



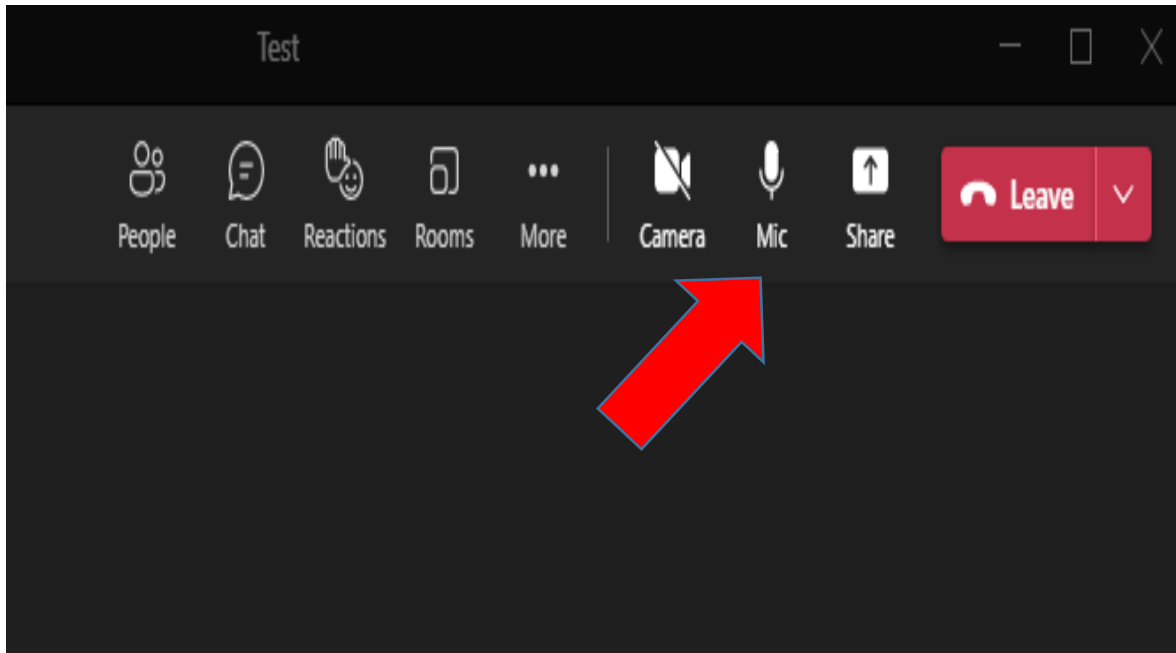
LOUDOUN COUNTY HEALTH DEPARTMENT

Cycle 4 COVID-19 Vaccine Equity Program

Application Informational Session
March 7, 2024

As we begin

- Mute your line



This presentation is being recorded and will be posted on the Grant Opportunities page.

loudoun.gov/grantopportunities

Agenda

- Cycle 4 COVID-19 Vaccine Equity Program
 - Overview
 - Timeline
- Accessing the Application and Navigating the Grant Management System
- Application Overview
- Review Process

Cycle 4 COVID-19 Vaccine Equity Program

Grant Purpose

Loudoun County Health Department's purpose in issuing this Request for Applications (RFA) is to seek proposals from a diverse array of community organizations to support strategies that **ensure greater equity and access to COVID-19 vaccine for those populations disproportionately affected by COVID-19**. The Cycle 4 COVID-19 Vaccine Equity Program exists to fund specific projects and initiatives to increase access, increase acceptance, and increase uptake of COVID-19 vaccine for identified priority populations of focus.

Cycle 4 COVID-19 Vaccine Equity Program

Role of Community Based Organizations

This RFA is an effort by the LHD to fund, for a final year, community partner involvement (both clinical and nonclinical) in vaccine equity activities. Applicants are encouraged to propose extension of existing projects (if applicable) or propose new, innovative projects that expand community engagement and vaccine promotion and/or increase vaccination uptake.

Cycle 4 COVID-19 Vaccine Equity Program

Eligibility Requirements

Minimum Eligibility Requirements

- Organizations applying for funding should be established nonprofit entities such as Community- Based Organizations, Community Health Clinics/Centers, healthcare organizations, coalitions, Faith-Based Organizations, with demonstrated capacity to engage in relevant activities.
- To be eligible for this grant, the organization must conduct operations in, or must be focused on addressing the community needs in Loudoun County.

Eligibility Criteria

Applicants must meet the following baseline criteria to be eligible:

- Provide the last three (3) years of IRS 990 forms and other financial documentation.
- Be in good standing with the Virginia State Corporation Commission at time of submission. The link to the SCC is [here](#).
- County grants may not be used for any religious purpose or activity including, but not limited to, religious worship, instruction, or proselytization.

Cycle 4 COVID-19 Vaccine Equity Program

Scope of Work

COVID-19 vaccine education, outreach, and/or vaccine administration among priority populations within the LHD service area are the primary mandates of the Cycle 4 COVID-19 Vaccine Equity Program.

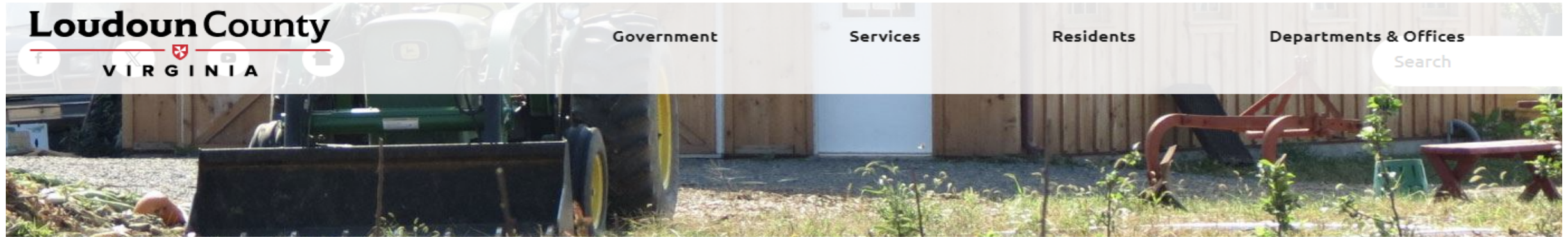
Funding

- **Total Available Funding:** \$306,407
- **Number of Awards:** Varied based on number of awards and funds available
- **Funding Options:** The final approved funding amount will be based on a combination of factors: demonstrated capacity of the organization to carry out duties, the application score, and a review of the reasonability of proposed budget items for services.

Process Timeline

| Loudoun County Cycle 4 COVID-19 Vaccine Equity Program | |
|--|--|
| March 5, 2024 | Grant Application Release Date |
| March 7, 2024 | Application Information Webinar |
| March 19, 2024 | Deadline for Applicant Questions |
| April 5, 2024 | Grant Application Due |
| April - May 2024 | Application Review |
| May 14, 2024 | Recommendations presented to the Board of Supervisor's FGOEDC for approval |
| May 21, 2024 | Recommendations presented to the Board of Supervisors for approval |
| June 15, 2024 | Signed MOUs due |
| July 1, 2024 | FY 2025 Award Funding Begins |
| October 15, 2024 | Quarterly Expenditure report due |
| January 15, 2025 | Quarterly Expenditure report due |
| May 31, 2025 | Quarterly Expenditure and Final report due |

Request for Application | [Link](#)



ARPA Nonprofit
Professional Development

Grant Opportunities

Loudoun County Data
Toolkit

Human Services Nonprofit
Grant Funding

Tourism Grant Program

[Home](#) › [Departments & Offices](#) › [Finance](#) › [Grant Opportunities](#)

Grant Opportunities

Loudoun County provides funding for community programs and initiatives through various grant programs.

| ARPA Grants | Nonprofit Human Services Grants | Tourism Grants | Continuum of Care | Community Development Block Grant Program |
|----------------|------------------------------------|-------------------|----------------------|--|
|----------------|------------------------------------|-------------------|----------------------|--|

COVID-19 Vaccine Equity Program Grants

Loudoun County is seeking grant applications from community organizations for the COVID-19 Vaccine Equity Program to support their strategies that ensure greater equity and access to COVID-19 vaccine for those populations disproportionately affected by the COVID-19 pandemic.

The program is designed to fund specific projects and initiatives to increase access to COVID-19 vaccination and increase the number of people vaccinated against COVID-19 among priority populations. The priority populations include, but are not limited to, those deemed by the Centers for Disease Control and Prevention:

- People in racial and ethnic minority groups.

AmpliFund, NEW Grants Management System

- User Registration and Account Capabilities
- Accessing the Application
- Saving your Progress
- Help/ Technical Support

Guides can be found on the website.

Application Sections

1 – Opportunity Details

2 – Project Information

- Application Name
- Awarded Requested
- Primary Contact

3– Application Forms

- Contact info & Authorized Official
- Project/Service Questions
- Financial Narrative & Budget Justification
- Required Attachments

4– Budget Template

- Please note: The budget directions and justification are in the "Application Forms" section, prior to the Budget section.


Supporting Financial Documents

Submit all the following:

- Most recent Audit if applicable
- 2021, 2022, 2023 and 2024 YTD financial statements
- Organization's Current Year Operating Budget
- 2020, 2021, 2022 990 form
- IRS Letter of Determination
- Certificate of Good Standing with Virginia SCC *at the time of application* <https://sccefile.scc.virginia.gov/Business/>

Opportunity Details

Cycle 4 COVID-19 Vaccine Equity Program

[Print](#)[Help](#)[Download](#)[Apply](#)

Opportunity Information

Title Cycle 4 COVID-19 Vaccine Equity Program

Description Loudoun County Health Department's purpose in issuing this Request for Applications (RFA) is to seek proposals from a diverse array of community organizations to support strategies that ensure greater equity and access to COVID-19 vaccine for those populations disproportionately affected by COVID-19. The Cycle 4 COVID-19 Vaccine Equity Program exists to fund specific projects and initiatives to increase access, increase acceptance, and increase uptake of COVID-19 vaccine for identified priority populations of focus.

Refer to RFA for more information.

Awarding Agency Name Loudoun County Government

Agency Contact Name Loudoun County Health Department

Agency Contact Email barbara.lawrence@loudoun.gov

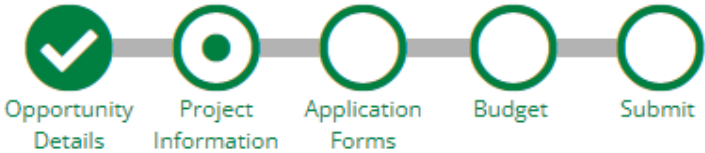
Departments Health Department (HD)

Opportunity Manager Barbara Lawrence

Posted Date 6/5/2022

Project Information

Cycle 4 COVID-19 Vaccine Equity Program



Project Information

Help

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Save

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Application Information

Application Name*

How much are you requesting from the funder?



Award Requested*

\$0.00

Total Award Budget \$0.00

Primary Contact Information

Name*

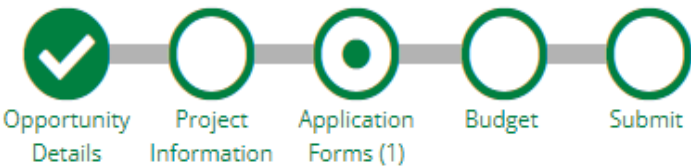
Barbara Lawrence

Email Address*

Barbara.Lawrence@loudoun.gov

Application Forms

Cycle 4 COVID-19 Vaccine Equity Program



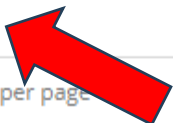
Forms

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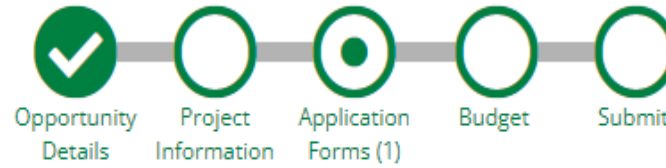
| Name | Status | Print |
|--|--------|------------------|
| Cycle 4 COVID-19 Vaccine Equity Program | New | |
| <div><div><div>⏪</div><div><</div><div>1</div><div>></div><div>⏩</div></div><div>25 items per page</div></div> | | 1 - 1 of 1 items |



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Application Forms

Cycle 4 COVID-19 Vaccine Equity Program



Cycle 4 COVID-19 Vaccine Equity Program

1 of 1

Download

Save

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General Information

1. Organization Name *

2. Organization Legal Name

3. Primary Organization Street Address *

SAVE FREQUENTLY!

Application Forms: Financial & Budget

Cycle 4 COVID-19 Vaccine Equity Program



Budget

Help

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Budget View Settings

Options

☒ Line Items

Proposed Budget

Expense Budget

| Category | Grant Funded | Total Budgeted |
|---------------------------|--------------|----------------|
| + Personnel | \$0.00 | \$0.00 |
| + Fringe Benefits | \$0.00 | \$0.00 |
| + Travel | \$0.00 | \$0.00 |
| + Supplies | \$0.00 | \$0.00 |
| + Consultants/Contracts | \$0.00 | \$0.00 |
| + Other | \$0.00 | \$0.00 |
| Total Expense Budget Cost | \$0.00 | \$0.00 |

Revenue Budget

Application Forms: Financial and Budget

New Line Item

Budget Item Information

Category

Personnel

This budget category includes costs for staff paid under the grant that are employees of your agency. This may include administrative, programmatic, accounting staff, etc. Funds can be used to: 1) supplement an existing position*—in that a percentage of time and effort is dedicated exclusively to Cycle 4 activities—and/or, 2) support a new position(s) fully focused on Cycle 4 objectives for a specified length of time, as detailed in the approved proposal. Provide a narrative to justify all proposed expenditures by explaining costs, how costs were determined, and calculations to support the expenses. All requested costs must be linked to the program goals and objectives.

Item Type

Non-Personnel

Name*

Direct Cost*

\$0.00

Total Budgeted

\$0.00

Narrative

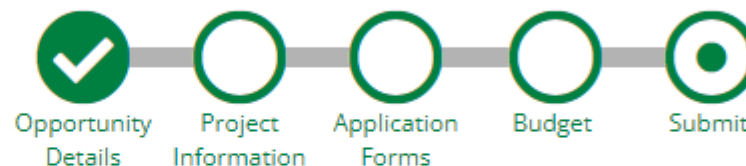
Attachments

Create

Cancel

Submission

Cycle 4 COVID-19 Vaccine Equity Program



You are about to submit your application, , to **Loudoun County, VA**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

The Project Information has not been marked "Complete."

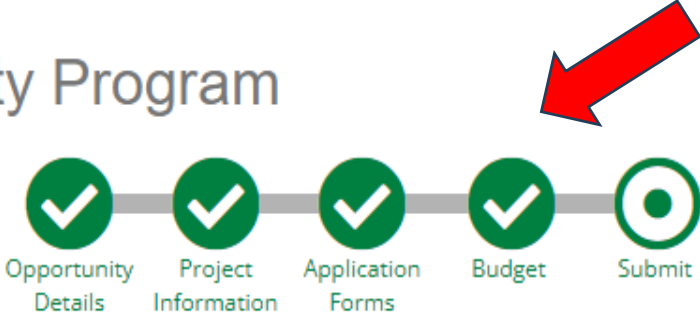
You have forms containing required fields which have not been completed!



- All sections must be marked as complete prior to submission.
- Do not wait until the last minute to complete your application.

Submission

Cycle 4 COVID-19 Vaccine Equity Program



You are about to submit your application, **Barb Test**, to **Loudoun County, VA**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

 Review

Submit



Review Process

Applications will be reviewed by a team of County staff. Funding recommendations will be based on:

- Available funding
- Application score
- Volume of requests
- Reasonability of proposed budget items and cost for services

Process Overview

- **Online application is due April 5, by 4:00 pm.**
- Questions may be submitted to:
barbara.lawrence@loudoun.gov.
- Awards will be recommended to the Board at the second meeting in May 2024.

Questions?