Request for Grant Application

Issue Date:	Friday, September 23, 2022, by 3:00 PM
Title: Program	Loudoun County State and Local Fiscal Recovery Nonprofit Grant
Issuing Agency:	Loudoun County Government Department of Finance and Budget 1 Harrison Street, SE Leesburg, VA 20175
Contact Information:	Kristine Powers nonprofits@loudoun.gov
Application Due Date:	4:00 PM atomic time, Friday, October 14, 2022
Period of Funding:	July 1, 2022 – December 31, 2024

Application Information Webinar: An application information webinar will be held on the following dates:

Tuesday, September 27th at 12:00pm
Wednesday, September 28th at 1:30pm

The pre-application conference will be recorded and available here: www.loudoun.gov/nonprofitgrants.

Anticipated number of Awards: up to 10

All inquiries for information should be directed to: nonprofits@loudoun.gov

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Award Information

Purpose of Request for Grant Application (RFA)

The purpose of the County's State and Local Fiscal Recovery Funds (SLFRF) Nonprofit Grant program is to support sustainable recovery from the negative economic impacts of the COVID-19 pandemic for Loudoun's disproportionately impacted residents through Nonprofit community's emergency services that compliment County programs and make long-term transformations in the lives of low-income, underserved, and marginalized households.

Priority

Loudoun County prioritizes investment in high quality programs that address emergency needs as part of long-term sustainable outcomes for County residents.

Areas of Need

Organizations interested in applying to receive funds from Loudoun County must provide a program or service addressing one or more of the Areas of Need established by the Board of Supervisors.

The Areas of Need are:
- **Rental Assistance**: Emergency short-term rental support that provides tools, skills, strategies, and resources to help individuals and families become housing secure.
- **Food Assistance**: Providing nutritious and culturally appropriate emergency food services as part of a comprehensive strategy for individuals and families to regain self-sufficiency.
- **Utility Assistance**: Providing emergency utility assistance as part of a comprehensive strategy for individuals and families to regain self-sufficiency.
- **Mental Health**: Providing support to affected residents in meeting their mental and behavioral health needs, with a focus on populations that have limited access to mental health services due to income or other factors.
- **Other:** Providing support to individuals or households in their recovery from the COVID-19 pandemic and its negative economic impact.

Eligibility Criteria

Applicants must meet the following baseline criteria to be eligible for this SLFRF Nonprofit award:
- Be a nonprofit certified as a 501(c)3 by the Internal Revenue Service at the time of submission of the application[1];
- Provide the last three (3) years of IRS 990 forms and other financial documentation;
- Have an established program that demonstrates results within the County's identified areas of emergency needs;
- Be in good standing with the Virginia State Corporation Commission at the time of submission.

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[1] ** Subject to limited exceptions, Virginia law prohibits localities from appropriating public funds to organizations controlled in whole or in part by churches (to include other houses of worship such as temples, mosques, synagogues, etc.) or sectarian societies. Therefore, a faith-based organization may be eligible to receive grants from Loudoun County only 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.

To be considered for funding, applicants must demonstrate the following criteria:

- Present a documented, data-driven[2] COVID-19 public health/economic impact your program will address OR documented, data-driven underlying causes for disproportionate impacts of COVID-19 pandemic;
- Show demonstrated outcomes for the program or service;
- Show that the program or services provide a direct benefit to Loudoun residents;
- Demonstrate that the program or service targets Loudoun residents that were disproportionately impacted by COVID-19 pandemic and its negative economic impact;
- Show documented efforts by the organization to secure funding from other sources;
- Demonstrate that the organization has the administrative resources to administer funds, and to implement and oversee the program or service;
- Show existing and intended collaboration and partnerships with County agencies and other nonprofit organizations to develop sustainable solutions for residents;
- Agree to sign a Memorandum of Understanding with the county and adhere to reporting requirements;
- Show that funding requested is realistic given the service level, and that the organization does not rely predominantly on County grant funds.

Applicants for the SLFRF Nonprofit Grant will be required to apply using the online form located at: www.loudoun.gov/nonprofitgrants. Organizations may submit one application for each area of need identified earlier in this manual.

Questions will not be accepted via phone or in person. A question and answer (Q&A) page, where answers to all applicant questions will be posted publicly, will be available on the County website. Questions may be submitted only via email to: nonprofits@loudoun.gov. Note that County staff are unable to answer questions regarding specific program/service design or plans.

This is a competitive grant application process in which each applicant will be competing against other applicants for a limited amount of funding. At the conclusion of the application period, all applications will be reviewed by a team of County staff that includes at a minimum senior staff representatives from health, human services, budget, and finance departments.

Funding Options

Due to the reporting requirements related the funding of this program, up to ten (10) awards will be funded. Organizations that believe they are eligible to apply for multiple areas are welcome to do so by completing a separate application for each area of need. Organizations will be awarded proportional funding determined by level of need and relative positive impact.

Period of Performance

July 1, 2022 – December 31, 2024

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[2] Data-driven is the use of data (i.e., surveys, evaluations, case data) collected by an organization to make strategic decisions to improve services and client experience.

Funding Limits and Restrictions

The amount of funding requested should be clearly presented and explained and should be consistently tied to the need described throughout the application. County funds can be used for operating costs, however funds requested should align with the imperative that the services being rendered are high quality, and positive outcomes are reported.

The final approved funding amount for organizations will be based on a combination of factors: the total amount of funds available, the awarded amount per area of need, the application score, and a review of the reasonability of proposed budget items for services.

Unallowable expenses include, but are not limited to:
- Corporate debts
- Contingencies
- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative expenses
- Fiscal agents may not charge their administrative fee to the County award
- Any religious activity

Application Information Session

Application Information Webinar: An application information webinar was held on two occasions:

Tuesday, September 27th, 12:00pm to 1:30pm.
Wednesday, September28th, 1:30pm to 3:00pm.

The pre-application conferences have been recorded and available here:
www.loudoun.gov/nonprofitgrants.

The pre-application information session is strongly recommended for all applicants and will be specifically tailored to this grant opportunity.

Tranche 2 Application Changes

Organizations who receive an award notice through this opportunity will be required to set up an Automated Clearing House (ACH) account with the County to receive electronic payments. Paper checks will no longer be issued by the County for this grant.

Applications should demonstrate robust reporting capabilities and your organizations. For this iteration of the ARPA Nonprofit Grant Program, Loudoun County seeks to fund a nonprofit as a **subrecipient** of SLFRF funding to administer a program providing specific, direct assistance to residents (as the beneficiary) in their recovery from the negative economic impacts of COVID-19.

As a subrecipient, the awardee is being asked to carry out an eligible use of SLFRF funds (i.e., rent assistance) on behalf of Loudoun County. This requires additional reporting requirements for the County and the nonprofit organization. It also requires the nonprofit to make documentation as it relates to the program available for audit.

Applicants will also be asked to demonstrate their ability to collaborate within the nonprofit community and utilize resources, including existing County agencies, to provide long-term, sustainable solutions for Loudoun residents, enabling them to build resiliency and recover from these emergency needs.

Process and Timeline

ARPA Tranche 2 Nonprofit Grant Process Timeline	
September 23, 2022	Grant Application Release Date
September 27, 2022	Information Session
September 28, 2022	Information Session
October 7, 2022	Deadline for Applicant Questions
October 14, 2022	Grant Application Due
October/November 2022	Application Review
November, 2022	Signed MOUs due
December, 2022	FY 2023 Award Funding Begins (with spending retroactive to July 1, 2022)
January 15, 2023	Quarterly Expenditure report due (July 1, 2022 – December 31, 2022)
April 14, 2023	Quarterly Expenditure report due
July 14, 2023	Quarterly Expenditure report due
October 13, 2023	Quarterly Expenditure report due
January 15, 2024	Quarterly Expenditure report due
April 15, 2024	Quarterly Expenditure report due
July 15, 2024	Quarterly Expenditure report due
October 15, 2024	Quarterly Expenditure report due
January 15, 2025	Final report due

Application Submission Information/Application Content

The following will be completed in Laserfiche:

For the ARPA Tranche 2 Nonprofit Grant process, applicants can access the online application form at the following link: loudoun.gov/nonprofitgrants. The application form includes the following sections:

1 – Cover Form/General Application
- Organization Name, Address, Contact Information
- Brief Statement about Funding Request
- Collaborations with other organizations

2 – Program Questions
- Selection of Service Category
- Projection of Residents to be Served, Demographic Data, and continued negative impact of COVID-19
- Description of continued negative impact of COVID-19 for the residents you serve
- Program Details
- Evidence of Program Effectiveness
- Description of Projection Calculations
- Describe Partnerships with other organizations and County agencies
- Plan and Progress toward long-term sustainability for residents and program

3 – Funding Request
- List previous COVID-19 related funding (NEW ARPA applicants)
- Itemized Spending Plan
  - Total Finding Requested
  - Program vs. Administrative Expenses

4 – Financial Information
- 2019, 2020, 2021 990 forms
- 2020, 2021, YTD 2022 Financial Statements
- Organization's Current Year Operating Budget
- IRS Letter of Determination
- Certificate of Good Standing with Virginia SCC
- Brief narrative of financial changes resulting from COVID-19 pandemic
- Special Considerations

All questions and attachments are required to be answered. If a question does not apply to your organization, please enter "not applicable" or "N/A".

1. COVER FORM/GENERAL APPLICATION

Organization Name:

Organization Legal Name, if different:

Organization's Federal Tax ID#:

Organization's Mailing Address:

Organization's Loudoun Address (if different):

Organization's Phone Number:

Organization's Website:

Organization's Authorizing Official Contact Information:

Organization's Application Contact Person (if different):

Brief (1 sentence) Overview of Request:

New ARPA/SLFRF Applicant: Y/N

Collaborative Application Description:

2. GRANT APPLICATION
   Services

Please specify the category of emergency services for which you are applying. Choose one.

1. Select one category of emergency services per application. If an organization wishes to apply for multiple programs, a separate application is required for each category.
   - If selecting "Other", please identify the need with supporting evidence. Selection of grantee in this category will demonstrate how the established program provides emergency support for residents AND provides programming for long-term solutions.
2. Describe any continued negative impact of COVID-19 for the residents for which you provide services. Use data to illustrate the continued need and how the requested funds will address the identified need or impact.

Projections of resident served/Demographic Information

Based on your selection of Category of Emergency Service, please respond to the following:

1. What are the projections for the specified date ranges of the number of residents your organization expects to serve in this program.
2. Provide demographic information for your target population. How is this information captured? Does your organization seek out these populations or is this based on the data you collect from residents who come to your organization?
3. This grant opportunity is for established programs ONLY. Please describe the program in detail and provide supporting data to illustrate the impact of COVID-19 on your program. Provide brief description of the operating costs associated with the program, which may include partial salary for administrative staff. (You will be asked for specific budget details later in the application)
4. Provide evidence/data to illustrate the effectiveness of your program. Describe not only the effectiveness of emergency services, but the long-term success for the residents you serve. If your organization coordinates with other nonprofits or county agencies, please provide data showing how these other resources contribute to residents' long-term success.
   - For mental health applicants, please provide proof of professional licensure and evidence-based interventions used in your program.
5. Describe how you calculated your projections for the service category for which you have applied. Provide details including projections for referral services. Please indicate the breakdown of new vs. existing clients in these projections and how you determine "unduplicated" counts.
6. How will your organization partner with other organizations and County agencies (including legal services and housing networks) for services?
7. How will your organization support residents in the long-term? Provide examples of how your program assists residents out of "emergency" and into a sustainable recovery. What is your organization's plan for long-term sustainability of this program beyond 2024?

3. FUNDING REQUEST
New ARPA Applicants

If your organization did not apply for ARPA SLFRF Funds in 2021, please provide any of the COVID-19 related funding that you have received since March of 2020.

Requested Funding Amount

Funding Category – Total Amount of County Funding Requested

ITEMIZED SPENDING PLAN FOR REQUESTED
1. Please describe the category of services for which you are requesting funding. If you are requesting administrative and operating expenses, describe the expenses and salaries required to provide the service. Provide the number of full- and part-time staff as a percentage of FTE, as well as the number of volunteers, including their roles within the program. NOTE: This grant is not intended to fund new staff.
2. If funding will be used for administrative expenses, please provide detail of how these expenses were covered pre-COVID. Indicate what is considered administrative expenses and how it relates to the operation of this program.
3. Please provide details of how program and administrative expenses will be funded through 2024. This should align with your sustainability plan as described in the program section of this application.

4. FINANCIAL INFORMATION
a. Completed IRS 990 Forms
b. Organization's Financial Statements – 2020, 2021, YTD 2022
If your organization does not have an audited financial statement, please provide a financial statement, AND balance sheet.
c. Financial Narrative
1. Provide a brief narrative describing any financial changes to your organization, either positively or negatively, because of the pandemic. Include any changes to donations and other revenue, changes in demand for services, etc.
2. Optional – Explain any special considerations for your attached financial information or why any required financial documentation has not been provided.

5. REQUIRED DOCUMENTATION
Provide copies of your organization's 501(c)3 designation letter and SCC Document. Space is provided for explanation should any of the required documents not be attached at the time of application submission as well as an additional upload option to attach documents that would support this explanation.

6. AUTHORIZATION
Provide the name of the authorizing individual and email, which acts as the digital signature certifying that all information provided in the application is true and accurate. Upload any supporting documents for authorization.

Application Scoring Criteria

The review committee is comprised of 10-15 subject matter experts from human service and financial departments within the county; each panelist reviews a select number of applications. The committee will evaluate the applications based on the information submitted in the application including services provided, demonstration of need, impact and other financial indicators. All reviewers' scores are compiled for a final assessment.

Example of Reviewer's scoring scale:

Exceptional - 4 - The applicant outlines their history and experience in providing solutions to homelessness in the community through federal funding, with examples of prior funded projects and an extensive knowledge of leveraging grant funding. The applicant also accurately describes the organization's financial management structure.

Very good - 3 - The applicant demonstrates a history of homeless solution service provision, pointing to prior funding projects. Details on collaborative relationships or internal structure are lacking.

Good - 2 - The applicant has little history of federal, state, or local funding relationships. If prior funding history exists, it is unrelated to providing homelessness solutions. Internal finance structure is ambiguous or ill-defined.

Poor - 1 - The applicant does not demonstrate a history of grant administration or the financial management resources necessary to reliably operate a federally funded program.

Poor - 0- The organization has no history of using outside funding for program facilitation or does not answer the question.

Scoring criteria will guide the interdepartmental committee in fairly reviewing each application.

Applications evaluated on criteria such as:
- Demonstrates the use of Evidence Based Interventions or that current evidence can support conclusions about the program's contribution to observed outcomes.
- Demonstrates internal vetting to determine client eligibility for program and that targeted population is low-income, underserved, or otherwise marginalized.
- Demonstrated partnerships with County agencies and other nonprofit organizations.
- Demonstrate that the organization has the administrative resources to administer funds, and to implement and oversee the program.
- Sufficient Internal Audit Controls and documentation retention procedures.
- Show that funding requested is realistic given the program impact, outcome, and service level, and the organization does not rely predominately on County grant funds.

POST AWARD REQUIREMENTS

All organizations approved for funding must complete a Certification For Receipt prepared by the County and signed by the appropriate authority for the organization. This agreement will outline the requirements for receiving the grant award. The Certification will include important terms relative to the grant award as follows:

Funding Term and Disbursement
The term of the funding will begin on July 1, 2022, and, unless prematurely terminated, will expire on December 31, 2024.

All organizations approved for funding will be required to set up an Automated Clearing House (ACH) account with the County to receive electronic payments. Paper checks will no longer be issued by the County for this opportunity. Instructions will be provided with the notice of funding.

The County will make several payments to the organization:
- o The first 25% of the funding award will be made upon receipt of signed Certification **AND** participation in Reporting Requirements Training.
- o The remainder of the funding will be awarded in 25% (of total award) increments after submission and approval by the County of a quarterly progress and expenditure report.

The County may delay or cancel payments for the awardee's failure to comply with any part of the Certification or Reporting Requirements.

Tracking of Expenditures and Use of Funds
The Organization will account for all expenditures made from the awarded funding. This accounting will be submitted on the Expenses portion of the quarterly expenditure report. This form will be supplied by the County.

The Organization shall repay to the County:
- Any funds not intended to be spent by December 31, 2024;
- Any funds expended for purposes other than those stated in the Funding Applications.

Reporting Requirements
Grant recipients will be required to submit quarterly reports as well as a final report that provide information on expenditures and the progress of the organization in meeting the performance measures identified in the funding application. Quarterly reports are due no later than 15 days after the end of the calendar quarter. The final report is due 30 days after the end of the grant period. *Timely submission of grant reports is counted as part of the past performance score.*

If County or nonprofit staff determine that there may be a performance issue or lack of progress toward the stated goal, immediate action will determine whether a corrective action plan will be necessary. A corrective action plan consists of a statement of the issue needing improvement and a remedy to be implemented within a certain timeframe. Nonprofit staff are expected to contact Kristine Powers immediately with any concerns.

Invoicing Requirements

Grant recipients will also be required to invoice the County for the disbursements of the approved grant award. The invoices should be included when submitting the signed copies of the Certification of Receipt and the Quarterly report. Invoices should be submitted to the point of contact on organizational letterhead and include the date, invoice number, amount to be disbursed, and reference the ARPA Tranche 2 Nonprofit Grant Program.

Contact Information

Questions about the application form or process may be directed to Nonprofits@loudoun.gov

General Tips for Application Development

Below are some tips that will help improve your application.

- Assume that the reviewers are not familiar with your organization; scores are based on application content only.
- Emphasize results achieved by the program, and any specific to the service for which you are applying for funding.
- All questions are scored independently, so you may need to repeat answers or explicitly refer to another question.
- Ensure that costs in requested budget are reasonable, thoroughly explained, and within industry standards.
- Be sure that responses to questions:
    - Directly answer the question;
    - Are concise, specific, and thorough;
    - Are specific to Loudoun County.
- Be sure that all required documents have been uploaded, or explain why you cannot provide them

Additional Resources

Grant Management Best Practices Series: www.Loudoun.gov

Coronavirus State and Local Fiscal Recovery Funds: US Department of Treasury

State and Local Fiscal Recovery Funds Eligible Uses: US Treasury Final Rule

Uniform Guidance: Title 2 CFR Part 200