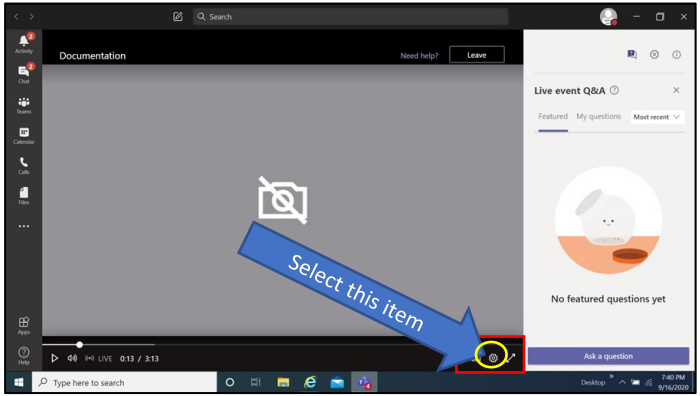
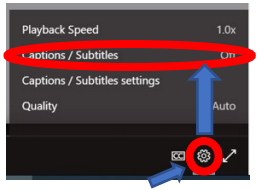
FY26 Healthy, Efficient, Electrified, Climate-Adapted Pilot (HEECAP) Homes Grants Program (MCG and DHCD-funded)

March 19, 2026

How you can view the multi-lingual closed captions:





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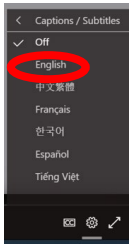


You then select the language of choice

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.

Information Session Agenda

1. FY26 HEECAP Program Background
2. Provide an overview of the program details
3. Walk through the eCivis (Euna Grants) application platform
4. Open for participant questions (put your questions in the Q&A box during the presentation). 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 Grant Program page. 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/387du26mr0fg (Montgomery County Govt - MCG)

https://gn.ecivis.com/GO/gn_redir/T/1i05qx8o02ufk (Maryland Department of Housing and Community Development - DHCD)

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

HEECAP Grant History

FY24:

- **$1,500,000 awarded across 4 awardees**
- **Program Impacts**
    - Electrification: 50 projects
    - Pre-weatherization: 38 projects
    - Climate adaptation: 3 projects

FY25 (through Dec 2025): Program was renewed in FY25 for a total of $1,200,000 across 3 awardees

- **Partial-Year Program Impacts:**
    - Electrification: 23 projects
    - Pre-weatherization: 15 projects
    - Climate adaptation: 6 projects

Key Program Details

Total Funding Available:	**MCG: $1,000,000 / DHCD: $500,000**
Award Range:	**MCG: $100,000 Minimum to $400,000 Maximum** **DHCD: $100,000 Minimum to $300,000 Maximum**
Performance Period:	**June 3, 2026 to June 2, 2027** *(with possibility of renewal)*
Where to Apply:	https://gn.ecivis.com/GO/gn_redir/T/387du26mr0fg (MCG) https://gn.ecivis.com/GO/gn_redir/T/1i05qx8o02ufk (DHCD)
Application Opening:	**Wednesday, March 11, 2026**
Application Deadline:	**Wednesday, April 15, 2026 at 11:59 PM**

Program Goals (MCG & DHCD)

These programs aim to retrofit income-eligible houses for energy efficiency, a healthy indoor environment, climate resilience, and all-electric appliances.

- **Target Populations:** The target population for these grant programs is low- to moderate-income (LMI) residents (i.e., households that have an income at or below 80% of the Area Media Income for Montgomery County). The grant recipient must outline in their application how eligibility will be verified.

- **These programs seek to fund:**

    - Retrofit projects that remove fossil-fuel systems from homes and replace them with efficient electric systems, secure existing homes against flooding or extreme heat, or perform other climate-resiliency measures not already funded through existing programs.

    - Home improvement projects that are not currently funded by existing income-eligible weatherization and/or energy efficiency programs that improve the safety and health of residents.

    - The leveraging of County grant funding from this program to fix home problems that prevent LMI residents' participation in existing weatherization and/or energy efficiency programs.

Funding Priorities

These programs seek to fill gaps not covered by existing federal, state and County programs, as well as to pilot approaches that may be scaled up into more established, large-scale County programs in the future, with the goals of maximizing emission reduction and adapting to climate change.

Nonprofits that are already working with LMI residents to improve household energy efficiency are best positioned to be awarded funding under this program. Montgomery County seeks proposals that apply a racial equity lens, demonstrate language and cultural proficiency, and express inclusivity of LGBTQIA+ community members.

Grant Program Eligibility (MCG & DHCD)

- The grantee will be required to verify that any work undertaken and paid for through this program is **not covered by existing insurance policies**.
- The grantee will be required to obtain **all applicable permits** from the relevant permitting authorities, such as the Montgomery County Department of Permitting Services, the Washington Suburban Sanitary Commission, or any other authority having jurisdiction prior to commencing work.
- Any rehabilitation or construction work will have to be preceded by **site assessments that are adequately documented by narrative and photos to justify the work plan**. Specifically, the grantee must:
    - Provide site assessments and installation services for eligible projects in a timely fashion.
    - Provide assessments to evaluate a site's suitability for eligible technologies, including any structural, electrical, plumbing or mechanical issues.
- For HVAC replacements: A **Manual J** report generated from an Air Conditioning Contractors of America-approved software package and an **AHRI certificate**.
- Applicants **must be** registered as a 501(c)(3) organization.
- Nonprofits that are already working with LMI residents to improve household energy efficiency are best positioned to be awarded funding under this program.

DHCD Grant Eligibility Conditions (1 of 2)

- A Maryland Historical Trust (MHT) approval or exemption must be obtained prior to work commencing **for all addresses.**
- Project addresses must be within the boundaries of DHCD's Sustainable Communities.
- Site control must be secured before work commences. For residential projects, the property owner must sign the scope of work that includes eligible expenses.
- The principal use **cannot be:** pawn shops, gun shops, tanning salons, massage parlors, adult video/book shops, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors or liquor stores.
- Funding is provided on a **reimbursement basis** and **is contingent on adequate documentation** and reporting, including detailed invoices.

DHCD Grant Eligibility Conditions (2 of 2)

- DHCD, its agents and its employees shall be allowed to **inspect projects during construction** or rehabilitation and upon completion.
- The grantee shall ensure that **all necessary approvals** for the commencement of the project have been obtained, including all applicable permits and licenses.
- On or before the end of the grant term, the grantee shall obtain any applicable **certifications, licenses, permits, and approvals** necessary to operate the project, and shall otherwise satisfy all requirements necessary to operate the project.
- The grantee represents, warrants, and covenants that, other than as disclosed to DHCD in writing prior to work commencing, there are **no known hazardous materials** located on the property, that it will not cause or knowingly allow any hazardous materials to be placed on the property. […] De minimis amounts of household cleaning supplies, office supplies and petroleum-based products used in the ordinary course of operating the property and which are stored and disposed of in accordance with applicable laws are not considered hazardous materials. **[See full text in NOFO.]**

Montgomery County Eligibility (1 of 2)

- The organization must be currently registered and in **Good Standing** with the MD State Department of Assessments and Taxation (SDAT).
- ***New FY26 Requirement**** The organization must have a "Current" standing with the Maryland Secretary of State OneStop – Charities Public Registry.
- 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.
- All activities and expenditures under this grant program must be provided in Montgomery County and/or be **exclusively for Montgomery County residents**.

Montgomery County Eligibility (2 of 2)

- All successful applications must clearly state the following and activities and expenditures funded through this grant program must:
  - Be provided **free of charge** (not permitted: requesting donations and use of County resources for fundraising);
  - Not be provided in promotion of a particular **religion, political party**, etc. or with a requirement of service or program attendance; and
  - Be open and available to **all Montgomery County residents**, regardless of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, sexual orientation, gender identity, family responsibility, genetic status, presence of children, or source of income.
- 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. Grant funding **cannot** be used for any purchase which has already been made; purchases or activities unnecessary to accomplish grant purposes as determined by Montgomery County; prior obligations of and/or fines; debts and penalties imposed on the grantee; lobbying expenses; alcoholic beverages; or supplanting (replacing) other funds.

Illustrative Activities (MCG only)

Description	Cost per Participant*	Number of Participants
Electrification/HVAC		
Use of Manual J software approved by the Air Conditioning Contractors of America to develop HVAC load calculations	Up to $500	3 employees/subcontractors
Electrification-specific energy auditor training using the Building Performance Institute curriculum	Up to $750	3 employees/subcontractors
Remediation		
IICRC Mold Remediation Specialist certification for mold remediation and restoration services	Up to $450	3 employees/subcontractors

Illustrative Activities (MCG & DHCD)

Type	Description and Requirements
Electrification of heating/cooling systems and domestic water heating	Replacement of fossil-fuel heating system(s) with heat pump(s) (conventional ducted, mini-split, cold-climate) that are CEE Tier 1 and/or ENERGY STAR-certified. Cold-climate heat pumps must be ENERGY STAR Cold Climate or CEE Tier 1 Path A rated. The heat pumps (optionally with electric auxiliary heat) must carry the entire heating/cooling load of the dwelling. Water heaters must be all-electric and ENERGY STAR rated.
Asbestos testing and removal	Testing and removal of Suspected Asbestos Containing Materials (SACM) if testing confirms that it contains asbestos. Includes vermiculite insulation and pipe wrap. Flooring is to be encapsulated where feasible. *Removal of flooring that contains asbestos will require County approval.*
Window repair, replacement or installation	This includes any required lead testing. *County approval will be required for window replacements funded by this grant.*
Roof repair/ replacement	When there is a documented need. Geotagged photos must include evidence of leaks, rotted sheathing or other defects. *County approval will be required if roof replacement is proposed only to enable solar panel installation.*
Electrical panel upgrades	Electrical panel "heavy up" to enable electrification of space heating, water heating, cooking, EV charging, installation of solar panels, and battery storage.
Electrical modernization	Replacement of knob and tube electrical wiring or branch circuit aluminum wiring to enable weatherization and electrification.
Solar battery storage systems	For resilience/standby power, complementing existing on-site PV solar.
Chimney repair/removal	As needed for health and safety.
Extreme heat measures	Items not included in state weatherization programs. *County approval may be required prior to work commencing.*
Flooding measures	Sump pumps, exterior regrading and drainage work. May be repairs or preventive; must address the underlying cause to the extent practicable. *County approval may be required prior to work commencing.*
Interior repairs	Interior finish repair or replacement (walls, ceilings, floor coverings) up to 50% of total wall area to remediate water or mold damage. Must replace a like finish. Does not cover damage due to negligence or willful damage. Floor repair (framing and/or subflooring). Cosmetic-only repairs are not permitted.
Dehumidifiers	Room or permanently installed units, plus related controls to maintain the relative humidity below 60% in basements, crawl spaces and other areas that cannot be adequately dehumidified by the central HVAC system(s). Source of moisture must be mitigated if dehumidification is HEECAP-funded.
Radon mitigation systems	If measured radon levels are at or above the EPA's 4.0 pico-Curies per liter (pCi/L) action level measured with a short- or long-term test. *Documentation must be submitted to the County.*
Flood insurance	Procurement of multi-year flood insurance coverage on residents' behalf. *County approval required.*

Required Program Tasks

After an initial kick-off/compliance orientation meeting, for which by attending the grantee will receive an initial percentage of the total award, the grantee will be paid based on submission and approval of quarterly programmatic and financial reports to the County. The financial report template will be provided by the County and reflect project expenses incurred during the relevant period of performance. The programmatic report template will also be provided by the County and include, as applicable:

- A summary of work, including milestones achieved and obstacles encountered during the previous month.
- Documentation showing project completion with supporting documentation:
    - Product registration documentation
    - Finalized permits
    - Geotagged before and after photos, including serial numbers for appliances/equipment
    - For HVAC projects: AHRI certificate(s), Manual J report
    - For water heater projects: AHRI certificate
    - Completed reports for any testing performed (e.g., lead, radon)
- *DHCD reporting dates are different from the unrestricted HEECAP grant, and are due on these dates: September 1, 2026, December 1, 2026, March 1, 2027, with a final report due on June 15, 2027. MCG are quarterly.*
- *Additional records may be required by DHCD.*
- Organizations should expect to report on the Performance Plan as a grant requirement as well as have monthly check-ins with Montgomery County Government staff. The County also reserves the right to conduct site visits where grant funds are deployed (with resident approval).

Submission Guidelines

- Submissions must come through the online application portal. Create an account and then apply through the FY26 HEECAP Grant Program page or the FY26 HEECAP DHCD-Funded Program Page.
- All applications must be fully submitted online by **Wednesday, April 15, 2026 at 11:59 PM**
- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

Application Tasks

- **Applicant Information:** Organization contact info and supporting documents (data fields and uploads)
- **Applicant Background (OPTIONAL):** Organization size and leadership demographics (*data collected will **never** be seen by Review Committees or used in award decisions*)
- **Licenses, Policies and Procedures**
- **Project Strategy:** Project data, narrative questions, and grant request type
- **Project Staffing Plan:** PDF upload
- **Project Work Plan/Timeline:** PDF upload
- **Performance Plan and Performance History:** PDF upload, KPIs included
- **Optional Supporting Documentation**
- **Project Budget Supporting Information Task**
- **Euna Budget Tool (for detailed budget AND required Budget Narrative)**

See full Task requirements and guidance on the FY26 HEECAP Grant Page and the FY26 HEECAP DHCD-Funded Grant Page

Project Strategy

- **Project Title**
- **Project Overview *(May be used in County press releases or announcements)***

Project Strategy Narrative:

1. Please describe the specific population/community that your organization targets and explain your relationship to this population/community. How is your organization uniquely suited to have a positive impact on this population/community?
2. Please present a plan for how your organization will verify income eligibility of target beneficiaries.
3. In Montgomery County, our changing climate is impacting LMI residents' ability to live safely in their homes, and existing assistance programs do not always provide funding to address climate impacts, health hazards, replacing inefficient or unsafe fossil-fuel appliances with efficient electric equipment, and other barriers to participating in these programs. How will your proposed solution address these issues or needs? Please explain in as much detail as necessary.
4. What are your organization's current capabilities to implement the proposed project? Please note your capacity, including human and financial resources, to implement projects. Feel free to reference other Tasks in this application (i.e., Staffing Plan) for more detail instead of repeating it in this narrative.
5. What accountability/quality assurance checks and mechanisms will you have in place to ensure that the target beneficiaries are provided with quality services? What process will you have in place to remediate any potential problems that may arise because of faulty installation or defective parts? How will repairs after installation be handled?
6. What is your organization's capability to implement this project in a culturally, linguistically, and/or technically proficient way for the target population/community?
7. Overall, how will the requested funding have a positive outcome on your organization and target population/community? Please reference direct and indirect benefits that this will have on impacted residents, their utility bills, health impacts, the County's climate goals, and other benefits as appropriate.
8. How do you envision that your proposed pilot project will inform the County's efforts to develop a more robust permanent program in the future? Please be specific.
9. 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? How will the roles and responsibilities under the project be separated by organization?

Project Staffing Plan

This section should detail the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a projected start date within the grant period as to when the position will be filled should be supplied. If applying as a collaboration, please note the organizational affiliation of each staff member.
Note: Some prior grantees have experienced trouble hiring staff at very low wages; your application will not be penalized for proposing that staff be paid commensurate with their specialized talents and experience in delivering the proposed services.

The Staffing Plan should include at a minimum these details for existing positions, positions to be filled, and/or contractors that would support the project:

- The name of the position;
- Expected salary or hourly rate for the position;
- Percentage of staff time to be dedicated to the proposed project;
- Any current and relevant degrees, licenses, certifications, or other professional credentials related to the project;
- Outline of language skills and/or cultural competencies; and
- Description of the position role in relation to the proposed project.

Performance Work Plan/Timeline

This section should outline the implementation schedule of the proposed program over the 12-month grant agreement period of performance.

The implementation schedule over the performance period should list:

- The program's objectives and related activities;
- Timeline for implementation and completion (on a 12-month time horizon); and
- Responsible staff and relevant licenses/certifications.

The performance period may assume specific start and completion dates or cover a generic period of time. The final performance period for an award will be contingent on when the actual grant agreement is signed by all parties.

Performance Plan

The **Performance Plan** outlines how you will measure success for your proposed project. To measure the success of the project, the Performance Plan should include the following:

Key Performance Indicators (KPIs)/metrics: outline of the metrics to be collected, targets for each metric, and the quantitative/qualitative data collection and evaluation methods for each metric. Both target outputs and outcomes should be addressed. The applicant should propose KPIs relevant to measuring the success of their proposed project. All grantees will be required to report quarterly the following metrics; as such, all applications should include planned targets for these indicators:

- Number of households that receive one or more upgrades
- Installations by type
- Installations by ZIP code
- Number of households that have enrolled in weatherization/energy efficiency programs following grant-eligible upgrades (e.g., removed from program deferred lists)

Key Milestones/Benchmarks: List the specific milestone to be achieved, a target date to achieve it, and the impact achieving it will have on the organization.

Performance History

The **Performance History** should provide evidence of capacity to undertake the proposed project based on pertinent work experience with regard to the work discussed in the Strategy Narrative. The response must describe examples of the applicant's prior or current relevant experience as to its ability to successfully operate and manage projects focused on supporting LMI households with maximizing emission reduction and adapting to climate change. The outcomes described may be the result of projects funded by previous County grants, other funding sources, initiatives outside of the County that your proposals seek to emulate in the County, or they may be based on research and/or other best practices. As part of its response, the applicant must describe specific examples of both successes and challenges in managing similar types of work. The response must describe the particular details of the success or challenge, explain how it is applicable/relevant to the proposed project, and explain how the applicant will incorporate any lessons learned into the management and implementation of the proposed project.

Project Budget Task

Data entries:

- Total Montgomery County Funding Request – Total amount requested from the County for the entire duration of the project
- Total Project Cost – Total cost of project from *all* funding sources
- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (optional)

Euna Grants Budget Tool for Detailed Budget:

MCG Requirements	DHCD Requirements
• Personnel – Staff salaries; • Fringe Benefits – Health insurance and other staff benefits; • Travel – Transportation stipends, vehicle operation, or public transportation vouchers; • Equipment – Items individually worth less than $5,000 but more than $200; • Supplies – Items individually worth less than $200; • Contractual – Contractors for services or training as well as licenses; • Construction – Renovation or other construction related expenses; • Other – Any other project related costs that do not fit into the categories above; and • Indirect Costs – These will be automatically calculated based on your entered Indirect Rate. Applicants are encouraged to use the federal de minimis rate of 15% as part of their submission. Organizations may charge a higher indirect rate if they can provide a valid federal Negotiated Indirect Cost Rate Agreement (NICRA) with a higher rate. • If applying as a collaboration, please include the appropriate division of budget between the two or more organizations that are applying.	• Capital Expenses - Capital expenses are one-time costs of $5,000 or more in value that cover the purchase or significant improvement of a fixed asset.

Project Budget Narrative/Justification

At the bottom of the Budget Tool, applicants will have the opportunity to enter their Budget Narrative (8,000 characters max). The Budget Narrative should be entered as a bulleted description of each line item entered in the Budget Tool above. The descriptions should explain why the cost is necessary for the project and how the figure was calculated. Two to three sentences per line item is generally sufficient, but applicants may exceed that amount if necessary to fully explain a line item. Note: In past grant programs, applicants have frequently received low scores on their budgets for not fully explaining why each line item was necessary for the proposed project, especially positions.

If applicable:

- Cost share is not required, but if including cost share, please briefly outline the source.
- If your organization does work regionally or has other funding sources, please provide us with information to reassure us that the HEECAP funds will not simply enable you to shift current, non-HEECAP monies to operations outside the County but rather will allow you to add to or expand your work on behalf of residents of Montgomery County.

Ethics Questions

- **Does your organization employ current employees or contractors of 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 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.

Other REQUIRED Preparations

- **Register and create a profile on the online application platform** for each team member who will be working on your application.
- **Verify that your organization is registered with the Maryland State Department of Assessment and Taxation (SDAT).** Click **here** to go to the SDAT Business Express site to confirm. Even if your organization is registered in another jurisdiction, you must be registered with SDAT for Montgomery County to finalize an award with your organization.
- **If your organization is not in Good Standing with SDAT, take the necessary steps to get back into Good Standing.** SDAT will advise what steps are required. Montgomery County cannot finalize an award with you or your 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, you will need to be registered with CVRS to receive payments.
- **Ensure your organization has a "Current" standing** with the Maryland Secretary of State's OneStop Charity Database.

Review Process

1. **OGM Administrative (Administrative) Review -** OGM will assess all applications for Montgomery County Eligibility Conditions as well as confirm that the applications submitted are complete and meet minimum standards. If minor errors are found, OGM will give applicants a brief window (usually two business days) to resolve the issue. Applicants generally will not be given the opportunity to resolve any issues with County Eligibility Conditions or major issues with their applications.
2. **Subject Matter Expert (SME) Review** - DEP will recruit an independent Review Committee that will develop and submit recommendations for funding. The Review Committee will be composed 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, grants administration, project management, and/or ability to analyze programs from a Racial Equity and Social Justice lens. The panel members will review and score proposals based on the criteria outlined in this program and submit recommendations for awards. Final decisions will be made based on the scores and such other factors and considerations as the County deems relevant at the time of award. These may include the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

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)

Scoring – 100 Possible Points

A. Project Goals and Grant Program Priorities (1-3 rating; weighted 20/100 pts)

In line with the priorities for the FY26 HEECAP Homes Grants Program, the proposal:

- Proposes a project that targets LMI residents;
- Fills gaps not covered by existing federal, state and County programs;
- Proposes a pilot approach that may be scaled up into more established, large-scale County programs with the aim of maximizing emission reduction and adapting to climate change;
- Applies a racial equity lens, demonstrates cultural proficiency, and expresses inclusivity of LGBTQIA+ community members; and
- Ties into the County's climate goals outlined in the Climate Action Plan.

Scoring – 100 Possible Points

B. Sound Fiscal Management & Budget (1-3 rating; weighted at 20/100 points)

- Applicant has robust grant and financial management systems;
- Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy, Staffing Plan, and other parts of the proposal; and
- Applicant's Budget and Budget Justification reflect eligible, reasonable, and realistic costs needed to implement the proposal and achieve the stated outcomes.

Scoring – 100 Possible Points

C. Organizational Capability (1-3 rating, weighted at 30/100 points)

- Applicant provides evidence of capability to undertake the proposed project and manage subcontractors (as applicable);
- Applicant demonstrates effectiveness in terms of internal structure, technical capacity, personnel, procurement, and subcontractor management (as applicable) systems in meeting the outcomes of the project;
- Applicant demonstrates the cultural, linguistic, and/or technical proficiency to work with their target population/community in the context of the proposed project; and
- Applicant demonstrates capacity to reach and verify the eligibility of LMI residents.

Scoring – 100 Possible Points

D. Performance Plan and Performance History (1-3 rating; weighted at 15/100 points)

- The Performance Plan is aligned with the Project Strategy Narrative, Budget, and Work Plan;
- The proposed milestones/benchmarks and KPIs are relevant, clearly defined, measurable, and time specific;
- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project;
- Performance History demonstrates relevant experience and evidence that the proposed project will have the desired outcomes for the target population; and
- The applicant incorporates relevant lessons learned from its experience into the proposed design and implementation of the project.

Scoring – 100 Possible Points

E. Soundness of the Overall Proposal (1-3 rating; weighted 15/100 points)

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes; and
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline.

Award Notification

- Award notification letters are expected to be released roughly 3 weeks after the application deadline via email.
- For successful applicants, the award agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.
- Documentation standards are very high as we are subject to audits and must follow official procedures. If you are unable to provide documentation of how the funds were used, your organization may be required to return the grant funds to the County.
- Organizations should expect mid-cycle (at 6 months) and end-of-cycle (at 12 months) financial and performance reporting, modeled on the specific metrics submitted as part of the KPIs.

General Recommendations

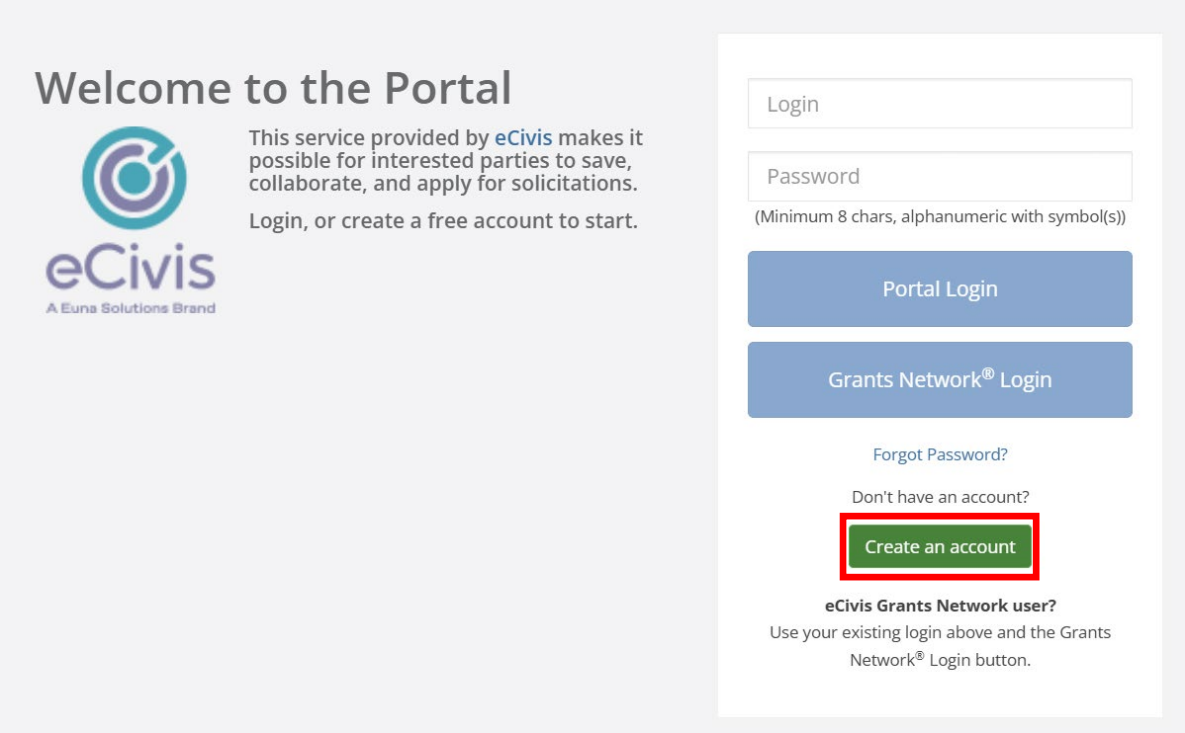
- **Read the guidelines and instructions in the NOFO and follow them.**
- Develop, coordinate, and finalize your application offline and then upload all materials into the online application.
- Uploads in PDF format are preferred (*except the Program Budget, MS Excel please*) but other formats are also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

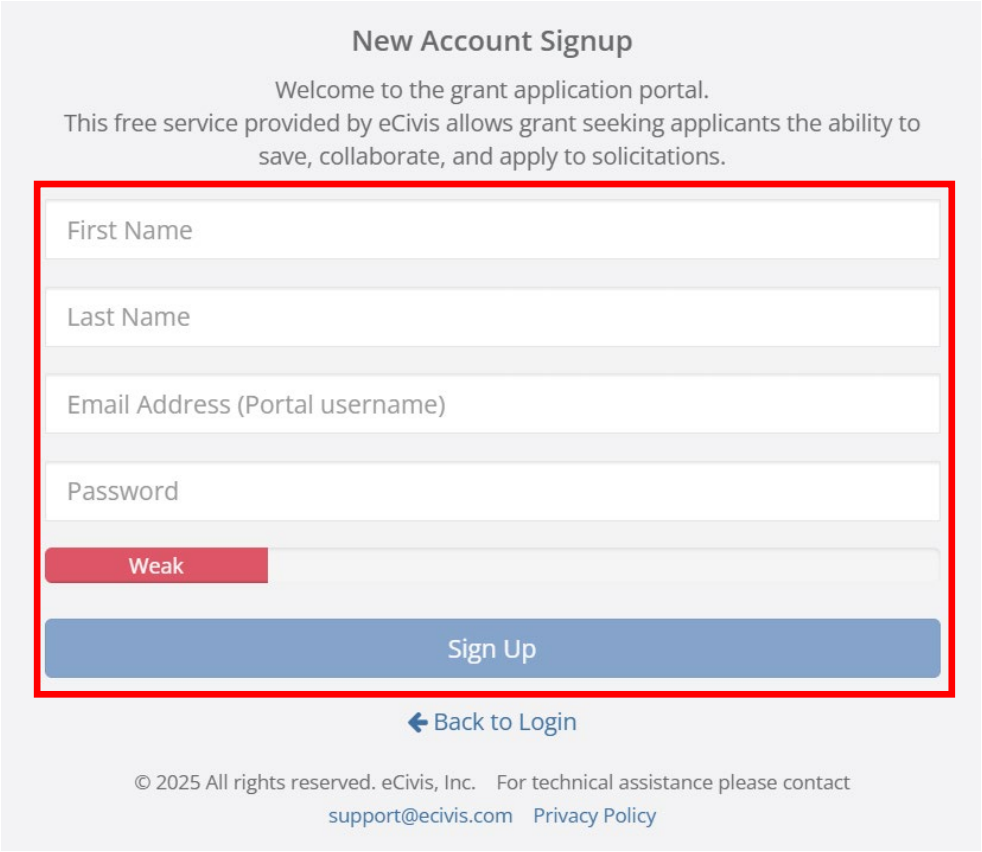
Euna (eCivis) Transition Action Items

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

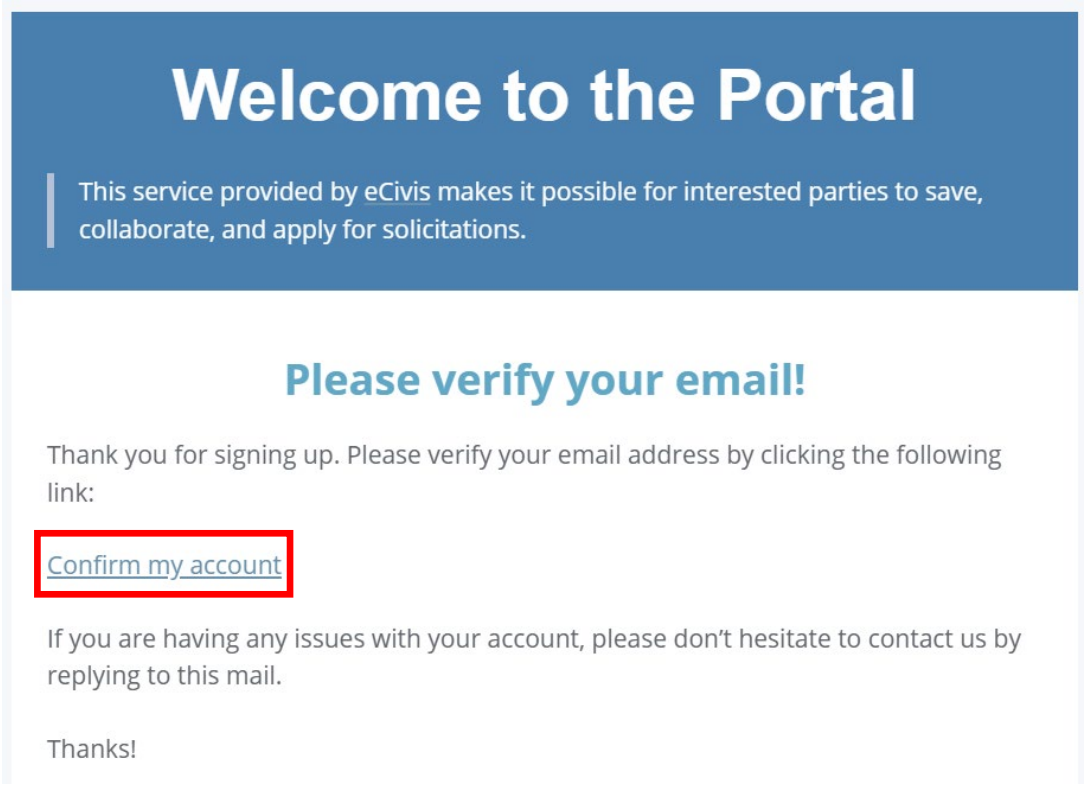
2. **Download and review the Euna (eCivis) applicant user guides**
    1. Logging into Your eCivis Portal Account
    2. Reviewing and Submitting your application
    3. Transfer Application Ownership

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

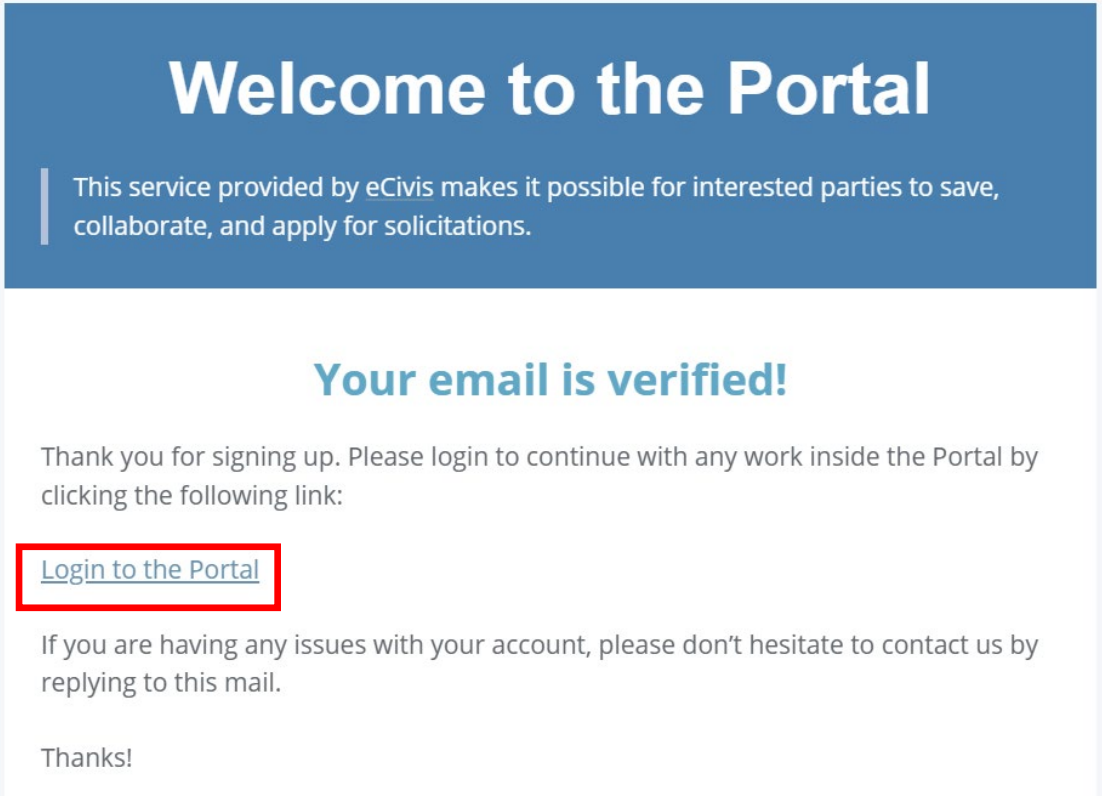




Step 2: Fill in the data fields for the profile owner and set a password. Then click the blue "Sign Up."

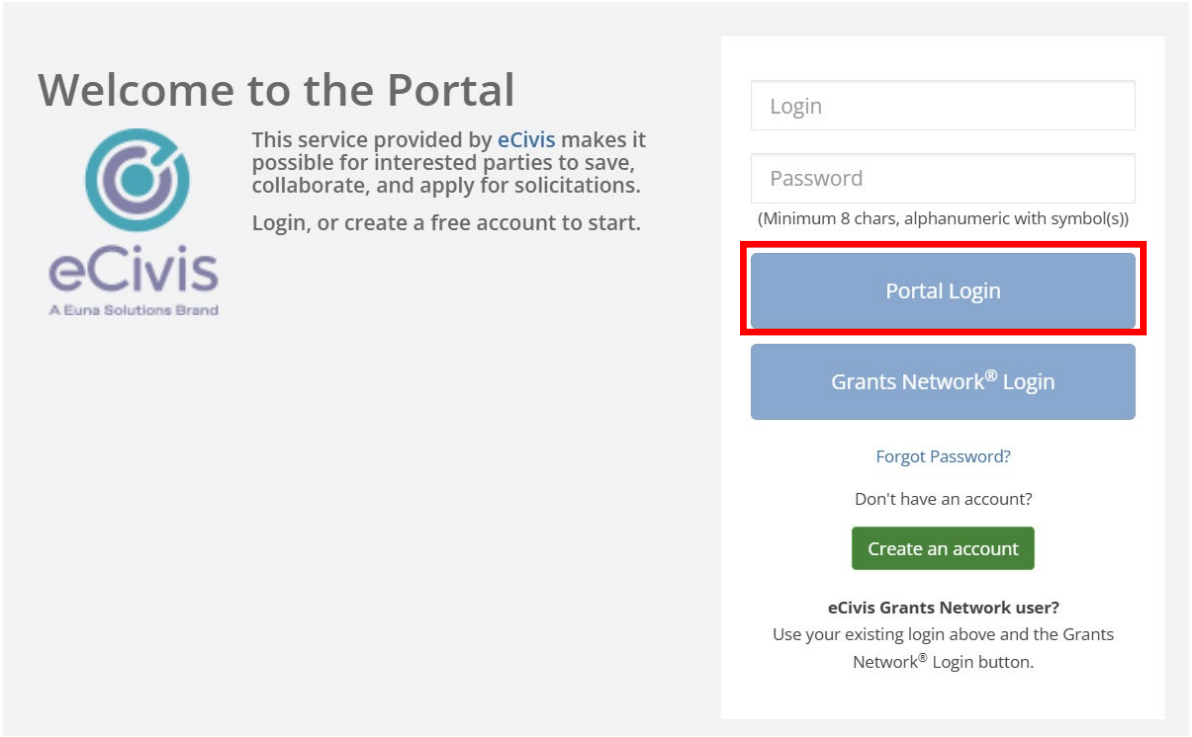


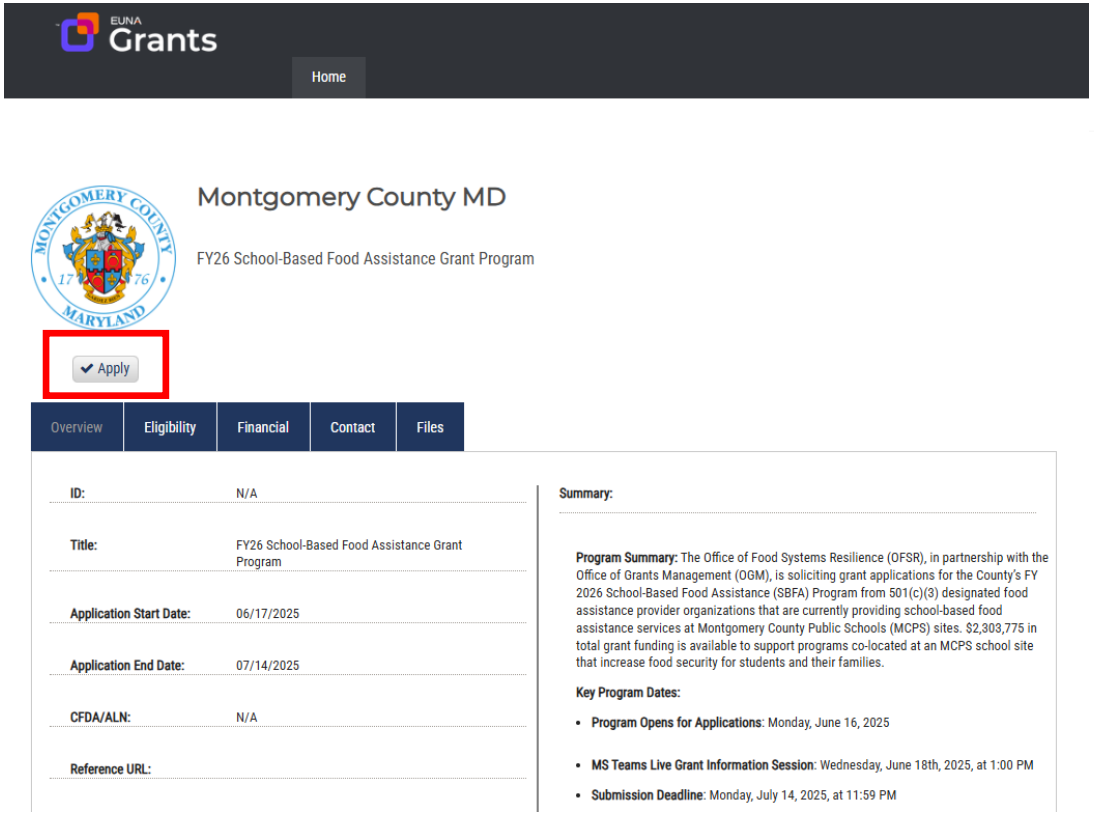
Step 3: Euna Grants (eCivis) will send an email to the account being registered for confirmation. Go to your email address, find the email from the platform, and click the "Confirm my account" link.



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.

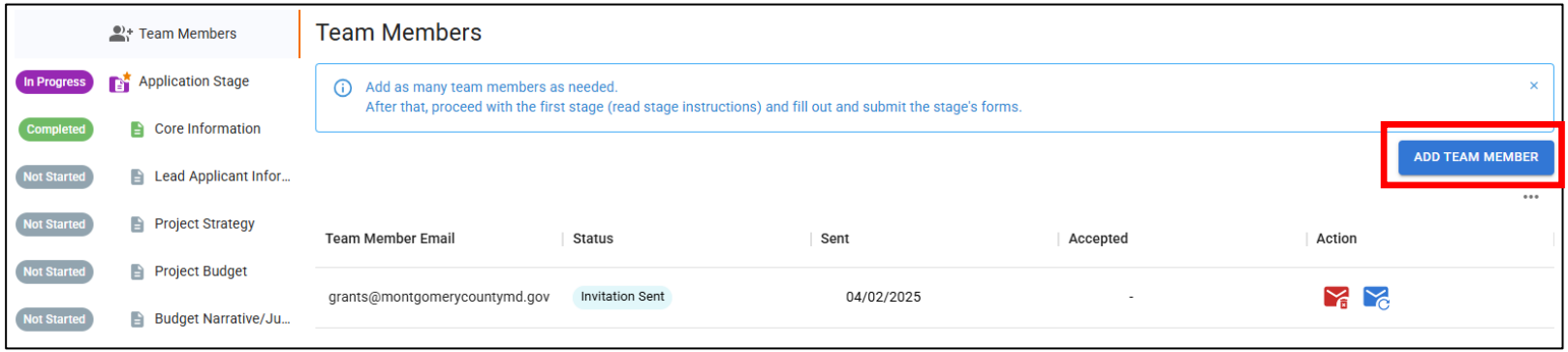
Tip: Do this while already logged in.

Grant Program Page:

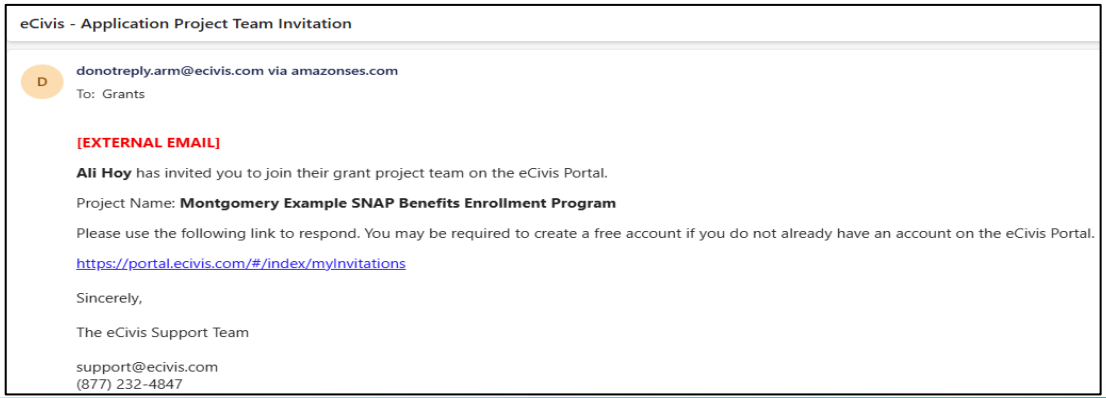
https://gn.ecivis.com/GO/gn_redir/T/387du26mr0fg (MCG)

https://gn.ecivis.com/GO/gn_redir/T/1i05qx8o02ufk (DHCD)

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



Collaborator Email Receipt: 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

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

OGM Support: **grants@montgomerycountymd.gov**

DEP Support: **Jeremy.Good@montgomerycountymd.gov**

Further Questions?

Montgomery County Office of
Grants Management

Gregory Weissman
Outgoing Grants Program Manager
Office of Grants Management
grants@montgomerycountymd.gov

OGM Website
https://montgomerycountymd.gov/ogm/
OGM online grants application platform
https://portal.ecivis.com/#/login