MONTGOMERY COUNTY GOVERNMENT
Office of Grants Management

Notice of Funding Opportunity (NOFO)

FY27 EquiCare: Subsidy Seats Grant Program

Program Summary: The Montgomery County Department of Health and Human Services Early Childhood Services, in partnership with the Office of Grants Management (OGM), is soliciting grant applications for the County's FY 2027 EquiCare: Subsidy Seats Grant Program from licensed child care providers located in Montgomery County to cover the cost of full day high quality child care funding for infants and toddler (age 6 weeks through 3 years) seats aligned with current trends for child care seats. The grant aims to enhance the availability of high-quality full day infant and toddler child care seats and address the needs of families that do not meet the eligibility criteria for current early childhood public programs.

FY27 EquiCare: Subsidy Seats award amounts will vary, with a total pool of $2,075,059.00 The minimum grant award that will be considered for any applicant is $206,960 for centers and letter of compliance programs and $51,740 for family child care and large family child care. Programs seeking funds would apply for a designated number of seats, and eligibility would be assessed according to County-established criteria. The performance period of these grant awards will be July 1, 2026 to June 30, 2027. Organizations with more than one facility in the County must submit a separate application for each facility. Applicants will submit multi-year funding proposals of three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.

Potential applicants must note that the Montgomery County Council has not yet appropriated the funds to support this Grant Program and final funding amounts may change. The awarded applicant will have an opportunity to revise their budget and proposal to match the actual appropriated amount. If the County Council substantively changes the scope or the terms of this Grant Program through the appropriations process, a new NOFO will be issued to reflect their decisions. Applicants will need to submit a new proposal based on the updated scope and requirements.

Key Program Dates:

- **Program Opens for Applications:** Wednesday, April 1, 2026 at 12:00 PM (noon)
- **MS Teams Live Online Grant Program Information Sessions:**
  - Thursday, March 19, 2026 from 6:00 – 7:00 PM (en español and in English)
  - Thursday, March 26, 2026 from 6:00 – 7:00 PM (en español and in English)
  - View **Grant Program Information Session Recording** (Password: 9%j^2ZTT)
- Office Hours (Join via Zoom link):
  - April 6, 2026 at 1:00-2:00 PM; and
  - April 13, 2026 at 1:00-2:00 PM
- **Submission Deadline: Friday, April 24, 2026 at 11:59 PM**

Key Program Resources:

- **Euna Grants Log-In Page:** https://portal.ecivis.com/#/login *(from the program page, click apply while logged in to Euna)*
- **Program Page:** coming soon!
- **EquiCare Grant Budget Template (required)**
- **EquiCare Grant Staffing Plan Template (required)**
- **Frequently Asked Question (FAQ) List** *(updated weekly during the grant application period)*
- **Information Session PowerPoint Slides (check the program page on 4/2)**
- **OGM's Resources for Applicants Webpage**

Grant Program Details, Submissions, and Support: Application details can be downloaded, and the application may be submitted through OGM's Online Grants Application Platform through the links above.

Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact OGM to discuss alternative submission options. Applications that are incomplete, do not meet legal requirements, or are submitted after all funds have been committed will not be accepted.

For questions on eligibility and priorities under this Grant Program, please contact the HHS team using the Contact Information below. For platform support or for alternate ADA submission options, please contact OGM staff using the contact information below.

Ali Hoy, Program Manager II
Office of Grants Management
(240) 773-3384
grants@montgomerycountymd.gov

Liran Laor, Program Manager II
DHHS Early Childhood Services
(240) 777-3249

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SECTION I – GRANT PROGRAM INFORMATION

A. Background and Target Population

The Montgomery County Department of Health and Human Services Early Childhood Services, in partnership with the Office of Grants Management (OGM), is soliciting grant applications for the County's FY27 EquiCare: Subsidy Seats Grant Program from licensed childcare providers located in Montgomery County to cover the cost of full day high quality child care funding for infants and toddler (age 6 weeks through 3 years) seats aligned with current trends for child care seats. The grant aims to enhance the availability of full day high-quality infant and toddler child care seats and address the needs of families that do not meet the eligibility criteria for current early childhood public programs.

Potential applicants must note that the Montgomery County Council has not yet appropriated the funds to support this Grant Program and final funding amounts may change. The awarded applicant will have an opportunity to revise their budget and proposal to match the actual appropriated amount. If the County Council substantively changes the scope or the terms of this Grant Program through the appropriations process, a new NOFO will be issued to reflect their decisions. Applicants will need to submit a new proposal based on the updated scope and requirements.

FY27 EquiCare: Subsidy Seats award amounts will vary, with a total pool of $2,075,059.00. The minimum grant award that will be considered for any applicant is $206,960.00 for centers and letter of compliance programs and $51,740 for family child care and large family child care. Programs seeking funds would apply for a designated number of seats, and eligibility would be assessed according to County-established criteria. These funds are designated to cover all full day seat expenses, ensuring that parents are not required to pay a co-pay or any additional tuition expenses. Parents utilizing EquiCare seats will not incur any tuition charges, as the program has secured the necessary funds through this grant. The performance period of these grant awards will be July 1, 2026 to June 30, 2027. Organizations with more than one facility in the County must submit a separate application for each facility. Applicants will submit multi-year funding proposals of three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.

Target Population: The target populations for this grant program are Montgomery County children age six (6) weeks through 3 years from families at or below the 400% federal poverty line. These households likely do not meet the eligibility criteria for current early childhood public programs and lack sufficient resources to meet their childcare needs.

B. Eligibility Criteria

Proposal Eligibility Criteria:

- Applicants may only submit one application per facility; and
- Child Care Centers and Letter of Compliance must apply to provide a minimum of 8 child care seats and Family Child Care programs must apply to provide a minimum of two (2) child care seats. The grant funds would cover the tuition expenses of the child care seat.

Organization Eligibility Criteria:

Applicants must meet all of the following conditions:

- The organization must be **licensed child care provider** located in Montgomery County, as demonstrated through the following required documentation:
  - A License/registration number provided by the Maryland State Department of Education for your child care program under COMAR: Family Child Care (13A.15), Large Family Child Care (13A.18), Center Child Care (13A.16), or Letter of Compliance (13A.17)
- The organization must meet specific program criteria, as demonstrated through the following required documentation:
  - Accreditation by a recognized state or national entity (ex. Maryland State Department of Education, National Association for the Education of Young Children, National Association of Family Child Care)
  - Published rating of level 3 or higher in Maryland EXCELS
- The organization's staff must meet these minimum education requirements, which differ based on these two childcare provider types:
  - Child Care Center and Letter of Compliance: Teacher in EquiCare Grant classroom:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Infant/Toddler Credential with 2 years' experience; OR
    - Child Development Associate (CDA) Birth to Five Credential with 2 years' experience.
  - Family Child Care and Large Family Child Care: Approved Provider:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Family Child Care Credential with 2 years' experience; OR
    - Child Development Associate (CDA) Birth to Five Credential with 2 years' experience.

Montgomery County Eligibility Conditions:

- The organization must be currently registered in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT); and
- The organization's principal place of business must be located in Montgomery County; if it is a national or regional organization, it must have a location in Montgomery County through which it provides related services;
- All activities and expenditures under this Grant Program must be provided in Montgomery County, and be exclusively for Montgomery County residents;
- Current Montgomery County contract or grant award winners must be in performance compliance and current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their awards;
  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.

C. Funding Priorities

This grant program is anticipated to receive a large number of applications and total funding requests that will exceed the amount of resources available. Priority in awarding funding will be given to proposals from licensed child care programs located with a physical address in areas reflected in the county's' FY25 Supply and Demand Study.

Grants provided under this program may be requested as multi-year awards of up to three years, pending satisfactory program performance and continued appropriation of funding by the County Council. Proposals should include at maximum a three-year budget that includes a projected inflationary increase for each of the future fiscal years.

D. Award Amounts and Duration

Award sizes will vary and will be determined by the number of childcare seats proposed to be provided by the licensed child care provider. These funds are designated to cover all seat expenses, ensuring that parents are not required to pay a co-pay or any additional tuition expenses. **Parents utilizing EquiCare seats will not incur any tuition charges**, as the program has secured the necessary funds through this grant. The minimum grant award that will be considered for any applicant is $206,960.00 for centers and letter of compliance programs and $51,740.00 for family child care and large family child care, with a total pool of $2,075,059.00. Programs seeking funds would apply for a designated number of seats, and eligibility would be assessed according to County-established criteria. The performance period of these grant awards will be July 1, 2026 to June 30, 2027. Applicants will submit multi-year funding proposals of three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations.

Child care centers and letter of compliance must apply to provide a minimum of 8 child care seats and family child care and large family child care programs must apply to provide a minimum of two (2) child care seats. The grant funds would cover the tuition expenses of the child care seat.

E. Award Reporting Requirements

Organizations should expect quarterly and annual financial and performance reporting, modeled on the submitted Performance Plan, as a grant requirement. The required metrics and notes are included below.

Quarterly Reporting Requirements

- Family: number of families approved
- Child: number of children enrolled with this grant, use of seats
- Program: quality standard compliance (licensing, MD EXCELS, accreditation)
- Staff: staff associated with grant and credentialing compliance
- Narrative Report: summary of marketing efforts, grant challenges and solutions, and testimonials

Annual Reporting Requirements

- Family: number of families approved
- Child: number of children approved and use of seats
- Program: quality standard compliance (licensing, MD EXCELS, accreditation)
- Staff: staff compliance and credentialing compliance

- Narrative Report: summary of marketing efforts, grant challenges and solutions, and testimonials

If awarded, Grantees must adhere to the guidelines in the Equicare Childcare Manual during the Grant Term. The Grantor may make edits to this manual but must transmit the updated version of the manual to the Grantee no less than 14 calendar days before any reporting deadline. Grantees must provide an attestation confirming that they have received, understand, and have read the manual whenever the Grantor issues an update.

F. Application Review & Awards

1. **OGM Administrative (Admin) Review –** OGM will assess all applications for Organization and Montgomery County Eligibility Conditions listed above as well as confirm that the applications submitted are complete and meet minimum standards. If minor errors are found in an application, OGM will give applicants a brief window (usually two business days) to resolve the issue. Applicants generally will not be given the opportunity to resolve any issues with Montgomery County Eligibility Conditions or major issues with their applications. Organizations and applications that do not meet these requirements will be disqualified while those that do will move onto the next stage.

2. **Subject Matter Expert (SME) and Organization Eligibility Review –** DHHS will recruit an independent Review Committee that will develop and submit recommendations for funding based on their review of applications. The Review Committee will be composed of neutral, qualified individuals from Montgomery County Government, selected for their experiences in the grant program's subject area, grants administration, project management, and/or ability to analyze programs from a Racial Equity and Social Justice lens. The panel members will review and score applicant proposals based on the criteria outlined in this NOFO 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, but are not limited to, updated consideration of how well the applicant has performed on other Montgomery County programs, the expert opinion of grant monitors/administrators with prior experience with applicants, updates to priorities, or other factors.

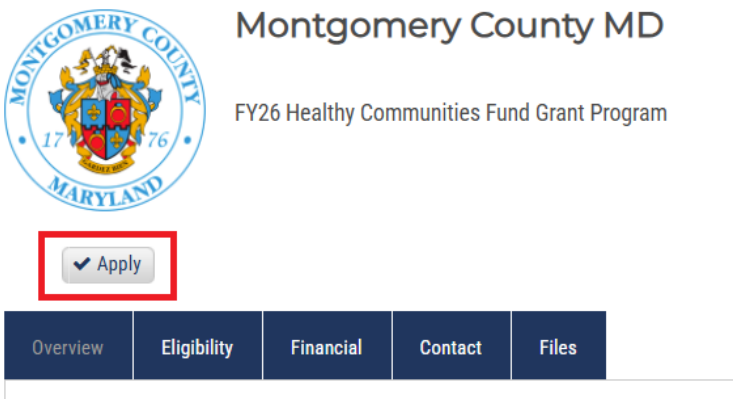
Award Notification
Award notification letters are expected to be released roughly 6-8 weeks after the application deadline via email. For successful applicants, the Grant Agreement will contain the total amount awarded and funding restrictions; programmatic, administrative, and policy requirements; reporting requirements; and payment terms.

G. Submission Guidelines and Support Resources

How to Apply:

1. **Log into the Euna (eCivis) Portal to create an application profile**
   https://portal.ecivis.com/#/login

2. **Access the FY27 EquiCare: Subsidy Seats Grant Program Solicitation Page and click the "Apply" button to create an application.**



3. **Review the Euna (eCivis) applicant user guides for assistance and other support resources**

   OGM Developed Instructional Videos (Youtube videos):

   - **How to Create an Euna Application**
   - **Euna Budget Tool Instructional Video**

   Euna Applicant User Guides (PDF downloads):

   - **Logging into Your eCivis Portal Account**
   - **Reviewing and Submitting your application**
   - **Transfer Application Ownership**
   - **Guide for Applicants**

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 a Euna Grants account, **select the FY27 EquiCare: Subsidy Seats Grant Program**, and then will be able to access the grant application. Applicants requiring an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management (contact listed on the first page of this document) to discuss alternative submission options.

Applications are due no later than, Friday, April 24, 2026 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 Panel for funding considerations. Any additions or deletions to an application, unless requested by the Office of Grants Management or Department of Health and Human Services, will not be accepted after the deadline. Applications with incomplete, illegible, or corrupt digital materials will not be considered.

H. Information Session

A Grant Program Information Session was be held on **Thursday, March 19, 2026 at 6:00-7:00 PM** en español and in English. 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 Grant application page.

I. 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 after 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 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; 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, as broken out by each of the Tasks, by filling out the data fields or uploading documents where applicable. Uploaded documents should have clearly titled sections and sub-sections. The application platform cannot read 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.**

A. Applicant Information 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 to 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
- Montgomery County Supplier Number, if known (optional)
- Contact Information for the organization's proposal point-of-contact (POC)
- Contact Information for the organization's proposal secondary point-of-contact (POC)
- Upload current Organization's Maryland State Department of Education Child Care License or Registration Number
- Upload current accreditation by recognized state or national entity (ex. Maryland State Department of Education, National Association for the Education of Young Children, National Association of Family Child Care)
- Upload current certificate of Maryland EXCELS status (*must be level 3 or higher*)
- Checkbox confirmation that all Staffing Education Minimum Requirements are met (select yes, no or not applicable):
  - Center/Letter of Compliance - Teacher in EquiCare Grant classroom:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Infant/Toddler Credential with 2 years' experience; OR
    - Child Development Associate (CDA) Birth to Five Credential with 2 years' experience.
  - Family Child Care/Large Family Child Care - Approved Educator:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Family Child Care Credential CDA with 2 years' experience; OR
    - Child Development Associate (CDA) Birth to Five Credential with 2 years' experience.

The County is required to check applicants' status of Good Standing (or equivalent status) with the Maryland State Department of Assessment and Taxation (SDAT) at the time of application review, finalization of grant agreements, and for payments during the life of a grant agreement. Although proof of Good Standing is not required as a component of the application, 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. Project Strategy Task
The Project Strategy includes the following data components related to the proposal:

- **Proposal Title –** If awarded, the Project Title will become the name of the Grant Agreement *(100 character limit)*
- **Proposal Overview –** Brief description of the project *(1,000 character limit)*

The following **Project Strategy narrative questions** must be completed by each applicant *(If the question below does not apply to your proposal, please indicate that it is not applicable*):

- What experience and strengths does your child care program have that will help you successfully carry out the EquiCare grant? Please share examples of your current capacity, past successes, or partnerships that show you're ready to do this work. (3000 characters maximum)
- How will your program provide high-quality care for infants and toddlers using this grant? (500 words maximum) Please include:
    - Current enrollment and staffing
    - Any open or expected child care vacancies
    - How you will recruit and keep credentialed staff
    - How you will meet licensing and maintain Maryland EXCELS standards
    - How you will make sure all children are included, not separated by funding type
- What ZIP codes or geographic location does your program serve? How are you connected to the families and communities in those areas? (3000 characters maximum)
- What is the minimum and maximum number of child care seats that your organization could support with funding from this grant program? *(note: Family Child Care/Large Family Child Care must apply for a minimum of 2 seats, and Center-based/Letter of Compliance programs must apply for a minimum of 8 seats)*. (3000 characters maximum)
- How will your program make sure all children and families—no matter their race, culture, language, or abilities—feel welcomed and supported? Please include examples like bilingual staff, training on topics related to equity, partnerships with local/community organizations, translation of materials, and culturally responsive engagements. (3000 characters maximum)
- Overall, how will this grant help your program better support the children and families you serve? What difference will it make? (3000 characters maximum)

C. Project Budget Task (No page limit, MS Excel format preferred)
The Budget Task includes the following data components related to the proposal:

- FY27 EquiCare: Subsidy Seats Grant Project Funding Request – Total number of seats requested through this grant proposal for Year 1. (July 1, 2026 to June 30, 2027)
- Year 2 (FY28) Montgomery County Funding Request – If applicable, number of seats requested for second year of project (assuming continued appropriations and satisfactory project performance) (July 1, 2027 through June 30, 2028)
- Year 3 (FY29) Montgomery County Funding Request – If applicable, number of seats requested for third year of project (assuming continued appropriations and satisfactory project performance) (July 1, 2028 to June 30, 2029)

Family Child Care and Large Family Child Care programs must apply to provide a minimum of two (2) child care seats and Child Care Centers and Letter of Compliance programs must apply to provide a minimum of eight (8) child care seats.

- The grant funds would only cover the tuition expenses of the child care seat based on the County cost of care at level 3 of Maryland EXCELS at $25,870 per child per year. The estimated quarterly payment per child is:
    - $6,467.50 per child for Family Child Care and Large Family Child Care programs
    - $6,467.50 per child for Center and Letter of Compliance programs.
- Applicants should propose a multi-year funding proposals of three (3) years but funding beyond the first 12 months will be contingent on both satisfactory project performance and future Council appropriations
- These funds are designated to cover all seat expenses, **ensuring that parents are not required to pay a co-pay or any additional tuition expenses**. Parents utilizing EquiCare seats will not incur any tuition charges, as the program has secured the necessary funds.

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.

A budget template is provided at the following link:
https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/FY27-EquiCare-Budget-Template.xlsx (*please select the appropriate tab: FCC/LGFCC or Center/LOC*)

D. Project Staffing Plan Task (2-page limit, PDF format preferred)

This section should detail the staff assigned or to be hired for the program, staff positions, and percentage (%) of time spent on the program. If the position is not filled, a projected start date as to when the position will be filled should be supplied. If applying as a collaboration, please note the organizational affiliation of each staff member. The Staffing Plan should detail staff involved with the grant program, to include the teacher, the Director, the staff member screening families for program eligibility, and other staff member (s) supporting the project:

- Name and position description of the position role in relation to the proposed grant;
- Salary rate for the position;

- Percentage of staff time, in what phase of the grant period, will be dedicated to the proposed project;
- Outline of language skills and/or cultural competencies program offers; and
- Any relevant degrees, licenses, certifications, or other professional credentials related to the project, as follows:
  - Center/Letter of Compliance - Teacher in EquiCare Grant classroom:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Infant/Toddler with 2 years' experience; OR
    - Child Development Associate (CDA) Birth to Five with 2 years' experience.
  - Family Child Care/Large Family Child Care - Approved Provider:
    - Associates Degree in Early Childhood; OR
    - Child Development Associate (CDA) Family Child Care with 2 years' experience; OR
    - Child Development Associate (CDA) Birth to Five with 2 years' experience.
- Resumes of incumbents in the positions and/or position descriptions of these positions may be uploaded as Other Program Materials if desired.

A staffing template is provided (in English) at the following link: https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/EquiCare-Staffing-Plan-Template.pdf

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

This section should outline the implementation schedule of the proposed program over the 12-month grant performance period plus up to an additional two years if the applicant is seeking multi-year funding. The Project Work Plan/Timeline must match performance period of the Grant Program listed on page 1 of this NOFO.

In this section, please describe:

- Your goals for the program – What are you trying to achieve, especially in terms of recruiting families, getting them interested, and filling available spots?
- Your timeline – When will each part of the program happen, from start to finish? When do you plan to fill seats?
- Who is responsible – List the staff members who will be in charge of each activity.

F. Performance Plan (2-page limit, PDF format preferred)

The Performance Plan provides a concise statement identifying strategies and activities that will be used to fill the seats for this grant and process for ensuring eligibility and intake.

Performance Plan: A performance plan is the strategic outline of how this grant will be executed. This Grant Program **requires** quarterly and annual reporting on specific metrics and evaluation mechanisms listed below. Organizations are given flexibility to develop a Performance Plan that fits their proposed strategy that includes any other relevant Key Performance Indicators (KPI) and milestones. Applicants should propose targets for all the required and additional selected metrics and will report against those targets during mid-cycle and end-of-cycle reporting. These targets can include hiring of staff, outreach, enrollment, etc…

Key Performance Indicators (KPIs)/metrics: Key performance indicators or metrics are the specific tools used to measure the effectiveness and impact of the execution of this grant. Provide an outline of the metrics to be collected, targets for each metric, and the data collection method for each metric. Required metrics for this Grant program must be submitted **separately for each facility** where the organization provides services funded through this grant award. Organizations should expect quarterly and annual financial and performance reporting, modeled on the submitted Performance Plan, as a grant requirement. The required metrics and notes are included below.

Quarterly Reporting Requirements

- Family: number of families approved
- Child: number of children enrolled with this grant, use of seats
- Program: quality standard compliance (licensing, MD EXCELS, accreditation)
- Staff: staff associated with grant and credentialing compliance
- Narrative Report: summary of marketing efforts, grant challenges and solutions, and testimonials

Annual Reporting Requirements

- Family: number of families approved
- Child: number of children approved and use of seats
- Program: quality standard compliance (licensing, MD EXCELS, accreditation)
- Staff: staff compliance and credentialing compliance
- Narrative Report: summary of marketing efforts, grant challenges and solutions, and testimonials

G. Budget Tool (Data Fields)

This tool will not be utilized for this grant program.

H. Goals Tool (Data Fields)

This tool will not be utilized for this grant program.

SECTION III – SCORING OF APPLICATIONS

Applicant's proposal submissions will be evaluated using the following confidence ratings based on the below weighted criteria. Confidence ratings are another form of objective 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 of succeeding, 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.

Depending on the volume of applications, number of Review Committee members, and whether they all review each application, OGM may employ a **statistical rescaling** of scores to put applications on a more level playing field.

Each criterion is attributed to a specific weight out of a total of 100 points.

Criterion A: Project Goals and Grant Program Priorities (1-3 rating; weighted at 25/100 points)

In line with the priorities for the FY26 EquiCare Subsidy Seats Grant Program, the proposal:

- Licensed child care programs located with a physical address in areas reflected in the county's FY25 Supply and Demand Study
- Demonstrates a strong understanding of their target population's/community's needs and an effective program strategy to effectively meet these needs;
- Provides developmentally appropriate, culturally, and/or linguistically proficient services to the target population/community; and
- Demonstrates a broad base of impact through their proposal to their target population/community; and
- Provides specific examples of how the child care program demonstrates cultural proficiency, such as staff training on inclusivity, and they apply a racial equity lens to service delivery, including any partnerships with community organizations.

Criterion B: Organizational Capability and Relevant Experience (1-3 rating; weighted at 50/100 points)

- Applicant demonstrates the expertise to deliver the proposed outcomes to the target population (ex. licensed, published in Maryland EXCELS level 3 or higher, and accredited);
- Applicant demonstrates the subject-matter expertise to deliver the proposed outcomes to the target population/community (ex. Staff meet or exceed requirements); and
- Applicant demonstrates a strong history of serving Montgomery County children and families and can effectively perform outreach to promote, engage, and/or connect the target population with the proposed project.

Criterion C: Soundness of the Overall Proposal (1-3 rating; weighted at 25/100 points)

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes;
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline; and
- Proposal' contingency plans for a lower than requested funding amount is realistic and still results in desired outcomes albeit at a lower level.

MISCELLANEOUS

- 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 why their proposal was not granted, or their funding request was not granted in full.

SECTION IV – 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 the Euna 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 Grant 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.