



HOWARD COUNTY DEPARTMENT OF COMMUNITY RESOURCES & SERVICES
OFFICE OF COMMUNITY PARTNERSHIPS
Community Services Partnership (CSP) Program

REQUEST FOR APPLICATIONS

COMMUNITY SERVICE PARTNERSHIP (CSP) PROGRAM

FY22 OPERATING GRANT

PURPOSE

The purpose of this Request for Applications (RFA) is to solicit **renewal applications for funding from current (FY21) CSP Operating Grant funded agencies.**

Howard County Government is committed to investing in the provision of critical human services by nonprofit organizations in Howard County through the *Community Service Partnership (CSP) Program*. The County Executive's overarching goal is to partner with the nonprofit sector to create, enhance, and support the delivery of essential human services in the Howard County community. CSP grants provide funding to support the delivery of human services, specifically those services which meet basic needs and provide greater opportunities for individuals and families to be self-sufficient.

AVAILABILITY OF FUNDING

Funding for CSP grants is made available through the County budgeting process and is dependent upon the resources available each budget year. Additionally, all applications will be reviewed and funding recommendations will be made on an annual basis. **All renewal applicants should be aware that CSP grant amounts are subject to change from one grant year to another – continued funding at the same level as FY21 is not guaranteed.**

GRANT DESCRIPTION

DCRS is now accepting renewal applications for **Operating Grant** funding for the Fiscal Year 2022 grant year **(July 1, 2021 through June 30, 2022).**

CSP Operating Grants may be used to fund the following:

- Operating expenses to support the on-going administrative functions of an agency
- Project expenses to support the cost of a specific program or service
- Direct consumer assistance.

INSTRUCTIONS FOR APPLICANTS

ELIGIBILITY INSTRUCTIONS

To receive grant funds under the CSP program, applicants must meet all the following eligibility requirements:

- SDAT “In Good Standing” status
- Be a nonprofit organization with 501(c)(3) IRS tax exempt status,
- Be seeking funding for services provided to the residents of Howard County (if the agency serves a larger geographic area, funding may only be requested for those services that are offered within Howard County), and
- Be in compliance with all Federal, State and local laws.

APPLICATION & SUBMISSION INSTRUCTIONS

Operating Grant renewal applications shall be completed and submitted online via the Howard County Survey Monkey Apply (SMA) portal (www.hcg.fluidreview.com). The renewal application will open on December 4, 2020 by 3:00 pm.

Applications are due on January 27, 2020 no later than 11:59 p.m. Only fully completed applications accompanied by all required supporting documents will be considered for funding. It is the responsibility of each applicant to ensure that all required information is submitted AND by the stated deadline. Late submissions will not be accepted.

Questions regarding the application process for CSP Operating Grants should be directed to Megan Godfrey Jackson at mgodfrey@howardcountymd.gov or 410-313-5996.

PRE-APPLICATION SESSION

All eligible applicants are welcome and strongly encouraged to attend the **Operating Grant Pre-Application Session** being held online on **December 4, 2020 from 9 am – 10:30 pm** via WebEx. An invitation with login details will be distributed to all current FY21 CSP Operating Grant recipients. For additional information or to request accommodations to participate, please contact Cara Baumgartner at 410-313-6411 (voice/relay) or cbaumgartner@howardcountymd.gov. Please submit accommodation requests by December 2, 2020.

REVIEW PROCESS

All grant applications will be evaluated through a tiered process:

TIER 1 – Staff Review - applications will be reviewed by Department of Community Resources & Services (DCRS) staff for completion of application components, compliance with all application instructions, and demonstration of financial health.

Strong applicants will demonstrate:

- Completion of application components and compliance with all application instructions

- Demonstration of financial health
- Organizational stability and capacity to sustain funded services
- Compliance with the terms of all current and prior year CSP Grants

TIER 2 – DCRS will finalize funding recommendations to be presented to the County Executive.