

MONTGOMERY COUNTY GOVERNMENT
Office of Grants Management

FY23 Strengthening Support to Migrant and Asylum-Seeking Residents (SSMASR) Grant Program

Program Opens for Applications: Monday April 24, 2023 at 12:00 PM

Grant Program Information Session*: Tuesday May 2, 2023 from 1:00-2:30 PM

* A link for the Information Session will be available on the Office of Grants Management application portal. The event will be recorded and posted in the same location on the website.

Submission Deadline: **Monday May 22, 2023 at 9:00 AM**

Grant Program and Submission Details: Application details can be downloaded and application may be submitted through the Montgomery County Office of Grants Management - Grants Application Platform. Online submissions only. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options. Incomplete applications or those submitted after the deadline will not be accepted.

FY23 SSMASR Application:

<https://mcmdgrants.smapply.org/prog/FY23SSMASR>

Grants Application Platform: <https://mcmdgrants.smapply.org/>

Link to Information Session Event: [Click HERE](#)

For technical support, please contact the Office of Grants Management using the contact information below:

Point of Contact:

Ali Hoy, Outgoing Grants Program Manager
Office of Grants Management
240-773-3384
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SECTION I – BACKGROUND

A. Introduction

The Montgomery County Department of Health and Human Services and the Office of Grants Management are soliciting grant applications for the County’s FY 2023 Strengthening Support to Migrant and Asylum-Seeking Residents (SSMASR) Grant Program from qualified nonprofit organizations providing direct service delivery to new migrant and asylum-seeking populations in the County (hereby referenced as “migrants”). Councilmember Nancy Navarro proposed, and the County Council approved, an additional \$200,000 in funding to [Special Appropriation #23-17](#) for a competitive grant program to support and strengthen culturally and linguistically proficient service delivery to bolster the county’s systemic response to these populations. These grants are intended to support smaller emerging organizations that fill specific service needs in the community.

FY23 SSMASR award amounts will vary, with at least two awards from a total pool of \$200,000. The minimum grant award that will be considered for any applicant is \$50,000 and the maximum grant award considered will be \$100,000. At present, the County Council has made this funding available for one year so all funded activities must be implemented within 12 months.

As charged in Bill 36-19, the Office of Grants Management provides a central point of contact regarding the grants that the County receives or awards. Office of Grants Management also develops countywide policies and procedures regarding grants management and ensures these are consistent with racial equity and social justice goals, performs outreach regarding grants offered by the County and other grants functions.

B. Target Population

The target population for this grant are recently arrived migrant and asylum-seeking individuals and families residing in Montgomery County, requiring culturally and linguistically proficient direct services.

C. Funding Areas

The goal of this program is to support and strengthen culturally and linguistically proficient services to bolster service delivery to new Montgomery County migrant populations by providing grants to small and emerging organizations.

Allowable purposes for this grant include:

- Culturally and linguistically proficient direct service delivery to migrants and their families; and
- Training for provider organizations that will strengthen the organization’s capability to respond to needs for services.

To be considered for funding proposals **MUST** include targets for the following metrics and a plan to track them:

Through innovative and creative channels, migrant households (individuals or families) will receive support in one or more of the following areas per month:

1. Obtaining stable housing
 - Performance Metric: 60% of clients will secure stable housing that is safe, adequate, and affordable.
2. Immigration-related legal support
 - Performance Metric: 80% of households will be connected with legal supports and/or services to assist with pathways to legal status
3. Employment supports
 - Performance Metric: 60% of households will be connected to adequate employment that allows them to meet basic needs and manage debt with minimal assistance.

As the goal of this program is to bolster the county's existing systemic response to these populations, priority for the above services must be given to migrant households referred by the county Department of Health and Human Services' Bienvenidos initiative. It is expected that 75% of the population served will be comprised of referrals from the Bienvenidos Initiative coordination team and Bienvenidos Helpline.

Priority in awarding funding will be given to **small and emerging organizations (annual budget within \$250,000-\$500,000)** in Montgomery County that:

- Seek to support and strengthen service delivery to migrant populations;
- Fill specific needs (refer to Funding Areas above) in the migrant communities;
- Provide culturally and linguistically proficient service delivery to migrant individuals and families;
- Submit proposals which bolster the County's systemic response to migrants; and
- Submit proposals which have a broad base of impact in the target communities.

The Department of Health and Human Services and the Office of Grants Management will seek proposals from organizations that:

- Exhibit cultural proficiency;
- Are inclusive of the LGBTQIA+ community members; and
- Use a racial equity lens in providing services.

D. Eligible Organizations

Applicants must meet all of the following conditions:

- The organization must be a Federal 501(c)(3) tax-exempt status organization or a collaboration between two or more organizations with this status;

- 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;
- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- All services and programming to receive funds must be provided 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.

Proposed programs must be for a new service(s), expansion of existing services, or a combination of both. County funding cannot be used to supplant other funding for already funded services.

E. Award Amounts and Duration

Award sizes will vary, with at least two awards from a total pool of \$200,000. The minimum grant award that will be considered for any applicant is \$50,000 and the maximum grant award considered will be \$100,000. The grant will be awarded for up to a one year (12-month performance period) and all grant agreements must be finalized by June 30, 2023. Programs must be run and be evaluated during this period. This Grant Program does not commit Montgomery County to make an award.

F. Application Review & Awards

Office of Grants Management uses an independent review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals from Montgomery County Government selected for their experiences in the grant program’s subject area, grants administration, and project management. The panel members will review and score applicant 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, which may include: updated consideration of how well the applicant has performed on prior programs; and the input and expert opinion of grant administrators with prior experience with applicants and relevant department and office Directors.

G. Award Notification

Award notification letters are expected to be released roughly one month after the application deadline via email. For successful applicants, the Grant 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.

H. Submission Guidelines

The **ONLY** method to submit an application is through the SM Apply online portal linked on the first page of this document. Applicants requiring an Americans with

Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

Applications are due no later than Monday May 22, 2023 at 9:00 AM. All applications will be recorded upon receipt. Applications received after the deadline will be disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the funding agency will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted files or digital material will not be considered.

The grant application will be available through the Montgomery County Office of Grants Management - Grants Application Platform through the links posted on the first page of this document. Once the applicant clicks on the link, they will be prompted to create a SM Apply account, select the FY23 SSMASR Grant Program, and then will be able to access the grant application.

I. Information Session

A FY23 SSMASR Grant Program Information Session will be held (see details on page 1). Potential applicants may participate in the MS Teams Live event or view its recording by clicking here. The meeting link and event recording have also been posted on the application for this program linked on the first page of this document.

J. Contact Person:

Ali Hoy, Outgoing Grants Program Manager
Office of Grants Management
240-773-3384
Ali.Hoy@montgomerycountymd.gov

K. Terms and Conditions

- County reserves the right to accept or deny any or all applications if the County determines it is in the best interest of the County to do so. The County shall notify the applicant if it rejects that applicant's proposal. The County reserves the right to suspend or terminate an outstanding Grant Program.
- The County reserves the right to issue addenda and/or amendments subsequent to the posting of a Grant Program, or to rescind the Grant Program.
- The County shall not be liable for any costs incurred in the preparation of applications in response to the Grant Program. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The County may conduct pre-award on-site visits or request additional information to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services proposed.
- The County may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations. The County shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal, State, and County regulations; payment provisions identifying how the

grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal, state, or County law and/or the granting department; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the Grant Program and any applicable federal, State, or County law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

SECTION II – SCORING OF APPLICATIONS

Scoring Criteria

Applicants' submitted proposals will be reviewed against the following criteria with a maximum score of 100 points.

Criterion A: Soundness of the Proposal (20 points)

- The program results in the accomplishment of the program goals, objectives and outcomes consistent with the FY23 Strengthening Support to Migrant and Asylum- Seeking Residents (SSMASR) Grant Program goals
- The description of the program implementation plan (including the Budget and Performance Plan) is realistic based on the proposed time requirements
- Applicant has contingency plans for altered operations in case of lower than requested funding amounts

Criterion B: Program Goals, Objectives, and Services (20 points)

- Program goals and supporting objectives and activities are clearly defined, measurable, and time specific
- Extra consideration will be given to proposals that address one or more of the priorities identified in the Funding Area section:
 - Obtaining stable housing
 - Immigration-related legal support
 - Employment supports
- Applicant clearly demonstrates the effectiveness of their services and activities in accomplishing the program goals and objectives.

Criterion C: Program Evaluation (15 points)

- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its program and its chosen indicators are relevant measures for the Program's goals.

Criterion D: Organizational Capability and Relevant Experience (15 points)

- Applicant demonstrates the use of a racial equity lens in delivering services
- Applicant demonstrates the cultural proficiency to work with their target communities/beneficiaries and language minority populations;
- Applicant demonstrates qualifications and past experiences to provide services related to the program's goals.

Criterion E: Sound Fiscal Management and Budget (15 points)

- Applicant demonstrates sound fiscal management;
- Applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives;
- Applicant is required to submit a budget which reflects compliance with audit and other administrative requirements;

- If applicant previously received a County award grant, it managed the funds transparently and responsibly for the award's intended purposes.

Criterion F: Resident Engagement (15 points)

- Applicant demonstrates sound resident engagement plan to:
 - Promote proposed programs and/or services to referred migrant households
 - Cultivate relationships that increase the likelihood of success with the above stated program metrics

MISCELLANEOUS

- Those persons scoring the proposals will confirm that they have no conflicts of interest.
- Neither the County Executive nor any elected official will be involved in the scoring of grants or determining winners and amounts of awards.
- Scores and award amounts are non-appealable.
- Scorers' comments and the scores themselves are deliberative and privileged and will not be released. However, winners will be announced publicly, and successful grant applications and award letters may be subject to release (with redactions as allowed by law).
- County officials may decline to debrief with unsuccessful applicants why their proposal was not granted, or their funding request was not granted in full.

SECTION III – CERTIFICATIONS, ACKNOWLEDGMENTS, AND ASSURANCES

The applicant shall complete and return the Certifications, Acknowledgements, and Assurances listed with the application submission provided in the Application Certification section of the application in Fluid Review. The specific items in this section are listed below:

Montgomery County Ethics Questions

Note that individuals employed by partner agencies such as 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 for clarification.

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 nonprofit organization. Answering “yes” to either questions does **not** exclude your organization from being eligible to apply. Instead, we would like to receive this information upfront so that we can allow adequate time for the Ethics Commission to review.

Acknowledgements Agreed to by All Applicants

- ✓ Applicant acknowledges that this grant application may not be revised or altered after submission.
- ✓ Applicant acknowledges that if funding is awarded, the organization will enter into a non-competitive contract or grant with the County.
- ✓ Applicant acknowledges that awards may not be distributed as a lump sum, but may be reimbursed or provided on a fixed schedule after sufficient documentation is submitted to the administering County agency.
- ✓ Applicant acknowledges that any funds submitted for reimbursement must be spent **AFTER** the contract is finalized and a Notice to Proceed is secured.
- ✓ Applicant has cited in this application all individuals affiliated with the organization and this program who are employed by Montgomery County.

Assurances Agreed to by All Applicants

If the grant is awarded, the applicant assures that:

- ✓ The applicant will administer all awarded funds through this PBM Program.
- ✓ Funds received will be used solely for the documented activities within the submitted proposal.
- ✓ The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.
- ✓ The applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
- ✓ Please note that applications are subject to the Maryland Public Information Act (MPIA) (found at Md. Code Ann., State Gov't., §10-611 through -628 (MPIA) and the County must comply with the disclosure requirements of the MPIA when a request for documents is received.
- ✓ The applicant understand that all grantees that receive awards under this Grant Program must show proof of insurance prior to receiving the funds., when requested, must be able to show proof of all insurance coverage required by law.
- ✓ The applicant agrees that any time before final payment and three (3) years thereafter, the County may have the grantee's expenditure statements and source documentation audited.
- ✓ If there are any changes that need to be made to the grant application after submittal or if the organization ceases operations or becomes a subsidiary of another organization, you have the responsibility of notifying the appropriate County administrator.
- ✓ The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.
- ✓ I hereby certify that information submitted in the grant application is a true and correct statement of facts. I, as a designated legal representative of the Organization, further certify that this Organization shall abide by and be subject to all applicable Federal, State and Local laws and regulations pertaining to any subsequent grant that may be issued.

SECTION IV – APPLICATION DETAILS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and this Program Details document. Please submit your proposal, as broken out by each of the Task, by filling out the data fields or uploading documents where applicable. Uploaded documents should have clearly titled sections and sub-sections. **Applications will be considered incomplete if any part of any section is missing.**

A. Program Summary

This section of the application should provide the reader with:

- The legal name of the organization as registered with the Maryland State Department of Assessment and Taxation (SDAT) (of lead organization, if more than one applying in partnership);
- Contact Information for the organization’s proposal point-of-contact (POC) and the person signing the application, if different;
- The title of the proposed program;
- A selection of which allowable purposes the proposal addresses;
- The requested amount of funding from Montgomery County; and
- The total cost (includes funding from all sources, if applicable) for the proposed program.

B. Strategy Narrative

Please create a Program Narrative that responds to the following questions. The Program Narrative should be no more than five (5) pages. It will be uploaded as an attachment within the application platform. If a question below does not apply to your proposal, please indicate that it is not applicable.

- What is the proposed service/project and which, if any, specific migrant population(s) does it target? If applicable, elaborate on the target demographic (i.e., ethnic group(s), country(ies) of origin, etc) and why it/they are a focus of your service/project.
- What specific needs in migrant communities does your proposed service/project address?
- How does the proposed service/project support and strengthen service delivery to migrant populations?
- How will your proposed service/project bolster the County’s overall systemic response to migrants and their needs? What gaps in other County efforts will the proposed service/ project be filling?
- What is your organization’s capability to provide culturally and linguistically proficient service delivery to migrant individuals and families?
- Why is your organization well positioned to implement this service/project? Please note your capacity, including human and financial resources, to

implement the services/ program and any experience in providing similar services.

- Overall, how will your proposed service/project have a positive impact?
- 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? Please specify the lead agency.

C. Program Budget

The budget for this proposal should contain detailed itemized cost information that shows direct and indirect costs. The Program Budget will be uploaded as an attachment to the application as a spreadsheet. Indirect costs are capped at a 15% of the total costs in the budget and may include general administrative costs such as: legal, accounting, liability insurance, audits, and the like.

Please specify how your project would be affected if the total funding awarded were less than the amount requested. State whether your project could be completed with a smaller amount, and how your projected outcomes would be affected by any funding reduction.

In addition to other limitations set in this program, program funds cannot be used:

- For lobbying;
- To cover any expenses made prior to the grant award;
- To supplant (replace) funds from other grant sources; or
- To provide services that wholly occur outside of Montgomery County.

D. Budget Narrative/Justification

In addition to a Program Budget, the proposal must include a Budget Narrative/Justification that will be uploaded as an attachment within the application platform. It should consist of the following:

- Describe and provide the purpose for each proposed expenditure and show a calculation of costs. If applying on behalf of a collaboration, please include the appropriate division of the budget between the two or more organizations that are applying and include the justification for the allocation. Specify which organization will be the lead agency designated as the fiscal agent.
- Include the value of any in-kind or pro bono services that you anticipate being donated to your program or leveraged as a no-cost addition or enhancement to funded services.
- Describe the applicant's fiscal and grant management practices such as how finances are managed within the organization, what accounting practices employed, and how expenses are tracked across multiple funding sources.
- Provide information to reassure reviewers that the Montgomery County funds will allow you to expand your work on behalf of services in Montgomery

County and not be used to shift funding to services outside the county, if your service area is larger.

E. Work and Performance Plan

The Work and Performance Plan will be uploaded as an attachment within the application platform. The implementation schedule over the performance period should provide the program's objectives and related activities, timeline for implementation and completion, and responsible staff.

This program requires that proposals track one or more of the following metrics:

Through innovative and creative channels, migrant households (individuals or families) will receive support in one or more of the following areas per month:

1. Obtaining stable housing
 - Output Metric: Grantees will serve a minimum of 60 households every six (6) months with supports such as personalized housing searches, direct financial assistance (security deposit/initial rent assistance based on need and housing permanency plan), and/or others as proposed.
 - Performance Metric: 60% of clients will secure stable housing that is safe, adequate, and affordable.
2. Immigration-related legal support
 - Output Metric: Grantees will serve a minimum of 120 households every six (6) months
 - Performance Metric: 80% of households will be connected with legal supports and/or services to assist with pathways to legal status
3. Employment supports
 - Output Metric: Grantees will serve a minimum of 60 households every six (6) months
 - Performance Metric: 60% of households will be connected to adequate employment that allows them to meet basic needs and manage debt with minimal assistance.

As stated in section I.C above, priority for the above services must be given to migrant households referred by the county Department of Health and Human Services' Bienvenidos initiative. It is expected that 75% of the population served will be comprised of referrals from the Bienvenidos Initiative coordination team and Bienvenidos Helpline.

Applicants are encouraged to set targets and a collection method for demographic information on the population to be served; as feasible and without impacting the program outcomes.

Organizations should expect to submit a mid-year report as a condition of the grant that matches the proposed work and performance plan. A site visit will be scheduled

and conducted to observe the implementation of the work and performance plan and impact on the communities served.

The implementation schedule of the proposed program is limited to a maximum 12-month grant performance period. The final performance period for an award will be contingent on when the actual grant agreement is signed by all parties. Due to the time needed to review applications and finalize grant awards, proposed programs should not assume a start date earlier than June 30, 2023.

F. Supporting Documents to be Uploaded

- Certifications and ethics disclosures completed as part of the online application;
- Most recent IRS 990 Form
- IRS tax-exempt determination letter for nonprofit organizations
- Proof of Maryland SDAT Registration and Good Standing (print screen of organization's SDAT registration page is ideal)
- Current Board list with name, affiliation, and contact information
- Collaborative partner materials, if applicable
- Program Related Materials (optional)
- Other Supporting Materials (optional)

Most application attachments should be in the pdf format, if possible. The Budget Form should be uploaded as a spreadsheet.