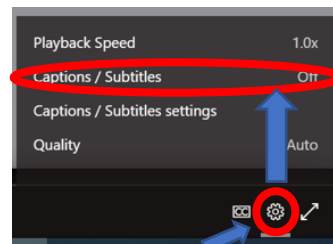
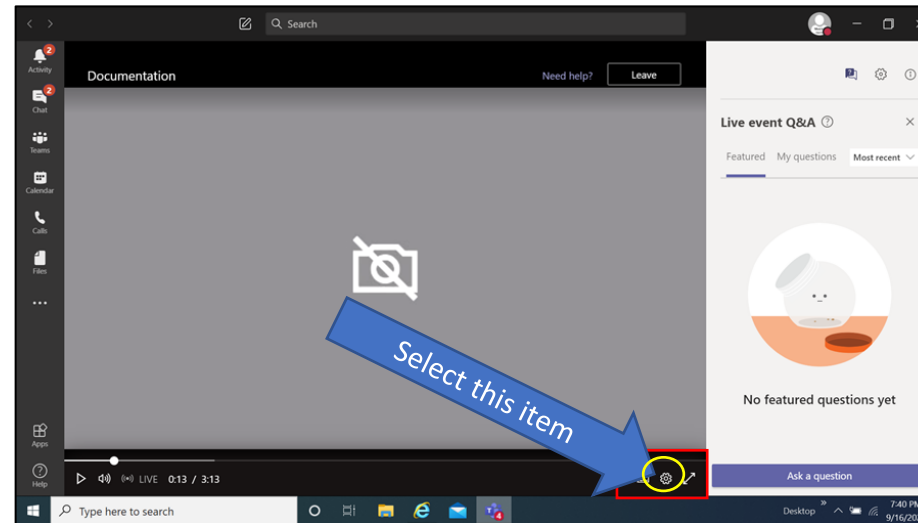
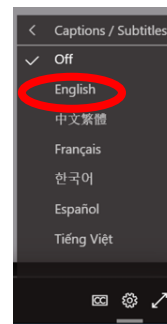


FY24 Community Grants Non-Departmental Account (NDA) Bridge Funding Grant Amendment Information Session

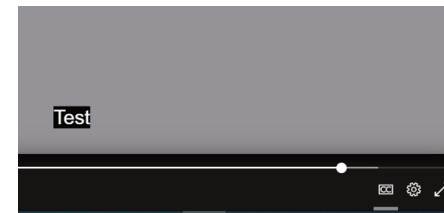
Event starts at 10:30 AM. See below how you can view the multi-lingual close captions:



When you select it a menu appears,
choose **captions / subtitles**



You then select
the language of choice



It will then display the language chosen

Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.



Montgomery County Office of
Grants Management

FY24 Community Grants Bridge Fund Grant Agreement Amendment Information Session

January 4, 2024

Information Session Agenda

- *Background of Awards*
- *Update on Status of Community Grants NDA Funded Programs (i.e. Community Grants, Community Project Funds)*
- *Extension Details*
- *Overview of Grant Agreement Amendment Document*
- *Next Steps/Action Items*
- *Frequently Asked Questions*
- *Q&A: Please enter questions into the Q&A chat. We will address them at the end.*



Background of Awards (1 of 2)

- Montgomery County implemented a series of grant reforms between 2018 and 2023; including a restructuring and re-competition of Community Grants programs.
- The FY24 Approved budget included up to 6 months of Bridge Funding for programs remaining in the Community Grants NDA while the County transitioned to a new application cycle.
- The final awards on these new competitions has been delayed past the intended 6 months of Bridge Funding due to the volume of applications received and difficulty in recruiting enough reviewers.
- A November 16, 2023 [Government Operations \(GO\) Committee Hearing](#) and [packet](#) covers these issues in great detail.

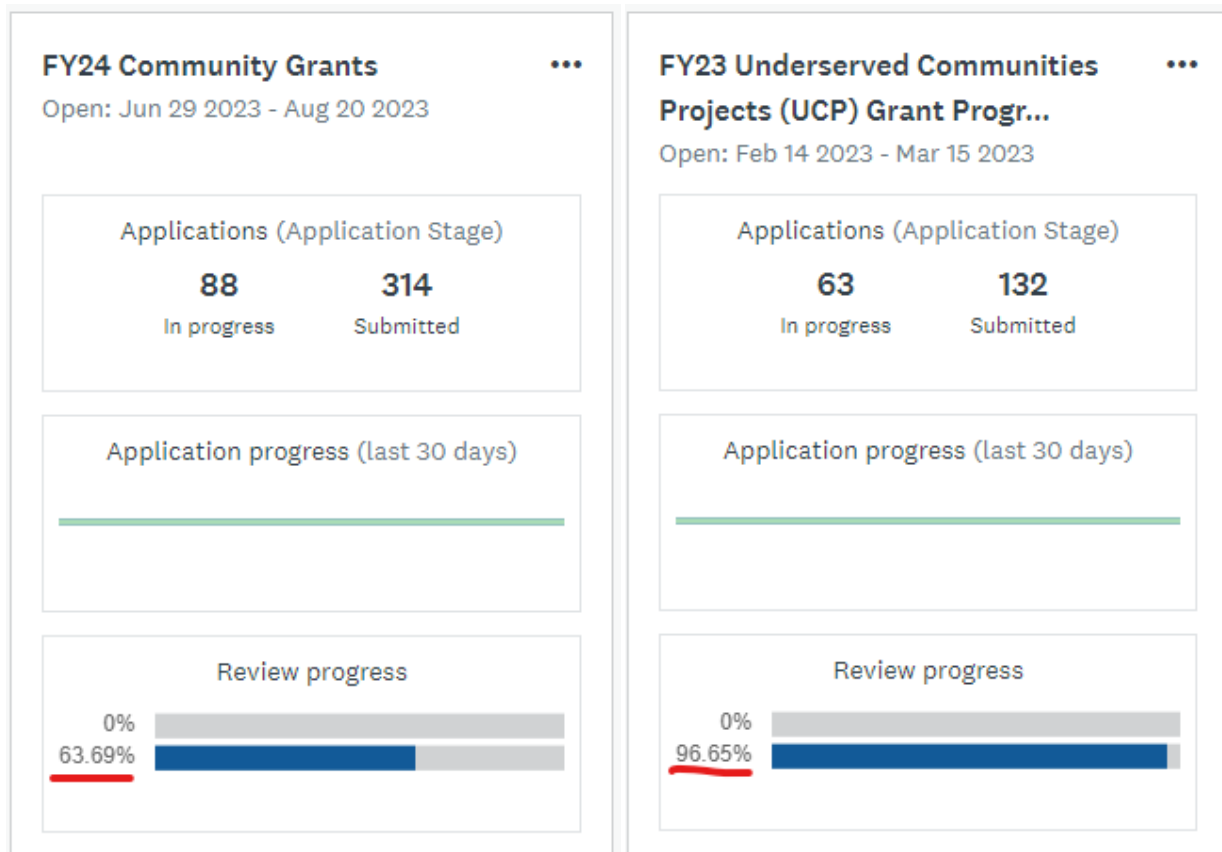


Background of Awards (2 of 2)

- On Thursday December 21, 2023 Council formally asked the Chief Administrative Officer (CAO) to extend all Bridge Awards by 4 months.
- The CAO formalized action on this request on Friday December 22, 2023.
- The goal of this extension is the same as the original intent: **to support programs until a transition to renewed funding or give partners adequate time to wind down programs that do not receive renewed funding.**
- OGM and other County stakeholders developed and distributed 122 Grant Agreement Amendments to partners between Wednesday December 27 and Thursday December 28, 2023.
- These amendments extend the term of the existing grant agreement by four months and add funds to cover activities during these four months.



Status of Community Grants NDA Programs



Individual Programs

- FY24 Community Grants – 63.99% complete, will make awards by category
- FY23 Underserved Community Projects (UCP) - 96.65% Complete
- FY24 Community Projects Fund Quarter 1 and Quarter 2 – Reviews Pending
- FY23 Nonprofit Technical Assistance and Management Support (NTAMS) – Reviews Pending
- No further NDA funded grant programs will be launched until these reviews are complete
- **OGM will soon be recruiting Community Reviewers**, a short application will be posted on our SM Apply platform with links from our website



Extension Details

- Amendments to your grant agreements are allowed (Provisions 11- 13) based on mutual agreement between Recipient and County
- Your Grant Agreement Amendments make the following changes:
 1. Extend the Term (period that funds can be used) to April 30, 2024.
 2. Move the Final Reporting due date to May 31, 2024.
 3. Increase the funding amount by four months of pro-rated funding
 4. Allow you to request payment for the increased funding amount in the amendment upfront. **The additional funding is NOT being given on a reimbursable basis.**
- All other aspect of your original grant agreement, including allowable costs in the budget, remain the same.



Bridge Funding Extension Formula

The 4 Month Bridge Funding Extension amounts were calculated with the following formula:

1. (FY23 Approved Amount) X (3% Inflationary Increase) = **(FY24 Projected Program Total)**
2. **(FY24 Projected Program Total)** / (12) = **(FY24 Monthly Program Cost)**
3. **(FY24 Monthly Program Cost)** X (4) = **(FY24 Community Grants NDA Bridge Fund Extension Total)**



Overview of Grant Agreement Amendment Document (1 of 3)

Grant Agreement Amendment

[Insert grantee legal name as appears in SDAT]
[Insert grantee legal street address]
[Insert grantee legal City, State, Zip Code]

Grant Agreement No: [Insert agreement number]
Amendment Number: 001

This amendment is between Montgomery County, Maryland (the “County”) and [Insert grantee legal name as appears in SDAT] (the “Grantee”).

Background

1. The parties entered into Grant Agreement No. [Insert agreement number].
2. The present grant agreement expiration date is December 31, 2023.
3. The purpose of this grant agreement is to [insert purpose].
4. The grant agreement authorizes an extension of the grant agreement Term and award amount adjustment, at the mutual agreement of the County and the recipient.
5. The purpose of this amendment is to extend the Term of the grant agreement to April 30, 2024 and provide additional funding to continue activities allowed under the grant agreement to this date.



Overview of Grant Agreement Amendment Document (2 of 3)

Changes

1. The grant agreement term is extended through April 30, 2024 as permitted by the grant agreement.
2. The due date of the Final Programmatic and Financial Reports is changed to May 31, 2024.
3. The total award amount is adjusted by \$**[Insert 4 Month Bridge Increase]** to a total of \$**[Insert New Total Award Amount]**.
4. The Grantee may request payment for the full amount of the award increase on the date of signature by the Chief Administrative Officer, or their designee.

Effect

1. Existing grant agreement terms remain in effect, including allowable costs, unless specifically changed by this amendment.
2. This amendment is entered into prior to the expiration date.
3. This amendment is entered into, on the date of signature by the Chief Administrative Officer, or designee.



Overview of Grant Agreement Amendment Document (3 of 3)

Grantee Name, Title, and Signature

Name

Title

Signature

Date

Chief Administrative Officer, or designee

Name

Title

Signature

Date

THE OFFICE OF THE COUNTY ATTORNEY HAS APPROVED THIS FORM AS TO FORM AND LEGALITY.



Next Steps/Action Items

	Next Step/Action	Stage Summary
1	Review your Grant Agreement Amendment (GAA)	Contact OGM, ccing your Department Grant Monitor (DGM), with any questions or concerns if you are not ready to sign.
2	Email your signed GAA back to OGM, ccing your DGM	OGM will facilitate the final County signature of the GAA. Contact OGM with any questions on approval status.
3	OGM will return your finalized GAA with all signatures, ccing your DGM	Contact OGM, ccing your Department Grant Monitor (DGM), with any questions or concerns on the finalized GAA.
4	Confirm that you are in Good Standing with Maryland SDAT	The County cannot make any kind of payment to any organization that is NOT in Good Standing with SDAT. There is no flexibility here.
5	Review your CVRS registration, confirm information is correct, and update as necessary	Inaccurate CVRS information will delay payments. The County recommends signing up for the ACH options for quicker payments.
6	Email an Invoice to your DGM requesting payment of full new amount provided in the GAA	Your DGM will begin processing the payment and (assuming invoice, CVRS, and SDAT are correct, funds should be received within 14 days.



Frequently Asked Questions (1 of 5)

- How can I include back-up documentation to the invoice (the usual requirement) if I have not spent the funds yet?
 - This is not a normal reimbursable procurement contract. Grant agreements have more flexibility in payment structure and allow the County to pay you upfront instead of being reimbursed expense by expense.
- Does this mean we do not need to collect back-up documentation for our expenses?
 - You absolutely need to collect and store back-up documentation for all expenses incurred. **Provision 18. Audits and Records** of your original grant agreement require that you maintain this documentation and provide it to the County at our request for up to 3 years after the grant term closes. The only change for this specific award is that we do not collect this documentation on a regular basis and instead review it as needed.



Frequently Asked Questions (2 of 5)

- Why was this change in payment made for these amendments?
 - Given the difficulties caused by the delays in the Community Grants competitions, a more flexible payment structure was opted for to mitigate impacts.
- Can we change what we spend these resources on from our original grant agreement?
 - No, the additional amendment funds are intended for you to do more of the same. You may propose changes to the budget and those can be reviewed on a case by case basis.
- Can we spend these funds on expenses from before January 1, 2024?
 - No, the intent of these funds is to extend activities into 2024 during the transition period, not to cover past expenses.



Frequently Asked Questions (3 of 5)

- If we have extra funds from our original grant agreement can we spend those during the extension period?
 - Yes, left over funds from the original grant agreement can be used in the extension period.
- What if we need or want more time to spend these funds past April 30, 2024?
 - We can extend the Grant Term past the four months fairly easily. Without additional Council and/or CAO action we cannot add more funds into these awards. Contact your Department Grant Monitor and OGM to discuss an extension of the Grant Term and we can make changes to the amendment if you have not signed it yet. If you have signed it, we can draft a second amendment. You can reach out at any time before April 30, 2024 to propose an extension.



Frequently Asked Questions (4 of 5)

- What if we do not spend all of the funds given upfront?
 - If you do not request an extension giving yourself more time to spend down the funds, then **Provision 16. Refunds** in the original grant agreement requires that you return all unused funds to the County.
- What if we spend these funds on items not in our grant agreement budget?
 - All spending, as well as backup documentation for those expenses, must fall within the approved budget for the grant agreement, be in-line with **Provision 10. Allowable Costs**, and be subject to other requirements in the original grant agreement. If not, **Provision 16. Refunds** requires the return to the County of any funds not used appropriately.



Frequently Asked Questions (5 of 5)

- What additional programmatic/performance reporting is required for the extra four months?
 - No additional reports required. Your Final Programmatic Report must now just include reporting on activities and results achieved during the extra four months.
- What happens if we do not submit a Final Report?
 - Not submitting a Final Report, not providing adequate back-up financial documentation when requested, not returning misused or unused funds, or breaking any other requirement in the original grant agreement or amendment will result in your organization being out of compliance with the County. This will automatically disqualify you from any grant program competition, suspend any pending grant agreements, and will likely have an impact on procurement awards as well. This status will stay in effect until you are back in compliance for this grant.



Your questions? Please type them into the Q&A chat.



Montgomery County Office of
Grants Management

OGM Contact Information

(always cc your Department Grant Monitor)

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grants@montgomerycountymd.gov is the best way to contact OGM on these amendments as the account is monitored by multiple OGM team members and respond quicker to your questions and concerns.



Montgomery County Office of
Grants Management