



OFFICE OF GRANT MANAGEMENT
DIVISION OF BUDGET & FINANCE

**Washington County
Community Recovery Nonprofit Grant**

Washington County recognizes the importance of supporting local nonprofits that provide critical services and programs to vulnerable populations within the county. The County further acknowledges the adverse impact that the ongoing Covid-19 pandemic has had on local nonprofits. This impact includes decreased revenues, increased costs, financial insecurity, challenges in covering operating costs, and increased costs due to higher demands for services.

In response to this need, the County has allocated \$1,500,000 of American Rescue Plan Act (ARPA) funding to create and implement the Community Recovery Nonprofit Grant Program to assist eligible nonprofit organizations impacted by the Covid-19 public health emergency and its negative economic impact upon our community. This grant program is designed to support eligible nonprofits that serve Washington County citizens, including those that have contributed to the disproportionate impact of the pandemic in Qualified Census Tracts. *

Eligible Organizations

An organization is eligible for funding consideration if it:

- Has a valid 501c3 or 501c19 designation from the Internal Revenue Service
- Has a physical location/address in Washington County and serves a majority of Washington County citizens
- Is in good standing with the Maryland State Department of Assessments and Taxation's Personal Property Tax Division
- Is in compliance with Federal, State and local human rights laws
- Was established before March 1, 2019

Ineligible Organizations

- Organizations operating under a fiscal sponsor
- Churches and religious organizations (with the exception of faith-based organizations with a separate non-profit status providing services to the public regardless of faith such as food banks, shelters, etc.)
- Fraternal organizations or social clubs
- Homeowner's Associations
- Labor Unions
- Private, political, or public foundations

Additional Requirements

An organization must be able to demonstrate impact from the Covid-19 public health emergency or its negative economic impact such as:

- Decreased revenue
- Financial insecurity
- Increased costs
- Capacity to weather financial hardship
- Challenges covering operating costs such as payroll, rent, etc.
- Downsizing of staff and services

Eligible Uses of Awarded Funds

Awarded funds may be used for:

- Demonstrated need for operational expenses which result from decreased revenue and/or increased expenses directly related to the Covid-19 public health emergency.
- To expand eligible services or create programs addressing increased needs in the community as a result of the Covid-19 pandemic.
 - Eligible services/programs must address the following:
 - Public Health
 - Mental Health and Substance abuse
 - Household assistance for low income households (food, rent, utility assistance)
 - Seniors
 - Services for households and children adversely impacted by the pandemic

Award Amount and Grant Performance Period

- Maximum grant award is \$40,000 and only one application may be submitted from each organization.
- Performance period commences upon full execution of grant agreement and ends December 1, 2023.

Application Information

The application will include a request for finalized budget information (including budgeted and actual revenue and expenditures) for fiscal years 2020, 2021, and 2022. The application will also request itemization of all Covid or other relief grants received. For additional information regarding the application process, refer to the Application Instructions & Checklist.

Application Evaluation and Award Process

Applications will be reviewed for eligibility and completeness by OGM staff, and subsequently approved/denied after review and recommendation of both the Director of Grant Management and the Chief Financial Officer (or Interim Chief Financial Officer).

Factors which will be considered during the review process include:

- Eligibility of applicant and funding request
- Completeness of application
- Evidence of organizational need
- Consistency with Community Recovery Non-profit Grant and ARPA funding guidelines
- Community benefit

The OGM reserves the right to request clarification or additional information as needed during the review of applications.

If the number of requests exceed the available funding, applications will be prioritized based upon the following:

- Organizations who have not received other Covid-19 related relief funding such as CARES Act, Maryland Nonprofit Recovery Initiative (NORI), Washington County Together We Rise or Together We Serve grants, or any other ARPA or Covid-19 relief funding.
- Date/Time of application submission (application must be complete)

Other Requirements

- Applicants approved for a grant award will be required to provide a Unique Entity Identification number (replacement for former DUNS number). The Unique Entity Identification (UEI) number is provided by the Federal Government and may take time to obtain. If applicant does not already have an UEI, they will be required to obtain one prior to final execution of grant agreement and award of funds. Organizations can register for a UEI by visiting SAM.gov. Average processing time to receive a UEI is 25 days. Applicants without a number are strongly encouraged to apply immediately, to ensure no delay in receiving awarded funding.
- Awardees will complete a grant agreement with the County prior to disbursement of grant funds. The agreement will outline the terms of the award, reporting requirements, and important due dates. Grantees will also be required to retain all grant related documentation for a period of five years and agree to a County, State, and/or Federal audit if required.

** Qualified Census Tracts are those tracts in which 50% or more of the households are income eligible with incomes below 60 percent of the Area Median Gross Income or have a poverty rate of 25% or more. https://www.huduser.gov/portal/sadda/sadda_qct.html*

Frequently Asked Questions (FAQs)

- 1. How do I find out what census tract my organization is located in?** You can determine which census tract your organization is located in using the following look-up tool at <https://geocoding.geo.census.gov/geocoder/geographies/address?form> . Under the Find Geographies Tab, select Parsed Address Processing and enter the address and select “Get Results”. Scroll to the bottom of the next page and it will list the Census Tract data for your address. Please provide the Tract Code in your application.
- 2. How can I determine if I am in Good Standing with the State of Maryland?** You can look up your status at the Maryland Business Entity Search tool found here: <https://egov.maryland.gov/businessexpress/entitysearch> . If your organization is not in good standing with the State, it means your organization is not in compliance with one or more Maryland laws that apply to businesses and their responsibilities in this State. The most common reason is for a missing Annual Report and Business Personal Property Return. Information on how to get back into good standing is found on the State Department of Assessment and Taxation website.
- 3. My organization does not have a Unique Entity Identification number, does that mean I am not eligible to apply?** Organizations without a UEI number CAN submit an application for funding through this grant program; however, the grant agreement will not be executed, and funds released until the organization receives its number. Organizations are strongly encouraged to begin the registration process immediately to avoid any delays in receiving grant funds. Based upon information on the SAM.gov website, the processing of UEI number applications can take 25 days. Organizations can find out more information and register for a number by visiting SAM.gov. Organizations who previously had a DUNS number were automatically provided a new UEI number, and can look up their UEI number at SAM.gov. There is no charge to receive an UEI number.
- 4. Are all non-profits eligible for this program?** This grant is only available for valid 501c3 and 501c19 nonprofits located in and providing services to Washington County citizens, refer to eligibility criteria found on page one of this document.
- 5. How much funding is available through this program?** There is \$1.5 million allocated to this program, individual awards cannot exceed \$40,000.
- 6. Can I receive funding for indirect or general administrative costs?** No, all costs must be for direct services or expenses.
- 7. How will I receive my funding?** Once applications are received and reviewed by county staff, award and denial letters will be mailed out to the address listed on the grant application. In addition, a Terms and Conditions Agreement will be included and organizations will have thirty days to sign and return the agreement. Once the signed

agreement is returned, the funds will be disbursed in a lump sum. Failure to return the signed agreement within the timeframe may result in loss of awarded funds.

- 8. Are there special reporting requirements associated with this funding?** A grant report will be required for each organization receiving an award. The report will consist of a narrative and fiscal accounting of the use of funds. The report will be due on January 10, 2024.
- 9. Can grant funds be used for capital expenses?** No, the program is intended to assist agencies with operating expenses and the costs of providing increased critical services to the community.