

# FY24 Next Step Housing Operating Grant Application Guidance

*Anne Arundel County, Maryland*

*Applications accepted on a rolling basis pending funding availability.*

For FY 2024, \$800,000 in funding is being made available to support the operation of group homes and transitional living units operated by nonprofit providers serving previously underserved populations. The funding for this program is being provided through Anne Arundel County.

## **Objective**

This program recognizes the need for “next step” or transitional housing for vulnerable populations that may need supportive housing opportunities as they exit emergency shelters, incarceration, and/or rehabilitation. Many times, capital funding is available to create affordable units, however there are fewer resources supporting the on-going operations to ensure transitional housing stays sustainable.

**Please review all guidelines and instructions before beginning the application.**

## **I. Applications and all required attachments may be submitted by email to:**

Arundel Community Development Services, Inc.  
ATTN: Elizabeth Brush, Planning Director  
Email: ebrush@acdsinc.org

## **II. Applicant Minimum Submission Requirements**

- a) The applicant must
  - i. have nonprofit status for at least five (5) full years, or
- b) The applicant must be registered to conduct business in the State of Maryland at the time of application.

The applicant must have an audit or audited financial statements. Copies of each audited financial statement must be submitted with the application. Reviews and Compilations will not be accepted. Audit findings will make the applicant ineligible to receive assistance.

- c) Non-profit organizations must have a Board of Directors that has been active within the last 12 months.

- d) The applicant must have at least twelve (12) months' experience directly related to the proposed project or program.

**III. Applicants must include the following attachments with your application:**

- a) Board Authorization to apply for grant and signatory authority (Copy of Minutes of meeting and resolutions.)
- b) 501(c)(3) documentation
- c) Bylaws
- d) Articles of Incorporation
- e) Current list of Board of Directors
- f) Current (within 6 months) Certificate of Good Standing
- g) Organizational Chart
- h) Evidence of Insurance
- i) Current W-9
- j) Most recent Audit or Financial Statement
- k) Financial Accounting Procedures
- l) Procurement Policy

**Please do not hesitate to Elizabeth Brush at [ebrush@acdsinc.org](mailto:ebrush@acdsinc.org) if there are questions regarding this application or to inquire if a specific project is eligible for funding.**

### **Eligible Funding Activities**

This application makes available Next Step Operating Funds to support the following:

1. **Housing:** leasing or operating cost of transitional and group housing
2. **Limited Supportive Services:** Supportive Services eligible for funding must be a necessary component to support the housing program (e.g., case management)

Projects can apply operating funds for either a one- or two-year grant period.

### **Project Beneficiaries**

- Eligible beneficiaries include:
- Persons who are homeless or at risk of homelessness, including unaccompanied youth
- Persons with Disabilities
- Victims of Domestic Violence and/or Human Trafficking
- Returning Residents (persons exiting incarceration)
- Veterans
- Vulnerable Older Adults

## **Program Requirements**

1. Populations being served must have income at or below 60% AMI
2. Applicants serving persons experiencing homelessness or persons at-risk of homelessness, must participate the local Continuum of Care meetings (Anne Arundel and Annapolis Coalition for the Homeless)
3. Applicants serving persons experiencing homelessness or at-risk of homelessness, must participate in Anne Arundel County's Coordinated Entry Process as defined for the program if applicable (exceptions for Domestic Violence or youth operators)
4. Applicants serving the homeless or at-risk of homelessness, must enroll in the Homeless Management Information System (HMIS) (or a comparable database for victim services providers) of their Continuum of Care to be eligible for HOME ARP funds
5. Must be licensed if program requires State of Maryland Licensure
6. Housing Units/sites must meet minimum housing quality standards