MONTGOMERY COUNTY GOVERNMENT
Office of Grants Management
Notice of Funding Opportunity (NOFO)

FY24 Enhanced Mobility Grants Program
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Program Summary: The Montgomery County Department of Transportation (MCDOT) is soliciting grant applications for the County's FY 2024 Enhanced Mobility Grants Program from qualified organizations providing direct transportation services in the County. This program aims to increase access to transportation services for Montgomery County residents who are disabled as well as seniors, individuals with limited incomes, and other vulnerable populations, specifically in Underserved Communities.

Key Program Dates:

- **Program Opens for Applications:** Monday, November 13, 2023
- **MS Teams Live Online Grant Program Information Session:** Monday, November 20, 2023 from 2:00 to 3:30 PM
- **Submission Deadline:** Monday, January 8, 2024 at 11:59 PM

Key Program Resources:

- **Online Grants Application Platform:** https://mcmdgrants.smapply.org/
- **Program Page:** https://mcmdgrants.smapply.org/prog/fy24_enhanced_mobility
- Click here **to join the Information Session OR for a recording of the event**

Grant Program Details, Submissions, and Support: Application details can be downloaded, and applications may be submitted through the Online Grants Application Platform through the links above. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options. Applications that are incomplete, do not meet legal requirements, or are submitted after the deadline will not be accepted. For questions, technical support, or for alternate ADA submission options please contact the Office of Grants Management using the contact information below:

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

Reliable transportation for vulnerable populations in Montgomery County is a challenge. Residents who are disabled as well as seniors, individuals with limited incomes, and other vulnerable populations, particularly in underserved communities, still struggle to find accessible transportation. The FY24 Enhanced Mobility Grant Program aims to ensure that these residents have access to transportation options that help address quality of life issues.

The County Council approved $800,000 for a joint capital and operating grant program with $640,000 for capital expenses and $160,000 for operating expenses. These approved amounts are reflected in the FY24 Operating Budget in Resolution 20-184 on May 25, 2023. 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. The 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. For additional information on other Montgomery County grant programs, please visit the Office of Grants Management's SM Apply online grants application platform linked on the first page of this NOFO.

B. Target Population

The target populations for this grants program are as follows:

1. Individuals with physical, emotional, and/or intellectual disabilities
2. Seniors 63 years old and older (same eligibility for MCDOT's Call-n-Ride Program)
3. Individuals with limited incomes aged 18-62
4. Other vulnerable populations residing in Montgomery County, specifically in Underserved Communities[1].

C. Funding Priorities

Priority in awarding funding will be given to proposals that:

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[1] This program uses the same definition of Underserved Communities as the January 20, 2021 Executive Order on Advancing Racial Equity and Support for Underserved Communities. The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQIA+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

- Demonstrate a commitment to, and experience with, increasing access to transportation for at least one of the target populations as listed below:
    1. Individuals with physical, emotional, and/or intellectual disabilities
    2. Seniors 63 years old and older (same eligibility for MCDOT's Call-n-Ride Program)
    3. Individuals with limited incomes aged 18-62
    4. Other vulnerable populations residing in Montgomery County, specifically in underserved communities
- Exhibit cultural proficiency and use a racial equity lens in providing services;
- Transport individuals who are disabled, especially those who live in traditionally underserved areas of Montgomery County;
- Work with ethnically diverse communities where English is not the first language;
- Work to keep seniors (as described above) engaged and in touch with much needed safety net services;
- Work with youth in high FARMS (Free and Reduced Meals Program) areas.

D. Eligibility
Applicants must meet all of the following conditions:

- The organization must have a Federal 501(c)(3) 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; and
- The organization must provide transportation, public health, and/or community benefit services that address the needs of at least one group of individuals identified in the Funding Priorities;
- 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;
- Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives.

MCDOT encourages applications from new organizations who meet the above eligibility criteria.

E. Eligible and Ineligible Expenses

The focus of the grants program is to provide capital and operating resources that support the provision of direct services and/or improvements in the delivery of transportation related services for the target populations identified under B. Target Population.

Capital expenses[2] eligible for funding include, but are not limited to, the following:

- Purchase, or retrofit, of a vehicle to a wheelchair accessible vehicle
- Purchase of a multi-passenger van
- Purchase of or retrofit to an adaptable vehicle for shared use, or as a training vehicle to build confidence among program participants to operate a vehicle on their own

Operating expenses[3] eligible for funding include, but are not limited to, the following:

- Offsetting the cost of maintenance, fuel, insurance, and other fees necessary to keep a vehicle road ready
- Provision of salary or stipend to individuals who provide transportation services to the target population groups
- Purchase of transportation related gift cards for ride hailing services such as Uber and Lyft

Grant funds may not be utilized for the following:

- Reimbursement for the purchase of a hybrid or alternative fuel vehicle through this program unless the vehicle is a wheelchair accessible vehicle or multi-passenger van.
- Purchase of Personally Owned Vehicles. All vehicles purchased under this program should be for organizations, not individuals, providing services.
- Installation of equipment relevant to the operation of a vehicle (e.g. electric charging station) cannot be at a local residence.
- To purchase safety net materials, such as food, medical supplies, clothing, etc.;
- Any purchase or activity which has already been made.
- 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
- To provide services that wholly occur outside of Montgomery County. For example, taking a senior living in Silver Spring to a medical appointment in Baltimore and returning them home would be allowed. Transportation services within Baltimore alone are not eligible expenses.

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[2] 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.
[3] Support ongoing costs associated with projects. For example, salaries, benefits, supplies, rent, contractor trainers and other expenses over the life of a project.

F. Award Information

Amount and Duration

MCDOT anticipates awarding about $800,000 through approximately eight to ten grant awards. It is anticipated that each grant award may range between $20,000 and $105,000, but the final amount will be dependent upon grant activities and final negotiation and may be lower or higher than the range. Applicants cannot propose more than $65,000 for capital expenditures and $40,000 for operating costs. The duration of any grant award under this solicitation is expected to be no more than one year (12 months). The estimated start of grants awarded under this solicitation is March 1, 2024. This Grant Program does not commit Montgomery County to make an award.

Types of Award

The types of awards resulting from this grants program will likely be cost reimbursable, with possibility for negotiation about award type in the case of smaller awards ($20,000-$25,000 for operating expenses only). Applicants should demonstrate the ability to manage cost reimbursable awards and/or commitment to maintain sufficient liquidity in order to conform to grant agreement requirements of a cost reimbursable award. For cost reimbursable awards, the County will make payments within 30 calendar days of receipt, acceptance, and approval of a financial report.

G. Application Review & Awards

The Office of Grants Management and the Department of Transportation will convene an independent review committee that will develop funding recommendations. The review panel will be composed of neutral, qualified individuals selected for their experiences in the grant program's subject area, grants administration, Racial Equity and Social Justice training, or project management. The panel members will review and score applicant proposals based on the criteria and priorities for 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 updated consideration of how well the applicant has performed on prior programs, the expert opinion of grant administrators with prior experience with applicants, updates to priorities or other factors.

H. Award Notification

Award notification letters are expected to be released approximately one month after the application deadline via email. For successful applicants, the Grant Agreement will contain the total amount awarded and funding restrictions; programmatic, administrative, and policy requirements; reporting requirements; and payment terms.

I. Submission Guidelines

Applications must be submitted 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 an SM Apply account. Select the FY24 Enhanced Mobility Grants Program, at

which point you will be able to access the grant application. 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 the deadline of Monday, January 8, 2024 at 11:59 PM. All applications will be recorded upon receipt. Applications received after the deadline will be disqualified and will not be forwarded to the Review Committee for funding consideration. Any additions or deletions to an application, unless requested by the Office of Grants Management will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

J. Information Session

An FY24 Enhanced Mobility Grants Program Information Session will be held on **Monday, November 20, 2023 from 2:00 to 3:30 PM.** The link to participate in the Information Session live or to view an event recording afterwards can be found on the first page of this document or on the FY24 Enhanced Mobility Grants Program application page.

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.
- 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 – APPLICATION TASKS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and NOFO document. Please submit your proposal within the online application portal, 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 that include the name of the submitting organization and the title of the project. Document uploads should ideally be submitted as PDF documents with budgets uploaded as an MS Excel file. The application platform has difficulty reading Mac formatted documents (i.e., Pages, Numbers, and Keynote) so these should be submitted as PDFs or converted to MS Office formats. **Applications will be considered incomplete if any part of any section is missing.**

The application includes the use of Reusable Tasks in our online grant application platform. Reusable Tasks can be completed once and be reused without further edits across every application through this platform. Organizations can update Reusable Tasks as needed as an organization's information changes over time and updated or new documents become available.

A. Applicant Information (Reusable) Task
Organizations must provide the following information and documents using data entry fields or uploads. The document uploads will be used to assess legal eligibility for the Grant Program and data fields will be used populate any resulting grant agreement. Applicants should fill out this information as if they were drafting a contract using specific and exact information.

- Legal Name of Applying Organization as registered with the Maryland State Department of Assessment and Taxation (SDAT)
- Organization's Maryland SDAT Department ID Number
- Organization's Federal Tax Identification Number
- Organization's Montgomery County Central Vendor Registration Service (CVRS) Identification
- Organization's mission statement
- Organization's website (optional)
- Contact Information for the organization's proposal point-of-contact (POC)
- Contact Information for the Organization's Legally Authorized Signatory
- Description of Organization's Grant and Financial Management Practices
- Description of Organization's Data Collection and Management Practices
- Upload of IRS Tax Exempt Determination Letter for Nonprofit Organizations
- Upload of Most recent IRS 990 Form for Nonprofit Organizations or an explanation why your organization is exempt from filing 990s (i.e. House of Worship 501(c)(3))

- Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (Optional)
- Upload of Current board list with names, position on board, and contact information of board members
- Upload of Public Copy of Most Recent Independent Audit Report (optional)
- Upload of Most Recent Annual or other Organization Reports (optional)

The Office of Grants Management will no longer ask for proof of Good Standing (or equivalent status) with the Maryland State Department of Assessment and Taxation (SDAT), since this status will be regularly checked by the Office of Grants Management and other County stakeholders. The County is required to check this status at the time of review, finalization of grant agreements, and for payments during the life of a grant agreement. It is critical that applicants remain registered and in Good Standing with SDAT as applicants will be disqualified from a grant competition, delay or even lose a grant award, and/or face delays in grant payments if they are not in Good Standing.

Applicants can verify their status with SDAT via this link: https://egov.maryland.gov/BusinessExpress/EntitySearch

B. Applicant Background (Reusable) Task
The Office of Grants Management collects data through this Task for post-award analysis to understand application and award trends as well as how to support the diverse communities in Montgomery County. Data collected through this Task will **not** be visible to Review Committees and will **not** be used in evaluation and scoring of applications.

In line with Montgomery County's Racial Equity & Social Justice goals, the Office of Grants Management is collecting the racial and ethnic information on the leadership of nonprofit organizations. The structure of this portion of the survey is based on federal standards for collecting racial data. Given the County's significant diversity, this survey is also collecting ethnic data. Note that the information entered should be based on how the person identifies themselves.

- Organizational leadership, including Executive Director and Board Members, race and ethnic information

Responding to these questions is optional and will have no impact on application review, scoring, and final awards.

C. Project Narrative Task (2 pages limit, PDF format preferred)
The Project Narrative includes several data fields related to the proposal:

- Project Title – If awarded, Project Title will become the grant agreement name
- Project Overview – Brief description of the project (100 words maximum)
- Project Location – explanation of location of activities in Montgomery County

- A selection of which Funding Priorities/Target Populations the proposal addresses

The proposal's Project Narrative should answer the following questions within a document, two (2) pages maximum. The Project Narrative should be uploaded as an attachment, pdf preferred, within the application platform. If an organization prefers, they may submit their project narrative in an alternative format such as a video or audio recording. Because of upload size limits, please post your videos to YouTube or a similar platform and provide a hyperlink to the video within your application. The submission will still need to address the questions below. If a question below does not apply to your proposal, please indicate that it is not applicable within the Project Narrative.

- What is the proposed service/project?
- Please describe HOW the proposed project aligns with the Funding Priorities and will serve the Target Populations.
- What are the demographics of the target population(s) that this project will serve? If the target population(s) is(are) not English speaking, does your organization have the language capacity, or other cultural competencies, in house to serve this population effectively, and if not, how will you provide language or other services as part of your program?
- In narrative form, explain the proposed outcomes of your project.
- Why is your organization or collaboration well positioned to implement this project? Please note your capacity, including human and financial resources, to implement the project and any experience with similar services.
- If a collaboration is being proposed, describe your work together previously, if any, and what skills and connections each organization brings to the partnership.

D. Outreach Plan (1 page limit, PDF format preferred)
The Outreach Plan should articulate the strategy for reaching the target audience to promote this project. The plan should include a specific description of the following:

- Methods/mechanisms for reaching the target audience (e.g., social media platforms, leaflets, etc.)
- Key messages to be communicated to the target audience
- Media/outreach support included in the budget (if any)
- How the organization plans to track reach/engagement

E. Project Budget (No page limit, MS Excel format preferred) and Budget Narrative/Justification Task (1 page limit, PDF format preferred)
The Project Budget includes several data fields related to the proposal:

- Montgomery County Funding Request (Total) – Total amount requested from the County

- Montgomery County Funding Request (Capital) - Amount requested from the County for capital expenses
- Montgomery County Funding Request (Operating) - Amount requested from the County for operating expenses
- Total Project Cost – Total cost of project in from all funding sources

The budget for this proposal should clearly define the total amount requested for capital expenses (**not to exceed $65,000**) and operating expenses (**not to exceed $40,000**). The budget should also contain detailed itemized cost information for all proposed expenses, including quantities and prices. The Project Budget should be uploaded as an attachment to the application, preferably in MS Excel format.

- Project Budgets may also include indirect costs. Indirect costs may include general administrative 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%.
- A sample budget template that divides cost categories into Capital and Operating is provided as part of this application. However, the Grant Program does not require a standard budget template so applicants should use whatever format meets the basic requirements, provides sufficient detail, and provides the best overview of expected costs under the proposal.
- If applying as a collaboration, please include the appropriate division of budget between the two or more organizations that are applying.

Budget Narrative/Justification

In addition to a Project Budget, the proposal must include a Budget Narrative/Justification that clearly describes the proposed expenditures, including the purpose or reason for the expenditure and an explanation of calculation of costs. If an organization wishes to include quotes or back up for prices listed in the budget, they may upload these items in the Other Supporting Materials section of the application.

In addition to including the purpose of an expenditure and an explanation of how costs were calculated, applicants should also address the following, if applicable:

- Please describe your experience managing cost reimbursable awards. If your organization does not have experience managing cost reimbursable awards, please confirm that you will have sufficient financial liquidity to manage a cost reimbursable award that will allow you to commit costs as defined in the budget and be reimbursed for them on a regular, ongoing basis by the County for the duration of the award.
- Please specify how your project would be affected if 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.

- If your organization does work regionally or has other funding sources, please provide us with information to reassure us that the Montgomery County funds will not simply enable you to shift current, non-County monies to operations outside the County but rather will allow you to add to or expand your work on behalf of services in Montgomery County.

F. Project Work Plan/Timeline Task (1 page limit per year, PDF format preferred)

This section should outline the implementation schedule of the proposed program over the maximum twelve (12) months grant performance period.

The implementation schedule over the performance period should list:

- The program's objectives and related activities;
- Timeline for implementation and completion; and
- Responsible staff.

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. Due to the time needed to review applications and finalize grant awards, proposed programs should not assume a start date earlier than March 1, 2024.

G. Performance Plan (1 page limit, PDF format preferred)

The Performance Plan outlines how you will measure success for your proposed project as well as the history of outcomes achieved by this project or similar projects that are being emulated through this proposal. This program requires that proposals provide targets for the following metrics:

- Total number of trips provided.
- Total number of individuals served

During implementation, the applicant will be expected to track the following indicators (in addition to any others identified in their application):

- Total number of trips provided.
- Total number of individuals served
- Breakdown of the purpose of each trip (I.e., food, clothing, and/or medical supply delivery; transportation to or from a medical appointment, transportation of a resident to a homeless shelter or other housing; transportation of a senior to a recreation event etc...)

As an optional set of metrics, 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 at least one progress report and one final report as a condition of the grant that matches the proposed performance plan as well as potentially brief general narrative reports on the program's performance.

H. Optional Supporting Documents to be Uploaded Task

- Collaborative partner materials, if applicable (optional)
- Program Related Materials (optional)
- Other Supporting Materials (optional)

SECTION III – SCORING OF APPLICATIONS

Scoring Criteria

Applicant's proposal submissions will be evaluated using the following confidence ratings based on the below weighted criteria. Confidence ratings are another form of adjectival rating that allow evaluators to assign ratings more holistically. Confidence ratings provide evaluators the ability to look more holistically at the strongpoints and weak points of a proposal to capture raters' overall confidence in the applicant's likelihood to succeed, helping smaller organizations who may be stronger overall than some more seasoned larger organizations. Confidence ratings are identified by the federal government as an innovative practice that may help with reducing the lead time from solicitation to award.:

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.

Additionally, each criterion is attributed a specific weight out of a total of 100 points.

Criterion A: Soundness of the Proposed Project (1-3 Rating; weighted at 25/100 points)

- The proposed project results are consistent with the FY24 Enhanced Mobility Grants Program goal and Funding Priorities;
- The description of the program implementation plan (including the Work Plan, 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: Relevance of Program Goals, Objectives and Services (1-3 Rating; weighted at 20/100 points)

- Project goals and supporting objectives and activities are relevant, clearly defined, measurable, and time specific;
- The applicant demonstrates a commitment to and/or experience with increasing access to transportation for at least one of the target populations listed above in the order of priority;
- The proposed activity aligns with the needs of the target populations and will directly benefit them.

Criterion C: Organizational and Relevant Experience (1-3 Rating; weighted at 20/100 points)

- Applicant demonstrates the cultural proficiency to work with their target communities/beneficiaries and, if applicable, language minority populations;
- Applicant demonstrates qualifications and past experiences to provide services related to the project's goals;

Criterion D: Sound Fiscal Management Capacity and Budget (1-3 Rating; weighted at 15/100 points)

- Applicant demonstrates sound fiscal management;
- Applicant's budget and budget justification are reasonable and realistic to achieve stated goals and objectives;
- Applicant demonstrates capacity to manage a cost reimbursable grant
- If applicant previously received a County award grant, it managed the funds transparently and responsibly for the award's intended purposes.

Criterion E: Community Outreach (1-3 Rating; weighted at 20/100 points)

- Applicant proposes an effective community outreach plan to connect with the target populations to promote programs and/or services to existing and new potential clients;

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- Those persons scoring the proposals on the Review Committee 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, applicants may request a feedback report from the Office of Grants Management summarizing the Review Committees feedback. 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 about why their proposal was not granted, or their funding request was not granted in full.

SECTION IV – CERTIFICATIONS, ACKNOWLEGMENTS, 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 SM Apply online grants application portal. 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 question 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 understands 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.