

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

**FY26 Healthy, Efficient, Electrified,  
Climate-Adapted Pilot (HEECAP) Homes  
Grants Program — DHCD-Funded**

---

**Program Summary:** Montgomery County’s Department of Environmental Protection (DEP) and the Office of Grants Management (OGM) are soliciting grant applications from eligible nonprofits for the County’s FY 2026 Healthy, Efficient, Electrified, Climate-Adapted Pilot (HEECAP) Homes Grants Program with Maryland Department of Housing and Community Development (DHCD) funding. A maximum of \$500,000 in total grant funding will be made available (for approximately two to three grant awards) to retrofit income-eligible houses for energy efficiency, a healthy indoor environment, climate resilience, and all-electric appliances. The grant performance period is anticipated to cover a twelve (12) month period, from June 3, 2026 to June 2, 2027, with the possibility of renewal. Individual awards are expected to range from \$100,000 to \$300,000. DEP and OGM will hold a virtual Information Session on the date indicated below to give eligible and interested applicants the chance to ask questions about the solicitation and receive guidance on how to complete the application.

**Key Program Dates:**

- **NOFO Available:** Tuesday, March 10<sup>th</sup>, 2026
- **Program Opens for Applications:** Wednesday, March 11<sup>th</sup>, 2026
- **MS Teams Live Online Grants Program Information Session:** Thursday, March 19<sup>th</sup>, 2026 at 10:30 to 11:30 AM
- **Submission Deadline:** Wednesday, April 15<sup>th</sup>, 2026 at 11:59 PM EST

**Key Program Resources:**

- **Program Page:** [https://gn.ecivis.com/GO/gn\\_redir/T/1i05qx8o02ufk](https://gn.ecivis.com/GO/gn_redir/T/1i05qx8o02ufk)
- **Information Session:** [Click here](#) to join the Information Session **OR** for an event recording
- [OGM Board Race-Ethnicity Reporting Template](#)
- [OGM’s Resources for Applicants Webpage](#)

**Grant Program Details, Submissions, and Support:** Application details can be downloaded and applications may be submitted through the Online Grants Application Platform through the links above. Applications that are incomplete, do not meet legal requirements, or are submitted after the deadline will not be accepted. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact OGM to discuss alternative submission options using the contact information below:

**Gregory Weissman**  
Program Manager II  
Office of Grants Management

(240) 773-3344  
[grants@montgomerycountymd.gov](mailto:grants@montgomerycountymd.gov)

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

**Jeremy Good**  
Program Manager I  
Department of Environmental Protection  
(240) 777-7790  
[jeremy.good@montgomerycountymd.gov](mailto:jeremy.good@montgomerycountymd.gov)

***About OGM:*** 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.

***About DEP:*** Learn more about [DEP on their website.](#)

## TABLE OF CONTENTS

<b>Section Number</b>	<b>Section Title</b>	<b>Page Number</b>
<b>Section I</b>	<b>Grants Program Information</b>	<b>4-11</b>
	Background	4
	Target Population	4
	Funding Priorities	4
	Eligible Expenses and Illustrative Activities	4
	Eligibility Conditions	6
	Award Amounts & Duration	8
	Required Program Tasks	8
	Review Process	9
	Award Notification	9
	Submission Guidelines	9
	Information Session	10
	Terms & Conditions	11
<b>Section II</b>	<b>Application Tasks</b>	<b>12-17</b>
<b>Section III</b>	<b>Scoring of Applications</b>	<b>18-19</b>
	Scoring Criteria	18-19
	Miscellaneous	19
<b>Section IV</b>	<b>Certifications, Acknowledgments, &amp; Assurances</b>	<b>20-21</b>

# SECTION I – GRANT PROGRAM INFORMATION

---

## A. Background

The Department of Environmental Protection (DEP) and the Office of Grants Management (OGM) are soliciting grant applications for Montgomery County’s FY 2026 Healthy, Efficient, Electrified, Climate-Adapted Pilot (HEECAP) Homes Grants Program with Maryland’s Department of Housing and Community Development (DHCD) funding, which aims to retrofit income-eligible houses for energy efficiency, a healthy indoor environment, climate resilience, and all-electric appliances. This grant shares the same goals as the concurrent HEECAP program, but is funded by DHCD. The DHCD funding is geographically restricted to [Sustainable Communities](#) within Montgomery County and carries additional requirements, necessitating a separate NOFO and application. Applicants who apply for this grant are encouraged to also apply for the unrestricted HEECAP grant.

This grant opportunity aligns with [Montgomery County’s Climate Action Plan](#), which identifies the top climate hazards faced by County residents, as well as actions that will address the County’s declared climate emergency. Through the HEECAP Homes Grants Program, the County seeks to pilot new ideas on the best strategies to help Low- to Moderate-Income (LMI) residents ensure their homes are resilient to climate change, safe, healthy, and efficient—in a broader effort to preserve and protect housing for vulnerable residents. This grant program seeks to fund projects and initiatives that meet that intent, specifically:

- Retrofit projects that remove fossil-fuel systems from homes and replace them with efficient electric systems, secure existing homes against flooding or extreme heat, or perform other climate-resiliency measures not already funded through existing programs.
- Home improvement projects that are not currently funded by existing income-eligible weatherization and/or energy efficiency programs that improve the safety and health of residents.
- Projects that leverage DHCD grant funding to fix home problems that prevent LMI residents’ increased participation in existing weatherization and/or energy efficiency programs.

## B. Target Population

The target population for this grant program is LMI residents (i.e., households that have an income at or below 80% of the Area Media Income for Montgomery County). The grant recipient must outline in their application how eligibility will be verified.

## C. Funding Priorities

This program seeks to fill gaps not covered by existing federal, state and County programs, as well as to pilot approaches that may be scaled up into more established, large-scale County programs in the future, with the goals of maximizing emission reduction and adapting to climate change. Nonprofits that are already working with LMI residents to improve household energy efficiency are best positioned to be awarded funding under this program.

Montgomery County seeks proposals that apply a racial equity lens, demonstrate language and cultural proficiency, and express inclusivity of LGBTQIA+ community members.

#### D. Eligible Expenses and Illustrative Activities

Eligible expenses under this grant program include **only** capital costs. **Note that this differs from the unrestricted HEECAP NOFO.** Capital expenses are one-time costs of \$5,000 or more in value that cover the purchase or significant improvement of a fixed asset. Operating costs are defined as costs that support ongoing expenditures associated with projects. Applicants to both unrestricted HEECAP and DHCD-funded HEECAP may include indirect costs up to 15% in the unrestricted application with justification. Indirect costs may **not** be included in an application to this DHCD-funded grant.

Grant funds may **not** be used for the following:

- **Weatherization**, including insulation and air sealing.
- **Indirect expenses.**
- To fund activities/home upgrades outside of Montgomery County, Maryland.
- These grants are generally not intended to fund consumable items. Care should be taken to install efficient items that do not create onerous ongoing expenses for residents (e.g., expensive ongoing maintenance; increased utility bills).
- Installation of, or integration with, fossil-fuel appliances. The intent of this grants program is to entirely replace fossil-fuel appliances with efficient electric counterparts. For example, dual-fuel heat pumps with fossil-fuel backups are not eligible.
- Gut rehabilitation or major structural repairs (e.g., unsafe foundation, collapsed floor/roof).
- Replacement of entire plumbing, electrical, or HVAC systems (including ducts).
- Replacement of windows or doors where existing units are not broken, missing, damaged beyond repair, or leaking and causing structural damage.
- Repairs covered by homeowner's, renter's or flood insurance.
- Repairs needed due to willful damage or negligence on the part of the owner/occupant.
- Cosmetic improvements (e.g., interior or exterior painting).
- Repairs to detached garages, barns, sheds, or storage buildings.
- 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; and
- Supplanting (replacing) other funds.

**Illustrative activities** (and their corresponding requirements) that may be funded under this program include, but are not limited to:

#### Procurement and Installation:

Type	Description and Requirements
<b>Electrification of heating/cooling systems and</b>	Replacement of fossil-fuel heating system(s) with heat pump(s) (conventional ducted, mini-split, cold-climate) that are CEE Tier 1 and/or ENERGY STAR-certified. Cold-climate heat pumps must be ENERGY STAR Cold Climate or CEE Tier 1 Path A rated. The heat pumps (optionally with <u>electric</u> auxiliary

<b>domestic water heating</b>	heat) must carry the entire heating/cooling load of the dwelling. Water heaters must be all-electric and ENERGY STAR rated.
<b>Asbestos testing and removal</b>	Testing and removal of Suspected Asbestos Containing Materials (SACM) if testing confirms that it contains asbestos. Includes vermiculite insulation and pipe wrap. Flooring is to be encapsulated where feasible. <i>Removal of flooring that contains asbestos will require County approval.</i>
<b>Window repair, replacement or installation</b>	This includes any required lead testing. <i>County approval will be required for window replacements funded by this grant.</i>
<b>Roof repair/replacement</b>	When there is a documented need. Geotagged photos must include evidence of leaks, rotted sheathing or other defects. <i>County approval will be required if roof replacement is proposed only to enable solar panel installation.</i>
<b>Electrical panel upgrades</b>	Electrical panel “heavy up” to enable electrification of space heating, water heating, cooking, EV charging, installation of solar panels, and battery storage.
<b>Electrical modernization</b>	Replacement of knob and tube electrical wiring or branch circuit aluminum wiring to enable weatherization and electrification.
<b>Solar battery storage systems</b>	For resilience/standby power, complementing existing on-site PV solar.
<b>Chimney repair/removal</b>	As needed for health and safety.
<b>Extreme heat measures</b>	Items not included in state weatherization programs. <i>County approval may be required prior to work commencing.</i>
<b>Flooding measures</b>	Sump pumps, exterior regrading and drainage work. May be repairs or preventive; must address the underlying cause to the extent practicable. <i>County approval may be required prior to work commencing.</i>
<b>Interior repairs</b>	Interior finish repair or replacement (walls, ceilings, floor coverings) up to 50% of total wall area to remediate water or mold damage. Must replace a like finish. Does not cover damage due to negligence or willful damage. Floor repair (framing and/or subflooring). Cosmetic-only repairs are not permitted.
<b>Dehumidifiers</b>	Room or permanently installed units, plus related controls to maintain the relative humidity below 60% in basements, crawl spaces and other areas that cannot be adequately dehumidified by the central HVAC system(s). Source of moisture must be mitigated if dehumidification is HEECAP-funded.
<b>Radon mitigation systems</b>	If measured radon levels are at or above the EPA’s 4.0 pico-Curies per liter (pCi/L) action level measured with a short- or long-term test. <i>Documentation must be submitted to the County.</i>
<b>Flood insurance</b>	Procurement of multi-year flood insurance coverage on residents’ behalf. <i>County approval required.</i>

## **E. Eligibility Conditions**

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

Grant Program Eligibility Conditions:

- The grantee will be required to verify that any work undertaken and paid for through this program is not covered by existing insurance policies.
- The grantee will be required to obtain all applicable permits from the relevant permitting authorities, such as the Montgomery County Department of Permitting Services, the Washington Suburban Sanitary Commission, or any other authority having jurisdiction prior to commencing work.

- Any rehabilitation or construction work will have to be preceded by site assessments that are adequately documented by narrative and photos to justify the work plan. Specifically, the grantee must:
  - Provide site assessments and installation services for eligible projects in a timely fashion.
  - Provide assessments to evaluate a site’s suitability for eligible technologies, including any structural, electrical, plumbing or mechanical issues.
- a. For HVAC replacements: A Manual J report generated from an Air Conditioning Contractors of America-approved software package and an AHRI certificate.
- b. Applicants **must be** registered as a 501(c)(3) organization.
- Nonprofits that are already working with LMI residents to improve household energy efficiency are best positioned to be awarded funding under this program.

Montgomery County Eligibility Conditions:

- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- *\*New FY26 Requirement\** 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.

DHCD Eligibility Conditions:

- A Maryland Historical Trust (MHT) approval or exemption must be obtained prior to work commencing **for all addresses**.
- Project addresses must be within the boundaries of DHCD’s [Sustainable Communities](#).
- Site control must be secured before work commences. For residential projects, the

property owner must sign the scope of work that includes eligible expenses.

- Funding shall not include projects for which the principal use is one of the following types of activities: pawn shops, gun shops, tanning salons, massage parlors, adult video/book shops, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors or liquor stores.
- Funding is provided on a reimbursement basis and is contingent on adequate documentation and reporting, including detailed invoices.
- If, upon completion of the grant term, there are cost savings and/or undisbursed funds, the grantee shall return any remaining grant funds to Montgomery County.
- DHCD, its agents and its employees shall be allowed to inspect projects during construction or rehabilitation and upon completion.
- The grantee shall ensure that all necessary approvals for the commencement of the project have been obtained, including all applicable permits and licenses.
- On or before the end of the grant term, the grantee shall obtain any applicable certifications, licenses, permits, and approvals necessary to operate the project, and shall otherwise satisfy all requirements necessary to operate the project.
- The grantee represents, warrants, and covenants that, other than as disclosed to DHCD in writing prior to work commencing, there are no known hazardous materials located on the property, that it will not cause or knowingly allow any hazardous materials to be placed on the property, that it will carry out the project in compliance with all requirements imposed by any governmental authority with respect to any hazardous materials that may be placed on the property, and that to the best of its knowledge the property is in compliance with all applicable federal and State environmental laws and regulations. De minimis amounts of household cleaning supplies, office supplies and petroleum-based products used in the ordinary course of operating the property and which are stored and disposed of in accordance with applicable laws are not considered hazardous materials.

## **F. Award Amounts and Duration**

Montgomery County Government anticipates awarding a maximum of \$500,000 through approximately two to five grant awards. It is anticipated that each grant award will range between \$100,000 and \$300,000. The final amount will be dependent upon grant activities and final negotiation and may be lower or higher than the range. The duration of any grant award under this solicitation is expected to be 12 months, contingent on satisfactory performance and funds availability. The estimated start of grants awarded under this solicitation will vary based on when decisions are reached by the review committee. The resulting awards are anticipated to be tranche-funded based on successful completion of milestones and submission of reports as outlined below. This grants program does not commit Montgomery County to make any awards.

## **G. Required Program Tasks**

*Reporting Requirements:* After an initial kick-off/compliance orientation meeting, for which by attending the grantee will receive an initial percentage of the total award, the grantee will be paid based on submission and approval of quarterly programmatic and financial reports to the County. The financial report template will be provided by the County and reflect project expenses incurred during the relevant period of performance. The programmatic report template will also be provided by the County and include, as applicable:

- A summary of work, including milestones achieved and obstacles encountered during the previous month.
- Documentation showing project completion with supporting documentation:
  - Product registration documentation
  - Finalized permits
  - Geotagged before and after photos, including serial numbers for appliances/equipment
  - For HVAC projects: AHRI certificate(s), Manual J report
  - For water heater projects: AHRI certificate
  - Completed reports for any testing performed (e.g., lead, radon)
- DHCD reporting dates are different from the unrestricted HEECAP grant, and are due on these dates: September 1, 2026, December 1, 2026, March 1, 2027, with a final report due on June 15, 2027.
- Additional records may be required by DHCD.

Organizations should expect to report on the Performance Plan as a grant requirement as well as have monthly check-ins with Montgomery County Government staff. The County also reserves the right to conduct site visits where grant funds are deployed (with resident approval).

## H. 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. **Subject Matter Expert (SME) Review** – DEP 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.

## I. Award Notification

Award notification letters are expected to be released approximately one month after the application deadline via email. For successful applicants, the Grant Agreement will contain the total amount awarded and funding restrictions; programmatic, administrative, and policy requirements; reporting requirements; and payment terms.

## J. Submission Guidelines

1. Log into the Euna (eCivis) Portal to create an application profile <https://portal.ecivis.com/#/login>
2. Access the **FY26 Healthy, Efficient, Electrified, Climate-Adapted Pilot (HEECAP) Homes Grant Program (DHCD-Funded) 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 Wednesday, April 15, 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 Grants Management, will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

## **K. Information Session**

An FY26 HEECAP Information Session will be held on **Monday, March 16, 2026 at 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 FY26 HEECAP Grant application page.

#### **L. 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
- 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](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. Licenses, Policies, and Procedures (no page limit, PDF format preferred)**

Organizations applying for this program are required to provide evidence of relevant licenses, as well as internal policies and procedures to implement the proposed project. Specifically, the applicant organization is required to upload a copy of their own or their subcontractor(s)' Maryland Home Improvement Commission license or an explanation for how that will be verified for subcontractors that will be hired during grant award implementation. Applicants are required to describe their organization's Procurement and Subcontracting policies and procedures. They may provide manuals or other documentation of these as an attachment under the Optional Supporting Documentation task.

## **D. Project Strategy Task (5 page limit, PDF format preferred)**

The Project Strategy includes several required data entries related to the proposal:

- Project Title – If awarded, Project Title will become the grant agreement name
- Project Overview – Brief description of the project. Please note that this may be used in County press releases or announcements regarding the award. (600 character maximum)

## *Project Strategy Narrative*

The proposal's Strategy Narrative should answer **all** of the following questions (**5 page limit, PDF format preferred**). If a question below does not apply to your proposal, please indicate that it is not applicable within the Strategy Narrative.

1. Please describe the specific population/community that your organization targets and explain your relationship to this population/community. How is your organization uniquely suited to have a positive impact on this population/community?
2. Please present a plan for how your organization will verify income eligibility of target beneficiaries.
3. In Montgomery County, our changing climate is impacting LMI residents' ability to live safely in their homes, and existing assistance programs do not always provide funding to address climate impacts, health hazards, replacing inefficient or unsafe fossil-fuel appliances with efficient electric equipment, and other barriers to participating in these programs. How will your proposed solution address these issues or needs? Please explain in as much detail as necessary.
4. What are your organization's current capabilities to implement the proposed project? Please note your capacity, including human and financial resources, to implement projects. Feel free to reference other Tasks in this application (i.e., Staffing Plan) for more detail instead of repeating it in this narrative.
5. What accountability/quality assurance checks and mechanisms will you have in place to ensure that the target beneficiaries are provided with quality services? What process will you have in place to remediate any potential problems that may arise because of faulty installation or defective parts? How will repairs after installation be handled?
6. What is your organization's capability to implement this project in a culturally, linguistically, and/or technically proficient way for the target population/community?
7. Overall, how will the requested funding have a positive outcome on your organization and target population/community? Please reference direct and indirect benefits that this will have on impacted residents, their utility bills, health impacts, the County's climate goals, and other benefits as appropriate.
8. How do you envision that your proposed pilot project will inform the County's efforts to develop a more robust permanent program in the future? Please be specific.
9. If a collaboration is being proposed, what work have your organizations previously done together? What skills, experience, capabilities, and/or connections does each organization bring to the partnership? How will the roles and responsibilities under the project be separated by organization?

### **E. Project Staffing Plan Task (2 page limit, PDF format preferred)**

This section should detail the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a projected start date within the grant period as to when the position will be filled should be supplied. If applying as a collaboration, please note the organizational affiliation of each staff member. Note, some prior grantees have experienced trouble hiring staff at very low wages; your application will not be penalized for proposing that staff be paid commensurate with their specialized talents and experience in delivering the proposed services.

The Staffing Plan should include these minimum details for existing positions, positions to be filled, and/or contractors that would support the project:

- The name of the position;

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

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

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

#### **F. Project Work Plan/Timeline Task (1 page limit per year, PDF format preferred)**

This section should outline the implementation schedule of the proposed program over the 12-month grant agreement period of performance.

The implementation schedule over the performance period should list:

- The program's objectives and related activities;
- Timeline for implementation and completion (on a 12-month time horizon); and
- Responsible staff and relevant licenses/certifications.

The performance period may assume specific start and completion dates or cover a generic period of time. The final performance period for an award will be contingent on when the actual grant agreement is signed by all parties.

#### **G. Performance Plan and Performance History (2 page limit, PDF format preferred)**

The **Performance Plan** outlines how you will measure success for your proposed project. To measure the success of the project, the Performance Plan should include the following:

- **Key Performance Indicators (KPIs)/metrics:** Outline of the metrics to be collected, targets for each metric, and the quantitative/qualitative data collection and evaluation methods for each metric. Both target outputs and outcomes should be addressed. The applicant should propose KPIs relevant to measuring the success of their proposed project. All grantees will be required to report quarterly the following metrics; as such, all applications should include planned targets for these indicators:
  - Number of households that receive one or more upgrades
  - Installations by type
  - Installations by ZIP code
  - Number of households that have enrolled in weatherization/energy efficiency programs following grant-eligible upgrades (e.g., removed from program deferred lists)

- **Key Milestones/Benchmarks** List the specific milestone to be achieved, a target date to achieve it, and the impact achieving it will have on the organization.

The **Performance History** should provide evidence of capacity to undertake the proposed project based on pertinent work experience with regard to the work discussed in the Strategy Narrative. The response must describe examples of the applicant’s prior or current relevant experience as to its ability to successfully operate and manage projects focused on supporting LMI households with maximizing emission reduction and adapting to climate change. The outcomes described may be the result of projects funded by previous County grants, other funding sources, initiatives outside of the County that your proposals seek to emulate in the County, or they may be based on research and/or other best practices. As part of its response, the applicant must describe specific examples of both successes and challenges in managing similar types of work. The response must describe the particular details of the success or challenge, explain how it is applicable/relevant to the proposed project, and explain how the applicant will incorporate any lessons learned into the management and implementation of the proposed project.

**H. Optional Supporting Documents to be Uploaded Task (10 page limit per document, PDF format preferred)**

- Internal procurement and subcontracting policies and procedures (optional)
- Letters of Reference or Support (optional)
- Collaborative partner materials, if applicable (optional)
- Program Related Materials (optional)
- Other Supporting Materials (optional)

**I. Project Budget Supporting Information Task**

The Project Budget includes several data fields related to the proposal:

- Total Montgomery Funding Request – Total amount requested from the County for the entire duration of the project
- Total Project Cost – Total cost of project from *all* funding sources
- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (optional)

**J. Budget Tool (Data Fields)**

The proposal’s budget should include a detailed listing of expenses and justification for each expense. Please include the appropriate division of budget between the two or more organizations that are applying, if applicable. Detail your budget request by clicking on the Euna Grants Budget Tool in the application platform to open a new browser tab. The [Euna Grants Guide for Applicants](#) includes detailed guidance on pages 13-20 on how to fill out the Budget Tool. Enter your budget request using the Capital Expenses category listed below and add as many additional line-items underneath as required:

- Capital Expenses - Capital expenses are one-time costs of \$5,000 or more in value that cover the purchase or significant improvement of a fixed asset.

### *Budget Narrative/Justification*

At the bottom of the Budget Tool, applicants will have the opportunity to enter their Budget Narrative (8,000 characters maximum). The Budget Narrative should be entered as a bulleted description of each line item entered in the Budget Tool above. The descriptions should explain why the cost is necessary for the project and how the figure was calculated. Two to three sentences per line-item is generally sufficient, but applicants may exceed that amount if necessary to fully explain a line-item. Note: In past grant programs, applicants have frequently received low scores on their budgets for not fully explaining why each line item was necessary for the proposed project, especially positions.

If applicable:

- Cost share is not required, but if including cost share, please briefly outline the source.
- If your organization does work regionally or has other funding sources, please provide us with information to reassure us that the HEECAP funds will not simply enable you to shift current, non-HEECAP monies to operations outside the County but rather will allow you to add to or expand your work on behalf of residents of Montgomery County.

### **K. Goals Tool**

The Euna Goals Tool is NOT being used for this Grant Program and should be ignored.

## **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 Goals and Grants Program Priorities (1-3 rating; weighted at 20/100 points)**

In line with the priorities for the FY26 HEECAP Homes Grants Program, the proposal:

- Proposes a project that targets LMI residents;
- Fills gaps not covered by existing Federal, State and County programs;
- Proposes a pilot approach that may be scaled up into more established, large-scale County programs with the aim of maximizing emission reduction and adapting to climate change;
- Applies a racial equity lens, demonstrates cultural proficiency, and express inclusivity of LGBTQIA+ community members; and
- Ties into the County’s climate goals outlined in the Climate Action Plan.

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

- Applicant has robust grant and financial management systems;
- Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy, Staffing Plan, and other parts of the proposal; and
- Applicant’s Budget and Budget Justification reflect eligible, reasonable, and realistic costs needed to implement the proposal and achieve the stated outcomes.

**Criterion C: Organizational Capability (1-3 rating; weighted at 30/100 points)**

- Applicant provides evidence of capability to undertake the proposed project and manage subcontractors (as applicable);
- Applicant demonstrates effectiveness in terms of internal structure, technical capacity, personnel, procurement, and subcontractor management (as applicable) systems in meeting the outcomes of the project;
- Applicant demonstrates the cultural, linguistic, and/or technical proficiency to work with their target population/community in the context of the proposed project; and
- Applicant demonstrates capacity to reach and verify the eligibility of LMI residents.

**Criterion D: Performance Plan and Performance History (1-3 rating; weighted at 15/100 points)**

- The Performance Plan is aligned with the Project Strategy Narrative, Budget, and Work Plan;
- The proposed milestones/benchmarks and KPIs are relevant, clearly defined, measurable, and time specific;
- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project;
- Performance History demonstrates relevant experience and evidence that the proposed project will have the desired outcomes for the target population; and
- The applicant incorporates relevant lessons learned from its experience into the proposed design and implementation of the project.

**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; and
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline.

**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 Committee's feedback. Winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law).
- County officials may decline to debrief with unsuccessful applicants 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.