

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

FY25 Food as Medicine Grant Program
Stage Two Application

Program Summary: The Office of Food Systems Resilience (OFSR) and the Office of Grants Management (OGM) are soliciting applications from invited applicants for stage two of the FY 2025 Food as Medicine Grant Program. \$750,000 in total grant funding will be available to support innovative programs that increase access to culturally diverse, medically-relevant, nutritious, and locally produced food for Montgomery County children and households with children ages 0-18 who are currently at high-risk or actively experiencing 1) diet-related disease and 2) food insecurity.

The FY25 Food as Medicine Grant Program is a two-stage process. Stage One identified project partner organizations in the following categories: pediatric primary care healthcare providers, food assistance program operators, food educators, and food businesses including farms, producers, and wholesalers/distributors. Qualified Individual Organization applicants have been “matched” as possible by OFSR with other applicants and/or County-government funded pediatric healthcare clinics based on capacity to fulfill the project’s Required Tasks, alignment of geographic preferences, population served, performance history, or other relevant factors. Eligible entities identified by OFSR through Stage One are now invited by OFSR to submit a Stage Two Application for this Grant Program as established partnerships.

Awarded program partnerships **must accomplish all the following Required Tasks:**

- **Screen children or households with children for food insecurity and diet related disease** by a qualified healthcare provider in a pediatric primary care setting;
- **Directly provide or provide referral to food assistance** for all households identified as food insecure through screenings;
- **Source and distribute medically-tailored food assistance** to participant households experiencing diet-related diseases **and** food insecurity;
- **Offer nutrition education;** and
- **Collect and report data** on population served and intervention impact on food security and health outcomes.

*****NEW GRANT APPLICATION PORTAL INFORMATION*****

How to Apply:

1. **Log into the Euna (eCivis) Portal to create an application profile**
<https://portal.ecivis.com/#/login>
2. **Download and review the Euna (eCivis) applicant user guides for assistance prior to the FY25 Food as Medicine Grant Program Information Session.**
 1. [Logging into Your eCivis Portal Account](#)
 2. [Reviewing and Submitting your application](#)
 3. [Transfer Application Ownership](#)

Key Program Dates:

- **Stage Two: Full Grant Application**
 - **Program Opens for Grant Applications:** January 24, 2025 at 9:00 AM
 - **Information Session:** January 27, 2025 from 1:00-2:00 pm
 - **Submission Deadline: February 24, 2025 at 11:59 pm**
 - Anticipated Award Notification in mid-March 2025
- *Stage One: Expressions of Interest (STAGE CLOSED)*
 - *Applications Opened: December 13, 2024 at 11:59 am*
 - *Submission Deadline: January 8, 2025 at 11:59 pm*
 - *Review decisions and match assignments announced: January 24, 2025*

Key Program Resources:

- **Program Page:** https://gn.ecivis.com/GO/gn_redir/T/dye8wh7v0s9e
- **Stage Two Information Session:** [Click to join the Information Session OR for an event recording](#)
- The Grant Program Standard budget template is available here: <https://montgomerycountymd.gov/ogm/Resources/Files/NOFOs/FY25-FAM-Budget.xlsx>
- The Grant Program reporting requirements for awarded applicants are available to review: <https://montgomerycountymd.gov/ogm/Resources/Files/NOFOs/FY25-FAM-Reporting-Requirements.pdf>

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 OGM 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

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

Catherine Nardi, Program Manager
OFSR
(202) 816-9083
Catherine.Nardi@montgomerycountymd.gov

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

The OFSR, in partnership with the OGM, is soliciting Stage Two Applications for the County’s FY 2025 Food as Medicine Program to address diet-related health challenges in children ages 0-18 through increased access to culturally diverse, medically-relevant, nutritious, and locally produced food. Funding may be awarded to new initiatives or to existing projects that could be expanded to address the priorities of this program.

The Strategic Plan to End Childhood Hunger was initiated by the passage of Resolution Number 19- 1235, which was introduced in the Montgomery County Council by then-Council President Gabe Albornoz in May 2022. County Council, County Executive Marc Elrich, the Department of Health and Human Services, the Office of Food Systems Resilience, and the Montgomery County Food Council collaborated to design a comprehensive strategy to end childhood hunger in the County, harnessing the expertise of more than 1,300 residents and organizations. The Plan includes 14 recommendations to address food access barriers and reduce food insecurity across all childhood age groups; one of the novel approaches identified in the strategy is the implementation of “Food as Medicine” programs.

According to the American Society for Nutrition, “Food as medicine, also known as ‘food is medicine,’ sits at the crossroads of nutrition and healthcare. It may take many forms, including medically tailored meals, medically tailored groceries, and produce prescription programs.” Clinicians and pediatricians already screen children for food insecurity as a standard practice, and in a “Food as Medicine” model, “prescribe” free produce, protein, and other nutritious food to children to address or prevent diet-related disease and mitigate the negative health impacts of insufficient and inconsistent access to food.

About the Office of Food Systems Resilience: Bill 20-22 established the OFSR as a non-principal office of the County’s Executive Branch. The OFSR works to make the County’s food system more resilient and equitable to improve the health of residents, the economy, and the environment. The Office serves as the liaison between County agencies and community partners with the goal of addressing the conditions which lead to food insecurity for residents. The OFSR will work with the OGM to oversee the Food as Medicine Grant Program.

About the Office of Grants Management (OGM): OGM is the central point of contact for all grants that the County receives or awards. OGM also develops countywide policies and procedures regarding grants management and ensures these are consistent with the County’s 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 website.

B. Target Population

The target population served by this Grant Program is Montgomery County youth and households with children aged 0-18 in underserved communities¹ that are currently experiencing or at risk of experiencing food insecurity and are experiencing, or at risk of, diet-related health conditions.

Feeding America estimates that 33,840 children (13.9% of all children) in Montgomery County face food insecurity, and the US Census Bureau estimates that 77,000 children live in

households with incomes below the self-sufficiency standard, which is the amount needed to meet a family's basic needs (i.e. with household incomes around 400% of the Federal Poverty Level for Montgomery County). These households may not have sufficient resources to support access to healthy diets and meet other health-related needs and may not meet the eligibility requirements for programs like SNAP, WIC, and free school meals.

C. Funding Priorities

The Office of Food Systems Resilience will prioritize proposals that:

- Support the local food economy through purchasing partnerships with County farms, locally-owned retailers, and/or DMV-region businesses owned/operated by individuals representing historically underserved communities;
- Distribute food tailored to the recipient's cultural and personal preferences and dietary restrictions.
- Leverage additional resources to support this program, including in-kind contributions, direct organizational investment, non-county public dollars, and secured outside grant funds; and
- Align with the OFSR's core values:
 - Equity: all efforts should address social injustice and racial disparities to build equity and food sovereignty in our community.
 - Systems-based: strategies should focus on identifying, maximizing, and addressing the interconnections of food issue areas, simultaneously contextualizing their benefits and their impacts on production, access, natural resources, education, and economy.
 - Innovative: to transform our food system, novel approaches, creative ideas, and best practices models from other jurisdictions are critical.
 - Data-driven: strategic policy and investment decisions require intentional and reliable data collection and analysis, and solutions with clearly defined success metrics and measurable impact.

All Stage Two program proposals **must accomplish all of the following Required Tasks:**

- **Screen children or households with children for food insecurity and diet related disease** by a qualified healthcare provider in a pediatric primary care setting;
- **Directly provide or provide referral to food assistance** for *all* households identified as food insecure;
- **Source and distribute medically-tailored food assistance** to participant households experiencing diet-related diseases **and** food insecurity;
- **Offer nutrition education**; and
- **Collect and report data** on population served and intervention impact on food security and health outcomes.

Examples of project models that will be considered for funding include, **but are not limited to:**

- Produce prescription programs that provide households with a mechanism (voucher, store credit, CSA membership, etc.) to shop for nutritious, medically relevant foods at a grocery store, local on-farm or farmers market, etc.;

- Medically-tailored meals that are home delivered through a community-based food assistance provider to a youth patient and their family following direct referral from a healthcare provider;
- Pre-packed produce boxes sourced from a Montgomery County farm or local farm aggregator, distributed at the healthcare facility at a pre-scheduled day/time on a weekly or bi-weekly basis to youth patients and their families;
- A fresh food pantry or choice market co-located at the healthcare provider site where households can select nutritious produce, meat, shelf stable, or other grocery items.

D. Eligible Organizations

All applicants must have submitted a proposal through the FY2025 Food as Medicine Stage One application and received notification from OGM to proceed with a Stage Two application. Partners should identify one “Lead” organization to be the primary applicant. Other partners involved in the proposed project will be considered “Support” organizations. Required tasks for “Lead” and “Support” organizations are outlined within the application.

This Grant Program is **NOT** limited to 501(c)(3) nonprofit organizations.

Applicants must meet all of the following Grant Program and Montgomery Eligibility Conditions and conditions outlined in the [FY25 FAM Grant Program Stage One Application Notice of Funding Opportunity \(NOFO\)](#)

Grant Program Eligibility Conditions*:

- Applicant(s) must demonstrate the ability to conduct the proposed project 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.

Montgomery County Eligibility Conditions*:

- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization’s principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides related services;
- All activities and expenditures under this Grant Program must be provided in Montgomery County, and be exclusively for Montgomery County residents; and
- Current Montgomery County contract or grant award winners must be in performance compliance and current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their awards.

*Co-applicants or named partners in the proposal, such as community-based organizations providing food assistance services or Montgomery County-based food producers or retailers must also be registered and in Good Standing with the Maryland State Department of Assessment and Taxation (SDAT) as well as current on any reporting obligations to Montgomery County.

E. Award Amounts and Duration

Expected final awards distributed after Stage Two of the application will likely range from \$100,000 with a possible maximum award of up to \$750,000 for a single partnership.

F. Award Reporting Requirements

Award winners will be required to submit semi-annual programmatic and financial reports during the grant's implementation as well as participate in regular check-ins with the Grantor on the progress of the grant. Programmatic reporting will largely be based on the proposals Performance Plan. Smaller awards may have a reduced reporting schedule.

The Grant Program reporting requirements for awarded applicants are available to review: <https://montgomerycountymd.gov/ogm/Resources/Files/NOFOs/FY25-FAM-Reporting-Requirements.pdf>

G. Stage Two Application Review and Awards

The OFSR 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 Stage Two 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 the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

Award notification letters are expected to be released roughly three 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

NOTICE: This grant program application and future grant opportunities released through the Office of Grants Management will no longer be using SM Apply to accept grant applications. This grant program will be using a new grant platform called Euna Grants (eCivis). Instructions for setting up an account are listed below. An information session will be held to walk through this process.

How to Apply:

2. **Log into the Euna (eCivis) Portal to create an application profile**
<https://portal.ecivis.com/#/login>
3. **Download and review the Euna (eCivis) applicant user guides for assistance prior to the FY25 Food as Medicine Grant Program Information Session.**
 1. [Logging into Your eCivis Portal Account](#)
 2. [Reviewing and Submitting your application](#)
 3. [Transfer Application Ownership](#)

Applications must be submitted through the Montgomery County Office of Grants Management - Grants Application Platform through the links posted on the first page of this document. Once the applicant clicks on the link, they will be prompted to create a Euna Grants account, select the FY25 Food as Medicine 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 February 24, 2025 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 Food Systems Resilience, will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered. Please note that technical assistance for applicants will not be available outside of normal business hours.

I. Information Session

An FY25 Food as Medicine Stage Two Grant Information Session will be held **for invited applicants only** on Monday, January 27th, 2025 from 1:00 to 2:00 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 FY25 Food as Medicine 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 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; 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 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 cannot read Mac formatted documents (i.e. Pages, Numbers, and Keynote). **Applications will be considered incomplete if any part of any section is missing.**

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

A. Applicant Information Form

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 Lead Organization as registered with the Maryland State Department of Assessment and Taxation (SDAT)
- Lead Organization’s Maryland SDAT Department ID Number
- Lead Organization’s Federal Tax Identification Number
- Lead Organization’s website (optional)
- Contact Information for the Lead organization’s point-of-contact (POC)
- Contact Information for the Lead Organization's Legally Authorized Signatory
- Upload: Most recent IRS 990 Form for Nonprofit Organizations or an explanation of why your organization is exempt from filing 990s
- Upload: Current board list with names, affiliation and contact information, as applicable

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

Applicants can verify their status with SDAT via this link:

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

B. Applicant Background Task

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

In line with Montgomery County's Racial Equity & Social Justice goals, the Office of Grants Management is collecting the racial and ethnic information on the leadership of nonprofit organizations. The structure of this portion of the survey is based on [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.

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

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

C. Project Strategy

Organizations must provide the following information and documents using data entry fields or uploads.

- **Project Title** – If awarded, Project Title will become the grant agreement name
- **Project Overview** – Brief description of the project (*1,000 character limit*)
- **FY25 Food as Medicine Grant Project Funding Request** – Total amount requested through this grant proposal
- **Total Project Cost** – Total cost of project from all funding sources
- **Collaborating Partner (“Support”) Organization Names**
- **Upload: Letters of Commitment or Support**
 - A letter of commitment is **required** from all “support” organizations involved in the proposal.
 - For any proposal that includes a **Montgomery County Public Schools (MCPS) School-Based Health/Wellness Center (SBHWC)**, an upload of a Letter of Support signed by the SBHWC operator **and** the school principal is required.

Organizations applying must provide the following information using narrative entry fields.

- What is the primary health issue or need that this proposal will address? How will the proposed project address this issue or need? (*1,000 character limit*)
- Outline how the program service delivery will work from start to finish, specifically addressing how the partners will:
 - **Screen children and households with children for food insecurity and diet related disease.** (*1,500 character limit*)
 - Describe your proposed Food Security Screening Mechanism and the roles of the Lead and/or Support organizations associated with this task. You may upload a sample document in the Supporting Documents Task.
 - **Upload: Food Security Screening Mechanism**
 - *Please include detail in Section F. Project Staffing Plan Task regarding the certifications and qualifications of the pediatric healthcare provider to provide this offering to clients.*
 - **Directly provide or provide referral to food assistance** for *all* households identified as food insecure; (*1,500 character limit*)

- Describe the process for referring all patients that screen positive for food insecurity to no-cost food assistance or other community resources. Include the name of the food assistance provider organization and/or other community organizations that will accept and serve referred clients.
- **Source and distribute medically-tailored, no-cost food assistance** to participant households experiencing diet-related diseases **and** food insecurity; *(1,500 character limit)*
 - Describe the process for establishing and coordinating source of food for participating households connected to the proposed Food as Medicine intervention, including:
 - Name of food retailer/producer/distributor/nonprofit partner providing food;
 - Food storage and safety considerations, if relevant;
 - Types and quantities of food distributed;
 - Percentage of food sourced locally and/or from historically disadvantaged producers; and
 - Nutrition and medical tailoring of food offerings.
 - Service delivery format details, including:
 - Distribution type (produce prescription, medically tailored meals, pre-packed bags/boxes, gift cards or vouchers, choice food pantry/market, farm market vouchers, etc.);
 - Distribution method (delivery – how and by whom; scheduled pickup appointments – frequency and how coordinated; drop-ins – frequency and how coordinated); and
 - Educational programming components.
 - Operations, including:
 - Logistics: scheduling, purchasing, delivery, participant verification;
 - Participant support structures;
- **Offer nutrition education**; *(1,500 character limit)*
 - Describe the process for offering nutrition education to program participants. Please include detail in Section F. Project Staffing Plan Task regarding the certifications and qualifications of nutrition educators to provide this offering to clients.
 - **Upload: Sample Nutrition Education Materials**
- **Collect and report data** on population served and intervention impact on food security and health outcomes. *(1,500 character limit)*
 - Describe the process for Data Collection, reporting and privacy considerations, including coordination between lead applicant and co-applicant(s) to collect all data requirements listed in Section II, H: Performance Plan as applicable; and
 - Include detail on the program evaluation methods for participants and involved supporting partners, including the process for administering the evaluation survey developed and provided by OFSR.
- How have you engaged the community and participants, particularly from the target population for this grant, in shaping the proposed program? *(1,000 character limit)*
- What additional resources is this partnership leveraging to implement the proposed project? Please include human and financial resources, and feel free to reference other Tasks in this application (i.e. Budget, Staffing Plan) for more detail instead of repeating it in this field. *(1,000 character limit)*

- How does your proposed program align with broader food system priorities (such as eliminating health disparities, addressing climate impacts, and/or increase economic opportunity) as well as center OFSR values of initiatives that are equitable, systems-based, innovative, and data-driven? *(1,000 character limit)*
- What is your strategy for reaching underserved residents in our community and connecting these families to resources? *(1,000 character limit)*
- What is your organization’s capability to implement this project in a culturally, linguistically, and/or technically proficient way for youth and families? *(1,000 character limit)*

D. Project Budget Task

The Project Budget Task includes several data components related to the proposal:

- Description of Lead Organization's Grant and Financial Management Practices
- Lead Organization: Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (optional)
- Lead Organization: Upload of Public Copy of Most Recent Independent Audit Report, Financial Review, Agreed Upon Procedures. If not available, please submit a brief statement of explanation.
- Lead Organization: Upload of Previous fiscal year budget to actuals
- Lead Organization estimated staff size serving Montgomery County in 2025 (in total FTEs)
- Upload of total current-year budget (revenues and expenses), including funding sources, for Montgomery County programs, services, and other initiatives

The Program Budget will be uploaded as an attachment to the application, using the provided template. The budget template for this proposal includes:

- Expenses: detailed itemized cost information for all proposed expenses, including quantities and prices, plus any indirect costs.
 - Includes staffing and fringe costs (as applicable) for all partner organizations involved in the proposal, as well as program expenses including food purchases, supplies, and all additional operational costs for this program.
 - **Please note:** All food purchasing expenses in the program budget should reflect ONLY the costs for medically tailored food distributed to Food as Medicine program participants.
 - Food purchasing expenses should only be connected to the task, **“Source and distribute medically-tailored, no-cost food assistance** to participant households experiencing diet-related diseases **and** food insecurity.”
 - However any direct costs associated with the “referral to food assistance” task for patients who screen positive for food insecurity, but are not enrolled participants in the proposed Food as Medicine program, are eligible expenses.
 - Program Budgets also include indirect costs. Indirect costs may include general administrative costs such as: legal, accounting, liability insurance, audits, etc. If applicants have a federal Negotiated Indirect Cost Rate Agreement (NICRA), then they must use that rate within their application and include the NICRA as supporting documentation. Applicants without a NICRA may use an indirect cost rate of up to 15%.

- Please include the appropriate division of budget between the two or more organizations that are applying, if applicable.
- Revenues: include the value of any other funding sources that will support the proposed project, such as donations, other grants received, and in-kind or pro bono services that you anticipate being contributed to the successful implementation of this proposal.

The Grant Program Standard budget template is available here:

<https://montgomerycountymd.gov/ogm/Resources/Files/NOFOs/FY25-FAM-Budget.xlsx>

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

In addition to a Program Budget, the proposal must include a Budget Narrative/Justification that briefly describes how the proposed costs were calculated and their justification. If an organization wishes to include quotes or back up for prices listed in the budget, they may upload these items at the end of this section of the application.

- Outline the purpose of the expenditures and an explanation of how costs were calculated. Please provide detail on how each of the involved organizations will be responsible for expenses listed in the budget.
 - For example, if the total “Medically Relevant Food Purchases” expense for the proposal is \$50,000 and \$25,000 is sourced from a local farm partner and \$25,000 is sourced from a caterer, please include that breakdown in the Budget Narrative.
- 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. *(1,000 character limit)*
- If your organization provides services outside of Montgomery County, please describe in detail how your organization will ensure that funding provided through the Food as Medicine grant will exclusively benefit Montgomery County residents. *(1,000 character limit)*

F. Project Staffing Plan Task (2 page limit, PDF format preferred)

This section should detail the staff assigned for the program, staff positions, and percentage (%) of time spent on the program. **Please note the organizational affiliation of each staff member involved in the proposed project.**

The Staffing Plan should detail at a minimum for the staff member(s) and/or contractor(s) to be supported by the project:

- The position title;
- Expected salary or hourly rate for the position;
- Fringe rate and summary of benefits provided;
- Percentage of staff time, in what phase of the grant period, will be dedicated to the proposed project;

- If an employee is 100% dedicated to this project and fully funded 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. If the staff will at times contribute to organizational efforts outside the grant project, be sure to include only partial salary for that person in the staffing and budget proposals.
- Do not double count staff time paid for by other Montgomery County, Federal, State, District of Columbia, or private foundation grants.
- **The staff/contractor salaries and fringe/benefits listed in this task must equal the total expense for each of those line items (“Salaries”, “Benefits”) listed in the submitted Project Budget.**
- 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.
- Resumes of incumbents in the positions and/or position descriptions of these positions may be uploaded as Other Program Materials if desired.
- Documentation of the nutrition education qualifications of the organization fulfilling this required task. Relevant degrees, licenses, certifications, resumes, or other professional credentials related to the project will be accepted.

G. 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. 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 (noting organizational affiliation)

H. Performance Plan (2 page limit, PDF format preferred)

Organizations must provide the following information and documents using data entry fields or uploads.

- Description of Lead Organization’s Data Collection and Management Practices
- Upload of Most Recent Annual or other Organization Reports (optional)

Applicants are required to include a comprehensive Performance Plan in their grant application. The plan should detail the organization’s proposed strategy for achieving grant objectives and include projected milestone estimates for the **Key Performance Indicators (KPIs)** specified below.

Key Performance Indicators (KPIs)

In the “Goals” section of the application, applicants must provide **projected figures** for each KPI to be measured at the mid-cycle (6 months) and end-cycle reporting (12 months). These projections will serve as benchmarks to evaluate progress and overall performance during the grant term.

Metric	Data Type
Total number of food security screenings conducted	Number
Total number of households screened for food insecurity (duplicated counts)	Number
Total number of children ages 0-18 screened for food insecurity (duplicated counts)	Number
Total pounds of food distributed to program participants	Number

This Grant Program **requires** awarded grantees to submit financial and performance reports at two points during the grant performance period: Mid-cycle (6 months) and End-cycle (12 months). These reports must align with the specific metrics outlined in this document. Please note that Grantees must report the required metrics **separately for each provider office or location** where services are delivered under this grant award. Mid-cycle and End-cycle financial and performance reporting is a mandatory component of the grant. Grantees must also administer a pre- and post-program survey under this grant award. Client participation in the surveys is entirely optional and must not be a condition for receiving services. Grantees should clearly communicate this to clients. Any specific needs or additional support related to survey administration should be outlined by the applicant in the Performance Plan section of the application.

Information about the required and recommended reporting metrics, and the pre- and post-program surveys is [linked here](#).

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 20/100 points)

In line with the priorities for the FY25 Food as Medicine Grant Program, the proposal demonstrates:

- A strong understanding of the target population’s health and food access barriers and a proposed strategy that will effectively meet the needs of the identified target population;
- Robust logistical research on and relationship development of a food sourcing strategy, including a budget that reflects a realistic cost of medically-tailored food for distribution to participants, particularly if sourced locally, and the program components related to food assistance, distribution, aggregation, and/or storage mechanisms;
- Robust research connecting nutritious food access with improved health outcomes amongst their target population of youth patients; and
- Technical, cultural, and/or linguistically proficient services to the target population, and exhibits inclusivity of underserved communities as well as a racial equity lens in providing services.

Criterion B: Sound Fiscal Management and Budget (1-3 rating; weighted at 20/100 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;
- Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy, Staffing Plan, and other parts of the proposal;
- Applicant's Budget and Budget Justification reflect reasonable and realistic costs needed to implement all aspects of the proposal and achieve the stated outcomes for the target population/community; and
- Funding requested is for a new initiative or the enhancement of existing projects in alignment with the priorities of this program.

Criterion C: Organizational Capability and Relevant Experience (1-3 rating; weighted at 20/100 points)

- Organization, or partnership of co-applicant organizations, demonstrate a successful history of pediatric healthcare services and food distribution in underserved communities within Montgomery County and have a mission focused on serving and improving these communities; and
- Applicant(s) demonstrate(s) the expertise to deliver the proposed outcomes to the target population, including a strong relationship with the target population and ability to effectively perform food security screenings and referral, coordinate and administer food assistance and educational services, and to promote, engage, and/or connect the target population with the proposed project.

Criterion D: Performance Plan (1-3 rating; weighted at 20/100 points)

- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project and comply with the required metrics and evaluation of participants;
- Capacity to effectively collect, synthesize, and report unduplicated service delivery data and aggregated participant outcome and program satisfaction data;
- Past experience and successful service history providing direct food assistance and maintaining strong partnerships with community organizations to refer patients for food assistance or other resources; and
- Performance History provides strong evidence that the project strategy will accomplish the projected milestone estimates and have the desired outcomes for the target population/community.

Criterion E: Soundness of the Overall Proposal (1-3 rating; weighted at 20/100 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.
- The proposal aligns with the OFSR's core values of being an equitable, systems-based, innovative, and data-driven strategy.

Added-Value Proposal Characteristics (Maximum 15 additional points)

- Support the local food economy through purchasing partnerships with County farms, locally-owned retailers, and/or DMV-region businesses owned/operated by individuals representing historically underserved communities; *(5 points)*
- Operate a “participant choice model” for food access, allowing participants to select what food they receive; and *(5 points)*
- Leverage additional resources to support this program, including in-kind contributions, direct organizational investment, non-county public dollars, and secured outside grant funds *(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, 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 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.