



## Request for Grant Application

Issue Date: September 7, 2023, by 3:00 PM

Title: Loudoun County ARPA Community Services Grant Program

Issuing Agency: Loudoun County Government  
Department of Finance and  
Procurement  
1 Harrison Street, SE  
Leesburg, VA 20175

Contact Information: Tracey Alperstein  
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Application Due Date: 4:00 PM atomic time, October 12, 2023

Period of Funding: February 1, 2024 – December 31, 2026

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

September 12, 2023, 4:00 PM – 5:00 PM

The pre-application conference will be recorded and available here:  
[loudoun.gov/grantopportunities](https://loudoun.gov/grantopportunities).

Anticipated number of Awards: up to 3

Amount of Funding Available: \$725,000

All inquiries for information should be directed to: [nonprofits@loudoun.gov](mailto:nonprofits@loudoun.gov)

Note: Post-award reporting training may be scheduled based on need.

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## Award Information

### Purpose of Request for Grant Application (RFA)

*The purpose of Loudoun County's ARPA Community Support Services Grant Program is to provide funding to nonprofits with a history of working with the Loudoun County community who assist residents at or below 80 percent Area Median Income (AMI) with medical equipment and/or other financial supports and/or utility assistance. These valuable services administered by nonprofits, will be provided at no cost to residents who continue to require support to maintain their employment, transportation, insurance, and other services that keep families whole.*

### Priority

Loudoun County prioritizes investment in high quality support services that provide documented positive outcomes for County residents.

### Eligibility Criteria

Applicants must meet the following baseline criteria to be eligible for this award:

- Be an established nonprofit certified as a 501(c)3 by the Internal Revenue Service.
- 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](#).
- 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. The link to the VA law is [here](#).

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

- Present a documented, data-driven<sup>1</sup> antecedent underlying causes for disproportionate impacts of COVID-19 and corresponding service that will support Loudoun County residents;
- Show demonstrated outcomes for the service being provided;
- Show that services provide a direct benefit to Loudoun residents who are at 80 percent AMI or below, (see chart in references section);
- Demonstrate that the service targets Loudoun residents that were disproportionately impacted by COVID-19 pandemic and its negative economic impact;
- Demonstrate that the organization has the administrative resources to administer funds, and to implement medical equipment or other financial support services;

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<sup>1</sup>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.

- Show existing and intended collaboration and partnerships with County government and other nonprofit organizations to administer the service;
- Agree to sign a Certification for Receipt of State and Local Recovery Funds (SLFRF) with the county and adhere to reporting requirements;
- Show that funding requested is realistic given the service level, standard medical equipment, and services costs, and that the organization does not rely predominantly on County grant funds.

This request for application is open to any eligible non-profit that currently provides services to Loudoun County residents.

Applicants for the ARPA Community Services Nonprofit Grant will be required to apply using the online form located at: [loudoun.gov/grantopportunities](https://loudoun.gov/grantopportunities) 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](mailto:nonprofits@loudoun.gov). Note that County staff are unable to answer questions regarding specific 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 the areas of health, human services, budget, and finance.

## **Funding Options**

Organizations will be awarded funding for durable medical equipment, utility assistance, and/or other financial supports defined as necessary payments to Loudoun County residents who are at or below 80 percent AMI that support health, mental health, transportation, insurance, or other short-term needs by residents who are experiencing disproportionate impacts of COVID-19.

Organizations may apply for one or more categories of funding. To submit for more than one category, organizations must complete each application separately as specific budgets and scopes of work will be required for each category. Organizations will be awarded proportional funding determined by level of need and relative positive impact.

## **Period of Performance**

February 1, 2024 – December 31, 2026

## **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
- Prescription medications
- 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:

September 12, 2023, 4:00 PM-5:00 PM

The application information webinar will be recorded and available here:

[loudoun.gov/grantopportunities](https://loudoun.gov/grantopportunities).

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

## Categories of Funding

### Durable Medical Equipment

- According to the [Virginia Law, 12VAC30-50-165](#), "Durable medical equipment" or "DME" means medical equipment, supplies, and appliances suitable for use in the home consistent with [42 CFR 440.70\(b\)\(3\)](#) that treat a diagnosed condition or assist the individual with functional limitations.
- DME Funds may be used for the purchase of new equipment.
- DME must be purchased only for residents of Loudoun County at or below 80 percent Area Median Income (AMI).
- DME funding is capped at \$1,000 per household per year.
- DME must be purchased by December 31, 2026.

### Other Financial Supports

- Other Financial Supports are defined as necessary payments to Loudoun County residents who are at or below 80 percent AMI that support health, mental health, transportation, insurance, or other short-term needs by residents who are experiencing disproportionate impacts of COVID-19. Examples may include but are not limited to health insurance payment, a mental health bill/co-pay, a vehicle payment, vehicle insurance, vehicle repair, hearing aids, eyeglasses, or other short-term needs to support the family's financial stability.
- Other Financial Supports does not include funding for food, hoteling, vehicle rentals, rental assistance, and relocation services.
- Other Financial Supports is capped at \$1,500 per household per year.
- Other Financial Supports must be provided to residents of Loudoun County at or below 80 percent AMI.

80 percent AMI.

- Funds must be spent by December 31, 2026.

### **Utility Assistance**

- The Utility Assistance category provides funds for organizations who offer emergency utility assistance services as part of a comprehensive strategy for individuals and families to regain self-sufficiency.
- Utility Assistance funds is capped at \$2,000 per household per year, and households may request assistance for more than one utility. This assistance can be used to pay past due utility payments and current-month utility payments. Payments must be made directly to the utility provider on behalf of the household. A household may submit utility bills as they receive them.
- Utility Assistance must be provided to residents of Loudoun County at or below 80 percent AMI.
- Funds must be spent by December 31, 2026.

Organizations may apply for funds under medical equipment, other financial supports, and utility assistance, or for one category only. To submit for two or more categories, organizations must complete one application per category, one for medical equipment, one for other financial supports, and/or one for utility assistance as specific budgets and scopes of work will be required for each category. Organizations will be awarded proportional funding determined by level of need and relative positive impact.

## Process and Timeline

<b>ARPA Community Services Grant Program Planned Timeline (Pending BOS Approval)</b>	
September 7, 2023	Grant Application Release Date
September 12, 2023	Application Information Webinar
September 25, 2023	Deadline for Applicant Questions
October 12, 2023	Grant Application Due
November 2023	Application Review
December 12, 2023	Recommendations presented to the Board of Supervisor's Finance/Government Operations and Economic Development Committee for approval
December 19, 2023	Recommendations presented to the Board of Supervisors for approval
January 31, 2024	Signed MOUs due
February 1, 2024	FY 2024 Award Funding Begins
April 14, 2024	Quarterly Expenditure report due
July 14, 2024	Quarterly Expenditure report due
October 14, 2024	Quarterly Expenditure report due
January 13, 2025	Quarterly Expenditure report due
April 14, 2025	Quarterly Expenditure report due
July 14, 2025	Quarterly Expenditure report due
October 13, 2025	Quarterly Expenditure report due
January 16, 2026	Quarterly Expenditure report due
April 15, 2026	Quarterly Expenditure report due
July 15, 2026	Quarterly Expenditure report due
October 16, 2026	Quarterly Expenditure report due
January 31, 2027	Final report due

## Application Submission Information/Application Content

The following will be completed in the AmpliFund Grants Management System:

For the ARPA Community Support Services Nonprofit Grant process, applicants can access the online application form at the following link: [loudoun.gov/grantopportunities](https://loudoun.gov/grantopportunities) The application form includes the following sections:

- 1 – Cover Form/General Application
  - Organization Name, Address, Contact Information
  - Brief Statement about Funding Request
- 2 – Project/Service Questions
  - Category of Funding
  - Detailed description of the calculations made to project residents to be served, Demographic Data, and continued negative impact of COVID-19
  - Description of service model to provide medical equipment and/or other financial support to Loudoun County residents.
  - Service Details/Protocols
  - Evidence of Service Effectiveness
  - Describe Partnerships with other organizations and County agencies
- 3 – Funding Request
  - Budget Template
    - Total Funding Requested
    - Direct Client Assistance vs. Administrative Expenses
- 4 – Financial Information
  - 2020, 2021, 2022 990 Forms
  - 2021, 2022, 2023, YTD 2024 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

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:**

## 2. GRANT APPLICATION

### Categories of Funding

Please specify the category of funding for which you are applying, (choose one per application).

- Durable Medical Equipment
- Other Financial Support Services
- Utility Assistance

Describe 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.		
If you intend to apply grant funding under “Durable Medical Assistance,” describe the process you use to approve medical equipment purchases for Loudoun County residents. How will your organization establish prioritization for funds? Use data to provide a rationale for these services.	If you intend to apply grant funding under “Other Financial Supports,” please describe the specific services in detail and how it will impact your clients. Use data to provide a rationale for these services.	If you intend to apply grant funding under “Utility Assistance,” please describe your approval process and client eligibility criteria for Loudoun County residents. Use data to provide a rationale for these services.

### Projections of Residents Served/ Demographic Information

1. How many residents at or below 80 percent AMI do you expect to serve for the specified date ranges? Please describe the data used to estimate these projections.
2. Describe your organization’s target population. Using your organizations existing data, provide demographic information for this service area’s target population. Describe how your organization collects demographic information for clients.
3. Please describe the medical equipment and/or other financial support services and/or utility assistance services in detail and provide supporting data to illustrate the impact of these services. Provide brief description of the operating costs associated with the service being proposed, which may include partial salary for administrative staff. (You will be asked for specific budget details later in the application.)
4. For Durable Medical Equipment Application Only: How do you purchase durable medical equipment? Does your disbursement process encompass inclusive client reimbursement or purchasing equipment on behalf of client? Do you have partnerships or contracts with other organizations/ vendors to purchase equipment?
5. Provide evidence/data to illustrate the effectiveness of the proposed services. How do these services contribute to residents’ short- and long-term success?
6. Provide detailed description of how you will receive referrals from other organizations, including client projections for future years. Please indicate the breakdown of new vs. existing clients in these projections and how you determine “unduplicated” counts.

### 3. FUNDING REQUEST

Direct service costs to implement the ARPA-related tasks must account for ninety (90) percent of the total funding.

Funds used to cover indirect costs must be accompanied by a board-approved internal indirect policy and must not exceed ten (10) percent of total award. Any amount above ten (10) percent must be accompanied by a copy of the Negotiated Indirect Cost Rate Agreement (NICRA).

- Direct Service Cost- Direct payments on the resident’s behalf and any staff who provide intake, case management, and close out.
- Indirect Costs- (also known as facility and administrative costs) are costs used by multiple projects across the organization (such as accounting or personnel/ HR costs), and which cannot therefore be assigned to specific programs.

#### **Requested Funding Amount – Total Amount of County Funding Requested**

#### BUDGET TEMPLATE

Provide a budget justification associated with the budget template section of the application. Describe the direct service costs and how it relates to the scope of work outlined in the application. Describe the expenses and salaries required to provide the service, and how it relates to your organization's operations. 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. If requesting indirect costs, please provide your federally negotiated indirect rate agreement or justification for these operating costs. NOTE: This grant is not intended to fund new staff.

### 4. FINANCIAL INFORMATION

#### **a. Completed IRS 990 Forms**

#### **b. Organization’s Financial Statements – 2021, 2022, 2023, YTD 2024**

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 current SCC Documentation. 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 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:**

The scoring scale below directly addresses question objectives.

*4 - Exceptional: Response demonstrates a strong fit with the objectives.*

*3 - Good: Response demonstrates a moderate fit with the objectives. Services strengths outweigh any weaknesses.*

*2- Fair: Response demonstrates a marginal fit with the question objectives. Weaknesses are present and with amendments, can be corrected.*

*1- Poor: Response fails to demonstrate a fit with the objectives. One or more weaknesses are present that outweigh the strengths of the program. Weaknesses will be difficult to correct.*

*0- Unacceptable: Response fails to demonstrate the relationship to objectives or is deemed unresponsive. The response has significant weaknesses which are not correctable.*

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

### **Applications evaluated on criteria such as:**

- Demonstrates the current evidence can support conclusions about the project/ service's contribution to observed outcomes.
- Demonstrates internal vetting to determine client eligibility for program and that targeted population is at or below 80 percent AMI.
- Demonstrated partnerships with County government 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 February 1, 2024, and, unless prematurely terminated, will expire on December 31, 2026.

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:

- The first 25 percent of the funding award will be made upon receipt of signed Certification **AND** participation in Reporting Requirements Training.
- The remainder of the funding will be awarded in 25 percent (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. 100 percent documentation backup will be required.

The Organization shall repay to the County:

- Any funds not intended to be spent by December 31, 2026;
- 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 nonprofits@loudoun.gov immediately with any concerns.

### Invoicing Requirements

Grant recipients will also be required to invoice the County for the disbursements of the approved grant award. Invoices should be submitted to the point of contact on organizational letterhead and include the date, invoice number, amount to be disbursed, dates of service, and reference the ARPA FY24 Community Services Nonprofit Grant Program.

### Contact Information

Questions about the application form or process may be directed to [Nonprofits@loudoun.gov](mailto: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 or activities; 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 and provide the requested information;
  - Are concise, specific, and thorough;
  - Are specific to serving Loudoun County residents.
- Be sure that all required documents have been uploaded or explain why you cannot provide them.

## **Additional Resources**

- Grant and Data Management Best Practices Series: [Loudoun.gov](http://Loudoun.gov)
- Coronavirus State and Local Fiscal Recovery Funds: [US Department of Treasury](https://www.dhs.gov/coronavirus-recovery-funds)
- State and Local Fiscal Recovery Funds Eligible Uses: [US Treasury Final Rule](https://www.dhs.gov/state-and-local-fiscal-recovery-funds-eligible-uses)
- Uniform Guidance: [Title 2 CFR Part 200](https://www.fda.gov/oc/2013/01/23/title-2-cfr-part-200)
- **80 percent AMI for Washington DC-VA-MD HUD Metro FMR Area** (HUD Effective May 15, 2023) [Reference Link](#)

<b>Family Size</b>	<b>Annual Income</b>	<b>Monthly Income</b>
1	\$66,750	\$5,563
2	\$76,250	\$6,354
3	\$85,800	\$7,150
4	\$95,300	\$7,942
5	\$102,950	\$8,579
6	\$110,550	\$9,213
7	\$118,200	\$9,850
8	\$125,800	\$10,483