



Gwinnett



United Way of  
Greater Atlanta

## Gwinnett County ARPA Nonprofit Application

### Frequently Asked Questions

#### Eligibility & General Questions

##### **1. What are the eligibility criteria for organizations to receive the grant?**

To be eligible to receive a grant, all organizations must:

- a. Be classified by the U.S. Internal Revenue Service under Section 501(c)(3) of the I.R.S. code as a nonprofit, tax-exempt organization, donations to which are deductible as charitable contributions under Section 170 (c)(2) or have a fiscal sponsor that qualifies as a nonprofit 501(c)(3) organization. I.R.S. determination must be current.
- b. Currently provide services in Gwinnett County.
- c. Be registered with the Georgia Secretary of State as a nonprofit ([verify status](#))
- d. Have an independent governing body consisting of a minimum of five voting members, who are resident volunteers, that has the authority to decide policy and strategic direction with respect to the agency's programs, administration, and finances, in accordance with the organization's By-Laws, and who shall meet at least four times per year. Paid staff must not be a voting member of the Board. Best standards is a governing body of 9 or more voting members, and is preferred.
- e. Maintain a non-discrimination policy or plan that does not discriminate on the basis of race, cultural heritage, religion, gender, national origin, age, marital status, sexual orientation, veteran status or status as a qualified disabled or handicapped individual.
- f. Demonstrate financial management - All financial statements must show evidence of accounting principles in accordance with Generally Accepted Accounting Procedures (GAAP) and include full disclosures and appropriate notes for such things as leases, loans, investments, and affiliated party transactions.

##### **2. If my organization is not located in Gwinnett County, can I apply?**

This opportunity is for organizations that impact individuals in Gwinnett County. A physical location in Gwinnett County is not required for this grant opportunity.

- 3. My organization does not impact individuals in Gwinnett County. How do I answer the question on the eligibility quiz that asks if my organization impacts individuals in the UWGA 13- county region?**

Organizations that do not impact individuals in Gwinnett County are not eligible.

- 4. My organization is a faith-based organization that is not required to have 501(c)(3) status from the IRS to be considered a charitable organization. How do I answer the question on the eligibility quiz that asks if my organization is a registered nonprofit or government agency?** Applicants should answer yes to this question to move forward with the grant application. UW knows faith-based organizations have an exception from the IRS and staff will approve your registration if your organization meets the other eligibility criteria.

- 5. Can collaborative agencies apply for this grant opportunity?**

The lead organization for a collaborative can apply on behalf of the collaborative.

- 6. If the nonprofit organization is a 501(c)(3) within a school system, are you eligible?**

No.

- 7. Can a school system serve as an applicant's fiscal agent?**

No, they can't. Because school systems are not eligible applicants, they are not eligible to serve as fiscal sponsors.

- 8. Is the grantee/fiscal agent able to partner with a school system for programming?**

Yes.

- 9. Are for-profit organizations able to apply, if they are not charging fees for their services under this program?**

No, for-profit organizations are not eligible to apply.

- 10. Is a nonprofit that has a current UWGA grant eligible to apply for this grant?**

Yes.

- 11. What is the purpose of the Gwinnett ARPA Funds Grant?**

These funds were provided to Gwinnett County by the U.S. Department of the Treasury through the American Rescue Plan Act - will be used to address needs identified or worsened by the COVID-19 pandemic and its economic impact.

**12. How much is available for non-profits?**

\$4.25 Million is available to non-profits in this grant program. We anticipate the minimum award will be \$25,000.

**13. Where did these ARPA funds come originate? What is United Way of Greater Atlanta's role in the grant process?**

Gwinnett County has been awarded \$181,855,587 in Coronavirus State and Local Fiscal Recovery Funds by the U.S. Department of the Treasury as authorized through the American Rescue Plan Act (ARPA). These funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. This 2022 grant application cycle (\$4.25 million) represents grants for direct services. An additional application cycle for nonprofit capacity building support will occur in 2023 or 2024 following the strategic plan results of the County's Comprehensive Needs Assessment. Additional information can be accessed here: [American Rescue Plan Act - Gwinnett | Gwinnett County](#).

**14. How will award decisions be made?**

United Way will complete the screening of applicants and provide recommendations to the Gwinnett County Finance Director for final approval.

**15. Who will process the grants (send the funds out to nonprofit organizations)?**

United Way will manage the contracting and payment process for this grant. All grant recipients must sign the grant agreement and attend the mandatory orientation to receive funding.

**16. How can I find out which nonprofits/organizations were awarded ARPA funds?**

The award listing (anticipate publish in mid-October) will be accessible on the County's ARPA grant webpage under the heading *2022 Cycle – Grants for Direct Services*: [American Rescue Plan Act - Gwinnett | Gwinnett County](#).

**Grant Requirements**

**1. What are the application requirements organizations must meet to receive the Gwinnett ARPA funds?**

Applicants must demonstrate:

- a track record of reporting standards and procedures
- ability to serve Gwinnett County residents disproportionately impacted populations and communities
- alignment to one of the funding categories

## **2. What are the reporting requirements?**

- Award subrecipients will submit monthly reports on expenditures and beneficiaries on the forms provided as agreement attachments.
- Monthly reports shall be provided to United Way by the 5th calendar day of each month, for the preceding month. The Subrecipient shall submit a zero (\$0.00) expenditure report if grant award funds are not expended for the preceding month. The Subrecipient must enter beneficiary information on the provided report for each disbursement period.
- In addition to expense, award subrecipients should report on the activities of the funded program(s), updates on success of the program, demographics of participants, and targets for required programmatic measures.
- Recipients agree to keep comprehensive and accurate financial records that conform to basic accounting and financial reporting requirements and to have these records audited annually by an independent auditing firm subject to agreements.

## **3. What are the eligible expenses for this grant?**

- Assistance accessing or applying for public benefits or services.
- Community violence intervention programs.
- Programs or services that address housing insecurity, lack of affordable housing, or homelessness, including:
  - Supportive housing or other programs or services to improve access to stable, affordable housing among individuals who are homeless.
  - Development of affordable housing to increase supply of affordable and high-quality living units; and Housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity and to reduce concentrated areas of low economic opportunity.
- New or expanded early learning services.
- Educational and evidence-based services to address the academic, social, emotional, and mental health needs of students
- Programs to provide home visits by health professionals, parent educators, and social service professionals to individuals with young children to provide education and assistance for economic support, health needs, or child development; and
- Services for child welfare-involved families and foster youth to provide support and education on child development, positive parenting, coping skills, or recovery for mental health and substance use.

## **Application Process & FLUXX**

### **1. When does the grant process open and close?**

This funding opportunity will open on Monday, August 1, 2022 and close on Friday, August 26, 2022 at 11:59 pm.

**2. How do I access the application?**

The application materials must be submitted online through the FLUXX grants portal, [https://uwga.fluxx.io/user\\_sessions/new](https://uwga.fluxx.io/user_sessions/new) and consists of two parts: the Organizational Profile and the Grant Request. Incomplete applications and those not submitted by the deadline will not be considered for funding. Only one application will be accepted from each organization.

**3. I went to FLUXX but have not obtained my credentials to use the portal. How do I get my credentials?**

Within 48 hours of completing the registration, applicants will receive an email with their username and password. If it has been more than 48 hours, please reach out to United Way staff at [GwinnettARPA@unitedwayatlanta.org](mailto:GwinnettARPA@unitedwayatlanta.org).

**4. Can I apply another way?**

No, applications must be submitted online through FLUXX. We encourage you to use Google Chrome to access FLUXX as the application portal works best with this internet browser.

**5. How should I enter my EIN in FLUXX?**

Please enter your EIN with the dash in it.

**6. Do I have to enter my application all in one session?**

The application can be saved and completed in multiple sessions. Click Save and Continue OR Save and Close at the bottom of your screen before exiting the browser. If you don't, the information entered will not be saved.

**7. Who do I contact if I have problems with the online application portal (FLUXX)?**

If you are having problems with the application portal, please contact United Way staff at [GwinnettARPA@unitedwayatlanta.org](mailto:GwinnettARPA@unitedwayatlanta.org).

**8. Some of the questions in the application are confusing. Who can I contact to help me?**

United Way will host two information sessions to provide guidance on the application process – Tuesday, August 2<sup>nd</sup>, 3 – 4:30pm and Thursday, August 4<sup>th</sup>, 10 – 11:30am. To register click, [Meeting Registration - Zoom](#)

**9. I emailed my questions to GwinnettARPA@unitedwayatlanta.org but haven't gotten an answer. When will someone reply?**

All emails will receive a response within 48 hours, except those sent on Friday afternoons. Those emails should expect to hear back from United Way staff no later than Tuesday afternoon.

**10. If we have a fiscal sponsor, do we fill out the application under our organization or under the fiscal sponsor's information?**

Complete all the application materials as your organization. You will be asked to provide information on your fiscal sponsor in the application, but do not fill out the application materials as the fiscal sponsor.

**11. How will organizations be notified whether they have been awarded a grant?**

Organizations will be notified by mid-October on the status of their grant application.

**Chat Questions from the 8.4.22 Webinar**

**1. If we need to hire a grant writer, can we get the costs for that grant writer reimbursed by these grant funds? Or only funds that start after program launch?**

The funds are intended for implementation and administration of the program. Reimbursement to grant writers/consultants for the application preparation doesn't align to the intended use of funds.

**2. I wanted to clarify the following statement in the FAQs about a paid staff member also being a voting board member. This was not mentioned in the webinar, and I wanted to clarify if it is accurate: "Have an independent governing body consisting of a minimum of five voting members, who are resident volunteers, that has the authority to decide policy and strategic direction with respect to the agency's programs, administration, and finances, in accordance with the organization's By-Laws, and who shall meet at least four times per year. **Paid staff must not be a voting member of the Board.** Best standards are a governing body of 9 or more voting members, and is preferred." Based on this, is it accurate to say that if an organization's CEO (a paid employee) is also a voting board member, then the organization is not eligible for grant funds through this program?**

As a best practice the organization's CEO should not be a voting member of the board because of the potential conflict of interest. Specifically for this funding opportunity the focus is on the program service delivery model and will not disqualify an applicant. This is subject to change for future opportunities.

**3. Is there a minimum and maximum grant award? How much is available for each program category?**

We anticipate receiving grant requests that may range from \$25K - \$200K. We will evaluate the range of requests and determine the appropriate grant award levels. All awardees must demonstrate the capacity to deliver the program and meet the reporting requirements for the one-year grant period.

**4. We received Emergency Solutions Grant CARES Act funding from Gwinnett County, will we be able to use funding from this grant for those same Gwinnett County participants if previously funded with ESV funds, but not currently?**

Agencies cannot utilize awarded funds to perform a service that is already being paid for with other grant funds, but they can increase their services provided with this additional funding source. If the other grant program has concluded, and the participants are no longer funded by that program, there shouldn't be a concern.

**5. Can ARPA grant funds be utilized to provide services to undocumented residents?**

Yes, ARPA funds can be utilized to provide services to undocumented residents of Gwinnett County. All awardees must ensure that unnecessary documentation processes and/or barriers be removed from their programs to ensure services are available to all Gwinnett County residents in need.

**6. Can organizations apply for more than one category?**

Yes. Applicants can select multiple categories in the application and will be required to answer the application questions that coincide with their selected categories.

**Chat Questions from the 8.4.22 Webinar**

**7. For clarity, are direct staff covered under Admin or is there a separate Admin?**

Within your *Program Budget* direct staffing costs should be defined under the *Salaries/Wages* and *Benefits/Payroll Taxes* and/or *Contractors* line items.

**8. Are organizations with a budget over \$5M disqualified from this opportunity?**

For this funding opportunity, priority will be given to organizations with a budget of \$5 million or less.

**9. Will the staff cost be 5 percent of the grant?**

The only eligible staffing costs are for direct/program staff. A maximum percentage of staffing costs allowed is not limited within this grant program.

**10. Are all grant funds for direct service only or is there any admin % allowed?**

Administrative costs are not allowed within this grant program. Please ensure your budget request is for direct services only.

**11. Will the first payment be a % of the total award amount and if so, what is that %?  
Monthly or quarterly disbursements?**

The grant payment schedule and percentage has not been determined at this time. Details on the fund disbursement process including payment amount/schedule will be provided at the Subrecipient orientation.

**12. How are funds disbursed to the grantees?**

Details on the fund disbursement process will be provided at the Subrecipient orientation. All grant recipients will receive funds.

**13. What supporting documents will be required?**

Organizations that are awarded a grant will be required to provide the most recent 990, board roster, and banking information. Additionally for reporting purposes, supporting documents will be required for the expenditure report. This will be covered in more detail at the Subrecipient orientation.

**14. Confirming, is the Literacy program category focused on ages 0-8 years old?**

Yes, it is ages 0-8 years old.

**15. We work with survivors of sexual violence. Just confirming that demographics will be reported, but client names are not. Is this correct?**

Yes, the reporting expectation for demographic information is monthly summarized information. We do not expect to see client level information for the demographics.

**16. We will be applying for transportation. Are there specific category or group that we must support for this?**

For the transportation category we have not identified a specific group/population/community.

**17. Any vehicle purchase costs?**

No

**18. If additional vehicles are needed, would the costs be covered by transportation dollars?**

No

**19. Is there an age category for transportation?**

No