



**Neighborhood Business Works
Key Bridge Collapse Business Support
Applicant Guide**



Contents

Registration/Sign in... 4
Registration... 5
Sign in... 7
Change/Forgotten Password... 10
Navigation... 15
Navigation Bar... 15
Navigation Icons... 15
View Details... 16
Add/Edit an Application... 17
Add Application... 17
Add Applicant Information... 18
Add Business Information... 19
Add Loan... 20
Add Grant... 21
Add Loan/Grant... 22
Add Pending Lawsuits... 23
Add Pending Lawsuit Explain... 23
Add Bankruptcy... 24
Add Bankruptcy Explain... 24
Add Outstanding Liabilities... 25
Add Outstanding Liabilities Explain... 25
Add Maryland Department of Labor... 26
Add Maryland Department of Labor Status... 26
Add Maryland Department of Commerce... 27
Add Maryland Department of Commerce Status... 27
Add Baltimore City Funding... 28
Add Baltimore City Funding Status... 28
Add Small Business Administration Loan... 29
Add Small Business Administration Loan Status... 29
Add Additional Program Information... 30
Edit Application... 31



NBW PORT RECOVERY PROGRAM

Upload Document.....	33
Certification.....	36



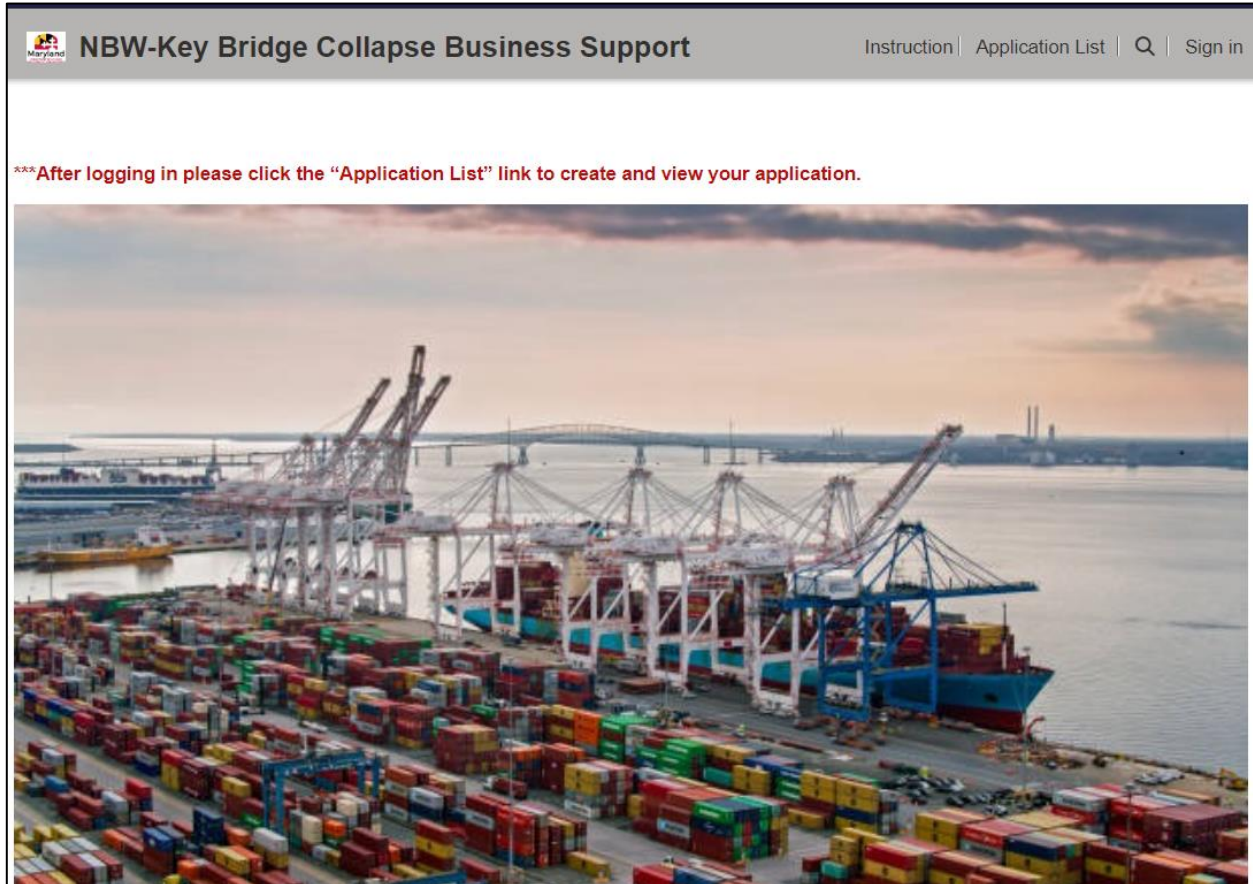
NBW PORT RECOVERY PROGRAM

Registration/Sign in

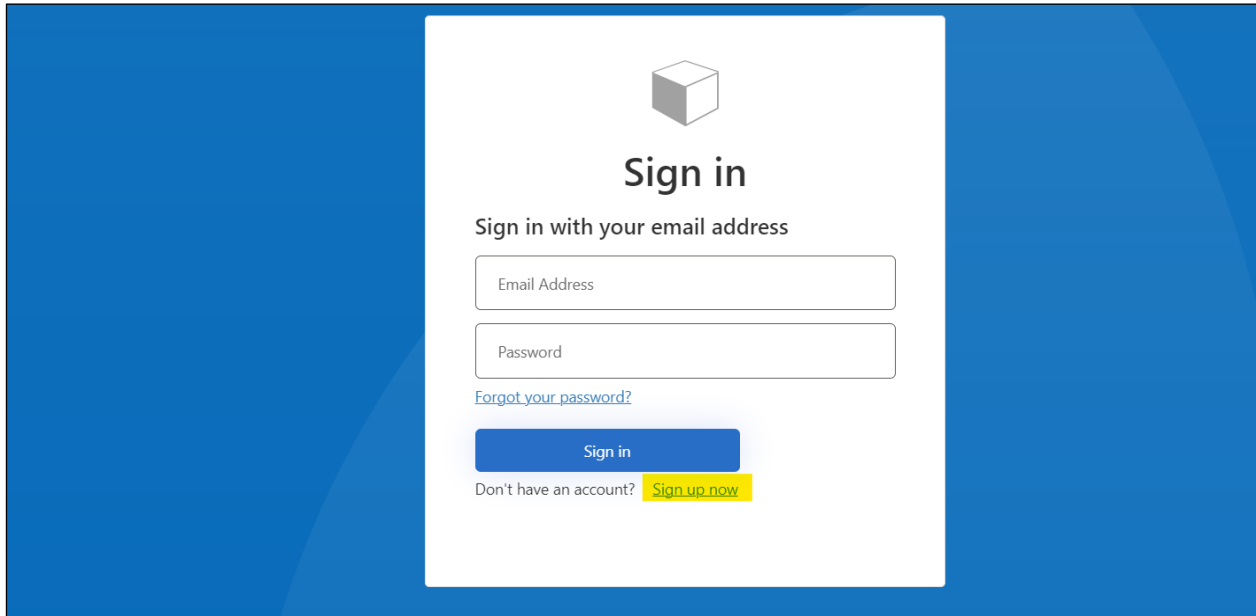
To register for the NBW Key Bridge Collapse Business Support, navigate to the following link:

<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.

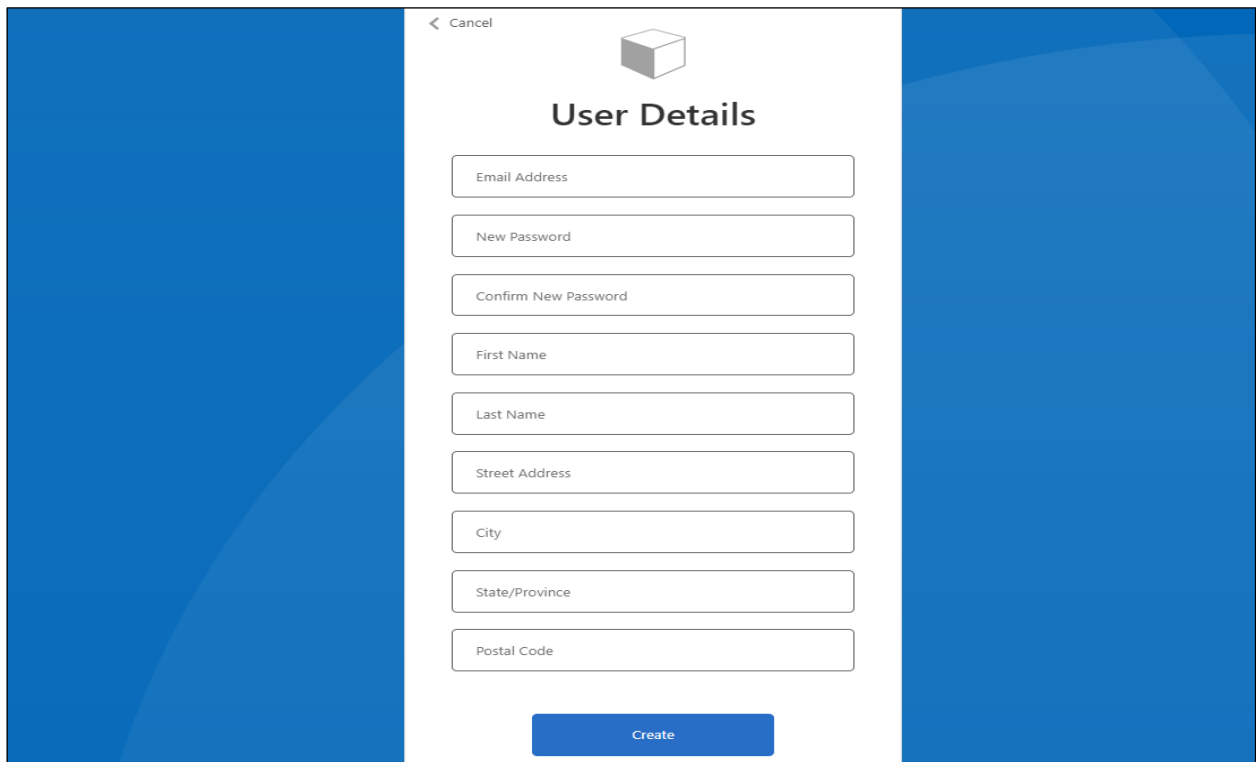


Registration



The image shows a 'Sign in' screen with a white background centered on a blue gradient. At the top is a 3D cube icon. Below it is the text 'Sign in' in a large, bold font. Underneath is the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A blue link 'Forgot your password?' is positioned below the password field. At the bottom left is a blue 'Sign in' button. To its right is the text 'Don't have an account?' followed by a yellow 'Sign up now' button.

Click on the [Sign up now](#) link to Register for the first time to display the **User Details** screen.



The image shows a 'User Details' screen with a white background centered on a blue gradient. At the top left is a '< Cancel' link. At the top center is a 3D cube icon. Below it is the text 'User Details' in a large, bold font. There are eight input fields stacked vertically: 'Email Address', 'New Password', 'Confirm New Password', 'First Name', 'Last Name', 'Street Address', 'City', 'State/Province', and 'Postal Code'. At the bottom center is a blue 'Create' button.

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**.



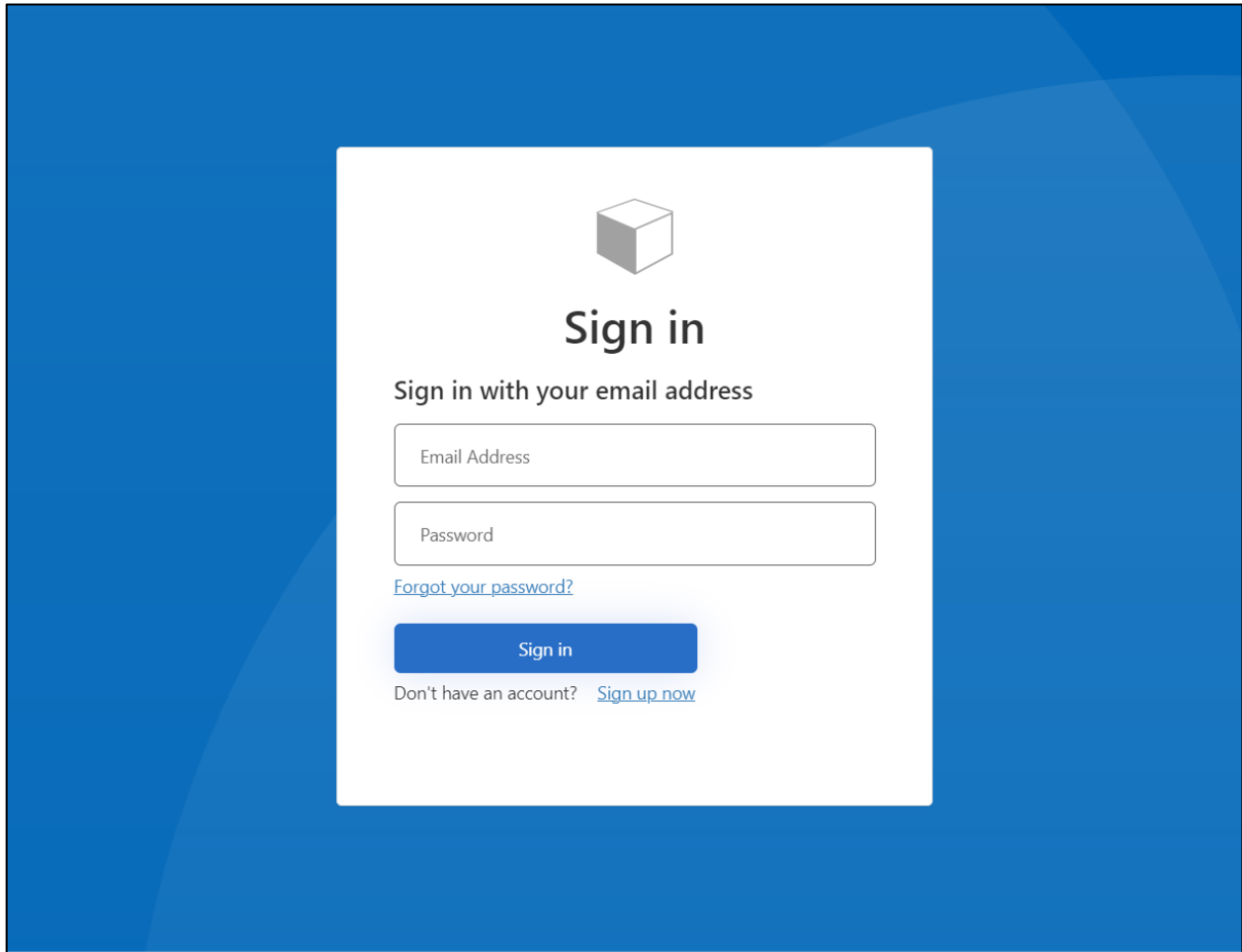
NBW PORT RECOVERY PROGRAM


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.

A screenshot of a mobile application screen titled "User Details". The screen has a white background with a blue header bar at the top containing a back arrow and the word "Cancel". Below the header is a 3D cube icon. The main title "User Details" is centered. Below the title, a message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first contains the email address "sravya.gorrepati@maryland.gov" and the second is labeled "Verification Code" with a cursor. Below the input fields are two blue buttons: "Verify code" and "Send new code". At the bottom of the screen is a larger blue button labeled "Continue".

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

Sign in

A sign-in form is centered on a blue background. At the top of the form is a 3D cube icon. Below the icon is the heading "Sign in" in a large, bold font. Underneath is the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a blue link that says "Forgot your password?". At the bottom of the form is a blue button with the text "Sign in". Below the button is the text "Don't have an account?" followed by a blue link that says "Sign up now".



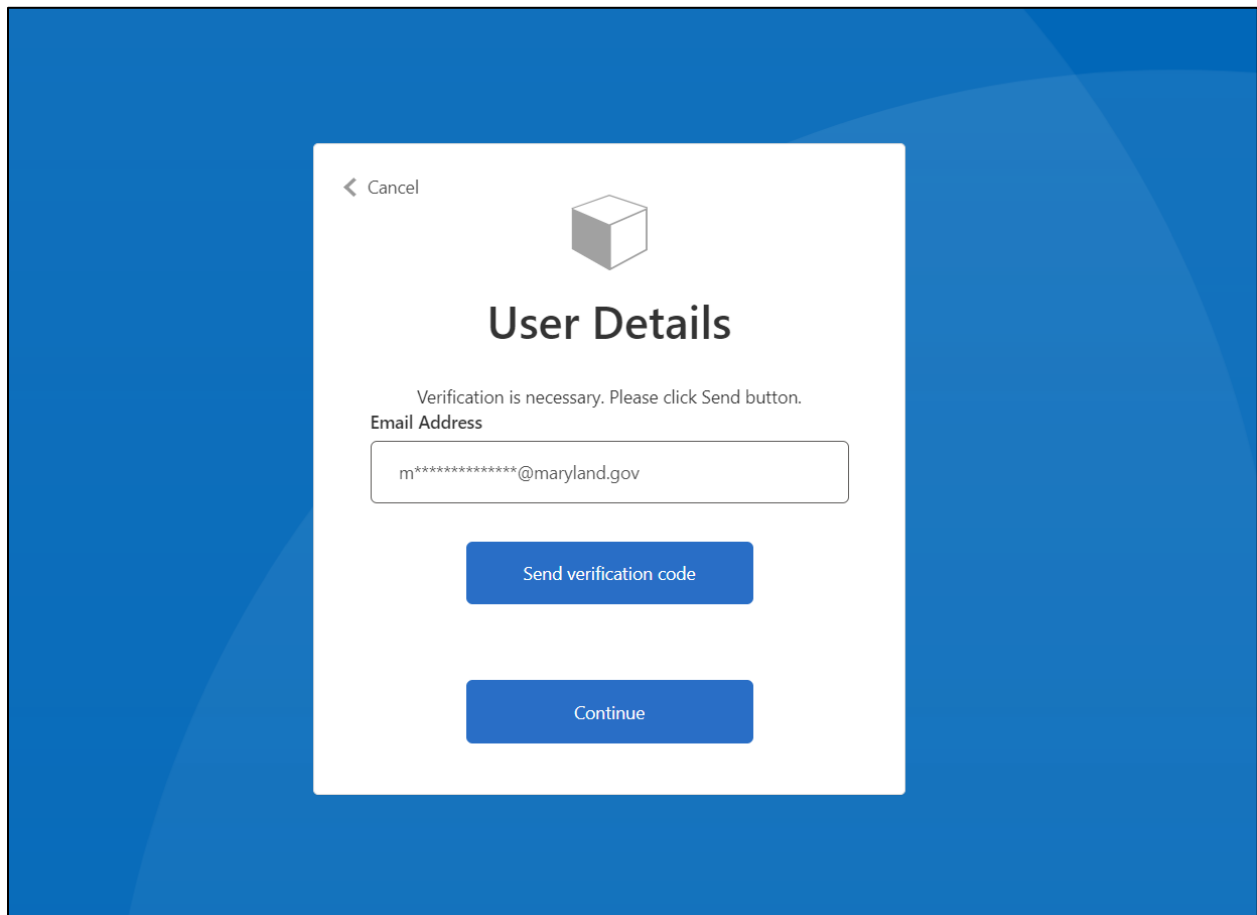
Sign in

Sign in with your email address

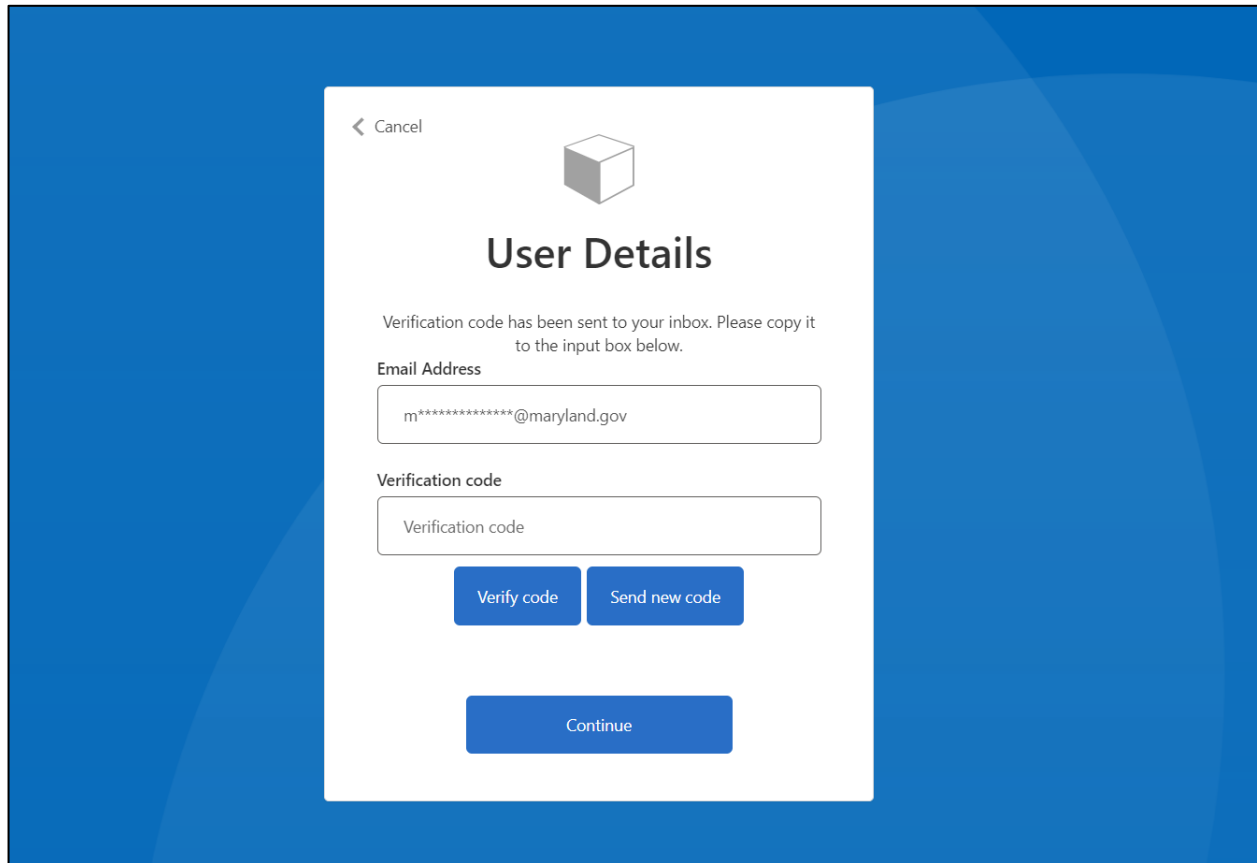
[Forgot your password?](#)

Don't have an account? [Sign up now](#)

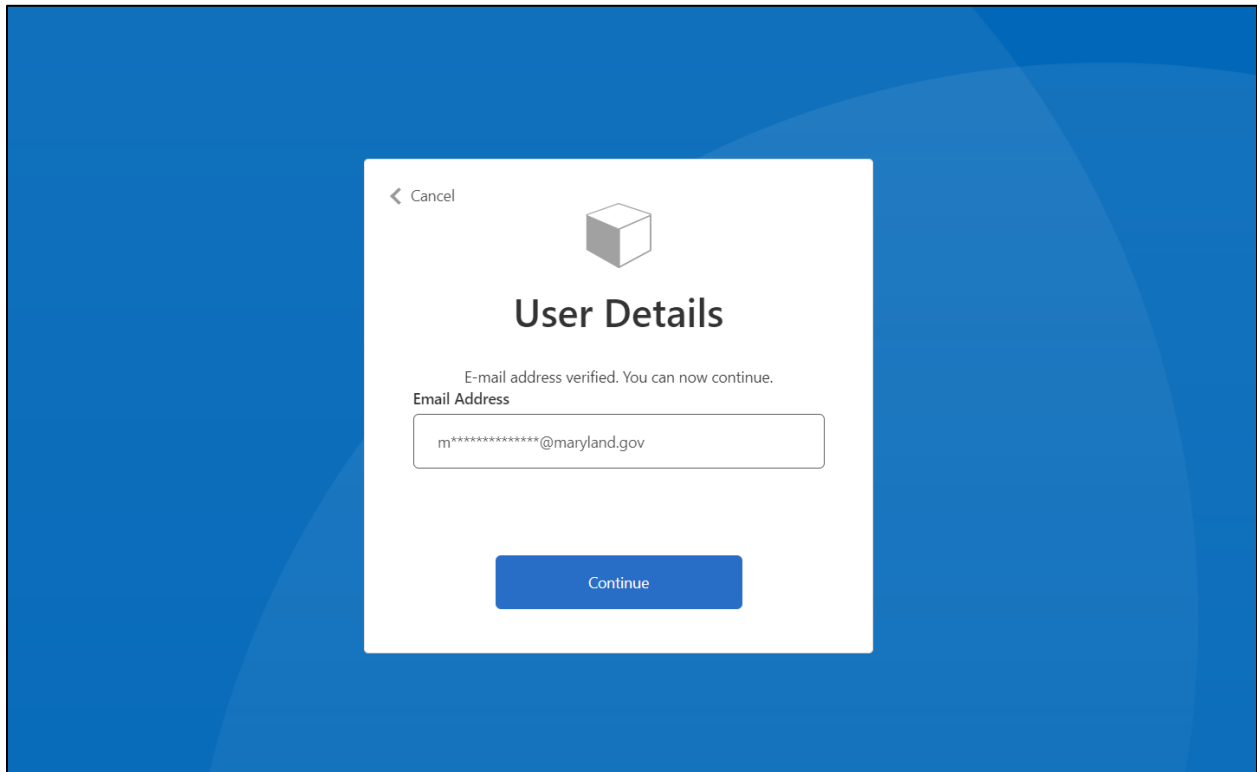
To sign in, enter email address and password selected during registration and click **Sign in** to display the **Verification** screen.



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



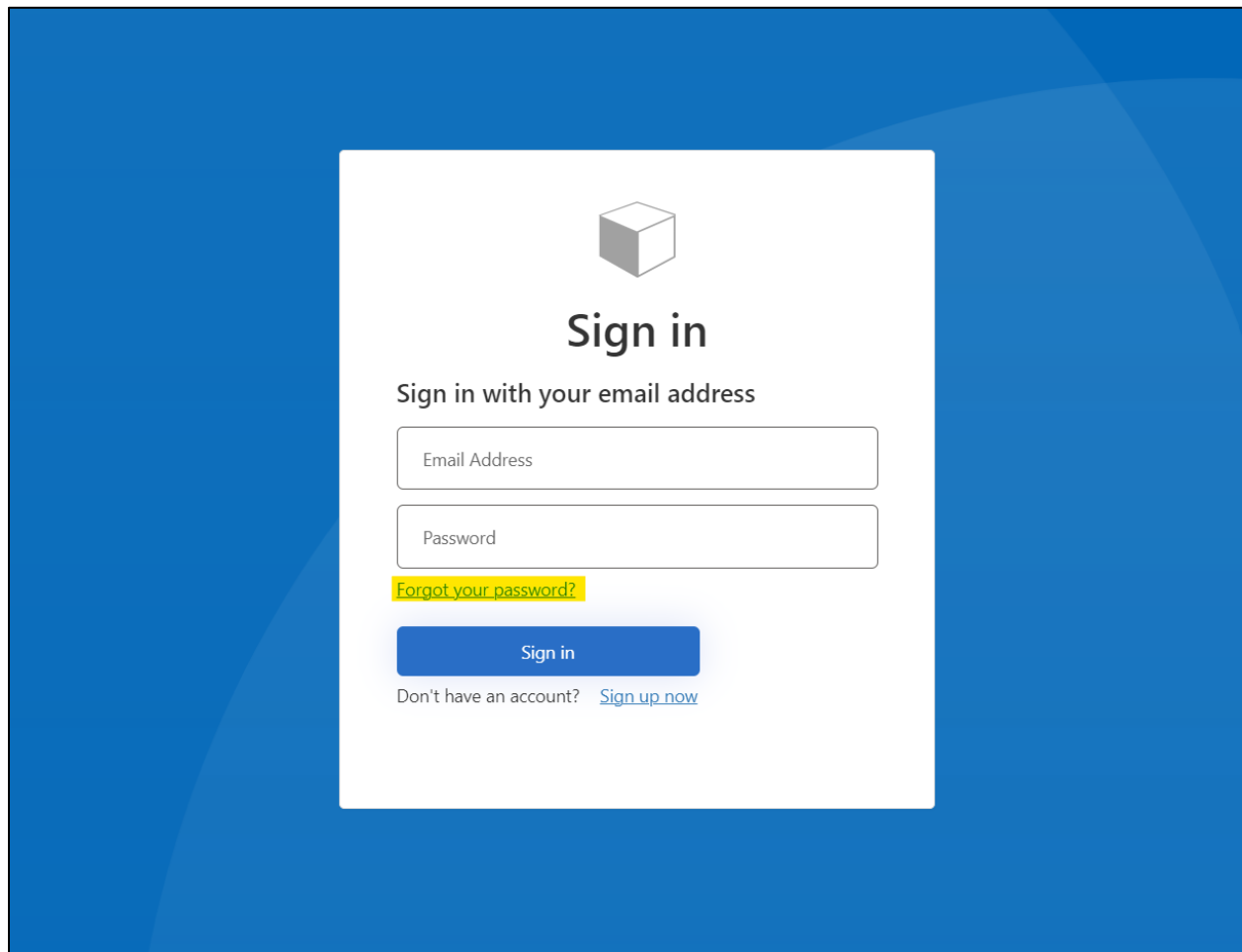
Copy the Verification code from the Verification email and paste into screen. Select **Verify code**, then select **Continue** to display the email Address Verification screen.



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

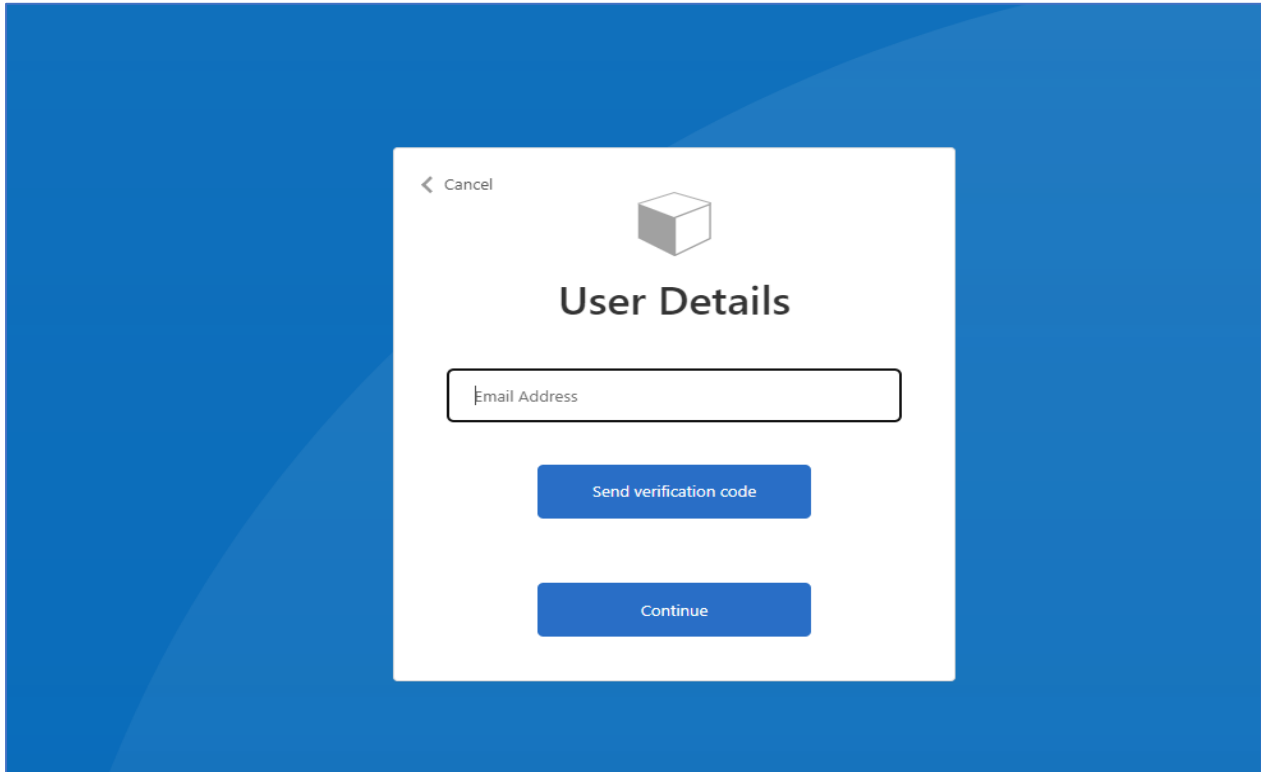
Change/Forgotten Password

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.

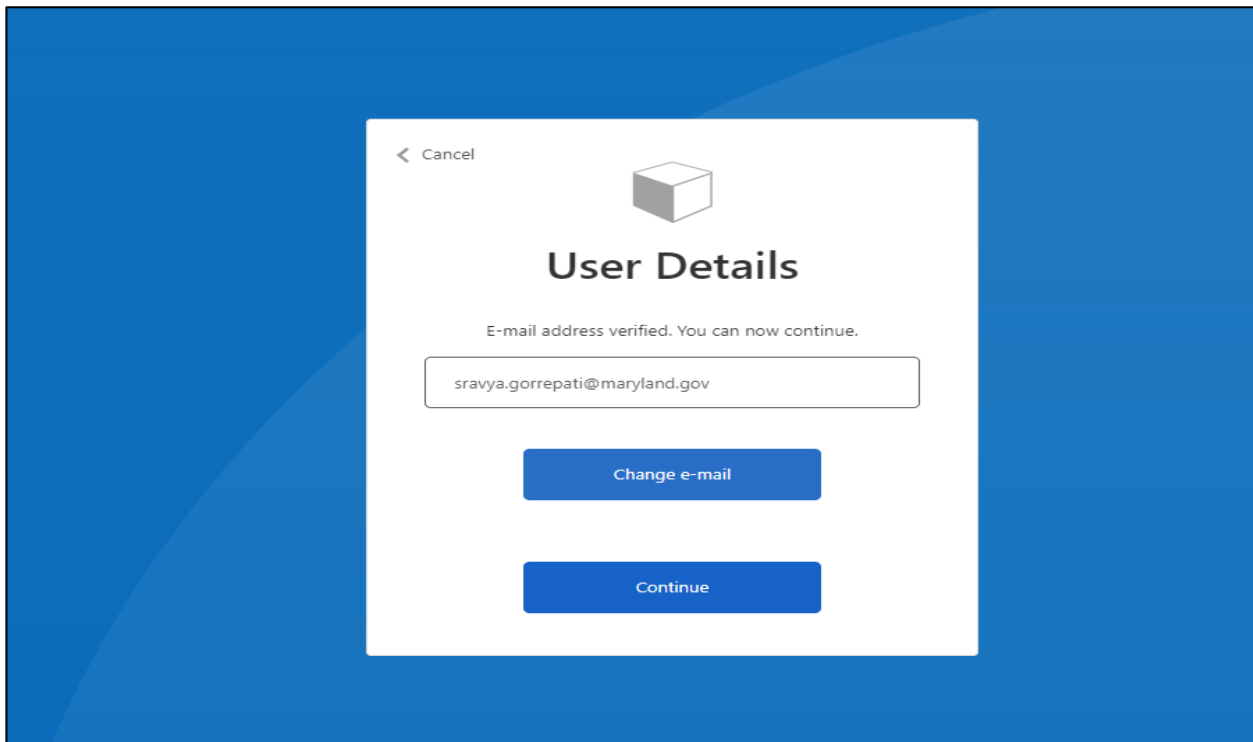


The image shows a 'Sign in' screen with a white background centered on a blue gradient. At the top is a 3D cube icon. Below it is the text 'Sign in' in a large, bold font. Underneath is the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a link 'Forgot your password?' highlighted in yellow. At the bottom of the form is a blue 'Sign in' button. Below the button is the text 'Don't have an account?' followed by a blue link 'Sign up now'.

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.





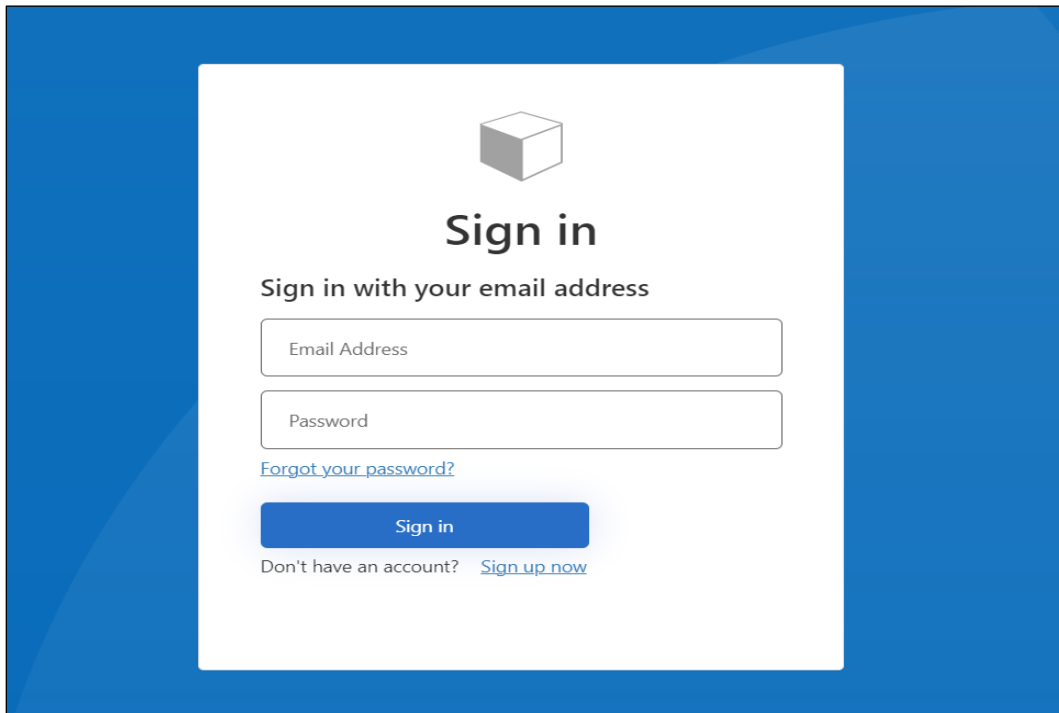
NBW PORT RECOVERY PROGRAM

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.

The image shows a mobile application screen titled "User Details" with a blue background. At the top left, there is a back arrow and the word "Cancel". In the center, there is a 3D cube icon. Below the icon, the title "User Details" is displayed. There are two input fields: the first is labeled "New Password" and the second is labeled "Confirm New Password". At the bottom center, there is a blue button labeled "Continue".

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



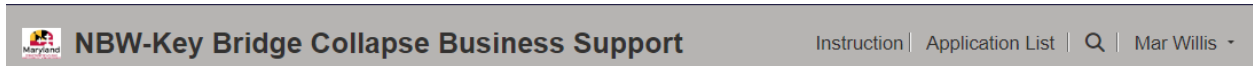
The image shows a sign-in interface on a blue background. At the top center is a white cube icon. Below it is the text "Sign in" in a large, bold font. Underneath is the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a blue link that says "Forgot your password?". At the bottom of the form is a blue button with the text "Sign in". Below the button is the text "Don't have an account?" followed by a blue link that says "Sign up now".

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.

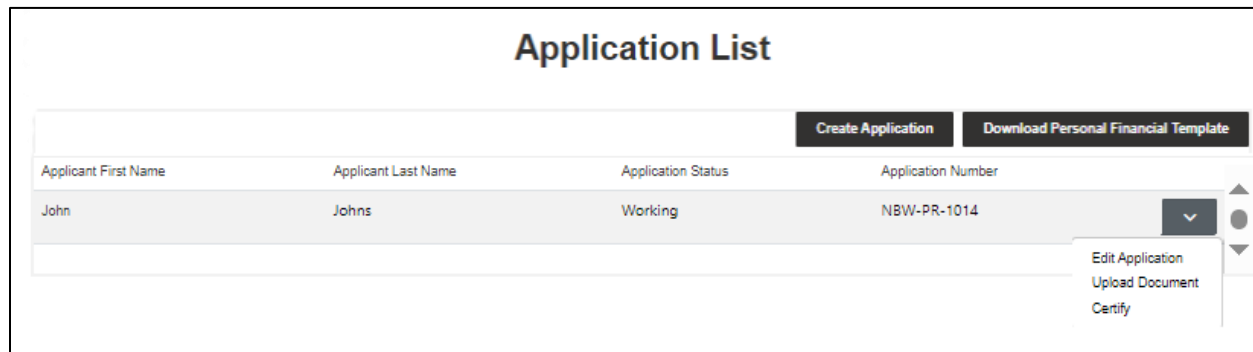
🔍 - N/A

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

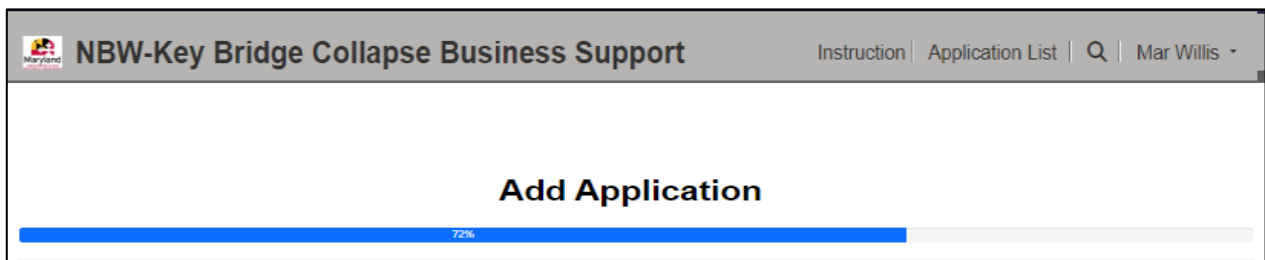
Navigation Icons

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.

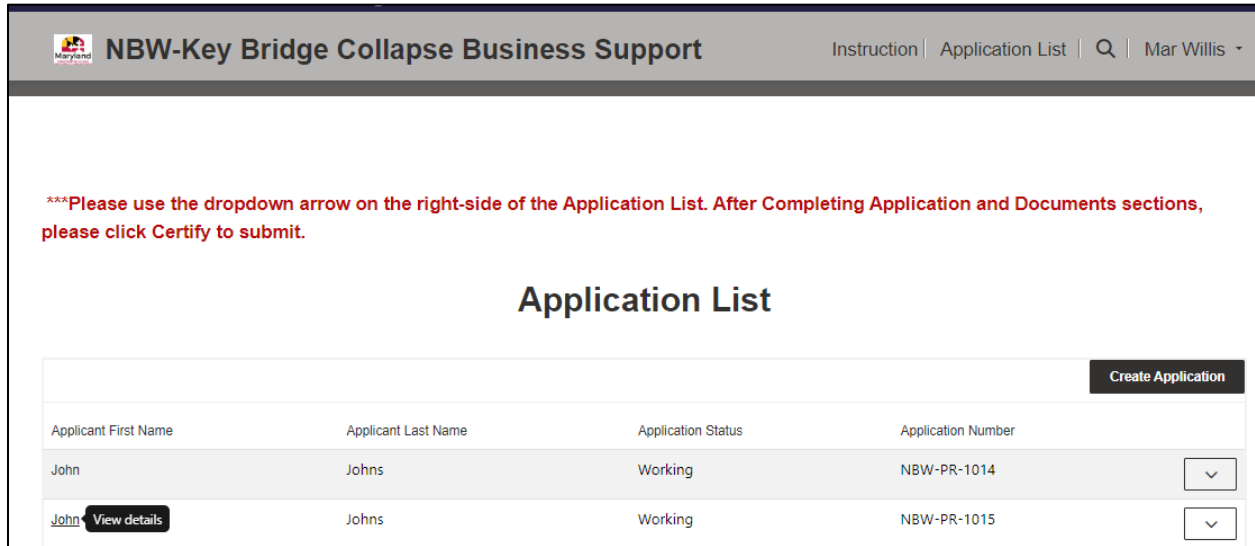


Use the dropdown arrow on the right-side of the Application List to Edit an Application, Upload Document, or Certify.



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

View Details



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

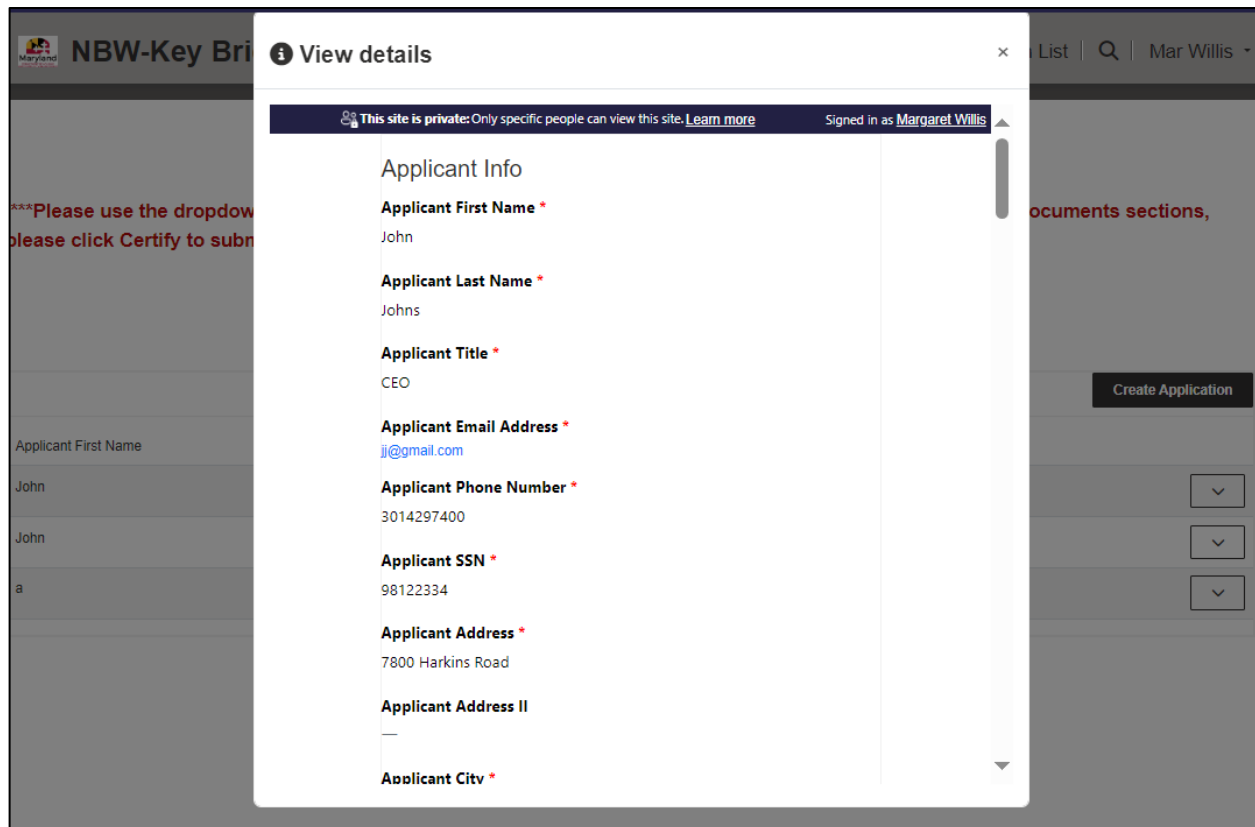
***Please use the dropdown arrow on the right-side of the Application List. After Completing Application and Documents sections, please click Certify to submit.

Application List

Create Application

Applicant First Name	Applicant Last Name	Application Status	Application Number
John	Johns	Working	NBW-PR-1014
John View details	Johns	Working	NBW-PR-1015

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.



View details | This site is private: Only specific people can view this site. | Signed in as Margaret Willis

Applicant Info

- Applicant First Name ***
John
- Applicant Last Name ***
Johns
- Applicant Title ***
CEO
- Applicant Email Address ***
jj@gmail.com
- Applicant Phone Number ***
3014297400
- Applicant SSN ***
98122334
- Applicant Address ***
7800 Harkins Road
- Applicant Address II**
—
- Applicant City ***

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

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

****After creating an application please use the dropdown arrow on the right-side of the Application List to add Documents. After Completing Application and Documents sections, please click Certify to submit.**

Application List

Create Application


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

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

Add Application



Add Applicant Information

 **NBW Port Recovery** Home | Application List | Q | Mar Willis -

Add Application

0%

Applicant Info	Applicant Address
Applicant First Name * <input type="text"/>	Applicant Address * <input type="text"/>
Applicant Last Name * <input type="text"/>	Applicant Address II <input type="text"/>
Applicant Title * <input type="text"/>	Applicant City * <input type="text"/>
Applicant Email Address * <input type="text"/>	Applicant State * MD
Applicant Phone Number (enter without dashes (-)) * <small>Provide a telephone number</small> <input type="text"/>	Applicant ZipCode * <input type="text"/>
Applicant SSN (enter without dashes (-)) * <input type="text"/>	Applicant County * <input type="text"/>
Race * <input type="text"/>	
Ethnicity * <input type="text"/>	
Gender * <input type="text"/>	

Next

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 | Q | 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

Previous
Next



NBW PORT RECOVERY PROGRAM

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

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

Add Application

11%

Loan

Loan Amount Requested *

Please provide a brief plan for the use of funds should funding be approved for Loan *

Please provide an overview of your business, structure, and organization for Loan *

Please provide a brief explanation of revenue loss and/or increased expenses incurred due to Key Bridge collapse for Loan *

Previous Next


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

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

Add Application

11%

Grant

Grant Amount Requested *

Please provide a brief plan for the use of funds should funding be approved for Grant *

Please provide an overview of your business, structure, and organization for Grant *

Please provide a brief explanation of revenue loss and/or increased expenses incurred due to Key Bridge collapse for Grant *

PreviousNext

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

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

Add Application

11%

Loan/Grant

Loan Amount Requested *

Grant Amount Requested *

Please provide a brief plan for the use of funds should funding be approved for Loan/Grant *

Please provide an overview of your business, structure, and organization for Loan/Grant *

Please provide a brief explanation of revenue loss and/or increased expenses incurred due to Key Bridge collapse for Loan/Grant *

Previous Next

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

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

Add Application

16%

Pending Lawsuits

Are lawsuits pending against you or your company? *

No Yes

Previous Next

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

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

Add Application

22%

Pending Lawsuits Explain

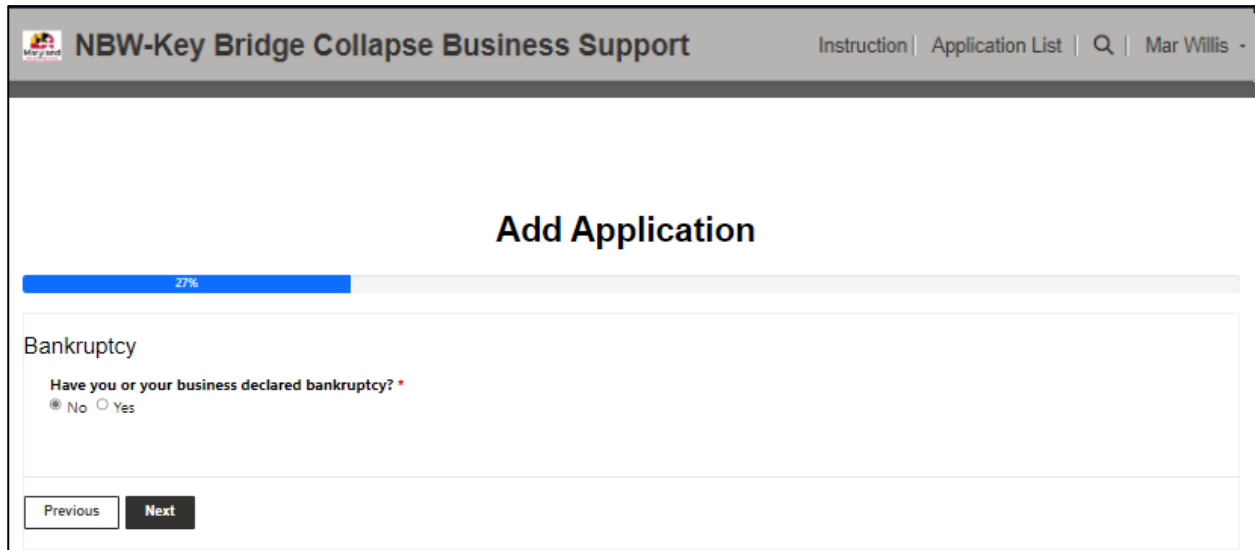
Please explain lawsuits pending against you or your company *

Previous Next

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

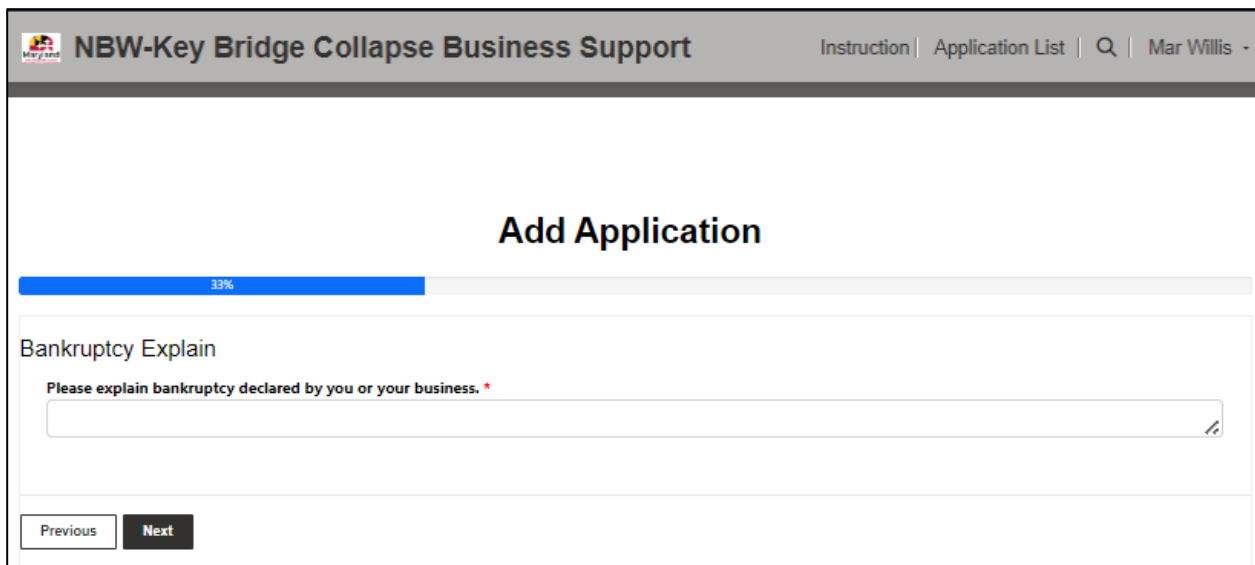


The screenshot shows the 'Add Application' screen for the 'Bankruptcy' section. At the top, there is a progress bar indicating 27% completion. Below the progress bar, the title 'Bankruptcy' is displayed. The main content area contains a question: 'Have you or your business declared bankruptcy? *'. There are two radio button options: 'No' (which is selected) and 'Yes'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

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



The screenshot shows the 'Add Application' screen for the 'Bankruptcy Explain' section. At the top, there is a progress bar indicating 33% completion. Below the progress bar, the title 'Bankruptcy Explain' is displayed. The main content area contains a text input field with the prompt: 'Please explain bankruptcy declared by you or your business. *'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

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

The screenshot shows the 'Add Application' screen for 'NBW-Key Bridge Collapse Business Support'. The progress bar is at 38%. The section is titled 'Outstanding Liabilities' and contains the question: 'Do you have any outstanding liabilities with the State of Maryland? *'. There are two radio button options: 'No' (selected) and 'Yes'. At the bottom, there are 'Previous' and 'Next' buttons.

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

The screenshot shows the 'Add Application' screen for 'NBW-Key Bridge Collapse Business Support'. The progress bar is at 44%. The section is titled 'Outstanding Liabilities Explain' and contains the question: 'Please explain outstanding liabilities with the State of Maryland. *'. Below the question is a large text input field with a small icon in the bottom right corner. At the bottom, there are 'Previous' and 'Next' buttons.

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.



NBW PORT RECOVERY PROGRAM

Add Maryland Department of Labor

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

Add Application

50%

Maryland Department of Labor

Did you apply to the Maryland Department of Labor for grant funding related to the Bridge collapse? *

No Yes

Previous Next

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

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

Add Application

55%

Maryland Department of Labor Status

What is the status of your application with the Maryland Department of Labor? *

▼

Previous Next

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.



NBW PORT RECOVERY PROGRAM

Add Maryland Department of Commerce

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

Add Application

61%

Maryland Department of Commerce

Did you apply to the Maryland Department of Commerce for grant funding related to the Bridge collapse? *

No Yes

Previous Next

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

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

Add Application

66%

Maryland Department of Commerce Status

What is the status of your application with the Maryland Department of Commerce? *

Previous Next

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.



NBW PORT RECOVERY PROGRAM

Add Baltimore City Funding

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

Add Application

72%

Baltimore City Funding

Did you apply to Baltimore City for grant funding related to the Bridge collapse? *

No Yes

Previous Next

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

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

Add Application

77%

Baltimore City Funding Status

What is the status of your application with Baltimore City Funding? *

▼

Previous Next

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.



NBW PORT RECOVERY PROGRAM

Add Small Business Administration Loan

The screenshot shows the 'Add Application' screen for 'Small Business Association Loan'. The progress bar is at 75%. The question is 'Did you apply to SBA for a loan related to the Bridge collapse?'. The 'No' radio button is selected. There are 'Previous' and 'Next' buttons at the bottom.

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

The screenshot shows the 'Add Application' screen for 'SBA Loan Status'. The progress bar is at 83%. The question is 'What is the status of your application with the SBA?'. There is a dropdown menu with a downward arrow. There are 'Previous' and 'Next' buttons at the bottom.

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.



NBW PORT RECOVERY PROGRAM

Add Additional Program Information

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

Add Application

91%

Additional Program Info

Please provide additional information on the programs you applied for, the status, and what has been awarded.

Previous Submit

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.

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

****After creating an application please use the dropdown arrow on the right-side of the Application List to add Documents. After Completing Application and Documents sections, please click Certify to submit.**

Application List

Create Application

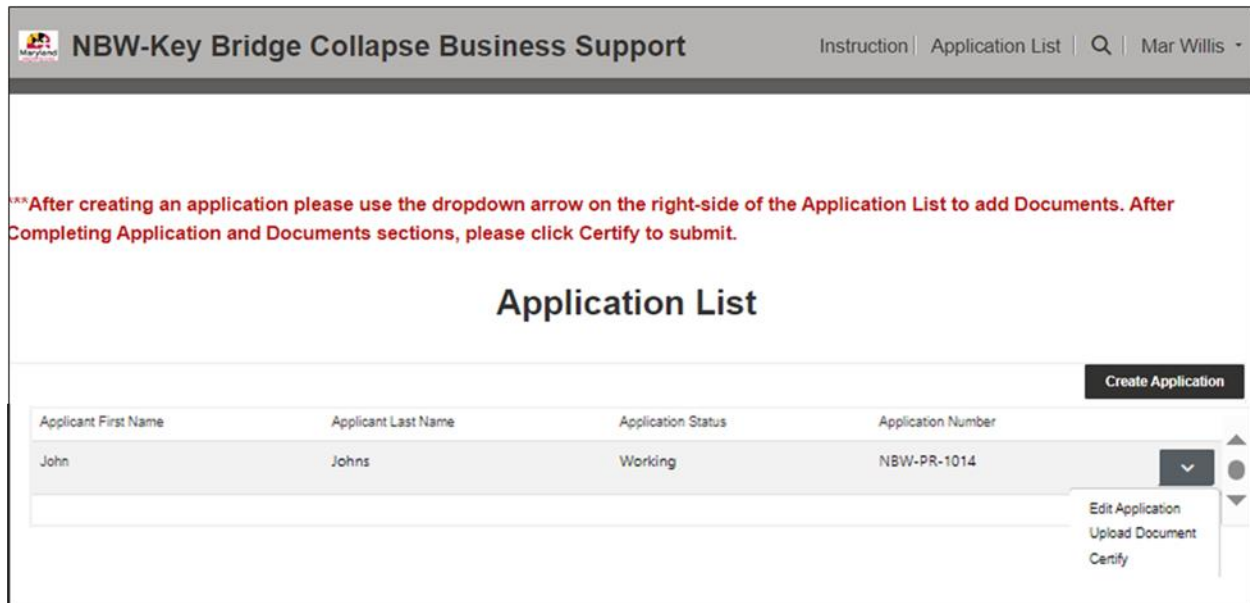
Applicant First Name	Applicant Last Name	Application Status	Application Number
John	Johns	Working	NBW-PR-1014

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.



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

****After creating an application please use the dropdown arrow on the right-side of the Application List to add Documents. After Completing Application and Documents sections, please click Certify to submit.**

Application List

Create Application

Applicant First Name	Applicant Last Name	Application Status	Application Number
John	Johns	Working	NBW-PR-1014

- Edit Application
- Upload Document
- Certify

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



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

Edit Application

0%

Applicant Information	Applicant Address
Applicant First Name * <input type="text" value="John"/>	Applicant Address * <input type="text" value="7800 Harkins Road"/>
Applicant Last Name * <input type="text" value="Johns"/>	Applicant Address II <input type="text"/>
Applicant Title * <input type="text" value="CEO"/>	Applicant City * <input type="text" value="Lanham"/>
Applicant Email Address * <input type="text" value="ij@gmail.com"/>	Applicant State * <input type="text" value="MD"/>
Applicant Phone Number (enter without dashes (-)) * <input type="text" value="3014297400"/>	Applicant ZipCode * <input type="text" value="20706"/>
Applicant SSN (enter without dashes (-)) * <input type="text" value="98122334"/>	Applicant County * <input type="text" value="Baltimore City"/>
Race * <input type="text" value="I wish not to answer"/>	
Ethnicity * <input type="text" value="I wish not to answer"/>	
Gender * <input type="text" value="I wish not to answer"/>	

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.



NBW PORT RECOVERY PROGRAM

Upload Document

The screenshot shows the 'Application List' page. At the top, there is a navigation bar with the Maryland logo, the title 'NBW-Key Bridge Collapse Business Support', and links for 'Instruction', 'Application List', a search icon, and the user name 'Mar Willis'. Below the navigation bar, a red instruction box reads: "After creating an application please use the dropdown arrow on the right-side of the Application List to add Documents. After Completing Application and Documents sections, please click Certify to submit." The main heading is 'Application List'. On the right side, there is a 'Create Application' button. Below this is a table with the following data:

Applicant First Name	Applicant Last Name	Application Status	Application Number
John	Johns	Working	NBW-PR-1014

To the right of the table row, there is a dropdown menu with the following options: 'Edit Application', 'Upload Document', and 'Certify'.

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

The screenshot shows the 'Document List' page. At the top, there is a navigation bar with the Maryland logo, the title 'NBW-Key Bridge Collapse Business Support', and links for 'Instruction', 'Application List', a search icon, and the user name 'Mar Willis'. Below the navigation bar, the main heading is 'Document List'. Underneath, there is a sub-heading 'Documents' and an 'Upload' button on the right. Below this is a table with the following columns: 'Document Type', 'Explanation', and 'Created On'. A yellow message box at the bottom of the table area states: "There are no records to display."

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

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

Upload Document

[Download W9 Form](#) | [Search SDAT](#) | [Download Personal Financial Template](#)

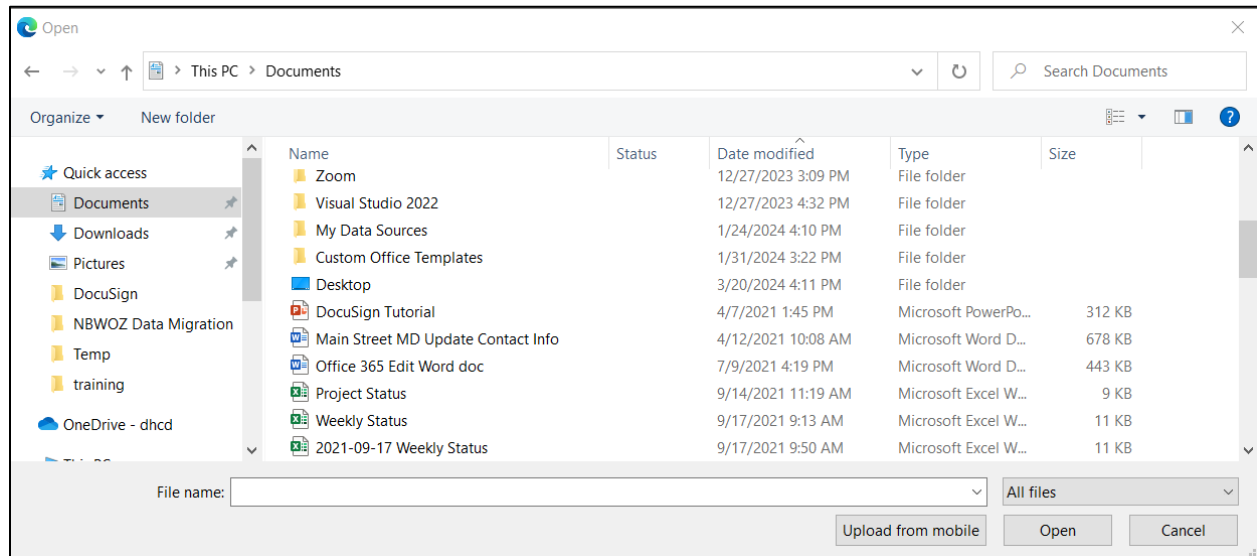
Document Type *

Explanation


Attach a file *
 No file chosen

***Once all documents have been uploaded please return to the Application List to certify the application.

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.

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

Upload Document

[Download W9 Form](#) | [Search SDAT](#) | [Download Personal Financial Template](#)

Document Type *

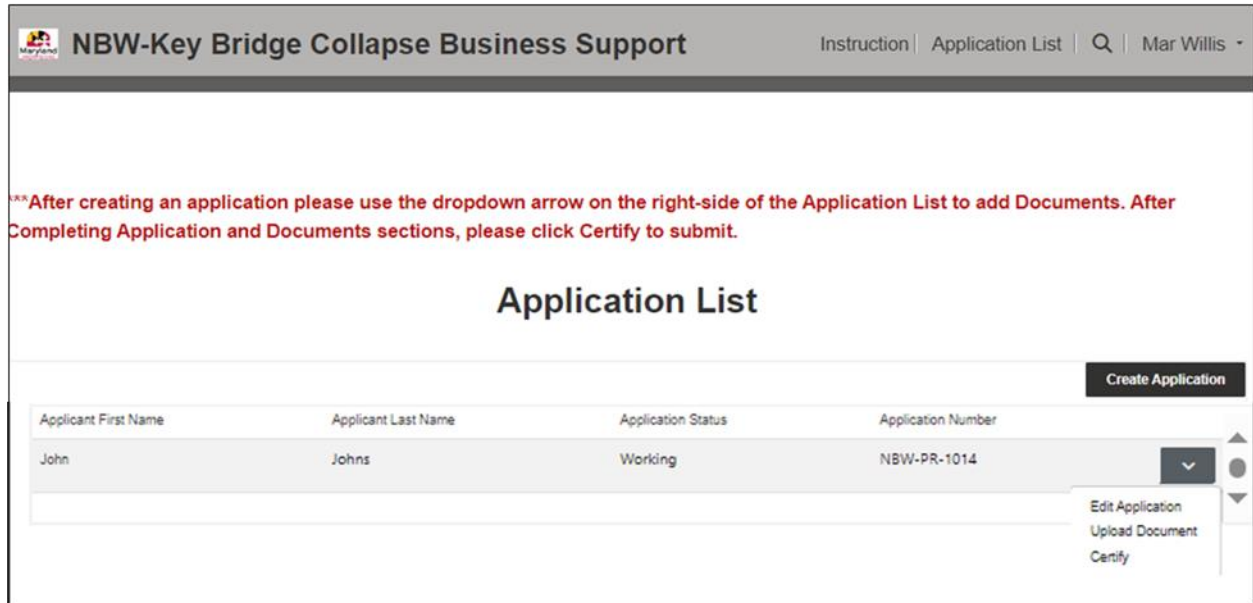
Explanation

Attach a file *
 Project Status.xlsx

***Once all documents have been uploaded please return to the Application List to certify the application.

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

Certification



The screenshot shows a web application interface for "NBW-Key Bridge Collapse Business Support". At the top, there is a navigation bar with "Instruction", "Application List", a search icon, and the user name "Mar Willis". Below the navigation bar, a red text instruction reads: "***After creating an application please use the dropdown arrow on the right-side of the Application List to add Documents. After Completing Application and Documents sections, please click Certify to submit." The main content area is titled "Application List" and features a table with the following data:

Applicant First Name	Applicant Last Name	Application Status	Application Number
John	Johns	Working	NBW-PR-1014

To the right of the table, there is a "Create Application" button and a dropdown menu for the selected application. The dropdown menu contains the following options: "Edit Application", "Upload Document", and "Certify".

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.



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

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.

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

***After creating an application please use the dropdown arrow on the right-side of the Application List to add Documents. After Completing Application and Documents sections, please click Certify to submit.

Application List

Applicant First Name	Applicant Last Name	Application Status	Application Number	
John	Johns	Submitted	NBW-PR-1014	<div style="float: right;"> Application Summary </div>

[Create Application](#)

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.

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

View details [Close]

This site is private: Only specific people can view this site. [Learn more](#) | Signed in as **Margaret Willis**

Applicant Info

- Applicant First Name ***
John
- Applicant Last Name ***
Johns
- Applicant Title ***
CEO
- Applicant Email Address ***
jj@gmail.com
- Applicant Phone Number ***
3014297400
- Applicant SSN ***
98122334
- Applicant Address ***
7800 Harkins Road
- Applicant Address II**
—
- Applicant City ***

***Please use the dropdown arrow on the right-side of the Application List to add Documents. After Completing Application and Documents sections, please click Certify to submit.

[Create Application](#)