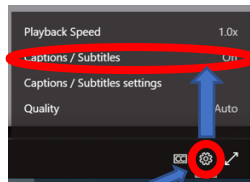
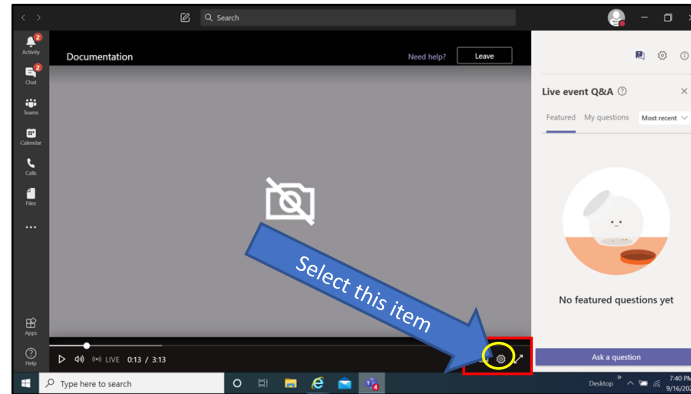
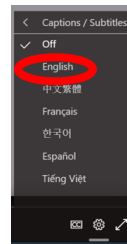


# FY23 Underserved Communities Grant Programs Information Session

## 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.

# FY23 Underserved Communities Grants Programs

*FY23 Nonprofit Technical Assistance and Management Support  
(NTAMS) & FY23 Underserved Communities Projects (UCP)  
Grant Programs*

## Information Session

February 17, 2023

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*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>
- Program Pages:  
<https://mcmdgrants.smapply.org/prog/FY23NTAMS>  
<https://mcmdgrants.smapply.org/prog/FY23UCP>



# 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



# Summary of Grant Programs

- *Nonprofit Technical Assistance and Management Support (NTAMS)*
  - Unrestricted Funds
  - Core organizational support and development
  - Both capital and operating requests allowed
- *Underserved Communities Projects (UCP)*
  - Program funds
  - Flexible on targeting
  - Only operating requests allowed
- **If no program is specified, it applies to BOTH**



# Underserved Communities

## 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.”

# Key Program Details



	NTAMS	UCP
<b>Total Funding Available:</b>	\$750,000	\$750,000
<b>Award Sizes:</b>	\$5,000 (min) to <b>\$75,000</b> (max); Up to \$10,000 in capital expenses allowed	\$50,000 (min) to \$75,000 (max)
<b>Initial Performance Period:</b>	Up to one year (12 months), applicants may propose a shorter performance period	
<b>Multi-Year Length</b>	Up to two (2) years	Up to three (3) years
<b>Target Populations</b>	Nonprofit Org. & Staff	Underserved Communities
<b>Where to Apply:</b>	<a href="https://mcmdgrants.smapply.org/">https://mcmdgrants.smapply.org/</a>	
<b>Application Opening:</b>	Tuesday February 14, 2023, at 9:00 AM	
<b>Application Deadline:</b>	Wednesday March 15, 2023, at 9:00 AM	



# Multi-Year Agreements

- FY23 funds (this application) must be used over a 12 month period.
- Applicants seeking multi-year funding should submit proposals for *estimates/projections* for the second (NTAMS or UCP) and/or third year (UCP).
- **Multi-Year funding is *CONTINGENT* on Council appropriations AND satisfactory program performance.**
- If new funds are appropriated and the program is successful, the organization will submit a renewal proposal, without going through a competitive process, for another 12 month performance period.
- The renewal proposal must be consistent with the original goals/scope of the grant program and proposal. Changes are allowed but must be justified to better achieve the original goals/scope of the grant program. Inflation adjustments may be added.
- Once approved, a new grant agreement for a new performance of up to 12 months.
- Once the term of the multi-year agreement is over, the grant will end and any programs/activities will need to recompile for new resources.



# Multi-Year Agreement Example



	Year One (FY23 Funding)	Year Two Estimates/ Projections (FY23 Funding)	Year Three Estimates/ Projections (FY23 Funding)	Year Four Estimates/ Projections (FY23 Funding)
<b>UCP</b> (up to 3 years)	\$50,000	\$52,500	\$55,125	<b>COMPETE</b>
<b>NTAMS</b> (up to 2 years)	\$50,000	\$52,500	<b>COMPETE</b>	<b>COMPETE</b>
<b>UCP</b> (up to 3 years)	<del>\$20,000</del>	<del>\$20,000</del>	<del>\$10,000</del>	
<b>NTAMS</b> (up to 2 years)	<del>\$25,000</del>	<del>\$25,000</del>		

# Eligibility (1 of 2)



- The organization must be a Federal 501(c)(3) tax-exempt status organization or a collaboration between two or more organizations with this status;
- 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;

# Eligibility (2 of 2)



- All activities and expenditures under this grant program must be provided in Montgomery County; and
- 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.

*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.*

# OGM Seeks Applicants that



- Exhibit cultural proficiency;
- Are inclusive of the LGBTQIA+ community members; and
- Use a racial equity lens in providing services.



# NTAMS Eligible Expenses

## Operating (on-going) Expenses **Examples**

- Leadership and/or organizational development activities such as trainings, workshops, or coaching;
- Back-office support functions such human resources, accounting, or IT support;
- Independent audits or liability insurance;
- Advocacy and outreach activities;
- Fundraising activities, including staff time for this purpose;
- Membership fees for trade, academic, or other related associations;
- Licenses for IT services or software platforms;
- Consulting services for finance, legal, IT, human resources, data analysis, program design, fundraising, grant application, or other needs; and
- **Other activities that improve an organization's ability to achieve its mission and serve its target community.**

## Capital (one-time fixed) Expenses **Examples**

- Computers, laptops, printers, hard drives, servers, and other IT resources;
- Minor remodeling or repairs to an organization's existing capital resources;
- Office or other activity related furniture; and
- **Other capital expenses that improve an organization's ability to achieve its mission and serve its target community.**

# NTAMS Priorities



- **Applicants** are based in underserved communities within Montgomery County;
- Have a mission focused on providing services, advocacy, or other support to these communities;
- Provide unique services, advocacy, or other support to that community that is not provided by another organization;
- Provide technically, culturally, and/or linguistically proficient services to their target community; and
- Demonstrate the ability, or the potential, to have a broad base of impact in the target communities.

# UCP Eligible Expenses



## Operating (on-going) Expenses **Examples**

- Salary for staff implementing or overseeing the program;
- Contract trainers or other temporary, non-staff support;
- Materials and supplies;
- Liability insurance;
- Transportation costs;
- Entrance or usage fees;
- Rent or lease costs for space;
- Minor equipment or electronics;
- Software licenses or services;
- Tuition or training/course fees; and
- **Other expenses required to implement the proposed project.**

# UCP Priorities



- Are submitted by nonprofit organizations based in underserved communities within Montgomery County, have a mission focused on serving these communities, and are have limited or no FY23 funding from the County;
- Demonstrate a strong understanding of their target community's needs and an effective program strategy to effectively meets these needs;
- Provide services, advocacy, or other support to the target community that is not already funded by other County resources;
- Provide technically, culturally, and/or linguistically proficient services to the target community; and
- Demonstrate a broad base of impact through their proposal to their target community.





# Required Metrics

- Applicants are required to submit a Performance Plan that outlines Key Performance Indicators (KPIs)/metrics, milestones, and/or qualitative evaluation methods.
- **No specific metrics are required for either program.**
- Applicants are given the flexibility to set their own metrics and targets to best fit their strategy.
- Part of the evaluation, scoring, and awarding of funding to proposals will rely on the submitted Performance Plans.

# Submission Guidelines



- Submissions must come through the County's Fluid Review online application portal at <https://mcmdgrants.smapply.org>.
- All applications must be fully submitted online by **Wednesday March 15, 2023 at 9:00 AM.**
- Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

# NTAMS Application Materials



- **Program Summary:** General proposal & contact info (10 data fields)
- **Strategy Narrative:** Series of narrative questions detailing the proposed program (2 page max)
- **Program Budget:** Details of the implementation costs of the proposed program (MS Excel, no set budget format)
- **Budget Narrative/Justification:** Brief explanation of the Program, including impact of reduced funding (1 page max)
- **Program Work Plan/Timeline:** The proposed program implementation schedule (1 page max)
- **Performance Plan:** Outline of metrics to be collected, targets for each metric, and the data collection method for each metric as well as any qualitative evaluation methods (1 page max)

# NTAMS Strategy Narrative (1 of 2)



- Please describe the underserved community your organization targets and explain your relationship to this community. Why is your organization uniquely suited to have a positive impact on this community?
- What are your organization's current capabilities to implement projects, services, and/or advocacy? Please note your capacity, including human and financial resources, to implement projects as well as past experience.
- What is your organization's current, or potential, capability to provide culturally, linguistically, and/or technically proficient services or advocacy for this community?

# NTAMS Program Narrative (2 of 2)



- What areas of your organization need strengthening to better deliver services or advocacy for this community?
- What are the specific support, resources, and/or activities that you are requesting from the County? How will each of these requested items meet strengthen your organization's ability to achieve its mission and serve the target community?
- Overall, how will the requested funding have a positive impact on your organization and target community?
- If a collaboration is being proposed, what work have your organizations previously done together? What skills, experience, capabilities, and/or connections does each organization bring to the partnership?

# UCP Application Materials



- **Program Summary:** General proposal & contact info (8 data fields)
- **Strategy Narrative:** Series of narrative questions detailing the proposed program (3 page max)
- **Program Budget:** Details of the implementation costs of the proposed program (MS Excel, no set budget format)
- **Budget Narrative/Justification:** Brief explanation of the Program, including impact of reduced funding (2 page max)
- **Program Work Plan/Timeline:** The proposed program implementation schedule (3 page max)
- **Performance Plan:** Outline of metrics to be collected, targets for each metric, and the data collection method for each metric as well as any qualitative evaluation methods (1 page max)

# UCP Strategy Narrative (1 of 2)



- Please describe the underserved community your organization targets and explain your relationship to this community. Why is your organization uniquely suited to have a positive impact on this community?
- What is the issue or need within your target community that this proposal will address?
- How will the proposed project address this issue or need? Please explain in as much detail as necessary.
- What are your organization's current capabilities to implement the proposed project? Please note your capacity, including human and financial resources, to implement projects as well as past experience.

# UCP Strategy Narrative (2 of 2)



- What is your organization's capability to implement this project in a culturally, linguistically, and/or technically proficient way for the target community?
- Overall, how will the requested funding have a positive impact on your organization and target community?
- If a collaboration is being proposed, what work have 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?



# Budget Narrative (1 of 2)



- Applicants should briefly describe their fiscal and grant management practices such as how finances are managed within the organization, what accounting practices they use, and how they track expenses across different grant awards.
- Please briefly outline the source of any cost-share identified in the Program Budget.
- 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.

# Budget Narrative (2 of 2)



- **NTAMS ONLY:** If your proposed budget funds recurring expenses (i.e. salaries, leases, annual audits, etc) that are expected to continue past the maximum performance period of the grant, please explain your organization's strategy to cover these expenses past the life of this grant. Applicants must assume that the grants will be a maximum of two years.
- If your organization does work regionally, please 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 expand your work on behalf of services in Montgomery County.

# Performance Plan



This program does not require any specific metrics or milestones and organizations are given full flexibility to develop a Performance Plan that fits their proposed strategy.

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

As an optional set of metrics, applicants are encouraged to set targets and a collection method for demographic information on the population to be served; as feasible and without impacting the program outcomes.

# Document Uploads



- Most recent IRS 990 Form
- IRS tax-exempt determination letter for nonprofit organizations
- Proof of Maryland SDAT Registration and Good Standing (print screen of organization's SDAT registration page is ideal)
- Current Board list with names and affiliation
- Collaborative partner materials, if applicable
- Program Related Materials (optional)
- Other Supporting Materials (optional)

# 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 for clarification.

# Other 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.

# Review Process



- OGM will convene a review panel made up of qualified neutral, qualified individuals in Montgomery County Government selected for their experiences in the grant program's subject area, grants administration, or project management.
- The panel members will review and score applicant proposals based on the criteria and priorities established in the NTAMS and UCP Grant Programs.
- Final decisions will be made based on the scores and other factors such as applicants past performance on previous County awards.

# Scoring – 100 Possible Points



- A. **Soundness of the Proposal** (20 points) – How strong is the proposed strategy?
- B. **Program Goals, Objectives and Services** (20 points) – How well does the proposal achieve the grant programs' goals?
- C. **Program Evaluation** (10 points) – Is the proposal's evaluation plan inline with the programs' goals and realistic to implement?
- D. **Organizational Capability and Relevant Experience** (20 points) – Does the organization demonstrate the ability to implement the submitted proposal and its stated goals?
- E. **Sound Fiscal Management and Budget** (10 points) – Is the proposed budget realistic and can the organization manage it?
- F. **Community Outreach** (20 points) – How well can the organization reach the proposal's targeted community?



# Award Notification



- Award notification letters are expected to be released roughly one month 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.



# General Recommendations

- Be direct and clear in your proposal on *how* your program will achieve the grant programs' goals and priorities.
- Focus on the grant programs' Priorities and Scoring Criteria/Weight when developing your proposal.
- Ensure that all the pieces of your application present a consistent strategy/approach in your proposal.
- Feel free to use graphics, charts, tables, maps, project workflows, and other non-narrative tools to clarify or enhance your proposal.
- Uploads in pdf format are easiest for our system but other formats are also welcome. Please upload budget in MS Excel.
- Start now on getting your legal house in order, if needed.

# Further Questions?



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