

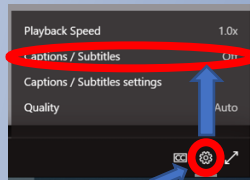
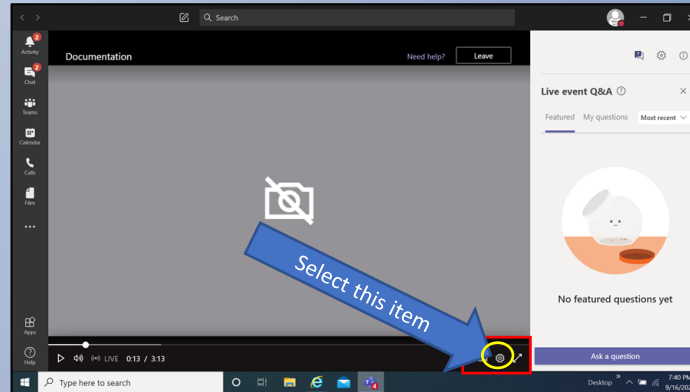
# FY25 Edible Food Recovery Pilot Grant Program Information Session

May 16, 2025

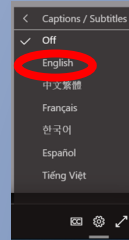
How you can view  
the multi-lingual  
closed captions:

## Disclaimer

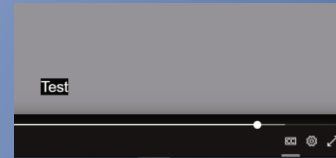
The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used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



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



You then select  
the language of choice



It will then display the language chosen

*Prepared by Montgomery County Office of Grants Management*

# Information Session Agenda

1. Provide an overview of the program details
2. Walk through the NEW eCivis application platform
3. 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.

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.

## **Grant Program Page:**

[https://gn.ecivis.com/GO/gn\\_redir/T/1l4qwnz1bhc3q](https://gn.ecivis.com/GO/gn_redir/T/1l4qwnz1bhc3q)

Where to access in progress applications: <https://portal.ecivis.com/#/login>

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# DEP Background

DEP's mission is to enhance the quality of life in our community by protecting and improving Montgomery County's land, air and water in a sustainable, innovative, inclusive and industry-leading way while fostering smart growth, a thriving more sustainable economy and healthy communities.

The County's goal is to further reduce waste, increase reuse and recycling as we Aim for Zero Waste.

Channeling edible food away from the waste stream and providing it to food assistance provider organizations that distribute to people experiencing food insecurity is an important effort.

# Key Program Details

<b>Total Funding Available:</b>	<b>\$150,000</b>
<b>Funding Source</b>	<b>Federal Grant</b>
<b>Award Range:</b>	<b>\$150,000 (single award)</b>
<b>Performance Period:</b>	<b>12-month grant term</b>
<b>Where to Apply:</b>	<b><a href="https://gn.ecivis.com/GO/gn_redir/T/1l4qwnz1bhc3q">https://gn.ecivis.com/GO/gn_redir/T/1l4qwnz1bhc3q</a></b>
<b>Application Opening:</b>	<b>May 9, 2025</b>
<b>Application Deadline:</b>	<b>Monday June 2, 2025 at 11:59 PM</b>

# Program Goal

**Program Goal**: To assist food assistance provider organizations located in Montgomery County increase the amounts of edible food diverted away from the waste, recovered and distributed to Montgomery County residents living with food insecurity through the procurement of safe cold storage equipment.

This grant opportunity aligns with Montgomery County's [Aiming For Zero Waste \(AZW\) Initiative](#) goals, which promote activities and practices that reduce waste, increase reuse, and maximize recycling.

## **Equipment purchase under this grant are limited to:**

- One (1) refrigerator truck
- Up to eight (8) commercial refrigerators/freezers
- One (1) outdoor/walk-in refrigerator cube

This grant program is funded by a federal award. These funding categories are inflexible.

# Eligible Expenses and Limitations

This Grant Program will not fund the following 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;
- Lobbying;
- Loans or mortgage payments on existing capital projects or properties;
- To cover any expenses made prior to the Grant Award;
- To supplant (replace) funds from other grant sources;
- Any other cost deemed by the County unrelated to the capital project; or
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.

# Organization Eligibility

Eligible applicants must:

- Be a **501(c)(3) nonprofit** organization based in Montgomery County, MD
- Eligible expenses under this grants program are capital costs covering the one-time purchase of cold storage equipment and a refrigeration truck to be used in Montgomery County;
- Organizations with an existing County capital award **for the same purchases** are not eligible for this Grant Program; and
- An organization with an existing County capital award may apply for this Grant Program for **a different project** (see Funding Priorities for related terms).

# MCG Eligibility Conditions

- The organization must be **currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT)**;
- The organization's capital project must be, or planned to be, located 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.



# Funding Priorities

**View the NOFO for full details and guidance to help applicants make proposals more competitive.**

Priority in funding will be given to proposals that demonstrate:

- A commitment to divert edible food from the waste stream and rescue it from the point of generation, providing the edible food to community members with unmet needs via food assistance provider organizations.
- A commitment to safely recovering edible food and distributing this food to populations in Montgomery County facing food insecurity.
- Ability to maximize the amount of cold storage equipment purchased with grant resources.
- Readiness to immediately, or quickly, utilize grant resources.
- Ability to safely maintain and operate the purchased equipment.
- No current County capital project funding.

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# Submission Guidelines

- Submissions must come through the online application portal. Create an account and then apply through the program page:  
[https://gn.ecivis.com/GO/gn\\_redir/T/1l4qwnz1bhc3q](https://gn.ecivis.com/GO/gn_redir/T/1l4qwnz1bhc3q)
- All applications must be fully submitted online by **Monday June 2, 2025 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.
- Applications for other, non-County capital grants do not disqualify organizations from applying for and winning grants under this Grant Program.

# Food Recovery Infrastructure Grants

	FY25 Food Recovery Network Infrastructure Grant	FY25 Edible Food Recovery Pilot Grant
Total Funding & Source of Funds:	\$300,000 (Montgomery County Funded)	\$150,000 ( <b>Federal Grant Funded</b> )
Award Range:	Multiple award recipients (apply for \$50,000 to \$150,000)	One award recipient (\$150,000)
Target Nonprofit:	501(c)(3) nonprofit organization, based in Montgomery County, and directly recovers moderate (10,000-50,000 pounds) to large volumes (50,001+ pounds) of food a minimum once per week for redistribution	501(c)(3) nonprofit organization
Eligible Expenses	This grant program allows <b>up to 10%</b> of the total funding request to include <b>operational costs</b> directly associated with the purchase and installation of the proposed infrastructure and has <b>flexible funding categories</b> if proposal demonstrates the grant program requirements listed in the "Grant Application Requirements" slide 9.	This grant program is funded by a federal award with <b>NO operating funds</b> and <b>specific items to purchase</b> : <ul style="list-style-type: none"> <li>• One (1) refrigerator truck</li> <li>• Up to eight (8) commercial refrigerators/freezers</li> <li>• One (1) outdoor/walk-in refrigerator cube</li> </ul>
Application Deadline:	Friday, May 30, 2025 at 11:59 PM	Monday June 2, 2025 at 11:59 PM
Where to apply:	<a href="https://gn.ecivis.com/GO/gn_redir/T/r8xmrhfv320o">https://gn.ecivis.com/GO/gn_redir/T/r8xmrhfv320o</a>	<a href="https://gn.ecivis.com/GO/gn_redir/T/1l4qwnz1bhc3q">https://gn.ecivis.com/GO/gn_redir/T/1l4qwnz1bhc3q</a> Information Session: Friday, May 16 1:30 PM – 2:30 PM

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# Application Tasks

- **Applicant Information:** Organization contact info & supporting documents (data fields & uploads)
- **Applicant Background:** Organization size and leadership demographics (*data collected will never be seen by Review Committees or used for awarding*)
- **Project Scope of Work:** Project Scope data & narrative questions (optional additional uploads)
- **Project Work Plan/Timeline:** Implementation schedule for capital project (1 page limit/year, PDF)
- **Performance Plan:** Outline of metrics and outcomes to be achieved (2 page limit, PDF)
- **Project Leadership Summary:** Stakeholder roles and responsibilities (1 page limit, PDF)
- **Memorandum of Understanding Among Collaborative Partners:** If collaboration is proposed (No page limit, PDF)
- **Project Budget Tool:** Project cost details using a pre-built form that is available in the online application
- **Budget Narrative (within Budget Tool):** Brief justification of the Project Budget expenses

Full Task requirements and guidance on the [FY25 Edible Food Recovery Grant Page](#)

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# Project Scope of Work

The Project Scope includes several data components related to the proposal, including:

- Grant Program Funding Request
- Total Project Cost
- Project Location
- Itemized List of Equipment to be Purchased
- Ownership/Usage Relationship details, if proposing a collaboration
- Equipment Operation Upkeep, and Maintenance Capabilities and Resources
- Project Outcome – *Overall, how will the capital project have a positive outcome on the diversion of edible food from the waste stream?*
- Cost Reimbursement Impact – *This Grant Program will provide awards entirely on a cost reimbursable basis. Describe how you will manage cash flow to implement this capital project on a reasonable schedule*
- Federal Compliance Experience
- Organization Grant and Financial Management Practices
- Current NICRA and Audit Report, if applicable



# 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.

# Project Budget Tool and Narrative

**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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# 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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## 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 Tool assistance

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

**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.

Login, or create a free account to start.

(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.

## 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.

Weak

Sign Up

[← Back to Login](#)

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# 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.

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# 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.


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**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.

(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.



## Montgomery County MD

### FY25 Edible Food Recovery Pilot Grant Program

✓ Apply

Overview

Eligibility

Financial

Contact

Files

ID: N/A

Title: FY25 Edible Food Recovery Pilot Grant Program

Application Start Date: 05/09/2025

Application End Date: 06/02/2025

CFDA/ALN: N/A

Reference URL: <https://montgomerycountymd.gov/ogm/Resources/Files/NOFOs/FY25-DEP-Edible-Food-Recovery-Grant-NOFO.pdf>

#### Summary:

**Program Summary:** The Department of Environmental Protection (DEP) and the Office of Grants Management (OGM) are soliciting grant applications for the County's FY25 Edible Food Recovery Pilot Grant Program, which aims to increase diversion of edible food from the waste stream and facilitate edible food recovery by assisting Food Assistance Provider Organizations located in Montgomery County to purchase safe cold storage equipment to be used to facilitate increase diversion. A single grant for a total of \$150,000 will be made available to fund awards to eligible assist Food Assistance Provider Organizations. DEP and OGM will hold a virtual Information Session on the date indicated below to give eligible and interested applicants the chance to ask questions about the solicitation and receive guidance on how to complete the application. This program is funded by a federal grant and the final awardee will be required to meet all federal sub-recipient requirements.

#### Key Program Dates:

- **Program Opens for Applications:** Friday May 9, 2025 at 5:00 PM
- **MS Teams Live Online Grant Program Information Session:** Friday May 16, 2025 from

To apply for a competitive grant program, go to the Grant Program 's Page and click the grey "✓ Apply" button.

**Tip:** Do this while already logged in.

**Grant Program Page:**

[https://gn.ecivis.com/GO/gn\\_redir/T/1l4qwnz1bhc3q](https://gn.ecivis.com/GO/gn_redir/T/1l4qwnz1bhc3q)

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

Team Members

In Progress

Application Stage

Completed

Core Information

Not Started

Lead Applicant Infor...

Not Started

Project Strategy

Not Started

Project Budget

Not Started

Budget Narrative/Ju...

Team Members



?

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
grants@montgomerycountymd.gov	Invitation Sent	04/02/2025	-	 

## Collaborator Email

**Reciept:** The invited Team Member will receive an email invitation. When they log in, they will see the application under “My Invitations”

eCivis - Application Project Team Invitation

D

donotreply.arm@ecivis.com via amazonses.com

To: Grants

[EXTERNAL EMAIL]

Ali Hoy has invited you to join their grant project team on the eCivis Portal.

Project Name: **Montgomery Example SNAP Benefits Enrollment Program**

Please use the following link to respond. You may be required to create a free account if you do not already have an account on the eCivis Portal.

<https://portal.ecivis.com/#/index/myInvitations>

Sincerely,

The eCivis Support Team

support@ecivis.com  
(877) 232-4847

# Review Process

- The Department of Environmental Protection will recruit an independent Review Committee made up 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, project administration/management, and/or ability to analyze programs from a Racial Equity and Social Justice or cultural competency lens.
- 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 – 115 Possible Points

**A. Ability and plan to utilize effectively the purchased equipment to safely divert and recover edible food generated in Montgomery County from the waste stream and deliver to food assistance provider organizations for distribution to populations in Montgomery County facing food insecurity.** (1-3 rating; weighted at 15/100 points)

- The proposal includes a detailed description of how the equipment purchased will be utilized by the organization to divert food from the waste stream, safely store edible food recovered, keep at safe temperatures during transportation to food assistance providers, store at safe temperatures while awaiting distribution to recipients living with food insecurity, and distribution.
- The proposal includes evidence of how the organization has successfully done this in the past, and describes its history and duration of these operations.

# Scoring – 115 Possible Points

## **B. Maximization of the amount of cold storage equipment purchased with grant resources.** (1-3 rating; weighted at 15/100 points)

- The proposal includes detailed specifications for each cold storage equipment item that is proposed to be purchased with this grant funding.
- Must include one refrigerator truck, one refrigeration cube/walk-in unit, a minimum of two (and up to eight) commercial refrigerators/freezers.
- A minimum of three price quotes for each type and model of cold storage equipment item from equipment vendors must be provided with the proposal.

# Scoring – 115 Possible Points

## **C. Ability to safely maintain and operate the purchased equipment.** (1-3 rating; weighted at 15/100 points)

- If any specialized license or certification is necessary in order to maintain and operate the proposed equipment that will be purchased, the proposal must indicate what specialized license or certification is required, and how the organization will ensure that it has the proper capabilities as mandated.
- The proposal includes a detailed plan on its maintenance program for the equipment, as well as the operations manual implemented for the equipment.
- The proposal demonstrates the organization's history of purchasing, operating and maintaining cold storage equipment over an extended period of time, including over the past 20 years or lifetime of the organization.

# Scoring – 115 Possible Points

## **D. 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.

## **E. Implementation Readiness Program Priority** (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 main expense back-up documentation, submit financial reports for reimbursement, and could meet audit and other administrative requirements.
- Proposal demonstrates that they can manage federal financial compliance requirements and can produce necessary backup documentation upon request.

# Scoring – 115 Possible Points

## **F. 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;
- Expenses and revenues for the capital project detailed in the Project Budget and Project Budget Narrative reflect reasonable and realistic costs needed to implement the capital project and achieve the stated outcomes for the target population/community; and
- The proposal demonstrates that the organization can implement the capital project on a cost reimbursable basis.

# Scoring – 115 Possible Points

## **G. 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;
- The Project Workplan/Timeline is reasonable and realistic for the proposed capital project; and
- The proposal demonstrates an ability for the applicant to adapt to challenges, delays outside their control, and staffing changes to keep the capital project reasonably on track.

# Scoring – 115 Possible Points

## **H. 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 of diverting edible food from the waste stream, and providing edible food to persons in Montgomery County living with food insecurity;
- The proposal's choice of Key Performance Indicators (KPI's)/metrics, milestones, other evaluation methods, and ultimate outcomes are reasonable and fit the capital project's stated goals; and
- The proposal must include a timeline, including milestones, for purchase of the stated cold storage equipment items, delivery, placement, installation, and proposed date of initial operation.

# 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.
- 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.
- This program is funded by a federal grant and the final awardee will be required to meet all federal sub-recipient requirements.



# Other **REQUIRED** Preparations

- **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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# Support Links & Contact Info

**Euna Grants (eCivis) Support:** [support@ecivis.com](mailto: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 Tool assistance

**OGM Support:** [grants@montgomerycountymd.gov](mailto:grants@montgomerycountymd.gov)

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# Further Questions?



## *Montgomery County Office of* **Grants Management**

**Office of Grants Management**  
**[grants@montgomerycountymd.gov](mailto:grants@montgomerycountymd.gov)**

**OGM Website**  
**<https://montgomerycountymd.gov/ogm/>**

**OGM online grants application platform**  
**<https://portal.ecivis.com/#/login>**

