



## PRINCE WILLIAM COUNTY ARPA COMMUNITY GRANT PROGRAM Request for Proposals

### About ARPA Funding

The American Rescue Plan Act (ARPA) signed into law on March 11, 2021.

Prince William County Government and the Prince William County Board of Supervisors has designated a \$10,000,000 ARPA fund allocation to The Human Services Alliance of Greater Prince William (hereafter also known as The Alliance) to support grant making to not-for-profits that provide needed COVID-19 recovery assistance to eligible individuals and families in the community that have been disproportionately impacted by the pandemic.

### About The Alliance

The Human Services Alliance of Greater Prince William is an independent 501c3 nonprofit association of human services providers in Prince William County, The City of Manassas and The City of Manassas Park. In 2020, The Alliance partnered with the county to administer \$3 million in CARES Act funding to 26 local nonprofits. The Alliance also administers The Prince William Area Disaster Fund.

### Important Dates and Deadlines

- **January 31-February 17** | Alliance staff conduct community outreach and information sessions for potential applicants
- **February 18-March 13** | Groups seeking funding submit proposals
- **March 14-27** | Our volunteer Grant Proposal Review Committee will score and rank submitted proposals
- **March 28** | The Grant Proposal Review Committee's highest-ranked projects are contacted regarding their advanced award consideration status
- **March 30 from 10 a.m. – 12 p.m.** | Potential grant partners must attend mandatory reporting and compliance training
- **April 4** | Grant awards  are disbursed to be used in the community
- **April 8 at 10 a.m.** | Awards are announced to the community via a virtual grant partner showcase

## More On Important Dates and Deadlines

- Outcome and activity reports are due on the **10<sup>th</sup> of each month**.
- All funding awarded to grant partners must be spent or encumbered for expense by **August 31, 2024**.
- If any funds awarded to grant partners are underspent, remaining funds must be returned to The Alliance no later than **September 30, 2024** so that they can be re-allocated amongst other grant projects.
- An RFP process for a second round of funding for new projects will be launched in **early 2023**.

## How Can Funds Be Used?

Funds must be used to support projects that address the following COVID-19 recovery service categories:

- Navigation, Application Support and Case Management for Rent and Mortgage Assistance
- Utilities
- Childcare
- Emergency Shelter (e.g., extended stay hotel)
- Employment Support
- Mental and Behavioral Health Assistance To Include Preventative Medicine
- Administrative Funds to Support Hunger Relief Programs

Organizations with direct service projects can use **up to 10%** of the awarded funding amount to cover grant partners' administrative costs related to delivering the project's services (such as supplies, staffing costs, advertising, etc.).

Organizations that will need to hire new staff to execute their ARPA project and whose job duties are to exclusively execute their project can include **100% of the cost of that staff person** in their project budget as a program cost. **NOTE:** You cannot task this staff person with completing any other work for your organization that is unrelated to ARPA and pay them with ARPA funds.

Grant partners can propose to do a new project for their organization. However, they should have some experience working in the proposed project's field or they should be sure to partner with a subject matter expert.

Any financial assistance provided **must be paid directly to a third-party vendor** on the program participant's behalf. Cash is not to be given to the individual seeking help.

Funds must be used to address needs related directly to the COVID-19 public health crisis, its corresponding shutdowns and/or the effects it has had on social determinants of health.

In general, this ARPA grant award may not be used as matching dollars for other federal grants, however, recently passed legislation has made some exceptions for certain infrastructure projects so please check with The Alliance for eligibility before spending in this area.

Funds cannot be used as revenue replacement for lower-than-expected revenue collections from any other revenue source.

Funds cannot be used to cover costs incurred prior to the date the funds are awarded.

### What Are the Grant Award Amounts?

The Alliance will make grants in the amount of **\$50,000 - \$300,000**.

The Alliance will also set aside a \$100,000 in each funding round to make microgrants for groups that need **\$10,000 - \$25,000** to execute their recovery projects.

The Alliance will award just over **\$6 million** in the first funding round and just over **\$3.3 million** in the second funding round.

**NOTE:** The Alliance will use up to **\$550,000** to administer the grant program through the end of 2024. Any funds not used by The Alliance will be distributed amongst existing grant projects.

### Which Groups Are Eligible for Funding?

- Must be a nonprofit with 501(c)(3) status or a group fiscally sponsored by a 501(c)(3). The Alliance is not able to directly fund individuals, businesses, labor unions, or other 501(c)(4), (5), or (6) organizations.
- Groups seeking funds can be headquartered outside of Prince William County, but their ARPA-funded project must operate in Prince William County exclusively and be administered to Prince William County residents exclusively.
- Unfortunately, these ARPA funds cannot be used to serve residents of The City of Manassas or The City of Manassas Park.
- Groups must be good stewards of resources and must be able to provide accurate, timely and complete reporting.

## Who Can Grant Partners Serve With ARPA Funds?

With ARPA funds, grant partners can serve individuals and families that meet the following eligibility requirements:

- Must be Prince William County residents
- Must be income-eligible at or below 300% of the 2022 Federal Poverty Guideline

<b>PER YEAR</b>		<b>PER MONTH</b>	
<b>Household/ Family Size</b>	<b>300%</b>	<b>Household/ Family Size</b>	<b>300%</b>
<b>1</b>	\$40,770	<b>1</b>	\$3,398
<b>2</b>	\$54,930	<b>2</b>	\$4,578
<b>3</b>	\$69,090	<b>3</b>	\$5,758
<b>4</b>	\$83,250	<b>4</b>	\$6,938
<b>5</b>	\$97,410	<b>5</b>	\$8,118
<b>6</b>	\$111,570	<b>6</b>	\$9,298
<b>7</b>	\$125,730	<b>7</b>	\$10,478
<b>8</b>	\$139,890	<b>8</b>	\$11,658
<b>9</b>	\$154,050	<b>9</b>	\$12,838
<b>10</b>	\$168,210	<b>10</b>	\$14,018
<b>11</b>	\$182,370	<b>11</b>	\$15,198
<b>12</b>	\$196,530	<b>12</b>	\$16,378
<b>13</b>	\$210,690	<b>13</b>	\$17,558
<b>14</b>	\$224,850	<b>14</b>	\$18,738

Source: [HHS Poverty Guidelines for 2022](#)

- Must be able to prove a negative economic impact occurred as a result of the COVID-19 public health pandemic or its corresponding shutdowns. Examples include:
  - Loss of Income
  - Reduced Income
  - Increased Child Care Expenses
  - Increased Medical Expenses
  - Increased Rent/Mortgage Payments

**PLEASE NOTE:** These eligibility factors **must** be able to be documented. If an organization applying for funding already has an existing means testing protocol, they are encouraged to share it in their funding proposal's service delivery description.

Some examples of documentation that can be used to support income eligibility include: paystubs, tax return receipts, SSI award letters, TANF stipends, an Unemployment Insurance printout, etc. Self-declaration of income is acceptable. Income eligibility documents and methods for documenting COVID-19 impact will be covered in depth during the March 30 compliance and reporting training.

**Information collected from individual households WILL NOT be shared with any other government agencies and will not impact immigration or public benefit status in any way.**

### **Exceptions to Household Eligibility**

#### **Qualified Census Tracts (QCTs)**

- Qualified Census Tracts (QCTs) are a method used by the U.S. Treasury to define underserved and disproportionately impacted communities. They are defined by the federal government as a community where at least half of households have lower income than most of the surrounding region.
- Projects serving Prince William County residents who live in the QCTs on the chart in Addendum A that are highlighted in **red** **ARE NOT** required to provide proof of income-eligibility, only proof of COVID-19 impact.

#### **Hunger Relief Programs in High Food Insecurity Zip Codes**

- Projects providing **hunger assistance services** to Prince William County residents who live in the zip codes on Addendum B that are highlighted in **red** have been designated as living in an area with high food insecurity. As a result, these residents **ARE NOT** required to provide proof of income-eligibility **OR** proof of COVID-19 impact.

### **How Can a Group Apply For Funding?**

- Visit [www.alliancegpw.org/arpa](http://www.alliancegpw.org/arpa) to create a profile in our online grant proposal platform.
- Complete your grant proposal by **11:59 p.m. on March 13.**
- We will contact you on **March 28** to let you know if your program has been selected for funding.
- Below is a sample of what the online application form will look like. We are using the Foundant grant management software. If you have applied for a grant from Potomac Health Foundation or the Community Foundation for Northern Virginia, you will be familiar with this platform.
- If you are unfamiliar with this platform, join us on Zoom on **February 22 from 10 – 11 a.m.** for a tutorial on navigating the grant proposal software. Register for this training at [www.alliancegpw.org/arpa](http://www.alliancegpw.org/arpa)

The image shows a screenshot of a web-based funding application form. The form is divided into several sections, each with a title and a set of instructions. The sections are:
 

- Project Information:** Includes a dropdown menu, a 'Project Name\*' field with a text input, and a 'Project Lead\*' section with fields for Name, Title, Email Address, Phone number, and Mailing Address.
- Other funding sources\*:** A question 'Is there another possible funding source for your project?' with radio buttons for YES and NO.
- Amount Requested\*:** A question 'How much money are you requesting for your project?' with a text input field and a dollar sign icon. Below it, a range of amounts is provided: '\$10,000 - 25,000 for a micro grant and \$50,000 - \$300,000 for all other grants.'
- Unmet Needs\*:** A question 'Using 3,000 characters or less, please provide a detailed description of the unmet needs of the community you are serving.' Below it, a list of bullet points: 'Your response should address the following: How your project will use awarded funds, The population that will benefit from your project, If your project will specifically target disproportionately impacted populations, and The impact you expect to have (including an estimate of the number of people impacted). (You can visit [alliancegwin.org](#) to learn more about funding priorities.)' A text area for the response is shown with a green border and a '3,000 characters left of 3,000' indicator.
- Project Description\*:** A question 'Using 2,000 characters, or less, please provide a detailed description of how you will deliver services using awarded funds.' Below it, a list of bullet points: 'Your response should include the following: How you will promote your project to your intended audience, How people will access your organization to request funding, Which positions you've identified in your organization to execute this program, Any collaborative partnerships you may utilize, and Other pertinent details about your service delivery model.' A text area for the response is shown with a green border and a '2,000 characters left of 2,000' indicator.
- Project Budget:** A question 'If you are applying for a grant award in the amount of \$50,000 or more, please upload a budget for your program detailing how funds will be allocated over the duration of your grant performance period (through August 31, 2024).' Below it, an 'Upload a file' button with a '4 MIB allowed' label.
- Uploaded most recent financial audit\*:** A question 'Please upload your organization's most recent financial audit.' Below it, an 'Upload a file' button with a '2 MIB allowed' label.

 At the bottom of the form, there are three buttons: 'Abandon Request', 'Save Application', and 'Submit Application'.

- Pick up printed copies of the RFP and project proposal form at the Centerfuse office. The Centerfuse located at 9073 Center Street, Manassas VA. Centerfuse hours are from 9 a.m. – 5 p.m. Monday – Thursday and 9 a.m. – 3 p.m. on Friday. The office is closed on weekends.

## What Questions Will Be Asked On the Funding Application?

Some of the questions asked on the funding proposal submission form include the following:

1. Organization Info (name, location, contact details, EIN, website, mission, existing programs)
2. Contact Person (name, phone, address, email, title, etc.) and Alternate Contact
3. Amount Requested and Project Budget (Addendum E can help you draft your budget.)
4. Provide a brief description of the ways your organization is responding (or plans to respond) to the needs of Prince William County residents impacted by COVID-19.
5. Share a brief description of how the funds will be used.

6. Please list any collaborative partnerships you will use to execute your program.
7. Please detail how you will measure results.
8. Please describe how you will promote equitable outcomes within your project. (Addendum D can help answer this question)

### **More On the Grant Application Process**

Using the process listed below, The Alliance will administer the ARPA funds to interested community groups that can show collaboration, efficiency, impact and a focus on equity in their plans to serve Prince County residents in the wake of the Coronavirus pandemic.

1. The Alliance's website will feature a page where interested community groups can learn more about the ARPA funds and how they can apply for funding. The website can be accessed at [www.alliancecpw.org/arpa](http://www.alliancecpw.org/arpa)
2. Community groups can submit project proposals during two RFP periods via an online fill-in-form. There will be virtual information sessions for each RFP period. The Alliance will promote the RFP periods and the information sessions widely using various mediums.
3. At the end of each RFP period, the submitted proposals will be reviewed by Alliance staff to determine basic eligibility. Reviews for basic eligibility include checking that the proposal submission is complete; confirming the organization submitting the proposal has a 501c3 status is listed in good standing with the Virginia Corporations Commission; checking that the project proposes to serve Prince William County residents; and checking that the project addresses a need covered by The Alliance's ARPA service areas. Ineligible proposals will be eliminated from further consideration and a notice will go out to the submitter.
4. Eligible proposals will be forwarded to the independent volunteer-based Grant Proposal Review Committee to be scored and ranked.
5. The Grant Proposal Review Committee will submit their funding recommendations to The Alliance staff.
6. The Alliance staff will invite groups recommended for funding to a training on compliance and reporting requirements. Taking into consideration the prior performance of groups that have received funding in previous Alliance grant cycles, additional one-on-one grant compliance and reporting training may be required. Organizations that have been recommended for funding that self-identify a need for additional reporting training may also request a one-on-one training with Alliance staff.

7. After the reporting training(s), the groups will be sent a certification letter to sign indicating their willingness to participate in the program, accept the ARPA funding and adhere to the compliance guidelines.
8. Upon the full execution of their certification letter, the first allotment of funding will be disbursed by The Alliance and grant partners will be announced to the community.

To maintain fairness, Grant Proposal Review Committee members will recuse themselves from participating in the proposal review process if they are affiliated with an organization seeking funding.

This includes individuals (or their family members) who work for or serve as board members for nonprofits that have submitted funding proposals.

The same is true for individuals who are members of houses of worship that have nonprofit subsidiaries applying for funding.

It should also be noted that no Alliance board members review proposals or make recommendations for funding.

### **What Does The Grant Proposal Review Committee Look For When Scoring?**

Please see Addendum C for the grant proposal scoring criteria.

### **How Will Grant Funds Be Disbursed?**

- Grants will be disbursed incrementally.
- All grant partners will receive the first installment of their overall grant award at the time they sign their certification letter. This payment is designed to help them begin serving the community immediately.
- Subsequent installments will be paid as grant partners demonstrate their ability to spend the funds they've been awarded and invoice The Alliance for more.
- Grant payments will be made via ACH direct deposit. If a grant partner requires funds be disbursed by paper check, the check can be picked up from The Alliance's Centerfuse office.



## What Are the Monthly Grant Reporting Requirements?

On the **10<sup>th</sup>** of each month, grant partners are expected to report on the following:

- Number of individuals served
- The population that benefitted from the project
- How funds were used to address COVID-19 recovery needs
- How services were delivered
- How the project was promoted to the intended audience
- Collaborative partnerships that may have been utilized
- Any media releases, photographs and published material about the grant money and work it made possible
- Any other notable outcomes
- The amount of funds spent
- Receipts from purchases made
- Individual household assistance forms with supporting documents

Grant partners may be asked to provide informal periodic updates on funds expended, numbers served and immediate impact upon request.

## What Kind of Support Will The Alliance Offer Grant Partners?

The Alliance will provide designated staff to provide the following:

- Daily oversight of activities
- Technical assistance for reporting
- Real time compliance monitoring
- Capacity building training
- Connection to other community resources that will help grant partners best serve their program participants.

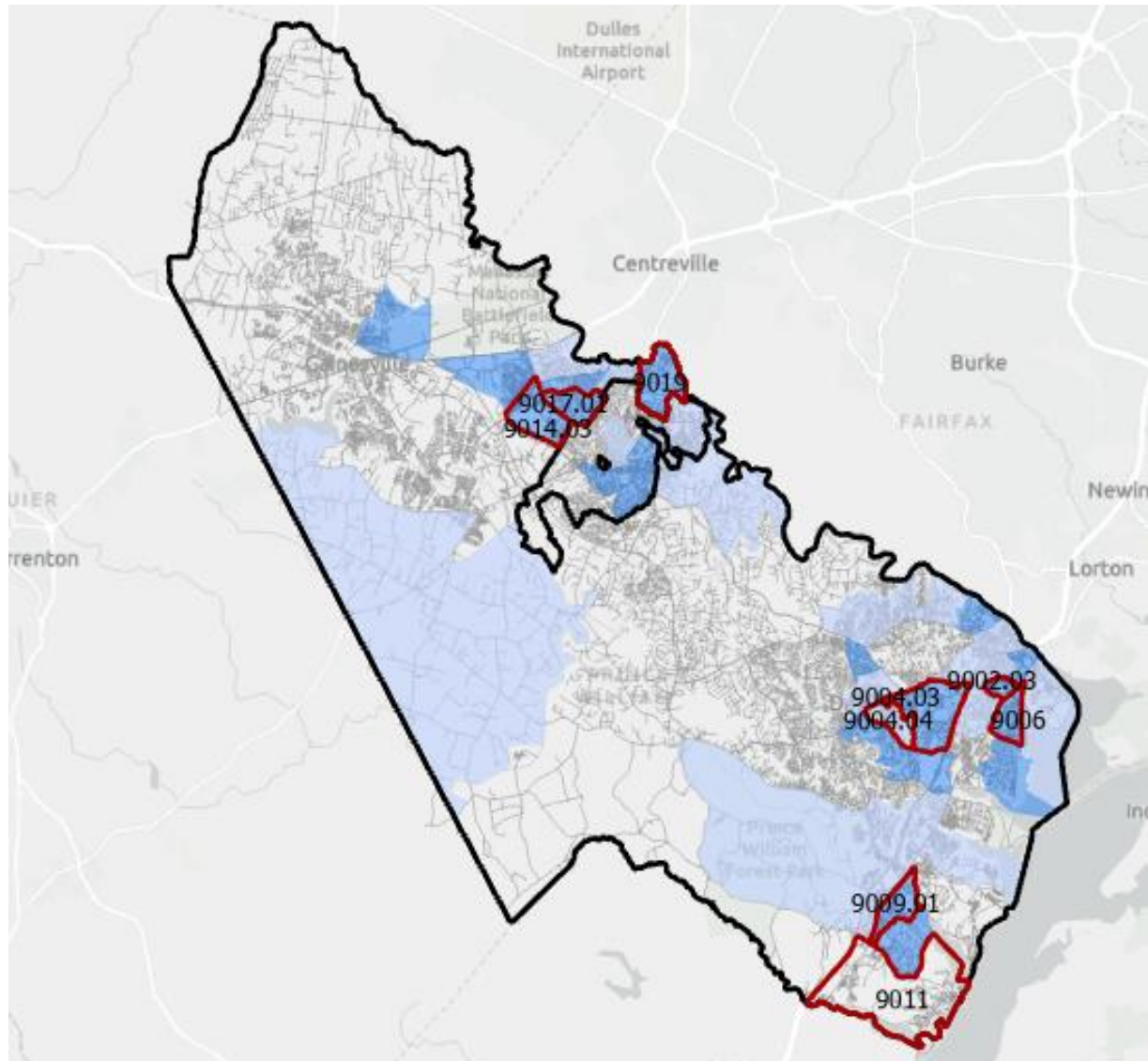
Bonnie Fulford serves as the Program Manager.

## Where To Find More Information About the ARPA Community Grant Program

Please visit [www.alliancecpw.org/arpa](http://www.alliancecpw.org/arpa) for the latest updates.

You can also email [grants@alliancecpw.org](mailto:grants@alliancecpw.org) with any questions you may have.

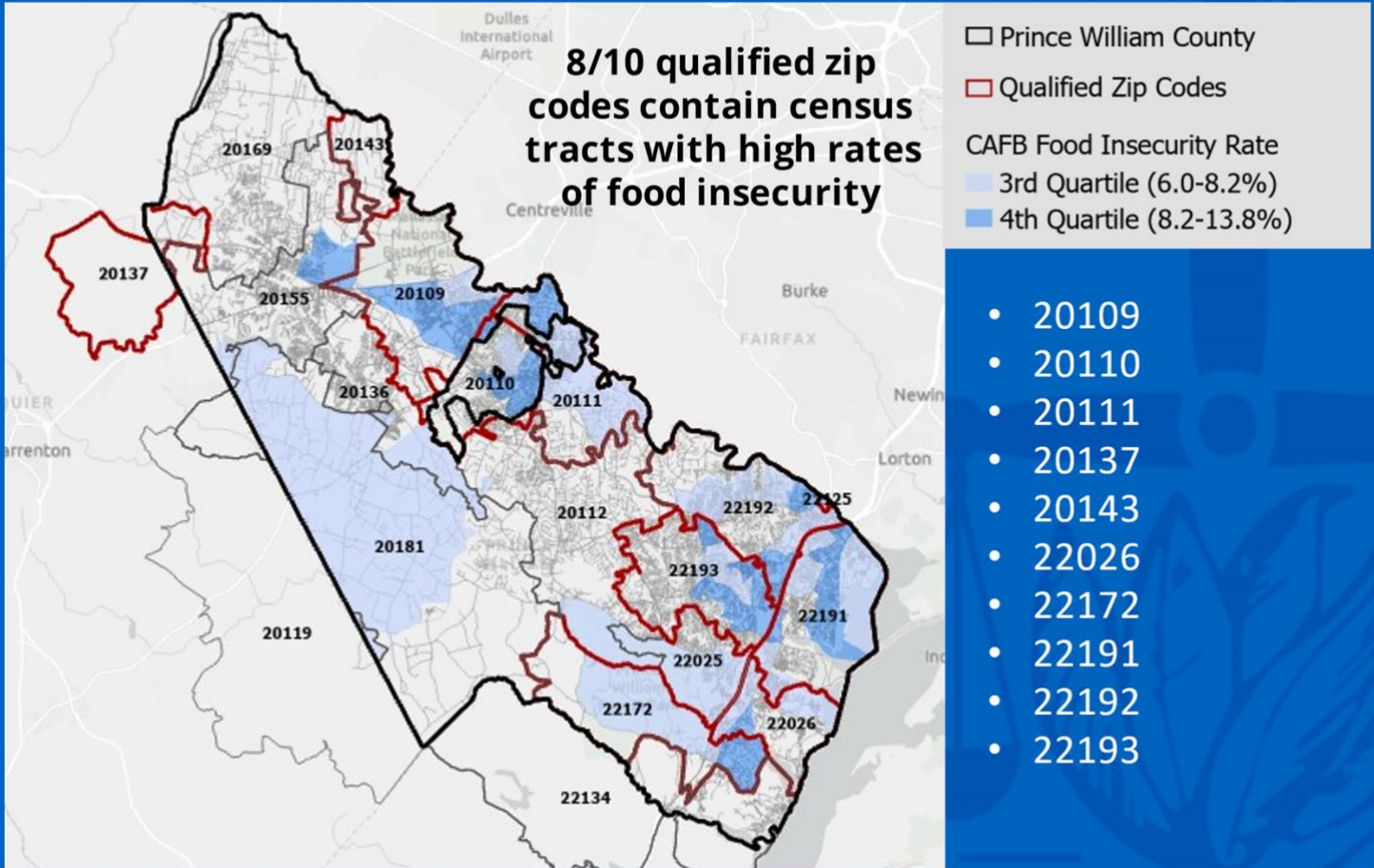
## ADDENDUM A – Qualified Census Tracts (QCTs)



Prince William County are listed below and outlined in the above chart in red:

- 9002.03
- 9004.03
- 9004.04
- 9006.00
- 9009.01
- 9011.00
- 9014.03
- 9017.01
- 9019.00

## ARPA Qualified Zip Codes in Prince William



## ADDENDUM C – ARPA Grant Proposal Scoring Criteria

<b>CATEGORY</b>	<b>CRITERIA</b>	<b>POSSIBLE POINTS</b>
<b>Project Alignment</b>	Request is consistent with ARPA's purpose of assisting those impacted by COVID-19 in recovering from the pandemic's impact.	<b>10</b>
<b>Unmet Need</b>	The proposal details an unmet or underserved need that was directly impacted by COVID-19.	<b>10</b>
<b>Unmet Need</b>	The proposed project plans to address the identified unmet or underserved need.	<b>15</b>
<b>Use of Funds</b>	The specific uses of funds are clearly stated.	<b>10</b>
<b>Use of Funds</b>	The specific uses of funds are reasonable.	<b>5</b>
<b>Financial Health</b>	The project's budget demonstrates an appropriate and efficient allocation of resources.	<b>5</b>
<b>Capacity</b>	Group has the volunteers and/or staff to execute the project as proposed.	<b>10</b>
<b>Capacity</b>	The organization has demonstrated experience in providing services to Prince William County residents in a similar way to what is proposed in the project.	<b>15</b>
<b>Potential Impact</b>	The proposed outcomes and objectives are clear.	<b>10</b>
<b>Potential Impact</b>	The proposed outcomes and objectives are measurable.	<b>5</b>
<b>Potential Impact</b>	The proposed outcomes and objectives are attainable.	<b>5</b>
<b>Equity</b>	Project promotes equitable outcomes as identified in the ARPA Equity Handout.	<b>10</b>
<b>Qualified Census Tracts</b>	Project exclusively serves one or more federally designated Qualified Census Tracts (QCT)	<b>10</b>
<b>High Food Insecurity Zip Codes</b>	Project serves one or more of the zip codes identified as having high food insecurity as described in the RFP.	<b>10</b>
<b>TOTAL</b>		<b>130</b>

## ADDENDUM D – ARPA Equity Handout

### Promoting Equitable Outcomes with Your ARPA Project

The Prince William County American Rescue Plan Act (ARPA) Community Grant Program’s proposal submission form asks groups seeking funding to answer the following prompt: *Describe efforts to promote equitable outcomes, including how projects were designed with equity in mind.*

The United States Department of Treasury in the [Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds](#) defines equity as “the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.”

**When planning your ARPA project, you should include how you will consider and measure equity at the various stages of the project, including:**

- a. **Goals:** Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve with your project?
- b. **Awareness:** How equal and practical is the ability for residents to become aware of the services funded by your project?
- c. **Access and Distribution:** Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?
- d. **Outcomes:** Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the policy objective?

The U.S. Treasury encourages uses of ARPA funds that promote strong, equitable growth, including racial equity. When considering your project, please consider how your project’s planned use of funds prioritizes economic and racial equity as a goal, names specific targets intended to produce meaningful equity results at scale and articulates the strategies to achieve those targets. In addition, please explain how your project’s overall equity strategy translates into the specific services or programs offered by your project in the following expenditure categories:

- a. **Negative Economic Impacts (EC 2):** assistance to households to address impacts of the pandemic, which have been most severe among low-income populations. This includes assistance with food, housing, and other needs; employment

programs for people with barriers to employment who faced negative economic impacts from the pandemic (such as residents of low-income neighborhoods, minorities, disconnected youth, the unemployed, formerly incarcerated people, veterans, and people with disabilities); and other strategies that provide disadvantaged groups with access to education, jobs, and opportunity.

- b. **Services to Disproportionately Impacted Communities (EC 3)**: services to address health disparities and the social determinants of health, build stronger neighborhoods and communities (e.g., affordable housing), address educational disparities (e.g., social-emotional, and mental health in high-poverty schools), and promote healthy childhood environments (e.g., home visiting, child care). In particular, this section must describe the geographic and demographic distribution of funding, including whether it is targeted toward traditionally marginalized communities.

For the purposes of the SLFRF, equity is also described in [the Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, as issued on January 20, 2021.](#)

### **Equity In Community Engagement**

When planning your ARPA project, consider how your project's planned use of funds incorporates written, oral, and other forms of input that capture diverse feedback from program participants, community-based organizations, and the communities themselves. Where relevant, your community engagement planning should include how funds will build the capacity of community organizations to serve people with significant barriers to services, including people of color, people with low incomes, limited English proficient populations, and other traditionally underserved groups.

**ADDENDUM E – Project Budget Template**

**ARPA GRANT PROJECT BUDGET**

<b>Organization:</b>
<b>Project Title:</b>
<b>Grant Budget Timeline (MM/YY - MM/YY):</b>

<b>EXPENSES:</b>	<b>ITEM</b>	<b>RATE/HR or COST/UNIT</b>	<b># of HOURS or UNITS</b>	<b>TOTAL COST</b>
	Personnel 1			\$0.00
	Personnel 2			\$0.00
	Personnel 3			\$0.00
	Marketing			\$0.00
	Printing			\$0.00
	Equipment			\$0.00
				\$0.00
				\$0.00
	Supplies			\$0.00
				\$0.00
				\$0.00
	Mileage/Transportation			\$0.00
				\$0.00
	Other			\$0.00
	Other			\$0.00
				\$0.00
		<b>TOTAL PROJECT COST:</b>		<b>\$0.00</b>

<b>INCOME:</b>	<b>SOURCE</b>	<b>SECURED Y/N</b>		<b>AMOUNT</b>
	Alliance ARPA Grant	N		
		<b>TOTAL PROJECT INCOME:</b>		<b>\$0.00</b>