General Questions

1. Can an organization submit more than one application? For instance one mini-grant and one full application?
   a. No, we ask you to prioritize the services you would like to fund using County support, and submit 1 application.
2. Can we submit an SCC certificate from October?
   a. Yes, a certificate that is 2-3 months old is okay.
3. What if you have an organization that has its own budget for Loudoun services? The larger organization's budget is over $500,000, but the Loudoun budget is less than $500,000.
   a. If you are turning in your financials for the entire organization, then you would base your response on the larger organization. If you are using financials only for Loudoun County, click no if those operating costs are less than $500,000.
4. Can the application be filled out in any order?
   a. Yes, you can fill out the application in any order, there are no restrictions.
5. For the word suggestion, does it give you a little box showing the word count?
   a. No. Most people draft their responses in Word for the count, then paste it into the application.
6. Should the MOUs be for the specific services you are requesting funds for? Or for the whole organization?
   a. If you are asking for funding for a specific program, it should be specific to the program, if you are asking for the whole organization, provide those MOUs.
7. Would you accept data sources from national organizations?
   a. Yes, as long as the data are verifiable.
8. What is an MOU/MOA?
   a. A Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) is a document that outlines the scope and direction of two or more organizations' joint actions. These formal agreements are often used to define each organization's role or formalize a relationship around a specific topic.
9. Does the manual let you know the point value for each question?
   a. Yes. It tells you how much each question is worth.

Background, Services, and Partnerships

10. Will we be scored lower on Question 2 for not having accreditation?
    a. If you are in a service area where you cannot be accredited, then you won't be scored lower for it.
11. What if we have personal certifications?
    a. You can put that in Q3 or Q2 if your organization has certifications for staff.
12. Question 5- We have many programs, do we have to explain all of them? And what proof do you need that we are using an evidence-based or research-based program?
    a. We are looking for the an APA citation, a website, or a screen shot from the evidence-based program website
    b. If you don't have an evidence based program, you will need to provide a rationale for why you are using the program you are using. This could be from internal documentation of outcomes.

13. Question 7- Is this where you would list the committees that you sit on?
    a. Yes, Question 7 is a great place to talk about involvement with the community and other organizations.

Demonstration of Need and Impact

14. Question 8- Can you use LCPS school climate survey?
    a. LCPS is a reliable data source.
15. Question 10a- What if client came in previous FY?
    a. If you are still providing services to the same client year over year, count once each year. We want actual service numbers by year.
16. Question 10a- Do you want unduplicated counts reported by our organizational fiscal year (FY) or the County's FY?
    a. Report unduplicated counts by your organization's FY
17. Question 10a-- if our fiscal year doesn't match the County's, will that confuse the quarterly reporting for our numbers served?
    a. Please use question 10b to explain your numbers served. We do not expect applicants to report numbers according to our fiscal year; we will look at them in the context of your fiscal year. The outcomes and evaluation section is based on the County grant cycle which is July 1-June 30, and we anticipate that the numbers to be served may not be an exact match to those cited in question 10a.
18. Question 10a- Who is included in the unduplicated count? Someone who has an open case or someone who simply calls for a referral?
    a. Most organizations have multiple services. This question is designed to get an unduplicated count of individuals who are currently using the service for which you are applying for funding. If you are applying for outreach services, you would include individuals who are calling; if you are applying for intensive services, you would include the open cases. Please use 10b to explain your numbers.
19. Question 10a- What if we have underreported our service numbers in the past?
    a. We do not look at the past applications to judge how much the unduplicated counts have increased or decreased.
20. Question 10a- For some services, there is a lot of time spent with secondary participants such as parents of teens enrolled in our program. Would we count the parents too?
    a. You can count all individuals if they are part of the service model. For programs aimed at teens and inclusive of parents, you would count the teen and parents.
21. In the evaluation section, you ask how many individuals, families or organizations will be served by June, 2021. What if my numbers are different for this question and our unduplicated counts?
    a. If your FY is different from Loudoun County's FY, we expect there will be differences between the two numbers. We are asking for how many clients will be served by this service area within the grant period. In some cases your organization will need to project the number of clients.
22. What if numbers are duplicative in the evaluation section? For example, if someone is referred for court services multiple times throughout the year?

a. Duplicated counts can be used in this section, if you explain. For example, if one of your outcomes is to reduce recidivism, then you would include that description in the impact question.

Funding Request & Financial Information

1. Question 12a- For the itemized request, can we lump salaries all together?
    a. Yes, but you need to explain that in the narrative section along with expected salary range and number of personnel. Let us know how many salaries that lump sum would cover.
2. Question 15- Can you refer back to the MOUs?
    a. You will need to include MOUs separately for this question. Do not refer back to previous sections.
3. Question 15- If your organization has operations in multiple counties, do you want only grants that apply to Loudoun?
    a. Yes, if possible; however, you can include any references for funding that come from outside of Loudoun (e.g., federal funding, foundation funding, private funder if there are specific services, or other counties).
4. Question 15- Do we only include grants from previous year?
    a. We prefer the most recent ones, but you will not be scored lower if the grants are 2-3 years in the past.
5. Question 15- If the grants are coming from multiple county sources (such as CDBG, TOT), would we count each of these as separate grants?
    a. Yes, those can be counted separately.
6. Question 15- If there are some concerns that might be raised from previous years, would you add that in the optional section?
    a. Yes. If you know there were some concerns with service targets or financial statements with the references you provide, please note the circumstances to provide context for the reviewers.
7. Question 15- We are an organization that makes grants to others organization that may be applying for County funding, however, our organization also seeks funding from the County. Is my organization in conflict of interest when asked to serve as a reference for our own grantees in the County's grant process?
    a. A conflict of interest is any situation that has the potential to prevent impartiality or create bias in a single person. If your organization grants funds to others, providing an objective reference of their performance should not present a conflict of interest. If you personally feel that you cannot provide unbiased feedback, please refer the reference to another individual in your organization who can provide objective feedback.
8. Question 15 – Could an organization list any contract for this question?
    a. If the contract is relevant to your application or how your service is being operated, including it in the list would be fine.
9. What if you have letters of support from other organizations? Where should you add those?
    a. We do not require letters of support or include them in the scoring, but if you want to include them, you would attach those at the end under "Additional Documents."
10. In addition to the audit, do you want to see our internal financial reports?

a. Yes, it would be what you would present to your board. This gives us up to date information.

11. Do you want to see the total current number of full time staff for the whole organization? Or for Loudoun-based staff?
    a. The whole organization.

12. Are you scoring lower for those organizations that do not have a lot of volunteers?
    a. No. The staff and volunteer counts simply help reviewers understand the size of the organization. We understand that some services cannot use volunteers because of information security. You will not receive fewer points if you do not have volunteers.

13. If you have interns, where do they go?
    a. Please list unpaid interns under volunteer staff.

14. For governance competencies, is program competency part of operations or other?
    a. Other

15. If a person has multiple competencies, can you choose multiple?
    a. You must choose one per person listed.

16. Can we have the same person on the board list and key staff list?
    a. Yes

17. I noticed some additional roles on the board list. Are those required this year?
    a. No, the criteria are the same as last year.

18. With FOIA laws, how does this protect our organization's information?
    a. We don't expect you to provide any personally identifiable information or HIPAA information as part of the grant.

19. For current grant recipients, where do we attach our quarterly reports?
    a. Quarterly reports do not need to be attached.

20. Are there resources for strategic planning?
    a. Please see the slides on the webpage for last year's strategic planning information.

21. Is there a preference for MOUs over partnerships?
    a. An MOU is always preferable to show the expectations of the relationship.

22. What is the minimum score to be eligible for funding?
    a. 71%. This only makes you eligible for funding. We will fund as many of the top organizations (above that threshold) as our funding allows.

23. What if our fiscal year is a calendar year (for the 30% operating rule)?
    a. You can estimate the remaining balance in your revenue through December 31.

24. In Question 11, what if the duration and intensity is not uniform for all clients?
    a. Please explain this in the answer, and provide a range or estimate where possible.

25. Can these funds cover salaries?
    a. Yes

26. Last year we only got $15,000 but needed $20,000, do we ask for the $20,000 again?
    a. You can. You can explain it as "this is how much it takes to operate the program at this service level."

27. Can you please post the questions you will be using for the past performance questionnaire?
    a. Yes, those will be posted online.

28. Can I submit a proposed 2020 budget? My board won't approve the 2020 budget until January.
    a. Yes, you can submit a proposed budget.

29. What if we have staff vacancies we are seeking to fill?
    a. Yes, please include those in the staff list and state it as vacant.
30. Does our signature stating all of the information is true not mean anything, since you are asking for references in question 15?
    a. Past performance is the top predictor of future performance and the County will need to do its due diligence to ensure all funds are distributed to those in good standing with previous or current funders.
31. Question 15- I'm concerned that my funders won't qualify as references because they are private donors. What do I do?
    a. You can discuss this reference request with your private donors and review the past performance questionnaire on the grants website with them, then ask if they are willing to provide a reference. Per the Loudoun County Attorney's office, all records held by government officials are subject to the Freedom of Information Act, which means if an individual requests their information, we are legally required to give it to them; including private funder contact information.
32. How do we project who we will be serving 1.5 years from now?
    a. This answer should be based on previous years' data and evaluating trends in service levels.
33. If we receive less funding than requested, will we have to serve the same number of clients?
    a. No, you will work with your contract manager to revise your client count as appropriate.

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