



**Town of Colmar Manor**  
**Notice of Funding Availability (NOFA)**  
**Programs and Services that Address COVID-19 Impacts**  
**Deadline: January 31, 2023 – 4 pm**

**Overview**

The COVID-19 public health emergency has impacted the public health and economic needs of households across the United States, including households located in the Town of Colmar Manor. To assist our residents impacted by the COVID-19 pandemic, the Town of Colmar Manor is seeking proposals from eligible non-profit organizations that will provide programs and services that respond to the public health and economic needs of our residents.

**Funding Amount**

The Town has allocated **\$45,000** from the American Rescue Plan Act of 2021 (ARPA) for the program. The **maximum award is \$5,000 per selected applicant.**

**Who May Submit a Proposal?**

Applicants **must**:

- Be either (1) a 501(c)(3) non-profit organization, or (2) a pending 501(c)(3) non-profit organization that is awaiting Internal Revenue Service approval and who has a Fiscal Sponsor that is an approved 501(c)(3) non-profit organization.
- Clearly describe their program and detail how the program will respond to the public health and economic needs of the Town’s residents.
- Have a successful track record of serving the Town’s residents in similar programs by clearly documenting previous programs, including the number of Town residents served.
- Be in “Good Standing” with the State of Maryland through the Department of Assessments and Taxation.
- Be familiar with the United States Department of Treasury’s guidelines and requirements for the American Rescue Plan Act of 2021 (ARPA) - Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Program, including the Final Rule.
- Agree to comply with the Federal Office of Management and Budget’s (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (e.g., the “Uniform Guidance”).

Non-profit organizations do not have to be physically located in the Town of Colmar Manor, but must have a proven track record of serving the Town’s residents. In addition, if selected for an award, the non-profit organization must use the funds in a manner that includes the Town’s residents.

**How Much Can I Apply For?**

Applicants should submit written proposals **up to the maximum award amount of \$5,000.**

Each applicant must fully justify their funding request by providing sufficient financial documentation, including a proposed budget with a detailed breakdown of staffing levels, salaries and wages, fringe benefits, and operating expenses, as applicable.

The proposal should also contain a detailed description of their proposed program, including the estimated number of Colmar Manor residents to be served, expected program outcomes, and the project performance period.

### **What Types of Programs and Services Are Eligible?**

Although not an exhaustive list, examples of potential programs and services include food assistance, job training, assistance in accessing and applying for public benefits or services, childcare and early learning services, high-quality tutoring, behavioral health, community violence intervention programs, and after-school activities.

### **How Do I Apply?**

Proposals are **due by 4 pm on Tuesday, January 31, 2023**. Proposals may be emailed to [gholcomb@colmarmanor.org](mailto:gholcomb@colmarmanor.org) or delivered to:

Attention: NOFA-Program and Services that Address COVID-19 Impacts  
Town Administrator's Office  
Town of Colmar Manor  
3701 Lawrence Street  
Colmar Manor, Maryland 20722

Late proposals will not be accepted. Submission of an incomplete or inaccurate proposal may result in a denial of funds.

Each applicant must include:

- A cover letter that affirmatively certifies that the organization is in "Good Standing" with the Maryland Department of Assessments and Taxation, affirms that the organization is familiar with the various US Treasury requirements related to ARPA and CSLFRF, and agrees to comply with Federal OMB's Uniform Guidance provisions.
- A letter of support from a Fiscal Sponsor, if applicable.
- A detailed written proposal, including a program budget.

If you have questions, please contact the Town Administrator at (301) 277-4920.

### **What Is The Proposal Review Process?**

The Town will administer the program under the guidance and direction of the Town Administrator. The Town expects to complete a review of the proposals within fifteen (15)

business days after the deadline. The determination of the selected applicant(s) shall be determined by the Town in its sole judgement and is not appealable. Applicants will be notified, in writing, of the Town's decision regarding the proposal. Awardees will also be required to execute a grant agreement with the Town.