

*Pre-Application Session*



COMMUNITY SERVICE  
PARTNERSHIP

FY 2022

OPERATING GRANT

# INTRODUCTIONS

**Megan Godfrey Jackson**

**CSP Manager**

*Office of Community Partnerships*

*Dept. of Community Resources &  
Services*

[mgodfrey@howardcountymd.gov](mailto:mgodfrey@howardcountymd.gov)

410-313-5996

**Cara Baumgartner**

**Administrative Support**

*Office of Community Partnerships*

*Dept. of Community Resources &  
Services*

[cbaumgartner@howardcountymd.gov](mailto:cbaumgartner@howardcountymd.gov)

410-313-6411

**Rose Burton**

**Administrator**

*Office of Community Partnerships*

*Dept. of Community Resources &  
Services*

[rburton@howardcountymd.gov](mailto:rburton@howardcountymd.gov)

410-313-5958

# WELCOME

Howard County Department of Community Resources and Services (DCRS) is now accepting applications through the Community Service Partnership (CSP) Program.

## PURPOSE STATEMENT

CSP grants provide funding to support the delivery of critical human services, specifically those services which meet basic needs and provide greater opportunities for individuals and families to be self-sufficient.

## FUNDING COMMITMENT

Howard County Government is committed to investing in the provision of critical human services by nonprofit organizations in Howard County through the 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 OPERATING GRANT

Overview, Process, & Guidelines...

# GRANT INTRODUCTION

## GRANT TYPE

- Operating Grant - 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.

## AVAILABILITY OF FUNDS

- Funding for CSP grants is made available through the County budgeting process and is dependent upon the resources available each budget year.
- 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 YEAR

- County Fiscal Year 2022 (July 1, 2021 – June 30, 2022)

# ELIGIBILITY



- FY21 CSP Operating Grant recipient agencies who meet the following requirements:
  - SDAT “in good standing” status,
  - Current 501(c)(3) IRS tax exempt status,
  - Seeking funding to continue providing services to the residents of Howard County, and
  - Be in compliance with all Federal, State and local housing and human rights laws.

# RENEWAL APPLICATION PROCESS

- All current grantees must submit their FY21 Interim Grant Report and FY22 CSP Operating Grant Application to be considered for FY22 funding.
- Operating grants will be funded through a closed process – no new applicants.
- Applicants may request up to but not to exceed level funding (the total award amount from FY21).
- All renewal grant applications will be evaluated by DCRS staff.
- 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

# IMPORTANT DATES

January 27, 2021 (11:59 pm)

- RENEWAL APPLICATIONS DUE

January – March 2021

- Grant Application Review & Recommendations

April 2021

- County Executive Submits Funding
- Notification Letters Sent to CSP Applicants

May 2021

- County Council Approves Budget
- Final Award Letters
- Grant Agreements Sent to CSP Recipients

June 2021

- Grant Agreements Executed

July 2021

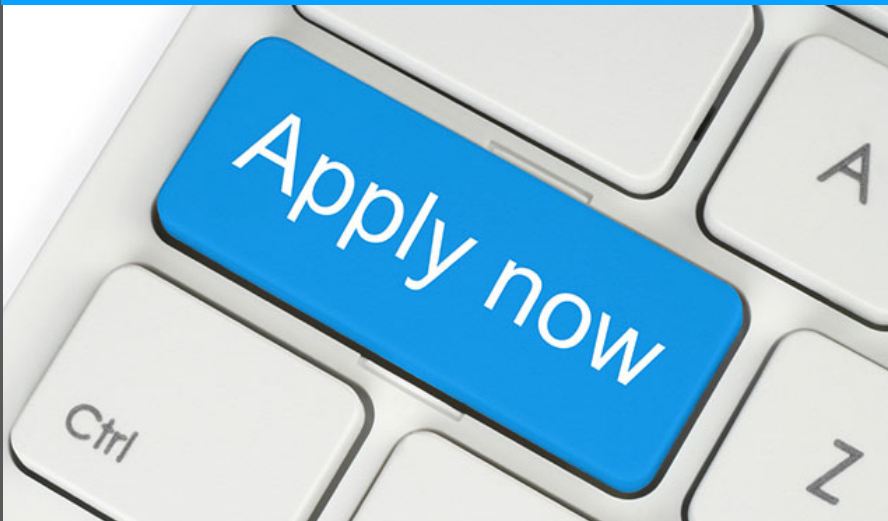
- Initial Grant Disbursement Released

*Please note, this information is subject to change, all applicants will be notified of any important changes as required.*



# APPLICATION REQUIREMENTS

**APPLICATIONS DUE:  
January 27, 2021**



- All applications must be completed online.
- DCRS cannot accept late or incomplete applications.
- Applications will close automatically at 11:59 pm.
- Complete applications must include all required attachments and be accompanied by all supporting documents.
- It is the responsibility of each applicant to ensure that all required information is submitted AND by the stated deadline.



"SMA"

# SURVEY MONKEY APPLY

Introduction to the online grant system...

# GETTING STARTED



Log in with



OR

Email

Password



[Forgot your password?](#)

LOG IN

SMA is the online grants management software for the entire life of the grant process.

- <https://hcg.fluidreview.com/>

## Returning User

- Click “Log In” at the top right corner of the home page.
- Log In by entering the email and password used to set-up your account (only one account is needed per organization).
- If you have forgotten your password click “Forgot your password?” and you will be prompted to reset.
- If you don’t know the credentials for your organizations account or need to update the email associated with the account, please submit a request via email to [Cbaumgartner@howardcountymd.gov](mailto:Cbaumgartner@howardcountymd.gov).

**PLEASE DON'T CREATE A NEW ACCOUNT!**

# OPERATING GRANT

How to apply...

# OPERATING GRANT COMPONENTS

Operating Grants may be used to fund the following:

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

**Two Part Application:** *(both due January 27<sup>th</sup> by 11:59 pm)*

## Interim FY21 Report

- Narrative Report
- Performance Measures Report
- Expenditure Report
- Grant Year-to-Date Financials (board approved)

## FY22 Renewal Application

- Cover Sheet
- Renewal Application Form
- Point of Contact Form
- Supplemental Documents

# FY21 INTERIM REPORTS

- FY21 Interim Reports will be reviewed as part of the FY22 application packet.
- Due Date Extension – reports (typically due on January 15<sup>th</sup>) will be due on January 27<sup>th</sup> by 11:59 pm – same as the remainder of the application packet.
- If your organization reports quarterly, please ensure that both your Quarter 1 (which was due on October 15, 2020) and Quarter 2 report are complete. Together, these 2 reports will make-up your interim report.
- FY21 reporting is being completed offline and all required documents are available on the on [CSP website](#) under Current Grantees tab.
- Reports should be submitted via email to [cspgrantreporting@howardcountymd.gov](mailto:cspgrantreporting@howardcountymd.gov).

# FY22 RENEWAL APPLICATION

- Your dashboard will show “No Applications”
- Click “View Programs”
- You will see FY22 CSP Operating Grant – click “More”
- A description of the grant will appear – click “Apply” to the right to create an application.

No applications.

Please choose a program from our program listings page to get started

[View programs](#)

[APPLY](#)

Opens

Dec 4 2020 04:00 AM (EST)

Deadline

Jan 27 2021 11:59 PM (EST)

# OPERATING GRANT COVER SHEET

- **PURPOSE** – the intended purpose of this form is to set forth the application guidelines, provide grant reviewers with a snapshot of the organization and grant request, and certify the information in the application prior to submission.
- **TOTAL REQUEST** – Total request should be equal to or less than the total amount awarded to the organizations through the FY21 CSP Operating Grant process.
- **LEGAL NAME** - Be sure to use the organization's legal name. This is the organization's name as it appears on the certificate of incorporation or the organization's application for charity status, unless a request was subsequently submitted to have the name officially changed.
- **CONTACT PERSON** - This individual will serve as OCP's point of contact for all matters regarding this application.
- **REQUIRED SIGNATURES** – Please note that the signature of the Organization Director and the current Board President are required for completion of the grant application.



# RENEWAL APPLICATION FORM

- PURPOSE – the intended purpose of this form is to request information regarding any anticipated changes to the organization or proposed changes to the grant for FY22.
- All questions are yes or no. If the response is yes, please provide a detailed explanation in the space that will appear. Please be sure to address any specifics that are requested.
- Please respond to every question.

# POINT OF CONTACT FORM

- PURPOSE – To identify the contact person in your agency for each of the three sections below
  - Agreement Signatory
  - Fiscal Contact
  - Grant Contact
- An Individual may serve as the point of contact for more than one section.
- The point of contact can differ for each grant type.
- Please provide as much information for each Point of Contact as possible.
- This form will be used as a reference as we proceed through the grant process. If a point of contact changes or any contact information changes, it is the responsibility of the agency to notify DCRS.

# SUPPLEMENTAL MATERIALS

## The following documents must be uploaded as supplemental information:

- The organization's current [Certificate of Status](#) (also known as a Certificate of Good Standing) as issued by the Maryland Department of Assessment & Taxation (SDAT)
- The organization's current financial statements for the agency, showing total expenses and revenue (ending December 31, 2020)
- The organization's most recent independent audit
  - If the organization's charitable contributions, [as defined by the State of Maryland](#), are less than \$750,000 an independent financial review may be submitted in lieu of an independent audit.
  - If the organization's charitable contributions, [as defined by the State of Maryland](#), are less than \$300,000 the organization's most recent IRS Form 990 may be submitted in lieu of an independent audit.
- The organization's most recent IRS Form 990
- A listing of the organization's current Board of Directors with contact information
- Current board Bylaws
- Most recently updated Strategic Plan
- Current organizational chart
- Certificate of general liability insurance from insurance broker

# SUPPLEMENTAL MATERIALS

- A task has been created for each supplemental document.
  - Supplemental materials can be uploaded by clicking on the task to open it then clicking the upload button.
  - If you do not have a required supplemental document, please upload a word document that contains written justification as to why the document is missing.



# FINAL NOTES & QUESTIONS



- Grants cannot be submitted until all required information has been completed.
- If you experience issues with your grant application please contact the OCP staff. We are able to assist you remotely by assuming your role and help identify any issues.
- ANY QUESTIONS?