

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

**FY26 Fentanyl Use, Overdose, and Death Reduction
Grant Program**

Program Summary: The Department of Health and Human Services and the Office of Grants Management are soliciting grant applications for the FY26 Fentanyl Use, Overdose, and Death Reduction Grant Program from qualified nonprofit organizations. The FY26 Approved Budget allocates \$100,000 for a grants program that aims to reduce the number of persons using, overdosing and dying from the use of fentanyl in Montgomery County, MD. The County anticipates awarding two awards of \$50,000 under this third iteration of the grants program. Applicants may only submit one application per organization.

Key Program Dates:

- **FY26 Fentanyl Use, Overdose, and Death Reduction Grant Program Opens for Applications:** Friday, May 8, 2026
- **MS Teams Live Online Grant Program Information Session:** Wednesday, May 13, 2026 from 10:30 - 11:30 AM (see link below)
- **Submission Deadline:** Wednesday, June 3, 2026, at 11:59 PM

Key Program Resources:

- **Program Page:** https://gn.ecivis.com/GO/gn_redir/T/fwu2srbv4q84
- **Information Session:** [Join the Wednesday, May 13, 2026 Information Session from 10:30 - 11:30 AM OR watch a recording of the event recording](#)
- [OGM Board Race-Ethnicity Reporting Template](#)
- [OGM's Resources for Applicants Webpage](#)

Grant Program Details, Submissions, and Support: Application details can be downloaded, and application may be submitted through the 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 the deadline will not be accepted. For alternate ADA submission options please contact the Office of Grants Management using the contact information below:

Office of Grants Management
grants@montgomerycountymd.gov

For any technical questions related to the application, please contact the HHS using the contact information below:

Ben Stevenson II, Manager III, HHS Prevention & Harm Reduction Services
Health and Human Services
ben.stevensonii@montgomerycountymd.gov

TABLE OF CONTENTS

Section I	Grant Program Information	4-9
	Background	3
	Target Population	3
	Funding Priorities	3-4
	Eligible Organizations	4
	Award Amounts and Duration	4
	Application Review & Awards	5
	Award Notification	5
	Submission Guidelines	5
	Information Session	6
	Terms and Conditions	6-7
Section II	Application Tasks	7-11
Section III	Scoring of Applications	12-13
	Scoring Criteria	12-13
	Miscellaneous	13
Section IV	Certifications, Acknowledgements, & Assurances	14-15

SECTION I – GRANT PROGRAM INFORMATION

A. Background

The Department of Health and Human Services and the Office of Grants Management are soliciting grant applications for the FY26 Fentanyl Use, Overdose, and Death Reduction Grant Program from qualified nonprofit organizations. The FY26 Approved Budget allocates \$100,000 for a grants program that aims to reduce the number of persons using, overdosing and dying from the use of fentanyl in Montgomery County, MD. The County anticipates awarding two one-time awards of \$50,000 each under this third iteration of the grants program. Applicants may submit more than one application per organization, however, only one award will be given per organization may be awarded.

About the Office of Grants Management (OGM): OGM is the central point of contact for all grants that the County receives or awards. OGM also develops countywide policies and procedures regarding grants management and ensures these are consistent with the County’s 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 OGM website](#).

B. Target Population

The target populations for this Grant Program are all those using or at risk for using fentanyl in Montgomery County Montgomery County.

C. Eligibility Conditions

Applying organizations and their proposal must meet all of the eligibility criteria listed below to be considered for an award.

Proposal Eligibility Criteria:

Applicants and their proposed projects must meet all of the following Programmatic Eligibility requirements to be considered for funding.

- Applicants may only submit one application per organization under this NOFO;

Organization Eligibility Criteria:

- The organization must have a Federal 501(c)(3) or 501(c)(6) tax-exempt status. A collaboration may also be submitted between two or more entities with at least one having one of these statuses.

Montgomery County Eligibility Conditions:

- The organization must be currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT);
- The organization must have a “Current” standing with the Maryland Secretary of State OneStop – Charities Public Registry;
- 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.

- The organization’s principal place of business must be located in Montgomery County; if a national or regional organization, it must have a location in Montgomery County through which it provides related services;
- All activities and expenditures under this Grant Program must be provided in Montgomery County, and be exclusively for Montgomery County residents;
- All successful applications must clearly state the following and activities and expenditures funded through this grant program must:
 - Be provided free of charge (this includes a prohibition on requesting donations and use of County resources for fundraising);
 - Not be provided in promotion of a particular religion, political party, etc. or with a requirement of service or program attendance; and
 - Be open and available to all Montgomery County residents, regardless of race, color, religious creed, ancestry, national origin, age, sex, marital status, disability, sexual orientation, gender identity, family responsibility, genetic status, presence of children, or source of income.
- 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.

D. Funding Priorities

Awards to organizations working with the most highly impacted populations, specifically in the following zip codes, will be prioritized:

- 20910
- 20860
- 20912
- 20877
- 20842

MCG will prioritize the following kinds of proposed activities:

- *Single events or ongoing programs.*
- *Prevention education activities held in person or via virtual platforms (e.g., Zoom, Microsoft Teams, etc.).*
- *Those that include stipends for peer support.*

Illustrative activities under the “FY26 Fentanyl Use, Overdose, and Death Reduction Grant Program” include but are not limited to:

- *Tuition support to attend an after-school programs*
- *Youth outreach programs (funding to attend youth-oriented events such as sports, art workshops, music festivals, etc. That focus on alternatives to drug use and keep kids engaged in positive activities)*
- *Winter/summer camp tuition assistance*
- *Educational workshops & presentations*
- *Public awareness campaigns*
- *Parent & caregiver workshops*
- *Community events*

- *Small incentives to participate in drug-free programs or attending educational events (gift cards, rewards, certificates, etc. Giving money directly to participants will not be approved).*
- *Stipends for peer support, community service workers to support events*
- *Online outreach- create social media profiles dedicated to providing information about the dangers of fentanyl. Share informative articles, videos, and success stories of individuals who have overcome substance abuse.*

MCG will not fund activities that give money directly to participants. Applicants may submit more than one application per organization, however, only one award will be per organization may be awarded.

The Office of Grants Management will also seek proposals from organizations that:

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

E. Project Budget and Budget Justification

Applicants must request between a \$50,000 minimum and a \$100,000 maximum. Applicants must use the **Euna Budget Tool** to submit their detailed budgets. Instructions are below.

Individual expense line-items must be organized into one of the categories below:

- **Personnel** – Staff salaries
- **Fringe Benefits** – Health insurance and other staff benefits
- **Travel** – Transportation stipends, vehicle operation, or public transportation vouchers
- **Equipment** – Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$10,000.
- **Supplies** – Tangible personal property other than those described in the equipment definition. A computing device is a supply if the acquisition cost is below \$10,000, regardless of the length of its useful life.
- **Contractual** – Contractors for services or training as well as licenses
- **Construction** – Renovation costs – capital expenses are not allowed
- **Other** – Any other project related costs that do not fit into the categories above; and
- **Indirect Costs** – Program Budgets may include indirect costs. Indirect costs cover general administrative costs such as: legal, accounting, liability insurance, audits, and the like. Indirect costs may only be charged on direct operating expenses, not capital expenses. 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%. Indirect costs will be listed as a flat amount and do not need to be detailed into individual line-items.

Eligible and Ineligible Expenses

Eligible expenses under this grants program include operating costs defined as costs that support ongoing expenditures associated with projects. Illustrative operating expenses include but are not limited to:

- Administrative expenses to fund a Program Manager and support staff
- Community or business outreach
- Any expense incurred in the process of determining which commercial district management entity would be most beneficial for the corridor
- Implementation of neighborhood economic development activities
- Neighborhood place making and place management

Grant funds may **not** be utilized for the following:

- Capital expenses, defined as 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.
- Any purchase or activity which has already been made outside the grant award period of performance
- 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.

F. Award Amounts and Duration

HHS and OGM anticipate issuing two awards of \$50,000 each from this Grant Program. The grants will be awarded for an up to one year (12 month) performance period, which will be set by the applicant in their proposal. Programs must be run and be evaluated during this period. This grant program does not commit Montgomery County to make an award.

G. Award Notification

Award notification letters are expected to be released up to three 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.

H. Award Reporting Requirements

Grant recipients will be required to submit mid-term and final activity and financial reports. Each report must be accompanied by a formal invoice/request for payment and a detailed performance narrative that aligns with the established Key Performance Indicators (KPIs) and benchmarks outlined in the grant agreement. The mid-term report should highlight progress-to-date, identifying any variances from projected milestones, while the final report must provide a comprehensive evaluation of total impact and goal attainment. Invoices/requests for payment will only be processed for payment once the corresponding report demonstrates that the specific benchmarks for the reporting period have been met or sufficiently addressed.

G. 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. **Proposal and Organization Eligibility Review** – HHS will also conduct a second review assessing whether applicants and their proposals address the Proposal and Organization Eligibility Criteria cited above to ensure all submitted applications are within the intended scope of this Grant Program. This review will include an assessment of the submitted financial documentation and budget for eligible and ineligible expenses. Organizations and applications that do not meet these requirements will be disqualified while those that do will move on to the next stage.
3. **Subject Matter Expert (SME) Review** – HHS will then establish a Review Committee composed of neutral, qualified individuals from Montgomery County Government, selected for their experience in the grant program’s subject area, grants administration, project/financial 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 document 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.

H. 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 FY26 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):

1. [How to Create an Euna Application](#)
2. [Euna Budget Tool Instructional Video](#)

Euna Applicant User Guides (PDF downloads):

1. [Logging into Your eCivis Portal Account](#)
2. [Reviewing and Submitting your application](#)
3. [Transfer Application Ownership](#)
4. [Guide for Applicants](#), including Budget Tool assistance on pages 13 to 20

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 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 Wednesday, June 3, 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 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.

I. Information Session

An FY26 Fentanyl Use, Overdose, and Death Reduction Grant Program Information Session will be held on Wednesday, May 13, 2026 from 10:30 - 11:30 AM. 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.

J. 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; 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. Document uploads should ideally be submitted as PDF documents with budgets uploaded as MS Excel file. The application platform cannot read Mac formatted documents (i.e. Pages, Numbers, and Keynote). **Applications will be considered incomplete if any part of any section is missing.**

Please note that Review Committees have historically preferred concise narratives focused on the funding priorities, questions asked, and scoring themes rather than long narrative descriptions.

A. Applicant Information Form

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 Lead Organization as registered with the Maryland State Department of Assessment and Taxation (SDAT)
- Lead Organization's Maryland SDAT Department ID Number
- Lead Organization's Federal Tax Identification Number
- Lead Organization's confirmation of current SDAT standing
- Lead Organization's confirming of current Maryland Charities Database status
- Montgomery County Supplier Number, if known (optional)
- Lead Organization's website (optional)
- Upload: Most recent IRS 990 Form for Nonprofit Organizations or an explanation of why your organization is exempt from filing 990s
- Contact Information for the Organization's point-of-contact (POC)
- Contact Information for the Organization's Legally Authorized Signatory
- Type in board chair (or equivalent position) names, organization title, email, and phone number

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 Lead and Support organization 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>

The County is now checking the Registration Status of potential and current grantees with the **Maryland Secretary of State OneStop – Charities Public Registry**. A grantee with Montgomery County is required to comply with state laws and therefore, have a Registration

Status of “Current” (or “Exempt”). The Office of Grants Management (OGM) will verify the status of an applicant. Although proof of a current registration is not required as a component of the application, it is critical that Lead and Support organization applicants remain registered and Current with Maryland OneStop as applicants will be disqualified from a grant competition, or even lose a grant award, and/or face delays in grant payments if they are not Current (or provide evidence of being “Exempt”).

Applicants can verify their status with the Maryland Charities Public Registry via this link: https://onestop.md.gov/list_views/62f3e1797f7e3200016a3dab

B. Applicant Background 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 the new [federal standards for collecting this data](#). Note that the information entered should be based on how the person identifies themselves.

Lead Organization estimated staffing size serving Montgomery County in a given year

- Lead Organization estimated budget, including by funding source, for Montgomery County programs, services, and other initiatives in a given year
- Lead Organizational leadership, including CEO or Executive Director and Board Members (if applicable), race and ethnic information

If choosing to provide race and ethnicity information for their board, applicants must use the [OGM Board Race-Ethnicity Reporting Template](#) and upload it into application. Responding to these questions is optional and will have no impact on application reviews.

C. Project Strategy Task (data fields)

Organizations must provide the following information and documents using data entry fields or uploads.

- **Project Title** – If awarded, Project Title will become the grant agreement name
- **Project Overview** – Brief description of the project (*600-character limit*)
- **Zip codes where services will be provided and/or activities will take place.** List up to five of the most impacted zip codes or indicate that the activity/service is Countywide. Additional context on service areas, locations, and beneficiaries may be elaborated on in the Project Strategy Narrative. (*600-character limit*)

The proposal’s Strategy Narrative should answer the following questions within a data field. If an organization prefers, they may submit their strategy 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 Strategy Narrative.

1. **Community Relationship** – Please describe the specific population/community that your organization focuses on and explain your relationship to this population/community. Why is your organization uniquely suited to have a positive impact on this population/community? *(1,500-character limit)*
2. **Opioid Impact** – How will you address opioid misuse and opioid use disorder (OUD) with focus population/community that this proposal identifies? *(1,500-character limit)*
3. **Project Impact** – How will the proposed project address this issue or need? Please explain in as much detail as necessary. *(1,500-character limit)*
4. **Applicant Core Capabilities** – What are your organization’s current capabilities to implement the proposed project? Please note your capacity, including human and financial resources, to implement projects as well as past experience. Feel free to reference other Tasks in this application (i.e. Performance Plan) for more detail instead of repeating it in this narrative. *(1,500-character limit)*
5. **Applicant Special Capabilities** – What is your organization’s capability to implement this project in a culturally, linguistically, and/or technically proficient way for the target population/community? *(1,500-character limit)*
6. **Funding Impact** – Overall, how will the requested funding have a positive outcome on your organization and focus population/community? *(1,500-character limit)*
7. **Collaboration Description** – If a collaboration is being proposed, what work have your organization(s) previously done together? What skills, experience, capabilities, and/or connections does each organization bring to the partnership? How will the roles and responsibilities under the project be separated by organization? *(1,500-character limit)*
8. **Montgomery County Focus** – Please explain how all proposed activities and expenditures under this grant program will be provided in Montgomery County OR be exclusively for Montgomery County residents if activities and expenditures occur outside of the County? *(1,500-character limit)*
9. **Supporting Documents (optional)** – Please upload any supporting documents relating to the Project Strategy questions, if applicable.

D. Funding Request and Financial Form

The Funding Request and Financial Form includes several data components related to the proposal:

- **Montgomery County Funding Request** – Amount requested from the County
- **Total Project Cost** – Total cost of project from all funding sources
- **Financial Management** – Please describe the Lead Organization's grant and financial management practices. These may include, but are limited to, accounting standards used, description of financial oversight/accounting staff, software used, and other financial practices *(1,000-character limit)*.
- **Reducing Funding Impact** – 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 *(1,000-character limit)*.
- **Supplanting Statement** – 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 (supplanting funds) to operations outside the County but rather will allow you to add to or expand your work on behalf of services in Montgomery County *(1,000 character limit)*.

- **Upload of Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) (optional).**
- **Upload of Public Copy of Most Recent Independent Audit Report, Financial Review, Agreed Upon Procedures** – If not available, please provide a brief explanation of why you do not have an independent audit.

Applicants will have an opportunity to provide detailed Budget Items and a Budget Narrative through the Budget Tool Task below.

E. 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 12 months grant agreement period of performance plus up to two years if the applicant is seeking multi-year funding. The implementation start date for a proposal should begin no earlier than June 1, 2026, to account for the grant program’s selectin and awarding process.

The implementation schedule over the performance period should list:

- The program’s objectives and related activities;
- Timeline for implementation and completion; and
- Responsible staff (noting organizational affiliation).

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.

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

Organizations must provide the following information and documents using narrative fields or uploads.

- Description of Lead Organization’s Data Collection and Management Practices (*1,000-character limit*).
- Upload of Most Recent Annual or other Organization Reports (optional).

Applicants are required to include a comprehensive **Performance Plan** in their grant application. The plan should detail:

- **Milestones:** List the specific milestone to be achieved, a target date to achieve it, and the impact achieving it will have on the organization.
- **Qualitative/Other Evaluation:** Outline any qualitative or other evaluation methods the program will be using.
- **Key Performance Indicators (KPIs)** – Select KPIs that are relevant to the project. Provide an outline of the metrics to be collected, targets for each metric, and the data collection method for each metric. Both target outputs and outcomes should be addressed. The metrics should align with the objectives outlined in the strategy narrative. Organizations should expect to regularly report on the actuals versus target indicators and be prepared to explain any deviations, whether negative or positive.

All awardees will be expected to provide two reports (a progress report midway through implementation and a final report report) that include the following:

1. Success stories, implementation challenges, and lessons learned;
2. Reporting on zip codes of people served
3. Data collected on key indicators in the Performance Plan that includes demographics and age of participants, as applicable;
4. Qualitative/other evaluation data, as applicable (e.g. feedback from participants collected in way that protects their identity, summary of training evaluation forms, etc.);
5. Participant testimonials, photos/videos of events and any media mentions, as applicable;
6. Budget reconciliation

In addition, MCG may conduct a site visit/check-in at any time during implementation with a 48-hour advance notice.

G. Budget Tool (Data Fields)

The budget for this proposal should contain detailed itemized cost information for all proposed expenses plus indirect costs. Please also include the value of any cost-shares such as donations, other grants received, and in-kind or pro bono services that you anticipate being donated and that are related to this proposal. **The Program Budget is a pre-built form that is available in the online application.**

- Program Budgets may include indirect costs. Indirect costs cover general administrative costs such as: legal, accounting, liability insurance, audits, and the like. Indirect costs may only be charged on direct operating expenses, not capital expenses. 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%. Indirect costs will be listed as a flat amount and do not need to be detailed into individual line-items.
- If applying as a collaboration, please include the appropriate division of budget between the two or more organizations that are applying.

The proposal's budget should include a detailed listing of expenses and justification for each expense. Detail your budget request by clicking on the Euna Grants Budget Tool in the application platform to open a new browser tab.

BUDGET SUPPORT RESOURCES: The Euna Grants [Guide for Applicants](#) includes detailed guidance on pages 13-20 on how to fill out the Budget Tool. In addition, OGM has developed a [Euna Budget Instructional Video](#) posted on YouTube to demonstrate and guide applicants through the Budget Tool functions.

Enter your budget request using the federal object class categories listed below add as many additional line-items underneath each category as required:

- **Personnel** – Staff salaries
- **Fringe Benefits** – Health insurance and other staff benefits
- **Travel** – Transportation stipends, vehicle operation, or public transportation vouchers
- **Equipment** – Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$10,000.

- **Supplies** – Tangible personal property other than those described in the equipment definition. A computing device is a supply if the acquisition cost is below \$10,000, regardless of the length of its useful life.
- **Contractual** – Contractors for services or training as well as licenses
- **Construction** – Renovation costs – capital expenses¹ are not allowed
- **Other** – Any other project related costs that do not fit into the categories above; and
- **Indirect Costs** – Program Budgets may include indirect costs. Indirect costs cover general administrative costs such as: legal, accounting, liability insurance, audits, and the like. Indirect costs may only be charged on direct operating expenses, not capital expenses. 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%. Indirect costs will be listed as a flat amount and do not need to be detailed into individual line-items.

Grant funds may not be utilized for the following:

- Capital expenses defined as 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.;
- Grant funds can't be used to purchase goods or services from Board Members' organizations;
- Any purchase or activity which has already been made outside the grant award period of performance;
- Purchases or activities unnecessary to accomplish grant purposes;
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee;
- Lobbying; and
- To supplant (replace) funds from other grant sources.

At the **bottom** of the Budget Tool, applicants will have the opportunity to enter their Budget Narrative (8,000 characters max). **It is contingent upon applicants to clearly indicate in their narrative how the proposal meets the eligibility and priority criteria outlined in this NOFO.** Do not assume that each cost will be intuitive to reviewers during their evaluation and scoring of your proposal. The Budget Narrative should be entered as a bullet description of each line item entered in the Budget Tool above. The descriptions should explain at minimum:

- A brief description of the line-item itself;
- Why the cost is necessary for the proposal;
- How it meets eligibility standards; and
- How the figure was calculated.

Three to four sentences per line-item is generally sufficient, but applicants may exceed that amount if necessary to fully explain a line-item. Note: In past grant programs, applicants have frequently received low scores on their budgets for not fully explaining why each line item was necessary for the proposed project, especially positions.

H. Goals Tool (Data Fields)

This tool will not be utilized for this Grant Program.

¹ Capital expenses are defined as expenses that are \$5,000 or more in one-time costs for the purchase or improvement of a single fixed asset.

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.^[1]

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

Criterion A: Project Goals and Grant Program Priorities (15 points)

In line with the priorities for the Grant Program, the proposal:

- Is from an organization based in or serving the following zip codes: 20910, 20860, 20912, 20877, 20842;
- Supports a single event or ongoing programs;
- Includes in-person or online prevention education activities and/or stipends for peer support;
- Demonstrates a strong understanding of their target population’s/community’s needs and an effective project strategy to effectively meets these needs;
- Provides services, advocacy, or other support to the target population/community that is not already funded by other County resources;
- Provides technically, culturally, and/or linguistically proficient services to the target population/community;
- Demonstrates a broad base of impact through their proposal to their target population/community; and
- Will be fully implemented in the next 12 months.

Criterion B: Sound Fiscal Management and Budget (20 points)

- Applicant demonstrates sound grant and fiscal management practices and will be able to submit financial reports and back-up documentation to meet administrative and audit requirements;
- Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy, Staffing Plan, and other parts of the proposal; and
- Applicant's Budget and Budget Justification reflect reasonable and realistic costs needed to implement the proposal and achieve the stated outcomes for the target population/community while prioritizing activity focused costs.

Criterion C: Organizational Capability and Relevant Experience (30 points)

- Applicant demonstrates the cultural, linguistic, and/or technical proficiency to work with their target population/community in the context of the proposed project;
- Applicant demonstrates the subject-matter expertise to deliver the proposed outcomes to the target population/community;
- Applicant demonstrates a strong relationship with their target population/community and can effectively perform outreach to promote, engage, and/or connect the target communities/populations with the proposed project.

Criterion D: Performance Plan and Performance History (20 points)

- Applicant demonstrates in their Performance Plan a clear process to measure/evaluate its project;
- Proposal's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes fit the project strategy and Grant Program's goals;
- Performance History provides strong evidence that the project strategy will have the desired outcomes for the target population/community; and
- Performance History provides a strong justification for the Performance Plan's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes.

Criterion E: Soundness of the Overall Proposal (15 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 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 (42 U.S.C. 2000e et seq.), 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, color, religion, sex, or national origin. The applicant further agrees to make every attempt to comply with the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and ensure that the program is accessible to persons with disabilities. In addition, the applicant intends to comply with the Age Discrimination Act of 1975 (42 U.S.C. Sections 6101-6107) such that no person will experience discrimination based on age in any program that receives federal financial assistance.

- ✓ 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.