



Request for Grant Application

Issue Date: October 5, 2023, by 3:00 PM

Title: Loudoun County ARPA Childcare Fee Reduction Grant Program

Issuing Agency: Loudoun County Government
Department of Finance and Procurement
1 Harrison Street, SE
Leesburg, VA 20175

Contact Information: Tracey Alperstein
nonprofits@loudoun.gov

Application Due Date: 4:00 PM atomic time, November 9, 2023

Period of Funding: February 15, 2024 – December 31, 2026

Application Information Webinar: An application information webinar will be held on the following date:

October 10, 2023, 10:00 AM – 11:30 AM

The pre-application conference will be recorded and available here:
loudoun.gov/grantopportunities.

Anticipated number of Awards: One

Maximum Amount of Funding Available: \$1,000,000

All inquiries for information should be directed to: nonprofits@loudoun.gov

Note: Post-award reporting training may be scheduled based on need.

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Award Information

Purpose of Request for Grant Application (RFA)

Although childcare centers and schools have reopened in the wake of the COVID-19 pandemic, in many communities there remains a persistent shortage of affordable, quality childcare as childcare industry employment levels may not have fully rebounded since the sharp decline at the beginning of the pandemic. Low/moderate-income households are more likely to lose access to quality childcare and experience a reduction of income or lose their jobs due to lack of childcare options, as evidenced by the low number of Loudoun childcare providers who accept childcare subsidy payments. The Loudoun County American Rescue Plan Act (ARPA) Childcare Fee Reduction Nonprofit Grant Program aims to support nonprofit organizations in implementing a childcare supplementary reimbursement program. Grant funds will support Loudoun County residents who do not qualify for childcare subsidy through Virginia's Department of Education programming, and whose income is at or below 80 percent Loudoun County Area Median Income (AMI). Qualifying families may apply for a 50 percent reduction in childcare tuition costs to private childcare centers in Loudoun County to reduce the burden of childcare expenses on their household.

Priority

Loudoun County prioritizes investment in high quality support services that provide documented positive outcomes for County residents.

Eligibility Criteria

Applicants must meet the following baseline criteria to be eligible for this award:

- Be an established nonprofit certified as a 501(c)3 by the Internal Revenue.
- Service Provide the last three (3) years of IRS 990 forms and other financial documentation.
- Be in good standing with the Virginia State Corporation Commission at time of submission. The link to the SCC is [here](#).
- 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. The link to the VA law is [here](#).

To be considered for funding, applicants must demonstrate the following criteria:

- Present a documented, data-driven¹ antecedent underlying causes for disproportionate impacts of COVID-19 and corresponding service that will support residents;
- Show demonstrated outcomes for the service being provided;
- Show that the services provide a direct benefit to Loudoun residents who are at 80 percent AMI, (see chart in references section);
- Demonstrate that the service targets Loudoun residents that were disproportionately impacted by COVID-19 pandemic and its negative economic impact;
- Show documented efforts by the organization to secure funding from other sources;
- Demonstrate that the service targets Loudoun residents that were disproportionately impacted by COVID-19 pandemic and its negative economic impact;
- Demonstrate that the organization has the administrative resources to administer funds, and to implement medical equipment or other financial support services;
- Show existing and intended collaboration and partnerships with County agencies and other nonprofit organizations to administer the service;
- Agree to sign a Certification for Receipt of ARPA State and Local Fiscal Recovery Funds (SLFRF) with the county and adhere to reporting requirements;
- Show that funding requested is realistic given the service level and that the organization does not rely predominantly on County grant funds.

This request for application is open to any eligible non-profit that provides services to Loudoun County residents.

Applicants for the ARPA Childcare Fee Reduction Nonprofit Grant will be required to apply using the online form located at: loudoun.gov/grantopportunities.

Questions will not be accepted via phone or in person. A question and answer (Q&A) page will be posted publicly on the County website. Questions may be submitted via email to: nonprofits@loudoun.gov. Note that County staff are unable to answer questions regarding specific service design or plans.

This is a competitive grant application process in which each applicant will be competing against other applicants for a limited amount of funding. At the conclusion of the application period, all applications will be reviewed by a team of County staff that includes at a minimum senior staff representatives from health, human services, budget, and finance departments.

Funding Options

It is anticipated that one organization will be funded. The final approved funding amount will be based on a combination of factors: the total amount of funds available, demonstrated capacity of the organization to carry out duties, the application score, and a review of the reasonability of proposed budget items for services.

¹Data-driven is the use of data (i.e., surveys, evaluations, case data) collected by an organization to make strategic decisions to improve services and client experience.

Period of Performance

February 15, 2024 – December 31, 2026

Funding Limits and Restrictions

The amount of funding requested should be clearly presented and explained; and should be consistently tied to the need described throughout the application. These funds can be used for operating costs, however funds requested should align with the imperative that the services being rendered are high quality, and positive outcomes are reported.

Unallowable expenses include, but are not limited to:

- Corporate debts
- Contingencies
- Contributions and donations
- Entertainment costs
- Fines and penalties
- Interest and other financial costs
- Legislative expenses
- Fiscal agents may not charge their administrative fee to the County award
- Any religious activity

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).

- Direct Service Cost- Direct payments on the resident's behalf and any staff who provide intake, case management, and close out.
- 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.

Application Information Session

Application Information Webinar: An application information webinar was held on two occasions:

October 10, 2023, 10:00 AM-11:00 AM

The application information webinar will be recorded and available here:

loudoun.gov/grantopportunities.

The application information webinar is strongly recommended for all applicants and will be specifically tailored to this grant opportunity.

Program Description

The childcare fee reduction program is being offered to support families who are experiencing hardship as an ongoing result of the COVID-19 pandemic. A major expense for working families is childcare. Childcare in Loudoun County can cost upward of \$1,200 per month and families experiencing the long-lasting effects of COVID are unable to make childcare work for them. This program seeks to keep families at 80 percent Loudoun Median Income working by providing fee reductions for their childcare needs.

The successful nonprofit, when awarded, will implement an outreach program to advertise the program to all qualifying Loudoun County residents via multiple methods, including outreach to childcare providers. The grantee will provide assistance to families in completing an application to decide whether their income qualifies them for the childcare fee reduction program using existing customer service management tools at the organization's disposal.

Families should apply directly with the grantee in order to confirm their eligibility for a fee reduction. The grantee must check that the family's childcare provider is in good standing with childcare licensing, and that the child attends the program on a regular basis. Once the grantee has confirmed the family is eligible for the childcare fee reduction, the grantee will need to communicate the fee reduction to the childcare provider and discuss data collection on behalf of the family. The childcare provider would be required to track the child's attendance in the program in order to receive the 50% disbursement from the grantee.

The successful nonprofit will report on activities and expenditures on a quarterly basis. These reports will contain the number of children receiving fee reductions, the number of providers, total expenditures and demographic information for clients.

Childcare Fee Reduction Supports Criteria

- All funds must be spent by December 31, 2026.
- Nonprofits must demonstrate that they have the administrative capacity to:
 - Confirm childcare providers are in good standing with all Virginia State licensing requirements,
 - Manage an application process to approve qualifying families,
 - Disburse funds to the private childcare provider on behalf of the family,
 - Track and report on student attendance and expenditures quarterly.
- Childcare fee reduction program should be administered as a supplementary reimbursement program to support a 50 percent tuition reduction at a licensed, private childcare facility, capped at \$9,000 per household per year.
- Childcare programming must include research-informed instruction practices including curriculum, professional development for staff, and assessments.
- Childcare facilities must be licensed center-based or day home providers who serve children under the age of thirteen who are separated from their parent or guardians for part of the day. Refer to Standards for licensed day centers.
- No more than 10 percent of the grant award can be applied to indirect costs.
- Recipients of the childcare fee reduction supplementary reimbursement program must be Loudoun County residents whose income is greater than the 85 percent State Median Income and is at or below 80 percent Loudoun County Median Income, (see chart below).

Virginia State Median Income (SMI) and Loudoun County Median Income

Family Size	85% SMI Annual Income	85% SMI Monthly Income	80% Loudoun Annual Median Income	80% Loudoun Monthly Median Income
2	\$73,784.25	\$6,148.69	\$97,400	\$8,116.67
3	\$87,438.65	\$7,286.55	\$109,550	\$9,129.17
4	\$103,524.05	\$8,627.00	\$121,700	\$10,141.67
5	\$111,939.05	\$9,328.25	\$131,450	\$10,954.17
6	\$120,354.05	\$10,029.50	\$141,200	\$11,766.67
7	\$128,769.05	\$10,730.75	\$150,950	\$12,579.17
8	\$137,184.05	\$11,432.00	\$160,650	\$13,387.50

Process and Timeline

ARPA Childcare Fee Reduction Grant Program Planned Timeline (Pending BOS Approval)	
October 5, 2023	Grant Application Release Date
October 10, 2023	Application Information Webinar
October 26, 2023	Deadline for Applicant Questions
November 9, 2023	Grant Application Due
November/ December 2023	Application Review
January 9, 2024	Recommendations presented to the Finance/Government Operations and Economic Development Committee for approval
January 16, 2024	Recommendations presented to the Board of Supervisors for approval
January 31, 2024	Signed MOUs due
February 15, 2024	FY 2024 Award Funding Begins
April 14, 2024	Quarterly Expenditure report due
June 14, 2024	Performance report due
July 14, 2024	Quarterly Expenditure report due
October 14, 2024	Quarterly Expenditure report due
January 13, 2025	Quarterly Expenditure report due
April 14, 2025	Quarterly Expenditure report due
June 13, 2025	Performance report due
July 14, 2025	Quarterly Expenditure report due
October 13, 2025	Quarterly Expenditure report due
January 16, 2026	Quarterly Expenditure report due
April 15, 2026	Quarterly Expenditure report due
June 12, 2026	Performance report due
July 15, 2026	Quarterly Expenditure report due
October 16, 2026	Quarterly Expenditure report due
January 31, 2027	Final report due

Application Submission Information/Application Content

The following application will be completed in the AmpliFund Grants Management System.

For the ARPA Childcare Fee Reduction Nonprofit Grant process, applicants can access the online application form at the following link: loudoun.gov/grantopportunities. The application form includes the following sections. The application form includes the following sections:

- 1 – Opportunity Details
 - Application Name
 - Total Loudoun County Funding Request
 - Primary Contact Information
- 2 – Program Questions
 - Organization Name, Address, Contact Information
 - Brief Statement about Funding Request
 - Community Need & Program Structure
 - Description of service model to provide childcare fee reduction supplementary program
 - Projections of Residents Served & Demographic Information
 - Detailed description of the calculations made to project residents to be serve
 - Demographic data
 - Evidence of effectiveness
 - Partnerships with other organizations and County government
- 3 – Direct & Indirect Costs
 - Direct & Indirect Costs
 - Budget Justification
- 4 – Financial Information
 - 2020, 2021, 2022 990 Forms
 - 2021, 2022, 2023, YTD 2024 Financial Statements
 - Organization’s Current Year Operating Budget
 - IRS Letter of Determination
 - Certificate of Good Standing with Virginia SCC
 - Brief narrative of financial changes resulting from COVID-19 pandemic
- 5 – Budget
 - Budget Template & Narrative

All questions and attachments are required to be answered. If a question does not apply to your organization, please enter “not applicable” or “N/A”.

1. COVER FORM/GENERAL APPLICATION

Organization Name:

Organization Legal Name, if different:

Organization's Federal Tax ID#:

Organization's Mailing Address:

Organization's Loudoun Address (if different):

Organization's Phone Number:

Organization's Website:

Organization's Authorizing Official Contact Information:

Organization's Application Contact Person (if different):

Brief (1 sentence) Overview of Request:

2. GRANT APPLICATION

Community Need & Program Structure

1. Describe the continued negative impact of COVID-19 for the residents for which you provide services. Use data to illustrate the continued need and how the requested funds will address the identified need or impact.
2. Describe your organization's outreach/ marketing plans for family participation in the childcare fee reduction program. How will you reach the target population?
3. Describe the application/ intake process you would use to approve and prioritize families for the childcare fee reduction program. Use data to provide a rationale for these services.
4. Describe your proposed partnership structure with licensed childcare facilities. What protocols and process documents would you put in place?
 - a. Upload a sample MoU or Partnership Agreement outlining roles and responsibilities of the childcare provider and nonprofit administering the program.
5. Describe your process, data collection procedures, and administrative capacity to administer the following:
 - a. Confirm childcare providers are in good standing with all Virginia State licensing requirements;
 - b. Administer financial controls to disburse and track funds to the childcare provider on behalf of the family;
 - c. Track individual child attendance;
 - d. Complete quarterly reports to Loudoun County government tracking expenditures and number of participants.
6. In what ways will you collect data that will demonstrate the quality of childcare provider programming? Nonprofit will review for:
 - a. age-focus of their services;
 - b. educational standards that are addressed;
 - c. staff training provided;
 - d. and evidence of impact of their programming's model.

Projections of Residents Served & Demographic Information

1. How many residents with income greater than the 85 percent State Median Income AND at or below 80 percent AMI do you expect to serve for the specified date ranges? Please describe the data used to estimate these projections.
2. Using your organization's existing data, provide demographic information for the target population. Describe how your organization collects demographic information for clients.
3. Please describe the childcare supplementary reimbursement services proposed in detail and provide supporting data to illustrate the impact of these services. Provide a brief description of the operating costs associated with the service being proposed, which may include partial salary for administrative staff. (You will be asked for specific budget details later in the application.)
4. Provide evidence/data to illustrate the effectiveness of the proposed services. How do these services contribute to residents' short- and long-term success?
5. Provide detailed description of how you will receive referrals from other organizations and/ or childcare providers, including client projections for future years. Please indicate the breakdown of new vs. existing clients in these projections and how you determine "unduplicated" counts.

3. DIRECT & INDIRECT COSTS

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).

- Direct Service Cost- Direct payments on the resident’s behalf and any staff who provide intake, case management, and close out.
- 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.

1. Input the Direct Service and Indirect Costs. Please note: these fields should add up to your total Loudoun County funding request.

2. BUDGET TEMPLATE

Provide a budget justification associated with the budget template section of the application. Describe the direct service costs and how it relates to the scope of work outlined in the application. Describe the expenses and salaries required to provide the service, and how it relates to your organization's operations. Provide the number of full- and part-time staff as a percentage of FTE, as well as the number of volunteers, including their roles within the program. If requesting indirect costs, please provide your federally negotiated indirect rate agreement or justification for these operating costs. NOTE: This grant is not intended to fund new staff.

4. FINANCIAL INFORMATION

a. Completed IRS 990 Forms

b. Organization’s Financial Statements – 2021, 2022, 2023, YTD 2024

If your organization does not have an audited financial statement, please provide a financial statement, AND balance sheet.

c. Financial Narrative

1. Provide a brief narrative describing any financial changes to your organization, either positively or negatively, because of the pandemic. Include any changes to donations and other revenue, changes in demand for services, etc.
2. Optional – Explain any special considerations for your attached financial information or why any required financial documentation has not been provided.

5. REQUIRED DOCUMENTATION

Provide copies of your organization’s 501(c)3 designation letter and SCC Documentation. Space is provided for explanation should any of the required documents not be attached at the time of application submission as well as an additional upload option to attach documents that would support this explanation.

6. AUTHORIZATION

Provide the name of the authorizing individual and email, which acts as the digital signature certifying that all information provided in the application is true and accurate. Upload any supporting documents for authorization.

Application Scoring Criteria

The review committee is comprised of subject matter experts from human service and financial departments within the county; each panelist reviews a select number of applications. The committee will evaluate the applications based on the information submitted in the application including services provided, demonstration of need, impact and other financial indicators. All reviewers' scores are compiled for a final assessment.

Example of Reviewer's scoring scale:

The scoring scale below directly addresses question objectives.

4 - Exceptional: Response demonstrates a strong fit with the objectives.

3 - Good: Response demonstrates a moderate fit with the objectives. Services strengths outweigh any weaknesses.

2- Fair: Response demonstrates a marginal fit with the question objectives. Weaknesses are present and with amendments, can be corrected.

1- Poor: Response fails to demonstrate a fit with the objectives. One or more weaknesses are present that outweigh the strengths of the program. Weaknesses will be difficult to correct.

0- Unacceptable: Response fails to demonstrate the relationship to objectives or is deemed unresponsive. The response has significant weaknesses which are not correctable.

Scoring criteria will guide the interdepartmental committee in fairly reviewing each application.

Applications evaluated on criteria such as:

- Demonstrates the current evidence can support conclusions about the project/ service's contribution to observed outcomes.
- Demonstrates internal vetting to determine client eligibility for program and that targeted population is income greater than the 85 percent State Median Income AND at or below Loudoun County 80 percent AMI.
- Demonstrated partnerships with County agencies and other nonprofit organizations.
- Demonstrate that the organization has the administrative resources to administer funds, and to implement and oversee the program.
- Sufficient Internal Audit Controls and documentation retention procedures.
- Show that funding requested is realistic given the program impact, outcome, and service level, and the organization does not rely predominately on County grant funds.

POST AWARD REQUIREMENTS

All organizations approved for funding must complete a Certification For Receipt prepared by the County and signed by the appropriate authority for the organization. This agreement will outline the requirements for receiving the grant award. The Certification will include important terms relative to the grant award as follows:

Funding Term and Disbursement

The term of the funding will begin on February 15, 2024, and, unless prematurely terminated, will expire on December 31, 2026.

All organizations approved for funding will be required to set up an Automated Clearing House (ACH) account with the County to receive electronic payments. Paper checks will no longer be issued by the County for this opportunity. Instructions will be provided with the notice of funding.

The County will make several payments to the organization:

- The first 25% of the funding award will be made upon receipt of signed Certification **AND** participation in Reporting Requirements Training.
- The remainder of the funding will be awarded in 25% (of total award) increments after submission and approval by the County of a quarterly progress and expenditure report.

The County may delay or cancel payments for the awardee's failure to comply with any part of the Certification or Reporting Requirements.

Tracking of Expenditures and Use of Funds

The Organization will account for all expenditures made from the awarded funding. This accounting will be submitted on the Expenses portion of the quarterly expenditure report. This form will be supplied by the County.

The Organization shall repay to the County:

- Any funds not intended to be spent by December 31, 2026.
- Any funds expended for purposes other than those stated in the Funding Applications.

Reporting Requirements

Grant recipients will be required to submit quarterly reports as well as a final report that provide information on expenditures and the progress of the organization in meeting the performance measures identified in the funding application. Quarterly reports are due no later than 15 days after the end of the calendar quarter. The final report is due 30 days after the end of the grant period. *Timely submission of grant reports is counted as part of the past performance score.*

If County or nonprofit staff determine that there may be a performance issue or lack of progress toward the stated goal, immediate action will determine whether a corrective action plan will be necessary. A corrective action plan consists of a statement of the issue needing improvement and a remedy to be implemented within a certain timeframe. Nonprofit staff are expected to contact nonprofits@loudoun.gov immediately with any concerns.

Invoicing Requirements

Grant recipients will also be required to invoice the County for the disbursements of the approved grant award. The invoices should be included when submitting the signed copies of the Certification of Receipt and the Quarterly report. Invoices should be submitted to the point of contact on organizational letterhead and include the date, invoice number, amount to be disbursed, and reference the ARPA FY24 Community Services Nonprofit Grant Program.

Contact Information

Questions about the application form or process may be directed to Nonprofits@loudoun.gov

General Tips for Application Development

Below are some tips that will help improve your application.

- Assume that the reviewers are not familiar with your organization; scores are based on application content only.
- Emphasize results achieved by the program, and any specific to the service for which you are applying for funding.
- All questions are scored independently, so you may need to repeat answers or explicitly refer to another question.
- Ensure that costs in requested budget are reasonable, thoroughly explained, and within industry standards.
- Be sure that responses to questions:
 - Directly answer the question;
 - Are concise, specific, and thorough;
 - Are specific to Loudoun County.
- Be sure that all required documents have been uploaded, or explain why you cannot provide them.

Additional Resources

- Grant and Data Management Best Practices Series: Loudoun.gov
- Coronavirus State and Local Fiscal Recovery Funds: [US Department of Treasury](#)
- State and Local Fiscal Recovery Funds Eligible Uses: [US Treasury Final Rule](#)
- Uniform Guidance: [Title 2 CFR Part 200](#)
- Virginia Department of Education | [Child Care VA](#)
- 85% State Median Income [Reference Link](#) | 80% Loudoun Median Income [Reference Link](#)

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