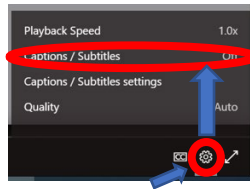
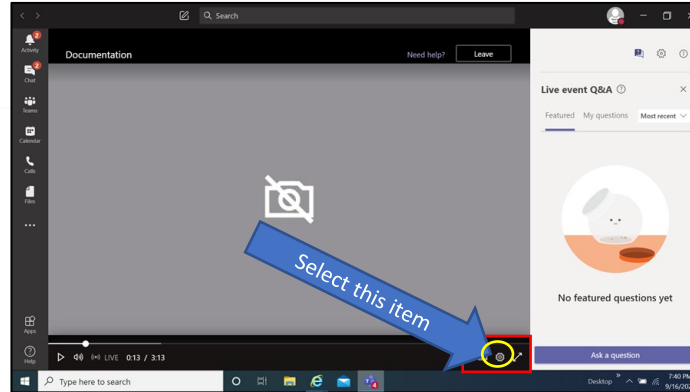
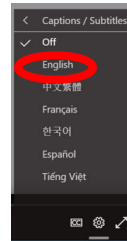


How you can view the multi-lingual closed captions



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



You then select the language of choice



It will then display the language chosen

Disclaimer

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



Montgomery County Office of
Grants Management

**FY23 Nonprofit Technical Assistance and
Management Support (NTAMS) Awards
Kick-Off Information Session**

October 30, 2024

Prepared by Montgomery County Office of Grants Management

Congratulations!

- The slide deck will be available for future viewing on the Office of Grants Management online application portal on the FY23 NTAMS Grant Program page for your reference
- Templates and other resources related to the implementation of this grant program will also be posted on the program page
- This is the same site that you visited to apply for this grant program and will be your “one-stop shop” for reporting

FY23 NTAMS Grants Program Page

<https://mcmdgrants.smapply.org/prog/FY23NTAMS/>

Outgoing Grants



Montgomery County Office of
Grants Management

Information Session Agenda

- Why you won
- Final steps for grant agreement approval process
- Grant Agreement overview
- Reporting & Payment requirements and timelines
- Amendments process
- FAQs
- Walking through key documents and tools
- Q&A

Outgoing Grants



Montgomery County Office of
Grants Management

The 6 MCG/Nonprofit Consensus Recommendations For Community Grants Reform



	Recommendation	Status	
1	Combine County Executive and County Council Community Grant NDAs	Combined in FY21	
2	Change the Community Grants Process to be Outcomes Driven	FY24 onwards	
3	Create a Grants Office to Manage the Community Grants Process	Bill 36-19 OGM active in FY23	
4	Create an Aspire Grant Program to help build Nonprofit Capacity	NTAMS Program and Nonprofit Incubators in FY24 and FY25 Budgets	
5	Create a Grant Agreement Tool	Successfully piloted in FY23 Bringing to scale in FY24	
6	Move Certain Community Grants to the Base Budgets of Departments	Shifts from FY21 through FY24	



Awarding Process

- 150 applications with requests totaling over \$9.0 million with only \$750,000 available to give (an over 12 to one ratio of requests to funding)
- OGM assessed all applications for completeness, legal eligibility, and match with program goals and priorities
- Parameters of the grant program and diversity of underserved groups and organizations was too wide for an effective review
- All eligible applications were provided with an equal amount of unrestricted funds of \$5,244.00

Outgoing Grants



Montgomery County Office of
Grants Management

Use of Funds

- Awards are **unrestricted funds, not program funds**
- Purpose of funds is intentionally highly flexible
- Must be used to enhancing your organization's core capacity, infrastructure, and support functions that result in improved overall performance of an organization and its programs in Montgomery County
- For regional organizations, funds MUST be used to support **Montgomery County staff/operations**. They CANNOT be used to support activities outside of the County.

Use of Funds

- Awards are **unrestricted funds, not program funds**
- Purpose of funds is intentionally highly flexible
- Must be used to enhancing your organization's core capacity, infrastructure, and support functions that result in improved overall performance of an organization and its programs in Montgomery County
- For regional organizations, funds MUST be used to support **Montgomery County staff/operations**. They CANNOT be used to support activities outside of the County.

Grant Agreement Structure

- Only a Standard Grant Agreement and General Conditions
- No other attachments will be included
- Scope and Authorized Budget will be integrated directly into the grant agreement
- Payment of funds will be a full upfront payment for 100% of the value
- OGM will use a new Direct Pay method that will not require invoices/requests for grant payments
- Recipients will have a 12 month Term to spend the funds
- Required reporting will only be a Final Report due after the 12 month ends
- Focus of reporting will be on how the funds were used and how they helped accomplish the goals of the grant program
- Recipients will be required to maintain financial back-up information (i.e. receipts and invoices) for all expenses from the grant for 3 years after

Outgoing Grants



Montgomery County Office of
Grants Management

Next Steps

1. Recipients submit POC updates through SM Apply (or confirm existing POC info is accurate). OGM will NOT collect proposal updates since a simple Scope and Authorized Budget will be integrated directly into the grant agreement.
2. OGM will review to ensure updates are accurate and complete.
3. OGM will merge POC data with our Grant Agreement template and General Conditions into a single PDF Grant Agreement Package.
4. OGM will email the Recipient the Grant Agreement Package for review and signature.
5. The Recipient will sign the Grant Agreement Package and upload it into SM Apply.
6. OGM will then transfer the Grant Agreement Package to the Office of County Attorney (OCA) for review and signature.
7. The OGM Director will then sign the Grant Agreement Package.
8. The fully signed Grant Agreement Package will be emailed back to the Recipient.
9. OGM will process a Direct Pay for the Grant Agreement through the Department of Finance. NO Purchase Order needs to be processed for this new method for small awards.
10. Recipient will receive funds either through ACH or by mail.

If any stakeholder finds an issue that requires changes, then it is back to Step #1.

DO NOT begin implementation or any spending towards this project until you have a Fully Executed Grant Agreement (signed by all parties) in hand.

Overview of Grant Agreement

- **Coversheet** – Condenses all key information into a single page for easy reference by both Grantee and Grantor
- **List of Attachments (page 2)** – Lists the key documents added to the Grant Agreement that provide details on implementation scope.
- **Order of Authority (Page 2)** – List the order of authority of documents (which trumps the others) if there is a conflict between different documents in the Grant Agreement package
- **Data Elements** – Specifically define roles, terms, standards, processes, and timelines for various aspects of implementation
- **Signatures** – Captures the signatures of all key parties. Grant Agreement is Finalized when all three parties have signed the document
- **General Conditions** – Additional, more general, and inflexible requirements for all County Grant Agreements

Outgoing Grants



Montgomery County Office of
Grants Management

Data Elements (1 of 4)

1. **Grant Agreement Award Amount** – Defines the amount awarded
2. **Grant Agreement Scope** – Summarizes and defines the broad scope of the Grant Agreement
3. **Chief Administrative Officer (CAO)** – Affirms role and authority of CAO, or their designee, over grant agreements
4. **Grant Monitor and Administrator** – Defines roles of Grantor representatives listed in the Cover Sheet
5. **Payment Method and Schedule** – Defines process, requirements, and expected timelines for grant payments
6. **Grant Agreement Compliance** – Notes that both parties agree to follow the terms of the Grant Agreement

Data Elements (2 of 4)

7. **Authorized Budget** – Specifies the budget that will bind approved spending under the Grant Agreement
8. **Allowable Costs** – Defines criteria of how costs will be considered allowable
9. **Amendment of Grant Agreement Budget** – Defines budget intent, standards for needing an amendment, process for seeking amendments, notes a 10% flexibility without amendment, and notes that the County will not provide or reimburse spending outside of the approved budget
10. **Term** – Defines the length of time that the grant agreement must be completed by and the process for seeking extension via an amendment
11. **Amendment** – Requires all amendments to be mutually approved
12. **Non-Liability** – Removes liability from the County for grant implementation

Data Elements (3 of 4)

- 13. Notices** – Defines addresses and effect of written notices for both parties
- 14. Refunds** – Defines terms of when distributed grant funds need to be returned to the County
- 15. Termination** – Defines timeline, process, and requirements related to the termination of a grant agreement by the County
- 16. Audit and Records** – Sets requirements for maintaining proper financial documentation, term that these must be maintained, and provides the County the right to audit grant agreement related records at will
- 17. Right of Visitation and Inspection** – Provides the County the right to inspect in-person grant agreement funded activities and relate records
- 18. Reporting and Evaluation** – Defines Programmatic and Financial reporting requirements, process, and link to payments

Data Elements (4 of 4)

- 19. Information Disclosure** – Acknowledges that grant agreement related documentation is subject to the Maryland Public Information Act (MPIA)
- 20. Additional Grant Agreement Conditions** – Establishes unique requirements for a particular grant program or individual grant agreement
- 21. Name and Signature Requirements**– Sets requirements that legal name for organization must be used in the Grant Agreement and that the signatory is legally authorized to bind the organization

Payment and Reporting

- The Grant Agreement will provide an upfront payment equal to 100% of your total award at the start of the Grant Term.
- The Grant Agreement requires Programmatic and Financial Reporting tied to specific Performance Periods Payment amounts are NOT TIED TO spending unlike most procurement contracts.
- The goal of this upfront payment system, which is driven by a County Executive directive, is to have partners spending County funds to implement programs instead of spending their own funds and waiting for reimbursement often months after incurring the expense.
- This approach also significantly addresses equity issues in funding as many underserved community-based organizations do not have the reserves or credit lines to take on reimbursable awards.
- Grantees DO NOT need to submit copies of invoices, time-sheets, and other proof of expenditures. Grantees MUST retain these records, per Provision 16. Audit and Records of the Grant Agreement, and make them available to County representatives upon request.
- Note that the Grant Agreement allows the Grant Monitor to audit award finances and make site visits at will.



Example Reporting & Payment Schedule

Reporting and Payment Schedule	Date Range	Reporting Due Date	Percentage of Total Award	Amount to be Disbursed
Upon Grant Term Start	N/A	N/A	100%	\$5,244.00
Performance Period	11/01/2024 – 10/31/2025	11/30/2025	N/A	N/A
Total to be Disbursed			100%	\$5,244.00

Note: Your specific Grant Agreement's Reporting & Payment schedule is on the Grant Agreement Cover Sheet (the document's first page).

Outgoing Grants



Montgomery County Office of
Grants Management

Upfront Payment

- Requirements to receive this upfront payment are:
 - ✓ You must have in-hand both a Fully Executed Grant Agreement (signed by all parties).
- **No Programmatic or Financial reporting is required, expected, or possible at this stage since implementation of the project has not yet begun.**
- The Grant Agreement provides the County the right to audit how these funds are spent and requires a refund if they are not fully spent by the end of the grant agreement or have been mis-spent.

Before Seeking Payment...

- Ensure your registration with the Montgomery County Central Vendor Registration System (CVRS) (<https://azex32.montgomerycountymd.gov/cvrs/>) is up to date.
- Ensure that your organization is in Good Standing with the Maryland State Department of Assessment and Taxation (SDAT). (<https://egov.maryland.gov/businessexpress/entitysearch>).
- Understand that payments may take up to 30 days to be received AFTER the Grant Monitor has confirmed your reporting meets required standards.
- OGM recommends that organizations sign up for ACH payments via the Central Vendor Registration System (CVRS) to expedite receipt of funds.

Amendments Process

- Your Grant Agreement allows for amendments at the MUTUAL agreement of Grantor and Grantee. These can include:
 - Extending the Term of the Grant Agreement (more time to spend existing funds)
 - Adding new funds to the Grant Agreement (highly unlikely)
 - A combination of several or all of the above
- If seeking an amendment, the Grantee must propose one 30 days before the changes would take place.
- If the Grantor agrees, OGM will develop a Grant Agreement Amendment that includes all agreed upon changes to be signed by the Grantee and the CAO, or his designee.
- Once the Grant Agreement Amendment is signed, the Grantee may begin shifting operations to match the changes.
- Unless funds are being added to a Grant Agreement, an updated Direct Purchase Order is not necessary.

Walkthrough of Key Documents and Tools

- [FY23 NTAMS Grants SM Apply Application Page](#)
- Submitting reporting and requests for payment through your FY24 NTAMS Grants application in SM Apply
- [Financial Reporting Template](#)
- [CVRS Help Contact:](#)
APSupplierRequests.Finance@montgomerycountymd.gov

Outgoing Grants



Montgomery County Office of
Grants Management

Frequently Asked Questions

- “The award Tasks from the Notification Letter is not showing up in my SM Apply account. Where is it?”
 - Your application was probably submitted by another profile. Check with your team to see whose profile submitted the application. The new Tasks will appear there.
- “The person who submitted the application no longer works for our organization and we don’t have access to their profile.”
 - Contact OGM, we can help switch “ownership” of the application from the old profile to one currently used by your organization. If seeking an amendment, the Grantee must propose one 30 days before the changes would take place.
- “I’m having trouble updating my CVRS account. Who can help me with this?”
 - OGM does not have access to CVRS as this is Department of Finance managed platform with strict access requirements. Email APSupplierRequests.Finance@montgomerycountymd.gov for help with CVRS.



Further Questions

Ali Hoy

Outgoing Grants Program Manager • Office of Grants Management
240-773-3384 • grants@montgomerycountymd.gov

FY23 NTAMS Grants Application Page

<https://mcmdgrants.smapply.org/prog/FY23NTAMS/>

Outgoing Grants



Montgomery County Office of
Grants Management

Other OGM Resources

OGM Website

<https://montgomerycountymd.gov/ogm/>

OGM online grants application platform

<https://mcmdgrants.smapply.org>

Registration Link for the
[Montgomery County Grant Opportunities Newsletter](#)

Download the
[FY2025 Grant Program Forecast](#)

Outgoing Grants



Montgomery County Office of
Grants Management