



Montgomery County Office of
Grants Management

FY24 COST SHARING CAPITAL GRANTS PROGRAM

Information Session

Questions and Answers

1. Is this opportunity expected to become available next year?

The County Executive and County Council make the ultimate decision about renewal of this program on a yearly basis. This program has been around for the last 20 years, so it is likely to be available next year.

2. Are capital projects that entail long leases on buildings more competitive? If so, what is the preferred lease length?

Yes, five or more years is the basic threshold for what would be considered a long lease.

3. Does the bond bill have to be from 2023 to apply for matching funds?

Any bond bill is applicable regardless of fiscal year as long as it has not been matched by Montgomery County before. New bond bills being set by delegates in Annapolis right now do not count for this year.

4. If our project will be located in Montgomery County but will serve residents from Montgomery AND Prince George's counties, is that OK?

Yes, as long as the project is located in Montgomery County.

5. What is the definition of a capital project under this program?

An upgrade or improvement to a fixed asset. See NOFO page 5 for eligible expenses.

6. Does one apply for the 3-year funding specifically? How does that reconcile with the requirement of being project ready?

You may apply for funding for up to three years for state-matched capital projects. Projects that are on track to begin implementation in the next 3 - 9 months will be prioritized.

7. Is a capital purchase eligible if it has already been ordered with a down payment and the balance has not yet been paid?

Yes, it would be eligible if it has not yet been paid.

8. How competitive do you anticipate the small capital project grant to be?

In the past, we've had upwards of 40 applicants for the small capital projects, so we anticipate this to be very competitive.

9. When you say equipment must be \$5,000 or more, is this for each piece/transaction, or can we submit a request for several items as long as they add up to \$5,000 or more?

The \$5,000 amount is per item/transaction.

10. Is it permitted to take out a loan for the upfront costs that will be reimbursed by the grant funds?

Yes. Please note that interest on loans is not a reimbursable expense nor are loans on existing capital projects or properties.

11. Would this grants program support vehicle acquisition for something like a food bank?

We have funded that in the past under this program. Transportation-related capital costs are also covered under the FY24 Enhanced Mobility Grants Program, so that will be factored into the evaluation of projects submitted under this program.

12. We serve all (100%) of 12,000 seventh-grade students attending Montgomery County Public Schools. Approximately 35% of MCPS students are eligible for free and reduced-price meals. Should we apply for this grant based on this data?

It really depends on what the project that you plan to submit is about as this program prioritizes capital projects. For example, a project that aims to build a food distribution center will be more competitive than covering the cost of meals for participants.

13. When will finalists be announced and how will that be communicated?

Finalists will be announced towards the end of April via email.

14. Can money spent paying a contractor for a detailed estimate be included in the grant request even though it is done before the application?

No, costs incurred outside the grant agreement period of performance are not eligible expenses.

15. Do we need to have a bond bill in hand or can it be for one that is planned to be executed this year?

You need to have a bond bill in hand. If you do not have a bond bill in hand at the time of the application, you can apply as part of the non-matching program.

16. Does purchases of murals, framing art, painting building count as capital project under Arts Facility category?

Purchasing of murals and painting of buildings would count as capital projects. The framing of art may not be above \$5,000 so may not count as capital expenses. Should you have questions about eligibility of specific expenses, feel free to reach out to our office.



17. Can you apply for more than one grant award if you service several programs?

No, as we expect a huge volume of applications and typically do not provide a single applicant with two awards. Only one application per organization is permitted under this program.

18. Will completion of projects funded by grants from other than Montgomery County count, like State grants, other organization grants?

Yes, experience managing grants from other sources will count towards making your application under this program more competitive.

19. What are the amounts under different Funding Categories an organization can apply for?

See pages 3 and 6 of the NOFO as well as slide 8 in the Information Session presentation.

20. If we have a capital construction project that is already underway, could this grant provide funds for a project that has already started?

See response to question 14.

21. Can you speak to the timing of this grant versus the outstanding project grant decisions? Which are reviewers clearing first?

Community Grants and other NDA-funded programs that have already been launched and closed for FY24 are currently being cleared by reviewers. A totally different set of reviewers will be reviewing applications under this program, so they are not conflicting with the other programs.

22. If an organization is awarded a multiyear grant, when will each funding period occur?

It will be tied to the fiscal year. If you get a multi-year award, the notification letter will indicate how much money you would get each fiscal year subject to funding availability and your performance. A new grant agreement will be signed each fiscal year.

23. In regard to the project Scope of Work, are we able to add more than one project into the application as we offer different programs within our church?

If you are upgrading a space or building an addition to the church that will host multiple programs, that will make your proposal more competitive. In the context of this grant program, the project is the space. Each organization can submit one application for a capital project.

24. Where can we upload Letters of Support?

You can upload Letters of Support within the Optional Additional Back-Up Document Uploads under the Project Scope of Work task.



25. If we have 3 phases and plan to apply for each phase, should we title the project “xyz” or “xyz phase 1”?

An organization may only submit one application, so if you are applying for funding for the whole project (i.e. three phases) then may best to reflect that in your title.

26. Is there a database that we can review showing awardees and amounts?

This information is posted in the budget publications. You may contact the Office of Grants Management if you are interested in receiving a link to the budget publications.

27. Could we obtain a copy of the budget Excel template, or is it accessible for download from the website?

It is available to download from the program page, the Information Session slide deck and can be accessed [here](#).

28. Do we need to secure the remaining funding source or have a plan in place to raise it before submitting the application?

While you do not need to have the full funding at the time of application, at the very least, you should have a plan and that plan will be evaluated based on how realistic it is.

29. Can you define what is deemed historical under this grant opportunity?

If the building or site of your project is not designated as an architecturally or historically significant site on [Montgomery County’s Master Plan for Historic Preservation](#), then you may provide justification as to why your project should be considered as historical preservation.

30. My understanding is that our bond bill does not require a County match. Do some state bond bills require a County match and are therefore those applications more competitive?

State bond bills do not necessarily require a County match as it depends on the project. If all of your costs are covered by the State bond bill, then you do not have to apply for County funding.

31. Will building an access road as part of our main project be considered a transportation project and hence not applicable under this grant program?

Building an access road is a capital project and would be applicable under this program.

32. If one nonprofit has 501(c)(3) status and is collaborating with a nonprofit that does not have that status but is doing the purchasing for the project, does that have to be written within the MOU between the two and do both nonprofits apply for the grant?

The organization with the 501(c)(3) status would be the applicant that, if awarded, the County would enter into a grant agreement with. There should be an MOU in place at the time of the application between the applicant organization with the 501(c)(3) status and the one without which outlines their roles and responsibilities.



33. Can we use funds raised from individuals as matching instead of a Bond Bill?

Absolutely. You would still need to apply for the smaller pools of money as the matching ones are specifically for State Bond Bills.

34. If there are multiple needs for one program, can they be funded by fiscal year? For example, extension of food pantry in Year 1, repair of a parking lot in Year 2, etc.

Yes, that's a good example of how multi-year funding would work.

35. By what date do Year 1 (FY24) funds need to be expended?

Capital funds, unlike operating funds, do not have expiration dates at the end of the fiscal year since there may be delays with capital projects. If you do not end up using all of your capital funds within the initial 12 months, notify us and we will work with you on a plan that would allow you to use those funds.

36. Do you need to show relevant permit approval as part of your application?

No, if you are not at the stage where you have secured the permit, you do not have to include it as part of your application.

37. When will the funds be made available after the grant is approved?

Award notifications are anticipated to go out in late April and grant agreements will be issued after that, at which point, the funds will become available (anticipated May-June). Please note that these will be cost reimbursable awards.

38. Please define cost share.

The costs for the project are shared between funding sources, for example State Bond Bills, private donations, etc. Most of the cost share (i.e., \$2 million out of the \$3 million available) under this program is State Bond Bill cost share. If you do not have a State bond Bill, demonstration of other cost share type will make your application more competitive.

39. If we have a bond bill, how much of the total project will this program match funding for?

This program aims to match 1:1 the State Bond Bill amount, as such, you are unlikely to get more than 50% of total project costs matched.

