Eligibility

Q: What are the criteria on which our application will be judged?

A: In reviewing applications, an interdisciplinary review panel will determine eligibility based on whether the organization:

- *Is an IRS-designated nonprofit*
- *Provided in-person, frontline human services to meet the health, safety, and economic needs of Arlington residents*

Funding likely will be distributed among all eligible organizations in tiers based on each organization's number of paid staff associated with providing in person services.

Q: Are religious organizations with a 501(c)(3) designation eligible to apply for the NOFA?

A: Yes, religious organizations with a 501(c)(3) designation are eligible to apply for the NOFA if they provided in-person, frontline human services which supported Arlington residents' health, safety, and economic wellbeing, regardless of their religious affiliation, during the pandemic. Per Virginia Code Section 15.2-953(A), funding must be used "to provide community services for secular purposes without regard to the religious affiliation of the recipients." Therefore, the Final Award Summary, to be completed one year after having received the funds, should reflect that the funding was used in keeping with Virginia Code.

Q: Are multiple, distinct programs which are managed under the same 501(c)(3) designation eligible to apply?

A: Each application should represent a unique 501(c)(3) designation. Therefore, if an organization has two distinct programs, with separate management, but they are under the same 501(c)(3) designated entity, they should be included on one application.

Q: Are we eligible if we are located outside of Arlington County, but we serve many Arlington residents?

A: Yes, nonprofits who provided in-person, frontline human services to meet the health, safety, and economic needs of Arlington residents at facilities outside of Arlington County may be eligible to receive funding as a part of this NOFA. Final eligibility determinations will be made by an interdisciplinary panel based on the in-person, human services provided to Arlington residents and reported metrics on the number of Arlington residents served. For example, serving only a few Arlington residents out of 100+ clients most likely would not qualify a nonprofit for funding.

Business License

Q: Why are we being asked for a business license?

A: The Arlington County Code Section 11-7 states, "Every person shall apply for a license for each business or profession when engaging in a business in the County." Therefore, possessing a business license aligns with County Code and is required for this NOFA as a way of validating the applicants. Filing for a business license does not necessitate the business license tax, as most nonprofits are exempt from the business license tax.

Q: Do we need a business license before applying for the award?

A: Organizations do not need a business license to apply for the award. Business licenses, or proof that an organization has completed an application for a business license, will be required if the organization is selected for an award. Exceptions to this requirement exist if the nonprofit is located outside of Arlington County or for reasons directly determined by the Office of the Commissioner of Revenue.

Q: Where do you get a business license?

A: Applications for an Arlington County business license can be found through the Office of the Commissioner of Revenue, online on the County's Customer Assessment and Payment Portal website here. Additional information may be found here. Individuals may call 703-228-3060 or e-mail business@arlingtonva.us with questions.

Q: How do we get an Arlington business license if our business is located outside of Arlington County?

A: Applicants who do not have a physical location in Arlington are not required to have an Arlington County business license.
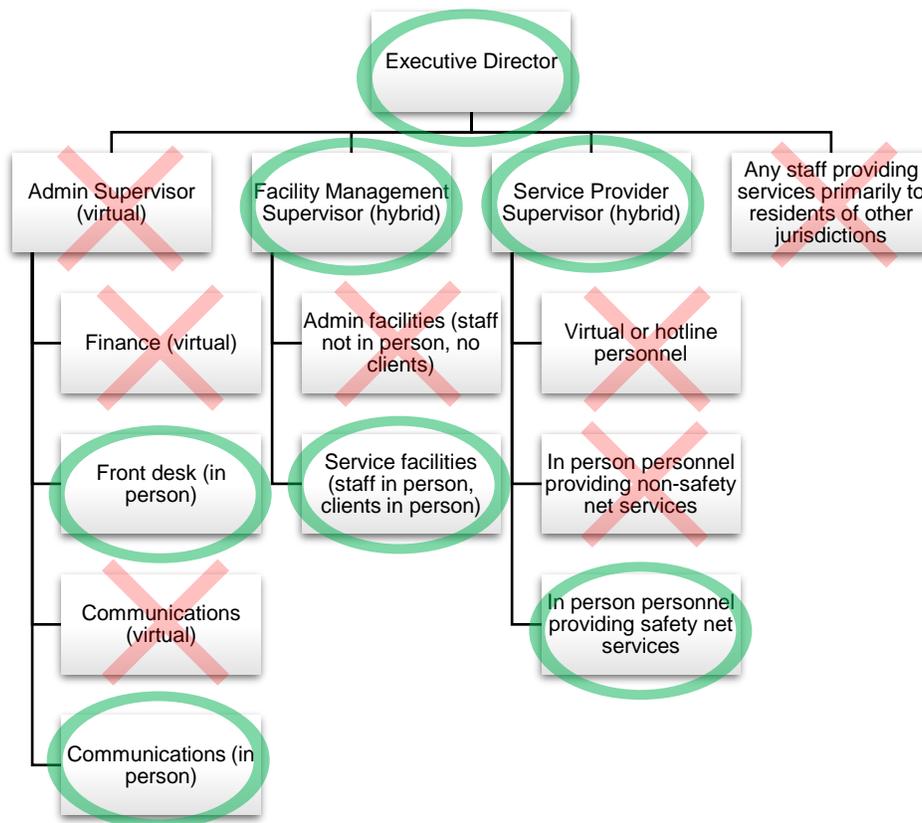
Employee Counts

Q: What staff should be included when counting staff associated with in person services?

A: Applicants should count all staff who:

- *Work in person or hybrid, with at least 40% of their time in person*
- *Provide safety net human services*
- *Are a part of the current organizational chart*
- *Work with Arlington residents*
- *Supervise, in person or hybrid, those who fit the description above*

This could include positions such as case managers, social workers, clinicians, medical providers, resident services providers, property managers, food servers, food pantry stockers, etc., as well as their in-person or hybrid (at least 40% in person) supervisors. Paid staff associated with programs that are not in-person, safety net services should not be included. If you have any question about whether a position should be included, please include it on your organizational chart for the review panel to consider. The following organizational chart example may provide insight in who should be counted.

Additionally, applicants should capture part-time employees accurately, meaning that if an individual averages 20 hours of work per week, they would count as 0.5 employee.

Q: How do we demonstrate that staff numbers fluctuated over the past few years due to different needs during the pandemic?

A: *While the County acknowledges that staff levels may have fluctuated over the pandemic, please Include current staff levels with an up-to-date organizational chart.*

Q: Our work involves residential facilities. Do we include only resident services staff, or should we also include property management staff?

A: *Both resident services and property management staff should be included as long as the property management staff worked in person.*

Q: If we have upcoming projects within the next year for which we will bring on additional staff associated with in person services, do we count them in the employee count?

A: *Because this NOFA specifically considers work conducted during the pandemic up to this point in time, please count only current staff.*

Q: Our work with clients is performed almost entirely by volunteers. How would we reflect this in the application?

A: *While the application specifically requests the number of paid employees, applicants are welcome to supplement their narrative with details on the number of volunteers, total volunteer hours, how the pandemic impacted their volunteers, etc.*

General Application Questions

Q: Is there a text limit on the questions?

A: *There is no text limit on the questions; however, it is expected that applicants will be able to include the requested information with the level of desired detail in roughly 5 sentences.*

Q: During the pandemic, many critical services were provided on a hybrid basis for the safety of all concerned. How should we address that in the application?

A: *Please include hybrid services that addressed the basic health, safety, and economic needs of Arlington residents. Applicants may note their historic hybrid nature as well as their current status.*

Q: In the application, do we identify services provided during the COVID pandemic, current and ongoing programming, new programming needs, or all of the above?

A: *The NOFA application specifically asks about services provided during the pandemic. Therefore, responses to the application's questions should provide a narrative of past services. The funding, however, may be used for new or ongoing programming needs. In planning new programming, organizations should be mindful that this NOFA involves one-time funding.*

Q: Is this funding to maintain staffing capacity that has been affected or lost because of COVID?

A: The funding is not limited to personnel expenses. The County expects that funding associated with this NOFA will be used to continue ongoing, in-person, frontline human services. This means that the funding may be used to support personnel, supplies, building repairs, etc.

Q: Does the County want to hear about what we would do if we were able to receive a specific amount in the application?

A: The application does not ask your plans for any funding received. The uses of the funding will be covered in the Final Award Summary – the final page of the NOFA which is to be completed one year after receiving funds – in which the grantee will briefly describe the impact of the funding.

Q: Are there certain dates associated with service provided "during the pandemic"? Is there a timeframe we should focus on?

A: While it is required that applicants will have provided services during the pandemic, which began in early 2020, there are no specific dates associated with the NOFA. Therefore, applicants may address any of their work since early 2020 to demonstrate their eligibility.

Q: Should our application responses address service gaps in the community at large, withing our organization specifically, or both?

A: The County is primarily interested in the impact that the pandemic had on each applicant specifically. This may intersect with broader community gaps in service, but applicants should focus on how the pandemic created or did not create any gaps in service or funding for the applicant.

Q: We do not have an auditor's report. Is that a problem? What should we write for the last question?

A: An auditor's report is requested if available, but not required to be eligible to receive funding. When an auditor's report is not available, answer the final question on the application with honesty and to the best of your ability. If your organization has had no issues, "Not applicable" is sufficient.

Q: What if our most recent audit report is a draft that has not been approved by our Board? Is it okay to submit the last finalized audit repot?

A: Organizations may submit their last finalized audit report.

Q: If we provide our most recent financial audit, do we have to write anything for the last question?

A: No, an applicant does not have to supplement their financial audit with any response for question regarding the disclosure of any audit, grant, or legal compliance issues.

Q: What is the Final Award Summary? When do we fill it out? How do we complete the spending section?

A: The Final Award Summary (the final page of the NOFA) is the final report that a grantee would complete after one year of having received the funding. It should give a simple update on the ongoing human services being performed by the grantee. The spending summary should reflect a high-level view of different programs or categories of spending along with the dollar amount spent on that program or category.

Q: What is the deadline for proposals?

A: Proposals are due Friday, September 30, 2022, at 5:00 p.m.

Funding Determinations

Q: How will funding be distributed among nonprofits? Will all nonprofits receive the same amount?

A: The County plans to distribute funding in tiers based on each eligible nonprofit's count of staff associated with providing in person services.

Q: Is there a maximum funding amount that we may request? Do we know what the maximum or average funding will be?

A: Funding will be divided among all eligible applicants by an interdisciplinary review panel. Therefore, applicants are not requesting a specific amount, and the County cannot identify a maximum or average amount until all applications are reviewed. The County plans on distributed the fully $650,000 allocated by the County Board for this purpose.

Q: What is the grant period in which funds must be expended? Is the start date retroactive?

A: Grant funds are expected to be expended within one year of receiving them. Approximately, this will be the end of calendar year 2023, but a specific date will be forthcoming. The start date is not retroactive.