



FY 2024 ARPA Community Support Services Nonprofit Grant Program Frequently Asked Questions

1. How do I access the application in the new Grants Management System, AmpliFund?
 - a. Click on the [Opportunity Link](#) and click "Apply".
 - b. To register create a username and password on the login screen.
 - c. You can access AmpliFund Applicant Help Guides on the ARPA Community Support Services Grant page [here](http://www.loudoun.gov/5918), (www.loudoun.gov/5918).
2. Where can I get more information about the application?
 - a. The [ARPA Community Support Services Application Process Manual](#) located on the [webpage](#) has the most comprehensive information on the Request for Application (RFA).
3. Where do I submit applicant questions? What is the last date that Loudoun County will post responses to applicant questions?
 - a. Submit applicant questions to nonprofits@loudoun.gov by the end of the day on September 25, 2023. Answers to the questions will be posted on September 26.
4. What are the eligibility requirements for the application?
 - a. Refer to the Process Manual [here](#). Applicants must meet the following baseline criteria to be eligible for this SLFRF Nonprofit award:
 - i. Be an established nonprofit certified as a 501(c)3 by the Internal Revenue Service;
 - ii. Provide the last three (3) years of IRS 990 forms and other financial documentation;
 - iii. Be in good standing with the Virginia State Corporation Commission at time of submission.
 - iv. 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.
5. What are the requirements for the Budget section of the application?
 - a. Complete the budget section of this application for the amount of Loudoun County dollars requested in the "Project Information" section of the application. If for example,

- your total project is \$350,000 and you're requesting \$100,000 from the County, your budget should be for \$100,000.
- b. Click the plus sign to enter line items for the three-year budget. Each Narrative section for each line item should be complete and detailed.
 - c. A separate budget justification question is included within the "Application Forms" section of the online application.
6. May we ask for overhead funding to be able to pay a salary with this grant? Or pay our food pantry expenses with it?
- a. According to the Process Manual on page 11, According to the [Process Manual](#) on page 11, 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).
 - i. Direct Service Cost- Direct payments on the resident's behalf and any staff who provide intake, case management, and close out.
 - ii. 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.
7. What Financial Information and Organizational Attachments are required?
- a. 2020, 2021, 2022 990 Forms
 - b. 2021, 2022, 2023, YTD 2024 Financial Statements
 - c. Organization's Current Year Operating Budget
 - d. IRS Letter of Determination
 - e. Certificate of Good Standing with Virginia SCC
 - f. Audits are optional for organizations with an operating budget under \$725,000. If your organization does not have an audited financial statement, please provide a financial statement, AND balance sheet.
8. I started our application for the county grant two weeks ago. Where do I login to continue the application?
- a. Go to the opportunity link and click "login" in the top right corner. Enter your username (your email) and password, and login. You can view your application list by clicking "Applications" OR navigate to the [Opportunity Link](#) and click "Apply". You may select your saved application after you click on the opportunity.
9. I need help with my application. Who do I contact?
- a. Applicants requiring support with the ARPA Community Services Nonprofit Grant Program content should submit questions directly to the Loudoun County Grants Team at nonprofits@loudoun.gov.
 - b. Applicants requiring technical support with the online application should submit your question directly to AmpliFund Customer Support by emailing support@amplifund.zendesk.com.