

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

FY24 Food as Medicine Grant Program

Program Summary: The Office of Food Systems Resilience (OFSR), in partnership with the Office of Grants Management (OGM), is soliciting grant applications for the County's FY 2024 Food as Medicine Program from qualified healthcare provider organizations that offer pediatric primary care services to underserved populations in Montgomery County.

\$450,000 in total grant funding is available for innovative programs that increase access to culturally diverse, medically-relevant, nutritious, and locally produced food for Montgomery County children and households with children ages 0-18 that are currently experiencing or at risk of experiencing food insecurity. All awarded programs must:

- Screen children or households with children for food insecurity;
- Coordinate or refer the households, identified through screening, for the regular provision of nutritious food;
- Incorporate some component of nutrition education; and
- Collect and report data on population served and intervention impact on food security and health outcomes.

Healthcare providers are encouraged to partner with community-based organizations for program design and service delivery, particularly those with grassroots understanding of community health and food access needs as well as food assistance services operational expertise. However, the healthcare provider partner must serve as the lead applicant and may only submit one grant application, although multiple service sites managed by the same provider may be included in a single proposal. Funding may be awarded to new initiatives or the enhancement of existing projects that address the priorities of this program. Applicants may request grant awards between \$20,000 and \$150,000. The performance period of these grant awards will be on/about March 1, 2024 to November 30, 2024.

Key Program Dates:

- **Program Opens for Applications:** Friday, January 19, 2024
- **MS Teams Live Online Grant Program Information Session:** Monday, January 22nd, 2024 from 2:00 to 3:00 PM
- **Submission Deadline:** **Extended to Monday, February 12, 2024 at 11:59 PM**

Key Program Resources:

- **Online Grants Application Platform:** <https://mcmdgrants.smapply.org/>
- **Program Page:** <https://mcmdgrants.smapply.org/prog/OFSR-FAM>
- **Click [to join the Information Session OR for an event recording](#)**

Grant Program Details, Submissions, and Support: Application details can be downloaded and application may be submitted through the Online Grants Application Platform through the links above. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact 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 alternate ADA submission options please contact the Office of Grants Management using the contact information below:

Ali Hoy, Program Manager II
OGM
(240) 773-3384
grants@montgomerycountymd.gov

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

Catherine Nardi, Program Manager
OFSR
(202) 816-9083
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TABLE OF CONTENTS

Section I	Grant Program Information	4
	Background	4
	Target Population	5
	Funding Priorities	5
	Eligible Organizations	8
	Award Amounts and Duration	8
	Application Review & Awards	8
	Award Notification	9
	Submission Guidelines	9
	Information Session	9
	Terms and Conditions	9
Section II	Application Tasks	11
Section III	Scoring of Applications	20
	Scoring Criteria	20
	Miscellaneous	22
Section IV	Certifications, Acknowledgements, & Assurances	23

SECTION I – GRANT PROGRAM INFORMATION

A. Background

The OFSR, in partnership with the OGM, is soliciting grant applications for the County’s FY 2024 Food as Medicine Program from qualified healthcare provider organizations that offer pediatric primary care services in Montgomery County. The Montgomery County Council voted to approve [Special Appropriation #24-37](#) to fund the implementation of programs related to the [Strategic Plan to End Childhood Hunger](#), including \$450,000 in grant funding for innovative programs that address diet-related health challenges in children ages 0-18 through increased access to culturally diverse, medically-relevant, nutritious, and locally produced food. Funding may be awarded to new initiatives or to existing projects that could be expanded to address the priorities of this program. FY24 Food as Medicine Grants applicants may request grant awards between \$20,000 and \$150,000.

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

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

About the Office of Food Systems Resilience: Bill 20-22 established the OFSR as a non-principal office of the County’s Executive Branch. The OFSR works to make the County’s food system more resilient and equitable to improve the health of residents, the economy, and the environment. The Office serves as the liaison between County agencies and community partners with the goal of addressing the conditions which lead to food insecurity for residents. The OFSR will work with the OGM to oversee the FY24 Food as Medicine Grant Program.

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

with the County’s racial equity and social justice goals, performs outreach regarding grants offered by the County and other grants functions. For additional information on other Montgomery County grant programs, please [visit the OGM website](#).

B. Target Population

The target population served by this grant program is Montgomery County youth and households with children aged 0-18 in underserved communities¹ that are currently experiencing or at risk of experiencing food insecurity, particularly those who are not eligible to participate in federal nutrition benefit programs and/or are experiencing diet-related health conditions.

Feeding America estimates that 33,840 children (13.9% of all children) in Montgomery County face food insecurity, and the US Census Bureau estimates that 77,000 children live in households with incomes below the self-sufficiency standard, which is the amount needed to meet a family’s basic needs (i.e. with household incomes around 400% of the Federal Poverty Level for Montgomery County). These households may not have sufficient resources to support access to healthy diets and meet other health-related needs and may not meet the eligibility requirements for programs like SNAP, WIC, and free school meals.

C. Funding Priorities

The goal of this program is to support projects that address critical gaps in nutrition security and diet-related health challenges for children and families in underserved communities by offering nutritious food and education access services through pediatric health care providers. Health challenges often have complex, multifaceted root causes and are impacted by various social determinants, and therefore require innovative and flexible solutions.

The FY24 Food as Medicine Program is intended to encourage healthcare provider partnerships with community-based organizations for program design and service delivery, particularly those with grassroots understanding of community health and food access needs as well as food assistance services operational expertise. The healthcare provider partner must serve as the lead applicant and may only submit one grant application; however, community-based organizations can be named as co-applicants on multiple applications, with the assumption that they will maintain commitment to all projects selected for funding.

The range of programming allowed under this grant is intentionally very flexible. **In all funded programs, the healthcare provider must: 1) screen children or households with children for food insecurity, and 2) provide the regular provision of nutritious**

¹ This program uses the same definition of underserved communities as the January 20, 2021 Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. The term “underserved communities” refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQIA+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

food to households identified as food insecure through the screening process either directly or through a designated co-applicant community partner organization. All programs must also incorporate some component of nutrition education. Data collection and reporting on population served and intervention impact on food security and health outcomes is a requirement for all grantees.

The Office of Food Systems Resilience expects a large number of grant applications and total funding requests that will greatly exceed the amount of resources available for FY24 Food as Medicine Grants. Top priority in awarding funding will be given to proposals that:

- Demonstrate a strong track record of delivering primary care services to children of underserved communities in Montgomery County, including:
 - Regular screening for food insecurity;
 - Ability to collect and report aggregated data on food insecurity rates and health outcomes among program participants;
 - Provide language appropriate services; and
 - Capacity to refer residents to external service providers for benefits assistance screening and other assistance resources.
- Demonstrate a strong understanding of their target population's/community's food access needs and dietary preferences.
- Describe a detailed program proposal including:
 - Distribution process: The process by which food will be purchased/stored/packaged/distributed to residents;
 - Sourcing strategy:
 - Identified vendor for food sourcing;
 - Nutritional analysis, considerations and quality of food for distribution; and
 - Cultural and/or medical relevance of food distributed.
 - Accurate budgets: Based upon robust research and/or previous experience on food procurement, and reflect the realistic cost of food purchases and operational costs (including infrastructure and staffing needs). Program revenues and expenses are clearly outlined and reflect subgrant budgets if applying as a partnership and/or multi-site project;
 - Outlined plans for nutrition education or other relevant assistance to patients and their families; and
 - Data collection, analysis, and reporting strategy for compliance with grant requirements.
- Illustrate strategic collaboration plan, including:
 - Outline partnership(s) with public agencies or community-based organizations with relevant food assistance, education, outreach, and/or wrap-around service delivery experience in Montgomery County to complement healthcare provider partner capacity or knowledge gaps; and
 - Program partnerships are documented with letters of support and/or commitment.

The Office of Food Systems Resilience will also prioritize proposals that:

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

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

- Produce prescription programs that provide households with a mechanism (voucher, store credit, CSA membership, etc.) to shop for nutritious food at a grocery store, local on-farm or farmers market, etc.;
- Medically-tailored prepared meals that are home delivered through a community-based food assistance provider to a youth patient and their family following direct referral from a healthcare provider;
- Pre-packed produce boxes sourced from a county farm or local farm aggregator, distributed at the healthcare facility at a pre-scheduled day/time on a weekly or bi-weekly basis to youth patients and their families; and/or
- A fresh food pantry or choice market co-located at the healthcare provider site where households can select free or subsidized, nutritious produce, meat, shelf-stable, or other grocery items.

Applicants are **not** limited by the list above and are highly encouraged to engage with their patient population and community partners to identify needs and develop other innovative Food as Medicine initiatives that will have the greatest impact for the target population.

D. Eligible Organizations

Lead applicants must meet all of the following conditions:

- The organization must be a **U.S.-based healthcare institution**, including public and voluntary hospitals, healthcare clinics, or other pediatric healthcare providers that demonstrate the ability to conduct the proposed project;
- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization's principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides related services;
- All activities and expenditures under this grant program must be provided in Montgomery County, and be exclusively for Montgomery County residents;
- 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. County funding cannot be used to supplant other funding for already planned activities.

Co-applicants or named partners in the proposal, such as community-based organizations providing food assistance services or Montgomery County-based food producers or retailers should also be in Good Standing with SDAT and current on any reporting obligations to Montgomery County.

E. Award Amounts and Duration

Award sizes will vary with a minimum award of \$20,000 and a maximum award of \$150,000; final funding amounts may be lower than \$20,000. The grant will be awarded for a 9-month performance period lasting from on or about March 1, 2024 through November 30, 2024. Programs must be run and be evaluated during this period. This grant program does not commit Montgomery County to make an award.

F. Application Review & Awards

The OFSR will recruit an independent Review Committee that will develop and submit recommendations for funding. The Review Committee will be composed of neutral, qualified individuals from Montgomery County Government, and possibly the broader Montgomery County community, selected for their experiences in the grant program's subject area, grants administration, project management, and/or ability to analyze programs from a Racial Equity and Social Justice lens. The panel members will review and score applicant proposals based on the criteria outlined in this program and submit recommendations for awards. Final decisions will be made based on the scores and such other factors and considerations as the County deems relevant at the time of award. These may include the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

G. Award Notification

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

H. Submission Guidelines

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 SM Apply account, select the FY24 Food as Medicine Grant Program, and then will be able to access the grant application. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management (contact listed on the first page of this document) to discuss alternative submission options.

Applications are due no later than Sunday, February 11, 2024 at 11:59 PM. All applications will be recorded upon receipt. Applications received after the deadline will be disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the Office of Food Systems Resilience, will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered. Please note that technical assistance for applicants will not be available outside of normal business hours.

I. Information Session

An FY24 Food as Medicine Grant Information Session will be held on Monday, January 22nd, 2024 from 2:00 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 FY24 Food as Medicine Grant application page.

J. Terms and Conditions

- County reserves the right to accept or deny any or all applications if the County determines it is in the best interest of the County to do so. The County shall notify the applicant if it rejects that applicant's proposal. The County reserves the right to suspend or terminate an outstanding Grant Program.
- The County reserves the right to issue addenda and/or amendments subsequent to the posting of a Grant Program.
- The County shall not be liable for any costs incurred in the preparation of applications in response to the Grant Program. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The County may conduct pre-award on-site visits or request additional information to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services proposed.
- The County may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations. The County shall provide the citations to the statute and

implementing regulations that authorize the grant; all applicable federal, State, and County regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal, state, or County law and/or the granting department; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the Grant Program and any applicable federal, State, or County law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

SECTION II – APPLICATION TASKS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and NOFO document. Please submit your proposal, as broken out by each of the 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 has difficulty reading 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.**

This Grant application uses “Reusable Tasks” in the online grants application platform. Reusable Tasks can be completed once and be reused without further edits across most applications through this platform. Organizations can update Reusable Tasks as information evolves over time and updated or new documents become available.

The Grant Program allows a significant range in award size. Thus, applicants who are requesting smaller funding amounts should not feel pressured to hit the maximum page limit. In general, 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 (Reusable) 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 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 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
- Organization’s Montgomery County Central Vendor Registration Service (CVRS) Vendor ID
- Organization’s mission statement
- Organization’s website (optional)
- Contact Information for the organization’s proposal point-of-contact (POC)
- Contact Information for the Organization's Legally Authorized Signatory
- Description of Organization's Grant and Financial Management Practices
- Description of Organization’s Data Collection and Management Practices
- Upload of IRS Tax Exempt Determination Letter for Nonprofit Organizations as applicable

- Upload of Most recent IRS 990 Form for Nonprofit Organizations or an explanation of why your organization is exempt from filing 990s
- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (optional)
- Upload of Current board list with names, affiliation, and contact information as applicable
- Upload of Public Copy of Most Recent Independent Audit Report, Financial Review, Agreed Upon Procedures. If not available, please submit a brief statement of explanation.
- Upload of Most Recent Annual or other Organization Reports (optional)

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 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 (Reusable) Task

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

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

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

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

C. Project Summary (3 page limit, PDF format preferred)

The Project Strategy includes each of the following components:

- **Project Title** – If awarded, Project Title will become the grant agreement name
- **Project Overview** – Brief description of the project (100 words maximum)
- **Collaborating Partner Organization Name, if applicable**
- **FY24 Food as Medicine Grant Project Funding Request** – Total amount requested through this grant proposal
- **Total Project Cost** – Total cost of project from all funding sources
- Upload of Strategy Narrative:

The proposal's Strategy Narrative should answer the following questions*. If a question below does not apply to your proposal, please indicate that it is not applicable within the Strategy Narrative.

- Outline how the program service delivery will work from start to finish, specifically addressing:
 - Patient screening process for assessing food insecurity (describe your proposed Food Security Screening Mechanism. You may upload a sample document in the Supporting Documents Task)
 - Referring patients to Food as Medicine program food assistance and other forms of support as needed (please specify types)
 - Establishing and coordinating source of food for households, including:
 - Identifying a retailer/producer/distributor/nonprofit partner;
 - Food storage and safety considerations, if relevant;
 - Types of food distributed;
 - Percentage of food sourced locally and/or from historically disadvantaged producers; and
 - Nutrition and medical tailoring of food offerings.
 - Service delivery format details, including:
 - Distribution type (produce prescription, medically tailored meals, pre-packed bags/boxes, gift cards or vouchers, choice food pantry/market, farm market vouchers, etc.);
 - Distribution method (delivery – how and by whom; scheduled pickup appointments – frequency and how coordinated; drop-ins – frequency and how coordinated); and
 - Educational programming components.
 - Operations, including:
 - Logistics: scheduling, purchasing, delivery, participant verification;
 - Participant support structures;
 - Data Collection, reporting and privacy considerations, including coordination between lead applicant and co-applicant(s) to collect all data requirements listed in Section II, H: Performance Plan as applicable; and
 - Program evaluation methods: Participants, partners

- What is the primary health issue or need that this proposal will address? How will the proposed project address this issue or need? Please explain in as much detail as necessary.
- How have you engaged the community and participants, particularly from the target population for this grant, in shaping the proposed program?
- What are your organization's current capabilities to implement the proposed project? Please note your capacity, including human and financial resources, to implement Food as Medicine projects as well as relevant past experience. Feel free to reference other Tasks in this application (i.e. Staffing Plan) for more detail instead of repeating it in this narrative.
- How does your proposed program align with broader food system priorities (such as eliminating health disparities, addressing climate impacts, and/or increase economic opportunity) as well as center OFSR values of initiatives that are equitable, systems-based, innovative, and data-driven?
- What is your strategy for reaching underserved residents in our community and connecting these families to resources?
- What is your organization's capability to implement this project in a culturally, linguistically, and/or technically proficient way for youth and families?
- If a collaboration is being proposed, what work has your organization previously done together? What skills, experience, capabilities, and/or connections does each organization bring to the partnership? How will the roles and responsibilities under the project be separated by organization?

* If an organization prefers, they may submit their strategy narrative in an alternative format such as a video or audio recording. Because of upload size limits, please post your videos to Youtube or a similar platform with shared access and provide a hyperlink to the video within your application. The submission will still need to address the questions below.

D. Project Budget Task (No page limit, MS Excel format preferred)

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

- Upload of Previous fiscal year budget to actuals
- Organization estimated staff size serving Montgomery County in 2024 (in total FTEs)
- Upload of Organization total current-year budget (revenues and expenses), including funding sources, for Montgomery County programs, services, and other initiatives

The Program Budget will be uploaded as an attachment to the application, preferably in MS Excel format. The budget for this proposal should contain:

- Expenses: detailed itemized cost information for all proposed expenses, including quantities and prices, plus any indirect costs.
 - Include staffing and fringe costs (as applicable) as well as program expenses including food purchases, transportation, infrastructure like

refrigeration or shelving, and all additional operational costs for this program.

- Program Budgets may also include indirect costs. Indirect costs may include general administrative costs such as: legal, accounting, liability insurance, audits, etc. If applicants have a federal Negotiated Indirect Cost Rate Agreement (NICRA), then they must use that rate within their application and include the NICRA as supporting documentation. Applicants without a NICRA may use an indirect cost rate of up to 15%.
- If applying as a collaboration, please include the appropriate division of budget between the two or more organizations that are applying.
- Revenues: include the value of any cost-shares such as donations, other grants received, and in-kind or pro bono services that you anticipate being donated and that are related to this proposal

The Grant Program does not require a standard budget template so applicants should use whatever format meets the basic requirements, provides sufficient detail, and provides the best overview of expected costs under the proposal.

In addition to other limitations set in this program, program funds **cannot be used**:

- For lobbying;
- To cover any expenses made prior to the grant award;
- To supplant (replace) funds from other grant sources; or
- To provide services that wholly occur outside of Montgomery County.

E. Budget Narrative/Justification Task (2 page limit, PDF format preferred)

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

- Outline the purpose of the expenditures and an explanation of how costs were calculated.
- Please specify how your project would be affected if total funding awarded were less than the amount requested. State whether your project could be completed with a smaller amount, and how your projected outcomes would be affected by any funding reduction.
- Please describe how the proposed program will align with your current programs. How will this create new and/or expanded services for your clients?
- If your organization provides services outside of Montgomery County, please describe in detail how your organization will ensure that funding provided through the Food as Medicine grant will exclusively benefit Montgomery County residents.

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

This section should detail the staff assigned for the program, staff positions, and percentage (%) of time spent on the program. If applying as a collaboration, please note the organizational affiliation of each staff member.

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

- The position title;
- Expected salary or hourly rate for the position;
- Fringe rate and summary of benefits provided;
- Percentage of staff time, in what phase of the grant period, will be dedicated to the proposed project;
 - If an employee is 100% dedicated to this project and fully funded through grant funds from this program, all of their professional time, over and above routine administrative tasks, must be devoted to the proposed program's eligible work. If the staff will at times contribute to organizational efforts outside the grant project, be sure to include only partial salary for that person in the staffing and budget proposals.
 - Do not double count staff time paid for by other Montgomery County, Federal, State, District of Columbia, or private foundation grants.
- Any relevant degrees, licenses, certifications, or other professional credentials related to the project;
- Outline of language skills and/or cultural competencies; and
- Description of the position role in relation to the proposed project.
- Resumes of incumbents in the positions and/or position descriptions of these positions may be uploaded as Other Program Materials if desired.

G. Project Work Plan/Timeline Task (1 page limit, PDF format preferred)

This section should outline the implementation schedule of the proposed program over the 9-month grant performance period. The Project Work Plan/Timeline must match performance period of the Grant Program listed on page 1 of this NOFO.

The implementation schedule over the performance period should list:

- The program's objectives and related activities;
- Timeline for implementation and completion; and
- Responsible staff (noting organization affiliation if applying as a collaboration).

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

The Performance Plan and Performance History outline how you will measure success for your proposed project as well as the history of outcomes achieved by similar projects that are being emulated or expanded through this proposal.

Performance Plan: This Grant Program **recommends** reporting on specific metrics, and evaluation mechanisms listed below. Organizations are given flexibility to develop

a Performance Plan that fits their proposed strategy. To measure the impact of the project on the target populations, please include the following:

Key Performance Indicators (KPIs)/metrics: Provide an outline of the metrics to be collected, targets for each metric, and the data collection method for each metric. Both target outputs and outcomes should be addressed.

Recommended metrics for this Grant program must be reported **separately for each provider office/location** where the organization provides services funded through this grant award. Organizations should expect mid-grant cycle financial and performance reporting, modeled on the submitted Performance Plan, as a grant requirement. The recommended metrics are included in the table below.

Section	Metric
Participation and Demographic Data	<ul style="list-style-type: none"> • Number of youth served, 0-18 age group. (Number) • Number of households served where at least one member is a youth 0-18 age group. (Number) • Zip Code of youth and households served, 0-18 age group. (List) • Aggregated demographic breakdown by age, ethnicity, gender, and other relevant characteristics (e.g. income, immigrant status). (Numbers) • Percentage of FaM interventions that are applied or fulfilled, whether through vouchers, subsidized CSA memberships, or other mechanisms. (Number) • Report baseline health metrics of participant population broken down by race. Averages only. These can be pre- and post-program health assessments to measure improvements in participants' health. (Textbox)
Food Distribution	<ul style="list-style-type: none"> • Cost/value of produce distributed through prescription program (voucher, store credit, CSA membership, etc.) • Number of prepared meals distributed • Weight (pounds) of pre-Packaged Box/Bags distributed • Pounds of food distributed at a fresh food pantry or choice market • Total value of gift cards distributed • Other
Food Security Screening	<ul style="list-style-type: none"> • Number of food security screenings conducted. (Number) • Percentage of patients 0-18 identified as food insecure using evidence-based tools (e.g. Hunger Vital Sign). (Number) • Percent difference in food insecurity rates among participating youth and families over time. (Numbers) • Number of patients screening positive for food insecurity referred to additional food assistance resources, including application assistance for federal nutrition programs (Number)
Sourcing Commitment	<ul style="list-style-type: none"> • Percentage of food sourced from County farms, DMV region farms owned by people of color, and/or locally-owned retailer. (Number) • Total \$ value of food sourced from County farms, DMV region farms owned by people of color, and/or locally-owned retailer. (Number)

Regular grant period reporting will collect narrative feedback on a variety of topics including:

- The organization’s overall experiences with the implementation of this program, including success stories and unexpected challenges.

- Organizational efforts to ensure cultural proficiency, inclusivity of LGBTQIA+ community members, and the use of racial equity lens in providing services.
- Successful strategies to evaluate the nutritional impact of distributed meals, produce boxes, and grocery programs on the dietary habits of youth patients and their families. For example:
 - Implement pre- and post-program dietary assessments to measure changes in participants' nutritional intake and habits.
 - Assess the impact through quizzes, surveys, or post-event evaluations measuring participants' behavior change.
 - Administer participant satisfaction surveys, focus group discussions, or interviews to gather qualitative feedback on program offerings.
 - Utilize geographic mapping tools to visualize program reach and identify areas with lower participation, ensuring equitable access.

Milestone Estimates: The table above includes the KPIs that the OFSR will use to measure the organizations performance if awarded funding through this program. In this section, applicants should estimate the following indicators that will be used by the OFSR to understand the anticipated impact of services. Applicants are asked to estimate at 4 months (mid-point) and 9 months (final) of program implementation:

- 1) the number of patients screened for food insecurity;
- 2) the number of patients referred to Food as Medicine program food assistance; and
- 3) the total number of households receiving food assistance through the program.

Numbers reported should be unduplicated and not double-count residents. **If providing unduplicated service data is not possible, please explain the barriers to doing so.**

Qualitative/Other Evaluation:

- Applicants must demonstrate ability to perform the required evaluation for this Grant program:
 - Organizations must conduct both a pre- **and** post-intervention brief survey of all participating households to assess the program's impact on their fruit and vegetable consumption, overall health status, food security, and utilization of health care services. The survey instrument and platform will be provided to grantees by the Office of Food Systems Resilience along with the grant agreement.
 - Organizations should expect mid-cycle financial and performance reporting, modeled on the submitted Performance Plan, as a grant requirement.

I. Performance History (2 page limit, PDF format preferred)

The Performance History is a summary of applicant organizational outcomes already achieved as evidence that the proposed project will have a meaningful impact on the target population. Applicants can summarize previous reports in the Performance History and/or upload the actual reports as Program Related Materials in the Supporting Documents to be Uploaded Task. The outcomes described in the Performance History

may be the result of projects funded by previous County Grants, other funding sources, initiatives outside of the County that your proposals seek to emulate in the County, or be based on research and/or other best practices. The central question to be answered is: How do the outcomes achieved in the past provide evidence that your proposal will achieve these outcomes in the future?

Projects addressing a unique or new need that does not have an established history of results and/or best-practices should outline the historical knowledge gap and related evidence supporting your overall project strategy. Part of the goal of the Food as Medicine Grant Program is to support innovative projects that address complex issues for which there may not be clear best practices yet.

J. Optional Supporting Documents to be Uploaded Task

- Collaborative partner materials, including letters of commitment if applicable (optional)
- Program Related Materials (optional)
- Food Security Screening Mechanism (optional)
- Other Supporting Materials (optional)

SECTION III – SCORING OF APPLICATIONS

Scoring Criteria

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

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

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

Criterion A: Project Goals and Grant Program Priorities (1-3 rating; weighted at 20/100 points)

In line with the priorities for the FY24 Food as Medicine Grant Program, the proposal demonstrates:

- A strong understanding of the target population’s health and food access barriers and a proposed strategy that will effectively meet the needs of the identified target population;
- Robust logistical research on and relationship development of a food sourcing strategy, including a budget that reflects a realistic cost of food, particularly if sourced locally, and the program components related to food distribution, aggregation, and/or storage mechanisms;

- Robust research connecting nutritious food access with improved health outcomes amongst their target population of youth patients; and
- Technical, cultural, and/or linguistically proficient services to the target population, and exhibits inclusivity of underserved communities as well as a racial equity lens in providing services; and
- A history of strong performance in healthcare and other service delivery to underserved communities within Montgomery County and a mission focused on serving these communities.

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

- Applicant demonstrates sound grant and fiscal management practices and will be able to submit financial reports and back-up documentation to meet administrative and audit requirements;
- Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy, Staffing Plan, and other parts of the proposal;
- Applicant’s Budget and Budget Justification reflect reasonable and realistic costs needed to implement all aspects of the proposal and achieve the stated outcomes for the target population/community; and
- Funding requested is for a new initiative or the enhancement of existing projects in alignment with the priorities of this program.

Criterion C: Organizational Capability and Relevant Experience (1-3 rating; weighted at 25/100 points)

- Organization, or partnership of co-applicant organizations, demonstrate a successful history of service delivery in underserved communities within Montgomery County and have a mission focused on serving and improving these communities;
- Applicant(s) demonstrate(s) the expertise to deliver the proposed outcomes to the target population, including a strong relationship with the target population and ability to effectively perform food security screenings and referral, coordinate and administer food assistance and educational services, and to promote, engage, and/or connect the target population with the proposed project; and
- Capacity to effectively collect, synthesize, and report unduplicated service delivery data and aggregated participant outcome and program satisfaction data.

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

- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project and comply with the required metrics and evaluation of participants;

- Demonstrate a strong track record of delivering primary care services and resource referral to children of underserved communities in Montgomery County;
- Past experience and successful service history providing direct food assistance and/or developing partnerships with community organizations to refer patients for food assistance or other resources; and
- Performance History provides strong evidence that the project strategy will have the desired outcomes for the target population/community.

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

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes;
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline; and
- Proposal’ contingency plans for a lower than requested funding amount is realistic and still results in desired outcomes albeit at a lower level.

Added-Value Proposal Characteristics (Maximum 15 additional points)

- Support the local food economy through purchasing partnerships with County farms, locally-owned retailers, and/or DMV-region businesses owned/operated by individuals representing historically underserved communities;
- Operate a “participant choice model” for food access, allowing participants to select what food they receive;
- Leverage additional resources to support this program, including in-kind contributions, direct organizational investment, non-county public dollars, and secured outside grant funds; and
- Align with the OFSR’s core values of equity, systems-based, innovation, and data-driven.

MISCELLANEOUS

- Those persons scoring the proposals on the Review Committee will confirm that they have no conflicts of interest.
- Neither the County Executive nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards.
- Scores and award amounts are non-appealable.
- Scorers’ comments and the scores themselves are deliberative and privileged and will not be released. However, applicants may request a feedback report from the Office of Grants Management summarizing the Review Committees feedback. Winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law).
- County officials may decline to debrief with unsuccessful applicants why their proposal was not granted, or their funding request was not granted in full.

SECTION IV – CERTIFICATIONS, ACKNOWLEDGMENTS, AND ASSURANCES

The applicant shall complete and return the Certifications, Acknowledgements, and Assurances listed with the application submission provided in the Application Certification section of the application in SM Apply online grants application portal. The specific items in this section are listed below:

Montgomery County Ethics Questions

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

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

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

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

Acknowledgements Agreed to by All Applicants

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

Assurances Agreed to by All Applicants

If the grant is awarded, the applicant assures that:

- ✓ The applicant will administer all awarded funds through this grant program.

- ✓ Funds received will be used solely for the documented activities within the submitted proposal.
- ✓ The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.
- ✓ The applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
- ✓ Please note that applications are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State Gov't., §10-611 through -628 (MPIA) and the County must comply with the disclosure requirements of the MPIA when a request for documents is received.
- ✓ The applicant understands that all grantees that receive awards under this Grant Program must show proof of insurance prior to receiving the funds., when requested, must be able to show proof of all insurance coverage required by law.
- ✓ The applicant agrees that any time before final payment and three (3) years thereafter, the County may have the grantee's expenditure statements and source documentation audited.
- ✓ If there are any changes that need to be made to the grant application after submittal or if the organization ceases operations or becomes a subsidiary of another organization, you have the responsibility of notifying the appropriate County administrator.
- ✓ The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.
- ✓ I hereby certify that information submitted in the grant application is a true and correct statement of facts. I, as a designated legal representative of the Organization, further certify that this Organization shall abide by and be subject to all applicable Federal, State and Local laws and regulations pertaining to any subsequent grant that may be issued.