

# Loudoun County

VIRGINIA

## FY 2023 Human Service Nonprofit Grants Frequently Asked Questions

1. **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.
2. **Will it be obvious which parts of the application will be included?** Yes, just make sure on the cover page, you click the YES button if applying for the mini grant application. That will take you to the mini-grant questions.
3. **Will we be able to start the grants and the online application and stop, either by saving it, or does it need to be completed all at one time?** There is a save function built within the application.
4. **Is there a size restriction on uploading the required attachments?** The maximum file size is up to 28.6 megabytes of each file upload.
5. **I attended the webinar yesterday in preparation for working on our grant application. I spoke to the finance person in our non-profit and they said we do not have an audit. However, we do have a note from our CPA that explains that due to our income levels, they do not feel an audit is financially needed or appropriate. If we include this letter with our application, would this be acceptable in lieu of an audit? We are planning on applying for a mini grant.** The note from your CPA is acceptable particularly since you are applying for the mini-grant.
6. **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 the other financial documentation is provided. In the optional section, let us know why you are not able to provide any documents.
7. **We will not have an audit, a final audit, in hand by the time of submission. Can we share our auditors final draft?** Yes.
8. **On the Grants/Contracts/MOU attachment table, for grants in the "number of years" column, do you mean the number of years that particular grant is for (the answer is almost always 1 year) or do you mean the number of years an organization has received funding from the same entity?** The latter. If the latter, do we differentiate

consecutive years from skipped years (some funders will only fund in alternate or every third-year patterns, for example, but the skip is not an indication of a problem with the execution of the previous grant). I assumed you wanted the length of the specifically named grant when I answered this question last year, but then I answered the MOU question the opposite way, naming the number of years for the relationship. One or the other of those answers was “wrong” and probably cost us points so I want to make sure I really understand what you are asking. If the years are not consecutive, please asterisk it and provide an explanation either beneath the MOUs or in column K.

9. **In the funds receipt section for COVID-19. Are we meant to go back to March of 2020 and provide you with total funding specifically in response to COVID? Yes. Or is there another specific time period we are documenting here? Is “Other” all other COVID funding, including individual, corporate and faith community donations if designated as COVID response funding even if unsolicited? Last year, I provided “Other” broken into individual, corporate and foundation donations, but I was never sure if that’s what you wanted.** Other includes all other COVID funding your organization has received that supported Loudoun residents.
10. **To clarify COVID 19 funding should be reported from March 2020 onward versus the previous fiscal year? Yes.**
11. **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.
12. **Will our application get lower points for general support and operating funds versus a project?** This application is one of the few grant opportunities that does allow for operating expenses that could be applied across your organization that are not necessarily earmarked for one specific project. If you have several different services, the County encourages you to think about the outcomes that you would most likely want to report on if you're requesting operating costs making sure the tie between your operating expenses and your outcomes are clear. Note: It's much clearer to reviewers when it's a project because they can see the logic behind a project, but the County knows operating expenses are also very important therefore we will be clarifying with our reviewers that operating expenses are an acceptable request.
13. **For the logic model, are we restricted to a county-required outcome as listed for each area of need, or is there flexibility in the outcomes?** Those are examples of potential outputs and outcomes that the County would want to see. The County will be grouping outcomes together within each area of need, so we want them to be in a similar format as to what is listed in the examples, but they do not have to be identical to the examples that are listed in the logic model.

14. **The Demographic Information/Populations Served excel spreadsheet indicates the timeframes as FY2020, FY2021, FY2022 YTD and FY2023 Projected. This would indicate this is the Loudoun County fiscal year. Our fiscal year is based upon the calendar year and last year we were able to utilize our FY. Can we utilize our fiscal year (i.e., it would be FY2019, FY2020, FY2021 YTD and FY2022 Projected)?** Use your fiscal years – just state the change so it’s clear to the reviewer.
15. **For some organizations, if we give the year-to-date 2021 statements, is it judged based on the income at that point? Are points taken off because an organization may appear to be in a deficit and yet, not be at year end?** For those organizations whose, year to date statement may show a deficit, the County would need to have some explanation of the expectation that it would not be a deficit. This is something that you can add to your grant narrative, or state in your financial statements.
16. **For organizations who have a non-calendar fiscal year, do you want fiscal year 21 or current fiscal year 22?** Your most current operating budget.
17. **Is the 30% cap calculation based on current fiscal year revenue?** Most recent one-year actuals.
18. **Do the organizations need to redraft their budgets to show expenses, or can we just look at the most recent 990?** Your most recent 990 will be sufficient.
19. **60% of the scoring on financial documents is based on current year financials. The current year is not finished as of 12/2021, so revenue is not booked. Please explain why it is not based on previous complete year.** Twenty-five percent of the overall score is based on financial statements of which the County requires 2019, 2020, 2021 statements. The County reviews all three years to determine financial health of the organization. For those organizations whose year-to-date statement may show a deficit or revenue not booked, the County would need to have some explanation of the expectation that it would not be a deficit and what the projected revenue may be. This is something that you can add to your grant narrative, or state in your financial statements.
20. **You request fiscal year 2019, 2020 and 2021 year to date financial statements? If we are in fiscal year 2022, do you want fiscal year 2020, 2021 and 2022 year to date?** Yes, your most recent three years.
21. **When you assess reliance on a single budget revenue line item, do you consider the fact that some non-profits may have a significant skew in their funding due to COVID and other funding anomalies?** Yes, we have provisions and flexibility due to COVID, and we do discuss those in the review process. It’s also important to explain those anomalies as part of your story/narrative.

22. **Funding Limits: does “County funding” refer to all county funding sources combined for FY23, or just to the Human Resources grant?**
- If it refers to all county funding sources: if funding has not been awarded yet, may requested amount (in combination with other grant requests) exceed 30% of operating budget, because actual awarded funding may be less than requested amount? And if funding is awarded on this and other grants, may awarded funding then be reduced so as not to exceed 30%?** Individual awards may not exceed \$113,000 or can be more than 30 percent of your operating revenue.
23. **Demographic Information: Are we able to add categories to this sheet, highlighting specific populations served? i.e. Disability, Veterans, Domestic Violence Survivors, chronically homeless.** Yes, you can add these demographics - please add them at the end of the table and be sure to highlight them for the reviewers.
- Does the term “unduplicated” refer to each FY served, or across FYs? Ex. If we had someone receive services multiple times in FY20 and FY21 would we count them once in FY20 and again in FY21? Or only the first FY they received services?** Unduplicated in each year.
  - If we provide services in different areas of need does “unduplicated” count towards each service area, or to the organization as a whole?** If one individual received multiple services, they would be counted once. Be sure to make it clear for the reviewer.
24. **Are we permitted to submit a glossary of terms with our submission to ensure the committee that reviews grants is aware of recovery community specific terms? Will they be accessible to reviewers of particular sections?** Additional attachments can be submitted however, reviewers will not open additional attachments unless they are referenced and explained elsewhere in the document/application. (For example, “See chart attached, NAME OF ATTACHMENT, in additional attachments.”). Be sure you’re clear and specific.
25. **Are we permitted to substantiate our operational budget (i.e., goal support) leveraging forecasted amounts for FY 22/23?** You need to be very clear to the reviewer as to where forecasted amounts are coming from/how they were derived.
26. **We will be requesting funding for operational expenses, specifically a portion of our rent. Are we to complete the budget and justification completing only the occupancy section for that portion of our rent? Yes. We would then provide explanation for this in the justification section.** Yes, please provide a justification that ties your operational request back to the success of your program.