MONTGOMERY COUNTY GOVERNMENT
Department of Transportation

FY23 Targeted and Specialized Mobility Operating Grant Program
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Program Opens for Applications: Monday, November 28, 2022, at Noon

Grant Program Information Session*: Monday December 5, 2022, 1:30 P.M.-3P.M.

* A link for the Information Session will be available on the Office of Grants Management application portal. The event will be recorded and posted in the same location on the website.

Submission Deadline: Wednesday, December 28, 2022, at Midnight

Grant Program and Submission Details: Application details can be downloaded and application may be submitted through the [Montgomery County Office of Grants Management - Grants Application Platform (fluidreview.com).](#)   Online submissions only. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options. Incomplete applications or those submitted after the deadline will not be accepted.

For technical support, please contact the Office of Grants Management using the contact information below:

Point of Contact:

Rafael Pumarejo Murphy, Director
Office of Grants Management
240-777-2775
Rafael.murphy@montgomerycountymd.gov

TABLE OF CONTENTS

A. Introduction

The Montgomery County Department of Transportation is soliciting grant applications for the County's FY 2023 Targeted and Specialized Mobility Grant Program from qualified organizations providing direct transportation services in the County. The County Executive proposed $1 million to establish both a capital and operating grants process using funds from the Transportation Services Improvement Fund in the Fiscal Year (FY) 2023 Recommended Budget. The County Council approved $800,000 for a joint capital and operating grant program with $640,000 for capital projects and $160,000 for operating projects. These approved amounts are reflected in the FY23 Operating Budget in Resolution 19-1290 on May 26, 2022. At present, the County Council has made this funding available for one year so all funded activities must be implemented within 12 months.

As charged in Bill 36-19, the Office of Grants Management provides a central point of contact regarding the grants that the County receives or awards. Office of Grants Management also develops countywide policies and procedures regarding grants management and ensures these are consistent with racial equity and social justice goals, performs outreach regarding grants offered by the County and other grants functions.

B. Funding Areas

The focus of the grant program is to provide direct services and/or support that improves the delivery of transportation related services for:

- Individuals who are disabled.
- Senior residents.
- Individuals with low or limited incomes.

Operating expenses eligible for funding include, but are not limited to, the following:

- Accessible transportation services for individuals who are disabled, seniors, and/or individuals with limited incomes.
- Compensation for personnel from the organization or a third-party entity who provides transportation services to the targeted populations.
- Costs associated with the repair and maintenance of a vehicle that improves accessibility, such as a wheelchair accessible vehicle.
- Costs associated with the repair and maintenance of a traditional sedan, a hybrid vehicle, or an electric vehicle that is used to deliver food, clothing, medical supplies or other necessities that address safety-net concerns.
- The cost of insurance for a vehicle that improves accessibility, such as a wheelchair accessible vehicle.
- Costs associated with the purchase of transportation service travel vouchers for the targeted population.

Organizations seeking support for capital expenses for the same purpose should apply for the FY23 Targeted and Specialized Mobility Capital Grant Program. Full details for this program can be seen by clicking on the hyperlink guiding you to that program's application page. If an applicant is not sure whether an expense counts as an operating or capital cost,

they should contact the Office of Grants Management for clarification.

To be considered for funding proposals MUST include targets for the following metrics and a plan to track them:

- Total number of trips provided.
- Total number of individuals served
- Breakdown of the purpose of each trip (I.e. food, clothing, and/or medical supply delivery; transportation to or from a medical appointment, transportation of a resident to a homeless shelter or other housing; transportation of a senior to a recreation event etc...)

Further details on metric tracking expectations and can be found on page 13 below under the Performance Plan portion of the Application.

Priority in awarding funding will be given to:

- Organizations that demonstrate a commitment and experience with providing transportation, public health, and/or community benefit services to at least one of the vulnerable populations listed above;
- Proposals that target undeserved and vulnerable populations; and
- Proposals that seek to have a broad base of impact in their target community.

The Department of Transportation and the Office of Grants Management will seek proposals from organizations that:

a. Exhibit cultural proficiency;
b. Are inclusive of the LGBTQIA+ community members; and
c. Use a racial equity lens in providing services.

C. Target Population
The target population for this grant are individuals with disabilities, senior residents, and/or limited incomes who lack accessible transportation services.

D. Eligible Organization
Applicants must meet all of the following conditions:

- The organization must be; a Federal 501c(3) tax-exempt status organization or a collaboration between two or more organizations with this status.
- The organization's principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides related services;
- The organization must provide transportation, public health, and/or community benefit services that address the needs of at least one group of individuals identified in the Funding Areas;
- The organization must be currently registered in good standing with the Maryland State Department of Assessments and Taxation (SDAT);
- All services and programming to receive funds must be provided in Montgomery County; and

- Current Montgomery County contract or grant award winners must be current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their grant agreement(s).

Proposed programs must be for a new service(s), expansion of existing services, or a combination of both. County funding cannot be used to supplant other funding for already planned services.

E. Award Amounts and Duration

Award sizes will vary with a maximum award of $30,000. The grant will be awarded for up to a one-year (12 month) performance period. Programs must be run and be evaluated during this period. This Grant Program does not commit Montgomery County to make an award.

F. Application Review & Awards

The Office of Grants Management and the Department of Transportation will utilize a review panel that will develop funding recommendations. The review panel is composed of neutral, qualified individuals from Montgomery County Government selected for their experiences in the grant program's subject area, grants administration, Racial Equity and Social Justice training, or project management. The panel members will review and score applicant proposals based on the criteria and priorities for this program and submit recommendations for awards. Final decisions will be made based on the scores and such other factors and considerations as the County deems relevant at the time of award, which may include: updated consideration of how well the applicant has performed on prior programs; and the input and expert opinion of grant administrators with prior experience with applicants and relevant department and office Directors.

G. Award Notification

Award notification letters are expected to be released roughly one month after the application deadline via email. For successful applicants, the Grant Agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.

H. Submission Guidelines

The **ONLY** method to submit an application is through Fluid Review online portal. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

Applications are due no later than Wednesday, December 28, 2022, at Midnight. All applications will be recorded upon receipt. Applications received after **Wednesday December 28, 2022, at Midnight will** be deemed ineligible and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the funding agency will not be accepted after the deadline of **Wednesday December 28, 2022, at Midnight.** Applications with incomplete, illegible, or corrupted files or digital material will not be considered.

The grant application will be available through the [Montgomery County Office of Grants Management - Grants Application Platform (fluidreview.com)](). To apply, an applicant must go to the link above. Once the applicant clicks on the link, they will be prompted to create a

Fluid Review account, select the Targeted and Specialized Grant Program, and then will be able to access the grant application**.**

I. Information Session
An FY23 Targeted and Specialized Mobility Operating Grant Program Information Session will be held on **Monday, December 5, 2022, 1:30 P.M. to 3P.M.** Potential applicants may participate in the MS Teams Live event from a link that will posted on the [Montgomery County Office of Grants Management - Grants Application Platform (fluidreview.com)](). The meeting will be recorded and posted in the same location.

J. Contact Person:

Rafael Pumarejo Murphy, Director
Office of Grants Management
240-777-2775
[Rafael.murphy@montgomerycountymd.gov]()

K. Terms and Conditions
- County reserves the right to accept or deny any or all applications if the County determines it is in the best interest of the County to do so. The County shall notify the applicant if it rejects that applicant's proposal. The County reserves the right to suspend or terminate an outstanding Grant Program.
- The County reserves the right to issue addenda and/or amendments subsequent to the posting of a Grant Program, or to rescind the Grant Program.
- The County shall not be liable for any costs incurred in the preparation of applications in response to the Grant Program. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The County may conduct pre-award on-site visits or request additional information to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services proposed.
- The County may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations. The County shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal, State, and County regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal, state, or County law and/or the granting department; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the Grant Program and any applicable federal, State, or County law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control, and it shall be the responsibility of the applicant to ensure compliance.

Scoring Criteria

Applicant's proposal submissions will be reviewed against the following criteria with a maximum score of 100 points.

- **Criterion A: Soundness of the Proposal (25 points)**
  - The program results in the accomplishment of the program goals, objectives and outcomes consistent with the FY23 Targeted and Specialized Mobility Grant Program goals;
  - The description of the program implementation plan (including the Staffing Plan, Budget, and Performance Plan) is realistic based on the proposed time requirements;
  - Applicant has contingency plans for altered operations in case of lower than requested funding amounts.

- **Criterion B: Program Goals, Objectives and Services (20 points)**
  - Program goals and supporting objectives and activities are clearly defined, measurable, and time specific
  - Extra consideration will be given to proposals that address the priorities identified in the Funding Area section:
    - Organizations that demonstrate a commitment and experience with providing transportation services to at least one of the vulnerable populations listed above;
    - Proposals that target underserved and vulnerable populations; and
    - Proposals that seek to have a broad base of impact in their target community.
  - Applicant demonstrates clearly the effectiveness of their services and activities in accomplishing the program goals and objectives.

- **Criterion C: Organizational Capability and Relevant Experience (20 points)**
  - Applicant demonstrates the use of a racial equity lens in delivering services
  - Applicant demonstrates the cultural proficiency to work with their target communities/beneficiaries and, if applicable, language minority populations;
  - Applicant demonstrates qualifications and past experiences to provide services related to the program's goals.

- **Criterion D: Sound Fiscal Management and Budget (15 points)**
  - Applicant demonstrates sound fiscal management;
  - Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives;
  - Applicant is required to submit a budget which reflects compliance with audit and other administrative requirements;
  - If applicant previously received a County award grant, it managed the funds transparently and responsibly for the award's intended purposes.

- **Criterion F: Community Outreach (20 points)**
  - Applicant demonstrates sound community outreach plan to connect with the target populations to promote programs and/or services to new potential clients;

MISCELLANEOUS

- Those persons scoring the proposals will confirm that they have no conflicts of interest.
- Neither the County Executive nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards.
- Scores and award amounts are non-appealable.
- Scorers' comments and the scores themselves are deliberative and privileged and will not be released. However, winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law).
- County officials may decline to debrief with unsuccessful applicants regarding grant proposals that were not funded or only partially funded. proposal was not granted, or their funding request was not granted in full.

SECTION III – CERTIFICATIONS, ACKNOWLEGMENTS, AND ASSURANCES

The applicant shall complete and return the Certifications, Acknowledgements, and Assurances listed with the application submission provided in the Application Certification section of the application in Fluid Review. The specific items in this section are listed below:

Montgomery County Ethics Questions

Note that individuals employed by partner agencies such as Montgomery College, Montgomery County Public Schools, and WorkSource Montgomery do not count as Montgomery County Government employees for the purpose of this Grant Program. If you are unsure if a position applies, please contact the Office of Grants Management for clarification.

Does your organization employ current employees or contractors of the Montgomery County Government? This applies for employees that are paid by your organization but are also paid by Montgomery County Government.

Does your organization's Board of Directors include current employees or contractors of the Montgomery County Government? This applies to volunteer board of director positions.

If you answered yes to either question, please describe the employee(s) role and function as it applies to your nonprofit organization. Answering "yes" to either question does **not** exclude your organization from being eligible to apply. Instead, we would like to receive this information upfront so that we can allow adequate time for the Ethics Commission to review.

Acknowledgements Agreed to by All Applicants

- ✓ Applicant acknowledges that this grant application may not be revised or altered after submission.
- ✓ Applicant acknowledges that if funding is awarded, the organization will enter into a non-competitive contract or grant with the County.
- ✓ Applicant acknowledges that awards may not be distributed as a lump sum but may be reimbursed or provided on a fixed schedule after sufficient documentation is submitted to the administering County agency.
- ✓ Applicant acknowledges that any funds submitted for reimbursement must be spent AFTER the contract is finalized and a Notice to Proceed is secured.
- ✓ Applicant has cited in this application all individuals affiliated with the organization and this program who are employed by Montgomery County.

Assurances Agreed to by All Applicants

If the grant is awarded, the applicant assures that:

A. The applicant will administer all awarded funds through this Grant Program.
B. Funds received will be used solely for the documented activities within the submitted proposal.

C. The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.

D. The applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.

E. Please note that applications are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State 'Gov't., §10-611 through -628 (MPIA) and the County must comply with the disclosure requirements of the MPIA when a request for documents is received.

F. The applicant understands that all grantees that receive awards under this Grant Program must show proof of insurance prior to receiving the funds., when requested, must be able to show proof of all insurance coverage required by law.

G. The applicant agrees that any time before final payment and three (3) years thereafter, the County may have the grantee's expenditure statements and source documentation audited.

H. If there are any changes that need to be made to the grant application after submittal or if the organization ceases operations or becomes a subsidiary of another organization, you have the responsibility of notifying the appropriate County administrator.

I. The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.

J. I hereby certify that information submitted in the grant application is a true and correct statement of facts. I, as a designated legal representative of the Organization, further certify that this Organization shall abide by and be subject to all applicable Federal, State and Local laws and regulations pertaining to any subsequent grant that may be issued.

SECTION IV – APPLICATION DETAILS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and this Program Details document. Please submit your proposal, as broken out by each of the Task, by filling out the data fields or uploading documents where applicable. Uploaded documents should have clearly titled sections and sub-sections.

Applications will be considered incomplete if any part of any section is missing.

Program Summary: This section of the application should provide the reader with:
- The legal name of the organization as registered with the Maryland State Department of Assessment and Taxation (SDAT);
- Contact Information for the organization's proposal point-of-contact (POC) and the application signatory;
- A selection of which Funding Areas/Target Populations the proposal addresses;
- The name/title of the proposed program;
- The requested amount of funding from Montgomery County; and
- The total cost (includes funding from all sources, if applicable) for the proposed program.

Program Narrative: The proposal's Program Narrative should answer the following questions within a document, one page (1) page maximum. The Program Narrative should be uploaded as an attachment, pdf preferred, within the application platform. If a question below does not apply to your proposal, please indicate that it is not applicable within the Program Narrative.

- What is the proposed service/project?
- What are the Funding Areas/Target Populations, identified in this document, for which you are applying? Please indicate how the service/project proposed will address these Funding Area(s)/Target Populations.
- What are the demographics of the target population(s) that this project will serve? If the target population(s) are not English speaking, does your organization have the language capacity, or other cultural competencies, in house to serve this population(s) effectively, and if not, how will you provide language or other services as part of your program?
- In narrative form, explain the proposed impact of your service/program.
- Why is your organization or collaboration well positioned to implement this service/program? Please note your capacity, including human and financial resources, to implement the services/program and any experience in providing similar services.
- If a collaboration is being proposed, describe your work together previously, if any, and what skills and connections each organization brings to the partnership.

Program Budget: The budget for this proposal shall contain detailed itemized cost information that shows direct and indirect costs. The Program Budget will be uploaded as an attachment to the application. Indirect costs are capped at a 15% rate and may include general administrative costs such as: legal, accounting, liability

insurance, audits, and the like. The grant program does not require a standard budget template so applications should use whatever format meets the basic requirements, provides sufficient detail, and provides the best overview of expected costs under the proposed program.

In additions to limitations set in this program, program funds cannot be used:

- For lobbying;
- To cover any expenses made prior to the grant award;
- To supplant (replace) funds from other grant sources; or
- To provide services that wholly occur outside of Montgomery County. For example, taking a senior living in Silver Spring to a medical appointment in Baltimore and returning them home would be allowed. Transportation services within Baltimore alone would not.

Budget Narrative/Justification: In addition to a Program Budget, the proposal must include a Budget Narrative/Justification, one (1) page limit, that should briefly describe the proposed expenditures, including the purpose or reason for the operational expenditure and an explanation of calculation of costs. The Program Budget/Narrative Justification will be uploaded as an attachment, pdf format preferred, within the application platform.

Applicants should briefly describe their fiscal and grant management practices such as how finances are managed within the organization, what accounting practices they use, and how they track expenses across different grant awards.

If applying as a collaboration, please include the appropriate division of budget between the two or more organizations that are applying and include the justification for the allocation.   Please also include the value of any in-kind or pro bono services that you anticipate being donated to your program. If your organization does work regionally, please provide us with information to reassure us that the Montgomery County funds will not simply enable you to shift current, non-County monies to operations outside the County but rather will allow you to expand your work on behalf of services in Montgomery County.

Also, please specify how your project would be affected if total funding awarded were less than the amount requested. State whether your project could be completed with a smaller amount, and how your projected outcomes would be affected by any funding reduction.

Program Work Plan/Timeline: This section should outline the implementation schedule of the proposed program over a maximum 12-month grant performance period. The Program Work Plan/Timeline should have a one (1) page limit and will be uploaded as a pdf attachment within the application platform. The implementation schedule over the performance period should listing the program's objectives and related activities, timeline for implementation and completion, and responsible staff. The performance period may assume specific start and completion dates or cover a generic period of time. The final performance period for an award will be contingent on when the actual grant agreement is signed by all parties. Due to the time needed to review applications and finalize grant awards, proposed programs should not assume

a start date earlier than January 1, 2022.

Performance Plan: This section must include the Key Performance Indicators (KPIs), metrics, and/or milestones that create a Performance Plan for your proposed program. Provide an outline of the metrics to be collected, targets for each metric, and the data collection method for each metric as well as any qualitative evaluation methods the program will be using. This program requires that proposals track the following metrics:

- Total number of trips provided.
- Total number of individuals served
- Breakdown of the purpose of each trip (I.e., food, clothing, and/or medical supply delivery; transportation to or from a medical appointment, transportation of a resident to a homeless shelter or other housing; transportation of a senior to a recreation event etc...)

As an optional set of metrics, applicants are encouraged to set targets and a collection method for demographic information on the population to be served; as feasible and without impacting the program outcomes.

The Performance Plan should have a one (1) page limit and will be uploaded as a pdf attachment within the application platform. The performance indicators must be important to the selected Funding Areas for your proposed program. Organizations should expect at least semi-annual reporting requirements as a condition of the grant that matches the proposed performance plan as well as brief general narrative reports on the program's performance.

Supporting Documents to be Uploaded:

- Certifications and ethics disclosures completed as part of the online application;
- Most recent 990
- IRS tax-exempt determination letter for nonprofit organizations
- Maryland SDAT Registration
- Current Board list with names and affiliation
- Collaborative partner materials, if applicable
- Program related materials (optional)
- Agency brochures or program materials (optional)
- Other supporting materials (optional)