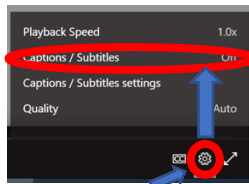
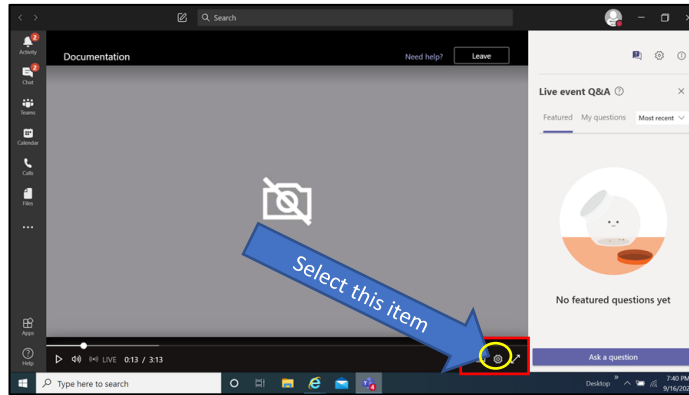
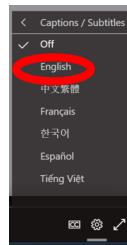


FY24 School-Based Food Assistance Grant Program Information Session

How you can view the multi-lingual closed captions



When you select it a menu appears,
choose **captions / subtitles**



You then select
the language of choice



It will then display the language chosen

Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.



Montgomery County Office of
Grants Management

FY24 School-Based Food Assistance Grant Program Information Session

January 18, 2024

Prepared by Montgomery County Office of Grants Management

Welcome!

- This meeting will be recorded and posted for future viewing on the Office of Grants Management online application portal
- The slide deck will also be posted in the same location for your reference

Online Application Platform Home Page:

<https://mcmdgrants.smapply.org>

Grant Program Page:

<https://mcmdgrants.smapply.org/prog/OFSR-School-Based>

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Information Session Agenda

- Provide an overview of the program
- Walk through the application platform
- Open up for participant questions (put your questions in the Q&A box)
- Any questions we cannot answer during the Information Session will be addressed and posted on the platform

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Office of Food System Resilience

- OFSR was created based on the recommendation of the Montgomery County COVID-19 Food Security Task Force and established by the County Council in July 2022 under [Bill 20-22](#).
- The mission of the OFSR is to develop and implement interagency budgetary, regulatory, and operational strategies to build a more equitable, efficient, resilient, and sustainable food system in Montgomery County.

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OFSR Values & Priorities

OFSR Core Values: Equity, Systems Focus, Innovation, and Data Analysis

Strategic Priorities

- Build racial equity and social justice in the local food system.
- Expand local food production (including commercial farms, urban agriculture, community production).
- Strengthen processing and distribution infrastructure.
- Guide strategic investment in food security.
- Coordinate capacity for future crises (plans, mechanisms).
- Establish food system strategies for climate change adaptation and mitigation.
- Increase economic opportunities in food systems.

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Strategic Plan to End Childhood Hunger Programs: Overview

Special Appropriation #24-37 allocated \$11.06 M to support the implementation of the Strategic Plan to End Childhood Hunger, including a variety of new grant programs, a retail food access program, and an expansion of existing initiatives. The impact of this funding includes:

- **Expanded Reach to Residents:**
 - **Expansion of existing programs** projected to facilitate **more than 1.5 million** contacts with Montgomery County families; **New programs** will increase food access and security for up to **16,000** households
- **Positive Economic Impacts:**
 - Reduce costs associated with addressing health challenges amongst children and families
 - Expand procurement opportunities for local food producers
- **Bolstered Community Networks to Address Root Causes:**
 - Strengthen cross-sector relationships amongst residents, schools, community-based organizations, and government
 - Enhanced dignity, safety, and flexibility for families accessing food through diversified, equitable, and culturally-relevant pathways

Program Goals

The goal of this program is to:

- Support projects that address critical gaps in healthy food access for children and families and/or that offer innovative approaches to offer food assistance at an MCPS school site; and
- Provide funding for to new initiatives and to existing projects that could be expanded to increase food security for students and their families through food assistance services offered at an MCPS school site.

This funding is specifically intended to **support applicants that will expand their services to additional schools** and is not intended to support the continuation of existing school-based food assistance services.

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Program Goals

All awarded programs through the FY24 School-Based Food Assistance Grant Program must:

- Demonstrate past experience with successful operation of school-based food assistance programs in partnership with MCPS;
- Describe a quickly actionable program model for services at new school(s); and
- Identify potential locations, capacity, resource needs, and format for expanded services.

Applicants will provide details within the Strategy Narrative regarding the scope of services they are capable of providing.

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School Partnerships

OFSR is currently working with MCPS representatives to identify the school sites that will be prioritized for support, based on the level of need within the school community and anticipated impact of new or expanded school-based food assistance programming.

- **Awardees will be matched with one or multiple school(s) following the grant review period; the school match(es) will be notated in grant agreements.**
- Matches with specific MCPS schools will be based on alignment of individual school's needs with providers' current programs, experience, and capacity.

Target Population

- Montgomery County children and households with at least one child attending MCPS that are in underserved communities (as defined in next slide) and are currently experiencing or at risk of experiencing food insecurity.
- Funding will be prioritized for programs that will support the target population within schools: at various levels (elementary, middle, high), in geographically diverse communities, and that may have an absence of other available services.

Underserved Communities Defined

[January 20, 2021 Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)

“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 (LGBTQ+) persons;
- persons with disabilities;
- persons who live in rural areas; and
- persons otherwise adversely affected by persistent poverty or inequality.”

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Key Program Details



Total Funding Available:	\$480,000
Award Range:	\$20,000 Minimum to \$480,000 Maximum <i>Final award amounts may be lower than \$20,000</i>
Performance Period:	February 19, 2024 to June 30, 2024.
Where to Apply:	https://mcmdgrants.smapply.org/prog/OFSR-School-Based
Application Opening:	Tuesday, January 9, 2024
Application Deadline:	Sunday, January 28, 2024 at 11:59 PM

Eligibility

- The organization must be a **food assistance provider based in Montgomery County** that is **currently providing food assistance services in at least one MCPS site**, as demonstrated through the following required documentation uploads:
 - Email documentation;
 - Formal contract or Memorandum of Understanding; OR
 - A signed letter of support from an administrator at the school site
- This funding is specifically intended to **support applicants that will expand their services to additional schools** and is not intended to support the continuation of existing school-based food assistance services.
- All activities and expenditures under this grant program **must be provided in Montgomery County**.
- 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 grant agreement(s)

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Funding Priorities (1 of 3)

- Demonstrate a strong track record of delivering food assistance services to schools in underserved communities in Montgomery County;
- Demonstrate a strong understanding of community food access needs;
- Describe a detailed program proposal including:
 - Distribution process: The process by which food will be purchased/stored/packaged/distributed to school sites;
 - Sourcing strategy; and
 - Accurate budgets.
- Include budgets that are based upon robust research and/or previous experience with food procurement, and reflect the realistic cost of food purchases and operational costs (including infrastructure and staffing needs);

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Funding Priorities (2 of 3)

- Include data collection, analysis, and reporting strategy for compliance with grant requirements;
- Clearly identify the minimum and maximum number of schools/students/families that could be supported by the organization at an individual school, including details on the format of food assistance that would be provided; and
- Demonstrate administrative capability to establish a Memorandum of Understanding (MOU) with the assigned school partner(s) and to maintain communication with the school-based point(s) of contact to coordinate regular food distributions and/or deliveries.

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Funding Priorities (3 of 3)

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](#) of equity, systems-based, innovation, and data-driven.

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Priority Examples (1 of 2)

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

- **Family Market** occurring at the school site twice a month, offering school community members a dignified shopping experience that allows choice and offers a variety of culturally relevant, healthy shelf-stable and fresh food items including fruits, vegetables, dairy, meat, and eggs;
- **Choice Pantry** located at the school site, which can be accessed by students and family members during school hours and is stocked with culturally relevant, healthy, shelf-stable items;
- **Weekly pre-packed box/bag distribution** for students that includes healthy, locally sourced produce options;

Priority Examples (2 of 2)

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

- **Delivery** of nutritious, medically and/or preference-tailored prepared meals to school families living in temporary housing; and
- **Grocery Gift Cards** distributed bi-weekly to school families that allow for flexible food purchasing and delivery options for families that experience transportation or other barriers to food access.

Applicants are not limited by the list above and are highly encouraged to incorporate data-driven recommendations into their proposals that demonstrate an understanding of community needs and that will have the greatest impact for the target population.

Submission Guidelines

- Submissions must come through the County's SM Apply online application portal at <https://mcmdgrants.smapply.org>
- All applications must be fully submitted online by **Sunday, January 28, 2024 at 11:59 PM**
- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

Application Tasks

- **Applicant Information (Reusable) Task:** Organization contact info and supporting documents (data fields and uploads)
- **Applicant Background (Reusable) Task:** Organization size and leadership demographics (*data collected will never be seen by Review Committees or used for awarding*)
- **Project Strategy Task:** Project data & narrative (3 page limit, PDF upload)
- **Project Budget Task:** Project cost details (No page limit, MS Excel upload)
- **Budget Narrative/Justification Task:** Brief explanation of the Project Budget (2 page limit, PDF upload)
- **Project Staffing Plan Task:** Outline of staff roles (2 page limit, PDF upload)
- **Project Work Plan/Timeline:** Implementation schedule (1 page limit, PDF upload)
- **Performance Plan and Performance History:** Outline of metrics and outcomes both to be achieved and already achieved (2 page limit each, PDF uploads)
- **Optional Supporting Documents to be Uploaded Task:** Optional additional uploads (no limit, PDF uploads)

Full Task requirements and guidance on the [FY24 School-Based Food Assistance Grant Page](#)

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General Training Materials

OGM has provided additional trainings specific to each Task focused on more detailed explanations of the Task, optional templates, and past Review Committee feedback on what they felt was useful. The PowerPoint slides from these trainings are available on the MCG Grants Portal home page.

Training Topic	Link to PowerPoint slides
Applicant Information and Applicant Background Reusable Tasks	<u>View Session 1 Slides</u>
Project Strategy and Project Work Plan/Timeline Tasks	<u>View Session 2 Slides</u>
Project Budget, Project Budget Narrative/Justification, and Project Staffing Plan Tasks	<u>View Session 3 Slides</u>
Performance Plan and Performance History Task	<u>View Session 4 Slides</u>

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Project Strategy Narrative

- The Strategy Narrative should answer specific questions about program service delivery, organizational capabilities and impact on the grant program's target populations.
[Details are outlined in the NOFO Section II: Application Tasks – C. Project Strategy](#)
- If an organization prefers, they may submit their strategy narrative in an alternative format such as a video or audio recording. The submission will still need to address the questions within the NOFO. *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.*
- If a question does not apply to your proposal, please indicate that it is not applicable within the Strategy Narrative.

Project Budget

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 such as: legal, accounting, liability insurance, audits, and the like.
 - If applicants have a federal Negotiated Indirect Cost Rate Agreement (NICRA), then they must use that rate within their application. Applicants without a NICRA may use a rate of up to 15%.

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.

If applying as a collaboration, please include the appropriate division of budget between the two or more organizations that are applying.

Outgoing Grants



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Project Budget Narrative Task

- Include the purpose of an expenditure and an explanation of how costs were calculated. This may also be achieved through notes in the budget.
- Briefly outline the cost-share source(s) identified in the Project Budget.
- Specify how your project would be affected if partial funding were awarded. 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 does work regionally or has other funding sources, provide us with information to reassure us that the Montgomery County funds will not simply enable you to shift current, non-County monies to operations outside the County but rather will allow you to add to or expand your work on behalf of services in Montgomery County.

Project Staffing Plan (1 of 2)

The Staffing Plan should detail at a minimum for the incumbent, position to be filled, and/or contractors to be supported by the project:

- The name of the position;
- Expected salary or hourly rate for the position;
- Percentage of staff time to be dedicated to the proposed project;
- Any 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.
- If applying as a collaboration, please note the organizational affiliation of each staff member.

Project Staffing Plan (2 of 2)

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

Performance Plan and History

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.

To measure the impact of the project on the target populations, include any of the following related to your project:

- **Key Performance Indicators (KPIs) and metrics** - Provide an outline of metrics to be collected, targets for each metric, the data collection method for each metric and any qualitative evaluation methods.
- **Milestones** - Provide an outline of the milestone to be achieved, a target date to achieve each milestone and the impact achieving it will have on the organization.
- **Qualitative/Other Evaluation:** - Provide an outline of any qualitative or other evaluation methods the program will be using.

Performance Plan and History

- This Grant Program recommends reporting on specific metrics and evaluation mechanisms. [Details are outlined in the NOFO Section II: Application Tasks – H. Performance Plan and I. Performance History.](#)
- Recommended metrics for this Grant program must be submitted **separately for each school** where the organization provides services funded through this grant award.

Organizations should expect mid-cycle and end-of-cycle financial and performance reporting, modeled on the submitted Performance Plan, as a grant requirement.

Performance History

- The organization must be a **food assistance provider based in Montgomery County** that is **currently providing food assistance services in at least one MCPS site**, as demonstrated through the following required documentation uploads:
 - Email documentation;
 - Formal contract or Memorandum of Understanding; OR
 - A signed letter of support from an administrator at the school site
- 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?



Ethics Questions

- **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 organization.** Answering “yes” to either question does not exclude your organization from being eligible to apply.
- 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.

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Other **REQUIRED** Preparations

- **Register and create a profile on the online application platform** for each team member who will be working on your application.
- **Verify that your organization is registered with the Maryland State Department of Assessment and Taxation (SDAT).** Click [here](#) to go to the SDAT Business Express site to confirm. Even if your organization is registered in another jurisdiction, you must be registered with SDAT for Montgomery County to finalize an award with your organization.
- **If your organization is not in Good Standing with SDAT, take the necessary steps to get back into Good Standing.** SDAT will advise what steps are required. Montgomery County cannot finalize an award with you or organization if you are not in Good Standing. Your application for a grant could be disqualified if you are not in Good Standing.
- **Register with the Montgomery County Central Vendor Registration System (CVRS)** by clicking [here](#). If you or your organization receives an award from the County then you will need to be registered with CVRS to receive payments.

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Review Process

- The Office of Food Systems Resilience will recruit an independent Review Committee made up of qualified neutral individuals in Montgomery County Government, and possibly the broader Montgomery County community, selected for their experiences in the grant program's subject area, grants administration, and/or project management.
- The panel members will review and score applicant proposals based on the criteria and priorities established in the NOFO.
- Final decisions will be made based on the scores, reconciliation of funding across categories, and other factors such as the applicant's past performance on previous County awards.

Scoring – 100 Possible Points

A. Project Goals and Grant Program Priorities (1-3 Rating; weighted at 20/100 points)

In line with the priorities for the FY24 School-Based Food Assistance Grant Program, the proposal:

- Demonstrates a strong understanding of their target population's/community's needs and an effective program strategy to effectively meet these needs;
- Clearly identifies the total number of schools/students/families that could be supported by the funding request, including details on the format, types, and frequency of food assistance that would be provided; and
- Demonstrates technical, cultural, and/or linguistically proficient services, inclusivity of underserved community members, and the use of a racial equity lens in providing services within this proposal.

Scoring – 100 Possible Points

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; and
- Applicant's Budget and Budget Justification reflect reasonable and realistic costs needed to implement the proposal, are based upon robust research on a sourcing strategy, and achieve the stated outcomes for the target population/community.

Scoring – 100 Possible Points

C. Organizational Capability and Relevant Experience (1-3 rating; weighted at 20/100 points)

- Applicant demonstrates the expertise to deliver the proposed outcomes to the target population;
- Applicant has demonstrated the capability to effectively collaborate with an MCPS partner, including communication with a school-based point(s) of contact to coordinate regular food distributions and/or delivery, as evidenced by previous experience working with at least one school site; and
- Applicant demonstrates a strong history of serving Montgomery County children and families and can effectively perform outreach to promote, engage, and/or connect the target population with the proposed project.

Scoring – 100 Possible Points

D. Performance Plan and Performance History (1-3 rating; weighted at 25/100 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;
- Proposal's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes fit the project strategy and Grant Program's goals;
- Performance History provides strong evidence that the project strategy will have the desired outcomes for the target population/community; and
- Performance History provides a strong justification for the Performance Plan's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes.

Scoring – 100 Possible Points

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.

Scoring – Added-Value

Added-Value Proposal Characteristics (1-3 rating; weighted at 15/100 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.

Award Notification

- Award notification letters are expected to be released roughly 3 weeks after the application deadline via email.
- For successful applicants, the award agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.
- Documentation standards are very high as we are subject to audits and must follow official procedures. If you are unable to provide documentation of how the funds were used, your organization may be required to return the grant funds to the County.

General Recommendations

- **Read the guidelines and instructions in the NOFO and follow them.**
- Develop, coordinate, and finalize your application offline and then upload all materials into the application.
- Uploads in PDF format are preferred (except the Program Budget, MS Excel please) but other formats are also welcome.
- **The application platform cannot read Mac formatted documents** (i.e., Pages, Numbers, and Key Note) so these should be submitted as PDFs or converted to MS Office formats.

Review Committee Feedback: the Seven Cs

1. **Concise** - Be concise, when possible. Review Committee Members (RCM) have difficulty absorbing information from long narratives.
2. **Concrete** – Be specific and direct in **how** your proposed project will achieve its stated goals. RCMs often see gaps in how a project will work.
3. **Clarity** – RCMs prefer that you include the question you are answering or add sub-headings for clarity. Application task uploads should also include the title of the application task, organization name and project title as headers.
4. **Connection** - All elements of your application should show a clear connection with the grant priorities and scoring criteria, as outlined in the NOFO.
5. **Consistent** - All elements of your application should be consistent with each other. RCMs often note a lack of consistency between budget and narratives.
6. **Cite** - Feel free to reference other application sections/Tasks (i.e., budget) in your narratives. Specifically cite the application Task name so the RCM can go directly there. Hyperlinks to external sources (i.e., news article, research paper, your website, etc.) can be helpful too. Overall, no need to repeat information that is in other places in your application or external source.
7. **Complete** – Before clicking Submit, go back and make sure you finished all Tasks, filled out all fields, and **uploaded the right attachment in the right place.**

Further Questions?



Montgomery County Office of **Grants Management**

Ali Hoy

Outgoing Grants Program Manager

Office of Grants Management

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OGM Website

<https://montgomerycountymd.gov/ogm/>

OGM online grants application platform

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