



# **Non-Profit Security Grants Information Session**

**Montgomery County MD  
Office of Emergency Management  
and Homeland Security**



**MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

<http://www.montgomerycountymd.gov/OEMHS/>





# Information Session Agenda

**Introduction** – Marianne C. Souders, MSEM, CEM, MEPP

Acting Director, Office of Emergency Management and Homeland Security

**1. Overview of application** – Mara M. Parker, Grants Specialist, OEMHS

**2. Review of Financial Reporting Requirements** –

Michael Goldfarb, Administration and Finance Division Chief

Danelia Quiroz, Management Budget Specialist, OEMHS

**3. Review of additional county resources to aide security at non-profit organizations**

Jim McClelland, Emergency Management Specialist II, OEMHS

**4. Q&A**



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# Funding Guidelines

## Applicants may use funding for:

- Current security personnel or to augment current security personnel
- To pay for a security assessment or plan
- To conduct security training
- To develop and execute a security drill

## Funds may **not** be used for:

- Equipment purchases
- Facility upgrades
- Supplies
- Expenses incurred before the date of a signed and executed contract





# Eligibility Requirements

**To be eligible to receive funds, individual organizations must:**

- Be an IRS registered 501(c)3, tax-exempt non-profit organization or, if a religious organization, meet the requirements of a 501(c)3.
- Be in good standing with the Maryland State Department of Assessments and Taxation.
- Be physically located in Montgomery County.
- Be a non-profit organization experiencing threats, hate crimes or at significant risk of hate crimes based on its work, community, and/or known threats to similar organizations or communities nationally.
- Submit an electronic application form with project budget by October 22, 2021. Only electronic applications will be accepted. Organizations will be notified of award decisions in early December of 2021.



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# Criteria and Tips for Applying

- Applicants **MUST** demonstrate how their organizations are at risk of a hate crime, not simply ordinary criminal activity.
- Include specific examples of threats received via mail, phone, email, etc. or hate crimes, like vandalism. Note if those have increased recently. These are not necessary to prove need; you may reference threats or violence targeting similar organizations, your community or faith in general.
- When quantifying your organization's need, please include budget estimates.
- Please note that the application must be completed in one sitting. You may not save your information and return later.
- It is advised that you craft your responses in a separate document, then copy and paste them into the form.
- There is extra space at the bottom of the application for additional information.
- Once the form is submitted, it cannot be changed. If there is a problem, contact us.
- Organizations will be notified of award decisions in early December of 2021.
- Applications are subject to the Maryland Public Information Act (MPIA) and the County must comply with the MPIA disclosure requirements when a request for documents is received.







# Grant Terms and Conditions

- Funds ***must be used within one year of the date of execution of a contract*** and cannot be used for expenses outside of these dates.
- All awards will be made on a reimbursement basis, after the expense is incurred. ***The County cannot reimburse for expenses incurred before the date of a signed and executed contract.***
- This is a one-time program for security personnel, planning or training.
- Organizations may request further grants through the standard County Executive and County Council grants processes. Information and deadlines for FY20 are available at <http://montgomerycountymd.gov/government/grants.html>





# Grant Terms and Conditions

- Only one application per facility will be accepted. Organizations with more than one facility in the county may apply separately for each facility.
- Applicants may request up to a maximum of \$20,000 per facility.
- Umbrella organizations applying for grant funding on behalf of multiple organizations or institutions will be asked to provide the names of those member organizations or institutions.
- Umbrella organizations may request up to a maximum of \$100,000.
- If an individual organization applies for a grant but is also represented by an umbrella organization applying for grant funding on their behalf, funding will be limited to one grant application only.
- All eligible applications will be accepted and reviewed.





# Application Questions

1. Describe why your organization needs funds. Give specific examples that demonstrate that your non-profit organization is experiencing hate crimes or is at significant risk of becoming a target of hate crimes.
2. Please describe how you would use these funds and what you expect to accomplish through usage of these funds.
3. If you will be using these funds for security personnel, ***please provide the estimated number of Montgomery County residents served by your organization. Include details like the number of residents present each day, at events or services.***
4. If you will be using these funds for planning or an assessment, please provide the estimated total number of Montgomery County residents covered under this effort.







# Application Questions

5. What is the organization's current source of funding for security personnel and/or planning?
6. Are you an umbrella organization seeking grant funding on behalf of a larger group of organizations or facilities? ? If so, be prepared to include the names of the organizations you will support.
7. Has your facility had a security assessment?
8. Has your organization had MCPD Civilian Response to Active Shooter Events (CRASE) training or Securing Houses of Worship Training?





# Finance and Accounting

- Once notified of a grant award ***recipients should register their organizations with the County's Procurement Office immediately*** to make funds available faster. Central Vendor Registration System: <https://mcipcc.net>
- The name of your organization or facility **MUST** be consistent throughout all documents filed with the County, from your nonprofit status to your application and procurement registration.
- Documentation standards are very high when working with local government as we are subject to audits and must follow official procedures. Guidance will be given to recipients upon awarding of the grant. Any requests for reimbursement filed without proper documentation will be denied.





# Finance and Accounting

- Payments to your vendors, staff or subcontractors must be made via payroll/direct deposit or check; cash payments will **NOT** be eligible for reimbursement.
- Invoices must include the name of the organization, the contract number, procurement number, the name of the recipient, the dates of service, and a unique invoice number.
- To ensure timely reimbursement, recipients must closely follow the guidelines for filing financial documents.





# Additional County Resources

- Securing Houses of Worship Trainings
- Active shooter/CRASE presentation with the Montgomery County Police Department.
  - For requests for the active shooter/CRASE presentation, please contact Community Engagement at [MCPD\\_Engaged@montgomerycountymd.gov](mailto:MCPD_Engaged@montgomerycountymd.gov) to schedule County wide
- Free security walk and consultation with Montgomery County Police Department for your facility.
  - For requests for a security walk-through of nonprofit facilities, please contact community service officers in the following Districts:

*1D Rockville/Poolesville: 240-773-6070*

*2D Bethesda: 240-773-6700*

*3D Silver Spring: 240-773-6800*

*4D Wheaton/Olney: 240-773-5500*

*5D Germantown/Damascus: 240-773-6200*

*6D Gaithersburg/MVA: 240-773-5700*



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# FAQs

**1. We are registered as a single non-profit entity but have more than one site. If we wish to apply for security funding for more than one site, are we considered an umbrella organization, or can we apply separately for each site?**

*You would not be considered an umbrella organization, but you may apply separately for funds for each facility if they are on separate sites, at a maximum amount of \$20,000 per facility.*

**2. Can the funds be applied retroactively for security costs or training already in progress?**

*No, expenses must be incurred after the date the final contract is signed and executed; any expense incurred before then or after the 12-month grant period concludes would not be eligible for reimbursement.*

**3. Do religious facilities and schools qualify for grants?**

*Yes, as long as they are an IRS registered 501(c)3, tax-exempt nonprofit organization or meet the requirements of a 501(c)3*

**4. Is there a requirement for matching funds?**

*No, there is no requirement for matching funds.*

**5. Is there any weight given if we have received federal, state, or local funding?**

*No, but it is helpful for us to know what other sources of funding you may have and if and when that funding will end.*



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# FAQs

**6. Will applying for less than the maximum amount allowed make a difference?**

*No, but be frank about the true cost of your needs. If they exceed the amount allowed, include that total and explain that so we understand the true cost of the requirements.*

**7. May we use funds for a security system?**

*No, the funds may not be used for any facility upgrades, equipment, or supplies.*

**8. Are there any additional criteria to be used in determining awards?**

*No, all of the criteria are detailed here. When determining awards, the reviewers will consider how to do the most good and impact the most people with the limited resources we have.*

**9. Can we apply for both security staffing and for development of a security plan and/or drills?**

*Yes, you may, but the total amount requested for your facility still cannot exceed \$20,000. It would be helpful for you to let us know if one of the requests is a higher priority and/or will serve a larger number of people.*

**10. How soon after the awards are announced can we expect to have a contract signed and executed?**

*Awards must be approved by the County Council after awards are announced. We anticipate the total time from announcement to signed contract will be roughly eight weeks.*





# FAQs

**11. How long after the one-year contract period will we be able to submit invoices for reimbursement?**

*We prefer to reimburse on a quarterly basis throughout the contract year. Final invoices should be submitted within 30 days of the final day of the contract period.*

**12. May we use the funds for cybersecurity training?**

*No, the funds can only be utilized to train staff and residents related to hate crimes.*

**13. How can we schedule a free active shooter/CRASE presentation for our organization with the Montgomery County Police Department?**

*For requests for the active shooter/CRASE presentation, please contact Community Engagement at [MCPCD\\_Engaged@montgomerycountymd.gov](mailto:MCPCD_Engaged@montgomerycountymd.gov) to schedule County wide.*

**14. How can I arrange for a free security walk and consultation with County Police for our facility?**

*For requests for a security walk-through of non-profit facilities, please contact community service officers in the following Districts:*

1D Rockville/Poolesville: 240-773-6070

2D Bethesda: 240-773-6700

3D Silver Spring: 240-773-6800

4D Wheaton/Olney: 240-773-5500

5D Germantown/Damascus: 240-773-6200

6D Gaithersburg/MVA: 240-773-5700

**Questions? Please email: [OEMHS.grants@montgomerycountymd.gov](mailto:OEMHS.grants@montgomerycountymd.gov)**

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# Thank you coming!

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