Montgomery County COVID-19 Food Access Grant

May 4, 2020

This grant is a partnership between Montgomery County Department of Health and Human Services, Montgomery County Food Council - Food Security Task Force, & Healthcare Initiative Foundation.
Items to Cover

• Partners making this possible
• Purpose of the grant
• Timeline and deadlines
• Communication and outreach
• Application & grant administration
• Review & recommendation process
• Evaluation criteria
• Additional food resources

Volunteers at the BlackRock Upcounty Consolidation Hub in April 2020.
COVID-19 Food Access Grant Partners

Montgomery County DHHS
Mark Hodge

Montgomery County Food Council
Heather Bruskin

Healthcare Initiative Foundation
Crystal Townsend & Jessica Fuchs
Food Security Task Force

• This funding has been appropriated by the Montgomery County Council to increase food access to Montgomery County residents during the COVID-19 pandemic.

• The Food Security Task Force recently formed by the Office of Emergency Management and Homeland Security & will be reviewing and recommending all grant awards.

• HIF is the fiscal agent and supporting the application process through its grant platform and distributing grant awards.
Purpose of this Grant Funding

To invest in **culturally competent** community-level initiatives to provide **food assistance** to **hard-to-reach communities** in Montgomery County, Md during the response to and recovery from COVID-19.

**Nonprofits** can apply for up to $75,000, but may not be granted to the full amount.
Priority Zip Codes for this Grant

Top 3 COVID Zips:
• 20904 (Colesville, White Oak, Fairland, Calverton)
• 20906 (Aspen Hill, Leisure World)
• 20902 (Silver Spring, Kemp Mill, Wheaton-Glenmont)

Geographic Zips:
• 20872, 20882 (Damascus)
• 20837 (Poolesville)

Food Taskforce Recognized Zips:
• 20851 (Rockville)
• 20877 (Gaithersburg)
• 20879 (Germantown)
• 20886 (Montgomery Village)
• 20901 (Silver Spring, White Oak)
• 20903 (Silver Spring, Langley Park)
Priority Populations

- Age 60+
- COVID-19 hotspots
- Recently unemployed
- Single parent households
- Multi-family households
- Disconnected youth
- Those experiencing family violence
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1 Application Opens</td>
<td>Monday, May 4, 2020 at 10AM</td>
</tr>
<tr>
<td>Phase 1 Application Closes</td>
<td>Friday, May 8, 2020 at 12PM</td>
</tr>
<tr>
<td>Emergency Task Force Grant Committee Review</td>
<td>Monday, May 11, 2020</td>
</tr>
<tr>
<td>Emergency Task Force Announces Phase 1 Awards</td>
<td>Tuesday, May 12, 2020</td>
</tr>
<tr>
<td>HIF Distributes Grant Agreements to Awardees</td>
<td>Tuesday, May 12, 2020</td>
</tr>
<tr>
<td>Awardees and HIF Finalize Grant Agreements</td>
<td>Thursday, May 14, 2020</td>
</tr>
<tr>
<td>HIF Awards Processed for Payment</td>
<td>Wednesday May 13 - May 14, 2020</td>
</tr>
</tbody>
</table>
Communication & Outreach

• Application, tip sheet, and this recorded webinar can be available in multiple languages, upon request
• Announcement of application launch shared on partner platforms
• Social Media platforms
• Partner websites & newsletter announcements
• Montgomery County Minority Health Initiatives
• Montgomery County’s Faith Community Advisory Council

*This list is not exhaustive and the Task Force welcomes additional places to share this communication.*
HIF Application Process

• All applications are completed in the HIF online grant portal.
  • Use this link to access HIF’s portal: https://www.grantinterface.com/Home/Logon?urlkey=healthcareinitiative

• Log into existing account or easily create new account. New accounts will require organization’s Employer Tax Identification Number (EIN).
  • Primary point of contact requires email for important notifications. Address should be where grantee would want check mailed.

• When completing the application, you can come and go but must ‘save’ document before exiting. Once complete, you must hit ‘SUBMIT’ to finalize the document.
Accessing the Application

If your organization does not already have an account, click here to create one. You will need your organization's EIN.

Logon Page

Email Address
jess.fuchs@hifmc.org

Password

Log On  Create New Account

Forgot your Password?
Accessing the Application

Search for the grant application using this search box – ‘COVID-19 Montgomery County Food Access’

No access code is necessary.
Accessing the Application

Active Requests tab is where this application will live.

Historical Requests is where older applications from your organization live.
## Accessing the Follow-up Forms

Follow-up forms are your Grant Agreement and Final Report

<table>
<thead>
<tr>
<th>Application Decision</th>
<th>Submitted</th>
<th>View Application</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/17/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/18/2019</td>
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<td></td>
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</table>

**Follow Up Forms**

<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>ASSIGNED TO</th>
<th>AWARD / INSTALLMENT</th>
<th>DUE DATE</th>
<th>STATUS</th>
<th>EDIT/VIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIF FY20 Grant Agreement</td>
<td>Jessica Test</td>
<td>Overall Award</td>
<td></td>
<td>Complete</td>
<td>View</td>
</tr>
<tr>
<td>HIF Capacity Building 6 month Grant Report</td>
<td>Jessica Test</td>
<td>05/21/2020</td>
<td></td>
<td>Complete</td>
<td>View</td>
</tr>
<tr>
<td>HIF Capacity Building Year-End Grant Report</td>
<td>Jessica Test</td>
<td>05/21/2020</td>
<td></td>
<td>Complete</td>
<td>View</td>
</tr>
</tbody>
</table>

Primary point of contact for all grant communication.

Due dates of agreement and report will show here.

Status of the follow-up. This status changes after submission and completion so you know if something is due.
HIF Application Process

• The application can be translated into languages other than English if requested.
  • Languages available for translation: Spanish, Vietnamese, Amharic, French, Chinese, & Korean

• The entire grant process is conducted online in the HIF portal.

• For those who cannot complete the application online, contact Jess.Fuchs@hifmc.org to get a PDF version of the application.
HIF Award & Reporting Process

• HIF will issue grant agreements online through the portal. Signatures are all electronic and completed in the portal. PDF copies available for download.
  • Applicants receive an email notification when the agreement is ready for signature.
• Awards will be issued using the mailing address provided in portal will be processed May 13 and 14.
• Final reports are completed online and are assigned to the point of contact that is provided by the applicant.
  • Applicants receive a report reminder email 30 days prior to the deadline.
Review of Grants

A sub-committee of the Food Security Task Force will review all applications based on the evaluation criteria.
I. Population Served: Equity Lens - while COVID-19 has affected all residents of the county, not everyone has the same access to health and social services. Prioritizing populations and zip codes helps address the needs of hard to reach communities and generally underserved individuals and households.

- Priority Populations (one point for each, maximum of 5 points)
- Priority Zip Codes (one point for each, maximum of 10 points)
II. Services: Equity Lens - services must be tailored to meet language and cultural needs to meet people where they are and understand what they need from both a health and socio-economic perspective

• Direct food assistance types that meets needs of the community served (up to 5 points)

• Provides examples of how purchase and distribution of culturally appropriate food will be addressed (up to 15 points)

• Provides examples of how language differences will be addressed to ensure appropriate outreach and engagement (up to 15 points)
III. Impact: Equity Lens - underserved and hard to reach communities generally have greater health, educational, and socio-economic disparities. Identifying these communities, acknowledging their challenges and strengths, and increasing resources in these communities can have a greater impact and decrease disparities over time.

- The proposal will meet the food security needs prioritized by the taskforce (up to 10 points)
- Provides direct food assistance to vulnerable and/or unreached populations (up to 10 points)
- Builds community capacity to address vulnerable and/or unreached populations' needs (up to 10 points)
Evaluation Criteria

IV. Feasibility: Equity Lens - implementation of a plan to reach underserved populations requires thoughtfulness and innovation, but must also be practical, safe, and appropriate for that community.

- Service description, project budget, and the overall organizational capacity (i.e., staff, volunteers, partners, etc.). (up to 15 points)

- Describes plan to protect staff and clients using PPE and cleaning protocols (up to 5 points)
Additional Food Council Resources

1) Are you a business, faith community, neighborhood association, farm or other community stakeholder interested in providing general support to food assistance efforts? Click here

2) Are you a food assistance provider, agency, community partner or group in need of assistance? Click here

3) Are you an individual looking for food? Please call 311 or click here
Thank you!

Questions regarding the grant portal or application process should be directed to HIF – Jess.Fuchs@hifmc.org.

Questions regarding the Food Security Task Force and additional food resources should be directed to the Montgomery County Food Council – Hbruskin@Mocofoodcouncil.org