THE HUMAN SERVICES ALLIANCE OF GREATER PRINCE WILLIAM

ARPA Grants Information Session

Revised 2/15/22

ARPA Community Grant Program Information Session

TODAY'S TOPICS

- About The ARPA Grant Program
- Grant Partner Eligibility
- Eligible Grant Projects
- The RFP Submission and Scoring Process
- Important Information
- Q & A

About The Alliance

About The Human Services Alliance of Greater Prince William

OUR STORY

The Alliance is a 501(c)3 nonprofit organization that was founded in 2019 as a successor to the more than 30-year-old **Prince William Coalition for Human Services** after a two-year process of community input and planning in response to the Prince William County Strategic Plan.

About The Human Services Alliance of Greater Prince William

OUR STORY

The Alliance promotes collaboration, coordination, communication, advocacy and access to resources amongst both **traditional and non-traditional** human service providers in Prince William County, Manassas and Manassas Park.

About The Human Services Alliance of Greater Prince William

OUR STORY

The Alliance’s core funding is provided by member dues, a generous Community Partner grant from Prince William County and other fundraising efforts.

About The Human Services Alliance of Greater Prince William

OUR STORY

The Board of Directors represent nonprofit, faith-based and small business organizations from the eastern, central, and western greater Prince William area (Prince William County and the cities of Manassas and Manassas Park).

Our Grantmaking Efforts

About The Alliance's Grantmaking Efforts

Grantmaking

- Distributed $3 million in CARES Act disaster relief funds to Prince William County residents through a partnership with Prince William County Government

- Created the Prince William Area Disaster Fund grant program in partnership with The Cities of Manassas, Manassas Park and Prince William County Government to raise and distribute more than $60,000 to area nonprofits providing COVID-19 disaster relief

About The Alliance's Grantmaking Efforts

About ARPA

- Legislation known as the American Rescue Plan Act (or ARPA) was passed by the federal government in Spring 2021

- The Prince William Board of County Supervisors introduced its overall ARPA plan to the community in Fall 2021 and the Supervisors voted to partner with The Alliance to administer these funds to nonprofits in January 2022

Which Groups Are Eligible For Funding?

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.
- Must be actively serving Prince William County residents
- Groups seeking funds can be headquartered outside of Prince William County, but their project must operate in Prince William County **exclusively** and be administered to Prince William County residents **exclusively**
- Must be a good steward of resources
- Must be responsive and able to report outcomes and activities timely and accurately

What We Look For In Grant Partners

Grant partners are expected to…

- Self-assess project eligibility before submitting a proposal
- Seek prior approval of all relevant parties before making a submission
- Provide accurate, honest, and timely information
- Comply with all laws, contractual requirements, guidelines, and agreements
- Actively seek an understanding of the project lifecycle
- Make the project a priority
- Complete projects in accordance with the approved scope of work and agreed upon timeline
- Read and continually refer to the application instructions and other future guidance and FAQs from the program administrators
- Be in good standing with the Virginia State Corporation Commission

Grant partners can expect The Alliance staff to…

- Ensure applicants are aware of eligibility requirements
- Notify applicants and awardees of status changes
- Respond to questions from applicants in a timely manner
- Issue and update guidance and Frequently Asked Questions as necessary
- Provide technical assistance to help awardees meet compliance requirements
- Complete agreements and make payments in a timely manner

Important Dates and Deadlines

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

Our Grant Making Process

A Quick Note About Our Proposal Reviewing Process

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.

More On Important Dates and Deadlines…

- Outcome and activity reports are due on the **10th 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?

ARPA Grant Program Focus Areas

Funds Must Support Projects That Address These COVID-19 Recovery Service Categories

- Navigation and Application Support 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

ARPA Fund Usage

More On How Funds Can Be Used

- 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.

ARPA Fund Usage

More On How Funds Can Be Used

- 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.

What Are the Grant Award Amounts?

Grant Award Amounts

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.

Who Can Grant Partners Serve With ARPA Funds?

Household Eligibility

Who can grant partners serve with ARPA funds?

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

Household Eligibility

2022 Federal Poverty Guidelines

PER YEAR	
Household/ Family Size	**300%**
1	$40,770
2	$54,930
3	$69,090
4	$83,250
5	$97,410
6	$111,570
7	$125,730
8	$139,890
9	$154,050
10	$168,210
11	$182,370
12	$196,530
13	$210,690
14	$224,850

PER MONTH	
Household/ Family Size	**300%**
1	$3,398
2	$4,578
3	$5,758
4	$6,938
5	$8,118
6	$9,298
7	$10,478
8	$11,658
9	$12,838
10	$14,018
11	$15,198
12	$16,378
13	$17,558
14	$18,738

Source: HHS Poverty Guidelines for 2022

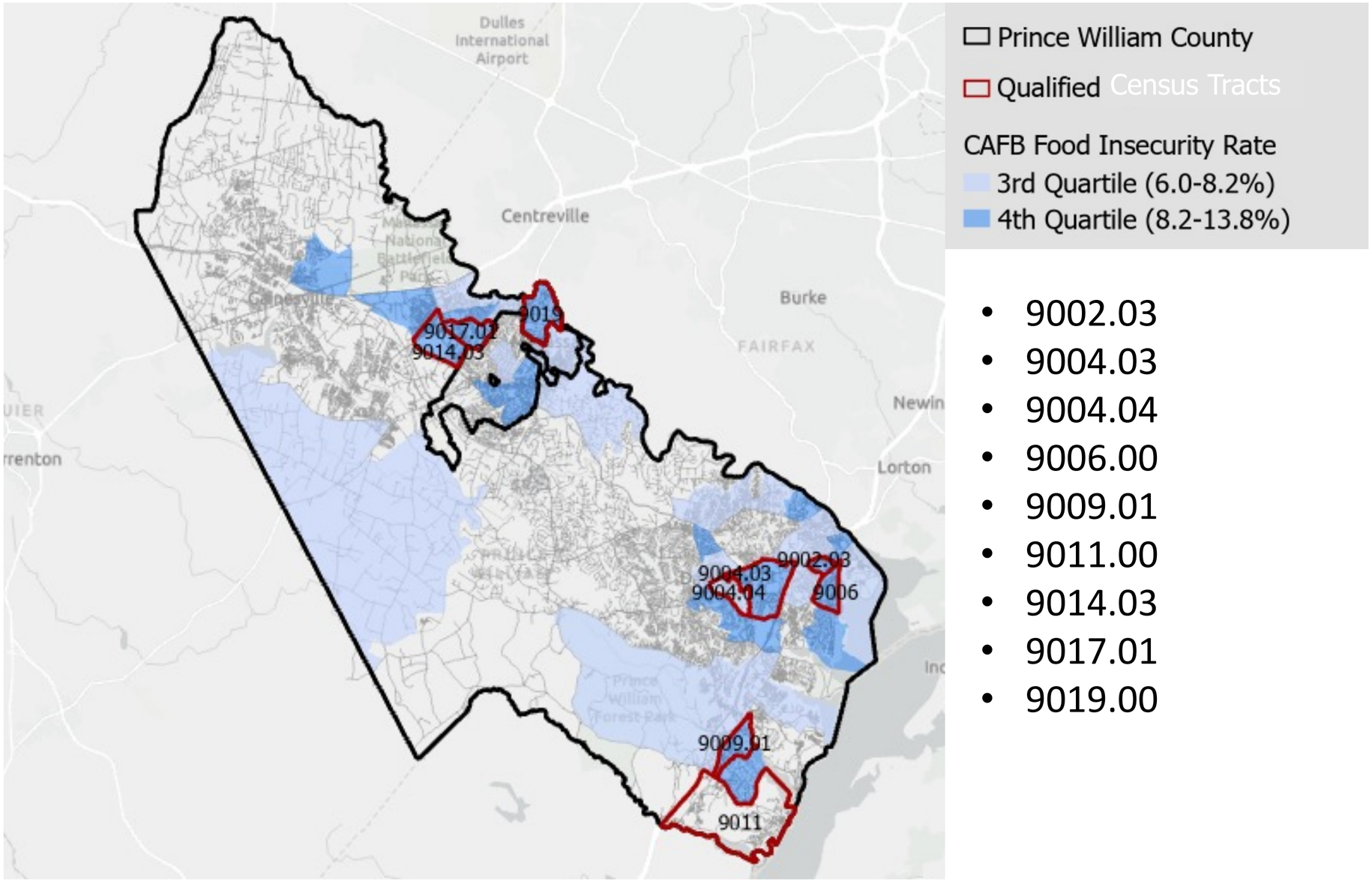
Household Eligibility

A Note on Income-Eligibility

Projects serving Prince William County residents who live in the Qualified Census Tracts (QCTs) on the next slide that are highlighted in **red** **ARE NOT** required to provide proof of income-eligibility, only proof of COVID-19 impact.

Qualified Census Tracts (QCTs) in Prince William

- Qualified Census Tracts (QCTs) are a method used by US Treasury to define underserved and disproportionately impacted communities.
- Defined by federal government as a community where at least half of households have lower income than most of the surrounding region.



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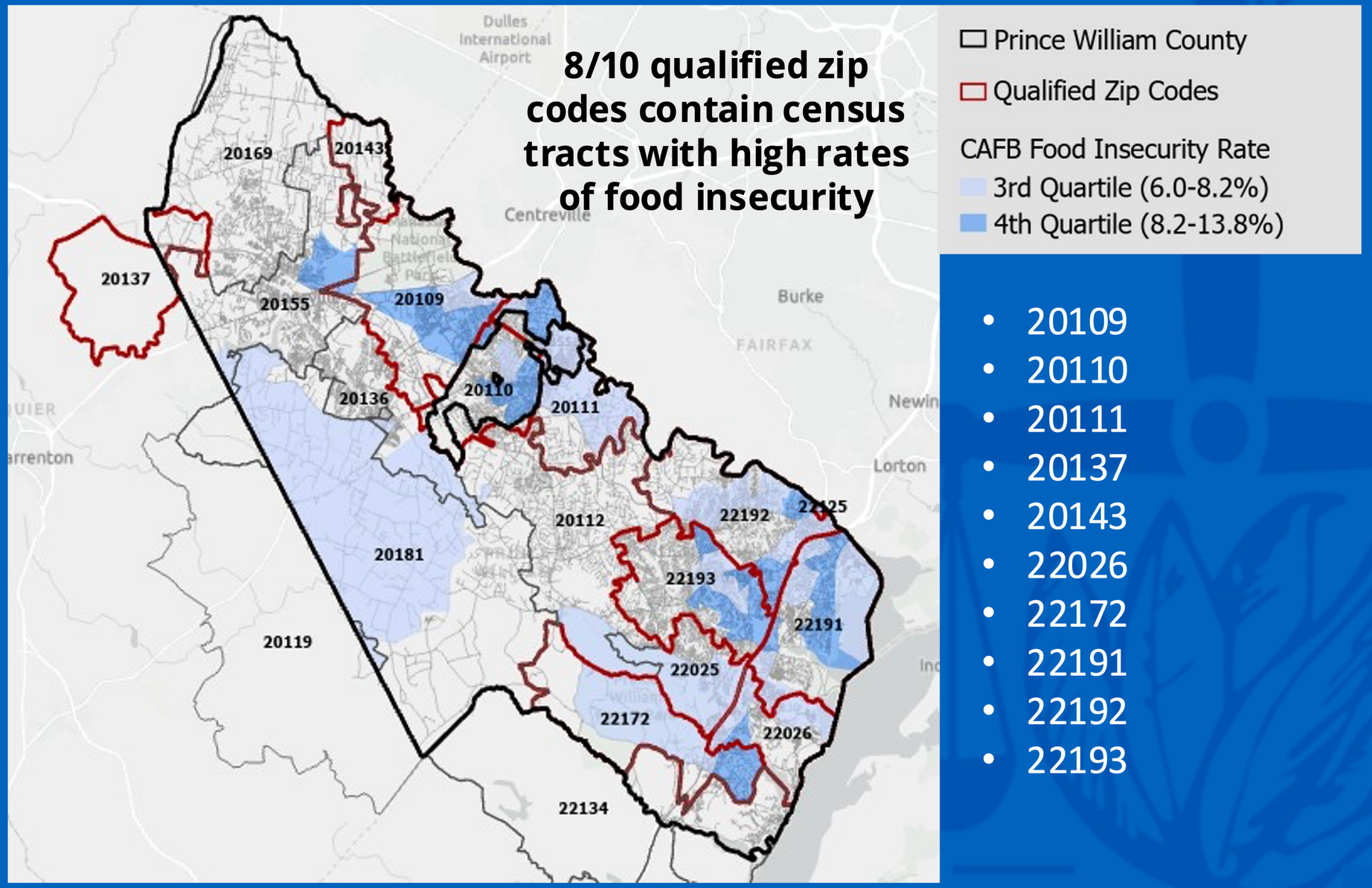
HUD: Office of Policy Development and Research (PD&R): 2022 IRS SECTION 42(d)(5)(B) QUALIFIED CENSUS TRACTS
(2010 Decennial Census and 2013-2017, 2014-2018, 2015-2019 American Community Survey (ACS) Data; OMB Metropolitan Area Definitions, August 15, 2017)

Household Eligibility

Another Note on Income-Eligibility

Projects providing **hunger assistance services** to Prince William County residents who live in the the zip codes on the next slide 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.

ARPA Qualified Zip Codes in Prince William



- 20109
- 20110
- 20111
- 20137
- 20143
- 22026
- 22172
- 22191
- 22192
- 22193

How Can a Group Apply For Funding?

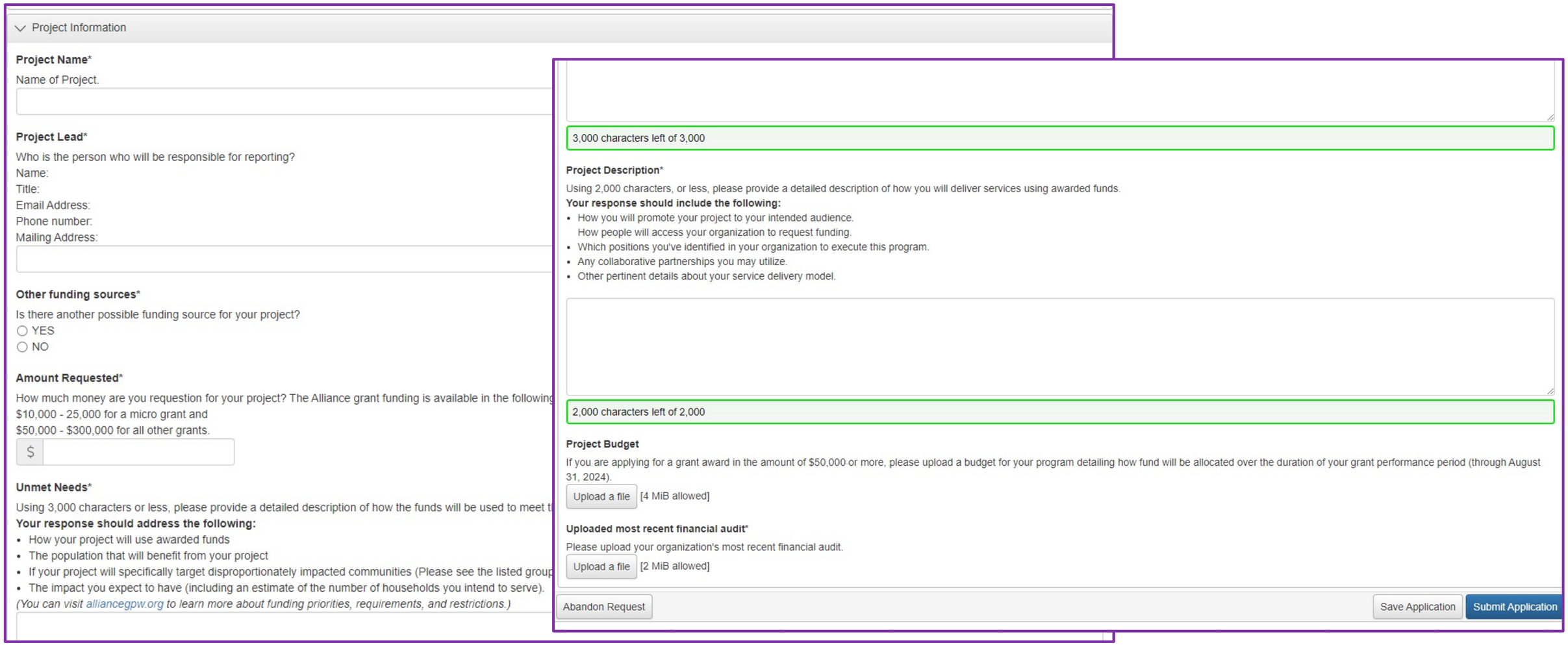
Application

How Can a Group Apply for Funding?

- Visit www.alliancegpw.org/arpa to create a profile in our online grant proposal platform (pictured below).
- 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



Application

What If I Have Accessibility Issues?

- Partner with groups that have knowledge of or access to technology to complete your project proposal if your group does not possess these qualities.

- 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 Our Grant Proposal Review Committee Looks For When Scoring Project Proposals

Our Grant Proposal Review Committee Looks For These Data Points When Scoring Projects

- Organization Info (name, location, contact details, EIN, website, mission, existing programs)
- Contact Person (name, phone, address, email, title, etc.) and Alternate Contact Person
- Amount Requested with a Program Budget
- How your organization is currently responding to the needs of Prince William County residents
- Any collaborative partnerships or innovative measures you will use to execute your program
- How results will be measured

Our Grant Proposal Review Committee Looks For These Data Points When Scoring Projects (continued…)

- That the organization requesting funding has demonstrated engagement with the community
- That the project addresses an unmet need related to the COVID-19 public health emergency's recovery efforts
- That the specific uses of funds are clear and reasonable
- That the organization requesting funding has the volunteers and/or staff to execute the project as proposed
- That the proposed outcomes and objectives are clear, measurable and attainable
- How the project will produce equitable outcomes in its service delivery

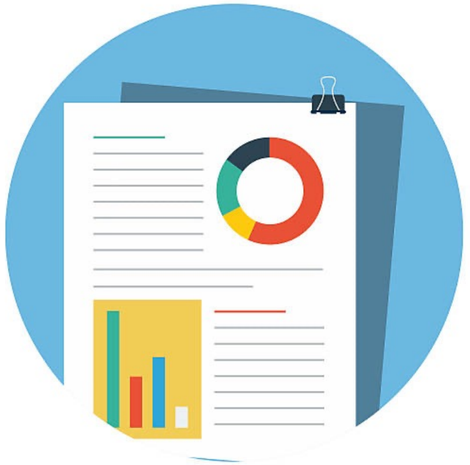
How Will Funds Be Disbursed?

How Grants Will 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.

Grant Reporting Requirements

Projects will report on their activities, spending and outcomes on a monthly basis using an online form. Reports will detail the following:

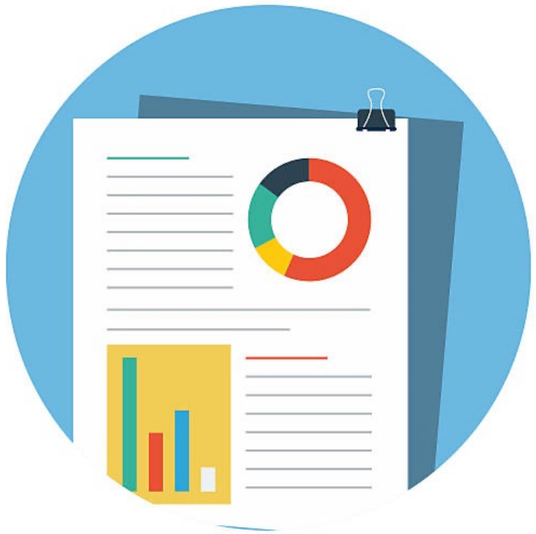


- Number of individuals served
- The population that benefitted from the project
- How funds were used to address COVID-19 recovery needs
- How services were delivered
- How the project was promoted to the intended audience
- Collaborative partnerships that may have been utilized.
- Any media releases, 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

More On Reporting Requirements…

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

PLEASE NOTE: 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.



Grants Administration

How The Alliance Will Support Your Project

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 Learn More About The Prince William County ARPA Community Grant Program

Connect With Us

TWITTER

FACEBOOK

INSTAGRAM

@AllianceGPW **#ServePrinceWilliam**

Visit www.alliancegpw.org/arpa

Submit any questions to grants@alliancegpw.org

Q & A

THANK YOU FOR LISTENING!