

# **LFY 2026 Federal Housing & Community Development Grants Application Training**

**Monday, October 7, 2024**

# AGENDA

- I. Welcome and Introductions
- II. Background on ACDS
- III. Grant Eligibility and County Priorities
- 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



# Federal Housing & Community Development Grants

- ▶ Consolidated Plan Programs
  - ▶ Community Development Block Grant (CDBG)
  - ▶ HOME Investment Partnership Program (HOME)
  - ▶ Emergency Solutions Grant Program (ESG)
  - ▶ Housing Opportunities for Persons with AIDS (HOPWA)
  
- ▶ FY25 Available Funds
  - ▶ CDBG = \$2,789,410 (15% cap for Public Service = \$414,920)
  - ▶ HOME = \$1,780,975
  - ▶ ESG = \$184,231
  - ▶ HOPWA = \$561,696
  
- ▶ FY25 Public Service awards can be found [HERE](#)

# FY2026 – FY2030 Consolidated Plan

- ▶ FY2026 budget process is first year of County's new five-year Consolidated Plan
- ▶ FY2021 – FY2025 Consolidated Plan's strategies and goals allowed for eligible activities serving low-to-moderate income households in the areas of:
  - ▶ Homeownership Opportunities
  - ▶ Rental Housing Opportunities
  - ▶ Preventing and Ending Homelessness
  - ▶ Sustainable Communities
  - ▶ Promoting Fair Housing

# FY2026 – FY2030 Consolidated Plan

- ▶ First Public Hearing of the FY2026 – FY2030 Consolidated Plan Process

**Thursday, October 24, 2024**

5:30 – 7:30 p.m.

Independence Room; 2224 Riva Road, Annapolis

- ▶ Report on FY2024 Accomplishments
- ▶ Gather input on housing and community development needs
- ▶ FY2026 budget process is first year of County's new five-year Consolidated Plan
- ▶ FY2021 – FY2025 Consolidated Plan's strategies and goals allowed for eligible activities serving low-to-moderate income households in the areas of:
  - ▶ Homeownership Opportunities
  - ▶ Rental Housing Opportunities
  - ▶ Preventing and Ending Homelessness
  - ▶ Sustainable Communities
  - ▶ Promoting Fair Housing

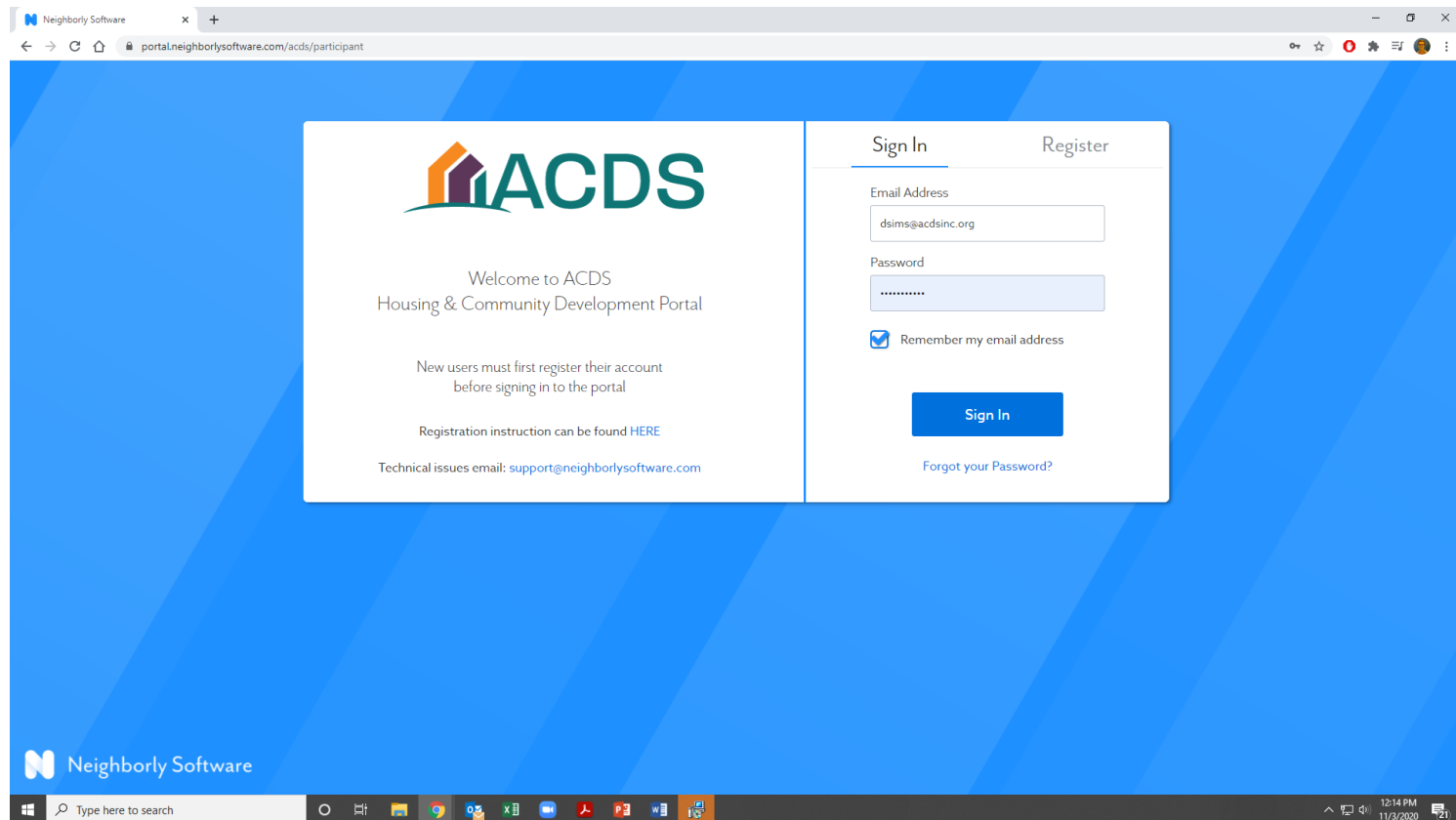
# Eligible Grant Applicants

- ➔ 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
- ➔ Completes Risk Assessment Questionnaire

# Application Process

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.*



The screenshot shows a web browser window displaying the ACDS Neighborly Portal. The page has a blue background with a white central content area. On the left side of the white area, there is the ACDS logo (a stylized house icon) and the text "ACDS". Below the logo, it says "Welcome to ACDS Housing & Community Development Portal". Further down, it states "New users must first register their account before signing in to the portal" and "Registration instruction can be found [HERE](#)". At the bottom of this section, it provides the technical issues email: "support@neighborlysoftware.com". On the right side of the white area, there are two tabs: "Sign In" (which is active) and "Register". Under the "Sign In" tab, there are two input fields: "Email Address" with the value "dsims@acdsinc.org" and "Password" with a masked password ".....". Below these fields is a checked checkbox labeled "Remember my email address". A blue "Sign In" button is positioned below the checkbox. At the bottom of the sign-in section, there is a link that says "Forgot your Password?". The browser's address bar shows the URL "portal.neighborlysoftware.com/acds/participant". The Windows taskbar is visible at the bottom of the screen, showing the time as 12:14 PM on 11/3/2020.



# Review Process

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

- ▶ Relevance to Consolidated Plan strategies and goals
- ▶ 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

# Grant Timeline

***Thursday, October 4, 2024***

Federal Housing and Community Development Application available through Neighborly

***Thursday, October 24, 2024***

Public Hearing on FY24 Accomplishments and Gather input on housing and community development needs

***Friday, November 15, 2024***

Applications due at 11:59 p.m.

***April 2025***

Recommendations made to County Executive

***June 2025***

FY 2026 Budget approved by County Council

***Tuesday, July 1, 2025***

Fiscal Year 2026 begins

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
  - ▶ Bi-annual 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.](#)

<b>Beneficiaries - Type</b>	
Number of Households Assisted	140
Number of Individuals Assisted	1

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

<b>Beneficiaries - Race/Ethnicity</b>	
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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