

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

**FY26 Food Aggregation
Grant Program Stage Two Application**

Program Summary: The Office of Food Systems Resilience (OFSR), in partnership with the Office of Grants Management (OGM), is soliciting grant applications from local food aggregation and distribution companies **that have demonstrated eligibility and experience in market development for small farmers through the Stage One Application of the FY26 Food Aggregation Grant Program** to establish and maintain a facility in Montgomery County, Maryland under the County’s FY2026 Food Aggregation Grant Program. This facility, and the grantee selected to run it (“Operator”), will aggregate, distribute, and market food grown by regional farmers to wholesale markets- including, but not limited to, Montgomery County and Maryland institutions and agencies- such as schools, senior centers, hospitals, food banks, and correctional facilities. Use of these funds should focus on connecting local small farm and food producers with new institutional markets and avoiding the disruption of existing sales relationships for these businesses. The selected Operator will demonstrate a commitment to and strategy for fair pricing for producers and building a collaborative partnership with small farms that centers collective benefit to the local food economy, nutrition security, and long-term supply resilience. **Please note that the funding for this program is contingent on the County Council approving the corresponding supplemental appropriation of grant funds.**

\$550,000 in funding is expected to be available to fund one award from OFSR to support startup, construction and retrofitting of necessary facilities, ongoing operations, and to purchase food over the initial one-year program period; the performance period of this grant is anticipated to cover a four year period from June 30, 2026 to June 30, 2030. Multi-year funding across the four fiscal years will range from \$250,000 to \$550,000 in grant funds and/or food purchasing commitments, pending funding availability and grantee performance, with a maximum of \$550,000 total available in a single fiscal year.

This application consists of a two-stage process. Stage One assessed eligibility for grant funding whereas Stage Two will assess fit and alignment for this funding. Applicants that have received notification from OFSR and OGM that they have passed Stage One are invited to participate in Stage Two.

Stage Two Key Program Dates:

- **NOFO Available:** Wednesday, March 18th 2026
- **Program Opens for Applications:** Wednesday, March 18th 2026
- **MS Teams Live Grant Information Session: Information to be sent to applicants.**
- **Submission Deadline:** Wednesday, April 22nd, 2026 at 11:59 PM EST

Stage Two Key Program Resources:

- The Program Page and link to the Informational Session will be shared directly with organizations that have been notified by OFSR that they have successfully passed Stage One and are invited to access the Stage Two application.
- [OGM Board Race-Ethnicity Reporting Template](#)
- [OGM's Resources for Applicants Webpage](#)
- [Grant Program Standard Budget Template](#)
 - Applicants must download the template and make edits to reflect their proposed project budget. *Please note, all figures used in the template are placeholders.*
- [Grant Program Reporting Requirements](#)

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

Greg Weissman, Program Manager II
OGM
(240) 773-3344
grants@montgomerycountymd.gov

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

Catherine Nardi
Program Manager II, Office of Food Systems Resilience
Montgomery County, MD
Catherine.nardi@montgomerycountymd.gov

All inquiries concerning the Scope of Services, Proposal Submission Requirements or procurement procedures should be directed to:

Catherine Nardi
Program Manager II, Office of Food Systems Resilience
Montgomery County, MD
Catherine.nardi@montgomerycountymd.gov

About the Office of Food Systems Resilience: Bill 20-22 established the OFSR as a non-principal office of the County's Executive Branch. The OFSR works to make the County's food system more resilient and equitable to improve the health of residents, the economy, and the environment. The Office serves as the liaison between County agencies and community partners with the goal of addressing the conditions which lead to food insecurity for residents. The OFSR will partner with the OGM to administer the FY26 Food Aggregation Grant Program.

About the Office of Grants Management: As charged in Bill 36-19, the OGM provides a central point of contact regarding the grants that the County receives or awards. The OGM also develops countywide policies and procedures regarding grants management and ensures these are consistent with racial equity and social justice goals and performs outreach regarding grants offered by the County and other grants functions.

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

Montgomery County, Maryland is home to over 100 food producing farms. The sustainability and growth of these farms is essential to long-term food systems resilience in the County. However, many small farms in Montgomery County face barriers in accessing wholesale and institutional markets which limit their ability to scale production and maintain viability; this is particularly true for farmers representing historically underserved communities. On their own, most small farmers are unable to meet the quantities and specifications, nor manage the cost of logistics and distribution, required by larger volume markets.

Concurrently, there is significant unmet demand for Montgomery County-grown products from local institutions, such as schools, hospitals, and state agencies. [Maryland legislation](#) requires that state institutions attempt to purchase at least 20% of food from locally grown or harvested sources through the [Certified Local Farm and Fish Program \(CLFF\)](#), established in 2023¹. According to the Maryland Department of Agriculture, state agencies and institutions spend upwards of \$91 million annually on food purchases. Maryland’s Farm to School program also encourages local food product purchasing by local education authorities.

OFSR and other government programs are already working to support County farmers and the overall resilience of the food system through developing reliable market channels that increase access to local food. The Montgomery County Farm to Food Bank Program, a partnership between OFSR and [Manna Food Center](#), has invested over \$1.5M in capacity building grants and fair market purchases, supporting over 30 County farms, since 2021. Additionally, in FY25 OFSR has established \$1M in grant awards (including through the Food as Medicine and School-Based Food Assistance programs) that prioritize projects that source from local producers, as well as a \$200k cold storage grant program for projects intersecting food security and local food production. Grantees funded through the Food as Medicine program report sourcing at least 94% of their distributed food from local producers, and approximately one-third of food provided to students and families through the School-Based Food Assistance Grant Program is local produce. In 2024, OFSR launched a Collaborative Funding Program with Manna Food Center which awarded ten farms with one-time investments that support infrastructure, equipment, or other capital investments in exchange for the farms’ ongoing participation in the Montgomery County Farm to Food Bank program. Despite this legislation and policies, institutions have struggled to meet their buy-local goals, and farmers are still seeking stable markets for their products.

The County government also directly purchases food for the Department of Corrections and Rehabilitation (DOCR). DOCR, in partnership with OFSR and the County’s Department of Environmental Protection, is conducting an assessment of their food procurement with the [Center for Good Food Purchasing](#), with an intention to create a Good Food Action Plan for DOCR. One of the six core values of the Good Food Purchasing Program is “Supporting Local and Community Based Economies”, which recommends sourcing from small regional producers, like those in the CLFF. OFSR also has partnerships with Montgomery County Food Council, Montgomery County

¹ Maryland Department of Agriculture Certified Local Farm and Fish Program, https://mda.maryland.gov/maryland_products/pages/certified-local-farm.aspx

Economic Development Corporation, Revenue Authority, and the Montgomery Agricultural Producers, all of which might prove relevant to the Operator.

The misalignment of the established institutional demand for locally sourced food products described above and a readily accessible supply of local products available is largely due to a lack of infrastructure and distribution channels in the County to connect and align supply and demand of local products. Additional regional aggregation, distribution, marketing, and value chain coordination capacity will enable Montgomery County farmers to supply local markets, and will help state and local institutions and agencies meet their food purchasing goals and commitments. OFSR aims to address these challenges by investing in an experienced, well-established commercial entity to expand purchasing, aggregation, and distribution of food products from Montgomery County and CLFF producers for sale to institutional and other wholesale buyers. Specific purchasing and contracting structures will be designed with the grantee after the award is made.

This project fits into the County's three-part strategy for strengthening the local food system - simultaneously scale investments that expand food production capacity by County farms, increase market demand and opportunities, and amplify value-chain coordination and infrastructure. The County will act as an early investor in this system to activate a larger, market-based solution that builds long-term capacity and resiliency for the region's food system and farmers.

B. Target Population

The target population served by this grant program includes Montgomery County and regional food producers such as farms and value-added businesses, institutional food service providers, restaurants, and food retailers that face barriers related to selling and buying/sourcing food locally for service to Montgomery County residents. Additionally, community members experiencing food insecurity and accessing community-based food assistance programs, including through the OFSR's School-Based Food Assistance Grant Program, Food as Medicine Grant Program, and Community Food Assistance Grant Program, will benefit from this investment as they will gain greater access to locally grown foods that are supplied by the Operator to the local food assistance network.

C. Funding Priorities

Through this project, OFSR aims to build the long-term resilience of the local food supply chain in Montgomery County. The goal of this funding is to increase market access for small, local farms and the availability of locally grown food to community members through the establishment and/or expansion of a local food aggregator in Montgomery County. Support from the County will be provided through a phased approach that is aimed at catalyzing initial investment while also supporting long-term sustainability.

Funding is available to address these goals through three interconnected offerings:

1. Construction costs: Funding for construction associated with retrofitting or building an aggregation and distribution facility in Montgomery County to fulfill the procurement needs of OFSR's grantees and partners, and enhance market access for farmers in the County and beyond;

2. Operational Costs: Funding for the establishment or expansion of operations in the County, including to support project startup costs, assess infrastructure needs, leverage project funding to attract additional investment, conduct farmer outreach and capacity building efforts, secure necessary technology to manage buyer and seller relationships, and other relevant project implementation costs; and
3. Guaranteed purchases of Montgomery County products by Montgomery County government.

Anticipated Funding Structure

Initial grant funding in year one will help the selected contractor establish operations in Montgomery County, including start-up costs, building costs, planning and management. In year two, the OFSR will provide grant funding to supplement purchasing commitments from the County, pending availability of funds and compliance with reporting requirements. In years three and four, the County will commit to a set amount of market-rate procurements for County institutions and OFSR grant programs, pending availability of funds and compliance with reporting requirements. Specific purchasing and contracting structures will be designed with the grantee after the award is made.

Year 1

- \$250,000: In flexible grant funding to support establishing and expanding operational activities, or other relevant expenses as outlined in the proposal. Structured as an up-front payment.
- \$300,000: In capital grant funds to support capital and construction costs for a facility. Structured as reimbursable payments.

Total Year 1 Funding from OFSR: \$550,000

Year 1 Matching requirements: Minimum of 50% matching funds requirement (\$275,000), no more than 20% of the match can be in-kind (\$55,000).

Year 2

Year 2 funding is contingent upon appropriation of funding, compliance with Year 1 reporting requirements, and successful achievement of Year 1 milestone objectives. An updated budget and funding plan for Year 2 will also be required.

- \$200,000: In grant funding for operational cost assistance, structured as up-front payments disbursed 50% at the beginning and 50% at the mid-point of the Year 2 cycle
- \$300,000: In County purchases of food products at market rates to be allocated through OFSR food assistance grant program(s)

Total Year 2 Funding: \$500,000 (40% grant funding, 60% County committed purchases)

Years 3 + 4

Year 3 and 4 funding is contingent upon appropriation of funding, compliance with reporting requirements from the previous year, and successful achievement of annual milestone objectives. Updated budgets and funding plans will be required annually.

- \$300,000: In County purchases of food products at market rates to be allocated through OFSR food assistance grant program(s)
- Total Year 3 Funding:** \$300,000 (100% County committed purchases)
- Total Year 4 Funding:** \$300,000 (100% County committed purchases)

This project will result in new or adapted food systems infrastructure, enhanced relationships between buyers and sellers inside and beyond the County, and increased farmer income and capacity. Ideally, this effort will serve as a model for how public investment can catalyze market development and increased food systems resilience.

A successful proposal will demonstrate the following elements:

- A viable and well-researched plan to develop a food hub operation in Montgomery County that can aggregate, store, and distribute a variety of locally sourced food products to fulfill the County Government's guaranteed purchases and create more institutional market opportunities for County farmers
- Performance history that demonstrates the skills and experience to meet the goals of this funding
- Operational capacity to meet the procurement requirements of this program including:
 - Inventory management
 - Logistics and routing
 - Fleet management, interstate DOT compliance
 - Staffing
 - Technology
- Procurement capabilities including:
 - Capacity to onboard Montgomery County farmers and food businesses during the period of performance, with an emphasis on purchasing from local farms and food businesses in the Mid-Atlantic region (DC, Maryland, Virginia, Delaware, PA, NJ, West Virginia), including businesses owned/operated by individuals representing historically underserved communities.
- A strategy to utilize existing or new sales relationships with institutional and wholesale buyers to increase market opportunities for farmers and food businesses in Montgomery County
- Detailed and achievable timeline and strategy to establish or expand operations in Montgomery County to meet the demands of this program, including:
 - Compliance with the Perishable Agricultural Commodities Act (PACA);
 - Third party audited food handling practices, Supplier Verification program, and FSMA PCR-compliant policies; or experience implementing these controls at a new facility;
 - Ability to segregate GAP and non-GAP certified produce;
- A feasible and detailed timeline and plan to receive, inventory, sell, and fulfill a variety of locally produced foods, potentially including but not limited to:
 - Fresh fruits and vegetables, fresh and frozen meats and proteins, eggs, dairy products, seafood, and shelf-stable goods
 - Culturally diverse foods

- Grant management capacity to properly manage and track funds use, effectively collect and report relevant/required performance evaluation data, and comply with other OFSR and Montgomery County Government grant requirements
- A plan to retrofit and/or build the infrastructure required to fulfill the grant requirements, including but not limited to:
 - Fundraising for unmet infrastructure needs
 - Identifying and overseeing the development of unmet infrastructure needs
- A plan to maintain sustainable operations beyond the life of this grant funding
- Secured matching funds totaling at least \$275,000 for the initial one-year program period, with no more than 20% of the match as in-kind funds (\$55,000).
- Alignment with OFSR's core values:
 - Equity: all efforts should address social injustice and racial disparities to build equity and food sovereignty in our community.
 - Systems-based: strategies should focus on identifying, maximizing, and addressing the interconnections of food issue areas, simultaneously contextualizing their benefits and their impacts on production, access, natural resources, education, and economy.
 - Innovative: to transform our food system, novel approaches, creative ideas, and best practices models from other jurisdictions are critical.
 - Data-driven: strategic policy and investment decisions require intentional and reliable data collection and analysis, and solutions with clearly defined success metrics and measurable impact.

Additional Support

In addition to funding, the OFSR and Montgomery County Office of Agriculture (OAG) will leverage their existing relationships with State agencies and local institutions such as Montgomery County Public Schools (MCPS), the Montgomery County Department of Corrections and Rehabilitation (DOCR), and hospitals to facilitate productive introductions for the Operator with producers and buyers across the region. OAG will also continue to provide farmers with technical assistance, including training for farmers to increase their market readiness and success encouraging GHP/GAP regulatory compliance. OFSR will connect the grantee to the [Montgomery County Green Bank](#), Revenue Authority, and with the [Montgomery County Business Center](#) with the goal of leveraging additional resources through partnership and incentives such as the [MOVE grant](#) (as applicable).

Additional In-Kind Contribution from the County will include:

- Warm introductions to producers and buyers across the region, including for institutional purchasing opportunities through County-funded programs
- Introductions and potential collaboration with other funding and technical assistance partners within Montgomery County Government
- Support from the [USDA Wholesale Markets and Facility Design](#) program, which can provide additional design details and capital cost estimates
- Access to value-chain coordination support and technical assistance for engaging small farmers. This in-kind work could include creating an outreach plan to inform the farming

community about local wholesale opportunities or facilitating grower agreements that match farmers' interests and experience levels.

- Support from OAG to help small farmers secure and incorporate season-extending processes and equipment, like high tunnels, into their operations as funds are available.
- County-organized trainings for farmers to increase their market readiness and success
- County-led ongoing communications with farmers regarding planting and harvesting schedules, GHP/GAP and regulatory compliance, post-harvest handling procedures, packaging and labeling standards, and delivery
- Supplemental support to the Operator's marketing and branding efforts through social media and other communications channels

D. Eligibility Conditions

Organizations may only submit one application, and must meet all of the following Grant Program and Montgomery County eligibility conditions to be considered for the award.

Grant Program Eligibility Requirements

1. The grantee must have the ability to aggregate, store, and distribute a variety of locally sourced food products to fulfill OFSR's guaranteed purchases and create more institutional market opportunities for the County farmers.
2. The grantee must have prior experience contracting with and selling to at least 2 institutional buyers (e.g. K-12 schools, universities, hospitals, carceral sector)
 - a. Preference will be given to applicants with experience:
 - i. Maintaining sales relationships with the charitable food sector
 - ii. Sourcing from registered CLFF producers
 - iii. Maintaining sales relationships with institutional buyers in Montgomery County, Maryland and/or the Mid-Atlantic region
3. The grantee must have active wholesale and institutional customer relationships;
 - a. Preference will be given to applicants with existing market channels in (a) Montgomery County, (b) Maryland, and (c) the Mid-Atlantic region.
4. The grantee must demonstrate at least \$1M in annual gross revenue from food sales within the past three years.
5. The grantee must demonstrate procurement capabilities including:
 - a. Existing procurement relationships with at least 10 small farms (farms with less than \$350K in annual revenues²)
 - i. Preference will be given to applicants with past experience
 1. Sourcing from both GAP and non-GAP certified farms (including MDA GAP, USDA GAP, and USDA Harmonized GAP)
 2. Sourcing from farms with no past wholesale markets experience
 3. Sourcing from Montgomery County-based farms
 - b. Capacity to onboard and regularly source from a minimum of 5 CLFF producers and 5 Montgomery County farmers and food businesses during the first two years and a total of 20 CLFF and/or Montgomery County farms during the total performance period

² United States Department of Agriculture, Economic Research Service. "Farm Structure and Organization – Farm Structure and Contracting." Updated January 5, 2025. www.ers.usda.gov/topics/farm-economy/farm-structure-and-organization/farm-structure-and-contracting

- c. Experience sourcing a variety of culturally-specific food products
6. The grantee must demonstrate appropriate administrative capacity and experience, including:
 - a. Experience receiving and administering grant funds and meeting the associated reporting requirements
 - i. Preference will be given to applicants with experience administering funding from government agencies and collaborating with governmental entities on previous projects
 - ii. Preference will be given to applicants with relevant experience in program evaluation and/or data collection, including farmers
 - iii. Preference will be given to applicants with demonstrated long-term sustainability plans, including secured matching funds, to support the long-term goals of this grant program.
7. The grantee must demonstrate relevant experience with infrastructure development including:
 - a. Building or retrofitting facilities and infrastructure for food aggregation and distribution;
 - b. Successfully maintaining and managing facilities and infrastructure for food aggregation and distribution; and
 - c. Experience raising diversified capital for development or retrofitting of food supply chain facilities.

Montgomery County Eligibility Conditions

- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization’s principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides the grant-funded services;
- All activities and expenditures under this grant program must be provided in Montgomery County and/or be exclusively for Montgomery County residents;
- **New FY26 Requirement** The organization must have a “Current” standing with the Maryland Secretary of State OneStop – Charities Public Registry;
- All successful applications must clearly state the following and activities and expenditures funded through this grant program must:
 - An Applicant must state that it will not charge fees for activities funded through this grant program. Furthermore, an applicant is required to state that County resources may not be used to request donations or 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.

E. Award Amounts and Duration

This program will make a single year-one award in the amount of \$550,000. Applicants must request the award amount of \$550,000 in their application. Final funding amount may be lower than \$550,000. The funding request should reflect the operational and capital costs associated with the establishment and maintenance of an aggregation facility within the initial one year program period following the awarding of the grant. **The total performance period of the grant is anticipated to be over a four-year period from on/about June 30, 2026 through June 30, 2030.** Program activities must take place and be evaluated during this period. This Grant Program does not commit Montgomery County to make an award. The awardee will be eligible to receive funding and/or committed purchases from OFSR programs as outlined in Section C, pgs 7-9, over the four-year period, pending successful performance outcomes, grant administration compliance, and appropriation of funds.

Timeline

Launch date: Wednesday, March 18th 2026

Deadline for Stage II Applications: Wednesday, April 22nd 2026 at 11:59 PM EST

Performance period: June 30, 2026 – June 30, 2030*

Each new fiscal year appropriation will result in a new grant agreement with a 12 month term.

F. 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 of Subject Matter Expert (SME) Review.
2. **Subject Matter Expert (SME) Review** - The OFSR will recruit an independent Review Committee that will develop and submit recommendations for funding based on their review of Stage Two applications. The Review Committee will be composed of neutral, qualified individuals from Montgomery County Government and possibly the broader community, selected for their expertise in local food aggregation and distribution, value chain coordination, and the food system in the Metropolitan Washington, DC and Mid-Atlantic Region. The panel members will review and score applicant proposals based on the criteria outlined in this NOFO and submit recommendations for awards. Final decisions will be made based on the scores and such other factors and considerations as

the County deems relevant at the time of award. These may include the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

Interested and eligible applicants invited to complete a Stage Two application may request a meeting with members of the OFSR team to ask questions related to the proposal prior to their submission. Applicants will also be introduced to other Montgomery County financing entities to explore other potential sources of public funding and financing.

G. Award Notification

One award offer will be extended to the successful grantee roughly one month after the Stage Two application deadline. For the awardee, the Grant Agreement will contain the total amount awarded and funding restrictions; programmatic, administrative, and policy requirements; reporting requirements; and payment terms for the initial 12 month performance period.

H. Submission Guidelines and Support Resources

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



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

OGM Developed Instructional Videos (Youtube videos):

1. [How to Create an Euna Application](#)
2. [Euna Budget Tool Instructional Video](#)

Euna Applicant User Guides (PDF downloads):

1. [Logging into Your eCivis Portal Account](#)

2. [Reviewing and Submitting your application](#)
3. [Transfer Application Ownership](#)
4. [Guide for Applicants](#), including Budget Tool assistance on pages 13 to 20

Applications must be submitted through the Montgomery County Office of Grants Management - Grants Application Platform through the links posted on the first page of this document. Once the applicant clicks on the link, they will be prompted to create a Euna Grants account, select the Grant Program, and then will be able to access the grant application. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management (contact listed on the first page of this document) to discuss alternative submission options.

Stage Two Applications are due no later than Wednesday, April 22nd, 2026 at 11:59 PM. All applications will be recorded upon receipt. Applications received after the deadline will be disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the Office of Food Systems Resilience, will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

I. 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: STAGE 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 main and secondary points-of-contact (POC)
- Type in board chair (or equivalent position) names, organization title, email, and phone number

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

Applicants can verify their status with SDAT via this link:
<https://egov.maryland.gov/BusinessExpress/EntitySearch>

The County is now checking the Registration Status of potential and current grantees with the **Maryland Secretary of State OneStop – Charities Public Registry**. A grantee with Montgomery County is required to comply with state laws and therefore, have a Registration Status of “Current” (or “Exempt”). The Office of Grants Management (OGM) will verify the status

of an applicant. Although proof of a current registration is not required as a component of the application, it is critical that Lead and Support organization applicants remain registered and Current with Maryland OneStop as applicants will be disqualified from a grant competition, or even lose a grant award, and/or face delays in grant payments if they are not Current (or provide evidence of being “Exempt”).

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

B. Applicant Background Task

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

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

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

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

C. Project Strategy Task

- Project Title – If awarded, Project Title will become the grant agreement name.
- Project Overview – Brief description of the project. *(600 characters maximum)*

Please describe your proposed strategy for meeting the goals of this funding opportunity by responding to each of the sections below.

- **Strategy:** How will this opportunity help you meet your overall organizational objectives? What is your vision for institutional market development in Montgomery County, Maryland, and the Mid-Atlantic region? Describe your strategy for engaging and onboarding farmers and food businesses, and identifying and building relationships with institutional buyers. Describe your strategy for long-term operational viability within Montgomery County beyond the life of the funding. *(5,000 characters maximum)*

- **Operations:** Describe your operating plan for developing and operating a Montgomery County-based facility that meets the fulfillment and market development requirements of this program, addressing each of the elements below.
 - Build-Out (Approach): Outline your approach to planning and executing the physical infrastructure elements of this project. Include your strategy and priorities for site selection, facility design, construction management, and launching operations at this facility. *(5,000 characters maximum)*
 - Build-Out (Timeline): Please provide a clear timeline that details the anticipated build-out of the aggregation facility, including site selection, facility design, construction start date, construction progress milestones, construction completion, and launching operations at the facility. *(Upload as a Microsoft Word, Excel, or PDF document)*
 - Day-to-day operations: Outline your strategy for managing sourcing, ordering, storage, and delivery of products. Consider elements such as inventory management, receiving and fulfillment, staffing, and technology needs, as well as compliance with food safety and food handling protocols. Also address *(5,000 characters maximum)*:
 - What existing resources will you leverage for this project?
 - How does your current operational model need to shift to address the goals of this program?
 - What are your strategies for balancing local sourcing with customers' year-round demands?
 - **Upload:** Food safety/food handling certification documentation
 - Long-term maintenance of infrastructure: What are your plans for maintaining operations beyond the life of the grant? *(5,000 characters maximum)*
- **Sales and Market Development:** Describe your existing sales relationships and how you will leverage them to increase demand for CLFF and Montgomery County producers. Also include a plan for how you will identify and build new sales relationships to support the goals of this grant. Outline your strategies to ensure that the aggregator operations do not disrupt existing sales relationships between local farms and their buyers, both direct to consumer and wholesale. *(2,500 characters maximum)*
- **Sourcing Relationships:** Describe your existing sourcing relationships, and your strategy for identifying and building new relationships with Montgomery County, CLFF and other farmers and producers as a result of your expanded operations in Montgomery County. Please include details regarding onboarding processes, and tools to identify, onboard, and support new farmers and producers, including with GAP certification and compliance. *(5,000 characters maximum)*
- **Maintaining Farmer Relationships:** Describe the strategies that you currently use, and/or plan to use, to engage and establish feedback loops with Montgomery County farms to inform program design and implementation in alignment with funding goals. Please include details regarding strategies for recruiting, onboarding, and retaining County and CLFF farm sales partners. *(5,000 characters maximum)*
 - Optional: If your organization also operates as a food producer, please outline how you will avoid conflicts of interest and ensure that primary beneficiary of

grant-funded activities will be Montgomery County and CLFF producers collectively.

- **Fair Pricing:** Describe the strategies that will be used to ensure fair and competitive prices for Montgomery County and CLFF producers, in alignment with the grant priorities of the economic stability and sustainability of these businesses. Include detail on key factors in establishing pricing structures, and any opportunities for preferential pricing for priority producers in standard purchases and/or those committed through this grant. *(2,500 characters maximum)*
 - **Upload: Price Sheet** *(required)* Please provide a copy of your most up-to-date price sheets (purchase and sales) with the items that you currently purchase from farm partners in the Mid-Atlantic region. These documents can be provided in a Word, Excel, or PDF format.
- **Collaboration (Local Producers and Buyers):** Please identify any Montgomery County-based farms and/or CLFF certified food producers that you plan to buy from to carry out the proposed grant-funded activities. Please also identify any Maryland institutional partners, if applicable, that you plan to sell to during the grant performance period. *(1,000 characters maximum)*
 - **Upload: Letter(s) of Support** *(optional)*
 - Applicants are strongly encouraged to obtain and provide letters of support from local producers and institutions that anticipate selling to or buying from the aggregator.
- **Community Resilience:** Please describe any intended strategies to share use or benefit of this infrastructure with County partners (such as Montgomery County government or nonprofit organizations), particularly in future disaster and/or emergency response and crises that disrupt the local food supply chain. *(1,000 characters maximum)*
- **Collaboration (Support Organizations):** Please identify any “support” organization(s) or entities that you plan to formally partner with to carry out the proposed grant-funded activities. *(1,000 characters maximum)*
 - **Upload: Memorandum(s) of Understanding**
 - A Memorandum of Understanding (MOU) is **required** from each “support” organization involved in the proposal.
 - Each MOU must, at a minimum, clearly define:
 - The specific role and responsibilities of the collaborating organization in the proposed project;
 - The scope of activities to be performed (e.g., technology support, food pick-up or deliveries, etc.);
 - The expected level of engagement (including frequency and duration, where applicable);
 - Any financial compensation or reimbursement to be provided to the collaborating organization, including the anticipated amount and payment structure, if applicable;
 - Any non-financial resources or contributions being provided (in-kind staffing, space, food, data, etc.); and
 - The time period covered by the agreement, which must align with the grant performance period.

- Note: Applicants can upload up to five (5) MOUs within the application. Applicants that need to provide additional MOUs, or those that do not have any MOUs to upload, should contact grants@montgomerycountymd.gov.
- MOUs must be signed by authorized representatives of both the lead applicant and the collaborating organization.
- Generic letters of support or commitment will not be accepted in place of an MOU.
- **Applications that do not include an MOU for each listed partner may be deemed ineligible.**

D. Performance History Task

Please provide an overview of your organization’s relevant performance history, current vision and goals, and operational and funding experience that would enable you to successfully meet the goals of this funding opportunity. Address the following prompts in your response.

Baseline Performance Data:

- 2024 and 2025 food purchase total in dollars (disaggregated by purchases from producers: within Montgomery County, CLFF, within the Mid-Atlantic region, and outside of Mid-Atlantic region)
- 2024 and 2025 total sales of food products (disaggregated by: sales to customers within Montgomery County, within Maryland, within the Mid-Atlantic, outside of Mid-Atlantic; AND buyer type (retail, direct to consumer, broadline distributors, institutions))

Tables must be completed and uploaded as a Microsoft Excel attachment. This attachment is available in the Euna application and linked below:

[FY26 Food Aggregation Baseline Performance Data Template](#)

- **Operations:** Describe your experience building local and regional supply chains and bringing diverse products to market. Consider questions like:
 - How have you engaged new and existing customers, including institutional and wholesale buyers? *(1,000 characters maximum)*
 - How are farmers onboarded and engaged over time? What types of products specifically do you plan to source, and how is that reflected in your business model and infrastructure needs? *(1,000 characters maximum)*
 - How do you manage the culturally-diverse needs of food access programs, other community partners, and consumers? *(1,000 characters maximum)*
 - What is your experience and compliance history in navigating regulatory and market-based requirements for food safety? *(1,000 characters maximum)*
 - How do you manage receiving, warehousing, and distribution? *(1,000 characters maximum)*
 - What kind of infrastructure does this entail? How do you manage and maintain it? *(1,000 characters maximum)*

- **Funding and Financial Management:** What is your experience with securing capital for building or retrofitting food supply chain facilities? What is your experience with receiving and administering grant funding? Who were the funders? What metrics did you track and report on? Describe the internal fiscal control systems and staffing roles dedicated to ensuring grant funds compliance, timely financial reporting, and readiness for audits. *(2,500 characters maximum)*

E. Project Budget Task

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

- Upload (required): Please upload your organization’s 2023 and/or 2024 tax return and/or an audited financial statement to demonstrate at least \$1 million in revenues over the past three years.
- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (optional)
- Upload of Applicant’s total current-year budget (revenues and expenses, budgeted and actuals), including funding sources for food aggregation programs

Upload Project Budget: The Project Budget will be uploaded as an attachment to the application, and **must use the provided template, linked below**. This budget should be for the initial one year period only.

[FY26 Food Aggregator Budget Template](#)

Applicants must fill in each tab of the budget template with the accurate amounts for their proposed project budget. Please note that there **must** be a “Request Justification/Description” for each listed budget line item. The budget template for this proposal includes:

- Expenses: detailed itemized cost information for all proposed expenses, including quantities and prices, plus any indirect costs.
 - o Includes staffing and fringe costs (as applicable), as well as program expenses including supplies, and all additional operational costs for this program.
 - o Include estimated construction costs for the entirety of the Aggregator facility buildout, and specify which elements will be covered with funding from OFSR.
 - Provide your estimated budget for construction costs, supported by quotes from vendors and service providers for this project, or quotes for similar past work.
- Indirect costs: Indirect costs may include general administrative costs such as: legal, accounting, liability insurance, audits, etc. If applicants have a federal Negotiated Indirect Cost Rate Agreement (NICRA), then they must use that rate within their application and include the NICRA as supporting documentation. Applicants without a NICRA may use an indirect cost rate of up to 15%.
- Match: The sources and proposed uses of \$275,000 in matching funds.
- Revenues: include the value of any other funding sources that will support the proposed project, such as donations, investments, other grants received, and in-kind or pro bono

services that you anticipate being contributed to the successful implementation of this proposal.

- Funds May Not be Used for:
 - Any purchase which has already been made;
 - Purchases or activities unnecessary to accomplish grant purposes as determined by Montgomery County;
 - Prior obligations of and/or fines;
 - Debts and penalties imposed on the grantee;
 - Lobbying expenses;
 - Alcoholic beverages;
 - Pet food;
 - Supplanting (replacing) other funds; and
 - Providing services that wholly occur outside of Montgomery County.

F. Budget Narrative/Justification

- Describe your funding plan for this project, including your strategy for attracting investment for capital improvements. Include any commitments that have already been secured, as well as potential areas for future exploration. Include your plan for securing the required matching funds (\$275,000 for the initial one-year program period, with no more than 20% of the match as in-kind funds (\$55,000)), as specified in the Available Funding section of this NOFO. Describe your sources of match, the status of that funding, and specify any match funding that is being provided in-kind. *(2,500 characters maximum)*
- Brief description of each staff member and contractor role and responsibilities in relation to the proposed project *(1,250 characters maximum)*;
- Outline the purpose of proposed costs and an explanation of how costs were calculated *(1,250 characters maximum)*; and
- Specify any additional funding needs that your project has that aren't covered in this budget and your strategies for raising or attracting that investment *(1,250 characters maximum)*.

G. Performance Evaluation Task

This Grant Program **requires** evaluation, documentation, and reporting on specific metrics relevant to (1) performance and (2) financial management of grant funds ([Performance Reporting Requirements Attachment](#)). Grantees will be required to submit **Annual Programmatic and Financial Reports** (4 total throughout the grant performance period), following the schedule outlined in the [Performance Reporting Requirements Attachment](#). Please note that the OFSR may adapt the final list of required and recommended metrics prior to making an award. Final reporting requirements will be included in the grant agreement. Required metrics must be reported by grantees at the annual intervals of the performance period; these dates will also be indicated in all grant agreements.

Performance Evaluation Milestone Metrics:

Applicants must provide targets for the following Performance Evaluation Metrics which will be used to evaluate the anticipated impact of services. Targets should be provided for four points in

time (“milestones”): Year 1 (12 months), Year 2 (24 months; contingent on available funding); Year 3 (36 months; contingent on available funding), and Year 4 (48 months; contingent on available funding).

<i>Metric</i>	Year 1 Milestone Estimate	Year 2 Milestone Estimate	Year 3 Milestone Estimate	Year 4 Milestone Estimate
Food purchases (\$) made by the operator (total)	<i>Ex: \$1M</i>	<i>Ex: \$2M</i>	<i>Ex: \$4M</i>	<i>Ex: \$4M</i>
Food purchases (\$) made by the operator (Montgomery County producers only)				
Food purchases (\$) made by the operator (CLFF producers only)				
Food purchases (\$) made by the operator (producers within 400 mi of facility)				
Total sales of food (\$) (total)				
Total sales of food (\$) (Customers within Montgomery County)				
Total sales of food (\$) (Customers within Maryland)				
Total sales of food (\$) (Customers within Mid-Atlantic)				
Outside investment secured (\$)				
Total number of active Montgomery County producer partners				

Total amount (\$) of funds spent on construction or retrofit work completed				
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Performance Evaluation Narrative Questions

- **Work Plan:** Please create a work plan that lays out the key milestones and priorities in each year of the four years of the program, including required inputs and dependencies, and an estimated timeline to receive, inventory, sell, and fulfill a variety of locally produced foods. *(Upload as a Microsoft Word, Excel, or PDF document)*.
- **Data Management:** What tools or systems will be used to capture and record the data, and ensure data is accurate and consistent? *(500 characters maximum)*;
- **Data Collection and Reporting Roles:** Who will be responsible for collecting the data? Note: This response should be consistent with the staffing roles outlined in the Budget Narrative *(500 characters maximum)*;
- **Data Collection Frequency:** How often will data be collected to ensure compliance with reporting requirements? *(500 characters maximum)*

SECTION III – SCORING OF APPLICATIONS

Stage Two Scoring Criteria

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

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

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

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

Criterion A: Project Strategy - Alignment with Program Priorities (1-3 rating; weighted at 40/100 points)

- Overall Strategy: Applicant demonstrates a sound strategy to meet the goals of the funding, by developing and operating a facility that aligns with OFSR values and maintains long-term viability beyond the life of the grant funding;
- Build-Out: Applicant identifies a realistic build-out design and implementation plan including defining infrastructure needs, well-informed site selection and construction design processes, and maintenance plans beyond the life of the grant funding;
- Operations: Applicant demonstrates a sound strategy for day-to-day operations that increase market access for Montgomery County farmers, including considerations for inventory management, logistics and routing, fleet management, staffing, food safety, and technology;

- Sales and Market Development: Applicant demonstrates realistic strategies to ensure that the aggregator operations support and enhance local value-chains without disrupting existing sales relationships between local farms and their buyers, and establish fair pricing structures for local farm partners;
- Farmer Relationships: Applicant identifies strategies to engage Montgomery County farms and establish feedback loops that connect farmer-led expertise to the program design and funding implementation; and
- Collaboration: Applicant demonstrates existing collaboration through sales and purchasing relationships with Mid-Atlantic region partners to support the goals of this grant, and engages support organizations, County government agencies, and community-based partners as needed to carry out the required activities and promote food system resilience.

Criterion B: Performance History - Organization capability and relevant experience (1-3 rating; weighted at 15/100 points)

- Applicant demonstrates relevant performance history in similar efforts to deliver the proposed outcomes, including:
 - A relevant and effective operational model that demonstrates at least \$1M in revenue for food sales over the past three years;
 - A track record of engaging farmers and diverse buyers within the Mid-Atlantic region;
 - Expertise in fundraising and infrastructure development;
 - Demonstrated administrative capacity to manage funds, and including experience with grants and financial management; and
 - Extensive baseline data that demonstrates ability to collect and track key performance metrics.
- Applicant demonstrates an understanding of the compliance requirements and day-to-day operational activities of a scale-appropriate food hub operation;
- Applicant demonstrates a viable business model with a demonstrated history of success and presents a clear case for why this grant funding enables them to make progress towards their long-term goals.

Criterion C: Budget and Sound Fiscal Management (20/100 points)

- Applicant demonstrates sound grant and fiscal management practices and will be able to submit financial reports and back-up documentation to meet administrative and audit requirements;
- Expenses listed in the Budget and Budget Narrative are consistent with the Project Strategy and other parts of the proposal;
- Applicant's Budget and Budget Narrative reflect reasonable and realistic costs needed to implement the proposal;
- Applicant demonstrates a plan for identifying and leveraging external investment to develop necessary infrastructure for County-level supply chain development, including confirmed and sufficient sources of matching funds and other revenues that will support the success of the proposed project.

Criterion D: Performance Evaluation and Data Capabilities (15/100 points)

- Applicant demonstrates in their Performance Evaluation Plan a clear process to measure/evaluate their project, including clear staff roles to support data management, collection, and reporting, and maintain compliance with the required metrics;
- Proposal presents a realistic work plan that includes an estimated timeline to receive, inventory, sell, and fulfill a variety of locally produced foods, and aligns with project goals and priorities to meet procurement needs of OFSR;
- Proposal's milestone estimates, proposed evaluation methods, and proposed outcomes are reasonable and fit the project strategy and Grant Program's goals; and
- Applicant provides a strong justification for the target milestone estimates, other evaluation methods, and ultimate outcomes.

Criterion E: Overall Soundness of Proposal (10/100 points)

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes;
- Proposal aligns with the stated priorities of the grant program (connecting small local farms to institutional buyers) and OFSR's core values of equity, systems-based, innovation, and data-driven; 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 Committees feedback. Winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law).
- County officials may decline to debrief with unsuccessful applicants why their proposal was not granted or their funding request was not granted in full.

SECTION IV – CERTIFICATIONS, ACKNOWLEDGMENTS, AND ASSURANCES

The applicant shall complete and return the Certifications, Acknowledgements, and Assurances listed with the application submission provided in the Application Certification section of the application in the online grant application portal.

Montgomery County Ethics Questions

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

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

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

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

Acknowledgements Agreed to by All Applicants

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

Assurances Agreed to by All Applicants

If the grant is awarded, the applicant assures that:

- ✓ The applicant will administer all awarded funds through this Grant Program.
- ✓ Funds received will be used solely for the documented activities within the submitted proposal.
- ✓ The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.

- ✓ The applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e et seq.), indicating that no person will be excluded from participation or be denied the benefits of any program, activity, or service on the basis of race, color, religion, sex, or national origin. The applicant further agrees to make every attempt to comply with the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and ensure that the program is accessible to persons with disabilities. In addition, the applicant intends to comply with the Age Discrimination Act of 1975 (42 U.S.C. Sections 6101-6107) such that no person will experience discrimination based on age in any program that receives federal financial assistance.
- ✓ Please note that applications are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State Gov't., §10-611 through -628 (MPIA) and the County must comply with the disclosure requirements of the MPIA when a request for documents is received.
- ✓ The applicant understands that all grantees that receive awards under this Grant Program must show proof of insurance prior to receiving the funds., when requested, must be able to show proof of all insurance coverage required by law.
- ✓ The applicant agrees that any time before final payment and three (3) years thereafter, the County may have the grantee's expenditure statements and source documentation audited.
- ✓ If there are any changes that need to be made to the grant application after submittal or if the organization ceases operations or becomes a subsidiary of another organization, you have the responsibility of notifying the appropriate County administrator.
- ✓ The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.
- ✓ I hereby certify that information submitted in the grant application is a true and correct statement of facts. I, as a designated legal representative of the Organization, further certify that this Organization shall abide by and be subject to all applicable Federal, State and Local laws and regulations pertaining to any subsequent grant that may be issued.