

# Community Support Grant

January 10, 2025

2 p.m.



# Agenda

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

# Arundel Community Development Services, Inc.

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- 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

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- 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

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- 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

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**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

## Administrative Overhead & Fringe Cost

Must not exceed 5% of total grant award amount

# Opportunity Gap and EDI

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## 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.

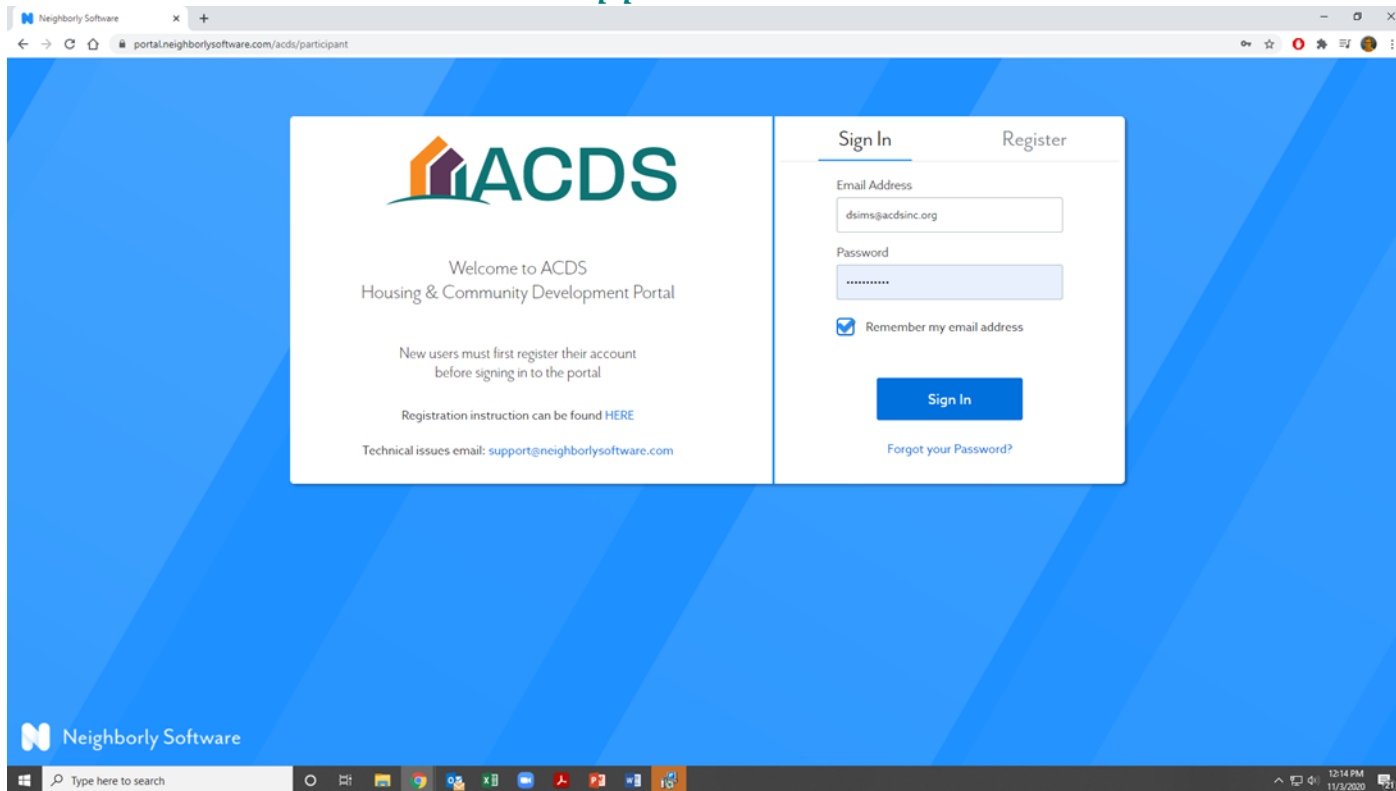


# Application Process

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.*



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 content area, the ACDS logo is displayed, followed by the text "Welcome to ACDS Housing & Community Development Portal". Below this, 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, there are two tabs: "Sign In" (which is active) and "Register". The "Sign In" form includes an "Email Address" field with the value "dsims@acdsinc.org", a "Password" field with masked characters, and a checked checkbox for "Remember my email address". A blue "Sign In" button is located below the form, and a link for "Forgot your Password?" is positioned underneath the button. 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

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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

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*FY 2026 CSG Grant Applications will be available through our [Neighborly Portal](#)*

**Wednesday, January 8, 2025**

Community Support Grant Application available through Neighborly

**Friday, February 21, at 11:59 p.m.**

Community Support Grant Application Closes at 11:59pm

**March – April 2025**

ACDS staff and CSG Review Committee review applications

**May 2025**

CSG Review Committee makes final award recommendations to County Executive

**June 2025**

Fiscal Year 2026 Budget approved by County Council

**Summer 2025**

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

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## 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

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- ***IMPORTANT: Do Not Start Spending money until you are under contract, and you have talked to your grant manager 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

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- Please communicate regularly with your grant manager!
- Operating Grants
  - **NEW! Only two Reports in Neighborly for FY26**
  - 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!

# Reporting

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## Accomplishments

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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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