



FY 2025 Community Support Grants Training

Thursday, January 18, 2024



AGENDA

- I. Welcome, Introductions, & Background on ACDS
- II. CSG Grant Eligibility and County Executive's Priorities
- III. Opportunity Gap and EDI
- III. Application Process
- IV. Grant Requirements- *once funds have been awarded*

Arundel Community Development Services, Inc.

- ▶ Nonprofit housing & community development agency established in 1993
- ▶ Housing rehabilitation, affordable rental development, housing counseling, financial empowerment, accessibility modifications, public facilities, and energy & weatherization improvements
- ▶ Experienced grant administrator & manager of capital projects



County Executive Community Support Grants

- ▶ Community Support Grants (CSG) are funded through the County Executive's Office.
- ▶ Last year, approximately \$2 million in Community Support Grants was awarded – we expect this amount to be similar this year
- ▶ Applications should be \$15,000 - \$50,000
- ▶ Prior year awards can be found [HERE](#)

Eligible Grant Applicants

- ➔ Nonprofit Organization - with 501 c 3 status
- ➔ Good standing with MD SDAT
- ➔ Provide a direct service to A.A. County residents
- ➔ Have an established Board of Directors
- ➔ Have filed IRS form 990 and/or audited financials from most recent fiscal year
- ➔ Meet ACDS insurance requirements
- ➔ Able to comply with all terms, conditions, and certifications of the required grant agreement
- ➔ Meet Faith-Based Guidelines

County Executive's Priorities

Support programming/initiatives that focus on one of the following in Anne Arundel County;

- Provide services to underserved populations
- Address health and well-being of communities
- Eliminate the [Opportunity Gap](#) in Anne Arundel County

All applicants will be asked to describe how they promote equity and inclusion in their organization and programs

Eligible Activities



Operating Costs

Staff costs, consultant fees, occupancy costs, insurance, program supplies, etc.

Should allow your organization to increase its impact and/or operate more efficiently



One-time equipment purchases needed for effective program delivery

Opportunity Gap and EDI

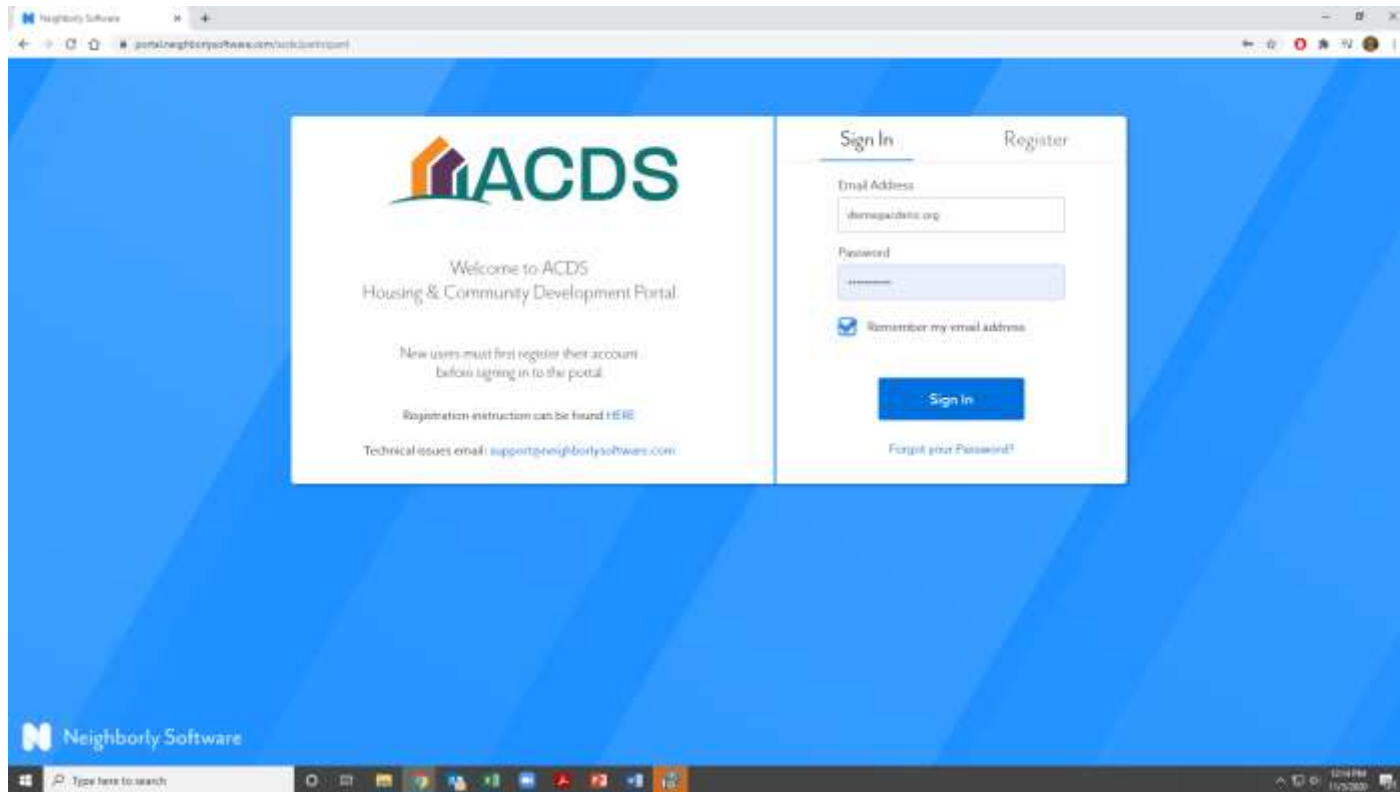
Joint Commission on the Opportunity Gap

- Created by Executive Order in May 2021 to further the work of the Joint Initiative to Eliminate the Opportunity Gap
- Partnership commenced in September 2019 and resulted in four priority recommendations, 14 goals, and 78 potential strategies.
- The [report](#) was formally presented to the public in November 2020.

Application Process

This year, all applications will be submitted through ACDS's Neighborly Portal. <https://portal.neighborlysoftware.com/acds/participant>

We strongly recommend that you use Google Chrome to complete the application.



Review Process

Applications will be judged based on, but not limited to, the following criteria;

- ▶ Relevance to C.E. priorities
- ▶ Demonstrated need for the program
- ▶ Quality of proposed outcome measures
- ▶ Completeness/clarity of application
- ▶ History of compliance with grant requirements
- ▶ Organizational stability
- ▶ Demonstration of sound financial planning

CSG Grant Timeline

FY 2025 CSG Grant Applications will be available through our [Neighborly Portal](#)

Monday, January 8, 2024

Community Support Grant Applications available through Neighborly

Thursday, February 22, 2024 at 11:59 p.m.

March - April 2024

ACDS staff and CSG Review Committee review applications

May 2024

CSG Review Committee makes final award recommendations to County Executive

June 2024

FY 2025 Budget approved by County Council

Summer 2024

Grantees meet final grant award requirements and execute award agreements

Grantees should not expend funding until agreements are executed by both parties and they speak to their ACDS grant manager.

GRANT REQUIREMENTS



Going Under Agreement

- ▶ Required documents
 - ▶ Insurance certificate
 - ▶ Comprehensive General Liability: \$2 million general aggregate, \$1 million per occurrence
 - ▶ Auto - \$1 million combined single limit
 - ▶ Workers' Comp
 - ▶ *Note: You may request a waiver for Auto, Workers' Comp, as applicable*
 - ▶ Updated budget
 - ▶ Authorized signatory confirmation
 - ▶ Signed, executed agreement

Invoicing

- ▶ ***IMPORTANT: Do Not Start Spending money until you are under contract and you have talked to your grant rep about how to invoice***
- ▶ All invoicing will be completed in your Neighborly portal
- ▶ Awards are paid out on a **reimbursement basis**
- ▶ ACDS strives to make payment within 30 days of receipt of a **complete** invoice
 - ▶ Signed Cover letter
 - ▶ Summary of expenses
 - ▶ Documentation of expenses (receipts, timesheets, payroll, etc.)

Reporting

- ▶ Please communicate regularly with your grant manager!
- ▶ Operating Grants
 - ▶ Quarterly Reports in Neighborly
 - ▶ Financial Review – Independent review of the organization finances as a whole
 - ▶ Monitoring – contact your grant manager to schedule a monitoring visit during program implementation
 - ▶ Pictures!

Accomplishments

Please provide the following information, as applicable. Please only report NEW beneficiaries during this quarter that you did not report during the previous quarter(s). [Please refer to the table on the linked Self Certification Form for beneficiary income thresholds.](#)

Beneficiaries - Type	
Number of Households Assisted	140
Number of Individuals Assisted	1

Beneficiaries - Income	
Number of Low/Moderate Income Person Assisted (60% AMI or Below)	135
Number of persons assisted who are NOT Low to Moderate Income	6

Beneficiaries - Race/Ethnicity	
White - Hispanic	34
White - Non-Hispanic	27
Black/African American - Hispanic	0
Black/African American - Non-Hispanic	58
Asian - Hispanic	
Asian - Non-Hispanic	14
American Indian/Alaskan Native - Hispanic	
American Indian/Alaskan Native - Non-Hispanic	1
Native Hawaiian/Other Pacific Islander - Hispanic	
Native Hawaiian/Other Pacific Islander - Non-Hispanic	
Other Multi-Racial - Hispanic	
Other Multi-Racial - Non-Hispanic	3
Not Reported	4

QUESTIONS

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