ARPA Nonprofit Grant Program

Frequently Asked Questions

If you have additional questions that are not answered below, please contact our grants team at the following email address: grsipartners@baltimorecountymd.gov.

General Questions

**What type of funding is available?**
The American Rescue Plan Act (ARPA) is federal pandemic funding that the Baltimore County Executive intends to utilize to ensure an equitable recovery for all residents and businesses.

**What is the Baltimore Community Foundation’s role in this funding?**
Baltimore County will partner with the Baltimore Community Foundation to manage the application portal, grant agreements and award payments. Baltimore County is responsible for design of the grant program and selection of grantees.

**How will Baltimore County grant funds to nonprofits?**
A recipient of ARPA funds, in this case Baltimore County Government, can provide funds to an entity, including a nonprofit organization, for the purpose of directly benefitting the entity as a result of the entity experiencing a public health impact or negative economic impact of the pandemic. In order to efficiently distribute funds, Baltimore County Government (the County) will be placing ARPA funds into the Baltimore County COVID-19 Emergency Response Fund with the Baltimore Community Foundation (BCF). Applicants will be required to submit a pre-proposal to the County. Upon review of these pre-proposals, organizations that meet the eligibility requirements will be invited to submit a full project application through BCF. BCF will share these applications with the County who will review the applications and determine grant awards. Once awards are determined, there will be a joint announcement to awardees from the County and BCF. Funds will be distributed by BCF.

**What is the pre-proposal questionnaire?**
Interested 501(c)3 organizations, or organizations with a 501(c)3 fiscal sponsor, may submit a pre-proposal questionnaire to determine threshold eligibility to receive ARPA
funds. The pre-proposal questionnaire is designed to assess risk and the ability to comply with federal guidelines. Upon review of these pre-proposal questionnaires, organizations that meet the eligibility requirements will be invited to submit a full project application.

**Can I apply for funds if I didn’t submit a pre-proposal questionnaire?**

No, only applicants that submit a pre-proposal questionnaire will be considered for funding.

**If I am invited to submit a full application is that a guarantee of funding?**

No, an invitation to submit an application is not a guarantee of funding.

**If my organization is not a 501(c)3 can we submit a pre-proposal questionnaire?**

No, only 501(c)3 organizations or organizations with 501(c)3 fiscal sponsors can submit a pre-proposal questionnaire.

**If awarded funds, what reports will be required?**

Organizations receiving funds will have to submit a Project and Expenditure report due the last day of each quarter and a Recovery Plan performance report due 30 days after receiving funding, and annually thereafter by June 30th. Failure to submit reports within 24 hours of the due date may result in forfeiture of funds. Organizations will be required to report on items including, but not limited to: regular expenditures, grant-funded hiring, equity impacts, and project outcomes. For a more complete explanation of reporting requirements, click here.

Eligibility Questions

**What kind of nonprofit organizations can submit applications?**

An organization must meet all of the following criteria to submit a pre-proposal:

- Organizations that are a 501(c)3 nonprofit, as determined by the Internal Revenue Service, or organizations utilizing a 501(c)3 fiscal sponsor
- Organizations with a DUNS number/Unique Entity Identifier (UEI)
- Organizations in good standing with the Maryland Department of Assessments and Taxation (SDAT)
- Organizations that can demonstrate an intent to provide services to residents of Baltimore County
- Organizations that can identify a negative impact of the COVID–19 public health emergency
- Organizations that can identify how the project accurately documents and responds to the scale of the impact of the COVID-19 public health emergency
• Organizations that can demonstrate that they have the capacity, skill, and internal controls to administer funds appropriately and in compliance with all laws, regulations, agreements, and guidance

How long must a nonprofit organization have been established in order to apply for ARPA funding?
A nonprofit must have been established for at least one year prior to the onset of the COVID-19 public health emergency in order to apply for ARPA funding. Therefore, nonprofits should have been in operation as of March 2019.

Does a nonprofit organization have to have an operating office within Baltimore County to apply?
No, a nonprofit does not have to have an operating office within Baltimore County to apply, but the proposed project must serve Baltimore County residents.

What kind of projects and programs are eligible for ARPA funds?
Baltimore County has identified the following priority categories for ARPA funds:

• Recovery Grants
• Economic Revitalization
• Community Revitalization
• Health and Safety

The United States Department of Treasury’s final rule offers more detail regarding what projects and programs are eligible for ARPA funding.

Are projects unrelated to the COVID-19 public health emergency eligible for funding?
Projects unrelated or not linked to the COVID-19 public health emergency in any way will not meet ARPA eligibility requirements and cannot be funded. Projects that do not accurately respond to the scale of impact of the COVID-19 public health emergency in their response will also be deemed ineligible.

Can ARPA funds be used to support capital projects?
ARPA funds can be used to support certain capital projects. To learn more about the eligibility of capital projects review Treasury’s final rule.

If a nonprofit organization received other federal funding, can they still receive ARPA funding?
Yes, a nonprofit who received other federal funding can still receive ARPA funding. However, if the nonprofit expends $750,000 or more in federal funds in its fiscal year, it shall engage at its own expense an independent audit firm to perform an annual audit in compliance with the requirements of 2 C.F.R. 200 and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Additionally, if a nonprofit receives financial assistance from multiple sources for the
same purpose, and the total assistance received for that purpose is more than the total need for assistance, ARPA funds will not be awarded.

**My organization does not have an IRS determined nonprofit status; can we apply using a fiscal sponsor?**

Yes, organizations may apply through their 501(c)3 fiscal sponsor and provide their fiscal sponsor's determination of nonprofit status.

**My organization is an affiliate of a larger, umbrella organization and shares their federal identification number, can I still apply?**

Your organization can apply using the parent organization’s federal identification number, IF you are also able to meet the following requirements:

- The IRS Letter of Determination for your parent organization specifically lists your organization/group under the federal identification number
- Your organization, not the parent organization, is registered with and is in good standing with the Maryland Department of Assessments and Taxation
- You provide as uploads your organization’s financial documents, not the umbrella organization

**If my organization has already received or been notified of funding from other local, state or federal COVID-19 relief programs can I still apply?**

Yes. You will be asked to provide information on other funds received and how they have addressed the impact of COVID-19 on your organization and how you still have a funding gap.

**Financial Questions**

**Is there a minimum organizational operating budget required to apply?**

No, there is no minimum operating budget requirement.

**What is the minimum amount of funding a nonprofit organization can apply for? What is the maximum?**

The minimum grant request for an eligible nonprofit is $25,000 per project. A nonprofit may submit up to three (3) projects in their application, for a potential minimum of $75,000. There is no maximum amount of funding request. Baltimore County reserves the right to fund some, all, or none of an applicant’s proposed project(s).

**Application Questions**
When can nonprofit organizations apply for funding?
Nonprofit organizations can apply for funding after submitting a pre-proposal questionnaire and then, if deemed eligible, receiving an invitation to apply. They must submit a pre-proposal to be considered for funding. Pre-proposals must be submitted by 5:00 PM on July 25, 2022.

What is the process for a nonprofit organization to apply for funding from Baltimore County?
Interested 501(c)3 organizations or organizations with 501(c)3 fiscal sponsors can submit a pre-proposal questionnaire to determine threshold eligibility to receive ARPA funds. Upon review of these pre-proposal questionnaires, organizations that meet the eligibility requirements will be invited to submit a full project application. Applications will be sent to a scoring committee and evaluated.

What documents do I need to submit with my pre-proposal questionnaire?
You will need to submit the following documents:

- IRS Determination Letter of Nonprofit Status
- Certificate of Good Standing with SDAT
- Organization’s 2019, 2020, 2021, and year-to-date financials

What information will I need to provide with my application?
Applications must include the following for each of the proposed projects:

- A detailed description of the proposed activities, populations served, a detailed program budget, and a plan to expend all funds
- A description of project performance measures including project inputs, outputs, and intended outcomes
- A detailed project timeline including a reporting schedule
- A description of the performance management plan
- A detailed description of all other local, state, and federal COVID-19 relief funds received, if applicable, and a description of how those funds have and have not addressed the COVID-19 impact on the organization or its constituents.

When are applications due?
Applications for those that meet the eligibility threshold are due by 5:00 PM on September 2nd, 2022.

Can nonprofit organizations submit multiple requests for funding?
Yes. An organization may submit up to three (3) projects in their application. One pre-proposal questionnaire and one application are required per organization, with up to three projects identified.

How are applications evaluated?
Applications will be sent to a scoring committee that will evaluate them based on equity considerations, project scope, and anticipated project impact.

Timeline Questions

**When will funding awards be announced?**
In November of 2022.

**When will funds be distributed to nonprofit organizations that receive them?**
Funds will be distributed upon receipt of a signed grant agreement to the Baltimore Community Foundation.

**Is there a deadline to spend the funds?**
All funds must be obligated by December 31, 2024, and spent by December 31, 2026. Any unused funds must be returned to the federal government.

**When will reports for awarded funds be due?**
Organizations receiving funds will have to submit a Project and Expenditure report due the last day of each quarter and a Recovery Plan performance report due 30 days after receiving funding, and annually thereafter by June 30th. Failure to submit reports within 24 hours of the due date may result in forfeiture of funds.