Loudoun County

VIRGINIA

FY 2022 Human Service Nonprofit Grants
Application Questions & Answers

Funding Limits and Restrictions

1. **Is the cap still 30% of operating revenue?** Yes. **Based on which year?** Your most recent fiscal year. **Most recent completed? Current? Or same as application year?** Your most recent fiscal year.

2. **If organizations want to apply for more than one project, would they submit two separate applications? If so, is the cap for both applications $113k combined, or is the cap separate for each project?** Per organization we except one application, if your organization has multiple programs that you expect the funding to be used for, provide only one application – be sure to look at outcomes and evaluations for what you are requesting. One application for multiple programs.

3. **Question on faith based: could a faith-based group receive a grant?** Yes, if you are an established as a 501(c)3 and, if it can submit evidence satisfactory to County staff demonstrating that (i) it is not controlled in whole or in part by a church (or other house of worship) or sectarian society; and (ii) the programs of such organization do not discriminate based on and are not otherwise contingent upon the religious affiliation of participants or those eligible to receive assistance. Furthermore, County grants may not be used for any religious purpose or activity including, but not limited to, religious worship, instruction, or proselytization.

4. **Are organizations based outside Loudoun County eligible for consideration (presuming they'll serve Loudoun County residents)?** Yes, if they provide services to Loudoun County residents.

5. **We have a program which supports a local business and farmer by buying produce and giving it to food pantry to distribute bimonthly - the food pantry is run by a faith-based group. Is the faith-based organization eligible to apply?** Yes, they can apply if they are a 501c3 organization and it can submit evidence satisfactory to County staff demonstrating that (i) it is not controlled in whole or in part by a church (or other house of worship) or sectarian society; and (ii) the programs of such organization do not discriminate based on and are not otherwise contingent upon the religious affiliation of

participants or those eligible to receive assistance. Furthermore, County grants may not be used for any religious purpose or activity including, but not limited to, religious worship, instruction, or proselytization.

6. **If I understand correctly, an organization can just submit 1 funding request. If funding would support multiple projects than it would be a request for operational funds. Which can only be 30% of what your expenses were last year?** That is correct. The entire request can be no more than 30% of your previous year's expenses.

7. **Our current fiscal year is 7/1/20-6/30/21. Please clarify if I use the actual revenues of FY ending 6/20/20 or actual plus projected (if all revenues are not in yet) for current fiscal year which ends 6/30/21 in calculating 30%?** To ensure your request does not exceed the 30 percent cap, please use your most recent one-year actuals when calculating 30 percent of the operating revenue.

8. **There's a 30% limit. Is it 30% of revenues or 30% of expenses?** The organization should look at your current fiscal year's actual operating revenue or your most recent one-year actuals when calculating 30 percent of the operating revenue. Your funding request should not be more than 30 percent of that number.

Statement of Need

9. **What is unduplicated count?** If one individual comes multiple times, they would be counted once.

10. **Regarding the demographic table: What if we do not have this information for all people in the household?? Do you want estimates as far as percentages?** Estimates and percentages would be great. Any information that you're able to provide will be helpful. Count entire household as unduplicated – but if your organization only has information on one individual please provide that information with a description as to why you do not have information on the entire family.

11. **For the specific demographic data (age, gender, etc.) do we need to provide that breakdown for the project or all Loudoun residents served?** If your request is to fund for just one service – provide information for that project. For operating, or funds across projects – we would expect your entire census. It depends on the project you are requesting funding for.

12. **If we are unable to fully complete the demographic table, should we address why in the narrative section?** Yes, please give us as much information or detail as possible. The County will not deduct points for the FY2022 application, but is interested in collecting information from nonprofits on who they serve, so this information will be vital in future years.

13. **Will applications be weighted based on the number of Loudoun County residents served?** No.

14. **On the Demographics Information table, what is "Number of Instances Provided"?** The number of times a client is seen for services – one client with multiple services. For example, if a client is seen for therapy sessions one time per week for eight weeks, the number of instances is eight.

15. **Demographic Information - if we are applying for funds for two different programs, do we combine the demographic data or fill-out two of the excel forms, ie, one per program?** If the demographic information is significantly different for each project, provide information for each program.

16. **How are you defining Hispanic, LatinX, ethnicities in the demographic table?** According to the US Census Bureau, Hispanic origin can be viewed as the heritage, nationality, lineage, or country of birth of the person or the person's parents or ancestors before arriving in the United States. People who identify as Hispanic, Latino, or Spanish may be any race.

17. **When do organizations need to start tracking for next year's demographic information?** As soon as possible - certainly by January 1, 2021.

18. **If we don't have specific historical demographic data can we just use the total unduplicated numbers with the caveat that we will begin collecting specific data going forward (ie zip code data and age ranges).** Yes, that is fine. Please provide as much information as your able while also explaining why you are not capturing specific data and plans to capture it moving forward.

19. **Any thought on adding additional gender options, specifically prefer not to answer or non-binary?** Yes, we will consider this in the future. This year we followed what was on the 2020 census.

20. **Attachments (Demographic Information): We are asked to provide FY2020 YTD Demographic information; however, our FY20 is complete, so we will provide final demographic information for FY20.** Yes. **As such, may we provide YTD for FY21 vs. projected?** Yes.

21. **Why does the demographic table say "Unduplicated Loudoun County Residents Served Specifically within area of service to be funded" twice, once in row 2 and once in row 3? I'm not sure what the difference between 2 and 3 is supposed to be.** This allows the organization who is requesting funds under one or more areas of need to be able to provide information for both.

22. **In the demographic table, if we are applying to serve people within all of Loudoun, are we supposed to fill out only rows 1 and 4, or rows 1, 2, and 4 with row 2 being the same as row 1?** You must pick at least one area of need that you intend to apply for - Prevention and Self-Sufficiency, Crisis Intervention and Diversion, Long-term Support or Improved Quality of Human Services – if you intend to provide services to all Loudoun County residents within that service area, rows one and two would be the same.

23. **In the Demographic Table, if we plan to apply in all four areas, we'd still only fill out those two rows, since we plan to offer all services throughout Loudoun? Or would you want that same data repeated four times, once per area of need?** If the data is the same for each area of need, you do not need to duplicate it – just be extremely clear that the services proposed to be provided fall under all four areas of need and the same individuals will be receiving services in all areas of need.

	FY 2018	FY 2019	FY 2020 YTD	Projected FY 21
Unduplicated Loudoun County Residents Served				
Unduplicated Loudoun County Residents Served Specifically within area of service to be funded				
Unduplicated Loudoun County Residents Served Specifically within area of service to be funded - Complete only if applying under multiple area of service				
Number of instances Provided				

Project Description and Timeline

24. **Can you expand on the evidence based - if the project uses more than one evidence-based approach - outline both?** Yes, please outline both briefly. **What links are acceptable?** Links can be from any reputable organization such as but not limited to the What Works Clearinghouse, DOJ, Mental Health Associations, SAMHSA, etc.

Organization Background, Qualifications and Expertise

25. **What if "employee" volunteers time?** You can account for volunteer time the in Staff, Board Information table. Only expenses related to your funding request should be allocated in the budget.

26. **If your organization has multiple programs, briefly describe the overall populations served. 100 word limit. (3 points). Please clarify: If the organization only has one program, do we answer this question? If so, wouldn't we have already answered this question in the demographic information table in section a? If not, what happens to the 3 points?** Please provide a brief description of the overall population served.

27. **Our Board of Directors has a very active committee structure. Should we include the number of times the committees meet or simply the number of times the Board meets as a full Board?** List the number of times/year the board meets. Committee activities could be described within the narrative portion of the Organizational Background, Qualifications and Expertise.

28. **We would like to ask for clarification on the Board List section of the application. In that section is a column called Related to Paid Staff: is this asking for how the Board Member works with the staff, or if they are related by blood or marriage?** The question is asking if the board member is related to paid staff by blood or marriage as this could be looked at as a conflict of interest.

Evaluation and Sustainability

29. **Do we need a logic model for each program for which re request funding? Or a combined logic model?** A logic model is required for each areas of need for which organizations is requesting funds.

30. **Is a logic model required for mini-grant applications?** Yes. **Are staff/board qualifications and expertise required for mini-grant applications?** No.

31. **Should the Grants/Contracts/MOUs be relevant to the project or the agency in general?** It's up to the organization to determine which ones to include – it certainly needs to be related to the request.

32. **Do mini grants require demonstration of previous Grants/Contracts/MOUs?** No.

33. **Do you just have to give descriptions of the MOUs, or do you have to attach the actual MOUs as well?** Please provide at minimum the first page of each MOU. There is an upload button to provide this information under evaluation and sustainability.

34. **Strategic Plan: On page 21 of the RFP, it states that we should attach our most recent strategic plan, along with a note regarding when we anticipate our next strategic plan will be completed. Our most recent strategic plan ended on June 30, 2020. Prior to COVID-19, we were on track to finalize our next strategic plan by that date. That being said, COVID-19 shifted priorities and impacted our ability to finalize the new strategic plan by the end of the fiscal year. We are currently in the final stages of finalizing the**

plan. Based on the information on page 21 of the RFP, should we submit the strategic plan that ended in June 2020 with a note that our new strategic plan will be finalized soon, or should we send the information we have for our new strategic plan with context as to why it is not yet finalized and our projected date to finalize the plan? Given that most strategic plans cover three to five years, we anticipate that we will receive the same strategic plans from some organizations. Whether it is an existing or new plan, we will be looking to see that it covers the current or FY22 timeframe and lists the organization's goals, strategies, resource requirements, and timeframe for accomplishing objectives.

35. **MOUs/Contracts: Within the application we are asked to list the top three grants or contracts and three most significant MOU's our agency currently holds or has held in the last two years along with the name and email of the point of contact. As a regional agency, would you like us to choose grants/contracts and MOUs that are specific to services provided to Loudoun County residents?** Yes. **How do you define significant? It is based on monetary value and/or relevance to the project that we are proposing. For example, we are requesting funding for a prescription access program. We run similar programs in two other jurisdictions within Northern Virginia. Would grants/contracts and MOUs for those programs be more significant than a grant we have to operate an Early Head Start program?** It is up to the organization to determine which ones to include – it certainly needs to be related to the request.

36. **We do not have three MOUs and contracts – each – for the service we are proposing in our request that are specific to Loudoun County residents. We have two MOUs and two contracts. If we were to include contracts for this service provided to residents in other jurisdictions, we would be able to meet the requirement for three MOUs and three contracts. The references from these other jurisdictions would be able to speak to the services provided if that is the purpose of providing this information.** An organization may submit less than three MOUs and contracts but may receive partial credit for that requirement. MOUs and contracts from other jurisdictions are acceptable as long as they speak to the services provided**.**

37. **Should contracts, MOU's (letters of support), and grants just reflect Loudoun County or can we include MOU's, grants, contracts, and even letter of supports from other jurisdictions? Are letters of support acceptable?** It's up to the organization to determine which contracts/MOUS to include – it certainly needs to be related to the request.   MOUs and contracts from other jurisdictions are acceptable as long as they speak to the services provided**.** An organization may submit letters of support however letters of support do not meet this requirement.

38. **Should we list CARES Act grants on the Grants/MOU list?** It's up to the organization to determine which Grants/MOUs to include – it certainly needs to be related to the request.

39. **Under Section D - is question #4 about the organization or project specifically? 4. Briefly describe your most significant collaborations with other entities in your field or geographic area. 100 word limit. (3 points - both 3 and 4 combined)*** It is up to the organization to determine what significant collaborations to include however they should be relevant to the request and support the service provision to Loudoun County residents.

Budget and Supporting Financial Documents

40. **What is fringe?** The percentage an organization includes to pay for an employee's health insurance, retirement, etc. –that is not part of the employee's annual salary.

41. **Is the % FTE meant to show how much time the employee is working on duties for which we are asking for funding?** Yes.

42. **Where would we put things like insurance, software, utility costs in the budget tables?** Utility – under occupancy. The software, insurance under other direct costs.

43. **We are a somewhat unique organization in that our herd of therapy horses are certainly a direct cost to our provision of mental health services. Do you have any guidance on how/where we account for therapy horse expenses related to our proposed project?** For equine expenses such as food, bedding, etc., put those under other direct expenses. Anything like supplies – a harness or bridle - would go under supplies. Any equipment would go under equipment. Supplies for the horses would be considered the same as for office supplies.

44. **Are we just to include in the budget form the expenses we plan to use the County funds to pay for? Or the budget of our overall project?** Only expenses you plan to use County funds for. If your request is for $113,000 but your overall project is $300,000, your budget should reflect the $113,000.

45. **For this COVID section I believe it asks to say what the funds are used for and how much you got. Where do we put that information?** Thank you for pointing this out. A text box has been added to the application.

46. **There is a field for CARES act from a Town, but not one for Loudoun County grants. Would Loudoun County CARES act then go under other?** A check box has been added for Loudoun County grants.

47. **Can you submit copies of the organizations 990 postcard?** Yes, this is sufficient.

48. **Are we going to lose points for not submitting recent audit?** All required documents have points attached to them. If you do not have a recent audit, you will lose points but

will receive partial points given all of the other financial documentation is provided. In the optional section, let us know why you are not able to provide any documents.

49. **Back to COVID-19 funding. Should we list only funding we received to support Loudoun residents or regionally, if applicable?** List those funds that support Loudoun residents.

50. **Is an SCC Certificate of Good Standing dated October 12, 2020 considered recent?** Yes.

51. **We can request general operating funds, correct? Or do we have to have a "project"?** Yes, you can request general operating funds. Be specific as to what the request if for. Project cost would be operating funds.

52. **I have selected 1 of our 4 Non profits projects to use for this grant application. Is it correct to say operating budget is our non-profits cost to operate and does not include the funds to run the individual projects.** Your operating budget is your organization budget – not knowing how your budget is structured, your individual projects may or may not be within your overall organization budget.

53. **When asked about operating budget is it correct to assume this is projects portion of the total of all operating budget. (For example: cost to operate is $2000, and $500 is allocated to this project?)** If you are asking for operating funds, the project cost would be operating funds.

54. **In the cover letter they ask for the following:**

Organization 2020 Operating Budget*	Total Cost of Service/Project*	Amount of Grant Funding Request*
$	$	$
Your Organization's Fiscal year		

    I am confused with 2020? Is this last years operating budget? I was thinking it is the operating budget going forward into 2021? I was assuming, I would enter operating cost allocated to this project, total cost of the project, and finally how much grant funding we were requesting. Look at your current fiscal year's actual operating revenue. To ensure your request does not exceed the 30 percent cap, please use your most recent one-year actuals when calculating 30 percent of the operating revenue.

55. **If we use the 990 post card and thus have not had a full audit, should we just upload the postcard?** Yes. **Also if we are only in our second year we will not have 3 years of data; should we note that somewhere?** Yes, please note why you do not have all the requested documentation.

56. **I am wondering if the board would consider a general operating budget that includes in-kind salary donations, or if cash-based revenue and expenses are the only numbers allowed in that 30% calculation.** Currently, cash-based revenue and expenses are the only figures allowed in the operating budget. If an organization would like to include in-kind salary contributions, they would need to provide a justification for salary ranges and job duties of the volunteers

57. **Attachments (990): We are asked to submit our 2017, 2018, and 2019 990. When you ask for the 2019 990, is that for the 2019 Fiscal Year (July 1, 2018 – June 30, 2019) or the 2020 Fiscal Year (July 1, 2019 – June 30, 2020)? I ask because our 2018 990 covers the 2019 Fiscal Year. Our 2019 990 that covers the 2020 Fiscal Year will not be released until February.** It depends on your organization's fiscal year – from what you have described, it would be your 2020 FY. You can provide the last three years of 990s if you do not have 2019. **If the 2019 990 is for the 2020 Fiscal Year, should we include a note that we will not be able to produce that 990 until February and provide the reason why?** Yes.

58. **It looks like you ask for both audits and financial statements. Our annual audits include both the statement of financial position and the income/expense statements. Can you please clarify exactly what documents you would like us to include for that section?** The county is requesting that you provide both your most recent audit and well as your 2018, 2019, 2020 financial statements. Audited or reviewed financial statements are desired and are used to do the financial analysis portion of the application review. If they are not provided, it is possible that an application could be scored lower due to lack of key financial information. Applicants are encouraged to make every attempt to provide your organization's last year of audited or reviewed financial statements and other supporting financial documentation. Any notes and findings must be included. Regarding the financial statements, for all years, attach year-to-date statement of financial position (balance sheet) and statement of activities (income and expense statement). These much be signed by your Board Chair or Treasurer if you do not have an audited financial statement.

59. **In reference to the cover form. Where it asks for Organization 2020 Operating Budget; Total Cost of Service/Project; Amount requested. Since we are applying for operational expenses would the "Total Cost of Service/Project" just be our overall expenses from 2020?** Yes. **Also would that include the funds we received to distribute out to families? For example, we received $40,000 form Twn of Leesburg to give to residents for utilities. Do we include that in the review and expense???** How your budget is set up is determined by the organization. Typically, income from grants and donations are included as part of your income.

60. **On the budget worksheet; Executive Salary (portion) - it asks for %FTE - Do you mean % that goes to program work? As a small nonprofit we only have 1.5FTE so I have to work programs. Or is that percentage of the total staff? (1FTE / 1.5FTE = 66.6%)** You should list your staff separately and the percent FTE for each that is dedicated to your request/being paid for with County funds. For example, if you have one full-time staff person assigned to your requested program, it would be 1.0 FTE. If you have your two staff working half of their time to the requested program, it would be listed as 50 percent FTE and 50 percent FTE separately.

61. **I am not sure if these go under Direct Cost or Occupancy?**
      Insurance (building&organization) – other direct costs
      Full Audit (review last year) – other direct costs
      Mortgage Interest Expense (nonprofit center) – other direct costs

62. **Under the personnel tab in the financial section, it asks for employees names. May we substitute their position or job title rather than listing their name with their salary to safeguard some of their privacy?** Using the position or job title is sufficient.

63. **Within the Loudoun County Human Services Nonprofit Grant, we are being asked to submit YTD Financial Statements. Would you please confirm whether you are seeking an income statement or balance sheet for FYs 18 – 20?** For all years, attach year-to-date statement of financial position (balance sheet) and statement of activities (income and expense statement). These must be signed by your Board Chair or Treasurer if you do not have an audited financial statement.

64. **In the past if my memory saves me right…..they was an exception to the mini grant applicants for Audited Financials as generally speaking the cost for getting audited financials can be costly. I think this was then not made a requirement. I know for this year it is a requirement and I have already asked the question during the Webinar if we would lose points and the answer was yes. Our last audited financials are from about 6 years ago. Can the County reevaluate this requirement?** Audited or reviewed financial statements are desired and are used to do the financial analysis portion of the application review. If they are not provided, it is possible that an application could be scored lower due to lack of key financial information. Applicants are encouraged to make every attempt to provide your organization's last year of audited or reviewed financial statements and other supporting documentation. Any notes and findings MUST be included. If your organization does not have an audit or review completed, the largest deduction from your application will be 3 points for that question.

General Questions

65. **"Every question must be answered." Suppose a question is non-applicable?** All questions are required. Please describe why your organization cannot respond to any question or deems the question not applicable.

66. **One thing that has made it difficult to limit words in the past has been the guidance we received that each question is entirely independent and answers to others will not be taken into account to elucidate answers to any question. They all must stand alone. This necessitates a lot of repetition. Is this still the case?** No. This year we worked to eliminate repetition and encourage you to tell us your story.

67. **For future grants...Since the end of the year is the busiest time for most nonprofits, has there ever been any discussion to move this grant process to another less busy time of the year? CDBG is also due during the month of December.** Yes, there has been some discussion related to the timing of the application, but it hasn't been resolved mainly due to the thorough review process that takes place as well as the County's fiscal year which starts in July. We will continue to think through the implications of the process.

68. **Are your documents 508 compliant?** Yes. The webinar is available for closed caption viewing and can be found here: https://www.youtube.com/watch?v=UuLVdRvmkpU. To see the closed captioning, click on the CC icon and then click on the "settings" wheel and select "English – Auto Generated." The application is also available as a plain text document. To request a copy, please email Barb Lawrence at: Barbara.lawrence@loudoun.gov

69. **I could not make the 11/20 meeting. Is there anything you can send that was covered at the meeting to help us apply for a mini grant for a small, innovative project in the "prevention and self-sufficiency" focus area?** Information regarding the FY 22 Human Service Nonprofit request for applications can be found here: https://www.loudoun.gov/CivicAlerts.aspx?AID=6176

70. **Can a newer organization apply if they have a fiscal agent?** Yes. The organization will be responsible for working with the fiscal agent to complete the financial documentation section and must disclose the name of the organization serving as fiscal agent.

71. **Will we be penalized if we go over the word count in any particular section?** No. However, the County encourages the organization to adhere to the word count as best as they can.

72. **I was under the impression that the Mini-grant cycle would not include quarterly reporting, but the template for the Outcomes and Evaluation indicate entries for such**

reports. Will quarterly reporting be required, and is the Outcomes and Evaluation template part of the Mini-grant submission? Mini-grant recipients only have to complete final, not quarterly, reports, and will be paid in full for the year. They do not need to turn in anything except for the final report. And the outcomes and evaluation template is a requirement of the mini-grant application. Your organization will need to complete only the final outcomes as a part of the evaluation.

Post Award Requirements

73. **Do the mini-grant applications need to submit quarterly targets, or only end of year targets?** Mini-grant recipients only have to complete final, not quarterly, reports, and will be paid in full for the year. They do not need to turn in anything except for the final report.