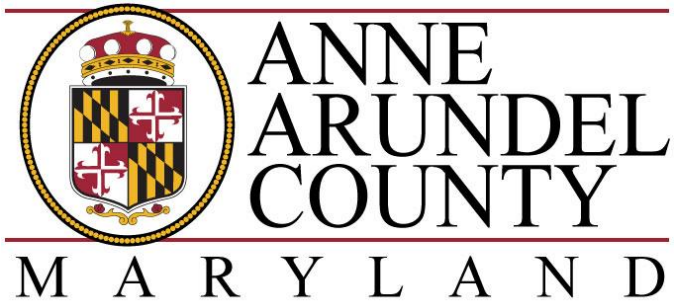




LFY 2028 Federal Housing & Community Development Grants Application Training

Friday, October 23, 2026

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)

- ▶ FY28 Potentially Available Funds
 - ▶ CDBG = \$2,247,463 (15% cap for Public Service = \$337,119)
 - ▶ HOME = \$1,794,755 (\$774,755 / \$270,000 / \$750,000)
 - ▶ ESG = \$194,989
 - ▶ HOPWA = \$656,216

- ▶ FY27 Public Service awards will be posted on the ACDS website.

FY2026 – FY2030 Consolidated Plan

- ▶ First Public Hearing of the FY2028 Process as part of the overall FY2026 – FY2030 Consolidated Plan Process

Thursday, October 22nd, 2026

5:30 – 7:30 p.m.

ACDS Conference Room; 2226 Riva Road, Annapolis

- ▶ Report on FY2026 Accomplishments
- ▶ Gather input on housing and community development needs
- ▶ FY2028 budget process is the third year of County's new five-year Consolidated Plan
- ▶ FY2026 – FY2030 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

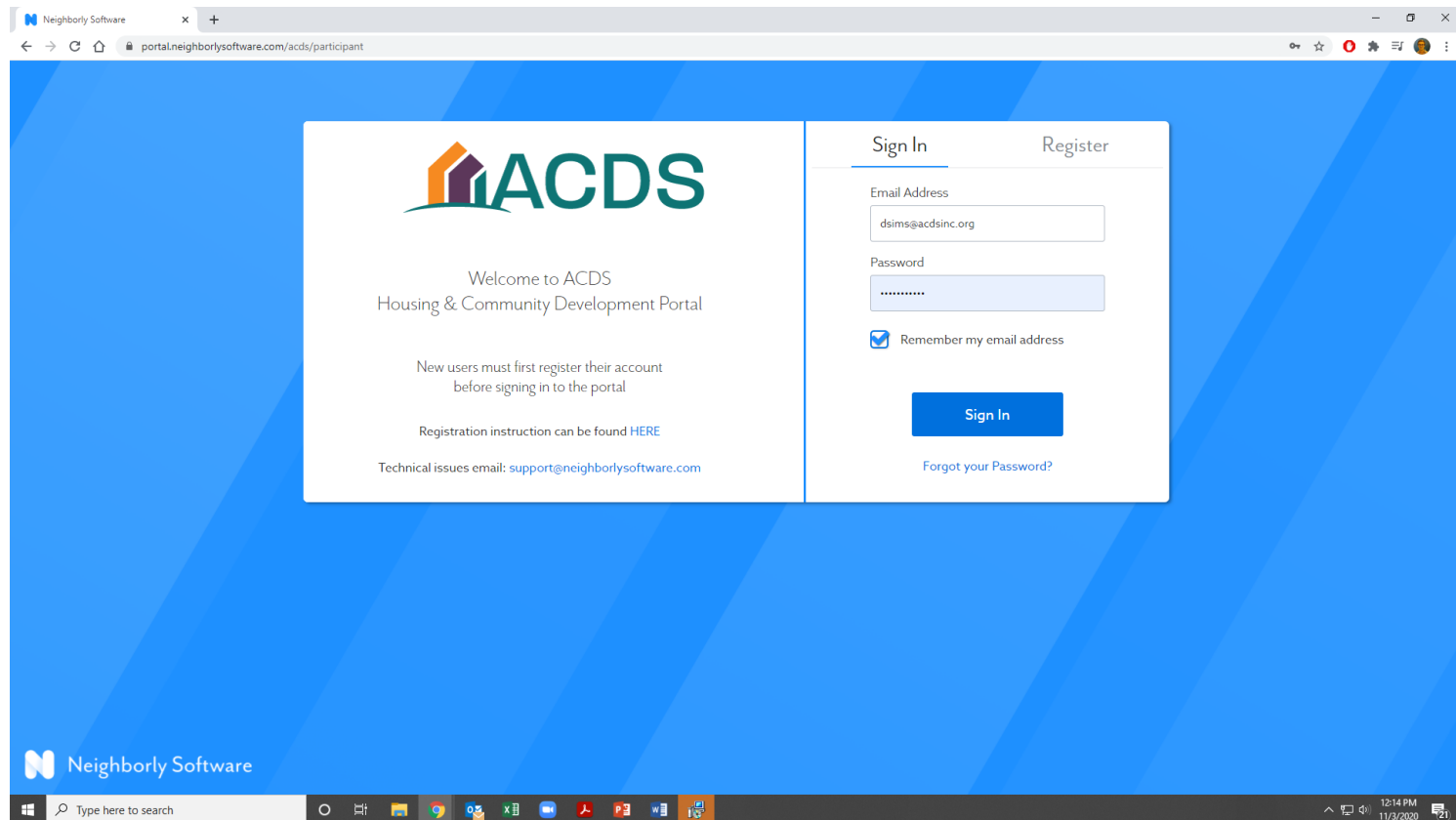
Eligible Grant Applicants

- ➔ 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 with the URL portal.neighborlysoftware.com/acds/participant. The page features the ACDS logo (a stylized house icon) and 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 provides a link "HERE" for registration instructions. A technical issues email address, support@neighborlysoftware.com, is also listed. On the right side, there are two tabs: "Sign In" (selected) and "Register". The "Sign In" form includes fields for "Email Address" (containing "dsims@acdsinc.org") and "Password" (masked with dots). A checkbox labeled "Remember my email address" is checked. A blue "Sign In" button is present, along with a link "Forgot your Password?". The "Register" tab is also visible but not selected. The bottom of the browser window shows the Windows taskbar with various application icons and the system clock indicating 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

Wednesday, October 21, 2026

Federal Housing and Community Development Application available through Neighborly

Thursday, October 22, 2026

Public Hearing on FY26 Accomplishments and Gather input on housing and community development needs

Wednesday, December 9, 2026

Applications due at 12:00 p.m.

March 2027

Recommendations made to County Executive

June 2027

FY 2028 Budget approved by County Council

Thursday, July 1, 2027

Fiscal Year 2028 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 **AND** Invoice Sheet
 - ▶ 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 – Your grant manager will contact you 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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