

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

FY26 Healthy Communities Fund (HCF)
Grants Program

Program Summary: The Asian American Health Initiative, part of the Department of Health and Human Services (HHS) Office of Community Affairs, and the Office of Grants Management (OGM) are soliciting grant applications for the County's FY 2026 Healthy Communities Fund Grants Program from qualified 501(c)(3) nonprofit organizations. This grant program seeks qualified service providers to administer culturally and linguistically appropriate programs and services that improve the health and wellness of Montgomery County residents with a particular focus on Asian American and Pacific Islander (AAPI) communities. Applicants are encouraged to collaborate with other community organizations to ensure a coordinated, community-driven approach that maximizes resources.

The Healthy Communities Fund will award grants of up to \$150,000 after a thorough competitive review of all completed proposals. Community organizations of all sizes are encouraged to apply as there is no minimum amount to request for funding. There is \$1,500,000 available in funding.

The amount of funding awarded will be based on the budget justification, alignment of the budget with the proposed program, and organizational capacity to perform the proposed program. The award amount may differ from the funding amount requested.

Funded programs must emphasize collaborative, evidence-based approaches and focus on culturally and linguistically appropriate services that focus on accomplishing at least one of the following outcomes:

- **Health and Social Support Services** – Provide linguistically accessible and culturally appropriate services that improve health and/or enhance access to health or social support services
- **Mental and Behavioral Health** – Activities aimed at reducing stigma around seeking behavioral health services and encourage people to seek treatment
- **Senior Wellness** – Provide linguistically accessible information and social support to limited English Proficient seniors

Key Program Dates:

- **Program Opens for Applications:** Friday, August 1, 2025 at 5:00 PM
- **MS Teams Live Online Grant Program Information Session (link to join below):** August 13, 2025 from 2:00 PM to 3:00 PM
- **Submission Deadline:** Friday August 29, 2025 at 11:59 PM

Key Program Resources:

- **Program Page:** https://gn.ecivis.com/GO/gn_redir/T/zroh77v563cb
- [Link to the August 13, 2025 Information Session OR a recording of the event](#)
- [OGM Board Race-Ethnicity Reporting Template](#) (optional)
- [Program Reporting Template](#)
- [Activities Worksheet](#)
- [Strategy consult request](#) – To ensure equitable access to funding, and to support organizations in developing successful programs and writing compelling grants, AAHI offers program development consultations with AAHI program staff during the grant application period. This one-on-one technical assistance is provided on a first-come, first-served basis. Technical assistance will be provided only to organizations meeting the eligibility criteria of this funding opportunity. Applicants must register for this consult using this link: <https://forms.office.com/g/89cRyPsAS4>

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

For general questions, platform support, or for alternate ADA submission options, please contact the Office of Grants Management using the contact information below. For any technical questions related to the Grant Program, please contact AAHI using the contact information below:

Ali Hoy, Program Manager II
Office of Grants Management
(240) 773-3384
grants@montgomerycountymd.gov

Muhammad Hasan, Acting Program
Manager II
Asian American Health Initiative
(202) 313-1160
AAHI@montgomerycountymd.gov

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

The Asian American Health Initiative (AAHI) is a division of Montgomery County Government's Department of Health and Human Services, Office of Community Affairs. Its mission is to improve the health and wellness of Asian American and Pacific Islander (AAPI) communities in Montgomery County by applying equity, community engagement, and data-driven approaches.

Montgomery County is one of the most diverse counties in the U.S, with over 61% of the County's population being minorities. Because of the growing diversity and wide range in language, culture, and socioeconomic status within the County, providing culturally and linguistically appropriate education and services to multilingual residents is more complex and requires custom approaches to reach the at-need communities. AAHI has determined that the most effective method of delivering complex and customized services is by supporting community-based organizations (CBOs), faith-based organizations (FBOs), and non-profits to provide linguistically and culturally appropriate services to the diverse County population. The Healthy Communities Fund seeks to fund programs in behavioral health, senior wellness, and health & social support services that are culturally and linguistically appropriate for limited English proficient population of the County.

About the Office of Grants Management: As charged in Bill 36-19, the OGM provides a central point of contact regarding the grants that the County receives or awards. The OGM also develops countywide policies and procedures regarding grants management and ensures these are consistent with racial equity and social justice goals, performs outreach regarding grants offered by the County and other grants functions. For additional information on other Montgomery County grant programs, please visit the [OGM's County homepage](https://montgomerycountymd.gov/ogm/) at <https://montgomerycountymd.gov/ogm/>.

B. Priority Population

The Healthy Communities Fund is intended to improve the lives of MoCo residents with a particular focus on limited English proficient AAPI communities.

C. Funding Priorities

This program aims to support projects led by 501(c)(3) or 501(c)(4) nonprofit organizations that implement culturally and linguistically competent programs in senior wellness, mental and behavioral health, and health and social support services, with a focus on limited English proficient AAPI communities.

Applicants may collaborate with other community organizations and must demonstrate these partnerships in their application. Proposals should outline how partners will work together to enhance program reach, coordinate services, and maximize impact. If the partner plans to share grant resources or manage a sub-granting initiative, this must be detailed where applicable in the proposal. Any proposed sub-granting should detail a proposed application, selection, and awarding process as well as how these awards will be monitored for impact and financial compliance. Strong applications will include letters of commitment or other evidence of collaboration, showing how organizations will share resources, expertise, and community connections.

OGM expects a large number of applications and total funding requests that will greatly exceed the amount of resources available. To help applicants make their proposals more competitive, priority in awarding funding will be given to proposals that demonstrate that the organization can develop and implement effective, linguistically and culturally appropriate services for limited English proficient residents through evidence-based strategies and strong community partnerships.

The Council resolution approving these funds specifies the three priority funding categories listed below. Proposals must illustrate how they will meet at least one of the funding priorities listed below.

Priority Funding Categories

Beneath each funding priority are examples of specific potential projects that include, **but are not limited to**, the following:

1. **Health and Social Support Services** – Provide linguistically accessible and culturally appropriate services that improve health and/or enhance access to health or social support services such as:
 - Chronic illness self-management programs
 - Diabetes, cancer, cardiovascular, and Alzheimer's screening programs
 - Culturally responsive food assistance efforts such as community food pantries, food distributions, or hot meals distributions
 - Programs aimed at improving cultural responsiveness/awareness of healthcare professionals
2. **Mental and Behavioral Health** – Activities aimed at reducing stigma around seeking behavioral health services and encourage people to seek treatment such as:
 - Programs aimed at diversifying the behavioral health workforce
 - Providing counseling services in multiple languages, including Urdu, Hindi, Dari, and Pashto.
 - Programs that focus on youth suicide prevention, grief counseling, etc.
 - Programs that aim to connect residents to mental health treatment
3. **Senior Wellness** – Provide linguistically accessible information and social support to limited English Proficient seniors such as
 - Programs addressing social isolation and loneliness among seniors
 - Conducting workforce development among seniors to provide senior wellness services
 - Culturally specific Adult Day Centers

D. Project and Organization Eligibility

Applicants and their proposed projects must meet all of the following eligibility requirements below to be considered for funding. Applicants may only submit one application per organization under this NOFO.

Project Eligibility Criteria:

- **Utilize Evidence-Based or Promising Practices** – Programs should be informed by research, best practices, or emerging strategies that show effectiveness in reducing youth substance use.
- **Demonstrate Cultural and Community Relevance** – Proposals must demonstrate an understanding of and responsiveness to the unique needs of the Montgomery County population served.

- **Provide Measurable Outcomes** – Applications must outline clear, achievable objectives and methods for evaluating success.

Organizational Eligibility Criteria:

- Be a nonprofit corporation with either 501(c)(3) or 501(c)(4) tax-exempt status.
- Experience providing services to residents in Montgomery County, Maryland. Applicants may be located in other jurisdictions, but the proposed program(s) **must serve residents of Montgomery County only**.
- Have been actively delivering one or more culturally and linguistically competent services to ethnically and economically diverse limited English proficient communities in Montgomery County, Maryland, since July 1, 2023.
- Have the ability and capacity to provide services throughout the 12 month term of the grant period.
- Agree to collect and report on all client data (see [Program Reporting template](#)) in the aggregate according to the Program Report template
- Awardees must adhere to all grant reporting, evaluation, and accountability measures.

Montgomery County Eligibility Conditions:

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

E. Eligible and Ineligible Expenses

Applicants must use the Euna Budget Tool to submit expenses. Awards will cover operating expenses related to the implementation of this Grant Program. The proposed expenses must all have a justified relationship with the project and fall into one of the categories below:

- **Personnel** – Staff salaries;
- **Fringe Benefits** – Health insurance and other staff benefits;
- **Travel** – Transportation stipends, vehicle operation, or public transportation vouchers;
- **Equipment** – Items individually worth less than \$5,000 but more than \$200;
- **Supplies** – Items individually worth less than \$200;
- **Contractual** – Contractors for services or training as well as licenses;
- **Construction** – Renovation or other construction related expenses;
- **Other** – Any other project related costs that do not fit into the categories above; and
- **Indirect Costs** – These will be automatically calculated based on your entered Indirect Rate. Applicants are encouraged to use the federal de minimis rate of 15% as part of their submission. Organizations may charge a higher indirect rate if they can provide a valid federal Negotiated Indirect Cost Rate Agreement (NICRA) with a higher rate.

This Grant Program will **not** fund the following expenses:

- Lobbying;
- Substance use treatment
- To cover any expenses made prior to the Grant Award;
- To supplant (replace) funds from other grant sources; or
- Grant funds can't be used to purchase goods or services from Board Members' organizations
- Social media programs – programs or services that operate on and/or primarily engage social media platforms such as Facebook, Twitter, WhatsApp, WeChat, IMO, Instagram, YouTube, TikTok, Snapchat, LinkedIn, etc.
- Online content production and distribution – Distribution can have an online component but not solely online.
- Religious events or celebrations – Religious events can be used to provide services, but funding cannot be used to solely pay for religious events or celebrations.
- Cultural events or celebrations – Cultural events can be used to provide services, but funding cannot be solely used to pay for cultural events or celebrations.
- Political events or celebrations.
- Services funded through other Montgomery County contracts or grants.
- Transportation – purchase of vehicles or transport vouchers.
- Services that do not capture and report the data as required by the [Program Reporting Template](#)
- Any other cost deemed by the County unrelated to the project.
- Any purchase or activity outside the grant award period of performance
- Purchases or activities unnecessary to accomplish grant purposes
- Prior obligations of and/or debts, fines, and penalties imposed on the Grantee

Applicants are encouraged to vet with OGM potential costs prior to submitting an application to ensure it is eligible.

F. Award Information

The Healthy Communities Fund will make grant awards of up to \$150,000 after a thorough competitive review of all complete proposals. Community organizations of all sizes are encouraged to apply as there is no minimum amount to request for funding. Awardees will receive an upfront payment of roughly 25% of the grant total with future quarterly payments conditioned on satisfactory program performance. Award disbursements may vary based on size of the award.

The Healthy Communities Fund seeks to ensure that the fund is equitable and accessible to all organizations regardless of size, capacity, and years of service. Applicants must apply for funding in one award category only. Award categories are not ranked by order of importance, do not have maximum or minimum awards to be distributed, and will not be evaluated differently. The same proposal evaluation criteria will be used. However, due to the different levels of funding, the application requirements are different. **Organizations are encouraged to select a category and request amounts that are best suited to their organizational capacity and fiscal capability.**

Award Category	Description
\$50,000 or less	The budget submitted and the amount requested must be equal to or less than \$50,000.

More Than \$50,000	The budget submitted and the amount requested must be greater than \$50,000.
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The amount of funding awarded will be based on the budget justification, alignment of the budget with the proposed program, and organizational capacity to perform the proposed program. The award amount may differ from the funding amount requested.

The duration of any grant award under this solicitation is expected to be 12 months, with all grant funds spent within this timeframe. Any unused funds must be returned to the County. This Grant Program does not commit Montgomery County to make any awards.

G. Award Reporting Requirements

Award winners will be required to submit bimonthly activity and financial progress reports detailing achievements, challenges, and lessons learned as well as spending against the award. Awardees must utilize the [Program Reporting template](#) for this purpose. In addition, recipients will be expected to participate in bimonthly check-ins with the Program Staff to discuss progress on the project. The award winners will also be required to submit a comprehensive final activity and financial report summarizing the outcomes of the program, including data analysis, success stories, challenges, and recommendations. The final report is due within 15 days of completion of the Grant Term. These reports must include quantitative and qualitative data to illustrate the program's impact.

Grantee will collect, organize, and report the required demographic data for a minimum of 80% of clients served for each funding category

Any grantee that fails to complete all proposed activities, serve at least 80% of the proposed clients served target, or provide documents and accurate reports in a timely fashion will impact future funding. For future HCF grant competitions, notes on past grantee performance will be provided to the Review Committee to better inform their review of applications.

In addition to the bimonthly reporting above, the final report should include:

- Program achievements
 - Awardees are encouraged to submit success stories and testimonials demonstrating positive impact
 - Narrative on impact on the broader community
 - Qualitative analysis of surveys
- Challenges and barriers
 - Barriers to participation
 - Program implementation challenges
 - Collaboration challenges
 - Unmet needs identified
 - Key takeaways for future programs

H. Application Review & Awards

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** – HHS will also conduct a second review assessing whether applicants and their proposals Programmatic Eligibility Conditions cited above to ensure all submitted applications are within the intended scope of this Grant Program. Organizations and applications that do not meet these requirements will be disqualified while those that do will move on to the next stage.
3. **Subject Matter Expert (SME) Review** – HHS will then establish a Review Committee 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 applicant proposals based on the criteria outlined in this document 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, but are not limited to, updated consideration of how well the applicant has performed on prior programs, the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

I. Award Notification

Award notification letters are expected to be released roughly one month after the application deadline via email and the grants management platform. 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

How to Apply:

1. **Log into the Euna (eCivis) Portal to create an application profile**
<https://portal.ecivis.com/#/login>
2. **Access the FY26 HCF Grant Program Solicitation Page and click the “Apply” button to create an application.**



3. Download and review the Euna (eCivis) applicant user guides for assistance

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 FY26 Grant Program page, and then will be able to access the grant application.

After creating an account, an applicant must select the Grants Program from the [OGM homepage](#), and then will be able to create an application for this Grant Program within the Euna Grants platform. 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 Friday, August 29, 2025 at 11:59 PM. All applications will be recorded upon receipt. Applications received after the deadline will be disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the Department of Health and Human Services (HHS) Office of Community Affairs, will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

K. Information Session

An Information Session will be held on **August 13, 2025 from 2:00 PM to 3:00 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 solicitation page for this Grant Program.

L. Terms and Conditions

- County reserves the right to accept or deny any or all applications if the County determines it is in the best interest of the County to do so. The County shall notify the applicant if it rejects that applicant's proposal. The County reserves the right to suspend or terminate an outstanding Grant Program.
- The County reserves the right to issue addenda and/or amendments subsequent to the posting of a Grant Program.
- The County shall not be liable for any costs incurred in the preparation of applications in response to the Grant Program. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The County may conduct pre-award on-site visits or request additional information to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services proposed.
- The County may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations. The County shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal, State, and County regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal, state, or County law and/or the granting department; and

compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the Grant Program and any applicable federal, State, or County law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

SECTION II – APPLICATION TASKS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and the NOFO document. Please submit your proposal, as broken out by each of the Task, 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 Key Note) so these should be submitted as PDFs or converted to MS Office formats. **Applications will be considered incomplete if any part of any section is missing.**

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. Lead Applicant Information Task

Organizations must provide the following information and documents using data entry fields or uploads. The document uploads will be used to assess legal eligibility for the Grant Program and data fields will be used populate any resulting grant agreement. Applicants should fill out this information as if they were drafting a contract using specific and exact information.

- Legal Name of Applying Organization as registered with the Maryland State Department of Assessment and Taxation (SDAT)
- Organization's Maryland SDAT Department ID Number
- Organization's Federal Tax Identification Number
- Montgomery County Supplier Number, if known (optional)
- Contact Information for the organization's proposal primary point-of-contact (POC)
- Contact Information for the organization's proposal secondary point-of-contact (POC)
- Upload of Most recent IRS 990 Form for Nonprofit Organizations or an explanation why your organization is exempt from filing 990s
- 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>

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 Scope of Work Task

The proposal's Project Scope of Work should answer the following questions and within a series of data fields.

- **Project Title** – If awarded, the Project Title will become the name of the Grant Agreement (100 characters maximum).
- **Priority Funding Categories** – Identify at least one Priority Funding Categories that your proposal will address.
- **Project Overview** – Provide a brief description of the project. This description of the project will also be directly integrated into the Grant Agreement (600 characters maximum).
- **FY26 Healthy Communities Fund Grant Project Funding Request** - Enter the total amount requested through this grant proposal (\$0 minimum and \$150,000 maximum).
- **Total Project Cost** - Total annual cost of project from all funding sources.
- **Project Outcome** – Overall, how will the project have a positive outcome on the health and wellness of Limited English Proficient communities in Montgomery County? (1,800 characters maximum)?
- **Project Location** – Enter the primary Montgomery County zip codes that will be prioritized through this project.
- **Project Need** – Specify your target community and the needs of your community. Justify the needs using existing data (national, state, county, or your organization). Provide evidence on how the proposed program is best suited to address the need(s). Examples of evidence can be citing research articles, successful models, best practices, and more. (3,000 characters maximum).
- **Key Implementation Capabilities** – Describe your expertise to develop and implement this project in a culturally, linguistically, and/or technically proficient way for the focus population/community. Detail your organization's experience serving

limited English proficient populations in Montgomery County, Maryland. In your answer, include specific timeframes and details concerning your experience working with limited English proficient populations. (2,000 characters maximum)

- **Reduced Funding Impact** – Please specify how the project would be affected if total funding awarded were less than the amount requested. State whether your project could be completed with a smaller amount, and how a funding reduction would change implementation (1,200 characters maximum).

D. Implementation Timeline Task (MS Excel template upload)

This section should outline the implementation schedule of the proposed project over a 12-month grant agreement period of performance. To account for the grant program's selection and awarding process, the implementation start date for a proposal should begin no earlier than July 1, 2025. The program is expected to be fully operational and serving clients one month after the award announcement.

- **Activities** – Detail all the activities that will be funded through this project using the [Activities template](#). For each activity, provide a clear timeline, frequency, target served, outcome, and the intended impact it will have on the focus population. Each column must be filled out for each activity specified. The outcomes must be one of the following:
 - **Increased knowledge**
 - **Increased confidence**
 - **Enhanced access**
 - **Behavioral impact/change**

The performance period may cover a generic period of time (no greater than 12 months) that is not tied to specific dates. The final performance period for an award will be contingent on when the actual grant agreement is signed by all parties.

E. Project Outreach and Engagement Strategy (Data Fields)

This section should detail the applicant's plan to reach the focus population and engage with key community members.

- **Outreach** – Detail your strategy for conducting outreach for program enrollment, with an emphasis on reaching the Asian Americans and Pacific Islanders communities. Be sure to note relevant experience and past successes in this area (1,500 characters maximum).
- **Collaborative Approach (optional)**– How will your organization partner with other community-based organizations? Please outline how partners will work together to enhance program reach, coordinate services, and maximize impact. Strong applications will include letters of commitment or other evidence of collaboration, showing how organizations will share resources, expertise, and community connections (3,000 characters maximum).

F. Monitoring and Evaluation Plan Task (Data Fields)

The Monitoring and Evaluation Plan outlines how the applicant will measure the success for their proposed project and the benefits it will bring to Grant Program's Focus Population.

- **Project Implementation and Outcome Tracking Capabilities** – Provide details on how you plan to capture the outcomes and impact the program makes. (1,500 characters maximum)
- **Data Collection** – Describe how the program demographic data will be collected (see [program reporting template](#)). Explain how the outcomes, impact, and client satisfaction will be measured. Provide details on the tools and techniques used to capture data. (6,000 characters maximum)
- **Duplication** – Explain how unduplicated (unique) and duplicated (repeat) clients will be tracked during service delivery. Include specific details on methods, systems, and processes. (6,000 characters maximum)
- **Targets** – Provide the expected metrics for each funding category and activity in the following format:

Metric	Unduplicated Clients (Target)	Duplicated Clients (Target)
Total Unique Clients served across all funding categories:		
Total Clients served under Health & Social Support Services	<i>(if applicable)</i>	<i>(if applicable)</i>
Total Clients served under Behavioral/Mental Health	<i>(if applicable)</i>	<i>(if applicable)</i>
Total Clients served under Senior Wellness	<i>(if applicable)</i>	<i>(if applicable)</i>

- **Other Targets:** Provide the targets for these additional measures (if applicable):

Target Metric	Total Number Per Year
Total Number of Community Events	
Total Number of unique Contents Created <i>(does not include promotional content)</i>	
Total Number of unique Volunteers	
Total Number of Volunteer Hours	
Total Dollar Value of Donated Hours	
Total Number of Unique AAPI Households Served	
Total Food Distributed in Pounds	<i>(if applicable)</i>
Percentage of unique clients satisfied with services (YTD)	
Total Number of One-Way Rides/Transportation Provided	<i>(if applicable)</i>
Total Number of Miles for Rides Provided	<i>(if applicable)</i>

G. Memorandum of Understanding Among Collaborative Partners (no page limit, PDF format upload)

If the proposed project will be a collaboration between multiple organizations, then you must include a Memorandum of Understanding (MOU) between the partner organizations that outlines roles and responsibilities for implementing the project. The MOU should also include an outline of how County grant funds will be disbursed among the collaborators. The MOU must be signed by duly authorized representatives of all collaborating organizations and may be as long as necessary. **Note that the organization submitting the application will be the one signing any awarded grant agreement and will be the one accountable to its terms. No organization will receive more than \$150,000 across applications/collaborations.**

Organizations who will be applying as a single entity will simply mark that the proposed project is not a collaborative effort.

If applicable, the MOU does not have a page limit length but should be submitted in PDF format.

H. 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 federal objective class categories listed below and add as many additional line-items underneath each category as required:

- **Personnel** – Staff salaries;
- **Fringe Benefits** – Health insurance and other staff benefits;
- **Travel** – Transportation stipends, vehicle operation, or public transportation vouchers;
- **Equipment** – Items individually worth less than \$5,000 but more than \$200;
- **Supplies** – Items individually worth less than \$200;
- **Contractual** – Contractors for services or training as well as licenses;
- **Construction** – Renovation or other construction related expenses;
- **Other** – Any other project related costs that do not fit into the categories above; and
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This Grant Program will **not** fund the following expenses:

- Lobbying;
- Substance use treatment
- To cover any expenses made prior to the Grant Award;
- To supplant (replace) funds from other grant sources; or
- Grant funds can't be used to purchase goods or services from Board Members' organizations
- Social media programs – programs or services that operate on and/or primarily engage social media platforms such as Facebook, Twitter, WhatsApp, WeChat, IMO, Instagram, YouTube, TikTok, Snapchat, LinkedIn, etc.
- Online content production and distribution – Distribution can have an online component but not solely online.
- Religious events or celebrations – Religious events can be used to provide services, but funding cannot be used to solely pay for religious events or celebrations.
- Cultural events or celebrations – Cultural events can be used to provide services, but funding cannot be solely used to pay for cultural events or celebrations.
- Political events or celebrations.
- Services funded through other Montgomery County contracts or grants.
- Transportation – purchase of vehicles or transport vouchers.

- Services that do not capture and report the data as required by the [Program Reporting Template](#)
- Any other cost deemed by the County unrelated to the project.
- Any purchase or activity outside the grant award period of performance
- Purchases or activities unnecessary to accomplish grant purposes
- Prior obligations of and/or debts, fines, and penalties imposed on the Grantee

At the bottom of the Budget Tool, applicants will have the opportunity to enter their Budget Narrative (8,000 characters max). 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.

I. Goals Tool (Data Fields)

This Grant Program is not using the Euna Grants Goals Tool and it should be ignored.

SECTION III – SCORING OF APPLICATIONS

Applicant's proposal submissions will be evaluated using the following confidence ratings based on the below weighted criteria. Confidence ratings are another form of objective rating that allow evaluators to assign ratings more holistically. [Confidence ratings](#) provide evaluators the ability to look more holistically at the strongpoints and weak points of a proposal to capture raters' overall confidence in the applicant's likelihood to succeed, helping smaller organizations who may be stronger overall than some more seasoned larger organizations. Confidence ratings are identified by the federal government as an innovative practice that may help with reducing the lead time from solicitation to award.

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

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.

Each criterion is attributed a specific weight out of a total of 100 points, with 5 additional points available.

Criterion A: Project Scope of Work (15 points)

- Applicant demonstrates the cultural, linguistic, and/or technical proficiency to work with their focus population/community in the context of the proposed project;
- Applicant demonstrates the subject-matter expertise to deliver the proposed outcomes to the focus population/community; and
- Applicant demonstrates a strong relationship with their focus population/community and can effectively perform outreach to promote, engage, and/or connect the priority communities/populations with the proposed project.

Criterion B: Implementation Timeline (10 points)

- All activities funded occur within the grant timeline; and
- All activities have a clearly defined outcome and impact.

Criterion C: Outreach Strategy (30 points)

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes;

- Outreach plans include specific methods of culturally and linguistically appropriate engagement of stakeholders and target population with a focus on AAPI communities;
- The outreach approach shows potential for broad reach and meaningful impact with a focus on AAPI communities; and
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline.

Criterion D: Sound Fiscal Management and Budget (5 points)

- Applicant demonstrates sound grant and fiscal management practices and will be able to submit financial reports and back-up documentation to meet administrative and audit requirements;
- Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy, Staffing Plan, and other parts of the proposal;
- Applicant's Budget and Budget Justification reflect reasonable and realistic costs needed to implement the proposal and achieve the stated outcomes for the focus population/community; 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.

Criterion E: Monitoring and Evaluation (25 points)

- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project;
- A detailed plan on how to capture outcomes and impact is described.
- Proposal's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes fit the project strategy and Grant Program's goals;
- Performance History provides strong evidence that the project strategy will have the desired outcomes for the priority population/community; and
- Performance History provides a strong justification for the Performance Plan's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes.

Criterion F: Soundness of the Overall Proposal (15 points)

- Proposal clearly demonstrates the effectiveness of proposed activities, emphasizes a focus on culturally and linguistically competent services, especially for limited English proficient AAPI communities and, if funded, will result in the accomplishment of their stated outcomes; and
- In line with the priorities for the Grant Program listed above, the proposal clearly demonstrates that it will meet at least one of the Priority Outcomes statements
 - Health and Social Support Services
 - Mental and Behavioral Health
 - Senior Wellness

Criterion G: Community Organization Collaboration (5 bonus points)

- A strong commitment to collaboration with other community organizations, demonstrating how partnerships will enhance program effectiveness, expand outreach, leverage additional resources, and ensure a coordinated approach to youth substance use prevention and cessation.
- Clear identification of key partner organizations, their roles, and how collaboration will contribute to program goals;

- Evidence of established or developing relationships with partners, including letters of support, MOUs, or partnership agreements;
- Plans for ongoing communication, coordination, and shared accountability among collaborating organizations throughout the project timeline; and
- Strategies to avoid duplication of services and build synergy across community efforts.

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, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color,

religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.

- ✓ Please note that applications are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State Gov't., §10-611 through -628 (MPIA) and the County must comply with the disclosure requirements of the MPIA when a request for documents is received.
- ✓ The applicant understands that all grantees that receive awards under this Grant Program must show proof of insurance prior to receiving the funds, and 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.