FY25 Place-Based Management Grants Program Information Session
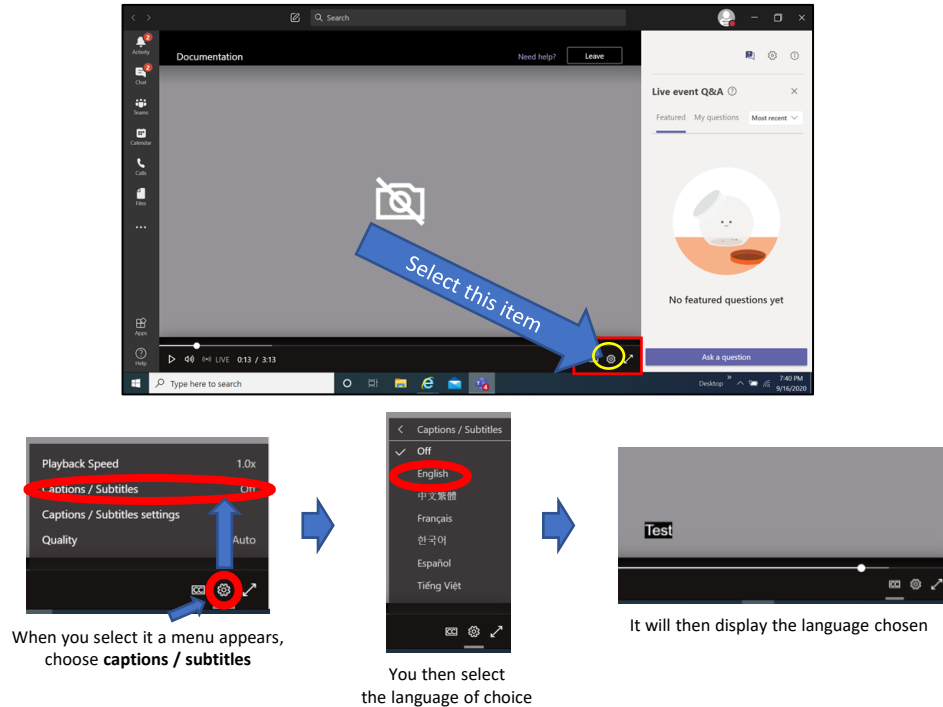
How you can view the multi-lingual closed captions

Select this item

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

FY25 Place-Based Management (PBM) Grants Program Information Session

February 6, 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/2xj72rmfdkkp

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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 Office Hours for application assistance: Wednesday, February 12 at 1:30-2:30 pm

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FY25 PBM Overview

Program Goal: to enhance bottom-up economic development efforts serving residents and businesses by using Place-Based Management strategies aligned with the Main Street Approach. MCG is looking for proposals from qualified organizations that support economic growth and revitalization initiatives across the County's commercial corridors, both nascent and established.

Application Due Date: Wednesday, Feb 26, 2025 at 12:00 PM

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

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Target Population

The target populations for this grants program are businesses and residents of the identified commercial corridor.

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Funding Priorities

Priority in awarding funding will be given to projects which provide services or meet needs that fall under <u>at least three of the four points</u> of the <u>Main Street Approach:</u>

1. **Economic Vitality** focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

2. **Design** supports a community's transformation by enhancing the physical and visual assets that set the commercial district apart.

3. **Promotion** positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.

4. **Organization** involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for the district.

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Funding Priorities con't

- An adequate operating budget to support immediate implementation with indication towards future sustainability in funding;

- A comprehensive project implementation plan;

- A detailed plan to hire adequate staffing to meet project implementation needs.

MCG seeks proposals from organizations that:

- Exhibit cultural proficiency;

- Are inclusive of the LGBTQIA+ community member

- Use a racial equity lens in providing services.

Programmatic Eligibility

Applicants and their proposed projects must meet all of the following Programmatic Eligibility requirements to be considered for funding:

- Active engagement with stakeholders, as evidenced by
  - Broad-based community support for the commercial district revitalization process, with strong support from both the public and private sectors;
  - Plans for coordinating efforts with the County;
  - Well defined vision and mission statements relevant to community conditions, equity principles, and the project's stage as it relates to the Main Street Four Point Approach;
  - An operational board AND/OR committees staffed by volunteers that align with the Main Street Four Point Approach.
- The Grant Monitor(s) shall have the ability, at the discretion of the Grantor, to serve as an ex officio member of the Grantee organization's Board of Directors, should the Grantor determine it to be appropriate.

General County Eligibility

Applicants must meet all the following conditions:
- 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;

FY25 PBM Eligibility con't

Applicants must meet all the following conditions:

- 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;
- Applicants may only submit one application per organization under this NOFO;
- Organizations that were funded under this program last year are eligible to apply. If submitting a multi-year application, please note that FY25 counts as Year 1. As such, they may submit applications that request funding for up to two more years.

Ineligible Expenses

- × Capital expenses defined as expenses that are $5,000 or more one-time costs for the purchase of a fixed asset. For example, procurement of a car, property, remodeling a property, building an addition to a community center etc.
- × Grant funds can't be used to purchase goods or services from Board Members' organizations
- × Any purchase or activity which has already been made outside the grant award period of performance
- × Purchases or activities unnecessary to accomplish grant purposes
- × Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee
- × Lobbying
- × To supplant (replace) funds from other grant sources

Award Information

Total Funds	**$500,000 total** • *$200,000 for programs serving <u>Silver Spring</u> Regional Services Center Area* • *$100,000 for programs serving the <u>White Oak</u> Science Gateway Master Plan area* • *$200,000 for any other area in the County*
Anticipated number of awards	2-5
Award Size	$50,000 - $200,000
Period of Performance	Up to 12 months (multi-year awards contingent on performance and future appropriations)
Anticipated Types of Awards	Tranche-funded (i.e. quarterly or semi-annual payments)

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Submission Guidelines

- Submissions must come through the online application portal. Create an account and then apply through the FY25 PBM Page: https://gn.ecivis.com/GO/gn_redir/T/2xj72rmfdkkp

- All applications must be fully submitted online by **Wednesday, Feb 26, 2025 at 12:00 PM**

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

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 <u>eCivis</u> 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:

<u>Confirm my account</u>

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

Thanks!

<u>Step 3:</u> 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.

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	

Team Members

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

SM Apply Support: **https://help.surveymonkey.com/en/apply/faqs/#faq**

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: Wednesday, February 12 at 1:30-2:30 pm

Application Tasks

- **Applicant Information Task:** Organization contact info and supporting documents *(data fields and uploads)*

- **Applicant Background 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 questions

- **Project Budget Task:** Project cost details using a pre-built form that is available in the online application

- **Budget Narrative Task:** Brief explanation of the Project Budget through narrative questions

- **Project Staffing Plan Task:** key positions *(1 page limit, PDF upload)*

- **Project Work Plan/Timeline Task:** Implementation schedule *(1 page limit per year, PDF upload)*

- **Performance Plan and Performance History:** Outline of metrics and outcomes to be achieved *(1 page limit each, PDF upload)*

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Project Budget

Expenses: detailed itemized cost information for all proposed expenses, including quantities and prices, plus any indirect costs.

- 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.

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.

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Performance Plan and Goals

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 **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.
- In the "Goals" section of the application, applicants must provide projected figures for each KPI to be measured at the mid-cycle (6 months) and end-cycle reporting (12 months). These projections will serve as benchmarks to evaluate progress and overall performance during the grant term.

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.

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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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Scoring – 100 Possible Points

Criterion A: **Alignment with Funding Priorities** (30 points)
- The proposed project provides services or meets needs that align with the Main Street Approach;
- The proposed project includes an effective plan for engaging with stakeholders;
- The applicant demonstrates a strong understanding of the assets, liabilities/challenges, and opportunities as they pertain to their target economic corridor and proposes an effective plan to leverage or address each.

Criterion B: Management and Programmatic/Operational Capacity (30 points)
- The applicant sufficiently budgets for the proposed activities;
- The applicant has adequate internal capacity to make the proposed project operational within 30 days of award;
- The applicant demonstrates strong financial management capability;
- The proposed budget and budget narrative are sufficiently detailed and all proposed costs are reasonable and justified in achieving project objectives;
- The applicant appropriately budgets for staffing to implement the project; staff roles and responsibilities are clearly defined.

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Scoring – 100 Possible Points

Criterion C: Feasibility of Design and Approach (25 points)

- The proposed project can reasonably be expected to achieve the intended objectives;
- The proposed project is financially sustainable and/or will stimulate the financial sustainability of the organization in the near to medium term;
- The proposed indicators are verifiable and linked to the project's objectives;
- The applicant articulates a clear method to collect and measure indicator data.

Criterion D: Racial Equity and Cultural Proficiency (15 points)

- The applicant demonstrates awareness and a strong commitment to implementing activities with a racial equity lens;
- Applicant demonstrates the cultural proficiency to work with their target communities/beneficiaries and, if applicable, language minority populations;
- The applicant's activities demonstrate inclusivity of the LGBTQIA+ community members.

Resources

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

- Notice of Funding Opportunity (NOFO)
- Link to a recording of the Information Session
- 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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grants@montgomerycountymd.gov

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

Euna Grants Transition Resources

Information Session FAQs

COMING SOON! We are following up on a piece of information and will update these slides on 2/7/2025.