Notice of Funding Opportunity (NOFO)

FY26 Food as Medicine
Grant Program Application

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Program Summary: The Office of Food Systems Resilience (OFSR) and the Office of Grants Management (OGM) are soliciting applications for the FY 2026 Food as Medicine Grant Program. $750,000 in total grant funding will be available to support healthcare and clinic-led Food as Medicine programs that increase access to culturally diverse, medically-relevant, nutritious, and locally produced food for Montgomery County households screening positive for food insecurity that include at least one child aged 0-18 and include a parent and/or child who have a current diagnosis of diet-related disease.

Funded programs must be anchored in a healthcare or clinic setting and integrate clinical screening, referral, nutrition education, and recurring food access to improve health outcomes, strengthen care coordination, and reduce barriers to healthy eating for pediatric patients and their families. Programs should be designed to provide consistent food access on a recurring basis (at minimum biweekly), rather than one-time or episodic support, and in quantities intended to meaningfully supplement household nutrition needs during a defined enrollment period.

Eligible programs include referral pathways originating from community health clinics serving adults, provided that the household benefitting from the intervention includes: one or more children ages 0–18; a parent/caregiver or child who meet program eligibility criteria; and that program services are structured to support improved health outcomes.

The grant performance period is anticipated to cover a twelve (12) month period, from May 1, 2026 to April 30, 2027, with the opportunity for renewal for one additional year contingent on performance, continued need, and availability of funds. Individual awards are expected to range from $100,000 to $300,000. Final award amounts may be lower than $100,000.

Key Program Dates:
- **NOFO Available:** Wednesday, February 18, 2026
- **Program Opens for Grant Applications: Friday, February 20, 2026**
- **MS Teams Live Grant Information Session (link to join below):** Tuesday, February 24, 2026 at 12:00 PM EST
- **Submission Deadline:** Friday, March 20, 2026 at 11:59 pm EST
- Anticipated Award Notification on/about April 10, 2026

Key Program Resources:
- **Program Page:** https://gn.ecivis.com/GO/gn_redir/T/17b6541nxefcw
- **Information Session:** **Click to join the Information Session OR for an event recording**
- Grant Program Budget Template

- [Reporting and Evaluation Requirements](#)
- [OGM Board Race-Ethnicity Reporting Template](#)
- [OGM's Resources for Applicants Webpage](#)

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:

> **Greg Weissman**
> 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

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 partner with the OGM to administer the FY26 Food as Medicine Grant Program.

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 and performs outreach regarding grants offered by the County and other grants functions.

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

The OFSR, in partnership with the OGM, is soliciting applications for the County's FY 2026 Food as Medicine Program to address diet-related health challenges in households with 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 address the priorities of this program.

Food insecurity and diet-related disease intersect in ways that significantly impact pediatric health outcomes, particularly for families facing economic barriers. Children experiencing food insecurity are more likely to have diet-related conditions such as obesity, diabetes, and hypertension, which can persist into adulthood and increase long-term healthcare costs[1].

Evidence from Food as Medicine and produce prescription programs indicates that improvements in food security and dietary behaviors often occur within the first several months of participation, while clinical outcomes generally require longer and more consistent engagement. Many real-world programs therefore target multi-month enrollment periods, commonly around six months, to balance effectiveness, feasibility, cost, and retention. This evidence base informed the program's emphasis on a target average enrollment duration of three to nine months per family as a planning benchmark[2].

In prior Food as Medicine funding cycles, Montgomery County supported a range of models, including school-based, nonprofit-led, and healthcare-led approaches. Program performance data and grantee learning indicate that healthcare-anchored models consistently demonstrate stronger enrollment, higher retention, clearer accountability, and lower per-participant costs when clinical workflows and existing infrastructure are leveraged.

At the same time, prior implementation highlighted the importance of:

- Minimizing administrative burden on clinical staff
- Designing food access models that families find worth their time and effort
- Allowing flexibility in sourcing and distribution while maintaining program integrity
- Recognizing the role of public dollars in supporting Montgomery County's local agricultural economy
- Leveraging County funds to secure additional investment, in-kind or via separately secured grant funding, to maximize impact and long-term program sustainability

Building on these lessons, the FY 2026 Food as Medicine Grant Program refines its focus on healthcare- and clinic-led models that are structured to deliver meaningful, clinically aligned support over a defined period of participation, while remaining scalable, sustainable, and aligned with evidence-building goals. The program is designed to complement, rather than replace, longer-term food assistance systems by pairing a defined period of intensive support

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[1] Kennedy S et al., 2013. Food Insecurity During Childhood: Understanding Persistence and Change Using Linked Current Population Survey Data. University of Kentucky Center for
Poverty Research, http://www.ukcpr.org/Publications/DP2013-03.pdf.
[2] Hager K et al., 2023. Multi-site evaluation of produce prescription programs in the U.S. Circ Cardiovasc Qual Outcomes. https://pmc.ncbi.nlm.nih.gov/articles/PMC10529680/

with intentional transitions to ongoing nutrition benefit and food access resources. The program continues to support local, Mid-Atlantic-region farms and food businesses whenever feasible and clinically appropriate.

B. Target Population

The target population served by this Grant Program is Montgomery County pediatric patients (ages 0–18) and their households who are experiencing, or are at risk of experiencing, food insecurity and diet-related health conditions.

Eligible participants must meet all of the following criteria:
- Include one or more children ages 0–18 residing in the household;
- Screen positive for food insecurity through a healthcare- or clinic-based screening process;
- Have a documented diet-related condition or risk affecting a parent/caregiver and/or child(ren) in the household (such as diabetes, prediabetes, obesity, or hypertension); and
- Reside in Montgomery County, Maryland.

Additionally, participants will be expected to participate in 75% or more of the nutrition education programming offered by the grantee during the relevant intervention period.

C. Funding Priorities

The OFSR will prioritize proposals that:
- Are healthcare- and clinic-led, with strong integration into clinical workflows and care teams;
- Demonstrate relevant experience with Food as Medicine, produce prescription, or other healthcare-linked food access or referral programs, either directly or through established partners;
- Include strategies designed to maximize participant retention and completion over the intended enrollment period, recognizing the time-limited, higher-intensity nature of the intervention;
- Serve populations with high unmet need, including families with children who experience food insecurity and diet-related health conditions;
- Provide meaningful quantities of food that are aligned with clinical goals, household size, and the dietary needs of participating children and families;
- Include evidence-based nutrition education programming that is convenient, culturally relevant, and designed to reinforce the foods provided and the health conditions addressed;
- Demonstrate cost-effectiveness and scalability, including realistic assumptions about average enrollment duration and expected monthly cost per participating family;
- Outline a feasible and intentional strategy for establishing long-term program funding beyond public funds;
- Leverage clinic trust and existing care coordination infrastructure to support enrollment, retention, and continuity of care;

- Support the local food economy through purchasing partnerships with local, Mid-Atlantic-region[3] farms and food businesses and/or Mid-Atlantic-based businesses owned/operated by individuals representing historically underserved communities.
- 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.

D. Eligibility Conditions

Eligible applicants must be healthcare providers or clinics (including hospital systems, federally qualified health centers (FQHC), or community clinics), or nonprofit organizations applying in formal partnership with a healthcare provider, where the healthcare partner plays a defined leadership role in screening, referral, and program oversight. Applicants must demonstrate the capacity to carry out all core program functions, including clinical screening, food access, nutrition education, and data reporting, either directly or through committed partners.

Applicants may only submit one application and must meet **all of the following Grant Program and Montgomery Eligibility Conditions** outlined below:

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.
- Eligible applicants must meet one of the following criteria:
  - Be a healthcare provider or clinic, including hospital systems, FQHCs, or community clinics; or
  - Be a nonprofit organization applying in formal partnership with a healthcare provider, where the healthcare partner plays a defined leadership role in clinical screening, referral, and program oversight.
- In addition, all applicants must meet ALL of the following program requirements:
  - All partners must be identified at the time of application;
    - Any non-applicant partners must submit a Memorandum of Understanding that clearly define their role, level of engagement, compensation expectations, and responsibilities in the proposed project;

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[3] States and districts included in the U.S. Bureau of Labor Statistics (BLS) Mid-Atlantic region: Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia.

- Collectively, identified partners must cover all core program functions, including clinical screening, food access, nutrition education, and data collection and reporting; and
- Applicants must meet the graduated match requirements established for this program:
  - Year 1: Minimum 15% match (up to 10% in-kind); and
  - Year 2: (if renewed): Minimum 25% match (15% in-kind), with documentation.

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 must have a "Current" standing with the Maryland Secretary of State OneStop – Charities Public Registry;
- 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/or be exclusively for Montgomery County residents;
- All successful applications must clearly state the following and activities and expenditures funded through this grant program must:
  - Be provided free of charge (this includes a prohibition on requesting donations and use of County resources for fundraising);
  - Not be provided in promotion of a particular religion, political party, etc. or with a requirement of service or program attendance; and
  - Be open and available to all Montgomery County residents, regardless of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, sexual orientation, gender identity, family responsibility, genetic status, presence of children, or source of income.
- 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. Grant funding **cannot** be used for any purchase which has already been made; purchases or activities unnecessary to accomplish grant purposes as determined by Montgomery County; prior obligations of and/or fines; debts and penalties imposed on the grantee; lobbying expenses; alcoholic beverages; or supplanting (replacing) other funds.

*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.

Grant funding cannot be used for:

- Any purchase which has already been made;
- Purchases or activities unnecessary to accomplish grant purposes as determined by Montgomery County;

- Prior obligations of and/or fines;
- Debts and penalties imposed on the grantee;
- Lobbying expenses;
- Alcoholic beverages;
- Pet food;
- Supplanting (replacing) other funds; and
- Providing services that wholly occur outside of Montgomery County.

E. Award Amounts and Duration

The initial grant performance period is anticipated to be twelve (12) months. Expected final awards will likely range from a minimum award of $100,000 to a maximum award of up to $300,000 to single partnership. While award amounts are expected to fall within that range, the County reserves the right to make awards outside this range based on proposal quality, program scale, and available funding.

Awards will be eligible for renewal for one additional one-year performance period, contingent upon satisfactory program performance, compliance with grant administration and reporting requirements, continued programmatic need, and appropriation of funds by the Montgomery County Council. Renewal awards are not guaranteed and are subject to County approval. The County reserves the right to modify funding amounts, performance expectations, or program requirements in any renewal year.

Applicants will be required to meet graduated match requirements over the course of the grant term renewal. For the initial grant year, applicants must provide a minimum 15% match (up to 10% in-kind). For a renewal year, if awarded, applicants must meet an increased match requirement of 25% (up to 15% in-kind). Applicants may secure required match funding within the first six months of the grant period, as further described in the grant requirements.

F. Required Program Tasks

All program proposals **must indicate how they will accomplish all of the following Required Tasks during implementation:**

- **Conduct clinical screening for food insecurity and diet-related disease** among pediatric patients or households with children ages 0–18, with screening led or overseen by a qualified healthcare provider;
- **Directly provide or provide referral to food assistance** for _all_ households identified as food insecure through screenings;
- **Provide recurring access to medically relevant food** for enrolled participant households experiencing diet-related disease and food insecurity, in quantities intended to meaningfully supplement household food needs over the enrollment period, at minimum on a bi-weekly basis;
- **Offer evidence-based nutrition education** that is aligned with the clinical goals of the program, the foods provided, and the needs and preferences of the population served;
- **Facilitate a structured transition** ("warm handoff") at the conclusion of program participation, connecting participating households to ongoing food assistance and nutrition benefit supports, such as Nutrition Benefits Outreach (NBO) providers funded by the Office of Food Systems Resilience, to support continuity of food access beyond the grant-funded intervention period; and

- **Collect, track, and report program data** on population served, food access provided, and intervention impact on food security and health-related outcomes, in accordance with OFSR reporting requirements. This includes administering the pre- and post-program evaluation survey developed by OFSR.

This funding cycle intentionally focuses on a time-limited, higher-dose intervention individualized for each participating family, differentiating the Food as Medicine program from other OFSR investments by emphasizing concentrated, clinically integrated support over a finite period. For planning purposes, applicants should design programs around a target average enrollment duration of approximately three to nine months per participating family.

Applicants should identify an average monthly cost per participating family, reflecting the level of food access, clinical coordination, and nutrition education delivered during the enrollment period. Based on prior Food as Medicine program experience, proposals should generally plan within a contextual range of approximately $100–$250 per family per month. These planning assumptions are intended to guide program design and proposal review, but are not strict requirements. Proposals that differ should clearly explain the rationale based on clinical need, population served, or program design.

G. Examples of Eligible Project Models

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

- Federally Qualified Health Center (FQHC)-led produce prescription or market-style food distribution models tied to pediatric care and clinical screening;
- Hospital-affiliated or clinic-based programs that partner with food providers to deliver recurring food access directly to enrolled families;
- Community clinics serving uninsured or underinsured families with integrated food access and nutrition education aligned with pediatric health needs; and
- Mobile or satellite clinic models that extend food access and nutrition education to families living in high-need zip codes.

Programs may use rolling enrollment models, provided they are designed to support an average duration of participation consistent with program goals.

Regardless of the proposed model, funded projects are expected to clearly define the full program flow, including how families are enrolled, how frequently food is accessed, and how nutrition education is delivered in relation to food distribution.

H. Eligible Activities

Funded activities may include, but are not limited to:
- Food insecurity screening conducted or overseen by a healthcare provider;
- Enrollment and referral coordination;
- Food purchasing and distribution of medically relevant foods through choice markets, pre-packaged boxes or bags, retail vouchers redeemable for specific items, or hybrid models;

- o Programs relying primarily on recovered or surplus food will generally be less competitive, as Food as Medicine interventions are expected to provide consistent, predictable access to specific foods aligned with clinical goals.
- Nutrition education, including classes, demonstrations, tours, or educational materials;
- Data collection, tracking, and reporting; and
- Program coordination with food partners, educators, and clinical staff.

I. 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. Reporting and Evaluation Requirements can be found in Section II.

J. Review Process

1. **OGM Administrative (Admin) Review -** OGM will assess all applications for Montgomery County Eligibility Conditions listed above as well as confirm that the applications submitted are complete and meet minimum standards. If minor errors are found in an application, OGM will give applicants a brief window (usually two business days) to resolve the issue. Applicants generally will not be given the opportunity to resolve any issues with Montgomery County Eligibility Conditions or major issues with their applications. Organizations and applications that do not meet these requirements will be disqualified while those that do will move on to the next stage.
2. **Programmatic Eligibility Review** – The OFSR will also conduct a second review assessing whether applicants and their proposals Grant Program Eligibility Requirements cited above to ensure all submitted applications are within the intended scope of this Grant Program. Organizations and applications that do not meet these all of these requirements will be disqualified.
3. **Subject Matter Expert (SME) Review** - 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 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.

K. Award Notification

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.

L. Submission Guidelines and Support Resources

1. **Log into the Euna (eCivis) Portal to create an application profile https://portal.ecivis.com/#/login**

2. Access the **FY26 Food as Medicine Grant Program Solicitation Page** and click the "Apply" button to create an application.

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

OGM Developed Instructional Videos (Youtube videos):

1. **How to Create an Euna Application**
2. **Euna Budget Tool Instructional Video**

Euna Applicant User Guides (PDF downloads):

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

Applications must be submitted through the Montgomery County Office of Grants Management - Grants Application Platform through the links posted on the first page of this document. Once the applicant clicks on the link, they will be prompted to create a Euna Grants account, select the 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 March 20, 2026 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.

M. Information Session

An FY26 Food as Medicine Information Session will be held on Tuesday, February 24th, 2026 from 12:00 to 1:00 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 FY26 Food as Medicine Grant application page.

N. 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; and

- 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)
- Organization's Maryland SDAT Department ID Number
- Organization's Federal Tax Identification Number
- Lead Organization's confirmation of current SDAT standing
- Lead Organization's confirming of current Maryland Charities Database status
- Montgomery County Supplier Number, if known (optional)
- Organization's website (optional)
- Upload: Most recent IRS 990 Form for Nonprofit Organizations or an explanation of why your organization is exempt from filing 990s
- Contact Information for the Organization's point-of-contact (POC)
- Contact Information for the Organization's Legally Authorized Signatory
- Type in board chair (or equivalent position) names, organization title, email, and phone number

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

The County is now checking the Registration Status of potential and current grantees with the **Maryland Secretary of State OneStop – Charities Public Registry**. A grantee with

Montgomery County is required to comply with state laws and therefore, have a Registration Status of "Current" (or "Exempt"). The Office of Grants Management (OGM) will verify the status of an applicant. Although proof of a current registration is not required as a component of the application, it is critical that Lead and Support organization applicants remain registered and Current with Maryland OneStop as applicants will be disqualified from a grant competition, or even lose a grant award, and/or face delays in grant payments if they are not Current (or provide evidence of being "Exempt").

Applicants can verify their status with the Maryland Charities Public Registry via this link: https://onestop.md.gov/list_views/62f3e1797f7e3200016a3dab

B. Applicant Background Task

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

In line with Montgomery County's Racial Equity & Social Justice goals, the Office of Grants Management is collecting the racial and ethnic information on the leadership of nonprofit organizations. The structure of this portion of the survey is based on the new federal standards for collecting this data. Note that the information entered should be based on how the person identifies themselves.

Lead Organization estimated staffing size serving Montgomery County in a given year

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

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

C. 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 (*100 characters maximum*)
- **Project Overview** – Brief description of the project (*600 characters maximum*)
- **FY26 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, including grant funds, cash match, and in-kind contributions
- **Collaborating Partner ("Support") Organization Name(s)**
- **Upload: Memorandum of Understanding**

- o A Memorandum of Understanding (MOU) is **required** from each "support" organization involved in the proposal.
- o Each MOU must, at a minimum, clearly define:
  - ▪ The specific role and responsibilities of the collaborating organization in the proposed project;
  - ▪ The scope of activities to be performed (e.g., screening, food distribution, nutrition education, referrals, data sharing);
  - ▪ The expected level of engagement (including frequency and duration, where applicable);
  - ▪ Any financial compensation or reimbursement to be provided to the collaborating organization, including the anticipated amount and payment structure, if applicable;
  - ▪ Any non-financial resources or contributions being provided (in-kind staffing, space, food, data, etc.); and
  - ▪ The time period covered by the agreement, which must align with the grant performance period.
  - ▪ Note: Applicants can upload up to five (5) MOUs within the application. Applicants that need to provide additional MOUs, or those that do not have any MOUs to upload, should contact grants@montgomerycountymd.gov.
- o MOUs must be signed by authorized representatives of both the lead applicant and the collaborating organization.
- o Generic letters of support or commitment will not be accepted in place of an MOU.
- o **Applications that do not include an MOU for each listed partner may be deemed ineligible.**
- o If the final grant award amount differs from the amount requested, awarded applicants may be required to update submitted MOUs to reflect any changes in scope, partner compensation, or responsibilities prior to contract execution.

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:
  - **Conduct clinical screening for food insecurity and diet-related disease** among pediatric patients or households with children ages 0–18. *(1,500 character limit)*
    - o Describe your proposed Food Security Screening Mechanism and the roles of the Lead Applicant or Collaborating Partner(s) associated with this task. You may upload a sample document in the Project Strategy Supporting Documentation section.
    - o Describe the process that will be used to screen participating households (specifically parents/caregivers and/or children) for diet-related diseases and chronic health conditions (such as diabetes, pre-diabetes, obesity, or hypertension).
    - o **Upload: Food Security Screening Mechanism**
      NOTE: Please include detail in Section F. Performance Plan, within the proposed Staffing Plan, 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.
  - Describe the process that will be used to identify which patients will be referred for enrollment in the Food as Medicine Program, and which patients will be referred to no-cost food assistance or other community food resources.
  - **A referral within the context of this grant is defined as: the formal process of connecting a client to another service provider, program, or agency for support. A referral is considered valid when there is clear communication between the referring and receiving party, <u>and the client receives additional assistance as a result of the referral.</u>*
- **Provide consistent, recurring access to medically relevant food (at minimum bi-weekly)** for enrolled participant households experiencing diet-related disease and food insecurity, in quantities intended to meaningfully supplement household food needs over the enrollment period; *(3,000 character limit)*
  - Describe how the proposed frequency and quantity of food access were determined, including how they are intended to meaningfully supplement household food needs in relation to the target population, household size, and clinical goals of the program.
  - Describe the process for sourcing medically relevant 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 from local, Mid-Atlantic-region farms and food businesses and/or Mid-Atlantic-based businesses owned/operated by individuals representing historically underserved communities locally and/or from historically disadvantaged producers; and
    - Nutritional and medical tailoring of food offerings.
  - Service delivery format details, including:
    - Distribution type (produce prescription, pre-packed bags/boxes, medically-tailored 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
  - Operations, including:
    - Logistics: scheduling, purchasing, delivery, participant verification;
    - Participant support structures.
  - Please also describe any seasonal, supply chain, or clinical constraints that may affect food sourcing or availability.
- **Offer nutrition education** that is aligned with the clinical goals of the program, the foods provided, and the needs and preferences of the population served.

<u>Program design may require that food assistance is co-located and distributed concurrently with education programming.</u> *(1,500 character limit)*

- o Describe the process for offering nutrition education to program participants, including:
  - ▪ The type(s) of nutrition education provided (e.g., individual counseling, group classes, demonstrations, printed or digital materials), including the format of programming (in-person or virtual) and the name(s) of any specific curriculum(s) used in programming;
  - ▪ The frequency, timing, and location of nutrition education relative to food distribution (e.g., at enrollment, concurrent with food access, recurring touchpoints, virtually, etc.);
  - ▪ How nutrition education is explicitly aligned with the foods provided through the program and the diet-related conditions being addressed;
  - ▪ How education is tailored to the cultural, linguistic, and literacy needs of the population served, including if materials in the participants' native language will be provided; and
  - ▪ How participation in nutrition education is incentivized or reinforced over the enrollment period, and attendance tracked to ensure that participants attend 75% or more of the nutrition education offerings.
  - o Please include detail in Section F. Project Staffing Plan regarding the certifications, credentials, and qualifications of staff or partners delivering nutrition education.
  - o Required Upload: Sample Nutrition Education Materials (e.g., curriculum outline, handouts, screenshots, lesson plans). Materials should reflect the proposed content, format, and population served.
- **Facilitate a structured transition** ("warm handoff") at the conclusion of program participation, connecting participating households to ongoing food assistance and nutrition benefit supports; *(1,500 character limit)*
  - o Describe the expected duration of participation for enrolled families and how participation concludes. Include detail on the process for transitioning households at the end of the enrollment period through a structured "warm handoff" to ongoing food assistance or nutrition benefit supports (such as Nutrition Benefits Outreach (NBO) providers funded by the Office of Food Systems Resilience) including partner roles and timing.
- **Collect, track, and report program data** on population served, food access provided, and intervention impact on food security and health-related outcomes. *(1,500 character limit)*
  - o 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, G: Performance Plan** as applicable; and
  - o Include detail on the program evaluation methods for participants and involved supporting partners, including the process for administering the pre- and post-program survey evaluation developed and provided by OFSR,
  - o Describe how data collection processes will be coordinated with partner(s) that receive "warm handoffs" for food assistance referrals, including to support post-survey completion.
- Program Structure and Reach (*1,500 character limit*)

- o Please provide the estimated numbers for each metric listed below, and describe the scale and reach of the proposed program, including the proposed methods and design that will be used to accomplish the following:
  - Estimated number of households screened for food insecurity over the grant period
  - Estimated number of children screened for food insecurity over the grant period
  - Estimated number of households screened for diet-related disease over the grant period
  - Estimated number of children screened for diet-related disease over the grant period
  - Estimated number of active participating families per month
  - Estimated number of unique families served over the grant period
  - Target average duration of participation per family (in months)
  - Frequency of food access (e.g., weekly, biweekly, monthly)
  - Estimated average food value provided per household per month
- 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 proposed strategy to maximize participant retention and completion over the intended enrollment period, recognizing the time-limited, higher-intensity nature of the intervention? *(1,000 character limit)*
- What is your organization's capability to implement this project in a culturally, linguistically, and technically proficient way for youth and families? Please describe languages offered and any accommodations used to reduce participation barriers (e.g., timing, location, transportation, childcare). *(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
- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (optional)
- 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 Lead Organization total current-year budget (revenues and expenses), including funding sources, for Montgomery County programs, services, and other initiatives

Upload Project Budget (No page limit, MS Excel budget template required)

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.
    - **Please note**: See Eligible Expenses section below for additional detail
    - 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.
    - 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 other confirmed 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.
    - Identify all confirmed funding sources supporting the proposed project, including cash match, in-kind contributions, donations, or other grant funds
        - For the initial grant year, applicants must provide a minimum 15% match (up to 10% in-kind). For a renewal year, if awarded, applicants must meet an increased match requirement of 25% (up to 15% in-kind).

The Grant Program Standard budget template is available here:
https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/Reporting%20Templates/FY26-FAM-Budget-Template.xlsx

Eligible Expenses:

Grant funds may be used for the following categories of expenses, provided they are directly tied to program implementation:
- Food
    - Purchase of medically relevant food, including produce, staples, and proteins
    - Culturally appropriate foods aligned with participant needs
    - Food sourced from Montgomery County–based farms or food businesses
- Staffing
    - Care coordination, community health workers, or navigators supporting enrollment and follow-up
    - Nutrition education staff (clinical or community-based)
    - Program management and reporting time directly attributable to the project
- Program Operations
    - Food handling and distribution supplies

- ○ Translation and interpretation
- ○ Outreach and enrollment materials
- ○ Nutrition education materials
- ○ Transportation or logistics directly related to food access
- ○ Costs associated with meeting licensing requirements
- Data & Reporting
  - ○ Data collection, tracking, and reporting costs
  - ○ Evaluation-related activities required by OFSR
- Equipment (Limited)
  - ○ Modest equipment directly related to food distribution (e.g., shelving, coolers, refrigeration)
  - ○ Equipment must be clearly justified and proportional to the overall budget
- Indirect costs: May include 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%.

Not Eligible or Limited

- Major capital construction or renovations
- Equipment not directly tied to food access or nutrition education

Planning Expectations (Non-Binding Guidance)
- Food costs are expected to represent a substantial portion of the total budget
- Staffing costs should be reasonable and proportional to program scale and enrollment
- Applicants should design budgets consistent with:
  - ○ A target average enrollment duration between 3-9 months per family
  - ○ An expected average monthly cost per participating family of $100–$250, unless clearly justified

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 the Program Budget, applicants must submit a Budget Narrative/Justification that explains how the proposed costs were calculated and how they support implementation of the proposed Food as Medicine program. Applicants may upload price quotes or other supporting documentation for budgeted costs, if available.

The Budget Narrative/Justification must address the following:

- Describe the purpose of each major expenditure category and explain how associated costs were calculated, including food, staffing, and operational costs. *(1,000 character limit)*
  - ○ For example, if the total "Medically Relevant Food Purchases" expense is $50,000 and $25,000 is sourced from a local farm partner and $25,000 is

sourced from a distributor or caterer, applicants should clearly describe this breakdown in the Budget Narrative.

  ○ The staffing details should match the Staffing Plan included in the applicant's Performance Plan (see Section G. Performance Plan).

- Explain how the proposed budget supports the program design and scope, including alignment with the expected number of participating families, target average duration of participation, and frequency of food access described elsewhere in the application. *(1,000 character limit)*
- Describe how costs are distributed across the Lead Applicant and any collaborating partner organizations, including responsibility for specific expenses. *(1,000 character limit)*
- Describe how required match contributions will be met and documented, including the source(s) of cash match and/or in-kind contributions. Please include the estimated value and nature of any in-kind or absorbed costs (such as clinical staff time, donated space, volunteer support, or food contributions), consistent with the graduated match requirements described below. Applicants may secure required match funding within the first six (6) months of the grant performance period. Applicants should describe anticipated match sources and a reasonable plan for securing and documenting match contributions within this timeframe. *(1,000 character limit)*
  ○ Requirements: For the initial grant year, applicants must provide a minimum 15% match (up to 10% in-kind). For a renewal year, if awarded, applicants must meet an increased match requirement of 25% (up to 15% in-kind).
- Please specify how your project would be affected if the total funding awarded were less than the amount requested. State whether your project could be completed at a reduced scale, and how projected outcomes, including number of families served, partner/subgrantee compensation, duration of participation, or frequency of food access, 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 be used exclusively to benefit Montgomery County residents. *(1,000 character limit)*

F. Performance History

The Performance History should demonstrate the applicant's readiness and capacity to successfully implement the proposed Food as Medicine program. Applicants should describe relevant experience, outcomes, and organizational practices that provide confidence in their ability to deliver a healthcare- or clinic-led intervention serving pediatric patients and families experiencing food insecurity and diet-related disease.

Performance history may draw from:
- Prior or current Food as Medicine, produce prescription, nutrition, or food access programs;
- Healthcare- or clinic-based initiatives integrating screening, referral, and patient support;
- Comparable programs implemented by the applicant or key partners; and/or
- Evidence-informed models grounded in research or best practices that the proposed project builds upon.

Performance History Narrative *(2,500 Character Limit)*

Applicants should address the following:
- Describe relevant experience implementing programs that integrate clinical screening, referral, food access, and/or nutrition education, including the population served, scale, and duration.
- Explain how prior experience, partnerships, or organizational systems demonstrate readiness to implement the proposed Food as Medicine program, even if the exact model is new.
- Where available, reference data, process measures, or participant feedback (e.g., satisfaction surveys, listening sessions, enrollment or retention data) that informed program design or continuous improvement.
- Describe the organization's grant and financial management practices, including experience managing public or philanthropic funds and meeting reporting requirements.

Supporting Documentation

Applicants may upload supporting materials that help illustrate relevant experience or readiness, such as:
- Program descriptions, outreach materials, or participation data from related initiatives;
- Examples of workflows, referral tools, or educational materials; and/or
- Other documentation demonstrating operational capacity.

Applicants are also encouraged (but not required) to upload one or more photos illustrating the types of food, quantities, and distribution formats proposed or used in relevant programs supported by the applicant organization in the past.

G. Performance Plan

Applicants must submit a Performance Plan describing how progress toward program goals will be measured, tracked, and reported over the grant performance period. The Performance Plan should align with the sequence of program implementation, from screening and enrollment through food access, nutrition education, program completion, and transition to ongoing support.

The Performance Plan should clearly outline the applicant's proposed strategy for monitoring implementation and outcomes, including projected benchmarks for required Key Performance Indicators (KPIs). The plan should demonstrate that the applicant has appropriate systems, staffing, and processes in place to support accurate and timely data collection and reporting.

Required Components
- Applicants must provide the following information and documentation, using narrative fields:
  - A description of the Lead Organization's data collection and data management practices, including systems used, a Staffing Plan detailing staff roles (including those held by the staff of partner organizations holding an MOU), and procedures to ensure data quality, consistency, and privacy. *(1,000 character limit)*
  - A description of how screening data are used operationally, including: *(1,000 character limit)*
    - How individuals who screen positive are referred, enrolled, or otherwise connected to food assistance;

- How follow-up occurs for individuals who are screened but not enrolled in the Food as Medicine intervention; and
- Whether these processes build on existing clinical or referral workflows.
- A description of how required participant surveys will be administered (pre- and post-program), including: *(1,000 character limit)*
  - Whether survey administration builds on an existing process or how a new process will be implemented,
  - Who is responsible, and how completion will be encouraged.
- A description of how performance data will be collected, managed, and coordinated across partner organizations, if applicable. *(1,000 character limit)*
- A description of key program planning assumptions used to design the proposed Food as Medicine program, including: *(1,000 character limit)*
  - Target average duration of participation per family (in months);
  - Expected average monthly cost per participating family, inclusive of food, coordination, and nutrition education, with a brief description of how costs are distributed across these components;
  - Attendance tracking mechanisms to measure participation in nutrition education programming; and
  - How these assumptions inform projected KPI benchmarks, program scale, and implementation feasibility.
  - NOTE: These planning assumptions are intended to provide context for performance reporting and program evaluation and are not treated as required performance targets.
- Upload of the organization's most recent annual or program report (optional).

H. Key Performance Indicators (KPIs)

Applicants must provide **projected figures** for each KPI to be measured at the mid-cycle (6-month) and end-cycle (12-month) reporting. These projections will serve as benchmarks to support progress monitoring, learning, and program improvement during the grant term.

Metric	6 month (Mid-Cycle) Projection	12 month (End-Cycle) Projection	Data Type
Total number of households screened for food insecurity (unduplicated counts)			Number
Total number of children ages 0-18 screened for food insecurity (unduplicated counts)			Number
Total number of households enrolled in the Food as Medicine program (unduplicated counts)			
Total number of children ages 0-18 enrolled in the Food as Medicine program (unduplicated counts)			Number
Total number of households participating for the full program period (unduplicated counts)			Number
Total number of households that participated in 75% or more nutrition education sessions during their enrollment period (unduplicated counts)			Number

Total pounds of medically-tailored 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. Mid-cycle and End-cycle financial and performance reporting is a mandatory component of the grant. A link to the required metrics can be found 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 strong points and weak points of a proposal to capture raters' overall confidence in the applicant's likelihood to succeed, helping smaller organizations who may be stronger overall than some more seasoned larger organizations. Confidence ratings are identified by the federal government as an innovative practice that may help with reducing the lead time from solicitation to award.:

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

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

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

Criterion A: Project Strategy (1-3 rating; weighted at 30/100 points)

In line with the priorities for the FY26 Food as Medicine Grant Program, the proposal demonstrates:
- A strong understanding of the target population's health issues, preferences, and food access barriers, and a proposed strategy that will effectively meet the needs of the identified target population with technically, culturally, and linguistically proficient services;
- A demonstrated plan to conduct clinical screenings for food insecurity and diet-related disease that includes validated screening tools and involves qualified staff members;
- Clear processes for referring all patients that screen positive for food insecurity to a no-cost food assistance resource, and logical criteria for determining which patients will be enrolled in the Food as Medicine program;
- A service delivery strategy for sourcing, storing, and distributing food, that strives to engage local, Mid-Atlantic based farms and food businesses;

- Robust research basis for 1) selecting nutritious food for distribution and 2) nutrition education program design with improved health outcomes for the target population and a process for reinforcing participation in the nutrition education programming;
- A clear strategy for facilitated structured transitions ("warm hand-off") at the conclusion of program participation to ensure clients have access to ongoing food assistance supports; and
- Well-informed strategies to maximize participant retention and completion over the intended enrollment period.

Criterion B: Sound Fiscal Management and Budget (1-3 rating; weighted at 20/100 points)

- Applicant demonstrates the ability to leverage non-County funding to financially sustain the program long-term, including by meeting the required match (a minimum 15% match (up to 10% in-kind) in the initial one-year grant period and 25% (up to 15% in-kind) in a renewal year);
- 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: Performance History (1-3 rating; weighted at 20/100 points)

- Organization, or partnership of co-applicant organizations, demonstrate a successful history of providing pediatric healthcare services, food access, food referral, and/or related community-based supports in underserved communities within Montgomery County and have a mission focused on serving and improving these communities;
- Demonstrated experience with Food as Medicine, produce prescription, or other healthcare-linked food access or referral programs, either directly or through established partners; and
- Demonstrated 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 15/100 points)

- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project, including:
    - Participant retention,
    - Completion of the intended enrollment period,
    - Administration of the evaluation survey, and
    - Transition ("warm handoff") to ongoing food assistance or nutrition benefit supports;

- Applicant demonstrates a strategy to comply with the required metrics and evaluation of participants; and
- Coordinated strategies for collecting, tracking, synthesizing and reporting unduplicated program data, including through collaboration with partner organizations to gather data as needed and a plan for administering the pre- and post-program evaluation survey.

Criterion E: Soundness of the Overall Proposal (1-3 rating; weighted at 15/100 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's 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 10 additional points)

- Support the local food economy through purchasing partnerships with local farms and food businesses and/or businesses owned/operated by individuals representing historically underserved communities within the Mid-Atlantic region; *(5 points)*
- Operate a "participant choice model" for food access, allowing participants to select what food they receive while maintaining alignment with medically-relevant food interventions *(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 the online grant application portal.

Montgomery County Ethics Questions
Note that individuals employed by partner agencies such as Montgomery College, Montgomery County Public Schools, and WorkSource Montgomery do not count as Montgomery County Government employees for the purpose of this Grant Program. If you are unsure if a position applies please contact the Office of Grants Management for clarification.

Does your organization employ current employees or contractors of the Montgomery County Government? This applies for employees that are paid by your organization but are also paid by Montgomery County Government.

Does your organization's Board of Directors include current employees or contractors of the Montgomery County Government? This applies to volunteer board of director positions.

If you answered yes to either question, please describe the employee(s) role and function as it applies to your nonprofit organization. Answering "yes" to either question does **not** exclude your organization from being eligible to apply. Instead, we would like to receive this information upfront so that we can allow adequate time for the Ethics Commission to review.

Acknowledgements Agreed to by All Applicants

✔ Applicant acknowledges that this grant application may not be revised or altered after submission.
✔ Applicant acknowledges that if funding is awarded, the organization will enter into a non-competitive contract or grant with the County.
✔ Applicant acknowledges that awards may not be distributed as a lump sum, but may be reimbursed or provided on a fixed schedule after sufficient documentation is submitted to the administering County agency.
✔ Applicant acknowledges that any funds submitted for reimbursement must be spent AFTER the contract is finalized and a Notice to Proceed is secured.
✔ Applicant has cited in this application all individuals affiliated with the organization and this program who are employed by Montgomery County.

Assurances Agreed to by All Applicants

If the grant is awarded, the applicant assures that:

✓ The applicant will administer all awarded funds through this Grant Program.
✓ Funds received will be used solely for the documented activities within the submitted proposal.
✓ The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.
✓ The applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e et seq.), 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, color, religion, sex, or national origin. The applicant further agrees to make every attempt to comply with the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and ensure that the program is accessible to persons with disabilities. In addition, the applicant intends to comply with the Age Discrimination Act of 1975 (42 U.S.C. Sections 6101-6107) such that no person will experience discrimination based on age in any program that receives federal financial assistance.

✓ 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.