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MONTGOMERY COUNTY GOVERNMENT
Office of Grants Management
Notice of Funding Opportunity (NOFO)

FY24 Community Grants Grant Program

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Program Summary: The Office of Grants Management is soliciting grant applications for the County's FY 2024 Community Grants Program from qualified nonprofit organizations providing direct services to or advocacy for Montgomery County community members. Both the County Executive's FY24 Recommended Budget and the County Council's FY24 Approved Budget (Resolution 20-184) provide $5.75 million to nonprofit organizations for unique, innovative programs to cover special community needs that are not otherwise addressed by other County funding or efforts. Funding may be awarded to new initiatives or to projects supported by Community Grants in previous fiscal years. FY24 Community Grants applicants may request funding between $50,000 and $375,000. The performance period of these grant awards will be from January 1, 2024 to December 31, 2024. Applicants may submit multi-year funding proposals of up to three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.

Key Program Dates:

- **Program Opens for Applications:** Thursday June 29, 2023
- **MS Teams Live Online Grant Program Information Session:** Thursday July 6, 2023 from 1:30 to 3:00 PM
- **Submission Deadline:** Sunday August 20, 2023 at 11:59 PM

Key Program Resources:

- **Online Grants Application Platform:** https://mcmdgrants.smapply.org/
- **Program Page:** https://mcmdgrants.smapply.org/prog/FY24CG
- **Click here** to join the Information Session OR for an event recording

Grant Program Details, Submissions, and Support: Application details can be downloaded and application may be submitted through the 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 questions, technical support, or for alternate ADA submission options please contact the Office of Grants Management using the contact information below:

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

The Office of Grants Management is soliciting grant applications for the County's FY 2024 Community Grants Program from qualified nonprofit organizations providing direct services to or advocacy for Montgomery County community members. Both the County Executive's FY24 Recommended Budget and the County Council's FY24 Approved Budget (Resolution 20-184) provide $5.75 million to nonprofit organizations for unique, innovative programs to cover special community needs that are not otherwise addressed by other County funding or efforts. Funding may be awarded to new initiatives or to projects supported by Community Grants in previous fiscal years.

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. For additional information on other Montgomery County grant programs, please visit the Office of Grants Management's SM Apply online grants application platform linked on the first page of this NOFO.

B. Target Population

The target populations for this Grant Program are Montgomery County:

- Youth: $1.5 million is available for programs targeting the needs of the County's youth community;
- Seniors: $1.5 million is available for programs targeting the needs of the County's senior community;
- Residents who have Disabilities: $1.5 million is available for programs targeting the needs of County residents who have disabilities; and
- Residents who are members of Underserved Communities: $1,258,128 is available to nonprofit organizations from underserved communities who have unique insights into their local challenges and can develop the best programmatic solutions address them.

Within their proposal, applicants must select which target population(s) their project will serve. Some projects may serve residents who fall under multiple categories (i.e. Seniors in Underserved Communities) and applicants should mark all applicable target populations. Each target population pool of resources will have a separate Review Committee evaluating all proposals falling under that category.

This program uses the same definition of underserved communities as the January 20, 2021 Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic

communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQIA+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

C. Funding Priorities

The goal of this program is to support projects that target needs not directly addressed by other Montgomery County departmental efforts, addresses critical gaps in specific communities, cut across traditional sectors, or that offer innovative and experimental approaches to complex issues. Community needs do not always fit neatly into a single department's mission, have often complex multifaceted root causes, and require innovative and flexible solutions. The FY24 Community Grants Program is intentionally highly flexible to allow nonprofit organizations, who have grassroots understanding of community needs, to design and propose projects that will best meet these needs.

Grants provided under this program may be requested as multi-year awards of up to three years, pending satisfactory program performance and continued appropriation of funding by the County Council. Proposals should include at maximum a three-year budget that includes a projected inflationary increase for each of the future fiscal years. These grants cannot be used for the expansion of existing County funded programs. Organizations may submit up to four applications.

The Office of Grants Management expects a large number of applications and total funding requests that will greatly exceed the amount of resources available for FY24 Community Grants. To help applicants make their proposals more competitive, priority in awarding funding will be given to proposals that:

- Demonstrate a strong understanding of their target population's/community's needs and an effective program strategy to effectively meets these needs;
- Provide services, advocacy, or other support to the target population/community that is not already funded by other County resources;
- Provide technically, culturally, and/or linguistically proficient services to the target population/community;
- Demonstrate a broad base of impact through their proposal to their target population/community; and
- For the Underserved Communities target population pool, are submitted by nonprofit organizations based in Underserved Communities within Montgomery County and have a mission focused on serving these communities.

The range of programming allowed under this grant is intentionally very flexible. Examples of thematic priorities that have previously been funded by Community Grants across target populations include, **but are not limited to:**

- Workforce development, job training, vocational services, internships, case management services, and other employment support;
- Academic development programs such as after-school educational activities, tutoring, college preparation academic camps, and STEM training;
- Substance abuse prevention, treatment, and counseling;
- Wellness, leadership development, mentoring and social programs;
- Accessible sport and other programs;
- Advocacy, civic engagement, and community coalition building activities; or
- Basic needs support targeted at vulnerable populations not covered by other County efforts (i.e. clothing, targeted medical or mental health support,).

Both new and historical Community Grants nonprofit partners are **not** limited by the list above. Applicants are encouraged to identify new needs and other innovative projects for their target populations/communities. Note that projects already funded by the County are not eligible for additional funding through FY24 Community Grants.

The Office of Grants Management will also seek proposals from organizations that:

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

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

- The organization must have a Federal 501(c)(3) tax-exempt status or be a collaboration between two or more entities with at least one having this status;
- 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 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 OR be exclusively for Montgomery County residents if activities and expenditures occur outside of the County;
- 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 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.

E. Award Amounts and Duration

Award sizes will vary with a minimum award of $50,000 and a maximum award of $375,000. The grant will be awarded for up to a one year (12 month) performance period lasting from January 1, 2024 to December 31, 2024. Programs must be run and be evaluated during this period. The County may choose to provide a multi-year award, up to a maximum of three (3) years, with future fiscal year funding contingent on satisfactory program performance and Council appropriations. This grant program does not commit Montgomery County to make an award.

F. Application Review & Awards

The Office of Grants Management will recruit an independent Review Committee that will develop and submit recommendations for funding. The Review Committee will be composed of neutral, qualified individuals from Montgomery County Government, and possibly the broader Montgomery County community, selected for their experiences 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 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. These may include 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.

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 the total amount awarded and funding restrictions; programmatic, administrative, and policy requirements; reporting requirements; and payment terms.

H. Submission Guidelines

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 SM Apply account, select the FY24 Community Grants Program, and then will be able to access the grant application. 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 Sunday August 13, 2023 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 Office of Grants Management will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

I. Information Session

An FY24 Community Grants Information Session will be held on **Thursday July 6, 2023 from 1:30 to 3:00 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 FY24 Community Grants application page.

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.
- 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 NOFO 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 has difficulty reading 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.**

The FY24 Community Grant application introduces the use of Reusable Tasks in our online grants application platform. Reusable Tasks can be completed once and be reused without further edits across every application through this platform. Organizations can update Reusable Tasks as needed as an organization's information evolves over time and updated or new documents become available.

The Grant Program allows a significant range in award size from $50,000 to $375,000. Thus, applicants who are requesting smaller funding amounts should not feel pressured to hit the maximum page limit. In general, 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 (Reusable) 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
- Organization's Federal Tax Identification Number
- Organization's mission statement
- Organization's website (optional)
- Contact Information for the organization's proposal point-of-contact (POC)
- Contact Information for the Organization's Legally Authorized Signatory
- Description of Organization's Grant and Financial Management Practices
- Description of Organization's Data Collection and Management Practices
- Upload of IRS Tax Exempt Determination Letter for Nonprofit Organizations
- Upload of Most recent IRS 990 Form for Nonprofit Organizations
- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (Optional)

- Upload of Current board list with names, affiliation, and contact information for Nonprofit Organizations Overview of proposed program
- Upload of Public Copy of Most Recent Independent Audit Report (Optional)
- Upload of Most Recent Annual or other Organization Reports (optional)

The Office of Grants Management will no longer ask for proof of Good Standing (or equivalent status) with the Maryland State Department of Assessment and Taxation (SDAT), since this status will be regularly checked by the Office of Grants Management and other County stakeholders. The County is required to check this status at the time of review, finalization of grant agreements, and for payments during the life of a grant agreement. It is critical that 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 (Reusable) 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 federal standards for collecting racial data. Given the County's significant diversity, this survey is also collecting ethnic data. Note that the information entered should be based on how the person identifies themselves.

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

Responding to these questions is optional and will have no impact on application reviews.

C. Project Strategy Task (5 page limit, PDF format preferred)
The Project Strategy includes several data related to the proposal:

- Project Title – If awarded, Project Title will become the grant agreement name

- Project Overview – Brief description of the project (100 words maximum)
- FY24 Community Grants Project Categories – Applicants select one or more target populations that they wish to be considered for funding
- Year 1 (FY24) Montgomery County Funding Request – Amount requested for this grant period
- Year 2 (FY25) Montgomery County Funding Request – If applicable, nominal amount requested for second year of project (assuming continued appropriations and satisfactory project performance)
- Year 3 (FY26) Montgomery County Funding Request – If applicable, nominal amount requested for third year of project (assuming continued appropriations and satisfactory project performance)
- Total FY24 (Year 1) Project Cost – Total cost of project in FY24 (Year 1) from all funding sources

The proposal's Strategy Narrative should answer the following questions and upload the response. If an organization prefers, they may submit their strategy narrative in an alternative format such as a video or audio recording. Because of upload size limits, please post your videos to Youtube or a similar platform and provide a hyperlink to the video within your application. The submission will still need to address the questions below. If a question below does not apply to your proposal, please indicate that it is not applicable within the Strategy Narrative.

- Please describe the specific population/community that your organization targets and explain your relationship to this population/community. Why is your organization uniquely suited to have a positive impact on this population/community?
- What is the issue or need within your target population/community that this proposal will address?
- How will the proposed project address this issue or need? Please explain in as much detail as necessary.
- What are your organization's current capabilities to implement the proposed project? Please note your capacity, including human and financial resources, to implement projects as well as past experience. Feel free to reference other Tasks in this application (i.e. Staffing Plan) for more detail instead of repeating it in this narrative.
- What is your organization's capability to implement this project in a culturally, linguistically, and/or technically proficient way for the target population/community?
- Overall, how will the requested funding have a positive outcome on your organization and target population/community?
- If a collaboration is being proposed, what work have your organization previously done together? What skills, experience, capabilities, and/or connections does each organization brings to the partnership? How will the roles and responsibilities under the project be separated by organization?

D. Project Budget Task (No page limit, MS Excel format preferred)
The budget for this proposal should contain detailed itemized cost information for all proposed expenses plus indirect costs. Please also include the value of any cost-shares such as donations, other grants received, and in-kind or pro bono services that you anticipate being donated and that are related to this proposal. The Program Budget will be uploaded as an attachment to the application, preferably in MS Excel format.

- Applicants may propose a multi-year budget of up to three (3) years in length with an estimated inflationary increase for each year**.**
- Program Budgets should also include indirect costs. Indirect costs may include general administrative costs such as: legal, accounting, liability insurance, audits, and the like. If applicants have a federal Negotiated Indirect Cost Rate Agreement (NICRA), then they must use that rate within their application. Applicants without a NICRA may use a rate of up to 15%.
- FY24 Community Grants are primarily for on-going operating expenses required for project implementation. However, applicants may include up to 10% of the total project value for capital expenses that cover fixed asset costs required for project implementation.
- The Grant Program does not require a standard budget template so applicants should use whatever format meets the basic requirements, provides sufficient detail, and provides the best overview of expected costs under the proposal.
- If applying as a collaboration, please include the appropriate division of budget between the two or more organizations that are applying.

In addition to other 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.

E. Budget Narrative/Justification Task (2 page limit, PDF format preferred)
In addition to a Program Budget, the proposal must include a Budget Narrative/Justification that briefly describes the proposed expenditures. If an organization wishes to include quotes or back up for prices listed in the budget, they may upload these items in the Other Supporting Materials section of the application.

In addition to including the purpose of an expenditure and an explanation of how costs were calculated, applicants should also address the following, if applicable:

- Please briefly outline the source of any cost-share identified in the Project Budget.
- 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.
- If your organization does work regionally or has other funding sources, 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 add to or expand your work on behalf of services in Montgomery County.

F. Project Staffing Plan Task (2 page limit, PDF format preferred)
This section should detail the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a projected start date as to when the position will be filled should be supplied. If applying as a collaboration, please note the organizational affiliation of each staff member. Note that grantees in the past have sometimes had trouble hiring staff at very low wages; your application will not be penalized for proposing that staff be paid commensurate with their specialized talents and experience in delivering the proposed services.

The Staffing Plan should detail at a minimum for the incumbent, position to be filled, and/or contractors to be supported by the project:

- The name of the position;
- Expected salary or hourly rate for the position;
- Percentage of staff time to be dedicated to the proposed project;
- Any relevant degrees, licenses, certifications, or other professional credentials related to the project;
- Outline of language skills and/or cultural competencies; and
- Description of the position role in relation to the proposed project.

Applicants may upload as Other Program Materials in the Supporting Documents to be Upload Task resumes of incumbents in the positions and/or position descriptions of these positions if they are not filled.

Note, if an employee is to be paid 100% through grant funds from this program, all of their professional time, over and above routine administrative tasks, must be devoted to the proposed program's eligible work. Do not low-ball deliverables so as to allow program-funded staff to do work outside this grant. If you want the staff to be available to help efforts outside the grant, be sure to include only partial salary for that person in your staffing and budget proposals. Likewise, do not double count staff time paid for by other Montgomery County, Federal, State, District of Columbia, or private foundation grants.

G. Project Work Plan/Timeline Task (1 page limit per year, PDF format preferred)
This section should outline the implementation schedule of the proposed program over the 12-month grant performance period plus up to an additional two years if the

applicant is seeking multi-year funding. The Project Work Plan/Timeline must match performance period of the Grant Program listed on page 1 of this NOFO.

The implementation schedule over the performance period should list:

- The program's objectives and related activities;
- Timeline for implementation and completion; and
- Responsible staff.

H. Performance Plan and Performance History (2 page limit each, PDF format preferred)
The Performance Plan and Performance History outline how you will measure success for your proposed project as well as the history of outcomes achieved by this project or similar projects that are being emulated through this proposal. This Grant Program does not require any specific metrics or milestones and organizations are given full flexibility to develop a Performance Plan that fits their proposed strategy. To measure the impact of the project on the target populations, include any of the following:

- **Key Performance Indicators (KPIs)/metrics:** Provide an outline of the metrics to be collected, targets for each metric, and the data collection method for each metric. Both target outputs and outcomes should be addressed.
- **Milestones:** List the specific milestone to be achieved, a target date to achieve it, and the impact achieving it will have on the organization.
- **Qualitative/Other Evaluation:** Outline any qualitative or other evaluation methods the program will be using.

Measuring outcomes within the context of a project performance period is often a challenge or cannot be appropriately measured. In these cases, the applicant may use research or past project performance as a proxy for demonstrating project outcomes. For example, "Study XYZ shows that middle-school participants in after-school activities, similar to those proposed in our project, graduate from high school at a ##% higher rate than the average student and attend community or a four year college at a ##% higher rate than the average student."

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.

Organizations should expect quarterly or semi-annual financial and performance reporting, modeled on the submitted Performance Plan, as a grant requirement.

The Performance History is a separate document that focuses on outcomes already achieved as evidence that the proposed project will have a meaningful impact on the target population(s). Applicants should summarize previous reports in the Performance History and upload the actual reports as Program Related Materials in the Supporting Documents to be Uploaded Task. The outcomes described in the

Performance History may be the result of projects funded by previous Community Grants, other funding sources, initiatives outside of the County that your proposals seek to emulate in the County, or be based on research and/or other best practices. The central question to be answered is: How do the outcomes in achieved in the past provide evidence that your proposal will achieve these outcomes in the future?

Projects addressing a unique or new need that does not have an established history of results and/or best-practices should outline the historical knowledge gap and related evidence supporting your overall project strategy. Part of the goal of Community Grants is to support experimental, innovative projects that address new, complex issues for which there may not be clear best practices yet.

I. Optional Supporting Documents to be Uploaded Task

- Collaborative partner materials, if applicable (optional)
- Program Related Materials (optional)
- Other Supporting Materials (optional)

SECTION III – SCORING OF APPLICATIONS

Scoring Criteria

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

Criterion A: Project Goals and Grant Program Priorities (15 points)

- In line with the priorities for the FY24 Community Grants Program, the proposal (15 points):
  - Demonstrates a strong understanding of their target population's/ community's needs and an effective program strategy to effectively meets these needs;
  - Provides services, advocacy, or other support to the target population/community that is not already funded by other County resources;
  - Provides technically, culturally, and/or linguistically proficient services to the target population/community; and
  - Demonstrates a broad base of impact through their proposal to their target population/community;
  - For the Underserved Communities target population pool, are submitted by nonprofit organizations based in Underserved Communities within Montgomery County and have a mission focused on serving these communities; and
  - Exhibits cultural proficiency, inclusivity of LGBTQIA+ community members, and the use of a racial equity lens in providing services within this proposal.

Criterion B: Sound Fiscal Management and Budget (20 points)

- Applicant demonstrates sound grant and fiscal management practices and will be able to submit financial reports and back-up documentation to meet administrative and audit requirements (5 points);
- Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy, Staffing Plan, and other parts of the proposal (5 points); and
- Applicant's Budget and Budget Justification reflect reasonable and realistic costs needed to implement the proposal and achieve the stated outcomes for the target population/community (10 points).

Criterion C: Organizational Capability and Relevant Experience (30 points)

- Applicant demonstrates the cultural, linguistic, and/or technical proficiency to work with their target population/community in the context of the proposed project (10 points);
- Applicant demonstrates the subject-matter expertise to deliver the proposed outcomes to the target population/community (5 points);

- Applicant demonstrates a strong relationship with their target population/community and can effectively perform outreach to promote, engage, and/or connect the target communities/populations with the proposed project (15 points).

Criterion D: Performance Plan and Performance History (20 points)

- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project (5 points);
- Proposal's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes fit the project strategy and Grant Program's goals (5 points);
- Performance History provides strong evidence that the project strategy will have the desired outcomes for the target population/community (5 points); and
- Performance History provides a strong justification for the Performance Plan's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes (5 points).

Criterion E: Soundness of the Overall Proposal (15 points)

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes (5 points);
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline (5 points); and
- Proposal' contingency plans for a lower than requested funding amount is realistic and still results in desired outcomes albeit at a lower level (5 points).

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, 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 SM Apply online grants application portal. 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 questions 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 PBM 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 understand 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.
- ✓ 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.