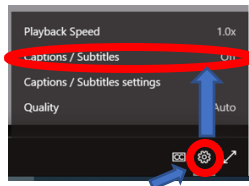
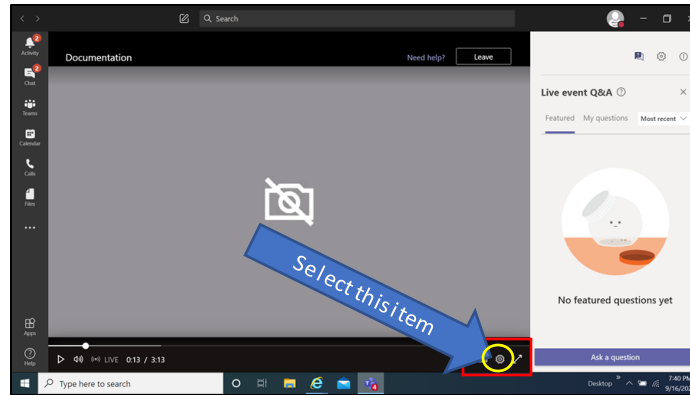
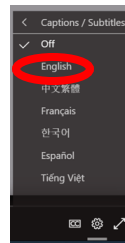


Community Reviewers Information Session

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

Community Reviewers
Information Session

February 14, 2024



Prepared by Montgomery County Office of Grants Management



Welcome!

- This meeting will be recorded and posted for future viewing on the Office of Grants Management online application portal
- The slide deck will also be posted in the same location for your reference

Online Application Platform Home Page:

<https://mcmdgrants.smapply.org>

- Grant Reviewer Application Page:

https://mcmdgrants.smapply.org/prog/community_reviewer_application

Outgoing Grants



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Information Session Agenda

- Provide an overview of the Request for Expressions of Interest
- Walk through the application platform
- Open up for participant questions (put your questions in the Q&A box)
- Any questions we cannot answer during the Information Session will be addressed and posted on the platform

Outgoing Grants



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Community Reviewers



Background

- OGM is seeking reviewers to provide support with review of applications for various grant programs
- Backlog of applications that need to be scored
- One application is reviewed by at least three people each with a different review “lens”
- Most immediate need: Community Projects Fund Quarter 1 & 2 and Nonprofit Technical Assistance and Management Support (NTAMS) Grant Program
- Community Reviewers will be potentially recruited across all future County competitive grant programs



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Community Reviewer Requirements



One or more of the following:

Subject Matter Expertise have at least 5 years of demonstrated technical (professional/ volunteer/ academic) expertise and/or experience in one or more technical areas listed in the application.

Project Management at least 5 years of experience developing and managing projects, grants, budgets, and/or organizations as well as reviewing grants.

RESJ/Cultural Competence for a particular underserved community and/or Racial Equity and Social Justice experience - be intimately familiar with community needs, current initiatives and effective approaches aimed at addressing those needs at the local level.

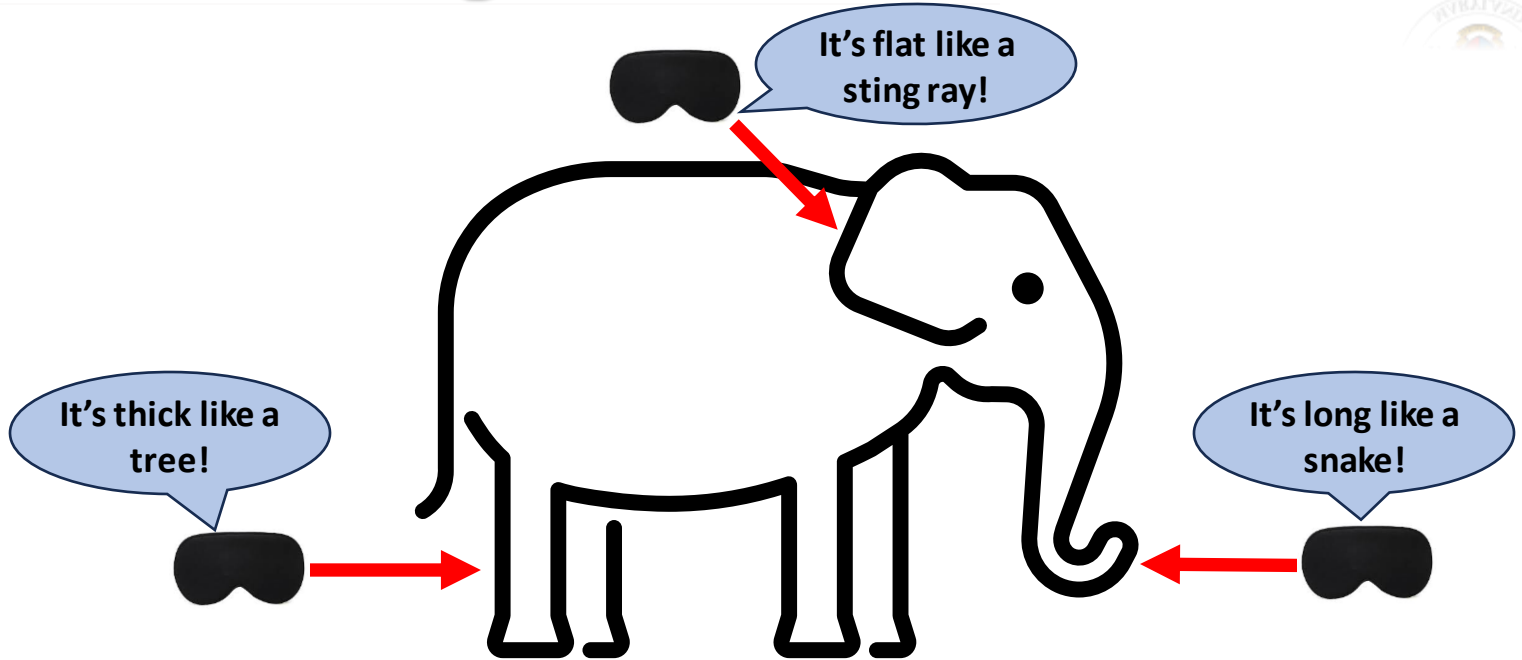
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Valuing Different Lenses



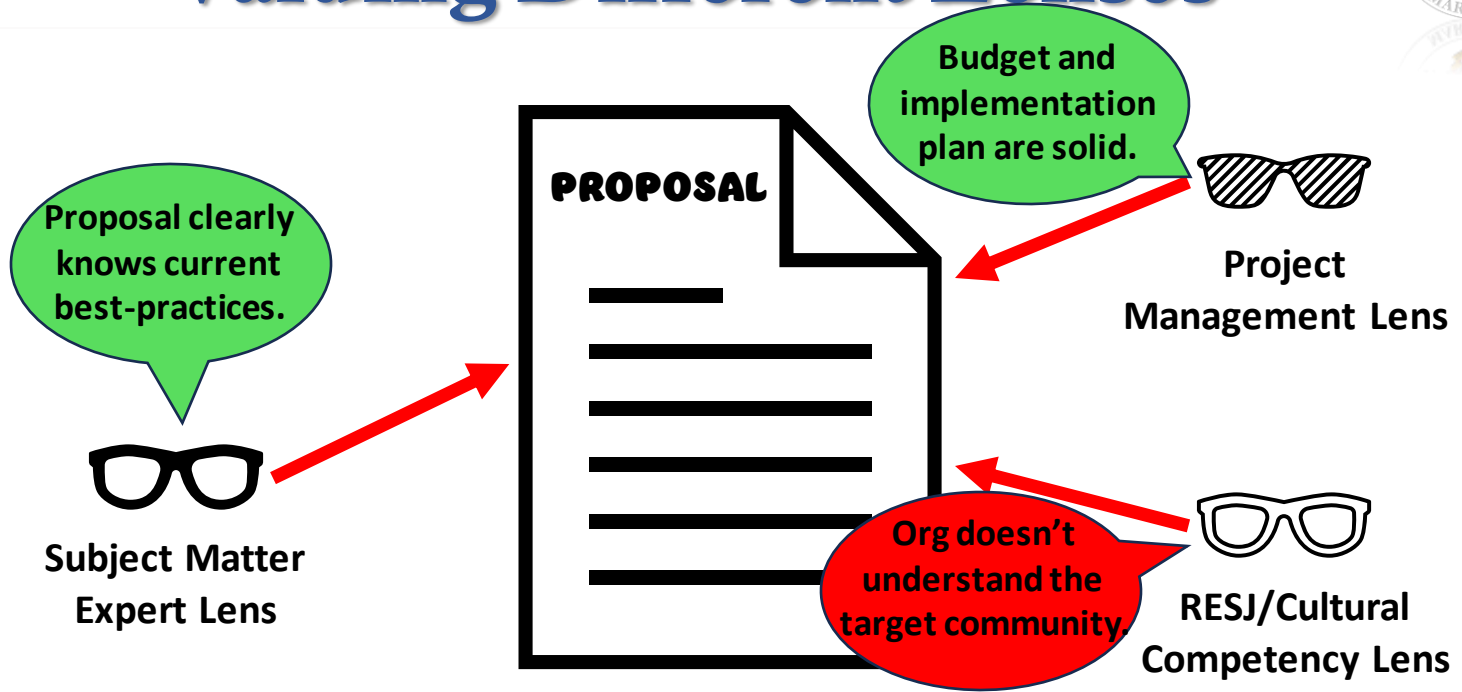
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Valuing Different Lenses



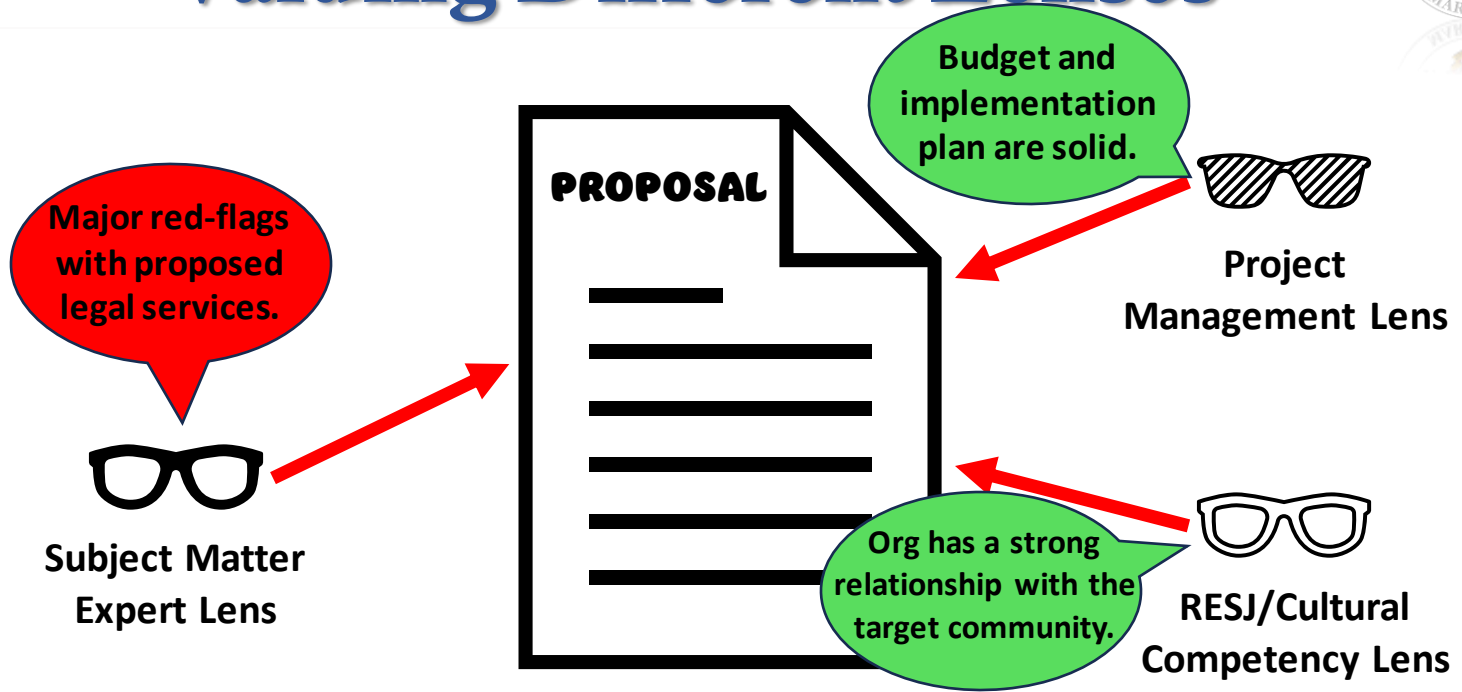
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Valuing Different Lenses



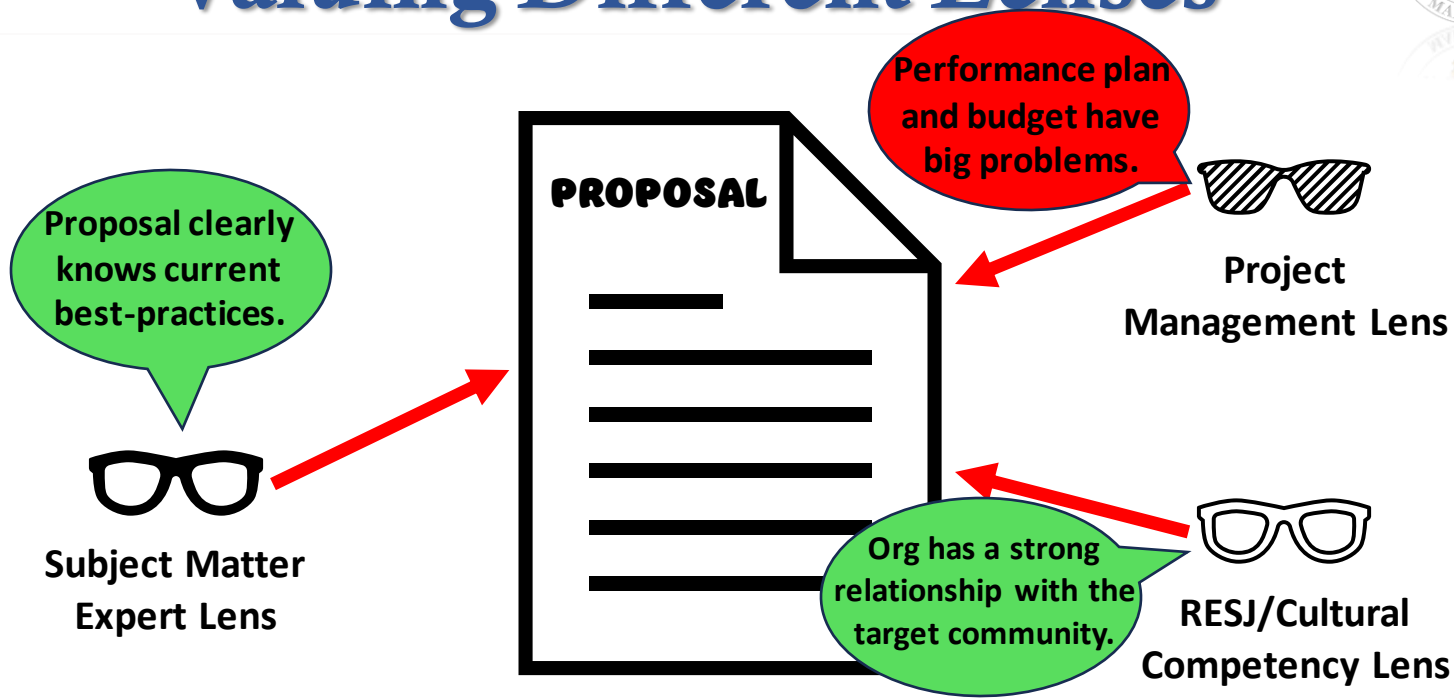
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Valuing Different Lenses



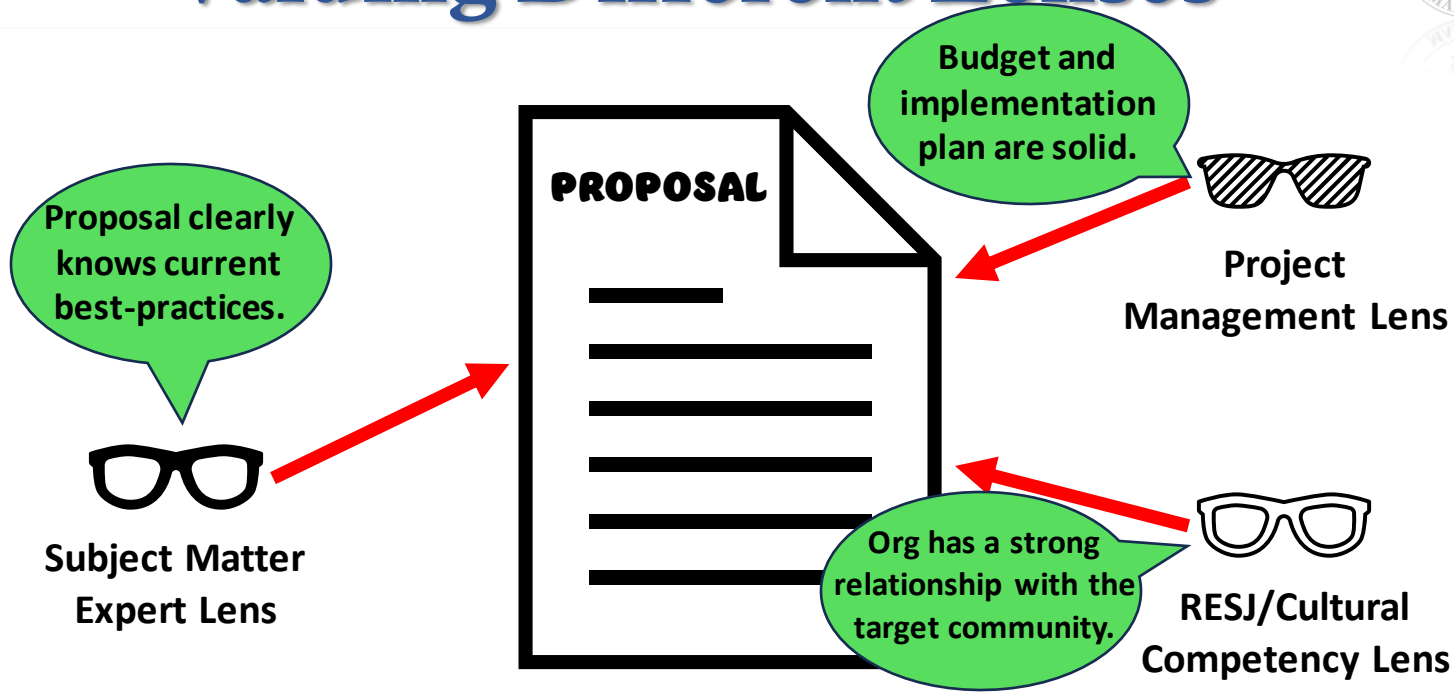
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Valuing Different Lenses



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Community Reviewers

Grant reviewers must also:



Have intermediate proficiency in written and verbal English.



Demonstrate integrity and score applications based on set criteria



Ethically review proprietary information



Maintain confidentiality of information



Identify and report any conflicts of interest



Conflicts of Interest

When signing the agreement, the reviewer will certify

- They are not an applicant under a specific program
- They are not an employee of MCG (does not apply to MCPS, Montgomery College, Workforce Montgomery)
- They are not a current or former employee, volunteer, Board member, consultant, or contractor for an organization that has submitted an application under the NOFO
- They do not have a family member who is a current or former employee, volunteer, Board member, consultant, or contractor for an organization that has submitted an application under the NOFO
- Neither Reviewer nor any member of his/her/their family have any financial, social, or personal interest in the outcome of the subject grant award

Outgoing Grants



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Selection Example

- Luisa works for a nonprofit focused on access to transportation issues in the Wheaton area
- Her organization submits an application for Community Grants and she applies to be a Community Reviewer
- OGM evaluates her Community Reviewer application and notes her strong nonprofit/project management background and experience engaging the Latina community and adds her to the Community Reviewer Pool
- Luisa is NOT allowed to be a Community Reviewer for the Community Grants program since her organization submitted an application for this grant program.

Scenario 1



- The Department of Transportation Launches a Transportation Access Grant Program through OGM and are seeking reviewers who have strong project management backgrounds and/or can speak to the County's diverse communities.
- Luisa's organization does not apply for this grant program as they are too large to be eligible.
- OGM helps DOT review the Community Reviewer Pool and they select Luisa based on the match of her experience and their needs.
- OGM vets Luisa and confirms she has no conflicts of interest for DOT's program.
- OGM and DOT invite Luisa to be a Community Reviewer for this program.

Scenario 2



Consequences for COI or Sharing Confidential Information



All reviewers will be required to disclose any real or perceived COI and commit to keeping application information confidential. *Violation will result in:*

- × Disqualification of all reviews
- × Potential disqualification of application for organization with a COI
- × Exclusion from being a reviewer in the future
- × No payment to reviewer or refund of any payment where a COI has been identified after the fact
- × A County record of the violation

Outgoing Grants



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Scope of Work

- Reviewers will be engaged on a rolling basis throughout the year for a variety of County competitive grant programs.
- Time commitments and compensation will be determined based on the grant program application size and complexity.
- Each application will take approximately 15-45 minutes to review.
- Reviewers will have one to two weeks to complete assigned applications.
- Reviewers must complete reviews within OGM's online grants portal.
- OGM will make ADA accommodations as necessary for Reviewers.
- All reviewers must complete required trainings and sign a contract prior to participating in the reviewing any applications.



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Community Reviewer Selection and Engagement



1. Application Stage

- a) Potential Community Reviewer (CR) submits an application
- b) OGM evaluates applications
- c) OGM moves successful applications into Community Reviewer Pool

2. Matching/Vetting Stage

- a) Department launches competitive grant program through OGM
- b) Department and/or OGM go through Community Reviewer Pool for potential reviewers
- c) OGM vets potential conflict of interest based on both CR and program applications
- d) OGM and Department agree on invitation list
- e) OGM reaches out to potential CR to verify there is no COI and discuss Scope of Work
- f) CRs invited to participate in evaluation process for that competitive grant program
- g) Reviewer signs agreement with County and registers with CVRS
- h) Any CR not selected, regardless of reason, returns to the Community Reviewers Pool



Community Reviewer Engagement

3. Training and Evaluation Stage

- a) OGM provides a general training on how to use the review platform, COI, Confidentiality, and the payment process
- b) OGM and department provide a second, more focused evaluation training for that specific competitive grant program
- c) OGM assigns applications to reviewer in SMAApply grants application platform
- d) Reviewer completes evaluations by required deadline and in line with standards

4. Administrative Close-Out Stage

- a) CR submits an invoice to OGM in line with the Scope of Work
- b) OGM confirms that invoice is correct, that all evaluation standards have been met and begins processing a payment
- c) CR receives payment
- d) CR returns to Community Reviewer Pool for consideration in future competitive grant programs



Community Reviewers



How to Apply

- Submit an application through the [OGM Grants Portal](#). The Word version of the application is available for download through this [link](#).
- Visit the [Office of Grants Management website](#) to learn about upcoming or current County grant programs and review their Notice of Funding Opportunity (NOFOs) announcements

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Questions?



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Montgomery County Office of Grants Management



Office of Grants Management

grants@montgomerycountymd.gov

Application to be a Community Reviewer

https://mcmdgrants.smapply.org/prog/community_reviewer_application

OGM's online grants application platform

<https://mcmdgrants.smapply.org>

OGM's County Website

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

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