

KEY INFORMATION SUMMARY SHEET

Request for Applications (RFA)

Coordinated Community Supports Partnership: Service Providers

To be part of a joint application to the Maryland Community Health Resources Commission (CHRC)

Issued: November 20, 2025

Applications Due: January 6, 2026, by 11:59 pm

Notification of Partnership: On or around January 30, 2026

11/26/2025 FY27 CSP RFA Version Update Notes:

- Submitting a separate request for MCPS Letter of Support is NO LONGER REQUIRED. The LBHA and MCPS review processes are being merged. See page 8 for clarification.
- Two additional requirements are added to this version:
 - Provide your approved MCPS liaison contact information under Proposal Task Executive Summary (See page 16 for clarification).
 - State whether or not you have a current MOU with MCPS; if yes, upload a copy of the MOU under Proposal Task Executive Summary (See page 16 for clarification).

RFA Issuing Offices:

Montgomery County Local Behavioral Health Authority in tandem with the
Montgomery County Government Office of Grants Management

RFA Program Contact:

Sara Rose, Director | Local Behavioral Health Authority
Department of Health and Human Services (HHS)
240-777-1400
sara.rose@montgomerycountymd.gov

RFA Technical Assistance for the Grant Program Contact:

Ali Hoy, Program Manager II
Office of Grants Management (OGM)
(240) 773-3384
grants@montgomerycountymd.gov

Information Session: OGM and HHS will host a [**Grant Program Information Session on November 25, 2025 from 3:00 to 4:30 PM via an MS Teams Live virtual event.**](#) The purpose is to address questions concerning the expectations of the project. The event will be recorded and accessible by using the same link to join the live event above.

NOTE: All funding is contingent on the Montgomery County application that will be submitted to CHRC. The final amount of state funding available will not be known until spring 2026.

MONTGOMERY COUNTY GOVERNMENT
Office of Grants Management

Request for Applications (RFA)

**Coordinated Community Supports Partnership
(CSP): Service Providers**

Program Summary: The Montgomery County Local Behavioral Health Authority, a division of the Department of Health and Human Services (HHS), and the Office of Grants Management (OGM) are soliciting applications to be included as partners in the County's grant application to the Maryland FY 2027 Coordinated Community Supports Partnership (CSP) grant program from qualified individuals and organizations.

The CSP grant program seeks to sustain and expand access to high quality behavioral health services and supports for Maryland students, while continuing to build a statewide framework of Community Supports Partnerships to coordinate the delivery of these services. Community Supports Partnerships should support a continuum of holistic mental health and substance use support services, from prevention and mental health promotion through treatment and recovery. Partnerships should leverage existing services and relationships and engage new and diverse partners that represent and serve the community.

Community Supports Partnerships grants are available by invitation only. The Montgomery County Local Behavioral Health Authority (LBHA) has been invited to apply as a Community Support Partnership under Track 1 eligibility. These grants will fund both behavioral health services for a geographic area, as well as the activities of a local coordinating agency, or Hub. **Service providers interested in grant funding to provide services in Montgomery County MUST apply to this RFA and not independently to the CHRC.**

GRANT TERM: The CHRC will fund grants for a period of twelve months, from July 1, 2026 – June 30, 2027. Current Consortium grantees as well as applicants not previously awarded may apply under this RFA. Grant funding must be supplemental to and may not supplant existing funds for school behavioral health services. When possible, Medicaid reimbursement should be sought.

FUNDING AVAILABILITY: Current Consortium grantees providing services in Montgomery County were awarded a total of \$8,864,762 for FY26. Pending approval of the state budget next spring, approximately the same amount is expected to be available for the total award to the County plus funds for the LBHA to administer the awards. Previous awards ranged from \$50,000 to \$3.5 million. The average award amount during the last round of service provider grants was approximately \$750,000. **All grant awards are contingent on the review and acceptance of the Montgomery County application to the State of Maryland's CHRC grant program.**

The amount of funding awarded will be based on the budget justification, alignment of the budget with the proposed program, and organizational capacity to perform the proposed program. The award amount may differ from the funding amount requested.

ELIGIBILITY: Any licensed or incorporated individual, agency or organization, public or private, may apply under this RFA. The applicant must be able to define their credentials and demonstrate their ability by providing documentation of a body of work or study related to the project. **All selected providers will receive a Letter of Support from MCPS. You do not have to apply separately for the letter.**

Key RFA Program Dates:

- **Request For Applications (RFA) Available:** November 20, 2025 at 1:00 PM
- **MS Teams Live Online Grant Program Information Session (link to join below):** November 25, 2025 from 3:00 PM to 4:00 PM
- **Submission Deadline to Montgomery County:** January 6, 2026 at 11:59 PM

CHRC Program Timeline:

- **LBHA develops CSP grant application to CHRC due early February 2026**
- **CHRC reviews applications from February through May of 2026**
- **CHRC makes awards based on the final budgeted amounts approved by the Maryland General Assembly for the CSP grant program in May of 2026**
- **Award agreements are finalized by June 30, 2026**
- **Service delivery begins July 1, 2026**

Key Program Resources:

- **Program Application Page:** [FY27 CSP Grant Program Solicitation Website](#)
- [Link to the Tuesday, November 25, 2025 3:00 to 4:30 PM Information Session OR a recording of the event](#)
- [FY26 HCRC Grant Program Activities Template](#)
- [OGM Board Race-Ethnicity Reporting Template](#)
- [Montgomery County Community Needs Assessment](#)
- [OGM's Resources for Applicants Webpage](#)

Grant Program Details, Submissions, and Support: Application details can be downloaded, and the application may be submitted through OGM's Online Grants Application Platform through the links above. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options. Applications that are incomplete, do not meet legal requirements, or are submitted after the deadline will not be accepted.

For general questions, platform support, or for alternate ADA submission options, please contact the Office of Grants Management using the contact information below. For any technical questions related to the Grant Program, please contact LBHA using the contact information below:

Ali Hoy, Program Manager II
Office of Grants Management
(240) 773-3384
grants@montgomerycountymd.gov

Sara Rose, Director | Local Behavioral
Health Authority
Behavioral Health and Crisis Services
Office: 240-777-1400
sara.rose@montgomerycountymd.gov

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

The Maryland Behavioral Health Administration (BHA) has moved to decentralize the management of behavioral health services to Maryland Medicaid recipients and eligible uninsured residents by developing Local Behavioral Health authorities, Core Service Agencies, and Local Addictions Authorities. The Local Behavioral Health Authority, acting as the designee of the Maryland Department of Health, shall complete a competitive procurement for its respective jurisdiction for all grant-funded activities. The Montgomery County Local Behavioral Health Authority serves Montgomery County.

The Maryland Consortium on Coordinated Community Supports is a new entity responsible for developing a statewide framework to expand access to comprehensive behavioral health and wraparound services for Maryland students. The Consortium was created by the Maryland General Assembly as part of the Blueprint for Maryland's Future, Chapter 36 of 2021. The Consortium is building a statewide network of Hubs and Spokes based on the Collective Impact Model. LBHA will serve as the Coordinated Community Support Partnership Hub for Montgomery County. The Hub's primary functions are (1) coordinating Service Providers/Spokes, (2) acting as a fiduciary by managing grants from the Community Health Resource Commission (CHRC) and awarding grants to Spokes as subgrantees, and (3) collecting and reporting data. Hubs will engage in a statewide quality improvement learning collaborative.

All services do not need to be provided in the school building but must be strategically coordinated via ongoing and regular communication and collaboration with the district and schools to augment their existing Multi-Tiered System of Supports (MTSS). If applicable, applicants are encouraged to include in their proposals plans for transportation of students and/or family members to services and may request grant funding to this end. Applicants may request minimal funding to subcontract with school systems for the following activities, if essential for the applicant's program: the use of school buses, stipends for school staff training outside of contract hours, and behavioral health-related supplies to assist in some difficult to serve areas.

About the Office of Grants Management: As charged in Bill 36-19, the OGM provides a central point of contact regarding the grants that the County receives or awards. The OGM 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. For additional information on other Montgomery County grant programs, please visit the [OGM's County homepage](https://montgomerycountymd.gov/ogm/) at <https://montgomerycountymd.gov/ogm/>. Applicant instructional materials and guides can be found on [OGM's Resources for Applicants page](#).

B. Funding Priorities

The Consortium's Data Subcommittee has identified four overall, qualifiable goals for the program: 1. Expand access to high-quality behavioral health and related services for students and families; 2. Improve student wellbeing and readiness to learn; 3. Foster positive classroom environments; 4. Promote sustainability through revenues from Medicaid, commercial insurance, hospital community benefits, and other sources.

Montgomery County Gap Analysis - In collaboration with Montgomery County Public Schools the following areas of need were identified:

- High chronic absenteeism rate needs to be addressed at all grade levels
- Racial/ethnic disparities (closing the gaps)
- Disparities in special service student group populations
- Tier 1 and Tier 2 services at all grade levels
- Tier 3 services in elementary schools
- Parent support and training regarding behavioral health (Tier 1)
- Staff support and training on behavioral health trends and treatment (Tier 1 and 2)
- Student support groups for those dealing with divorce, eating disorders, anxiety, and bullying
- Therapeutic mentoring

More detail may be found in the [Montgomery County Community Needs Assessment](#).

Applicants should select Evidence-Based Programs (EBPs) that are most relevant for their communities. More detail regarding EBPs may be found in the [Consortium's FY26 RFA](#).

Statewide standardization and Priority Evidence-Based Programs. While the Consortium recognizes the need for local autonomy and local solutions, programs should reflect a strong evidence base. To that end, the Consortium's Best Practices Subcommittee has developed a list of 15 EBPs that are encouraged statewide. Training costs (other than staff time) for these EBPs should not be included in an applicant's grant budget.

- | | |
|--|--|
| 1. Unified Protocols for Transdiagnostic | 14. Interviewing) |
| 2. Treatment of Emotional Disorders in | 15. Therapeutic Mentoring |
| 3. Children and Adolescents (UP-C/UP-A) | 16. SBIRT – Screening, Brief Intervention, |
| 4. Modular Approach to Therapy for | and Referral to Treatment |
| 5. Children with Anxiety, Depression, | 17. Cognitive Behavioral Intervention for |
| 6. Trauma, or Conduct Problems (MATCH | 18. Trauma in Schools (CBITS) / Bounce |
| 7. ADTC) | Back |
| 8. Safety Planning Intervention (Stanley and | 19. Botvin Life Skills |
| Brown) | 20. Youth Aware of Mental Health (YAM) |
| 9. Counseling on Access to Lethal Means | 21. Circle of Security |
| 10. (CALM) | 22. Botvin Life Skills Parent Program |
| 11. Adolescent Community Reinforcement | 23. Family Check Up |
| 12. Approach (ACRA) | 24. Chicago Parenting Program |
| 13. The Student Check-Up (Motivational | |

C. Eligibility Criteria

Applicants and their proposed projects must meet all the following eligibility requirements below to be considered for funding. Applicants may only submit one application per organization under this RFA.

Organizational Eligibility Criteria:

Any licensed or incorporated individual, agency or organization, public or private, may apply under this RFA. The applicant must be able to define their credentials and demonstrate their ability by providing documentation of a body of work or study related to the project. Applicants must:

- **CHRC requires a Letter of Support from the LEA. All selected providers will receive a Letter of Support from MCPS. You do NOT have to apply separately for the letter.**
- Have a Memorandum of Understanding with MCPS in place prior to receiving a grant agreement from the County as well as implementing or continuing service delivery (not required to submit an application).
- Have the ability and capacity to provide services proposed.
- Adhere to all grant reporting, evaluation, and accountability measures.

Montgomery County Eligibility Conditions:

- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization's principal place of business must be located in Montgomery County; if it is a national or regional organization, it must have a location in Montgomery County through which it provides related services;
- All activities and expenditures under this Grant Program must be provided in Montgomery County, and be exclusively for Montgomery County residents;
- Current Montgomery County contract or grant award winners must be in performance compliance and current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their awards; and
- Proposed expenses must be for a new activity, expansion of existing activities, or a combination of both. County funding cannot be used to supplant other funding for already planned activities.

D. Project Budget and Budget Justification

Applicants must use the Euna Budget Tool to submit their budgets. Instructions are below. The proposed expenses must all have a justified relationship with the project and fall into one of the categories below:

- **Personnel** – Staff salaries
- **Fringe Benefits** – Health insurance and other staff benefits
- **Travel** – Transportation stipends, vehicle operation, or public transportation vouchers
- **Equipment** – Items individually worth less than \$5,000 but more than \$200
- **Supplies** – Items individually worth less than \$200
- **Contractual** – Contractors for services or training as well as licenses
- **Construction** – Renovation costs – capital expenses are not allowed.

- **Other** – Any other project related costs that do not fit into the categories above; and
- **Indirect Costs** – Applicants may not request direct funding for any activities that are typically included in the organization’s indirect cost pool/indirect rate. The CHRC will accept an indirect rate of up to 15% (unless the applicant qualifies for a higher indirect rate pursuant to Md. Code Ann., State Finance and Procurement § 2-208(c)), while also requiring applicants to describe activities to be covered within their indirect rate.

Eligible and Ineligible Expenses

Funds from this grant may not supplant current funding for services and supports. Funds may be requested to sustain programs launched through the CHRC/Consortium’s previous Request for Proposals for service providers. Grant funds may be requested for new or existing programs. An established program currently funded through another source can receive grant funding under this RFA if the funding represents an expansion of services or an increase in the number of individuals served. When possible, Medicaid reimbursement should be sought, and grant funding should support activities that are not Medicaid reimbursable.

Permissible Uses of Grant Funds. Examples of permissible uses of grant funding under this RFA include but are not limited to:

- Staff salaries and fringe benefits
- IT hardware and software, including software/platform for outcomes measurement and Measurement-Based Care
- Supplies
- Marketing materials
- Travel/mileage/parking related to grant activities
- Training and professional development. Note: Training and materials for Priority EBPs will be supported by the NCSMH and should not be included in applicant budgets. Staff time for training, including training in Priority or other EBPs, should be included in the staff salaries section of the budget.
- Subcontractors
- Other expenses such as Incentives for program participants, translation/interpretation services, etc.
- Indirect costs

While schools and school systems will not be the direct recipients of grant funds, applicants may request minimal funding to subcontract with school systems for the following activities, if essential for the applicant’s program: the use of school buses, stipends for school staff trainings outside of contract hours, and behavioral health-related supplies.

The following are **not** permissible uses of grant funds:

- Direct support to families to address social determinants of health (e.g., emergency funds, rent assistance, food assistance, etc.)
- Fees for student participation in extracurricular activities without a behavioral health focus, including sports
- Field trips without a behavioral health focus
- Somatic (physical) health services
- Academic and vocational supports
- Depreciation expenses

- Major equipment or new construction projects
- Clinical trials
- Lobbying or political activity
- To supplant (replace) funds from other grant sources; or
- To purchase goods or services from Board Members' organizations
- Religious events or celebrations
- Political events or celebrations.
- Any other cost deemed by the County or State unrelated to the project.
- Any purchase or activity outside the grant award period of performance including pre-award costs and expenses
- Purchases or activities unnecessary to accomplish grant purposes
- Prior obligations of and/or debts, fines, and penalties imposed on the Grantee

The State of Maryland will similarly not allow grant funds to be used to satisfy debts and liabilities of any kind, including, but not limited to, state or federal tax liabilities, outstanding, past due, or delinquent loan balances, individual, property or employment insurance liabilities, liens, promissory notes, offsets of any kind, or contractual debt.

Applicants are encouraged to vet with OGM potential costs prior to submitting an application to ensure it is eligible.

E. Award Information

The grant term is for 12 months. Previous service provider awards ranged from \$50,000 to \$3.5 million for services in Montgomery County. The average award amount during the last round of service provider grants was approximately \$750,000. **All grant awards are contingent on the review and acceptance of the Montgomery County application to the CHRC grant program.**

Awarding Timeline

Release of Montgomery County's RFA	November 20, 2025
Deadline for service providers to submit applications to Montgomery County	January 6, 2026
Montgomery County CSP review committee scores applications	January 2026
Montgomery County creates and submits proposal for full CSP to CHRC	January-February 2026
Montgomery County Office of Grants Management and CSP draft grant agreements	March-April 2026
CHRC Notice of Award	May 2026 (estimated)
Finalized grant agreement approvals and execution	May-June 2026
FY27 Services begin	July 2026

Upon execution of a written grant agreement and provision of an invoice, grantees will receive a portion of their award upfront. Subsequent grant payments will be made for the difference between cumulative reported expenses and prior grant payments. At least 5% of the award will be withheld until the final reports are submitted and approved by CHRC staff.

GRANT AWARD CONTINGENT ON EXECUTION OF GRANT AGREEMENT All grant awards are preliminary and contingent on the awardee's acceptance of the terms and conditions of the award, as set forth in a grant agreement, and upon execution of the written grant agreement, signed by Montgomery County and the awardee. Prior to executing the grant agreement, Montgomery County may exercise discretion to cancel or rescind an award for any reason. An awardee may likewise decline the grant award at any time prior to executing the written grant agreement.

F. Award Reporting Requirements

Data and Evaluation. The Consortium is committed to collecting and reporting data to assess the impact of grants. Applicants must demonstrate the capacity to collect and report data required by the CHRC and Consortium. Service provider grantees and subgrantees will be required to report standardized data to the CHRC and/or their Partnership Hub. Examples of standardized measures include:

1. # unduplicated students served – total Note: Current grantees may be asked to differentiate between new students to be served under this versus students served under their current grant.
2. # unduplicated students served – Tier 1, 2, 3 (see pages 10-11)
3. # unduplicated students served by race/ethnicity
4. # unduplicated students served by gender
5. # unduplicated students served by grade level (pre-k, elementary, middle, high)
6. # unduplicated schools attended by students served
7. Satisfaction surveys
 - a. # of students completing surveys
 - b. # of students satisfied
 - c. # of family members completing surveys
 - d. # of family members satisfied
8. # unduplicated new staff positions
9. # unduplicated school staff by grantee trained and assessed for competency
10. NEW: Optional demographic metrics (# LGBTQ+, # w/ Disability, # ELL/ESL)
11. Custom measures by EBP and/or by assessment tool
 - a. # unduplicated who received services
 - b. # unduplicated who completed pre assessment
 - c. # unduplicated who completed intervention
 - d. # unduplicated who completed post assessment
 - e. # unduplicated who demonstrated improvement
 - f. # unduplicated who demonstrated no change
 - g. # unduplicated who demonstrated desired outcome
12. Other custom measures may be developed with individual grantees

Grantees are required to track and report behavioral health process measures as well as outcomes. Grantees must, to the best of their ability, have a method to track individual students for reporting metrics. The CHRC and NCSMH have developed a list of recommended assessment tools for grantees (see Appendix I of the FY26 RFA). Common data definitions are provided. Custom data measures specific to the applicant's program may be developed. A sample reporting template is included in Appendix J of the FY26 RFA.

As a condition of receiving grant funds, grantees must agree to participate in an ongoing CHRC evaluation of the grant program. Grantees will be required to submit regular project progress and fiscal/expenditure reports as well as deliverables produced under the grant as a condition of payment of CHRC grant funds. Performance under the current grant will be a factor in evaluating applications for continued funding.

Applicants should consider any data-sharing agreements that would need to be reached with any partners for implementation and reporting on this grant, and should discuss these considerations in their grant proposals. Grantees must ensure the protection of patient/client information. The CHRC will not accept Protected Health Information (PHI) or Personally Identifiable Information (PII).

G. Application Review & Awards

1. **OGM Administrative (Admin) Review** – OGM will assess all applications for Montgomery County Eligibility Conditions listed above as well as confirm that the applications submitted are complete and meet minimum standards. If minor errors are found in an application, OGM will give applicants a brief window (usually two business days) to resolve the issue. Applicants generally will not be given the opportunity to resolve any issues with Montgomery County Eligibility Conditions or major issues with their applications. Organizations and applications that do not meet these requirements will be disqualified while those that do will move on to the next stage.
2. **Programmatic Eligibility Review** – HHS will also conduct a second review assessing whether applicants and their proposals Programmatic Eligibility Conditions cited above to ensure all submitted applications are within the intended scope of this Grant Program. Organizations and applications that do not meet these requirements will be disqualified while those that do will move on to the next stage.
3. **Subject Matter Expert (SME) Review** – HHS will then establish a Review Committee composed of neutral, qualified individuals from Montgomery County Government selected for their experience in the grant program's subject area, grants administration, project management, and/or ability to analyze programs from a racial equity and social justice lens. The panel members will review and score applicant proposals based on the criteria outlined in this document 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. These may include, but are not limited to, updated consideration of how well the applicant has performed on prior programs, the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

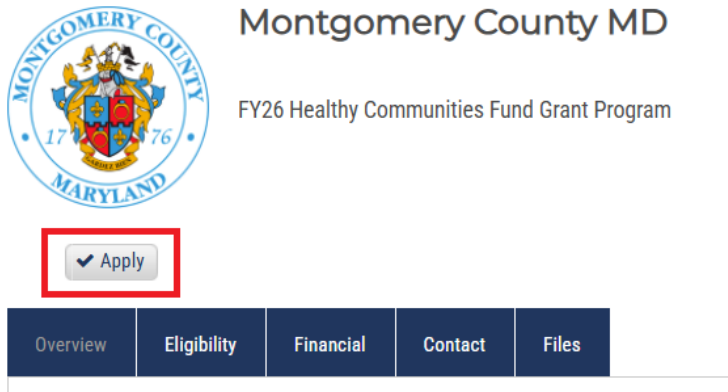
H. Submission Guidelines and Support Resources

How to Apply:

1. **Log into the Euna (eCivis) Portal to create an application profile**

<https://portal.ecivis.com/#/login>

2. Access the FY26 HCRC Grant Program Solicitation Page and click the “Apply” button to create an application.



3. Review the Euna (eCivis) applicant user guides for assistance and other support resources

OGM Developed Instructional Videos (Youtube videos):

1. [How to Create an Euna Application](#)
2. [Euna Budget Tool Instructional Video](#)

Euna Applicant User Guides (PDF downloads):

1. [Logging into Your eCivis Portal Account](#)
2. [Reviewing and Submitting your application](#)
3. [Transfer Application Ownership](#)
4. [Guide for Applicants](#), including Budget Tool assistance on pages 13 to 20

Applications must be submitted through the Montgomery County Office of Grants Management - Grants Application Platform through the links posted on the first page of this document. Once the applicant clicks on the link, they will be prompted to create a Euna Grants account, select the FY26 Grant Program page, and then will be able to access the grant application.

After creating an account, an applicant must select the Grants Program from the [OGM homepage](#), and then will be able to create an application for this Grant Program within the Euna Grants platform. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management (contact listed on the first page of this document) to discuss alternative submission options.

Applications are due no later than Tuesday, January 6 at 11:59 PM. All applications will be recorded upon receipt. Applications received after the deadline will be disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the Department of Health and Human Services (HHS) Office of Community Affairs, will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

I. Information Session

An Information Session will be held on **Tuesday, November 25 from 3:00 PM to 4:30 PM**. The link to participate in the Information Session live or to view an event recording afterwards can be found on the first page of this document or on the solicitation page for this Grant Program. An additional information session will be scheduled once the CHRC releases its RFA.

L. 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.
- 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.

SECTION II – APPLICATION TASKS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and the RFA 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. Document uploads should ideally be submitted as PDF documents with budgets uploaded as MS Excel file. The application platform cannot read Mac formatted documents (i.e. Pages, Numbers, and Key Note) so these should be submitted as PDFs or converted to MS Office formats. **Applications will be considered incomplete if any part of any section is missing.**

Please note that Review Committees have historically preferred concise narratives focused on the funding priorities, questions asked, and scoring themes rather than long narrative descriptions.

A. Applicant Information Task

Organizations must provide the following information and documents using data entry fields or uploads. The document uploads will be used to assess legal eligibility for the Grant Program and data fields will be used populate any resulting grant agreement. Applicants should fill out this information as if they were drafting a contract using specific and exact information.

- Legal Name of Applying Organization as registered with the Maryland State Department of Assessment and Taxation (SDAT)
- Organization's Maryland SDAT Department ID Number
- Montgomery County Supplier Number, if known (optional)
- Contact Information for the organization's proposal primary point-of-contact (POC)
- Contact Information for the organization's proposal secondary point-of-contact (POC)

The County is required to check applicants' status of Good Standing (or equivalent status) with the Maryland State Department of Assessment and Taxation (SDAT) at the time of application review, finalization of grant agreements, and for payments during the life of a grant agreement. Although proof of Good Standing is not required as a component of the application, it is critical that Lead and Support organization applicants remain registered and in Good Standing with SDAT as applicants will be disqualified from a grant competition, delay or even lose a grant award, and/or face delays in grant payments if they are not in Good Standing.

Applicants can verify their status with SDAT via this link:

<https://egov.maryland.gov/BusinessExpress/EntitySearch>

B. Applicant Background Task

The Office of Grants Management collects data through this Task for post-award analysis to understand application and award trends as well as how to support the diverse communities in Montgomery County. Data collected through this Task will **not** be visible to Review Committees and will **not** be used in evaluation and scoring of applications.

In line with Montgomery County's Racial Equity & Social Justice goals, the Office of Grants Management is collecting the racial and ethnic information on the leadership of nonprofit

organizations. The structure of this portion of the survey is based on the new [federal standards for collecting this data](#). Note that the information entered should be based on how the person identifies themselves.

- Lead Organization estimated staffing size serving Montgomery County in a given year
- Lead Organization estimated budget, including by funding source, for Montgomery County programs, services, and other initiatives in a given year
- Lead Organizational leadership, including CEO or Executive Director and Board Members (if applicable), race and ethnic information

If choosing to provide race and ethnicity information for their board, applicants must use the [OGM Board Race-Ethnicity Reporting Template](#) and upload it into application. Responding to these questions is optional and will have no impact on application reviews.

C. Proposal Upload Task (Data field and PDF upload)

Please address the following requirements in a document that must be uploaded as a single PDF file. Note that Current Service Provider Proposals have an additional requirement over those of New Service Providers.

- **Budget Request:** Enter into the data field in whole dollars your budget request from Montgomery County. This total must match the amount in the Budget Tool (excluding any cost-share).

Any appendices cited are included in the [CHRC FY26 RFA](#) as we do not yet have access to the FY27 CHRC RFA.

ADDITIONAL CURRENT SERVICE PROVIDER PROPOSAL REQUIREMENT:

FY26 Current Service Providers are encouraged to update and edit sections from their FY26 application to include the schools that will be served and what services will be provided in those locations and resubmit their packet with an updated budget. In addition, Current Service Providers must include a new section regarding their prior grant performance. The Prior Grant Performance section should be between 300-800 words and is not included in the proposal page limit.

- Describe accomplishments under the current grant, qualitative and quantitative.
- Describe any proposed changes to the current grant-funded program.
- Describe any lessons learned during the current grant and how those lessons would be applied in a future grant.
- Describe applicant's efforts to maximize Medicaid revenue during the current grant period.
- Include in the appendices a copy of the applicant's:
 - Most recent Milestones & Deliverables report
 - Current metrics plan; and
 - Most recent Progress Report

ALL SERVICE PROVIDER PROPOSAL REQUIREMENTS:

Project proposals should be clear and concise, single spaced, in 12-point Times New Roman font, and with 1" margins. Proposals should be limited to 12 pages, excluding Table of Contents, Executive Summary, Budget, Prior Grant Performance (only for Current Service

Providers) and Appendices. Brevity is encouraged. All pages of the proposal must be numbered.

The project proposal must be structured using these topic headings and sub-headings:

- **Table of Contents** (not included in page/word limit)
- **Executive Summary** (300-500 words, not included in page/word limit)
- **Proposal**
 1. Background and Justification
 2. Organizational Capacity
 3. Financial Capacity
 4. Project Plan
 5. Coordination/Integration
 6. Engagement with students and families
 7. Ability to demonstrate measurable outcomes
 8. Prior Grant Performance (Current Service Providers only)
- **Mandatory Appendices**
 - If indicated in application, sliding scale fee schedule
 - Prior Grant Performance supporting materials (detailed above and only for Current Service Providers)
- **Optional Appendices**
 - Letters of support from child-serving agencies, implementation partners, and/or community organizations

The Executive Summary must be 300-500 words, not included in page limit, and cover the following questions for FY27 Community Supports Partnership Service Providers:

- How many total unduplicated students will receive grant-funded services?
- How many of these unduplicated individuals will receive services at each of the three MTSS Tiers: Tier 1 (universal/prevention), Tier 2 (brief/small group), and Tier 3 (individual)?
- What is the program's overall focus?
- What key services will be provided?
- What key Evidence-Based Programs will be implemented? How is the organization planning for staff training and on-going implementation support in the EBP(s), including participation in EBP implementation support calls? How will the EBP(s) be utilized in programming and implemented with fidelity?
- Funding amount requested, and brief description of other sources of funding (Medicaid, commercial insurance, local grants, in-kind, etc.).
- **The contact information for your approved MCPS liaison. You must have meaningful interaction with the Liaison or your application will be screened out.**
- **Whether or not you have a current MOU with MCPS, if yes, upload with your supporting documents.**

Proposal (12 page limit, style requirements detailed above)

1. Background and Justification

- Briefly describe the population(s) to be served (i.e., demographics, insurance coverage, income levels, etc.).
- Provide evidence that the proposed program responds to a documented local priority.
 - Applicants may use community health needs assessments, LBHA and/or LMB Needs Assessments, Community Schools Needs Assessments, information from LEAs, and/or other sources to describe the unmet needs and priorities. Use quantitative and/or qualitative data. Recommended data sets are included in Appendix L– select a few data points that best highlight the need for the program; do not include every measure.
- If applicable, list the schools that will receive services and explain the reasoning for selecting these schools.
- Will certain sub-groups of students/families within those schools be prioritized? Why? How?
- How will the proposed services address health equity?

2. Organizational Capacity

- Briefly describe the organization's mission, structure, and governance.
- Describe the organization's history of supporting youth and adolescent behavioral health. Describe the organization's history of working in schools. Describe the organization's history of working with the target community.
- Describe the organization's staff. Include information about staff training and cultural and linguistic competency. Describe the extent to which the staff reflects the community served. Provide an organizational assessment of racial and ethnic minority representation and cultural competency among the organization's staff and/or the organizational approach to achieve racial and ethnic diversity proportional to the community served.
- Provide the qualifications and licensure of key staff.

3. Financial Capacity

- Briefly describe the organization's financial management.
- Does the organization currently bill Medicaid? If so, include Medicaid provider number. Describe existing capacity to bill Medicaid and any barriers to Medicaid billing. Which services will be eligible for Medicaid reimbursement? Which services are not billable? (Note: Medicaid billing is not a prerequisite; applicants that do not bill should briefly explain the reasons.)
- How are any anticipated Medicaid revenues accounted for in the proposed budget (i.e., budget does not request grant funding for portions of FTEs that will be funded through anticipated Medicaid revenues)?
- If applicable, will a sliding scale fee schedule be supported? If so, include sliding scale fee schedule in the appendix.
- If applicable, will private commercial insurance be billed? If so, will grant funds be used to pay co-pays to private insurers according to an income-based sliding scale

fee schedule? Describe how co-pay support will document client need (i.e., a client hardship form to request copay support, etc.). How are these anticipated revenues reflected in the proposed budget (i.e., budget does not request grant funding for portions of FTEs that will be funded through anticipated Medicaid revenues, budget includes co-pay support only, etc.)?

- What other sources of funding will support the organization's existing and new school based services (e.g., local support, other grants, hospital community benefit, etc.)? See Appendix O for a list of other grant-making organizations. How will grant funding from this be blended with funding from other sources? Describe any in-kind support that will be provided. Will matching funds be provided by the applicant?

4. Program design and prospects for success

- Which services will be provided? Be clear and concise.
- What date will services begin?
- How many total unduplicated youth, families, and others will receive grant-supported services (see definition of Unduplicated Individuals Served in Appendix H)? How many of these unduplicated individuals will receive services at each of the three tiers of MTSS (see pages 10-11). Briefly describe your methodology for developing these estimates and how you will ensure students are not counted more than once.
- Where will services be provided? If applicable, describe commitment from schools to make confidential spaces available. If services will not be provided in the school building, describe means to facilitate access to services (e.g., transportation, etc.).
- What times during the day will services be provided? If applicable, describe commitment from schools to permit students to receive services during these times. Will services be provided over the summer?
- What evidence-based strategies will be used (see menus of Priority and Recommended evidence-based programs on page 4 and in Appendices F and G)? How is the organization planning for staff training and on-going implementation support in the EBP(s)? How will the EBP(s) be utilized in programming and implemented with fidelity? Be specific.
- Discuss the organization's plans for meeting EBP training and implementation expectations (see Appendix F). In addition to initial EBP trainings, grantees should expect 60-minute EBP implementation support calls quarterly. Budgets and staffing plans should reflect this commitment.
- Discuss the organization's willingness and commitment to participate in training, technical assistance, and grant monitoring provided or coordinated by the CHRC, Consortium, and NCSMH. Grantees should plan for CHRC mandatory technical assistance calls approximately once per month for 90 minutes, as well as individual consultations. Budgets and staffing plans should reflect these commitments.
- What other strategies will be used, and how are they justified (see pages 13-14)?
- How will the program address challenges in hiring and retaining behavioral health staff?
- How will services be "marketed" to families and school staff?

5. Coordination/Integration

- If applicable, describe collaboration with the Local Education Agency (LEA) in developing the proposal, including specific meeting dates. How will school staff be involved in the implementation of the program? How will student information be shared with school staff?
- How will the proposed program integrate with existing behavioral health services and supports for the target population and the identified schools? How will the proposed program avoid duplication?
- Describe all partners who will be involved in the program, including referral partners and others. Describe the processes and organizational structures that will be put into place to ensure that the partnership(s) are effective. Include letters of commitment in the appendix. How will information be shared between partner organizations?
- Will the program address the holistic needs of children and families, including medical needs and non-medical Social Determinants of Health? Describe any referral
- relationships.
- Will Community Schools be served (see Attachment N)? If so, how will the program integrate with services provided by Community Schools? If applicable, how does the program respond to Needs Assessments developed by Community Schools?

6. Engagement with families and communities

- How is youth voice incorporated in the design and implementation of the program?
- Describe the extent to which families and communities were consulted in program design.
- How will feedback from families and communities be collected and incorporated into future programming?
- How will parents and families be involved in treatment plans, if applicable?
- Optional: Please include in the appendix any letters of support from key community agencies and organizations (e.g., community-based organizations, Departments of Social Services, etc.)

7. Ability to demonstrate measurable outcomes

- Describe the organization's capacity for data management and outcomes reporting. What data systems will be used? Note: Grant funding may be requested for data systems.
- Comment on the organization's ability to collect and report standardized data measures on pages 15-16. Discuss any measures that will not be collected. Optional: What additional, customized process and outcome measures could be collected to demonstrate the impact of this program?
- Which validated assessment tools will be used to demonstrate impact? (See Appendix I)
- Describe how the organization currently conducts self-assessment as part of continuous quality improvement efforts. If applicable, describe support needed to build the organization's evaluation capacity.
- How will student and family satisfaction be measured?
- Does the organization utilize an EMR system?

- How will the program ensure that the count of individuals/families served is unduplicated?

D. Implementation Timeline Task (MS Excel template upload)

This section should outline the implementation schedule of the proposed project over a 12-month grant agreement period of performance. To account for the grant program's selection and awarding process, the implementation start date for a proposal should begin no earlier than July 1, 2026. The program is expected to be fully operational and serving clients one month after the award announcement.

- **Activities** – Detail all the activities that will be funded through this project using the [FY26 CHRC Grant Program Activities Template](#) (*Excel file will download*). For each activity, provide a clear timeline, frequency, target served, outcome, and the intended impact it will have on the focus population. Each column must be filled out for each activity specified. The outcomes must be one of the following:
 - **Increased knowledge**
 - **Increased confidence**
 - **Enhanced access**
 - **Behavioral impact/change**

The performance period may cover a generic period of time (no greater than 12 months) that is not tied to specific dates. The final performance period for an award will be contingent on when the actual grant agreement is signed by all parties.

E. Budget Tool (Data Fields)

The proposal's budget should include a detailed listing of expenses and justification for each expense. Detail your budget request by clicking on the Euna Grants Budget Tool in the application platform to open a new browser tab.

BUDGET SUPPORT RESOURCES: The Euna Grants [Guide for Applicants](#) includes detailed guidance on pages 13-20 on how to fill out the Budget Tool. In addition, OGM has developed a [Euna Budget Instructional Video](#) posted on Youtube to demonstrate and guide applicants through the Budget Tool functions.

Enter your budget request using the federal object class categories listed below add as many additional line-items underneath each category as required:

- **Personnel** – Staff salaries;
- **Fringe Benefits** – Health insurance and other staff benefits;
- **Travel** – Transportation stipends, vehicle operation, or public transportation vouchers;
- **Equipment** – Items individually worth less than \$5,000 but more than \$200;
- **Supplies** – Items individually worth less than \$200;
- **Contractual** – Contractors for services or training as well as licenses;
- **Construction** – Renovation or other construction related expenses;
- **Other** – Any other project related costs that do not fit into the categories above; and
- **Indirect Costs** – Applicants may not request direct funding for any activities that are typically included in the organization's indirect cost pool/indirect rate. The CHRC will accept an indirect rate of up to 15% (unless the applicant qualifies for a higher indirect

rate pursuant to Md. Code Ann., State Finance and Procurement § 2-208(c)), while also requiring applicants to describe activities to be covered within their indirect rate.

At the bottom of the Budget Tool, applicants will have the opportunity to enter their Budget Narrative (8,000 characters max). The Budget Narrative should be entered as a bulleted description of each line item entered in the Budget Tool above. The descriptions should explain why the cost is necessary for the project and how the figure was calculated. Two to three sentences per line-item is generally sufficient, but applicants may exceed that amount if necessary to fully explain a line-item. Note: In past grant programs, applicants have frequently received low scores on their budgets for not fully explaining why each line item was necessary for the proposed project, especially positions.

F. Goals Tool

The Euna Goals Tool is NOT being used for this Grant Program and should be ignored by applicants.

SECTION III – SCORING OF APPLICATIONS

Applicant’s proposal submissions will be evaluated using the following confidence ratings based on the below weighted criteria. Confidence ratings are another form of objective rating that allow evaluators to assign ratings more holistically. [Confidence ratings](#) provide evaluators the ability to look more holistically at the strongpoints and weak points of a proposal to capture raters’ overall confidence in the applicant’s likelihood to succeed, helping smaller organizations who may be stronger overall than some more seasoned larger organizations. Confidence ratings are identified by the federal government as an innovative practice that may help with reducing the lead time from solicitation to award.

3 – Confident	The Reviewers are confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.
2 – Somewhat Confident	The Reviewers are somewhat confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.
1 – Not confident	The Reviewers are not confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.

Depending on the volume of applications, number of Review Committee members, and whether they all review each application, OGM may employ a [statistical rescaling](#) of scores to put applications on a more level playing field.

Each criterion is attributed a specific weight out of a total of 100 points.

SCORING RUBRIC – SERVICE PROVIDERS

Criteria	Maximum Score
Responds to documented local priority; promotes health equity; prioritized by the Local Education Agency (LEA)	15
Organizational capacity: history of working with students and schools, cultural and linguistic competency, financial capacity	15
Program design and prospects for success: use of Evidence Based Practices (EBPs) and/or other strategies, starting date for services, holistic approach, staffing plan, referral process	20

Priority Evidence Based Practices (EBPs) and/or Measurement-Based Care learning community are selected and integrate well into planning and programming	5
Coordination/Integration: integration and alignment with existing programs, ability to be a “team player”	10
Evidence of engagement with schools, families, and communities in the planning and execution of programming	10
Ability to demonstrate measurable outcomes	15
Budget is reasonable and commensurate with project impact, maximizes Medicaid revenue attainment where appropriate, reflects Medicaid and other revenues in budget as applicable, good return on investment	10
TOTAL	100

MISCELLANEOUS

- Those persons scoring the proposals on the Review Committee 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, applicants may request a feedback report from the Office of Grants Management summarizing the Review Committees feedback. 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 why their proposal was not granted, or their funding request was not granted in full

SECTION IV – CERTIFICATIONS, ACKNOWLEDGMENTS, 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 the online grant application portal.

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:

- ✓ The applicant will administer all awarded funds through this Grant Program.
- ✓ Funds received will be used solely for the documented activities within the submitted proposal.
- ✓ The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.
- ✓ 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.

- ✓ 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.
- ✓ The applicant understands that all grantees that receive awards under this Grant Program must show proof of insurance prior to receiving the funds, and when requested, must be able to show proof of all insurance coverage required by law.
- ✓ 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.
- ✓ 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.
- ✓ The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.
- ✓ 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.
- ✓ Any individual who has contact with children, adolescents and students under the execution of this grant will be required to obtain a Criminal Justice Information System (CJIS) State and federal criminal background check, including fingerprinting. Criminal background checks must be completed prior to commencing any work under this grant. Applicants may request grant funds for this purpose. Criminal background checks must be completed prior to commencing any work under this grant. All grantees, including subgrantees and subcontractors, are required to report to law enforcement and school leadership any threats of harm to self or others. Grantees, subgrantees, and subcontractors may be required to participate in training related to school safety and sign a form acknowledging they will follow existing law and current policies and procedures for their jurisdiction, school, and the state of Maryland.