

KEY INFORMATION SUMMARY SHEET

Request for Applications (RFA)

Community Development Block Grant (CDBG) Public Service Grants

Public Service Grants administered by the Montgomery County Department of Housing and Community Affairs (DHCA)

Issued: August 24, 2026

Applications Due: September 18, 2026, by 11:59 pm

Notification of Funding Recommendation: Around March 2027

RFA Issuing Offices:

Montgomery County Department of Housing and Community Affairs in tandem with the Montgomery County Government Office of Grants Management

RFA Program Contact:

CDBG Program Team

Department of Housing and Community Affairs (DHCA)
cdbg@montgomerycountymd.gov

RFA Technical Assistance for the Grant Program Contact:

Greg Weissman, Program Manager II
Office of Grants Management (OGM)
(240) 773-3344
grants@montgomerycountymd.gov

Information Session: OGM and DHCA will host a **Grant Program Information Session on August 26, 2026 from 3:00 to 4:00 PM via an MS Teams Live virtual event**. The purpose is to address questions concerning the expectations of the project. The event will be recorded and accessible by using the same link to join the live event above.

NOTE: All funding is contingent on the Montgomery County application that will be submitted to the United States Department of Housing and Urban Development (HUD). The final amount of federal CDBG funding available will not be known until HUD releases the FY28 allocation.

MONTGOMERY COUNTY GOVERNMENT
Office of Grants Management

Request for Applications (RFA)

CDBG Public Services: Nonprofits

Program Summary: The Montgomery County Department of Housing and Community Affairs, and the Office of Grants Management (OGM) are soliciting applications from nonprofit organizations for FY28 CDBG Public Service Grant funding consideration.

Montgomery County receives federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). A portion of these funds is awarded annually to nonprofit organizations through the County's Public Service Grants program. These grants support programs that primarily benefit **low- and moderate-income (LMI)** residents of Montgomery County.

Eligible public service activities include (but are not limited to):

- Housing-related supportive services
- Eviction prevention
- Employment and job-readiness programs
- Youth development
- Services for seniors, people with disabilities, and legal immigrants
- Mental health, healthcare navigation, and education supports
- Crime prevention
- Other community-based services aligned with critical local needs

CDBG public service funds **cannot** support capital development, construction, or entertainment activities, and may not provide direct income payments except as allowed under federal rules.

Funding recommendations are made through a competitive review conducted by the Community Development Advisory Committee (CDAC) and finalized by the County Executive and the County Council.

GRANT TERM: CDBG Public Service Grant contracts will run **July 1, 2027 – June 30, 2028**. Costs incurred prior to the execution of a County contract are not reimbursable.

FUNDING AVAILABILITY: For FY28, the County anticipates an allocation of \$660,000 in CDBG Public Service Grant funding, subject to HUD final approval.

Applicants may request up to **\$45,000** per project. Final awards may be lower than requested.

Key RFA Program Dates:

- **Request For Applications (RFA) Available:** August 24, 2026 at 1:00 PM
- **MS Teams Live Online Grant Program Information Session (link to join below):**
August 26, 2026 from 3:00 PM to 4:00 PM

- **Submission Deadline to Montgomery County:** September 18, 2026 at 11:59 PM

Key Program Resources:

- **Program Application Page:** To be posted
- [Link to the Wednesday, August 26, 2026 4:00 to 5:00 PM Information Session OR a recording of the event](#)
- [Budget Template](#)
- [Project Goals and Performance Measures Template](#)
- [Attachment VII – CDBG Special Conditions](#)
- [Quarterly Benefit Data Report Template](#)
- [CDBG / CDAC Applicant Rating sheet](#)
- [OGM's Board Race-Ethnicity Reporting Template](#)
- [OGM's Resources for Applicants Webpage](#)

DHCA CDBG Program Timeline:

(All dates are approximate and subject to change)

- **DHCA reviews submissions for CDBG eligibility and completeness by late September 2026**
- **CDAC reviews, interviews applicants, and scores proposals by November 2026**
- **DHCA Director submits CDAC funding recommendations to the County Executive in December 2026**
- **County Executive releases recommended CDBG projects as part of the FY28 budget in March 2027. Recommended awards are confidential until that time.**
- **Draft Action Plan is published for 30-day public comment during March–April 2027**
- **County Council approves CDBG Public Service Grant awards in May 2027**
- **County formally adopts the FY28 budget, including CDBG projects, in late May 2027**
- **DHCA finalizes all CDBG subrecipient award agreements by June 30, 2027**
- **Service delivery begins July 1, 2027**
- **DHCA continues compliance monitoring, reporting review, and grantee support throughout July 2027 – June 2028**

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 program questions, please contact the CDBG Program Team at cdbg@montgomerycountymd.gov.

Greg Weissman, Program Manager II
Office of Grants Management
(240) 773-3344
grants@montgomerycountymd.gov

CDBG Program Team
Department of Housing and Community
Affairs
cdbg@montgomerycountymd.gov

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SECTION I – GRANT PROGRAM INFORMATION

A. Background

Montgomery County receives an annual allocation of federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). CDBG is one of HUD's longest-standing programs and provides local jurisdictions with flexible funding to support a wide range of community development activities that primarily benefit low- and moderate-income (LMI) residents. As a HUD entitlement jurisdiction, Montgomery County receives its allocation each year based on federal formulas that consider population, poverty, housing conditions, and other demographic indicators.

Federal regulations require that CDBG Public Service activities address an identified community need and benefit LMI residents. Public Service Grants may be used to support new services, expand existing services, or enhance the quality or reach of services that respond to critical local needs. Examples include housing-related supportive services, eviction prevention, youth programs, employment readiness efforts, services for seniors and people with disabilities, immigrant support programs, and other community-based services.

Locally, the Department of Housing and Community Affairs (DHCA) administers CDBG funds and oversees programmatic and compliance requirements. Each year, DHCA solicits applications from nonprofit organizations to identify eligible public service activities for inclusion in the County's Annual Action Plan submitted to HUD. DHCA supports applicants through technical assistance, guidance materials, and ongoing compliance resources.

CDBG Public Service Grant applications are reviewed by the Community Development Advisory Committee (CDAC), a panel of County residents appointed by the County Executive. CDAC evaluates applications using HUD-aligned criteria related to community need, project design, organizational capacity, budget reasonableness, and long-term benefit to participants. CDAC's recommendations inform the proposed Annual Action Plan and the County Council's final budget decisions.

Through this competitive process, the County seeks to fund high-impact, community-driven programs that support LMI residents. These grants are one part of Montgomery County's broader commitment to addressing gaps in services, strengthening families and neighborhoods, and supporting access to community resources.

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 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>. Applicant instructional materials and guides can be found on [OGM's Resources for Applicants page](#).

About DHCA: Learn more about [Housing and Community Affairs \(DHCA\)](#).

B. Eligibility Criteria

Applicants and their proposed projects must meet all the following eligibility requirements below to be considered for funding. Applicants may submit up to two applications per organization under this RFA as long as each application is meant for a distinct project. In addition, an organization may apply for CDBG public services funding up to three annual cycles for a certain project. Successful performance under a grant does not guarantee future funding.

CDBG Eligibility Criteria:

HUD requires that CDBG Public Service Grants benefit LMI persons. Income must be verified using HUD's income limits for the Washington, DC MSA:

FY27 HUD Income Limits (Effective June 2026)

CDBG INCOME LIMITS (6/2026)			
Family Size	30% AMI	50% AMI	"80%" (~64% AMI)
	Very Low Income	Low Income	Moderate Income (capped)
1	\$34,900	\$58,150	\$74,800
2	\$39,900	\$66,450	\$85,450
3	\$44,900	\$74,750	\$96,150
4	\$49,850	\$83,050	\$106,800
5	\$53,850	\$89,700	\$115,350
6	\$57,850	\$96,350	\$123,900
7	\$61,850	\$103,000	\$132,450
8	\$65,850	\$109,650	\$141,000

Applicants must:

- Be a **nonprofit 501(c)(3)** organization or government agency;
- Serve **Montgomery County residents** exclusively with CDBG-funded activities;
- Demonstrate organizational capacity, financial stability, and experience;
- Have the ability to document beneficiary income levels per HUD CDBG rules;
- Submit a complete application by the deadline;
- Avoid political, religious, entertainment, construction, or other ineligible costs with CDBG funds
- Provide services free of charge; no donations or fees may be requested from clients

Projects must:

- Address **critical unmet community needs**;
- Serve at least **70% LMI** persons;
- Be ready to start by **July 1, 2027**; and
- Not be capital projects (CDBG public service funds cannot be used for construction).

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;
- 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
 - 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 to the full extent of the law.

C. Funding Priorities

Priority will be given to projects that:

- Address **critical, identifiable, unmet needs** among low-income residents;
- Benefit a high percentage of **LMI persons**;
- Provide clearly defined scope, goals, outcomes, and evaluation measures;
- Demonstrate a sound budget and capacity to implement successfully;
- Coordinate with other community resources and leverage non-CDBG funding;
- Are ready to begin promptly and complete within 12 months; and
- Demonstrate the capacity to comply with HUD reporting, income verification, expenditure documentation, and all requirements in [Attachment VII](#).

D. Project Budget and Budget Justification

Applicants must use the provided budget template to submit a complete project budget that clearly describes how CDBG Public Service Grant funds will be used and how each cost directly supports the proposed activity. All costs must be **allowable, reasonable, and necessary** for carrying out the project and must comply with federal CDBG regulations and DHCA requirements.

Applicants must use the required [CDBG Budget Form](#) and provide a **Budget Narrative** that explains and justifies each line item.

The proposed expenses must all have a justified relationship with the project and fall into one of the categories below:

- **Personnel** – Staff salaries
- **Fringe Benefits** – Health insurance and other staff benefits
- **Travel** – Mileage, transportation stipends, or public transportation vouchers
- **Equipment** – Items individually worth less than \$5,000 but more than \$200
- **Supplies** – Items individually worth less than \$200
- **Contractual** – Contractors for services, professional fees, licenses, or interpretation/translation
- **Other** – Any other project-related costs that do not fit into the categories above
- **Indirect Costs** – Indirect cost rates are allowable up to 15% unless the applicant qualifies for a higher federally recognized rate. Applicants must identify activities supported within the indirect rate.

Eligible and Ineligible Expenses

All project expenses must be allowable under federal CDBG regulations and must not supplant current funding for existing services. Examples of **permissible uses** of CDBG Public Service Grant funds include, but are not limited to:

- Staff salaries and fringe benefits directly related to the funded service
- Supplies and materials needed to carry out the public service
- IT hardware or software necessary for service delivery or tracking outcomes
- Marketing and outreach materials related to the service
- Mileage, travel, or parking directly tied to project implementation
- Contracted services (e.g., professional, translation/interpretation, outreach)
- Other direct costs necessary for project delivery
- Indirect costs within allowable limits

The following are **not** permissible uses of CDBG Public Service Grant funds:

- Construction, renovation, or other capital improvements
- Major equipment purchases over \$5,000
- Lobbying or political activities
- Religious activities or events
- Depreciation expenses
- Entertainment or fundraising costs
- Direct income payments to individuals except as permitted under HUD rules
- Supplanting funds from other grant sources
- Costs incurred prior to contract execution or after contract expiration
- Any purchase or activity unnecessary to accomplish approved grant purposes
- Debts, fines, penalties, or prior obligations of the organization
- Purchase of goods or services from board members' organizations

The budget submitted must reflect **only** those expenses necessary to implement the proposed public service project during the grant agreement period (July 1, 2027 – June 30, 2028). Budget modifications after award require prior written approval by DHCA.

Budget Narrative Requirements – to be included with Proposal Document

Applicants must submit a Budget Narrative that:

- Provides justification for each line item
- Shows how costs were calculated (e.g., hourly rate × hours, unit cost × quantity)
- Explains how each cost supports the project’s scope of work
- Identifies leveraged or in-kind resources, if applicable

All invoices submitted during the grant period must include supporting documentation consistent with the financial management requirements outlined in [Attachment VII – CDBG Special Conditions](#).

Applicants are encouraged to vet with DHCA potential costs prior to submitting an application to ensure it is eligible. cdbg@montgomerycountymd.gov.

E. Information Session

An Information Session will be held on **August 26, 2026 from 3:00 PM to 4:00 PM**. 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.

F. Award Information

The grant term for FY28 CDBG Public Service Grants is **twelve months**, anticipated to begin **July 1, 2027 and end June 30, 2028**. All funded activities and expenses must occur within this period. Costs incurred prior to the execution of the grant agreement or after the period of performance are **not allowable**.

Award amounts under the CDBG Public Service Grant Program do not exceed **\$45,000**, and final award determinations are made by the County Council as part of the annual budget process. Funding recommendations are developed by DHCA and the Community Development Advisory Committee (CDAC) based on the scoring rubric, community need, feasibility of proposed activities, past performance (if applicable), and the applicant’s capacity to comply with federal requirements. All awards are contingent upon Montgomery County’s acceptance of its CDBG allocation from the U.S. Department of Housing and Urban Development (HUD).

Awarding Timeline

Action/Milestone	Estimated Date
CDBG Public Service Grant application released	August 24, 2026
Applications due to DHCA	September 18, 2026
DHCA reviews submissions for eligibility and completeness	September 2026
CDAC reviews, interviews applicants, and scores proposals	October–November 2026
DHCA Director submits CDAC funding recommendations to the County Executive	December 2026
County Executive releases recommended CDBG projects as part of the FY28 budget	March 2027

Action/Milestone	Estimated Date
Draft Action Plan is published for a HUD-required 30-day public comment period	April 2027
County Council approves CDBG Public Service Grant awards	May 2027
County formally adopts the FY28 budget and Action Plan	Late May 2027
DHCA finalizes all CDBG subrecipient award agreements	June 30, 2027
Service delivery begins	July 1, 2027
DHCA continues compliance monitoring, reporting review, and grantee support	July 2027 – June 2028

Payment under this Grant Program is made on a reimbursement basis. Grantees must submit invoices consistent with the invoicing and documentation requirements contained in **Attachment VII – CDBG Special Conditions**. DHCA may withhold payment or take corrective action if performance, documentation, or reporting does not meet established standards.

GRANT AWARD CONTINGENT ON EXECUTION OF GRANT AGREEMENT: All grant awards are preliminary and contingent on the awardee’s acceptance of the terms and conditions of the award, as set forth in a grant agreement, and upon execution of the written grant agreement, signed by Montgomery County and the awardee. Prior to executing the grant agreement, Montgomery County may exercise discretion to cancel or rescind an award for any reason. An awardee may likewise decline the grant award at any time prior to executing the written grant agreement.

G. Award Reporting Requirements

Grantees must comply with all reporting requirements outlined in **Attachment VII – CDBG Special Conditions**. Required reporting includes:

- [Quarterly Benefit Data Reports](#) (HUD-required demographic and service data)
- **Backup documentation for all expenditures**
- **Annual audits**, if applicable (per 2 CFR Part 200)
- **Program performance updates**, including measurable outcomes

Failure to submit timely, complete reports may delay payment or result in termination. Grantees must retain records for 5 years following closeout, unless HUD or DHCA specify a longer retention period.

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** – DHCA will conduct a secondary review to determine whether the proposed activities meet federal CDBG requirements and fall within the scope of eligible CDBG public service activities. DHCA will verify that

proposed beneficiaries, activities, and expenditures comply with HUD regulations and the County's CDBG policies. Applications that do not meet programmatic eligibility requirements will not move forward.

3. **CDAC Review and Scoring** – Eligible applications will be reviewed by the Community Development Advisory Committee (CDAC), a panel of neutral, qualified County residents appointed by the County Executive. CDAC members will evaluate and score each application based on the criteria outlined in **Section III – Scoring of Applications**. CDAC may interview applicants during the review process. CDAC will make funding recommendations to DHCA based on scoring results, community needs, feasibility of the project, and alignment with CDBG program priorities.
4. **County Executive and County Council Review** - DHCA will forward CDAC recommendations to the County Executive for consideration as part of the Proposed Annual Action Plan and FY28 operating budget. The County Executive may adjust recommended funding amounts based on countywide priorities or available federal funding. The County Council will review proposed CDBG funding allocations during its budget deliberations, hold public hearings, and ultimately decide whether to approve final CDBG awards as part of the annual budget adoption.

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. Submission Guidelines and Support Resources

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 FY28 CDBG Public Service 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.

Applications are due no later than Friday, September 18, 2026 at 11:59 PM. All applications will be recorded upon receipt. Applications received after the deadline will be disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by the Department of Housing and Community Affairs (DHCA), will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

J. 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.

In addition, DHCA may rescind, reduce, delay, or terminate an offered award or issued contract under any of the following circumstances:

- HUD does not approve the funded activity or identifies issues in the County's Annual Action Plan that prevent the project from moving forward;
- HUD reduces, delays, or rescinds the County's CDBG allocation, or other federal funding constraints impact the availability of funds for the award;
- The applicant fails to provide required documentation, budget corrections, or compliance materials within the timeline specified by DHCA or OGM;
- The applicant fails to respond to DHCA or OGM requests for clarification or correction in a timely manner, including but not limited to eligibility documentation, contract provisions, insurance requirements, or federally required certifications;
- The applicant fails to execute the grant agreement by the deadline established by DHCA, or fails to meet pre-award requirements (including insurance, SAM.gov registration, or financial documentation);
- The applicant becomes unable to perform or deliver the proposed activities due to staffing, administrative, or financial instability;
- The applicant fails to maintain required financial management systems, internal controls, or documentation standards outlined in Attachment VII – CDBG Special Conditions;
- The proposed activity fails to meet HUD's Timeliness of Expenditures standards or other federal performance requirements;
- DHCA determines the project can no longer be delivered in a way that complies with federal regulations, County policies, or program expectations.

K. 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.

CDBG Program Terms and Conditions:

All awards are contingent on:

- The County's receipt of adequate FY28 CDBG funding for public services
- Compliance with federal CDBG requirements
- Execution of a formal County contract
- Submission of required reports and documentation
- Use of funds only for approved public service activities
- Adherence to Attachment VII – CDBG Special Conditions

SECTION II – APPLICATION TASKS

Applicants are required to follow the content requirements and submission instructions listed within the online application platform and the RFA 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 as PDF documents 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 FY28 CDBG 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

A. Applicant Information Task

Organizations must provide the following information and documents using data entry fields or uploads. The document uploads will be used to assess legal eligibility for the Grant Program and data fields will be used 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
- Organization's Unique Entity Identification (UEI) Number
- Lead Organization's confirmation 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

Applicants must:

- Is the applicant a nonprofit 501(c)(3) organization or government agency?
 - Please upload Internal Revenue Service letter granting tax exempt nonprofit status 501(c)(3) or similar.
- Please elaborate on how the proposed project will exclusively serve **Montgomery County residents** with CDBG-funded activities (up to 1,500 characters);
- Please explain how the lead applicant possesses the organizational capacity, financial stability, and experience to successfully implement this project (up to 2,000 characters);
- Please describe how the lead applicant has the ability to document beneficiary income levels per HUD CDBG rules (please cite specific examples within HUD CDBG rules) (up to 2,000 characters);

Projects must:

- Please describe how the proposed project addresses **critical unmet community needs** (up to 2,000 characters);
- Please describe how the proposed project will serve at least **70% LMI** persons (up to 1,500 characters);
- Will the proposed project be ready to start by **July 1, 2027**?

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 to the full extent of the law.

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 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.

The Office of Grants Management is collecting demographic 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), demographic information

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

D. Proposal Task (PDF upload)

Applicants must upload a single, consolidated PDF proposal that clearly addresses the content requirements of this RFA. The proposal must follow the structural outline below:

Proposal Structure (8-to-10-page limit, excluding attachments)

The Proposal Narrative must be structured using the headings listed below and must provide sufficient detail for reviewers to understand the need for the project, the organization's qualifications, the proposed methodology, measurable outcomes, and compliance with CDBG requirements. Brevity and clarity are strongly encouraged. All pages of the Proposal Narrative must be numbered.

- **Table of Contents**
- **Executive Summary** (300–500 words)
- **Proposal Narrative**
 - Background and Justification
 - Organizational Capacity
 - Financial Capacity
 - Project Plan
 - Coordination and Partnerships
 - Engagement with Clients and Community
 - Ability to Demonstrate Measurable Outcomes
- **Budget Narrative** (1,500 words maximum)

The Executive Summary must provide a concise overview of the project, including the number of clients projected to be served, the overall program focus, key services, anticipated outcomes, and total funding request.

The Proposal Narrative must provide sufficient detail to allow reviewers to understand the need for the project, the organization's qualifications, methodology, expected outcomes, and compliance with CDBG requirements.

As part of the Proposal Structure, applicants will have the opportunity to enter their Budget Narrative (1,500 characters max). The Budget Narrative should be entered as a bulleted description of each line item entered in the Budget Tool above. 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.

Needs Assessment Requirements

Applicants must include quantitative or qualitative data demonstrating the unmet need addressed by the proposed project. The needs assessment should clearly describe the target population, local conditions contributing to the unmet need, and evidence supporting the proposed intervention. Examples of acceptable data sources include:

- Local data from DHCA, HHS, or MC311
- U.S. Census or American Community Survey (ACS) data
- Program waitlists or documented service gaps
- Community surveys or stakeholder feedback
- Past performance data or prior project outcomes

The needs assessment should directly support the proposed activities and identify how the project will address gaps or barriers faced by low- and moderate-income residents.

Outcome Measurement Requirements

Applicants must identify measurable outcomes and performance indicators that align with CDBG Public Service Grant requirements. All outcomes must be specific, realistic, and directly linked to the activities described in the Project Plan. Examples include:

- Number of unduplicated clients served
- Number or percentage of clients achieving stated service outcomes
- Pre- and post-test or assessment results
- Referral completion rates
- Housing stability, employment, or other functional outcomes (if applicable)

Applicants must describe how outcome data will be collected, tracked, and reported, and must demonstrate the ability to comply with HUD and DHCA reporting requirements, including Quarterly Benefit Data Reports and documentation standards outlined in Attachment VII – CDBG Special Conditions.

Mandatory Appendices

- Sliding scale fee schedule (if applicable)
- Letters of commitment from partner organizations
- Budget materials and supporting documentation

Optional Appendices

- Letters of support from community organizations
- Additional documentation relevant to program justification or community need

All pages of the Proposal Narrative must be numbered. Brevity and clarity are strongly encouraged.

E. Implementation Timeline Task (MS Excel upload)

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 July 1, 2027. The program is expected to be fully operational and serving clients one month after the award announcement.

- **Activities** – Applicants must upload a detailed implementation timeline covering the CDBG grant period (July 1, 2027 – June 30, 2028). The timeline should identify:
 - **Key project activities**
 - **Frequency of activities**
 - **Target populations served**
 - **Intended outcomes**
 - **Planned impact**

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.

F. Project Goals/Performance Measures

Applicants must complete and upload the [Project Goals and Performance Measures Template](#) provided in the Key Program Resources section of this RFA. This template allows applicants to clearly identify the outputs, outcomes, and performance indicators that will guide project delivery and reporting throughout the CDBG grant period.

The template requires applicants to provide the following:

Project Goals – A concise statement of the primary objectives the project aims to achieve during the twelve-month grant period. Goals must align with the project's scope of work and the needs described in the Proposal Narrative.

Service Delivery Activities -

- **Outputs (Service Delivery Measures)** – Quantifiable services or activities that the project will deliver. Examples include:
 - Number of unduplicated clients served
 - Number of workshops, sessions, or service units delivered
 - Number of referrals or connections made
- **Outcomes (Client Impact Measures)** – Specific, measurable changes or improvements clients are expected to experience as a result of the services. Examples include:

- Improvements in housing stability or safety
- Increased employment readiness or job placement
- Increased knowledge, skills, or self-sufficiency
- Successful completion of service plans

Performance Measures -

- **Performance Measures** – Indicators that will be used to evaluate both outputs and outcomes. Applicants must identify what data will be collected, how it will be measured, and how success will be defined.
- **Data Collection Plan** – A description of how output and outcome information will be collected and tracked.

All Project Goals and Performance Measures must be **specific, measurable, achievable, relevant, and time-bound (SMART)**. Applicants must demonstrate how their selected metrics align with CDBG requirements and HUD reporting expectations.

The completed template must be uploaded as a separate attachment in the Euna Grants system. Applications missing this attachment will be considered incomplete.

G. Project Budget (Data Fields)

The proposal's budget should include a detailed listing of expenses and justification for each expense. Detail your budget request by downloading a copy of the [application budget template](#) and uploading a completed copy into the Euna application.

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** – Mileage, transportation stipends, or public transportation vouchers
- **Equipment** – Items individually worth less than \$5,000 but more than \$200
- **Supplies** – Items individually worth less than \$200
- **Contractual** – Contractors for services, professional fees, licenses, or interpretation/translation
- **Other** – Any other project-related costs that do not fit into the categories above
- **Indirect Costs** – Indirect cost rates are allowable up to 15% unless the applicant qualifies for a higher federally recognized rate. Applicants must identify activities supported within the indirect rate.

H. Goals Tool

The Euna Goals Tool is NOT being used for this Grant Program and should be ignored by applicants.

SECTION III – SCORING OF APPLICATIONS

Applicants' proposals will be evaluated using a points-based scoring rubric administered by the Community Development Advisory Committee (CDAC). Reviewers assess proposals holistically, based on their understanding of community need, program design, expected impact, organizational capacity, and budget quality. For reference, this NOFO includes a copy of the [CDBG / CDAC Applicant Rating sheet](#).

Applications may earn up to **100 points** based on the following five criteria.

SCORING RUBRIC – SERVICE PROVIDERS

Criteria	Maximum Score
Scope of Work: Reviewers consider how clearly and effectively the applicant describes <i>what the project will do</i> and <i>what clients will gain from the services</i>. Strong proposals clearly articulate: • The specific activities to be carried out and the intended service outcomes • The documented need for the proposed activity and how the need was assessed or researched • Whether other available services (public or private) were examined and found insufficient • Whether the proposed services are reasonable, well-defined, and achievable within the grant term • Whether proposed activities are measurable, including the identification of meaningful performance indicators • How outreach will be conducted to ensure services reach the target population, including cultural and linguistic considerations • How effectiveness will be tracked (e.g., pre/post indicators, academic or employment outcomes, health improvements) • Whether clients will be able to easily access the service (location, transportation, scheduling)	20
Benefit to Persons in Need: Reviewers assess how the project will benefit low- and moderate-income persons and address meaningful needs. The evaluation considers: • The applicant's plan for verifying and documenting CDBG eligibility (income and residency) • How seriously at-risk, vulnerable, or underserved the intended clients are • The anticipated number of clients to be served and the depth/frequency of service • Whether any fees or costs will be charged to clients (services must be free) • The extent to which the project is expected to have a sustained or long-term positive effect on client well-being	20

Criteria	Maximum Score
Leveraging: Reviewers evaluate the applicant's ability to maximize the impact of CDBG resources through additional support, including: • The proportion of total project funding represented by the CDBG request • Use of volunteers, donated goods/services, and other in-kind resources • Identification and integration of other available community resources • Whether long-term public funding is expected and how sustainable the project appears • The organization's fundraising history and sources of financial support	20
Organizational Capacity: This criterion reflects the organization's ability to successfully implement the proposed project. Reviewers consider: • How long the organization has operated and maintained corporate good standing • The similarity of the proposed activity to past work and relevant experience • Staff qualifications, professional credentials, and turnover rates • Financial stability, including whether budgets appear balanced and appropriate • Adequacy of site/location or facilities used for service delivery • Availability of administrative support and office technology needed to manage the project • Proportion of funds going toward direct services vs. administrative/management costs • Past performance on publicly funded contracts, including timeliness and accuracy in reporting/billing • Community perception and organizational reputation	20
Budget: Reviewers evaluate whether the project budget is: • Reasonable, accurate, and consistent with CDBG requirements • Aligned with the proposed scope of work and expected outcomes • Supported by clear justification and appropriate cost allocation • Compliant with eligibility rules and documentation expectations • Reflective of a sound financial plan and responsible stewardship of public funds Budget scoring follows the County's standard Budget Review Attachment guidelines.	20
TOTAL	100

MISCELLANEOUS

- CDAC scoring results are used to inform County Executive funding recommendations. Final award decisions incorporate scoring results along with overall community needs, available funding, and HUD compliance considerations.
- 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. Successful applicants 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 grant 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.