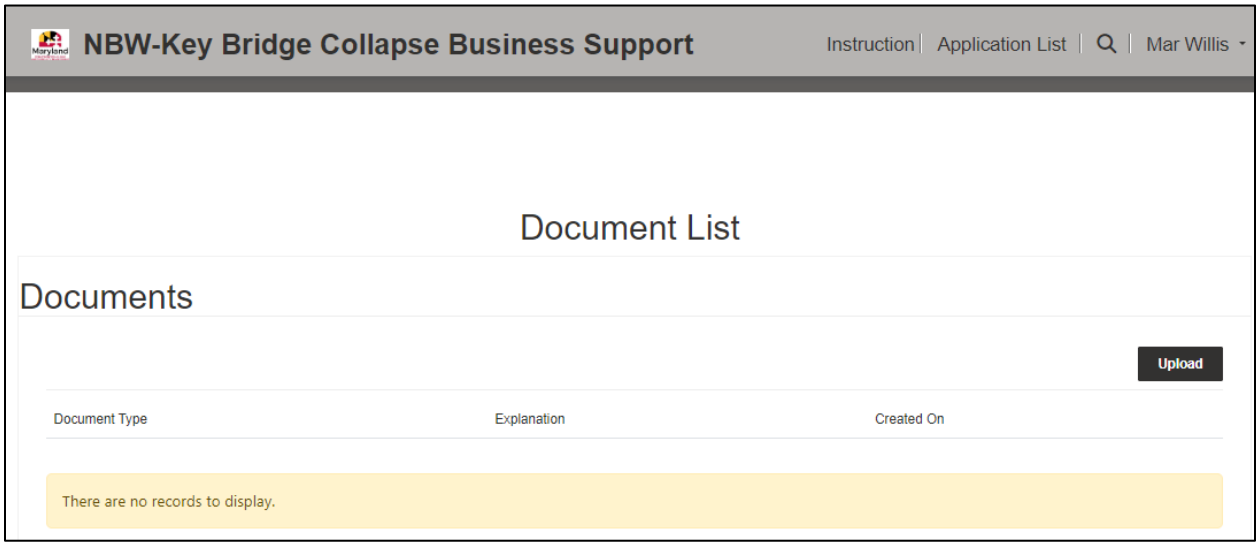


Update the specific fields as needed. If other changes are needed on subsequent screens, select **Next** to save the updated information then display the next screen in sequence. Continue to click the **Next** button until the desired screen is displayed, then make any changes needed. Once all the necessary changes to the Application are made, select the Application List link at the top of the screen to save all the changes and display the **Application List** screen.

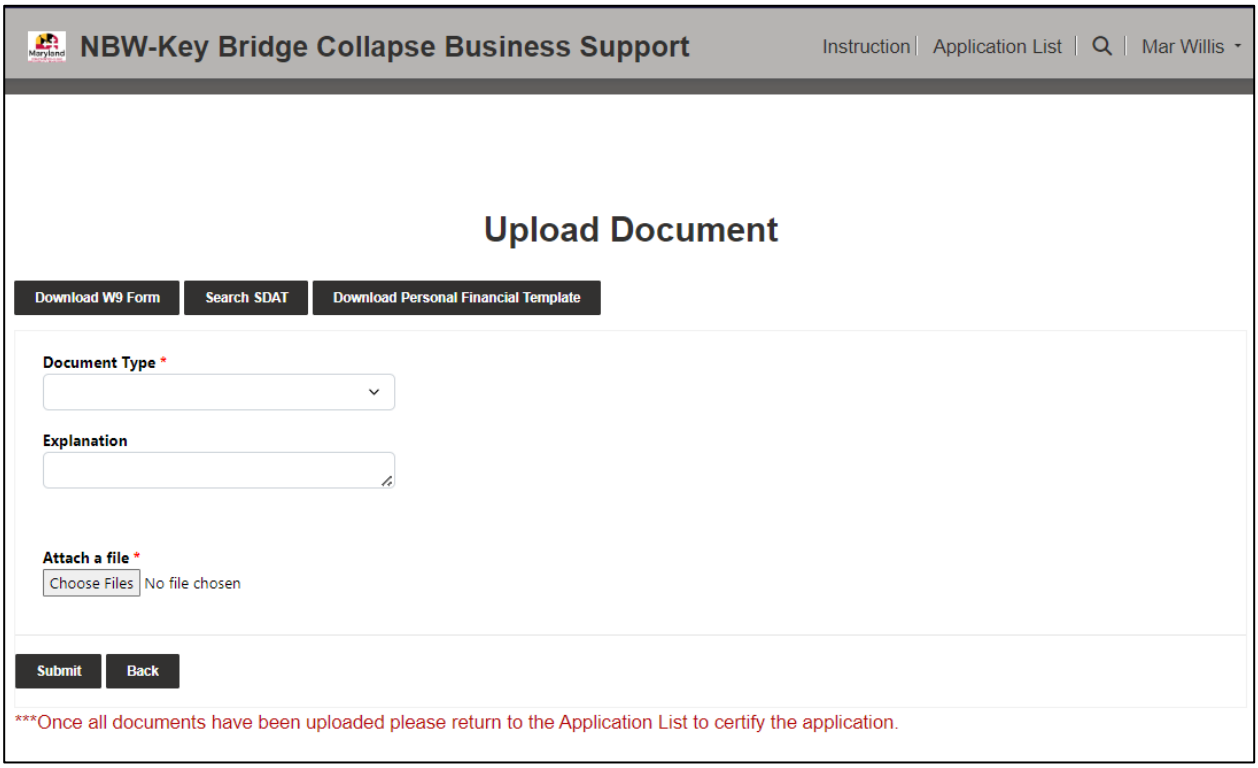
Upload Document



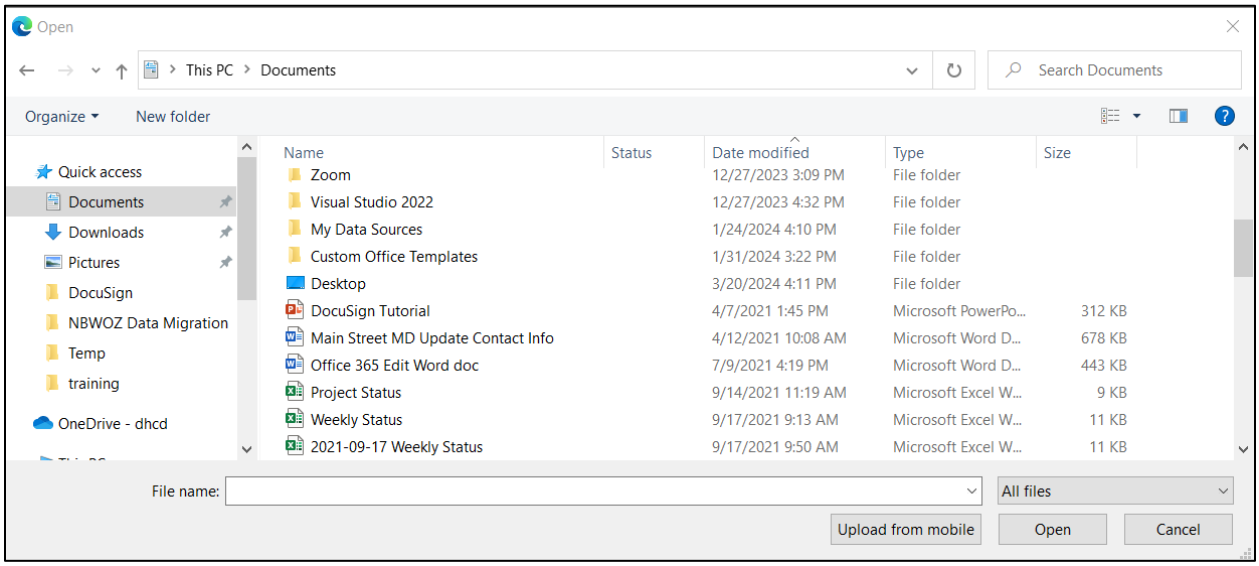
To upload a Document, select the Upload Document link to the right of the screen to display the **Document List** screen.



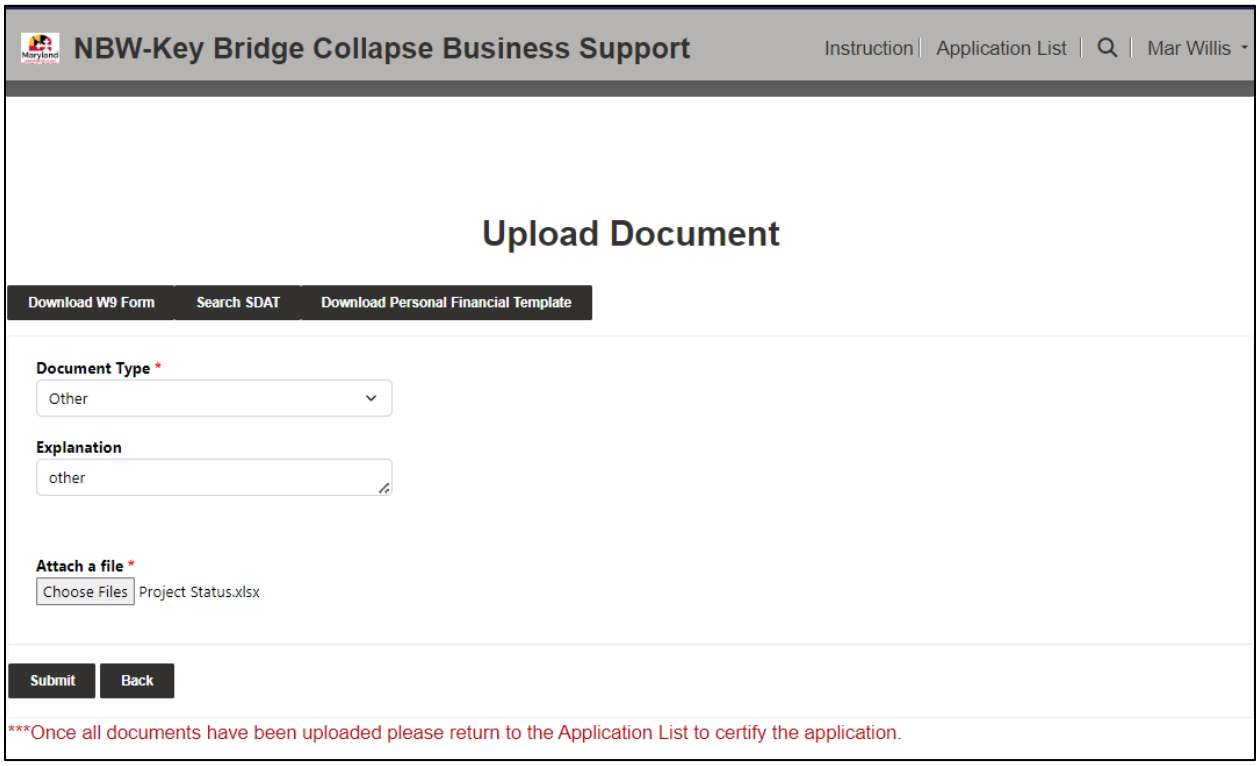
Select **Upload** to display the **Upload Document** screen.



Select the Document Type from the dropdown list, then add a brief explanation of the Document. Select Choose Files to display the file selection popup box.

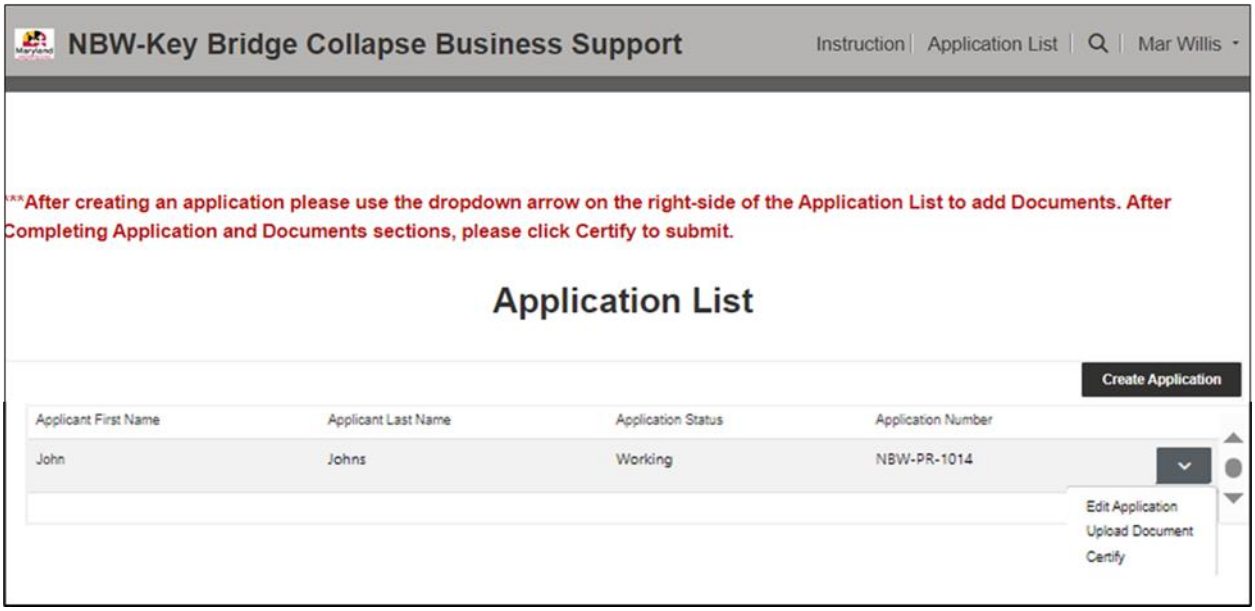


Select the file to be Uploaded, then select Open to add the file to the **Upload Document** screen.



Click the **Submit** button to save the Uploaded Document to the Application. Click the **Back** button to return to the **Document List** screen.

Certification



To certify the Application, select the Application List link at the top of the screen to display the **Application List** screen. Select Certify from the dropdown list to the right of the screen to display the **Notice of Disclosure** screen.

NBW-Key Bridge Collapse Business Support Instruction | Application List | Mar Willis

NEIGHBORHOOD BUSINESSWORKS PROGRAM PORT RECOVERY GRANT APPLICATION

Notice Regarding Disclosure of Information Relating to the Project

In accordance with Executive Order 01.01.2024.11, the Department of Housing and Community Development (the "Department") advises you that certain personal information is necessary to determine your eligibility for financial assistance. The undersigned authorizes the Department to make such inquiries as necessary, including, but not limited to, credit inquiries in order to verify the accuracy of the statements made by the applicant and to determine the creditworthiness of the applicant.

The Department intends to make available to the public certain information regarding the Project and the Borrower. In addition, the Department is 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, General Provisions Article, Section 4-101 et seq. of the Annotated Code of Maryland (the "Act"). Information that may be disclosed to any of the foregoing, including the public, may include, among other things, the name of the Borrower; 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 Borrower. Certain information may be exempt from disclosure under the Act. Requests for disclosure of information made pursuant the Act are evaluated on an individual basis by the Department. If the Borrower believes that any of the information it has provided to the Department is exempt from disclosure, Borrower should attach a statement to this Notice 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 Borrower's statement when responding to a request made pursuant to the Act.

I have read and understand the above paragraph. Applicant's Name:John Johns

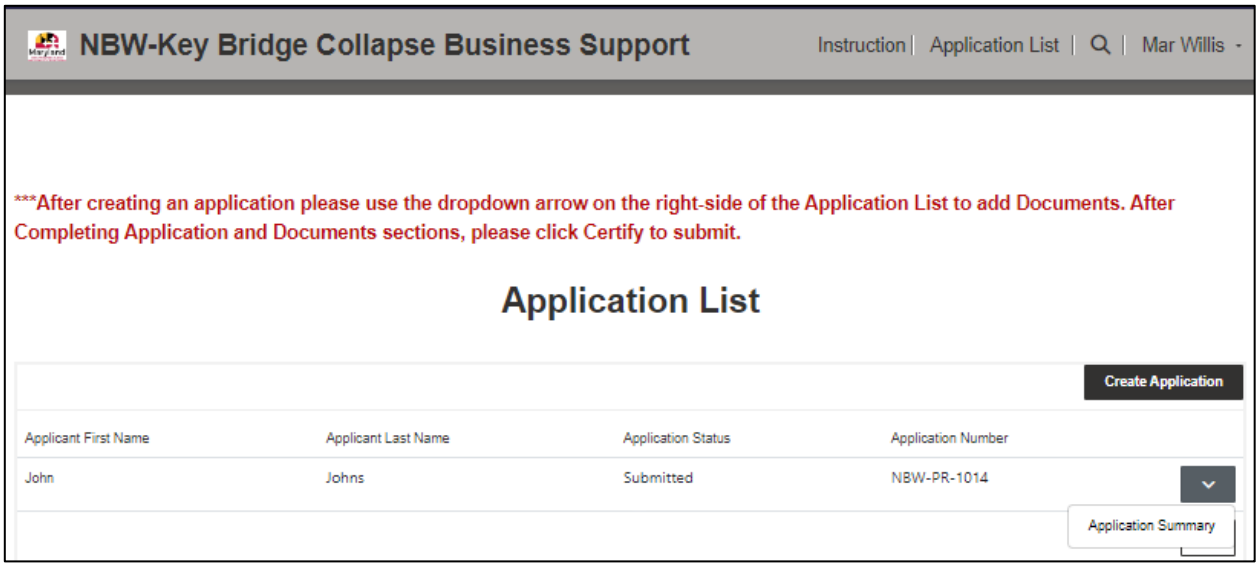
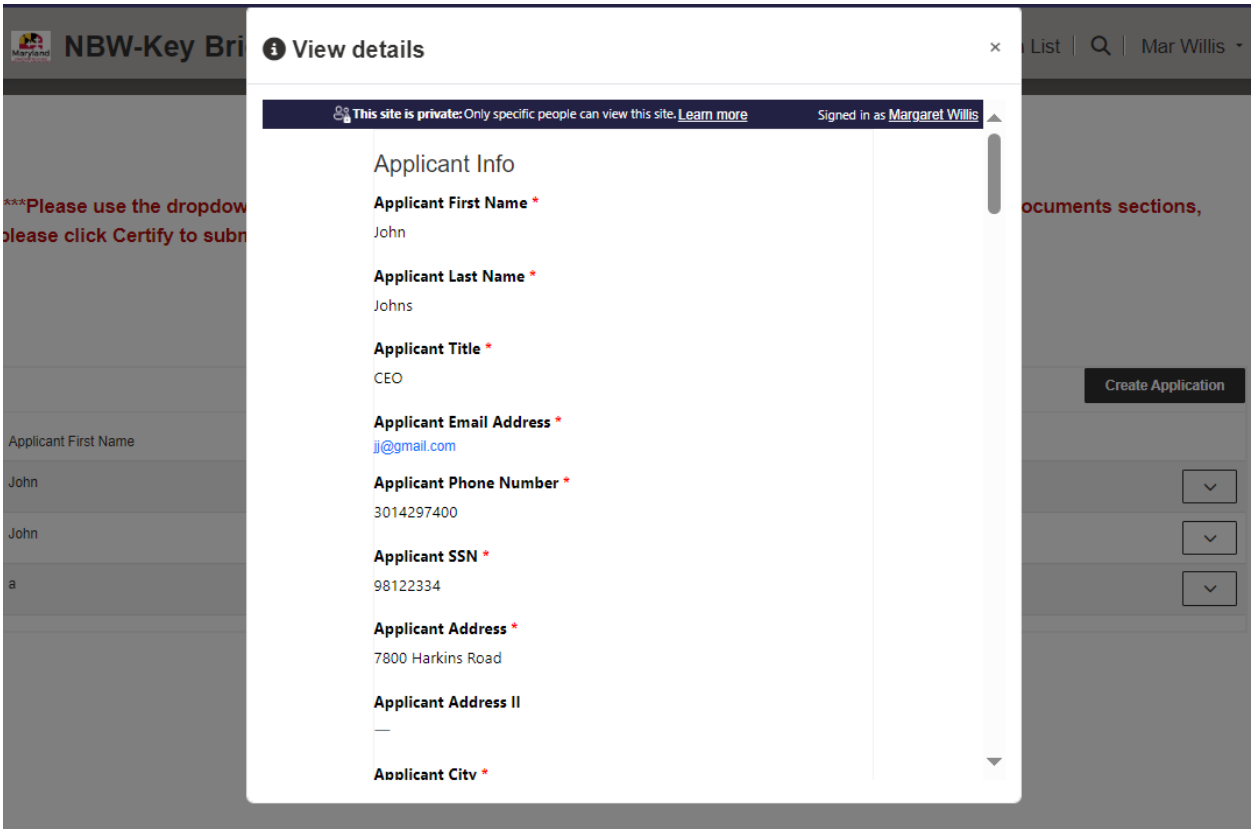
Anyone who knowingly makes, or causes to be made, any false statement or report relative to this financial assistance application for the purposes of influencing the action of the Department on such application shall be subject to criminal prosecution, a fine of up to $50,000, and/or imprisonment of up to five years

The undersigned hereby certifies that the Project proposed in this application can be accomplished in accordance with the budget set forth herein and further certifies that the information set herein and in any attachments in support hereof is true, correct, and complete to the best of his/her knowledge and belief.

Authorized Signature:John Johns **Type Name and Title:John Johns CEO** **Date:04/18/2024**

Certify

Read the Disclosure Notice in its entirety, then select **Certify** to change the Application status to Submitted and submit the Application to the staff at the Maryland Department of Housing and Community Development. An email will be sent acknowledging the submission. The **Application List** screen will be displayed.



The Application Status value is not Submitted. Once the status has changed from Working, no more changes can be made. The value in the dropdown is now Application Summary. Click on the Application Summary link to display the details of the Application in a popup window.