

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: Non-Profit Grant Process Overview and Follow Up

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: At the pleasure of the Board.

STAFF CONTACTS: Liz Weaver, Management and Budget
Erin McLellan, Management and Budget

PURPOSE: The purpose of this item is provide an overview and relevant background information of the non-profit grant review and allocation process. Additionally, staff has provided options on allocation of the remaining grant funds to non-profits.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend allocation of the remaining non-profit grant funds to the Board of Supervisors consistent with the policy discussions at the Committee.

BACKGROUND: At its June 23, 2016, Business Meeting, the Board of Supervisors approved the recommended funding allocations for the FY 2017 non-profit grant process. During discussion of the item, the Board requested additional information regarding the application evaluation process and the methodology used to allocate funds to Areas of Need. This item outlines the Board's process used to administer the non-profit grant process and addresses specific questions raised by the Board during the June 23 Business Meeting.

ISSUES: Each fiscal year, the County provides grant funding to non-profit organizations through a competitive application process. The process includes the following steps:

Funding Allocations for Areas of Need

During the annual budget process, the Board of Supervisors determines the overall funding amount budgeted for the non-profit grant process as well as the proposed funding allocations for each of the Areas of Need. For FY 2016 and FY 2017, the Board has adopted a three percent increase to the overall budget for the non-profit grant program to account for inflation. The Board has an opportunity to make adjustments to either the overall funding amount or the weighted allocations

during budget work sessions. The Board has maintained its ability to make changes to the overall allocations and the allocation for each category in order to strategically fund the Areas of Need or category that most closely align with their priorities.

Eligibility

Each year, non-profit grant applications are solicited from March 1 to April 1. As part of the application, applicants must apply to only one of five Areas of Need, which they self-select on the application form. The Areas of Needs were created by the Board in 2013 as part of a shift in the focus on the non-profit funding process to a needs-based grant program with a defined funding limit.

The five Areas of Need are:

- Health and Related Services – Provides funds to non-profits providing general medical, mental health and/or disability, dental, speech and hearing services, and related support services including prenatal care, infant wellness, and prescription pick up, assisted living support, independent living support, and hospice services.
- Hunger and Homeless Mitigation – Provides shelter and/or food pantry supplies to Loudoun residents.
- Emergency Services – Provides responsive services to Loudoun residents in emergency/disaster situations or domestic violence situations and basic services such as food, shelter, and clothing.
- Administrative Services – Provides administrative or clearing house services for other non-profit organizations in the County.
- Recreation and Culture – Provides recreation activities or cultural events for Loudoun residents.

The intent behind creation of the Areas of Need was to ensure that awards to non-profit organizations were considered in areas identified as priorities by the Board and to reduce the political influence on the process. Applicants are restricted to applying to only one Area of Need in order to avoid complication of the review and funding award process. Allowing non-profit organizations to apply for multiple Areas of Need has the potential to result in multiple submissions for each Area of Need to increase the chances of funding, which would create a more complicated process for staff to administer.

In addition to providing a program or service in one of the above detailed Areas of Need, the applicant must meet the following eligibility criteria:

- Be a certified non-profit by the Internal Revenue Service.
- Have a mission consistent with the County's overall mission.
- Present a documented need for the organization's program or service.
- Show demonstrated positive results for the program or service.
- Show that they provide a direct benefit to Loudoun residents.

- Demonstrate that the program or service enhances County functions.
- Show documented efforts by the organization to secure funding from other sources.
- Demonstrate that the organization has the administrative resources to administer funds and to implement and oversee the program or service.

These criteria were established to ensure that County funds are allocated to established non-profit organizations that have the ability to provide the desired level of service in the most efficient manner and have the greatest impact.

Review and Scoring Process

Each application is reviewed and evaluated by an interdepartmental committee that includes senior staff representatives from the Department of Family Services, the Department of Mental Health, Substance Abuse, and Developmental Services, the Health Department, the Department of Parks, Recreation, and Community Services, and the Department of Management and Budget. Committee members evaluate the applications on the services provided, mission, and demonstration of need (referred to as the Program Review) as well as economic impact and other financial indicators (referred to as the Financial Review). The Program Review of the application is conducted by the representatives from departments listed above and the Financial Review of the applications is conducted by the Department of Management and Budget. This review team was created in order to utilize the expertise of subject matter experts in evaluating the grant proposals programmatically and also utilizing Department of Management and Budget staff to analyze the fiscal health of the organization to ensure County funds are invested appropriately.

Within the guidelines approved by the Board, specific criteria exist that guide the interdepartmental committee in fairly reviewing each application. There are four main areas of evaluation within the application:

1. Service and mission of the organization, which makes up 20 percent of the score;
2. Demonstration of need for the service within the community, at 30 percent of the overall score;
3. Adequate management and administration resources, which makes up 20 percent of the score; and,
4. Financial health and economic impact, which comprises 30 percent of the score. Once the scores are available, they are averaged for each applicant to come up with the final scores.

Reasons for an application to have a low score can range from incomplete applications to being scored lower overall in both the program and financial reviews.

Recommended Allocation of Funds

By Board policy, based on the final scores, the applicants are ranked relative to each other in the top, middle or bottom 33 percent for each Area of Need. Funding allocation recommendations are then based on the following criteria as established by the Board of Supervisors:

- Top 33 percent - Organizations ranked in the top 33 percent within each Area of Need are recommended for a five percent increase over the FY 2016 funding amount (assuming they received funding in FY 2016). New applicants and/or those not recommended in FY 2016 that ranked in the top 33 percent are recommended for \$5,000. New applicants ranked outside the top 33 percent are not recommended for funding.
- Middle 33 percent - Organizations ranked in the middle 33 percent are recommended for level funding (assuming they received funding in FY 2016).
- Bottom 33 percent - Organizations ranked in the bottom 33 percent are recommended for a five percent decrease from FY 2016 funding amount (assuming they received funding in FY 2016).

This ranking system may be restrictive with regard to the amount of funding allocated to a particular Area of Need if the number of applicants is limited. A lower number of applicants results in less applicants falling into each of the top, middle, or bottom categories. The Board could adopt a different ranking method and utilize point thresholds rather than percent allocations. Under this method, ranking would not be influenced by how other non-profits in the same category scored. For example, all applicants receiving a score above 70 (out of 100) would receive a 5% increase, regardless of how other applicants scored in their category. This method, like the established ranking method, would still be subject to over expenditure due to the volume and quality of actual applications received in an area of need with already established funding limits.

The Board-established 5% increase and 5% reduction limits on the program are a direct result of the zero-sum nature of the non-profit funding in any given year as is the use of relative rankings. The funds allocated are finite and as such, in order to give funding to a new organization, funding must be reduced from another organization. Organizations are limited to only a 5% increase year over year in order to allow other new organizations to have a chance at obtaining funding. The Board was intentionally deliberate about these limits in order to fund the largest number of non-profits and remain within the overall funding allocation.

The Board could choose to alter the award limits to allow additional funding for new organizations, either by widening the eligibility to both the top and middle 33 percent or by widening the recommended reductions for previously awarded organizations to include a 5% decrease for both the bottom and middle 33 percent. Either of these methods would allow for a greater award than \$5,000 for new organizations, which is one concern that has been expressed by the Board.

If the Board elected to widen the eligibility of new applicants to include \$5,000 for both the top and middle categories, the following eight additional new applicants would receive funding in FY 2017.

Table 1: New Non-Profit Organizations in Middle Tier

Area of Need	Organization	Allocation Amount
Emergency Services	Crossroads Jobs Inc.	\$5,000
Emergency Services	The Salvation Army	\$5,000
Emergency Services	Women Giving Back	\$5,000
Health and Related Services	The Arc of Loudoun at the Paxton Campus	\$5,000
Health and Related Services	Tree of Life Ministries Inc.	\$5,000
Recreation and Culture	Journey Through Hallowed Ground	\$5,000
Recreation and Culture	Liberty's Promise	\$5,000
Recreation and Culture	Morven Park	\$5,000
Total		\$40,000

Board Consideration of Funding Recommendations

After the internal review and scoring, applications are brought to the Board of Supervisors for final approval in the Administrative Items Report. This method of Board approval was implemented because it was believed that the process improvements would result in less need for discussion and debate. Board members are notified two weeks in advance of the item coming forward so that they can plan to review in the event that any Board member wishes to request that the item be discussed rather than approved as part of the consent agenda.

FISCAL IMPACT: If the Board chose to approve funding for the eight additional new non-profit organizations in the Middle Tier, the total cost would equal \$40,000. Funds are available within the FY 2017 Non-Profit Grant budget.

ALTERNATIVES: The Finance/Government Operations and Economic Development Committee could make alternative recommendations on how to allocate the remaining non-profit grant funds and alter the non-profit funding policies for FY 2018.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors **approve** a \$5,000 award to the eight new non-profit organizations listed in Table 1 out of the allocated FY 2017 non-profit grant funding.

OR

2. I move an alternate motion.

ATTACHMENTS:

1. FY 2017 Non-Profit Grant Application Form
2. October 16, 2013 Item #13j, Finance/Government Services and Operations Committee Report: Budget Process and Timeline for Non-Profit Funding



County of Loudoun, Virginia Non-Profit Organizations FY 2017 Funding Application

The County's FY 2017 Proposed Budget includes funds that can be allocated to non-profit organizations that provide services with a direct benefit to Loudoun County residents. Funding allocations are given to non-profit organizations that provide programs/services in five Areas of Need through a competitive application process. Allocations are subject to an annual review and decision process, and allocations may be subject to reduction or discontinuation by the Board of Supervisors. An allocation one year does not guarantee future allocations.

Qualifications for Receiving Funding

All non-profits applying for funding should identify a specific program or service to which the funding will be dedicated. This program/service must fall into one of the five Areas of Need described below.

Areas of Need

- **Health and Related Services**, including:
 - General Medical – provides medical services to Loudoun residents.
 - Mental Health and/or Disability – provides services to Loudoun residents related to living with mental illness or disability, including counseling, referrals, transportation, and other services.
 - Dental – provides dental services to Loudoun residents.
 - Speech and Hearing Services – provides services for Loudoun residents related to speech and deaf or hard of hearing.
 - Related – provides supportive services including prenatal care, infant wellness, prescription pick-up, assisted transportation, assistance with basic tasks, independent living support, and hospice services.
- **Hunger and Homeless Mitigation** – provides shelter and/or food pantry supplies to Loudoun residents.
- **Emergency Services** – provides responsive services to Loudoun residents in emergency/disaster situations or domestic violence and basic services such as food, shelter, and clothing.
- **Administrative Services** – provides administrative or clearing house services for other non-profit organizations in the County.
- **Recreation and Culture** – provides recreation activities or cultural events for Loudoun residents.

In addition to providing a program/service in one of the above detailed Areas of Need, the applicant will be evaluated by the following criteria.

- The organization is a certified non-profit by the Internal Revenue Service.
- The organization's mission is consistent with the County's overall mission.
- There is documented need for the organization's program or service.
- There are demonstrated positive results for the program or service.
- The program or service provides a direct benefit to Loudoun residents.
- The program or service enhances County functions.
- There are documented efforts by the organization to secure funding from other sources.
- The organization has the administrative resources to administer funds and to implement/oversee the program or service.

To be eligible for funding, organizations must be a tax-exempt private, non-profit 501(c) 3 or public sector organization and provide services in the areas outlined above.

Application Process

The application period will be from Tuesday, March 1, 2016, through Friday, April 1, 2016. All applications must be received by 5:00 p.m. on April 1. Incomplete or late applications will not be accepted and will therefore not be eligible for funding.

To be considered for funding, organizations must provide services in an Area of Need as outlined above. Please note that an organization can apply for funding in one Area of Need only.



County of Loudoun, Virginia Non-Profit Organizations FY 2017 Funding Application

Application Preparation

The application that follows these instructions can be filled out electronically. In addition to the completed application, supplemental information is also required.

Here is a list of all the sections included in the application form:

- Instructions
- Part I - Organizational Information
- Part II - Agency Services
- Part III - Financial Information
- Part IV - Staff Salaries
- Part V - Electronic Deposit Form/ACH Enrollment Form - This is a separate Word document. This form can be completed if your preferred method of payment is electronic transfer (pending funding approval). Enrollment in direct deposit is optional but highly recommended. This form can be accessed at -

<https://www.loudoun.gov/DocumentCenter/View/118875>

The completed application and supplemental information should be provided in the following manner via email:

- Attachment 1: Completed application (this Excel file with tabs Part I, Part II, Part III, and Part IV completed)
- Attachment 2 (in the following order):
 - Strategic Plan
 - Most recent audited financial statement, including notes
 - Current year financial report
 - Most recent completed IRS Form 990
- Attachment 3 (in the following order)
 - Verification of IRS status
 - List of Board of Directors
 - Names, qualifications, and experience of management staff
- Attachment 4 - ACH Enrollment Form (optional)

Application Submittal

Applicants are requested to submit the application and related materials electronically as four separate attachments via e-mail to ***beena.chundevalel@loudoun.gov***. For the e-mail, please use the following subject line:

Application for FY 2017 Loudoun County Grant Funding: Your Organization's Name

If sending multiple e-mails due to attachment size, please use above subject line followed by: ***1 of 4, 2 of 4, etc.***

Organizations unable to submit electronically should forward three (3) copies each of the completed application and of related materials by mail or in person to the following address:

Beena Chundevalel, Senior Management Analyst
Department of Management and Budget
MSC #43
1 Harrison Street, SE, 4th Floor, P.O. Box 7000
Leesburg, VA 20177-7000



County of Loudoun, Virginia Non-Profit Organizations FY 2017 Funding Application

Timeline

At the conclusion of the application period, all applications will be reviewed by a team of County staff, and recommendations will be made to the Board of Supervisors for funding decisions. Prior to the beginning of FY 2017, the Board of Supervisors will formally approve funding amounts to each non-profit. At that time, applicants will be informed of their funding award as applicable.

All organizations approved for funding must complete a Memorandum of Understanding prepared by the County and signed by the appropriate authority for the organization. Funds will be distributed in two installments for FY 2017 (July 1, 2016 - June 30, 2017). The second installment of funds will be contingent upon the organization submitting to the County a mid-year report.

Part I. Organizational Information

Organization Name					
Organization Address		<i>Street address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Phone		Fax			
Website		Federal Tax ID #			
Contact Person		<i>First name</i>	<i>Last name</i>	<i>Title</i>	
		<i>Phone number</i>	<i>E-mail address</i>		
Program/Service for which funding is requested					
Area of Need					
First Time Applicant?		<i>Yes/No</i>			
FY 2016 Funding Award Amount			FY 2017 Funding Request Amount		
Year of Founding					
Years program/service has operated in Loudoun County/served Loudoun County residents					

1. The County's mission is:

"Our mission is to conscientiously serve our community and our citizens in a dynamic world; to protect and enhance the general health, safety and well-being; to attract and nurture talented people in a work environment which will inspire us to serve the public with integrity, creativity, high standards and respect; to make the most of our resources; to create, foster and maintain the best possible quality of life; to invest in tomorrow. In carrying out this mission, the life we envision for our community is rich and full of promise. We envision citizens proud of their community and the accomplishments of their government."

What is your organization's mission? How does it relate to the County's mission?

Part I. Organizational Information

2. What are your major organizational milestones?

Part II. Agency Services (Insert additional lines as needed)

1. Describe the program/service for which you are applying for County funds including the program or service’s key goals. How does the program or service provide a direct benefit to Loudoun residents? How will the funds be used?

2. Why does your organization provide this program or service? What is the documented need for it? What County function(s) does this program/service enhance?

3. How does your organization identify its customer base? What methodology is used to determine the number of unduplicated clients? For direct service organizations as applicable, describe your referral process.

Part II. Agency Services (Insert additional lines as needed)

4. Respond as applicable: How many referrals did your organization receive from the County over the last 24 months (March 2014 to February 2016)? Of those referrals, how many were served by your organization?

5. Please describe the method of measuring target goals. Show the demonstrated positive results of this program or service through at least three performance measures.

6. With what Loudoun County Government departments do you collaborate to bring services to Loudoun residents? With what other organizations do you collaborate?

Part II. Agency Services (Insert additional lines as needed)

7. Describe how your organization utilizes volunteer services.

8. What other funding resources is your organization utilizing to fund the identified program/service? Include requests that have been submitted, considered, and awarded.

9. Explain how your organization does use or will use Loudoun County funding as leverage to obtain funding from other sources.

Part II. Agency Services (Insert additional lines as needed)

10. *For currently funded organizations only:* What would be the impact to the County Government if your organization did not receive funding in FY 2017? What would be the impact to the County Government if your organization did not offer this program/service to its residents?

11. *For new applicants/applicants not currently funded only:* What will be the impact of receiving funding be on your program/service?

Part III. Financial Information

Fiscal Year start (mm/dd)
Fiscal Year end (mm/dd)

Operating Revenue	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Estimated
County of Loudoun	\$ -	\$ -	\$ -	\$ -
Non-Profit Grant				
Transient Occupancy Tax (TOT/"Hotel Motel Tax") Funds				
Gas Tax Funds				
Community Services Block Grant (CSBG)				
Community Development Block Grant (CDBG)				
Other County Revenue Sources				
Contractual Funds				
Other Designated Funds				
Other Local Governments				
State Government				
Federal Government				
Contributions/Fundraising				
Program Service Revenue				
Other Funding				
Total Operating Revenue	\$ -	\$ -	\$ -	\$ -

Non-Operating Revenue

Operating Expenses

Salaries and Wages				
Fringe Benefits and Payroll Taxes				
Total Personnel				
Occupancy (rent/lease/mortgage)				
Telecommunications				
Postage				
Printing/Copying				
Equipment Purchase/Lease and Maintenance				
Travel				
Professional Development				
Office Supplies				
Professional Services				
Dues and Subscriptions				
Depreciation				
Other				
Total Operating Expenses	\$ -	\$ -	\$ -	\$ -

Employees and Clients

Number of Full-Time Equivalent Employees	
Number of Unduplicated Clients	
Loudoun County Resident Number of Unduplicated Clients	

Part V. ACH ENROLLMENT AND CHANGE FORM FOR SUPPLIERS

Please fill out the separate Word document for electronic deposits. The form can be accessed at:

<https://www.loudoun.gov/DocumentCenter/View/118875>

#13j

**BOARD OF SUPERVISORS
ACTION ITEM**

SUBJECT: FINANCE/GOVERNMENT SERVICES & OPERATIONS
COMMITTEE REPORT: Budget Process and Timeline for
Non-Profit Funding

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: October 16, 2013

STAFF CONTACTS: Julie Grandfield, Assistant County Administrator
Ben Mays, Management & Financial Services
Falayi Adu, Management & Financial Services

RECOMMENDATIONS:

Committee: On October 8, 2013, the Finance/Government Services and Operations Committee voted 4-0-1 (York absent) to recommend to the Board of Supervisors that the Board reaffirm the process for a needs-based grant program with a defined funding limit for Intergovernmental and Non-Profit Organizations, as approved by the Board on July 17, 2013; that this grant program follow the revised process and timeline outlined in this item; that the Areas of Need be consolidated from 10 areas to five as listed in this item; that the annual application process allow for organizations to apply for only one Areas of Need; and that groups applying for funds should fit into the definition provided in that category.

Staff: Staff concurs with the Committee's recommendation..

BACKGROUND: In 2012 the Contractual, Intergovernmental, and Non-Profit Organizations grant application, review and award process was revised to improve efficiency and ensure effective use of available resources. Improvements included an earlier Notice of Funding availability and submission deadline to allow more time for review, encouraging electronic submission of applications to improve process efficiency, and adding an analysis of key financial ratios and economic impact to the scoring criteria.

At the June 5, 2013 Board of Supervisors business meeting, Supervisor Letourneau initiated an item and moved that the Board direct the Finance/Government Services and Operations Committee to review this process further, with the intention of shifting the focus to a needs-based grant program with a defined funding limit (Motion passed 9-0). The intent of the initiative is to ensure that awards are considered only in areas identified as priorities by the Board of

Supervisors, and to remove individual appropriations from the budget process, which can often become time consuming and influenced by political considerations.

The revamped program would set forth a short list of “Areas of Need” in the County. Areas of Need are to be identified and approved by the full Board in September each year (typically during fiscal guidance), along with relative weighting of each area. During the budget process, an overall funding amount for non-profit organizations would be set. Funding would then be allocated to the identified Areas of Need, based on the pre-approved weighting. Following the Board’s guidance on the total amount of funding available, organizations would apply for funds and final awards would be subject to the amount of available funding. Staff would determine awards using the existing methodology, which includes review, scoring, and ranking of applications by an internal Review Committee made up of subject matter experts, and an analysis of each applicant’s financial ratios, trends, and economic impact by the Budget Office. The Board would then approve these appropriations as part of an Administrative Items Report.

On July 17, 2013, the Board of Supervisors voted unanimously to approve the July 9, 2013 recommendation of the Finance/Government Services and Operations Committee to direct that:

- a. staff prepare a process establishing Areas of Need categories under which non-profit applicants must fall in order to receive county funding and that groups can qualify for more than one Area of Need and more than one grant;
- b. that the Areas of Need are General Medical, Speech and Hearing, Dental, Women and Children, Mental Health and/or Disability, Homelessness, Emergency Services, Food Pantry, Administrative, and Recreation and Culture;
- c. that Areas of Need may be granted a funding amount annually during the Board budget process, though the Board may elect to set a zero funding amount for any category;
- d. That staff would continue to review non-profit applications in each Area of Need and bring back recommendations for grants to the full Board as an administrative item separate from the Board budget process;
- e. that the Economic Development category in non-profit funding be moved to another budget category unrelated to this process;
- f. that non-profit funding applicants list how much they receive in other county funding, resources, or staff time;
- g. that staff identify services currently performed by FY14 county funded non-profits that Loudoun County would likely have to provide if funding was not continued; and
- h. that staff develop a process and timeline to be presented to the Finance/Government Services and Operations Committee in September.

ISSUES: Staff recommends the process and timeline described below based on recent experience with process implementation. This includes changes to the timeline for non-profit funding decisions and applications, consolidating the Areas of Need and limiting applicants to one Area of Need. The modifications are intended to enhance transparency and streamline the application, review, and award process.

1) **Timeline**—Staff recommends modifying the application schedule so that applications are accepted after budget deliberations have concluded. The table below shows the recommended sequence for consideration of non-profit funding as part of the budget process.

Timeframe	Event
September	FGSO Committee selects and makes recommendation to BOS on Areas of Need to receive funding and relative distribution of total funding across Areas of Need for upcoming fiscal year
September	BOS votes on Areas of Need to receive funding and relative distribution for upcoming fiscal year
February – March	BOS provides guidance on total amount of funding available for non-profit grants during budget work sessions
March	Publication of Notice of Funding Availability for non-profit grants, based on approved Areas of Need (first week in March)
April	Grant applications due to Budget Office (first week in April)
April	BOS adopts Appropriations Resolution, including total funding and allocation of defined amounts to each Area of Need for non-profit grants
April – May	Applications reviewed by internal Review Committee and Budget Office
May	Staff compiles results of scoring, ranking, and funding recommendations for individual organizations and forwards to BOS as an Administrative Item
May-July	BOS approves allocation of specific grant amounts to successful organizations, up to the total amount appropriated, as part of an Administrative Items Report.

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2) **Consolidating the Areas of Need**—Staff recommends consolidating the original 10 Areas of Need into the 5 outlined below. This combines all health related services together and combines hunger and homelessness mitigation.

AREA OF NEED	Proposed % of Funding
1 Health and Related Services , including: <ul style="list-style-type: none"> • <u>General Medical</u> - provides medical services to Loudoun residents. • <u>Mental Health and/or Disability</u> - provides services to Loudoun residents related to living with mental illness or disability, including counseling, referrals, transportation, and other services. • <u>Dental</u> - provides dental services to Loudoun residents. • <u>Speech and Hearing Services</u>- provides services for Loudoun residents related to speech and deaf or hard of hearing issues. • <u>Related</u> - provides supportive services including prenatal care, infant wellness, prescription pick-up, assisted transportation, assistance with basic tasks, independent living support, and hospice services. 	60%
2 Hunger and Homelessness Mitigation - provides shelter and/or food pantry supply services to Loudoun residents.	7%
3 Emergency Services - provides responsive services to Loudoun residents in emergency/disaster situations., domestic violence, basic services such as food, shelter, and clothing	20%
4 Administrative Services - provides administrative or clearinghouse services for other non-profit organizations in the county.	8%
5 Recreation and Culture - provides recreation activities or cultural events for Loudoun residents.	5%
TOTAL	100%

3) **Limiting Applicants to One Area of Need**—Staff recommends limiting organizations to applying for, and potentially receiving funding from, only one Area of Need, based primarily on an organization’s principal service type. Inviting organizations to apply for, and potentially receive funding from, more than one Area of Need has the potential to complicate the application, review, and funding award process. In that scenario, applicants could apply for as many Areas of Need as possible, perhaps with the perception that such an approach enhances the probability of approval and level of funding. Consequently, during review, every organization’s application would need to be reviewed against each Area of Need applied for to determine eligibility, and scored separately against other applicants within each Area of Need. A multifaceted award process, with applicants potentially receiving funding from multiple Area of Need funding sources, would further add to the time required to manage the process.

FISCAL IMPACT: It is expected that the process for reviewing and awarding funding according to the ‘Areas of Need’ would not require additional staff resources, if applicants are limited to only applying for one area of need.

DRAFT MOTION:

1. I move the recommendation of the Finance/Government Services and Operations Committee that the Board of Supervisors reaffirm the process for a needs-based grant program with a defined funding limit for Intergovernmental and Non-Profit Organizations, as approved by the Board on July 17, 2013.

I further move the recommendation of the Finance/Government Services and Operations Committee that this grant program follow the revised process and timeline outlined in this item.

I further move the recommendation of the Finance/Government Services and Operations Committee that the Areas of Need be consolidated from 10 areas to 5 areas, as outlined in this item, and that the annual application process allow for organizations to apply for funding in one Area of Need only.

OR

2. I move an alternate motion.

ATTACHMENT:

Services Provided by Non-Profit Organizations

ATTACHMENT

Services provided by Non-Profit Organizations

The following table describes services provided to Loudoun residents by Non-Profit Organizations that were funded in FY 2014.

Organization	Services	Measures	County likely to have to provide if funding not continued
American Red Cross in the National Capital Region	Responds to dispatches from the Fire and Rescue and the Office of Emergency Management to assist people affected by fire, flood or other emergencies. Provides the staging for immediate food, shelter, clothing, medicine and mental health counseling as needed.	In FY 12, the Red Cross responded to 16 emergencies, assisting 37 individuals; in FY11 Red Cross responded to 28 emergencies assisting over 100 individuals.	Yes
	Promotes self-sufficiency through Community Disaster Education.	In FY12 over 560 Loudoun residents participated in its “Be Red Cross Ready” program, free of charge, to learn the fundamentals of “sheltering in place”, what constitutes an emergency preparedness kit and how to develop a workable plan for family members in an emergency.	Yes
	Armed Forces Emergency Services	In FY12, the Red Cross volunteers provided emergency communications, financial assistance and illness and death notifications to 64 military families in the Loudoun community. In FY11 and FY10 209 and 56 military families received these services.	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
	Provides Health and Safety Services to train and prepare the community for emergencies.	In FY12 over 5,500, Loudoun citizens and more than 4,000 in FY11, were trained and certified in the areas of CPR/First Aid, Aquatics and Water Safety and Care Giving.	BOS discretion
Blue Ridge Speech and Hearing Center	Therapeutic Services: speech therapists and occupational therapists that provide services primarily to special needs children under the age of 10, the majority of those being pre-school aged children. These children often have autism, developmental delay, cognitive impairment or an autism spectrum disorder.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 1,141 FY 2012: 860	BOS discretion
	Audiological Services: services are provided to all ages, including newborns that have failed a hearing test at the hospital and extending through senior citizens that come in for hearing devices. Contract to provide services to Loudoun County Public School children that need hearing evaluations.	Provides free hearing aids to Loudoun County Public School children as needed. For FY 2011-12, Blue Ridge provided \$28,000 worth of services to the 212 children referred by LCPS. Provides services at a reduced rates (varies, but approximately a 15-20% discount).	BOS discretion
	Collaboration with Loudoun Free Clinic and Loudoun Community Health Center: Clients referred by these two partner nonprofits are automatically eligible for free services at Blue Ridge Speech & Hearing Center.	None available at this time	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
Brain Injury Services	Provides individuals who have experienced a brain injury with specialized support services including medical, vocational, transportation, social, recreational, financial, and other needs the consumer identifies.	In the last three years, BIS has served annually over 60 individuals and their families in Loudoun County, not including the pediatric program.	BOS discretion
Capital Caring	Provides care for those facing life-limiting illness through direct support of patients and families, public education, and public advocacy.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 625 FY 2012: 679	Yes
	Provides bereavement counseling to patients and families.	Included above	BOS discretion
ENDependence Center of Northern Virginia	Provides Independent Living (IL) services: Information and Referral, Peer Counseling, Advocacy, and IL Skills Training. In addition to these four core services, other services as requested by “consumer direction” include job searching, completing forms to obtain health and social security benefits, advocacy for services and civil rights.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 58 FY 2012: 78	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
Friends of Loudoun Mental Health	Provides rental subsidies to Mental Health, Substance Abuse, and Developmental Services MHSADS consumers.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 20 FY 2012: 21	Yes
	Provides one-time gifts to people disabled by mental illnesses, who are receiving professional care from MHSADS, and are in need of temporary financial help – money for rental security deposit, money for utility deposit or to help pay one-month’s rent when the costs of other basic necessities overwhelms their finances.	None available at this time	BOS discretion
	Manages the finances of MHSADS consumers who are not able to handle their own money due to being disabled by mental illnesses or who are required by the Social Security Administration to have a representative payee in order to receive their monthly allocations.	None available at this time	Yes
Help for Others	Aids families and individuals during the Thanksgiving and Christmas Holidays. Low-income eligible clients receive food boxes for Thanksgiving dinner and gifts, clothing, toys and food for Christmas.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 3,100 FY 2012: 3,300	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
INMED Partnerships for Children	Provides intensive, long-term perinatal home visiting and case management for families at highest risk for poor outcomes in child health, development, safety and academic success. Program improves pregnancy, birth and child health outcomes; promotes and monitors children's optimal physical, emotional, cognitive and social development; strengthens parenting skills to prevent child abuse and neglect; and guides families to achieve personal family strengthening goals.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 774 FY 2012: 569	Yes
	Provides Family Homelessness Prevention program, an intensive home-based case management program to prevent homelessness among low-income families at imminent risk of losing their homes by strengthening their personal, financial and vocational capacity and by connecting them to supportive services that help them maintain housing stability.		Yes
Legal Services of Northern Virginia	Provides free civil legal services for low-income residents, including Family Law, Public Benefits Claims, Employment Law, Housing Law, Access to Health Care, Consumer Law, Elder Law, Child Advocacy, AIDS/HIV Issues.	FY 2012: 506 cases (benefitting 1,303 household members), including 226 family law cases, 80 housing cases, 72 public benefit cases, 49 miscellaneous cases.	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
Loudoun Cares	Information & Referral Telephone Helpline: provides information and assistance in both English and Spanish, about health and human services available to Loudoun County residents.	FY 2012: 2,500 callers	Yes
	Claude Moore Community Builders: provides meaningful volunteer opportunities for high school youth, and 2) increased volunteer support for Loudoun's nonprofits.		BOS discretion
	Multi-tenant Nonprofit Center: provides reduced rents and shared services for Loudoun non-profits that will save money and promote collaboration.		BOS discretion
	NEW Faith Winter Fuel Fund: prevention of utility cutoffs and the facilitation of reconnections	Loudoun Cares has given \$64,000 for this purpose to Loudoun County Government via the Department of Family Services.	Yes
Loudoun Citizens for Social Justice/Loudoun Abused Women's Shelter	LAWS 24-hour Crisis Hotline: Trained staff and volunteers answer the crisis line to provide immediate access to crisis intervention and information.	In FY 2012, LAWS answered 902 crisis calls.	Yes

Organization	Services	Measures	County likely to have to provide if funding not continued
	LAWS Emergency Shelter: Women and children fleeing danger are provided with shelter, clothing, food, emergency services, case management, and other supportive services.	In FY 2012, the Shelter provided shelter to 43 women and 50 children. 1,989 bed nights were provided.	Yes
	LAWS Domestic Violence Counseling and Services: Victims of domestic violence receive counseling and support groups to help them deal with the trauma of experiencing abuse.	In FY 2012, 421 adult victims were provided counseling, advocacy, and support groups.	Yes
	LAWS Legal Services: Women are offered free legal representation for obtaining protective orders. LAWS also has a family law practice to represent income-eligible women in matters of custody, support, and divorce.	In FY 2012, LAWS Legal Services served 327 women.	BOS discretion
	LAWS Sexual Assault Services: Victims of adult sexual assault and childhood sexual abuse are provided crisis services that include hospital accompaniment for SANE exams, advocacy with the criminal justice system, court accompaniment, counseling, and support groups.	In FY 2012, LAWS Sexual Assault Services provided services to 138 adult victims.	BOS discretion
	LAWS Youth & Children's Services: Children and adolescents who have experienced domestic violence and/or sexual abuse are provided with counseling, support groups, and advocacy services.	In FY 2012, 201 children were served.	Yes

Organization	Services	Measures	County likely to have to provide if funding not continued
	LAWS Hispanic Services: LAWS has one bilingual staff member dedicated to working with Spanish-speaking victims of abuse to assure that all LAWS' services are made available to clients with Limited English Proficiency.	In FY 2012, LAWS served 136 Spanish-speaking victims.	BOS discretion
	LAWS Teen Violence Prevention Program: Educational presentations and peer awareness projects are made available throughout the County to middle and high school students regarding violence prevention and healthy relationship education.	In FY 2012, prevention services were provided to 2,111 youth.	Yes
	Loudoun Child Advocacy Center (CAC): The CAC provides a safe, child-friendly location for forensic interviews of children who are, or are suspected to be, victims of child sexual abuse. The CAC coordinates services for the children and their non-offending family members.	In FY 2012, the CAC served 147 children.	Yes

Organization	Services	Measures	County likely to have to provide if funding not continued
HealthWorks for Northern Virginia (Loudoun Community Health Center)	Primary medical and preventive care; pediatrics; prenatal and obstetric care; a CLIA-waved diagnostic laboratory, EKG and spirometry; urgent medical care; 24-hour coverage; family planning services; HIV patient care; immunizations; gynecological care; mental health and substance abuse counseling; hearing and vision screening; prescription assistance; case management and health education.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 4,293 FY 2012: 5,702	Yes
	Provide access doe adult dental patients through a well-recognized referral program.		BOS discretion
	Assist patients with specialist referrals, transportation, translation services and access to various social services.		BOS discretion
Loudoun Free Clinic	Provides quality health care services at no cost to low-income, uninsured adults.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 1,540 FY 2012: 1,251	Yes

Organization	Services	Measures	County likely to have to provide if funding not continued
Loudoun Interfaith Relief	Emergency Food Distribution program: provides any size household with a three day supply of food sufficient to prepare three well balanced meals. Each household is eligible to receive this service twice a month. USDA commodities are also distributed monthly to qualifying households.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 13,099 FY 2012: 13,103	Yes
	Extended Care Program: provides food on a weekly basis for a family in more desperate situations (loss of the family income due to illness or job cuts) This program is also designed for the terminally ill, mentally ill or for senior citizens.	Included above	Yes
	Food for Thought program offers information and tools to promote self-sufficiency.	Included above	BOS discretion
Loudoun Volunteer Caregivers	Supportive Services: includes grocery shopping, prescription pick-up, food pick-up from Loudoun Interfaith Relief, help in care receivers' homes, such as respite sitting for full-time family caregivers, help with paper work, and simple home repairs.	FY11: 208 clients FY12: 197 clients	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued												
	Assisted Medical Transportation: includes medical appointments, dialysis treatment transportation, cancer treatments. Door-through-door transportation for Loudoun's home-bound seniors and disabled adults.	FY11: 2,230 trips FY12: 1,920 trips	BOS discretion												
	Personal Money Management: representative payees and benefits checkup.	FY11: 21 clients FY12: 36 clients	BOS discretion												
Northern Virginia Dental Clinic	Provides access to comprehensive oral health care services to low-income, uninsured, and underserved adult residents of Loudoun County. Eligibility of all County residents is determined by the Loudoun Free Clinic (LFC) and Northern Virginia Family Services (NVFS). Only those individuals deemed eligible and referred by LFC and NVFS are accepted into the NVDC program.	<table border="1"> <thead> <tr> <th data-bbox="1094 737 1325 769">Service Periods</th> <th data-bbox="1325 737 1430 769">FY11</th> <th data-bbox="1430 737 1535 769">FY12</th> </tr> </thead> <tbody> <tr> <td data-bbox="1094 802 1325 834">New Patients</td> <td data-bbox="1325 802 1430 834">402</td> <td data-bbox="1430 802 1535 834">460</td> </tr> <tr> <td data-bbox="1094 867 1325 899">Emergencies</td> <td data-bbox="1325 867 1430 899">99</td> <td data-bbox="1430 867 1535 899">113</td> </tr> <tr> <td data-bbox="1094 932 1325 964">Return Visits/Other</td> <td data-bbox="1325 932 1430 964">1,845</td> <td data-bbox="1430 932 1535 964">2,517</td> </tr> </tbody> </table>	Service Periods	FY11	FY12	New Patients	402	460	Emergencies	99	113	Return Visits/Other	1,845	2,517	Yes
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Organization	Services	Measures	County likely to have to provide if funding not continued
Northern Virginia Family Service	Loudoun Accessible Medication Program (LAMP) serves residents who have no health insurance, whose income level is at or below 200 percent of FPL, and who require medication for an ongoing chronic illness. Program participants cannot qualify for any government prescription program (Medicaid, Veteran's Administration, or any state or local drug coverage programs), nor can they have any current prescription drug coverage. Referrals from Loudoun Community Health Center (LCHC) medical staff and community non-profits serving low-income individuals.	In FY12, LAMP assisted 862 clients access 2,959 free prescriptions valued at over \$1.6 million, for an average savings of \$1,856 per client.	Yes
	Early Head Start Loudoun: child development and parent education program for families at or below Federal Poverty Guidelines. EHS enrolls pregnant mothers and/or children between birth and 35 months.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 195 FY 2012: 385	BOS discretion
Northern Virginia Resource Center for Deaf & Hard of Hearing Persons	Provides personal consultations with individuals who are deaf or have hearing loss to provide information and referral to resources, information sharing with county agencies and organization, support group meetings on coping with hearing loss.	Not available	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
	Educational programs- prevention of hearing loss, strategies for living with a hearing loss or deafness, aging with hearing loss, communication strategies for individuals who are deaf or have hearing loss, strategies to assist their friends, family, co-workers and others to better communicate, technology solutions for people with hearing loss, and individually-designed programs at the request of county agencies, organizations, and residents.	Not available	BOS discretion
The Good Shepherd Alliance	Provides intensive services that seek to identify the root causes of homelessness and poverty and by providing assistance to families to step their way back to stability. Serve individuals suffering many common problems that can cause homelessness such as job loss, mental illnesses including depression, drug or alcohol abuse, family loss or divorce among others.	Number of unduplicated resident clients (<i>includes all services</i>): FY 2011: 2,191 FY 2012: 2,565	Yes
Loudoun Literacy Council	LLC offers both Adult Literacy and Family Literacy Programs. Adult Literacy provides classes for English Language Learners (ELL) and Individualized Tutoring to meet the specific needs of those who require reading and writing instruction; or those who require specialized assistance in English Language Learning, basic literacy, citizenship or GED preparation.	Loudoun County resident number of unduplicated clients (<i>includes all services</i>): FY 2011: 1,283 FY 2012: 1,078	BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
Loudoun Museum	Offers permanent and changing exhibits on the history of Loudoun County and its inhabitants. Offers educational programs to students that support and supplement the curriculum of the Loudoun County Public Schools, as well as programs for life-long learners of all ages.	Loudoun County resident number of unduplicated clients <i>(includes all services):</i> FY 2011: 1,035 FY 2012: 869	BOS discretion
Loudoun Symphony Association	Four full symphony concerts from October through May, with free admission to all youth age 12 and under, discounts for seniors, and free tickets to all concerts distributed through Loudoun County Family Services.	Loudoun County resident number of unduplicated clients <i>(includes all services):</i> FY 2011: 3,500 FY 2012: 3,700	BOS discretion
	A large outdoor community concert.		BOS discretion
	Two chamber music concerts per season at the Franklin Park Performing Arts Center.		BOS discretion
	Up to ten interactive educational “In-School” concert programs at elementary schools in the county.		BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
	The Loudoun Symphony Youth Orchestra, serving talented young musicians and presenting two full concerts per year. Need-based scholarships are provided to all who request them.		BOS discretion
	The Loudoun Symphony String Workshop, open to students of all ages and ability levels at no cost and with no audition requirements, presenting 3 mini-concerts per season.		BOS discretion
Loudoun Youth	Youth Advisory Council: a 10 month youth-development and leadership program conducted in partnership with Loudoun County PRCS. The group meets twice a month to work on special events for their peers and engage in community service projects.	Loudoun County resident number of unduplicated clients <i>(includes all services)</i> : FY 2011: 3,500 FY 2012: 3,500	Yes
	Youth Fest/Battle of the Bands: an annual event, hosted every June in partnership with PRCS and YAC. Event brings youth together for a day of live music, interactive exhibits and education on community agencies. Youth Fest is preceded by 4 Battle of the Band Friday nights which allow local youth bands to audition for Youth Fest.		BOS discretion

Organization	Services	Measures	County likely to have to provide if funding not continued
	<p>Step Up Loudoun! Forum for middle and high school youth to vocalize the issues they feel are facing Loudoun’s youth and community. Conducted in partnership with PRCS, ACOY, and LCPS. Over the years, it has evolved from a discussion about issues to project teams implementing solutions to issues. The program begins in January and ends with a community event in April where youth showcase their projects and are evaluated for awards.</p>		Yes
	<p>Leadership Loudoun Youth (LLY) is a summer week-long program that introduces high school youth to leadership skills and exposes them to the cultural, economic and governmental influences in the county. It is conducted in partnership with Leadership Loudoun. The class combines leadership and teamwork sessions with tours and interactive discussions with community leaders.</p>		Yes
	<p>Rock the Runway (RTR): a youth fashion event and fundraiser for Loudoun Youth.</p>		BOS discretion