

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

FY27 Healthy Communities Fund (HCF)
Grants Program

Program Summary: The Asian American Health Initiative, part of the Department of Health and Human Services (HHS), and the Office of Grants Management (OGM) are soliciting grant applications for the County's FY2027 Healthy Communities Fund Grants Program from qualified 501(c)(3) nonprofit organizations. This grant program seeks qualified service providers to administer culturally and linguistically appropriate programs and services that improve the health and wellness of Montgomery County residents with a particular focus on Asian American and Pacific Islander (AAPI) communities. If submitting a funding request above \$50,000, applicants are encouraged to collaborate with other community organizations to ensure a coordinated, community-driven approach that maximizes resources.

The Healthy Communities Fund will award grants of up to \$250,000 after a thorough competitive review of all completed proposals. Community organizations of all sizes are encouraged to apply as there is no minimum amount to request for funding. \$1,600,000 is available in funding. Organizations requesting \$50,000 or less will complete a shorter application to reduce administrative burden and promote equitable access, while those requesting more than \$50,000 will complete the full set of application materials. This approach supports equal opportunity by ensuring that smaller organizations—often with fewer resources—can participate without facing disproportionate barriers. Please ensure that completed attachments align with the application's funding request.

The amount of funding awarded will be based on the budget justification, alignment of the budget with the proposed program, and organizational capacity to perform the proposed program. **The award amount may differ from the funding amount requested.**

Funded programs must emphasize collaborative, evidence-based approaches and focus on culturally and linguistically appropriate services in at least one of the following categories:

- **Health and Social Support Services** – Provide linguistically accessible and culturally appropriate services that improve health and/or enhance access to health or social support services
- **Mental and Behavioral Health** – Activities aimed at reducing stigma around seeking behavioral health services and encourage people to seek treatment
- **Senior Wellness** – Provide linguistically accessible information and social support to limited English Proficient seniors

Key Program Dates:

- **NOFO Available:** Friday, July 17, 2026
- **Program Opens for Applications:** Thursday, July 23, 2026
- **MS Teams Live Online Grant Program Information Session (link to join below):**

Scheduled for Monday, July 27, 2026 from 3:00 PM – 4:00 PM EST

- **Submission Deadline:** Tuesday, September 1, 2026 at 11:59 PM EST

Key Program Resources:

- **Program Page: To be inserted Thursday, July 23, 2026**
- [Link to the Information Session OR a recording of the event](#)
 - A recording of the event will be made available on the Program Page following the information session.
- [Program Reporting Template](#)
- [Activities Worksheet](#)
- [Strategy consult request](#) – To ensure equitable access to funding, and to support organizations in developing successful programs and writing compelling grants, AAHI offers program development consultations with AAHI program staff during the grant application period. This one-on-one technical assistance is provided on a first-come, first-served basis. To ensure equity, each organization may schedule only one consultation. Technical assistance will be provided only to organizations meeting the eligibility criteria of this funding opportunity. Applicants must register for this consult using this link: aahiinfo.org/HCFStrategyConsultRequest
- [Project Budget Template](#)
- [OGM's Board Race-Ethnicity Reporting Template](#)
- [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 the Office of Grants Management to discuss alternative submission options. Applications that are incomplete, do not meet legal requirements, or are submitted after the deadline will not be accepted.

For general questions, platform support, or for alternate ADA submission options, please contact the Office of Grants Management using the contact information below. For any technical questions related to the Grant Program, please contact AAHI using the contact information below:

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

The Asian American Health Initiative (AAHI) is a division of Montgomery County Government's Department of Health and Human Services. Its mission is to improve the health and wellness of Asian American and Pacific Islander (AAPI) communities in Montgomery County by applying equity, community engagement, and data-driven approaches.

Montgomery County is one of the most diverse counties in the U.S, with over 61% of the County's population being minorities. Over 15% of the County population identifies as Asian. Because of the growing diversity and wide range of languages, cultures, and socioeconomic statuses within the County, providing culturally and linguistically appropriate education and services to multilingual residents is more complex and requires tailored approaches to reach at-need communities. AAHI has determined that the most effective method for delivering complex and customized services is to support community-based organizations (CBOs), faith-based organizations (FBOs), and non-profits in providing linguistically and culturally appropriate services to the County's diverse population. The Healthy Communities Fund seeks to fund programs in behavioral health, senior wellness, and health & social support services that are culturally and linguistically appropriate for the County's limited English proficient population, with a particular focus on AAPI communities.

About the Office of Grants Management: As charged in Bill 36-19, the OGM provides a central point of contact regarding the grants that the County receives or awards. The OGM also develops countywide policies and procedures regarding grants management and ensures these are consistent with racial equity and social justice goals, performs outreach regarding grants offered by the County and other grants functions. For additional information on other Montgomery County grant programs, please visit the [OGM's County homepage](https://www.montgomerycountymd.gov/office-grants-management) at <https://www.montgomerycountymd.gov/office-grants-management>.

B. Priority Population

The Healthy Communities Fund is intended to improve the lives of MoCo residents with a particular focus on limited English proficient AAPI communities.

C. Funding Priorities

This program aims to support projects led by 501(c)(3) nonprofit organizations that implement culturally and linguistically competent programs in senior wellness, mental and behavioral health, and health and social support services, with a focus on limited English proficient AAPI communities.

If submitting a funding request above \$50,000, applicants are encouraged to collaborate with other community organizations to ensure a coordinated, community-driven approach that maximizes resources. Proposals should outline how partners will work together to enhance program reach, coordinate services, and maximize impact. If the partner plans to share grant resources or manage a sub-granting initiative, this must be detailed in the proposal, where applicable. Any proposed sub-granting should detail a proposed application, selection, and awarding process, as well as how these awards will be monitored for impact and financial compliance. Strong applications will include letters of commitment or other evidence of collaboration that demonstrates how organizations will share resources, expertise, and

community connections. Organizations cannot receive more than \$250,000 in funding across applications.

HHS and OGM expect a large number of applications and total funding requests that will greatly exceed the amount of resources available. To help applicants make their proposals more competitive, priority in awarding funding will be given to proposals that demonstrate that the organization can develop and implement effective, linguistically and culturally appropriate services for limited English proficient AAPI residents through evidence-based strategies and strong community partnerships.

Organizations requesting \$50,000 or less will complete a shorter application to reduce administrative burden and promote equitable access, while those requesting more than \$50,000 will complete the full set of application materials. This approach supports equal opportunity by ensuring that smaller organizations—often with fewer resources—can participate without facing disproportionate barriers. Please ensure that completed attachments align with the application’s funding request.

The Council resolution approving these funds specifies the three priority funding categories listed below. Proposals must illustrate how they will meet at least one of the funding priorities listed below.

Priority Funding Categories

Beneath each funding priority are examples of specific potential projects that include, **but are not limited to**, the following:

1. **Health and Social Support Services** – Provide linguistically accessible and culturally appropriate services that improve health and/or enhance access to health or social support services, such as:
 - Chronic illness self-management programs.
 - Programs aimed at addressing diabetes, lung cancer, Alzheimer's, sexually transmitted disease screening programs, pre-term births, low birth weight, infant mortality, HIV, asthma in children under 18, and firearm mortality.
 - Programs aimed at improving cultural responsiveness/awareness of healthcare professionals.
2. **Mental and Behavioral Health** – Activities aimed at reducing stigma around seeking behavioral health services and encouraging people to seek treatment, such as:
 - Programs aimed at diversifying the behavioral health workforce.
 - Providing counseling services in multiple languages, including Chinese, Korean, Urdu, Hindi, Dari, and Pashto.
 - Programs that focus on youth suicide prevention, grief counseling, opioid fatality, substance use disorder, etc.
 - Programs that aim to connect residents to mental health treatment.
 - Programs aimed at improving cultural responsiveness/awareness of mental health professionals.
3. **Senior Wellness** – Provide linguistically accessible information and social support to limited English Proficient seniors, such as
 - Programs addressing social isolation and loneliness among seniors.
 - Conducting workforce development among seniors to provide senior wellness services.
 - Create digital literacy programs for seniors to enhance access to services.
 - Creating culturally specific Adult Day Centers.

D. Organization Eligibility

Applicants and their proposed projects must meet all of the following eligibility requirements below to be considered for funding. Applicants may only submit one application per organization under this NOFO.

Organizational Eligibility Criteria:

- Be a nonprofit corporation with 501(c)(3) tax-exempt status.
- Experience providing services to residents in Montgomery County, Maryland.
- The proposed project(s) have a particular focus on limited English proficient Asian American and Pacific Islander (AAPI) communities.
- Have been actively delivering one or more culturally and linguistically competent services to ethnically and economically diverse limited English proficient communities in Montgomery County, Maryland, since July 1, 2024.
- Have the ability and capacity to provide services throughout the 12-month term of the grant period.
- Upload an independent audit report completed within the past 3 years or budget for an audit within the first 6 months of the Grant period
 - For funding requests of \$50,000 or less, applicants can upload a 990-N (e-postcard).
- Agree to collect and report on all program data (see [Program Reporting template](#)) in the aggregate according to the Program Report template.
- Organizations that failed to satisfy past contractual obligations with the Healthy Communities Fund grants program are not eligible.

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;
- 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; and
- 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.
- 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.

E. Eligible and Ineligible Expenses

Applicants must use the [Budget template](#) to submit expenses. Awards will cover operating expenses related to the implementation of this Grant Program. The proposed expenses must all have a justified relationship with the project and fall into one of the categories below:

- **Personnel** – Staff salaries;
 - Personnel costs (salaries and wages) may not exceed 40% of the total grant request
- **Fringe Benefits** – Health insurance and other staff benefits;
- **Direct Operating Expenses**
 - Consultant - Contractors for services or training
 - Staff Development – the training must be related to the project’s scope and details of the course must be provided.
 - Travel – cannot include purchase of vehicles, transport vouchers, or any other client transportation-related expense
 - Rent – costs must be associated with the project’s scope and not cover general office expenses
 - Utilities– costs must be associated with the project’s scope and not cover general office expenses
 - Maintenance – must provide a description and location of services performed. The costs must be directly related to the scope of the project.
 - Other communications – any other communications that do not fit into the categories listed.
 - Equipment (up to \$5,000)
 - Supplies - Items individually worth less than \$200
 - Insurance – must not exceed 15% of the insurance premium
 - Postage – expense must be related to the project’s scope
 - Printing – expense must be related to the project’s scope
 - Other Expenses - Any other project related costs that do not fit into the categories above
- **Indirect Costs** – Applicants are encouraged to use the federal de minimis rate of 15% as part of their submission. Organizations may charge a higher indirect rate if they can provide a valid federal Negotiated Indirect Cost Rate Agreement (NICRA) with a higher rate.
- **Capital Expenses, if applicable (greater than \$5,000)** – any asset that has a useful life greater than one year and must be related to the project’s scope.

This Grant Program will **not** fund the following expenses:

- Lobbying;
- To cover any expenses made prior to the Grant Award or outside the grant performance period;
- To supplant (replace) funds from other grant sources;
- Grant funds can’t be used to purchase goods or services from Board Members’ organizations
- Social media programs – programs or services that operate on and/or primarily engage

social media platforms such as Facebook, Twitter, WhatsApp, WeChat, IMO, Instagram, YouTube, TikTok, Snapchat, LinkedIn, etc.

- Online content production and distribution – Distribution can have an online component but not solely online.
- Programs that include a majority of online activities are also ineligible; most program activities must occur in-person.
- Religious events or celebrations – Religious events can be used to provide services, but funding cannot be used to solely pay for religious events or celebrations.
- Cultural events or celebrations – Cultural events can be used to provide services, but funding cannot be solely used to pay for cultural events or celebrations.
- Political events or celebrations.
- Services already funded through other Montgomery County contracts or grants.
- Transportation – purchase of vehicles, transport vouchers, or any other client transportation-related expense.
- Food – food distribution (groceries, meals) and food vouchers. Refreshments for workshops cannot exceed \$5 per participant, and the workshop must last more than 2 hours to be eligible.
- Services that do not capture and report the data as required by the [Program Reporting Template](#)
- Purchases or activities unnecessary to accomplish grant purposes
- Prior obligations of and/or debts, fines, and penalties imposed on the Grantee
- Mental Health First Aid training or certification programs
- Social events, field trips, or picnics.
- Any other cost deemed by the County unrelated to the project.

Applicants are encouraged to vet potential costs or programs with OGM or AAHI prior to submitting an application to ensure eligibility.

F. Award Information

The Healthy Communities Fund will make grant awards of up to \$250,000 after a thorough competitive review of all complete proposals. Community organizations of all sizes are encouraged to apply, as there is no minimum amount to request for funding. Awardees will receive an upfront payment of roughly 25% of the grant total with future installments conditioned on satisfactory program performance. Award disbursements may vary based on the size of the award.

The Healthy Communities Fund seeks to ensure that the fund is equitable and accessible to all organizations regardless of size, capacity, and years of service. Applicants must apply for funding in one award category only. Award categories are not ranked by order of importance, do not have maximum or minimum awards to be distributed, and will not be evaluated differently. The same proposal evaluation criteria will be used. **Organizations are encouraged to select a category and request amounts that are best suited to their organizational capacity and fiscal capability.**

Award Category	Description
\$50,000 or less	The budget submitted, and the amount requested must be equal to or less than \$50,000.
More Than \$50,000	The budget submitted and the amount requested must be greater than \$50,000.

The amount of funding awarded will be based on the budget justification, alignment of the budget with the proposed program, and organizational capacity to perform the proposed program. The award amount may differ from the funding amount requested.

The duration of any grant award under this solicitation is expected to be 12 months, with all grant funds spent within this timeframe. Any unused funds must be returned to the County. This Grant program does not commit Montgomery County to make any awards.

Successful recipients of the FY27 Healthy Communities Fund award will be subject to the following maximum eligibility caps in subsequent funding cycles*:

- In FY28, applicants will be eligible to receive up to 75% of their FY27 award amount.
- In FY29, applicants will be eligible to receive up to 50% of their FY28 award amount.
- In FY30, applicants will be eligible to receive up to 25% of their FY29 award amount.
- In FY31, applicants will again be eligible to apply for up to the full award maximum.

Please note that if an organization originally awarded \$50,000 or less applies for more than \$50,000 in a subsequent funding cycle, the eligibility cap will be reset.

G. Award Reporting Requirements and Disbursement Terms

Award winners will be required to submit monthly activity and financial progress reports detailing achievements, challenges, and lessons learned, as well as spending against the award. Awardees must utilize the [Program Reporting template](#) for this purpose. In addition, recipients will be expected to participate in quarterly check-ins with Program Staff to discuss progress. The award winners will also be required to submit a comprehensive final activity summarizing the program's outcomes, including data analysis, success stories, challenges, and recommendations. The final report is due within 30 days of the Grant Term's completion. These reports must include quantitative and qualitative data to illustrate the program's impact.

Grantees may be subject to a financial or programmatic audit within three years after a grant term. Applicants are encouraged to account for audit coordination and documentation activities within their proposed budget.

Grantee may not modify the scope or targets of their Grant Agreement without a formal amendment signed by both the Grantor and the Grantee. The Grantee may propose reductions to their targets but this must also be accompanied by a proportionate reduction in the award's budget.

The grantee must serve at least 80% of their client service target in each funding category and must collect, organize, and report complete demographic data for 100% of the clients served within that 80%.

Any grantee that fails to complete all proposed activities, serve at least 80% of the proposed clients served target, or provide documents and accurate reports in a timely fashion will impact future funding and possible termination of the Grant Agreement. For future HCF grant competitions, notes on past grantee performance will be provided to the Review Committee to better inform their review of applications.

Grantees found to be deficient in reporting compliance or program performance may be subject

to a formal Corrective Action Plan (CAP) process. Payment disbursements may be suspended pending submission and approval of a CAP that establishes a defined, measurable path to full compliance.

In addition to the monthly reporting above, the final report should include:

- Program achievements
 - Awardees are encouraged to submit success stories and testimonials demonstrating positive impact
 - Narrative on impact on the broader community
 - Qualitative analysis of surveys
- Challenges and barriers
 - Barriers to participation
 - Program implementation challenges
 - Collaboration challenges
- Unmet needs identified
- Key takeaways for future programs

H. Application Review & Awards

1. **OGM Administrative (Admin) Review** – OGM will assess all applications for 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 on to the next stage.
2. **Programmatic Eligibility Review** – HHS will also conduct a second review assessing whether applicants and their proposals meet the Organizational Eligibility Criteria cited in Section D, as well as the funding priorities in Section C. 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, and possibly the broader Montgomery County community, 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 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 prior programs, the expert opinion of grant administrators with prior experience with applicants, updates to priorities, or other factors.

I. Termination of Applications and Awards

Applications, offered awards, and even issued grant agreements may be terminated if there is

documented legal, fiscal, administrative, or policy reason, including, but not limited to, the following:

- The applicant does not meet one or more eligibility requirements outlined in the Eligibility Criteria above for this Grant Program;
- The submitted proposal is found to contain material misrepresentations regarding the organization's capacity, program design, or service delivery that affected the evaluation or scoring process;
- Concerns related to the applicant's performance on current or previous Montgomery County contracts or grant awards;
- Noncompliance with other Montgomery County procurement, contract, or grant requirements;
- The organization is found not to have or to have lost its external certification, license, or other standing deemed relevant to their ability to implement a grant;
- The dissolution of Memoranda of Understanding (MOU), Letters of Commitment, and other formal or informal agreements among the organizations and other stakeholders that are deemed relevant to their ability to implement the grant;
- The organization appears on a Federal, State, or County debarment or exclusion list;
- Identified ethics concerns or conflicts of interest related to the applicant or proposed award;
- Insufficient appropriated or available funding;
- The proposal conflicts with County policy, legal requirements, or other applicable regulations; and/or
- Changes to legislation, regulations, appropriations, or other governing requirements that necessitate modifications to the NOFO, including amendment or termination of the funding opportunity.

J. Award Notification

Award notification letters are expected to be released roughly 60 days after the application deadline via email and the grants management platform. 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.

K. Submission Guidelines

Applications are due no later than September 1, 2026. 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 and/or Department of Health and Human Services (HHS) Asian American Health Initiative, will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

L. Information Session

An Information Session will be held on **July 27, 2026**. 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 solicitation page for this Grant Program.

M. Terms and Conditions

- County reserves the right to accept or deny any or all applications if the County determines it is in the best interest of the County to do so. The County shall notify the applicant if it rejects that applicant's proposal. The County reserves the right to suspend or terminate an outstanding Grant Program.
- The County reserves the right to issue addenda and/or amendments subsequent to the posting of a Grant Program.
- The County shall not be liable for any costs incurred in the preparation of applications in response to the Grant Program. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- The County may conduct pre-award on-site visits or request additional information to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services proposed.
- The County may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations. The County shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal, State, and County regulations; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by federal, state, or County law and/or the granting department; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the Grant Program and any applicable federal, State, or County law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

SECTION II – APPLICATION TASKS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and the NOFO document. Please submit your proposal, as broken out by each of the Task, by filling out the data fields or uploading documents where applicable. Uploaded documents should have clearly titled sections and sub-sections. Document uploads should ideally be submitted in their downloaded formats with budgets uploaded as MS Excel file. The application platform cannot read Mac formatted documents (i.e. Pages, Numbers, and Key Note) 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.**

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.

How to Apply:

1. **Log into the Euna (eCivis) Portal to create an application profile**
<https://portal.ecivis.com/#/login>
2. **Access the FY27 Healthy Communities Fund Grant Program Solicitation Page and click the “Apply” button to create an application.**



3. **Download and review the Euna (eCivis) applicant user guides for assistance**
 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 FY27 Grant Program page, and then will be able to access the grant application.

After creating an account, an applicant must select the Grants Program from the [OGM homepage](#), and then will be able to create an application for this Grant Program within the Euna Grants platform. 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. 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.

A. Lead 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 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
- Lead Organization's confirming of current Maryland Charities Database status
- Montgomery County Supplier Number, if known (optional)
- Contact Information for the organization's proposal primary point-of-contact (POC)
- Contact Information for the organization's proposal secondary point-of-contact (POC)
- Upload of Most recent IRS 990 Form for Nonprofit Organizations or an explanation why your organization is exempt from filing 990s
- Type in board chair (or equivalent position) names, organization title, email, and phone number

B. Eligibility Task

Organizational Eligibility Criteria

- Is the lead applicant a nonprofit corporation with a 501(c)(3) tax-exempt status?
- Does the lead applicant have experience providing services to residents in Montgomery County, Maryland?
 - Please provide details about this experience.
- Does the proposed project(s) have a particular focus on limited English proficient Asian American and Pacific Islander (AAPI) communities?
 - Please provide details regarding this aspect of the proposed project(s).
- Has the lead applicant been actively delivering one or more culturally and linguistically competent services to ethnically and economically diverse limited English proficient communities in Montgomery, County, Maryland, since July 1, 2024?
 - Please provide details about this experience.
- Does the lead applicant have the ability and capacity to provide services throughout the 12-month term of the grant period?
 - Please provide details about the answer provided.
- Upload an audit report completed within the past 3 years or budget for an audit within the first 6 months of the Grant period.
 - For funding requests \$50,000 or less, applicants should confirm that they have uploaded a 990N (e-Postcard) in Task A.
- Does the lead applicant agree to collect and report on all program data (see [Program Reporting template](#)) in the aggregate according to the Program Report template?

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;
- 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; and
- 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.
- 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.

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

C. 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.

D. Project Scope of Work Task

The proposal's Project Scope of Work should answer the following questions within a series of data fields and checkboxes.

- **Project Title** – If awarded, the Project Title will become the name of the Grant Agreement
- **Project Award Category** – Select one of the two award categories
 - (“\$50,000 or less”
 - “More than \$50,000”)
- **Priority Funding Categories** – Select at least one Priority Funding Category that your proposal will address. **For applications requesting \$50,000 or less, applicants are limited to choosing only **one funding category****
 - Health & Social Support Services
 - Mental/Behavioral Health
 - Senior Wellness
- **Project Overview** – Provide a brief description of the project. This description of the project will also be directly integrated into the Grant Agreement (600 characters maximum).
- **FY27 Healthy Communities Fund Grant Project Funding Request** - Enter the total amount requested through this grant proposal (\$0 minimum and \$250,000 maximum).
- **Total Project Cost** - Total annual cost of the project from all funding sources.
 - **Detail the name and amount of other funding sources.**

Project Scope of Work Narrative Task: The following questions must be submitted via document upload using the provided templates:

- [Template for funding requests above \\$50,000](#)
- [Template for funding requests \\$50,000 and below](#)
- **Project Impact** – How will the project have a positive impact on the health and wellness of Limited English Proficient communities in Montgomery County, especially AAPI communities? Describe the current status of the issue being addressed and what conditions will look like after the project has run for one year. Specify the impact in terms of before and after the project intervention. *(Responses must stay within the*

provided text box).

- **Project Need** – Specify your target community and the needs of your community. Justify the needs using existing data (national, state, county, or your organization). Provide evidence on how the proposed program is best suited to address the need(s). Examples of evidence can be citing research articles, successful models, best practices, and more. Make a direct connection between the needs stated and the activities proposed in section D. *(Responses must stay within the provided text box).*
 - **For funding requests \$50,000 and below:** Specify your target community and the needs of your community. Explain the needs of your community and why existing resources from the County, State, or Federal Government cannot address these needs. Make a direct connection between the needs stated and the activities proposed in section D. *(Responses must stay within the provided text box).*
- **Key Implementation Capabilities** – Detail your organization’s experience serving limited English proficient populations in Montgomery County, Maryland. In your answer, include specific timeframes and details concerning your experience working with limited English proficient populations, the racial profile of the populations served, and how your work incorporates cultural and linguistic proficiency. *(Responses must stay within the provided text box).*
- **Reduced Funding Impact** – Please specify how the 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 a funding reduction would change implementation. *(Responses must stay within the provided text box).*
 - **Not required for funding requests \$50,000 and below.**
- **Long Term Sustainability** – Please specify how the project will be sustained at the end of the grant performance/funding period, including source of funding, program capacity changes, stakeholder commitments, activities undertaken during the grant performance period, and any other relevant information. *(Responses must stay within the provided text box).*

E. Implementation Timeline Task

This section should outline the implementation schedule of the proposed project over a 12-month grant agreement period of performance. To account for the grant program's selection and awarding process, the implementation start date for a proposal should begin no earlier than December 1, 2026. **The program is expected to be fully operational and serving clients within two months after the award announcement.**

- **Activities** (*MS Excel template upload*) – Detail all the activities that will be funded through this project using the [Activities template](#). For each activity, provide a clear timeline, frequency, target served, outcome, and the intended impact it will have on the focus population. Each column must be filled out for each activity specified. The outcomes must be one of the following:
 - **Increased knowledge**
 - **Increased confidence**
 - **Enhanced access**
 - **Behavioral impact/change**

Please ensure that your total unduplicated target accounts for any overlap across activities. Applicants may propose no more than 5 activities per funding category. Activities must be distinct across funding categories. The same activity may not be listed under more than one

funding category.

The performance period may cover a generic period of time (no greater than 12 months) that is not tied to specific dates. The final performance period for an award will be contingent on when the actual grant agreement is signed by all parties. The funds will be distributed in installments over a 12-month period, even if the proposed activities are completed within the 12-month period.

F. Project Outreach and Engagement Strategy

This section should detail the applicant's plan to reach the focus population and engage with key community members. The following questions must be submitted via document upload using the provided templates:

- [Template for funding requests above \\$50,000](#)
- [Template for funding requests \\$50,000 and below](#)
- **Outreach** – Detail your strategy for conducting outreach for program enrollment, with an emphasis on reaching the Asian Americans and Pacific Islanders communities. Be sure to note relevant experience and past successes in this area. Your strategy must include the types of measures to be employed if expected results aren't achieved, along with their triggers. (*Responses must stay within the provided text box*).
 - **For funding requests \$50,000 and below:** Detail your strategy for conducting outreach for program enrollment, with an emphasis on reaching the Asian Americans and Pacific Islanders communities. (*Responses must stay within the provided text box*).
- **Collaborative Approach (optional)**– How will your organization partner with other community-based organizations? Please outline how partners will work together to enhance program reach, coordinate services, and maximize impact. Strong applications will include letters of commitment or other evidence of collaboration, showing how organizations will share resources, expertise, and community connections. (*Responses must stay within the provided text box*).
 - **Not available for funding requests \$50,000 and below.**

G. Monitoring and Evaluation Plan Task

The Monitoring and Evaluation Plan outlines how the applicant will measure the success for their proposed project and the benefits it will bring to Grant Program's Focus Population. The following questions must be submitted via document upload using the provided templates:

- [Template for funding requests above \\$50,000](#)
- [Template for funding requests \\$50,000 and below](#)
- **Project Implementation and Outcome Tracking Capabilities** – Provide details on how you plan to capture the outcomes and impact the program makes. (*Responses must stay within the provided text box*).
- **Data Collection** – Describe how the program demographic data will be collected (see [Program Reporting Template](#)). Explain how the outcomes, impact, and client satisfaction will be measured. Provide details on the tools and techniques used to capture data. (*Responses must stay within the provided text box*).
 - **Not available for funding requests \$50,000 and below.**
- **Duplication** – Explain how unduplicated (unique) and duplicated (repeat) clients will be tracked during service delivery. Include specific details on methods, systems, and processes. (*Responses must stay within the provided text box*).
 - If person A comes to register for Medicaid on day one and comes to register for SNAP on day two, then Person A is one unduplicated client and two

- duplicated clients.
 - The duplicated clients target is calculated by multiplying the unduplicated clients target and the frequency of activity.
- **Targets** – Provide the expected metrics for each funding category in the following format. Please note the number of unduplicated and duplicated clients should match the number reported in the Activities template.

Metric	Unduplicated Clients (Target)	Duplicated Clients (Target)
Total Unique Clients served across all funding categories:		
Total Clients served under Health & Social Support Services:	<i>(if applicable)</i>	<i>(if applicable)</i>
Total Clients served under Behavioral/Mental Health:	<i>(if applicable)</i>	<i>(if applicable)</i>
Total Clients served under Senior Wellness:	<i>(if applicable)</i>	<i>(if applicable)</i>

H. Memorandum of Understanding / Letter of Commitment Among Collaborative Partners (no page limit, PDF format upload) **Not available for funding requests \$50,000 and below**

If the proposed project will be a collaboration between multiple organizations, then you must include a Memorandum of Understanding (MOU) between the partner organizations that outlines roles and responsibilities for implementing the project. The MOU should also include an outline of how County grant funds will be disbursed among the collaborators. The MOU must be signed by duly authorized representatives of all collaborating organizations and may be as long as necessary. **Note that the organization submitting the application will be the one signing any awarded grant agreement and will be the one accountable to its terms. No organization will receive more than \$250,000 across applications/collaborations.**

Organizations who will be applying as a single entity will simply mark that the proposed project is not a collaborative effort.

If applicable, the MOU does not have a page length limit but should be submitted in PDF format.

I. Project Budget Task

- Description of Lead Organization's Grant and Financial Management Practices
- Upload of the Current Federal Negotiated Indirect Cost Rate Agreement (NICRA) if requesting an indirect cost rate of 15% or higher.
- Lead Organization: Upload of the Previous fiscal year budget to actuals
 - Optional for funding requests \$50,000 or below

Applicants must use the [Budget template](#) to submit expenses. Awards will cover operating expenses related to the implementation of this Grant Program. The proposed expenses must all have a justified relationship with the project and fall into one of the categories below:

- **Personnel** – Staff salaries;
 - Personnel costs (salaries and wages) may not exceed 40% of the total grant request
- **Fringe Benefits** – Health insurance and other staff benefits;
- **Direct Operating Expenses**

- Consultant - Contractors for services or training
- Staff Development – the training must be related to the project’s scope and details of the course must be provided.
- Travel – cannot include purchase of vehicles, transport vouchers, or any other client transportation-related expense
- Rent – costs must be associated with the project’s scope and not cover general office expenses
- Utilities– costs must be associated with the project’s scope and not cover general office expenses
- Maintenance – must provide a description and location of services performed. The costs must be directly related to the scope of the project.
- Other communications – any other communications that do not fit into the categories listed.
- Equipment (up to \$5,000)
- Supplies - Items individually worth less than \$200
- Insurance – must not exceed 15% of the insurance premium
- Postage – expense must be related to the project’s scope
- Printing – expense must be related to the project’s scope
- Other Expenses - Any other project related costs that do not fit into the categories above
- **Indirect Costs** – Applicants are encouraged to use the federal de minimis rate of 15% as part of their submission. Organizations may charge a higher indirect rate if they can provide a valid federal Negotiated Indirect Cost Rate Agreement (NICRA) with a higher rate.
- **Capital Expenses, if applicable (greater than \$5,000)** – any asset that has a useful life greater than one year and must be related to the project’s scope.

This Grant Program will **not** fund the following expenses:

- Lobbying;
- To cover any expenses made prior to the Grant Award or outside the grant performance period;
- To supplant (replace) funds from other grant sources;
- Grant funds can’t be used to purchase goods or services from Board Members’ organizations
- Social media programs – programs or services that operate on and/or primarily engage social media platforms such as Facebook, Twitter, WhatsApp, WeChat, IMO, Instagram, YouTube, TikTok, Snapchat, LinkedIn, etc.
- Online content production and distribution – Distribution can have an online component but not solely online.
- Programs that include a majority of online activities are also ineligible; most program activities must occur in-person.
- Religious events or celebrations – Religious events can be used to provide services, but funding cannot be used to solely pay for religious events or celebrations.
- Cultural events or celebrations – Cultural events can be used to provide services, but funding cannot be solely used to pay for cultural events or celebrations.
- Political events or celebrations.
- Services already funded through other Montgomery County contracts or grants.
- Transportation – purchase of vehicles, transport vouchers, or any other client transportation-related expense.
- Food – food distribution (groceries, meals) and food vouchers. Refreshments for

workshops cannot exceed \$ 5 per participant, and the workshop must last more than 2 hours to be eligible.

- Services that do not capture and report the data as required by the [Program Reporting Template](#)
- Purchases or activities unnecessary to accomplish grant purposes
- Prior obligations of and/or debts, fines, and penalties imposed on the Grantee
- Mental Health First Aid training or certification programs
- Social events, fieldtrips, or picnics.
- Any other cost deemed by the County unrelated to the project.

Applicants are encouraged to vet with OGM or AAHI potential costs or programs prior to submitting an application to ensure eligibility.

J. Project Budget Narrative (PDF upload, 3 pages maximum)

The Project Budget Narrative should be uploaded as a PDF attachment and include a description of each line item entered in the Project Budget Upload. The descriptions should explain why the cost is necessary for the project and how the figure was calculated. Two to three 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.

- **For funding requests \$50,000 and below:** Provide justification only for personnel and any single line item over \$5,000.

K. Goals Tool (Data Fields)

This Grant Program is not using the Euna Grants Goals Tool and it should be ignored.

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 to succeed, helping smaller organizations who may be stronger overall than some more seasoned larger organizations. Confidence ratings are identified by the federal government as an innovative practice that may help with reducing the lead time from solicitation to award.

3 – Confident	The Reviewers are confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.
2 – Somewhat Confident	The Reviewers are somewhat confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.
1 – Not confident	The Reviewers are not confident that the applicant understands the requirements, proposes a sound and relevant project, and will be successful in implementing the proposed project.

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 a specific weight out of a total of 100 points, with 5 additional points available for funding requests above \$50,000. Applications will be reviewed and scored within their respective funding categories to ensure that small-scale and large-scale requests are evaluated separately.

Criterion A: Project Scope of Work (1-3 rating; weighted at 15/100 points)

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

Criterion B: Implementation Timeline (1-3 rating; weighted at 10/100 points)

- All activities funded occur within the grant timeline; and
- All activities have a clearly defined outcome and impact.

Criterion C: Outreach Strategy (1-3 rating; weighted at 30/100 points)

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes;
- Outreach plans include specific methods of culturally and linguistically appropriate engagement of stakeholders and target population with a focus on AAPI communities;
- The outreach approach shows potential for broad reach and meaningful impact with a focus on AAPI communities; and
- The implementation plan within the proposal is realistic and achievable based on the proposed timeline.

Criterion D: Sound Fiscal Management and Budget (1-3 rating; weighted at 5/100 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 Scope, Activities, and other parts of the proposal;
- Applicant's Budget and Budget Justification reflect reasonable and realistic costs needed to implement the proposal and achieve the stated outcomes for the focus population/community; and
- Proposal's contingency plans for a lower than requested funding amount is realistic and still results in desired outcomes albeit at a lower level.

Criterion E: Monitoring and Evaluation (1-3 rating; weighted at 25/100 points)

- Applicant demonstrates a clear process to measure/evaluate its project;
- A detailed plan on how to capture outcomes and impact is described.
- A clear explanation and details on methods and systems that will be used to track client duplication.
- Proposal's choice of KPI's/metrics, milestones, other evaluation methods, and ultimate outcomes fit the Grant Program's goals; and
- Client targets are reasonable for the funding requested and in alignment with the proposed outreach and engagement strategy.

Criterion F: Soundness of the Overall Proposal (1-3 rating; weighted at 15/100 points)

- Proposal clearly demonstrates the effectiveness of proposed activities, emphasizes a focus on culturally and linguistically competent services, especially for limited English proficient AAPI communities and, if funded, will result in the accomplishment of their stated outcomes; and
- In line with the priorities for the Grant Program listed above, the proposal clearly demonstrates that it will meet at least one of the Priority Outcomes statements
 - Health and Social Support Services
 - Mental and Behavioral Health
 - Senior Wellness

Added Value Proposal Characteristics: Community Organization Collaboration (Maximum 5 additional points)

- A strong commitment to collaboration with other community organizations, demonstrating how partnerships will enhance program effectiveness, expand outreach, leverage additional resources;

- Clear identification of key partner organizations, their roles, and how collaboration will contribute to program goals;
- Evidence of established or developing relationships with partners, including letters of support, MOUs, or partnership agreements;
- Plans for ongoing communication, coordination, and shared accountability among collaborating organizations throughout the project timeline; and
- Strategies to avoid duplication of services and build synergy across community efforts.

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 grant application portal.

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 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, and 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 the 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.