

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

FY24 Nonprofit Security Grant Program

Program Summary: The Office of Emergency Management and Homeland Security (OEMHS) and the Office of Grants Management are soliciting grant applications for the County’s FY 2024 Nonprofit Security Grant Program from qualified nonprofit or faith-based organizations located in Montgomery County. The County Council’s FY24 Approved Budget provides \$900,000 to nonprofit and faith-based organizations at a high risk of experiencing hate crimes. Funding may be awarded to augment costs for security personnel, planning, training, or security cameras. FY24 Nonprofit Security Grant applicants may request funding up to \$20,000 per facility. Organizations with more than one facility in the County must submit a separate application for each facility, with a limit of five (5) applications per organization. The period of performance of these grant awards will be for one year (12 months) upon execution of a grant agreement by Montgomery County.

Key Program Dates:

- **Program Opens for Applications:** Wednesday, October 11, 2023, at 12:00 PM
- **Grant Program Information Session (held via MS Teams Live):** Wednesday, October 18, 2023, 7:00 to 8:00 PM
- **Submission Deadline:** **Friday, November 10, 2023, at 11:59 PM**

Key Program Resources:

- **Online Grants Application Platform:** <https://mcmdgrants.smapply.org/>
- **Program Page:** <https://mcmdgrants.smapply.org/prog/FY24NonprofitSecurity>
- **[Click here](#) to register for an Information Session OR watch an event recording**

Grant Program Details, Submissions, and Support: Application details can be downloaded, and the 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 Emergency Management and Homeland Security (OEMHS) and the Office of Grants Management are soliciting grant applications for the County’s FY 2024 Nonprofit Security Grant Program from qualified nonprofit or faith-based organizations located in Montgomery County. The County Council’s FY24 Approved Budget ([Resolution 20-184](#)) provides \$900,000 to nonprofit and faith-based organizations at a high risk of experiencing hate crimes. Funding may be awarded to augment costs for security personnel, planning, training, or security cameras. FY24 Nonprofit Security Grant applicants may request funding up to \$20,000 per facility. Organizations with more than one facility must submit a separate application for each facility, with a limit of five (5) applications per organization. The period of performance of these grant awards will be for one year upon execution of a grant agreement by Montgomery County.

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:

- Nonprofit Organizations: Tax-exempt nonprofit organizations at risk of hate crimes based on their work, community, and/or known threats or hate crimes experienced by their organization or similar organizations or communities nationally.
- Faith-based Facilities: Religious organizations that meet the requirements of a 501(c)(3) organization and are at risk of hate crimes based on their work, community, and/or known threats or hate crimes experienced by their facility or other facilities representing their faith group nationally.

C. Funding Guidelines

The goal of this program is to support projects that improve the security posture of nonprofit or religious organizations that are at risk of hate crimes based on their work, community, and/or known hate crimes or threats to them or similar organizations or communities nationally. Grant awards may be used:

- To hire security personnel or to augment current security personnel;

- To pay for a security assessment or plan;
- To conduct security training;
- To develop and execute a security drill; and
- To purchase new security cameras for their facility.

Funds may not be used for:

- Equipment purchases (except as noted above for new security cameras);
- Facility upgrades;
- Supplies;
- Expenses incurred before the date of a signed and executed contract; or
- Monitoring service for security cameras.

D. Eligible Organizations

Applicants must meet the following conditions:

- The organization must have a Federal 501(c)(3) tax-exempt status or be a religious organization that meets the requirements of a 501(c)(3);
- The organization must be experiencing threats or hate crimes, or be at significant risk of hate crimes based on its work, community, and/or known threats to similar organizations or communities nationally;
- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization must be registered as a vendor with Montgomery County (organizations that are not already vendors must register before submitting the application);
- All activities and expenditures under this grant program must be provided in Montgomery 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.

For profit businesses are not eligible to apply for this grant.

E. Award Amounts and Duration

Award sizes will vary. Applicants may request up to \$20,000 per facility. Organizations with more than one facility in the county may apply separately for each facility, with a limit of five (5) applications per organization. The grant will be awarded for up to a one-year (12-month) performance period upon execution of a grant agreement by Montgomery County. Funds must be used within one year of the date of execution of a grant agreement and cannot be used for expenses outside of these dates. This Grant Program does not commit Montgomery County to make an award.

F. Application Review & Awards

The Office of Emergency Management and Homeland Security 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, and/or project management. 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 in December 2023 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 Nonprofit Security Grant 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 Friday, November 10, 2023, at 11:59 PM. All applications will be recorded upon receipt and a notice or receipt will be delivered to the applicant via email. 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. The only exception to this may be if an applicant facility is directly targeted with a hate crime after submission of the application. In such a case, please send notice of the incident, with police report, if applicable, to the Point of Contact in this NOFO and a determination will be made as to its possible inclusion for consideration. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

I. Information Sessions

The County will hold an information session regarding the FY24 Nonprofit Security Grants via Microsoft Teams on **Wednesday, October 18, 2023, 7:00 to 8:00 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 Nonprofit Security Grants application page found the first page of this NOFO. Attendance at the information session is not a requirement for applying.

K. Terms and Conditions

- The 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 QUESTIONS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and NOFO document. To submit your proposal, please complete each of the Tasks in the application 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 an 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.**

Applicants may request up to \$20,000 per facility. Award sizes will vary. 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 to 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 Montgomery County Central Vendor Registration System (CVRS) Vendor ID Number
- Organization’s website (optional)
- Contact Information for the organization’s proposal point-of-contact (POC). This MUST be a different person than the Organization’s Legally Authorized Signatory. Applicants MUST notify OEMHS and the Office of Grants Management immediately of any changes in POCs.
- 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 OR a Letter of Tax Exemption Inclusion from a Governing Authority or Regional/National Organization.
- Upload of Most recent IRS 990 Form for Nonprofit Organizations
- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (Optional)
- 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 and/or faith-based 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. Application Questions

The Application should answer the following questions and upload the response into each field. If a question below does not apply to your proposal, please indicate that it is not applicable.

1. What is the title of your project? If awarded, your project title will become the grant agreement name. *(25 word limit)*
2. Describe why your organization needs funds. Give specific examples that demonstrate that your nonprofit organization or faith-based facility is experiencing hate crimes or is at significant risk of becoming a target of hate crimes. *(500 word limit)*
3. Please describe how you would use these funds and what you expect to accomplish through usage of these funds. *(500 word limit)*
4. Please provide the estimated number of Montgomery County residents served by your organization. How many residents would benefit from the grant, if awarded? Include details like the number of residents present each day, at special events or services, etc. *(250 word limit)*
5. What is the organization's current source of funding for security personnel and/or planning? *(150 word limit)*
6. Has your facility had a security assessment? If so, please describe. *(150 word limit)*
7. Has your organization had Montgomery County Police Department Civilian Response to Active Shooter Events (CRASE) training or OEMHS Securing Houses of Worship Training? If so, please explain when. *(150 word limit)*

D. Project Budget Task (No page limit, MS Excel preferred)

As part of the Budget Task, each applicant must fill out the following fields and address the following questions. Please indicate N/A if Not Applicable:

- Montgomery County Funding Request – Amount requested from the County
- Total Project Cost – Total cost of project in from all funding sources
- Please briefly outline the source of any cost-share identified in the Project Budget.
- If applicable, 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.

The budget for this proposal should contain detailed itemized cost information for all proposed expenses during the 12-month period of performance, plus indirect costs. For example, include the number of hours and estimated hourly rate if hiring security personnel or total estimate for plans, assessments, training, or cameras. 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 Project Budget will be uploaded as an attachment to the application, preferably in MS Excel format.

- Applicants may only request one-time funding and not ongoing costs. All requested funding must plan to be used within a twelve (12) month performance period.
- 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.

Funds may not be used for:

- Equipment purchases (except as noted above for new security cameras);
- Facility upgrades;
- Supplies;
- Expenses incurred before the date of a signed and executed contract; or
- Monitoring service for security cameras.

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;
- To support projects already funded by the County, which are not eligible for additional funding during the same fiscal year.

E. Optional Supporting Documents to be Uploaded Task

- Background 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: Assessment of Security Needs and Risk (80 points)

- In line with the priorities for the FY24 Nonprofit Security Grants Program, the application clearly demonstrates that the organization:
 - Is at risk of or has directly experienced hate crimes (e.g., hate-related vandalism, graffiti, property crimes, attacks, or threats via social media, print, or other communications) (criminal activity not related to bias or hate, such as theft, property crime, general vandalism, or other crimes not clearly motivated by hatred or bias cannot be considered) (40 points);
 - Represents people or groups who have statistically been the target of hate crimes locally or nationally (e.g., African American/Black, Jewish, Muslim, Sikh, LGBTQ+, Disabled, Homeless, Asian American/Asian) (20 points);
 - Will make a meaningful and substantive improvement in the security of this facility (10 points);
 - Serves Montgomery County residents (10 points).

Criterion B: Grant Administration and Budget (20 points)

- The organization (and partner facilities, if applicable) demonstrates the organizational capacity necessary to effectively manage the grant and comply with reporting requirements, as evidenced by a complete application and budget (5 points);
- The proposed budget has reasonable cost estimates, which will enable the organization to achieve the target outcomes (5 points);
- The application clearly includes the estimated number of Montgomery County residents served by the organization (5 points);
- The application clearly states that the funds are intended for either security personnel, an assessment or plan, security training, the development and execution of a security drill, or a new camera/camera system (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.
- Applications will be reviewed through a Racial Equity and Social Justice lens.

- 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 Committee's 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 about 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 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 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 will be distributed as a lump sum, but sufficient documentation must be retained by the applicant and provided, if requested, to the administering County agency.
- ✓ Applicant acknowledges that any funds utilized for the proposal 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 the FY24 Nonprofit Security 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.
- ✓ 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 may be required to show proof of insurance, when requested. The applicant must be able to show proof of all insurance coverage required by law.
- ✓ The applicant agrees that any time before the end of the period of performance 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.