FY25 Cost Sharing Capital Grants (CSCG) Grants Program Information Session
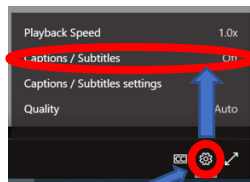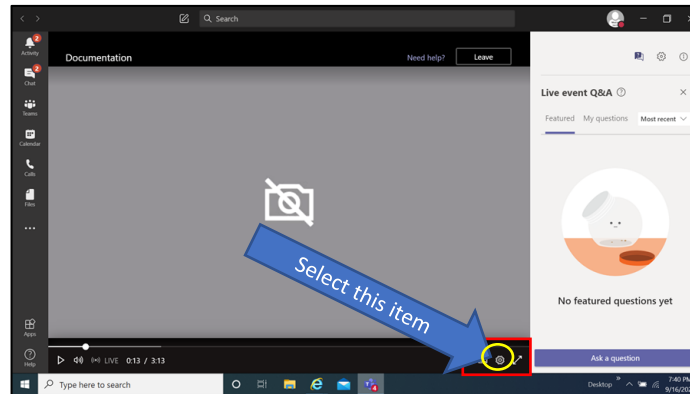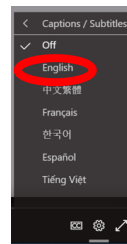
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You then select the language of choice

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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.

FY25 Cost Sharing Capital Grants (CSCG) Grants Program Information Session

February 26, 2025

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://portal.ecivis.com/#/login

Grant Program Page:
https://gn.ecivis.com/GO/gn_redir/T/1i3hlqhbsc694

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Information Session Agenda

- Provide an overview of the program's application stage
- Walk through the NEW eCivis 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.

OGM Virtual Office Hours for application assistance: Tuesday, March 4 1:00 PM – 2:00 PM

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FY25 CSCG Overview

Program Goal: support capital projects ***with existing State capital awards for the same project*** led by 501(c)(3) nonprofit organizations that provide access to resources, direct services, historical preservation, cultural enrichment, and/or other benefits to Montgomery County residents.

Download the full FY25 CSCG Notice of Funding Opportunity

Applications Due Date: Thursday March 20, 2025 at 1:00 PM

This is a competitive grants program that does not guarantee award.

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Funding Categories

Capital expenses are defined as expenses that are $5,000 or more in one-time costs for the purchase or improvement of a single fixed asset.

- **Arts Facility Capital Grants** are defined as having their primary mission or objective as the exhibition, presentation, production or performance of, and/or education in, an arts and/or humanities discipline, and/or provides support services to artists and/or scholars and/or arts and/or humanities organizations. **($298,480 available** to match appropriated Maryland State Bond Bills or other forms of Maryland State capital funding)

- **Non-Arts Facility Capital Grants** for any nonprofit capital project that falls outside of the Arts Facility definition above. **($1,069,573 available** to match appropriated Maryland State Bond Bills or other forms of Maryland State capital funding)

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Award Information

- The County may choose to provide a multi-year award, up to a maximum of three (3) years, with future fiscal year funding contingent on satisfactory project progress and Council appropriations.

- Award sizes will vary with a minimum award of $50,000 and a maximum award of $1,000,000.

- $350,000 is the maximum amount to be awarded in a single fiscal year.

- Capital grant awards are anticipated to provide a 30% upfront payment of the fiscal year's award value with the remainder of the award provided on a cost reimbursable basis.

- Individual fiscal year grant awards are anticipated to be a 12-month term that may be extended if justified.

- Award winners will submit semi-annual activity and financial reports as they implement the grant with final report when complete.

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Target Populations

Target Population: Montgomery County residents. Priority in awarding funding will be given to projects that demonstrate a commitment to and impact on <u>Underserved populations</u> in Montgomery County.

"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."

January 20, 2021 Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.

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Priority in awarding funding will be given to projects which can demonstrate that these criteria. Applications that cannot or do not demonstrate these priorities will not be competitive.

1.   **A commitment to and impact on Underserved populations in Montgomery County.**
   • A strong understanding of their target population's/community's needs;
   • How this capital project will help meet these needs through resources, direct services, historical preservation, cultural enrichment, and/or other benefits;
   • How these benefits will be provided in technically, culturally, and/or linguistically proficient way to the target population/community; and
   • A broad base of impact through their proposal to their target population/community.

2.   **Readiness to immediately, or quickly, utilize grant resources.** Applicants should be ready to begin the project, if not already started, within 3-9 months of signing a grant. They should have at least over 50% of funding secured (assuming a County award) to be competitive.

3. Ownership of or a long-term commitment to the asset being improved. Applicants need to show they own, have a long-term (5+ years) lease/other arrangement for the site. The County does not want to improve a capital asset only for the recipient to move on and lose that asset.

4. No current County capital project funding. involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for the district.

MCG seeks proposals from organizations that:
- Exhibit cultural proficiency;
- Are inclusive of the LGBTQIA+ community members;
- Use a racial equity lens in providing services.

Programmatic Eligibility

- Organizations must have an appropriated Maryland State Bond Bill (or other forms of Maryland State capital funding) to apply for this Grant Program;

- Organizations currently pursuing, but who have not yet secured, a Maryland State Bond Bill (or other forms of Maryland State capital funding) for this capital project are not eligible for this Grant Program;

- The Maryland State Bond Bill (or other form of Maryland State capital funding) must be for the same capital project as the one in the application for this Grant Program;

- Organizations with an existing County capital award **for the same project** are not eligible for this Grant Program;

- An organization with an existing County capital award may apply for this Grant Program for **a different project** (see Funding Priorities above for related terms); and

- Applicants may only submit one application per organization under this NOFO.

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General County Eligibility

- The organization must have a Federal 501(c)(3), 501(c)(6) tax-exempt status or be a collaboration between two or more entities with at least one having this status;
- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- All activities and expenditures under this grant program must be provided in Montgomery County OR be exclusively for Montgomery County residents if activities and expenditures occur outside of the 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 awards;

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Eligible Expenses

Capital expenses are defined as expenses that are $5,000 or more in one-time costs for the purchase or improvement of a single fixed asset.
Examples of past funded CSCG projects include **but are not limited to**:

- Purchase of land or buildings;
- Construction of new buildings;
- Improvements to land (i.e. addition of turf and bleachers to a sports field);
- Expansions or add-ons to existing facilities;
- Renovation and upgrades to existing facilities;
- Renewal of assets to preserve historical buildings and sites; or
- Purchase of major equipment ($5,000+) (i.e. walk in fridges and freezers);

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Ineligible Expenses

× Any operating costs including but not limited to rent, leases, salaries, utilities, staff benefits, contractor costs unrelated to capital projects (i.e. contract trainers or accountants), supplies, minor equipment ($5,000 or less), maintenance, and other program related supplies;

× Indirect costs;

× Loans or mortgage payments on existing capital projects or properties;

× Lobbying;

× To cover any expenses made prior to the Grant Award;

× To supplant (replace) funds from other grant sources; or

× Any other cost deemed by the County unrelated to the capital project.

Applicants should vet any costs they are not sure will apply with OGM before submitting their application.

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Submission Guidelines

- Submissions must come through the online application portal. Create an account and then apply through the FY25 CSCG Page: https://gn.ecivis.com/GO/gn_redir/T/1i3hlqhbsc694

- All applications must be fully submitted online by **Thursday March 20, 2025 at 1:00 PM**

- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

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Euna (eCivis) Transition Action Items

1. **Log into the Euna (eCivis) Portal to create an application profile** https://portal.ecivis.com/#/login

2. **Download and review the Euna (eCivis) applicant user guides**
   1. Logging into Your eCivis Portal Account
   2. Reviewing and Submitting your application
   3. Transfer Application Ownership
   4. Guide for Applicants, including budget assistance

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Step 1: Open **https://portal.ecivis.com/#/login** and click on the green "Create an Account" button.

New Account Signup

Welcome to the grant application portal.
This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.

First Name

Last Name

Email Address (Portal username)

Password

Weak

Sign Up

← Back to Login

Step 2: Fill in the data fields for the profile owner and set a password. Then click the blue "Sign Up."

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Please verify your email!

Thank you for signing up. Please verify your email address by clicking the following link:

Confirm my account

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

Step 3: Euna Grants (eCivis) will send an email to the account being registered for confirmation. Go to your email address, find the email from the platform, and click the "Confirm my account" link.

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Your email is verified!

Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

Login to the Portal

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

Step 4: Once your email is confirmed, click the "Login to the Portal" link.

Step 5: Type in your Login, Password, and then click on the blue "Portal Login" button to begin building your profile.

Welcome to the Portal

This service provided by **eCivis** makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

eCivis

A Euna Solutions Brand

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

To apply for a competitive grant program, go to the Grant Program Page and click the grey "✔ Apply" button:

To add a Team Member to your application, click the blue "ADD TEAM MEMBER" button

👥 Team Members		Team Members

Not Started	📄⭐ Application Stage
Not Started	📄 Lead Applicant Infor...
Not Started	📄 Project Strategy
Not Started	📄 Project Budget
Not Started	📄 Budget Narrative/Ju...
Not Started	📄 Project Staffing Plan

ℹ️ Add as many team members as needed.
After that, proceed with the first stage (read stage instructions) and fill out and submit the stage's forms.   ✕

ADD TEAM MEMBER

...

Team Member Email	Status	Sent	Accepted	Action
allison.hoy@montgomerycountymd.gov	Invitation Sent	01/27/2025	-	✉️ ✉️

Support Links & Contact Info

Euna Grants (eCivis) Support: **support@ecivis.com**

- Can assist with account issues or technical issues in the grant application
- Their response time can take up to 24 hours (morning requests are often answered same day)
- User Guides for download
  1. Logging into Your eCivis Portal Account
  2. Reviewing and Submitting your application
  3. Transfer Application Ownership
  4. Guide for Applicants, including budget assistance

OGM Support: grants@montgomerycountymd.gov

- OGM Office Hours will be held on MS Teams to provide application assistance: Tuesday, March 4 1:00 PM – 2:00 PM

Application Tasks

- **Funding Category Consideration Task** – Select funding category and proof of State award
- **Lead Applicant Information Task** – Basic organization contact info and proof of status
- **Applicant Background Task** - Organization size and leadership demographics (*data collected will never be seen by Review Committees or used for awarding*)
- **Project Scope of Work Task:** Project data, narrative, and support documents
- **Project Budget Task:** Details of total project costs, all revenue sources, and County request
- **Project Work Plan/Timeline Task:** Implementation schedule of the project
- **Performance Plan:** Outline of metrics/outcomes to be achieved by the COMPLETED project
- **Project Leadership Summary Task:** Outline of key positions and roles
- **Memorandum of Understanding Among Collaborative Partners**

Detailed requirements of all these tasks can be found in the **FY25 CSCG NOFO.**

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Budget Task Breakdown

- **Project Budget** must use the **FY25 CSCG Project Budget Template** for all revenue and project costs for the WHOLE PROJECT, not just the County request
- **County Request Budget** must use the Euna Grants Budget pop-up tool to detail expenses for ONLY the County request. OGM is now using the federal SF-424-C budget format and categories for construction projects. Expenses only need to be provided by Category, individual costs underneath a Category are optional. The Program Budget is a pre-built form that is available in the online application. A Guide for Applicants is available to assist with any budget entry issues.
- **Project Budget Narrative** details in narrative format all revenue and expense line-items listed in BOTH the Project Budget and County Request Budget.

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

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Performance Plan

The Performance Plan outlines how you will measure the impact of your proposed capital project **once it is complete**. Organizations are given full flexibility to develop a Performance Plan that fits their proposed project. To measure the impact of the capital project it should include:

- **Key Performance Indicators (KPIs) and metrics** to be collected, targets for each metric, the data collection method for each metric;
- An outline of any **qualitative or other evaluation methods** the organization will be using to measure the effectiveness of the project; and
- Citations of **research or the results of similar projects** (whether by the applicant or other organizations in different jurisdictions) to **demonstrate likely capital project outcomes**. 2-3 sentences plus links to relevant resources is sufficient.

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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).** 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).** If you or your organization receives an award from the County then you will need to be registered with CVRS to receive payments. If registered, confirm that the your information is correct and OGM STRONGLY recommend signing up for ACH payments.

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Review Process

- Montgomery County Government will convene a review panel made up of qualified employees, and possibly the broader 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 applicants past performance on previous County awards.

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Confidence Rating System

Easier! Faster! Smarter!

- Reviewers will score proposals using a Confidence Rating system against a weighted criteria

- Used by the federal government as an innovative practice that facilitates more holistic ratings, capturing reviewers' overall confidence in the applicant's likelihood to succeed

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.

Executive Office of the President, OMB Memo for Chief Acquisition Officers, Senior Procurement Executives on reducing procurement administrative lead time using modern business practices (January 15, 2020)

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FY25 CSCG Scoring (1 of 3)

A. **Underserved Focus Program Priority (1-3 Rating; weighted at 15/100 points)** – The proposal demonstrates a commitment to and impact on Underserved populations in Montgomery County.

B. **Implementation Readiness Program Priority (1-3 Rating; weighted at 15/100 points)** – The proposal demonstrates that the capital project, or at least the portion funded by Montgomery County, is very likely to begin implementation within the next 3 to 9 months.

C. **Asset Ownership/Commitment Program Priority (1-3 Rating; weighted at 15/100 points)** – The proposal demonstrates that the organization owns (or intend to buys) the land, building, or other asset that they are seeking funding to improve or acquire; OR the organization has a long-term (5+ years) commitment to a space owned by the jurisdiction or other institution that owns the property or asset.

D. Sound Fiscal Management (1-3 Rating; weighted at 10/100 points) – Proposal demonstrates that the applicant has sound grant and fiscal management practices, will be able to track and maintain expense back-up documentation, submit financial reports for reimbursement, and could meet audit and other administrative requirements.

E. Budget and Financial Planning (1-3 Rating; weighted at 15/100 points) – Expenses and revenues for the capital project detailed in the Project Budget and Project Budget Narrative are consistent with the other parts of the proposal.

F. Organizational Implementation Capability (1-3 Rating; weighted at 20/100 points) - The proposal demonstrates a clear, well-organized plan and team to implement the capital project.

G. Performance Plan (1-3 Rating; weighted at 10/100 points) - Applicant demonstrates in their Performance Plan a clear process to measure/evaluate the impact of the capital project on the target population/community and/or Montgomery County residents overall.

Review Committee Feedback: the Six 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 refence other application sections/Tasks (i.e. budget or staff plan) 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.

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General Recommendations

- Read and Follow Instructions!

- Feel free to use graphics, charts, tables, maps, project workflows, and other non-narrative tools to clarify or enhance your proposal.

- 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 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.

Resources

The following resources are/will be posted on the application page:

- Notice of Funding Opportunity (NOFO)
- Link to a recording of this Information Session
- Budget Template
- Information Session slide deck
- OGM Answers to Information Session and Frequently Asked Questions

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Further Questions?

Montgomery County Office of Grants Management

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OGM Website
https://montgomerycountymd.gov/ogm/

Euna Grants Transition Resources