

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

## **FY25 EquiCare: Subsidy Seats Grant Program**

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**Program Summary:** The Montgomery County Department of Health and Human Services Early Childhood Services, in partnership with the Office of Grants Management (OGM), is soliciting grant applications for the County’s FY 2025 EquiCare: Subsidy Seats Grant Program from licensed child care providers located in Montgomery County to cover the cost of quality child care funding for infants and toddler (age 6 weeks through 3 years) seats aligned with current trends for child care seats. The grant aims to enhance the availability of high-quality infant and toddler child care seats and address the needs of families that do not meet the eligibility criteria for current early childhood public programs.

FY25 EquiCare: Subsidy Seats award amounts will vary, with a total pool of \$2,200,000. The minimum grant award that will be considered for any applicant is \$282,720 for centers and letter of compliance programs and \$57,504 for family child care and large family child care. Programs seeking funds would apply for a designated number of seats, and eligibility would be assessed according to County-established criteria. The performance period of these grant awards will extend through December 31, 2025. Organizations with more than one facility in the County must submit a separate application for each facility. Applicants will submit multi-year funding proposals of 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:** September 11, 2024
- **MS Teams Live Online Grant Program Information Sessions:**
  - Monday, September 16, 2024, 6:00-7:00 PM (en español)
  - Wednesday, September 18, 2024, 1:00-2:00 PM (in English)
- **Submission Deadline:** **Monday, September 30, 2024 at 11:59 PM**

**Key Program Resources:**

- **Online Grants Application Platform:** <https://mcmdgrants.smapply.org/>
- **Program Page:** <https://mcmdgrants.smapply.org/prog/FY25EquiCare>
- **[Click to join the Information Session \(en español\) on September 16th OR for an event recording](#)**
- **[Click to join the Information Session \(in English\) on September 18th 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 alternate ADA submission options please contact the Office of Grants Management using the contact information below:

**Ali Hoy**, Program Manager II  
OGM  
(240) 773-3384  
[grants@montgomerycountymd.gov](mailto:grants@montgomerycountymd.gov)

For any technical questions related to the application, please contact DHHS using the contact information below:

**English**  
Jennifer Wiedel, Program Manager II,  
HHS Early Childhood Services  
(240) 777-4661  
Jennifer.Wiedel@MontgomeryCountyMD.gov

**Español**  
Kenia Almendarez, Business Coordinator  
HHS, Early Childhood Services  
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# SECTION I – GRANT PROGRAM INFORMATION

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## A. Background

The Montgomery County Department of Health and Human Services Early Childhood Services, in partnership with the Office of Grants Management (OGM), is soliciting grant applications for the County’s FY25 EquiCare: Subsidy Seats Grant Program from licensed childcare providers located in Montgomery County to cover the cost of quality child care funding for infants and toddler (age 6 weeks through 3 years) seats aligned with current trends for child care seats. The grant aims to enhance the availability of high-quality infant and toddler child care seats and address the needs of families that do not meet the eligibility criteria for current early childhood public programs.

FY24 EquiCare: Subsidy Seats award amounts will vary, with a total pool of \$2,200,000. The minimum grant award that will be considered for any applicant is \$282,720 for centers and letter of compliance programs and \$57,504 for family child care and large family child care. Programs seeking funds would apply for a designated number of seats, and eligibility would be assessed according to County-established criteria. These funds are designated to cover all seat expenses, ensuring that parents are not required to pay a co-pay or any additional tuition expenses. Parents utilizing EquiCare seats will not incur any charges, as the program has secured the necessary funds through this grant. The performance period of these grant awards will extend through June 30, 2025. Organizations with more than one facility in the County must submit a separate application for each facility. Applicants will submit multi-year funding proposals of three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.

***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 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 children age six (6) weeks through 3 years from families at or below the 400% federal poverty line. These households likely do not meet the eligibility criteria for current early childhood public programs and lack sufficient resources to meet their childcare needs.

## C. Funding Priorities

This grant program is anticipated to receive a large number of applications and total funding requests that will exceed the amount of resources available. Priority in awarding funding will be given to proposals from licensed child care programs located with a physical address in 20877, 20886, 20902, 20866, 20906.

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.

#### **D. Eligible Organizations**

Lead applicants may only submit one application per facility, and must meet all of the following conditions:

- The organization must be **licensed child care provider** based in Montgomery County, as demonstrated through the following required documentation:
  - A License/registration number provided by the Maryland State Department of Education for your child care program under COMAR: Family Child Care (13A.15), Large Family Child Care (13A.18), Center Child Care (13A.16), or Letter of Compliance (13A.17)
- The organization must meet specific program criteria, as demonstrated through the following required documentation:
  - Accreditation by a recognized state or national entity (ex. Maryland State Department of Education, National Association for the Education of Young Children, National Association of Family Child Care)
  - Published rating of level 3 or higher in Maryland EXCELS
- The organization's staff must meet these minimum education requirements, which differ based on these two childcare provider types:
  - Child Care Center and Letter of Compliance:
    - Teacher in EquiCare Grant classroom:
      - Associates Degree in Early Childhood; OR
      - Child Development Associate (CDA) Infant/Toddler Child Development Associate (CDA) with 2 years' experience.
  - Family Child Care and Large Family Child Care:
    - Approved Provider:
      - Associates Degree in Early Childhood; OR
      - Child Development Associate (CDA) Infant/Toddler Child Development Associate (CDA) with 2 years' experience.
- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- All activities and expenditures under this grant program must be provided in Montgomery County, and be exclusively for Montgomery County residents.

#### **E. Award Amounts and Duration**

Award sizes will vary and will be determined by the number of childcare seats proposed to be provided by the licensed child care provider. These funds are designated to cover all seat expenses, ensuring that parents are not required to pay a co-pay or any additional tuition expenses. **Parents utilizing EquiCare seats will not incur any tuition charges**, as the program has secured the necessary funds through this grant. The minimum grant award that will be considered for any applicant is \$282,720 for centers and letter of compliance programs and \$57,504 for family child care and large family child care, with a total pool of \$2,200,000. Programs seeking funds would apply for a designated number of seats, and eligibility would be assessed according to County-

established criteria. The performance period of these grant awards will be to December 31, 2025. Applicants will submit multi-year funding proposals of three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.

Child Care Centers and Letter of Compliance must apply to provide a minimum of 10 child care seats and Family Child Care programs must apply to provide a minimum of two (2) child care seats. The grant funds would not only cover the expenses of the child care seat but also an additional 15% administrative fee related to program implementation. Additionally, the grant allocates \$1200 annually to support up to 12 hours of professional development per year for the program's staff.

An organization that is awarded funds will be required to submit quarterly and annual reporting and coordinate a site visit from Montgomery County staff.

#### **F. Application Review & Awards**

DHHS will recruit an independent Review Committee that will develop and submit recommendations for funding based on their review of applications. The Review Committee will be composed of neutral, qualified individuals from Montgomery County Government, 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 NOFO 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 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 6-8 weeks 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 FY25 EquiCare: Subsidy Seats 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 (contact listed on the first page of this document) to discuss alternative submission options.

**Applications are due no later than Monday, September 30, 2024, 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 or Department of Health and Human Services, will not be accepted after the deadline.

Applications with incomplete, illegible, or corrupted digital materials will not be considered.

### **I. Information Session**

A Grant Program Information Session will be held on Monday September 16th, 2024, 6:00-7:00 PM en español and Wednesday September 18<sup>th</sup>, 2024, 1:00-2:00 PM in English. 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 Grant application page.

### **J. 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 after 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 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; 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**

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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 Tasks, 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.**

This Grant application uses “Reusable Tasks” in the online grant application platform. Please note that the Reusable Tasks for this application can be completed once and be reused for future EquiCare Subsidy Seats Grant Program application periods 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.

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### **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 - Verify SDAT status via this link: <https://egov.maryland.gov/BusinessExpress/EntitySearch>
- Organization’s Federal Tax Identification Number
- Organization’s Montgomery County Central Vendor Registration Service (CVRS) Vendor ID
- 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
- Upload current Organization’s Maryland State Department of Education License Number
- Upload current accreditation by recognized state or national entity (ex. Maryland State Department of Education, National Association for the Education of Young Children, National Association of Family Child Care)
- Upload current certificate of Maryland EXCELS status (must be level 3 or higher)
- Checkbox confirmation that all Staffing Education Minimum Requirements are met (select yes, no or not applicable):
  - Center/Letter of Compliance - Teacher in EquiCare Grant classroom:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Infant/Toddler Child Development Associate (CDA) with 2 years’ experience.



- Family Child Care/Large Family Child Care - Approved Provider:
  - Associates Degree in Early Childhood; OR
  - Child Development Associate (CDA) Infant/Toddler CDA with 2 years' experience.

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 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.

### **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 organizations applying for grants. 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 CEO or Executive Director and Board Members (if applicable), race and ethnic information.

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

### **C. Project Strategy Task**

The Project Strategy includes the following data components 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).

The following **Project Strategy narrative questions** must be completed by each applicant (*If a question below does not apply to your proposal, please indicate that it is not applicable*):

- How does your child care program's current capacity and experience position it to successfully implement the EquiCare grant project? (500 words maximum)
- Please detail your child care program's ability to provide child care services, specifically for infants and toddlers, including current capacity, any vacancies or projected vacancies, and your operational experience. You may reference other sections of this application, such as

the Staffing Plan, for additional details. Your response should include how the child care program will implement the grant from start to finish, specifically addressing:

- Current enrollment and vacancies;
- Recruitment outreach strategies for vacancies;
- How the program will maintain Maryland EXCELS standards;
- How the program will retain staffing; and
- Assurances that children are grouped in inclusive settings, not segregated into subsidized groups vs. nonsubsidized groups. (500 words maximum)
- Inform what specific zip code your organization currently serves? Please describe your relationship to the population/geographic community in these zip codes. (500 words maximum)
- Why is your organization uniquely suited to have a positive impact on Montgomery County children and families through your child care program? (500 words maximum)
- What is the minimum and maximum number of child care seats that your organization could support with funding from this grant program? (note: Family Child Care/Large Family Child Care must apply for a minimum of 2 seats, and Center-based/Letter of Compliance programs must apply for a minimum of 10 seats). (500 words maximum)
- What is your child care program's capability to implement this grant in a culturally and linguistically approach. Detail how you would apply a racial equity lens in service delivery to children and families? Consider bilingual staff, training on topics related to equity, partnerships with local/community organizations, translation of materials, and culturally responsive engagements. (500 words maximum)
- Overall, how will the requested funding have a positive impact on the families served? (500 words maximum)

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

The Budget Task includes the following data components related to the proposal:

- FY25 EquiCare: Subsidy Seats Grant Project Funding Request – Total number of seats requested through this grant proposal for Year 1. (January 1, 2025 through December 31, 2025)
- Year 2 (FY26) Montgomery County Funding Request – If applicable, number of seats requested for second year of project (assuming continued appropriations and satisfactory project performance) (January 1, 2026 through December 31, 2026)
- Year 3 (FY27) Montgomery County Funding Request – If applicable, number of seats requested for third year of project (assuming continued appropriations and satisfactory project performance) (January 1, 2027 through December 31, 2027)

Family Child Care and Large Family Child Care programs must apply to provide a minimum of two child care seats and Child Care Centers and Letter of Compliance programs must apply to provide a minimum of ten child care seats.

- The grant funds would not only cover the expenses of the child care seat but also include a 15% administrative fee related to program implementation. The estimated quarterly payment is \$7,038 per child, including the administrative costs.
- Additionally, the grant allocates \$1200 to support up to 12 hours of professional development

per year for the program's staff.

- Applicants should propose a multi-year funding proposals of three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.
- These funds are designated to cover all seat expenses, **ensuring that parents are not required to pay a co-pay or any additional tuition expenses**. Parents utilizing EquiCare seats will not incur any charges, as the program has secured the necessary funds.

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.

A budget template is provided at the following link:

<https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/FY25-EquiCare-Budget-Template.xlsx>

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### **E. 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. The Staffing Plan should detail staff involved with the grant program, to include the teacher, the Director, the staff member screening families for program eligibility, and other staff member (s) to be supported by the project:

- Name and position description of the position role in relation to the proposed grant;
- Salary rate for the position;
- Percentage of staff time, in what phase of the grant period, will be dedicated to the proposed project;
- Outline of language skills and/or cultural competencies program offers; and
- Any relevant degrees, licenses, certifications, or other professional credentials related to the project, as follows:
  - Center/Letter of Compliance - Teacher in EquiCare Grant classroom:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Infant/Toddler Child Development Associate (CDA) with 2 years' experience.
  - Family Child Care/Large Family Child Care - Approved Provider:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Infant/Toddler CDA with 2 years' experience.
- Resumes of incumbents in the positions and/or position descriptions of these positions may be uploaded as Other Program Materials if desired.

A staffing template is provided (in English) at the following link:  
<https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/FY25-EquiCare-Staffing-Plan-Template.pdf>

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**F. Project Work Plan/Timeline Task (1 page limit, 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 to outreach, recruit and fill seats through related activities;
  - Timeline for implementation and completion of grant activities; and
  - Responsible staff.
- 

**G. Performance Plan (2-page limit, PDF format preferred)**

The Performance Plan provides a concise statement identifying strategies and activities that will be used to fill the seats for this grant and process for ensuring eligibility and intake.

**Performance Plan:** A performance plan is the strategic outline of how this grant will be executed. This Grant Program **requires** quarterly and annual reporting on specific metrics and evaluation mechanisms listed below. Organizations are given flexibility to develop a Performance Plan that fits their proposed strategy that includes any other relevant Key Performance Indicators and milestones. Applicants should propose targets for all the required and additional selected metrics and will report against those targets during mid-cycle and end-of-cycle reporting. These targets can include hiring of staff, outreach, enrollment, etc...

**Key Performance Indicators (KPIs)/metrics:** Key performance indicators or metrics are the specific tools used to measure the effectiveness and impact of the execution of this grant. Provide an outline of the metrics to be collected, targets for each metric, and the data collection method for each metric. Required metrics for this Grant program must be submitted **separately for each facility** where the organization provides services funded through this grant award. Organizations should expect quarterly and annual financial and performance reporting, modeled on the submitted Performance Plan, as a grant requirement. The required metrics and notes are included below.

**Quarterly Reporting Requirements**

- Family: number of families approved
- Child: number of children enrolled with this grant, use of seats
- Program: quality standard compliance
- Staff: staff associated with grant, professional development, and credentialing compliance
- Narrative Report: summary of marketing efforts, grant challenges and solutions, and testimonials

**Annual Reporting Requirements**

- Family: number of families approved
- Child: number of children approved and use of seats
- Program: quality standard compliance
- Staff: staff compliance, professional development, and credentialing compliance
- Narrative Report: summary of marketing efforts, grant challenges and solutions, and testimonials

## **SECTION III – SCORING OF APPLICATIONS**

### **Scoring Criteria**

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.

Additionally, each criterion is attributed a specific weight out of a total of 100 points.

### **Criterion A: Project Goals and Grant Program Priorities (1-3 rating; weighted at 25/100 points)**

- In line with the priorities for the FY25 EquiCare Subsidy Seats Grant Program, the proposal:
  - Program located in priority zip code: 20877, 20886, 20902, 20866, 20906
  - Demonstrates a strong understanding of their target population’s/community’s needs and an effective program strategy to effectively meets these needs;
  - Provides developmentally appropriate, 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; and
  - Provides specific examples of how the child care program demonstrates cultural proficiency, such as staff training on inclusivity, and they apply a racial equity lens to service delivery, including any partnerships with community organizations.

### **Criterion B: Organizational Capability and Relevant Experience (1-3 rating; weighted at 50/100 points)**

- Applicant demonstrates the expertise to deliver the proposed outcomes to the target population (ex. licensed, published in Maryland EXCELS level 3 or higher, and accredited);
- Applicant demonstrates the subject-matter expertise to deliver the proposed outcomes to the target population/community (ex. Staff meet or exceed requirements); and

- Applicant demonstrates a strong history of serving Montgomery County children and families and can effectively perform outreach to promote, engage, and/or connect the target population with the proposed project.

**Criterion C: Soundness of the Overall Proposal (1-3 rating; weighted at 25/100 points)**

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

**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**

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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 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., 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.