

DuPage Community Transformation Partnership



Frequently Asked Questions

General Questions

How many grants do you expect to distribute for each grant opportunity?

We do not yet know the response we will get for each grant opportunity so we will be flexible in an effort to best meet the needs.

Is previous experience with government or County grants useful, especially for the reporting?

Previous experience with government grants is not required. However, having received multiple governmental grants is one indicator that an organization likely has the capability to provide the required reporting.

While there is no maximum, do you have a limit related to program costs?

The appropriate amount to apply for is related to the size of your organization, scope of the need, outcomes you will be measuring, the long-term impact you intend to have and the number of residents that will be affected. There is not a hard and fast line with regard to a maximum amount but we expect that applicants will be realistic about their capacity to manage the size of the grant for which they apply. For example, the requested amount should not expand your annual operating budget by 50%.

Our organization does not fit into the categories allowed. Is there any chance future additional funding would be made available to other categories?

No, we do not anticipate that future funding will be made available to other categories through this grant program.

Can organizations submit multiple requests?

Yes, within reason. We won't be able to fund every request and will be looking for programs that have the greatest chance of success. If multiple requests are submitted, it's likely that the evaluation team will prioritize one or two requests from that organization.

People from Arab nations are usually misclassified as 'White' on governmental forms, can you assure me that the MENA (Middle Eastern-North African) category is present on your applications?

Yes, we will include Middle Eastern-North African as a category in our application.

If awarded, will the grant be paid upfront or be through a reimbursement as other federal grants are?

If awarded a grant, the organization will be asked to sign a grant agreement. Upon receipt of the signed grant agreement, grant funds will be distributed. Grant recipients will be required to provide details about the use of the funds in a final report.

Will the program cover costs incurred before or shortly after the announcement of a grant, prior to the actual receipt of funds?

The intention is that grants will cover costs incurred during the actual grant period which begins when the grant agreement is signed and concludes 12 months later.

Organization Eligibility Questions

Is a for-profit entity eligible to apply? Is a 501(c)(4) eligible to apply?

No, only organizations with a 501(c)(3) not-for-profit designation are eligible.

Would a 501(c)(3) within a college or university be eligible to apply?

Yes, a 501(c)(3) organization within a larger agency would be eligible. However, the 501(c)(3) organization would need to be large enough to have its own audited financial statements.

If a food pantry has its own 501(c)(3) but is under the umbrella agency of a local township, do the financials of the township need to be submitted?

No, if the food pantry has its own 501(c)(3), it is expected that their financials are independent of the township so the financials related to the food pantry are the only ones that should be submitted. However, the food pantry would need to be large enough to have its own financial statements.

Will grant applications from faith-based organizations be considered?

Faith-based organizations with 501(c)(3) status may apply as long as the program addresses one of the four issue areas and there is no proselytizing to clients as a condition for receiving services.

Are the target beneficiaries only residents of DuPage County or could it include others served through a DuPage office?

The intention of these grants is to serve the residents of DuPage County and, while we understand that some clients served at DuPage locations are from outside the county, we will prioritize funding to organizations in which a greater proportion of residents is served.

Can an organization apply for services delivered in a location outside DuPage even if they are serving DuPage residents?

If the organization as a whole primarily services DuPage County residents (more than 50%), that organization would be eligible to apply.

Can an application cover multiple issue areas?

Organizations may apply for a grant that addresses issues in more than one category but would then be required to report the metrics for each category.

Will grants initiated by collaborations between multiple organizations be considered?

Yes, as long as there is one organization that has taken on all responsibility for meeting and reporting the grant deliverables.

Can a fiscal agent apply on behalf of an organization?

Yes, organizations can use a fiscal agent that has 501(c)(3) status. However, the fiscal agent will be responsible for meeting and reporting on all grant deliverables so it is expected that the fiscal agent submitting the application is an active member participating in the project/program.

Are grants limited to organizations serving low/moderate income people?

The goal of the American Rescue Plan Act is to promote equitable outcomes for historically underserved or adversely affected groups and the intention of this grant program is to respond to the broader health impacts of COVID-19, to reduce economic harm to households and to provide services to those disproportionately impacted by the pandemic. In some cases, those disproportionately impacted are not necessarily people who have low/moderate incomes.

Program Eligibility

Would a program that addresses the underlying causes of poverty (overall) be eligible to apply?

Yes, but only if the project is related to the impact of COVID, including the resulting inflation, and will demonstrate measurable outcomes in one or more of the stated issue areas.

Can grants support programs that benefit undocumented individuals?

Yes, there are no restrictions regarding support that benefits undocumented individuals.

Can administrative and overhead costs be included in grant budgets? Would salary expenses be considered?

Yes, they can be part of the grant budget. However, the applicant will need to make the case as to how the expenses will contribute to the impact of the proposed program. Ultimately, the organization will need to report on the measurable impact of the program as it relates to one or more of the stated issue areas.

Can grants support salary for new positions or to expand hours for existing staff?

Yes, grants may support salaries to hire new staff or to expand the hours of existing positions. However, if applying for funding to support the salary of a new staff member, it will be critical to provide a realistic plan indicating how the organization intends to sustain the position beyond the grant period. Additionally, the grant period is 12 months and it is expected that funding will be used immediately to support clients so it will be important for the organization to show that the salary for the new position is realistic and there is confidence that the position will be filled quickly.

Will the cost of achieving equity and providing language access be considered as an element of funding?

Yes, if language access is part of a project in which the measurable outcomes are related to one or more of the stated issue areas. Direct support for language access in general would not be eligible.

Will the purchase of food, personal care items, and diapers from a food pantry be considered?

Not this year. Through a separate DuPage County grant program, funding has already been distributed to food pantries directly from the County for the purchase of these items.

Will you consider grants to support walk-in coolers and freezers?

Yes, while food pantries cannot apply for the purchase of food this year, they may apply for the purchase of equipment.

Can funding be used to provide rent or mortgage assistance?

Yes.

Are capital requests eligible?

It is not the intention of these funds to be used to support brick and mortar projects, including new construction, renovation or remodeling, but may support some capital expenses.

What is the definition of capital? Does that also include furniture and equipment and is this an eligible expense?

Capital is considered the organization's unencumbered assets (e.g. cash, investments, inventories, receivables, equipment, real estate). Capital purchase expenses such as furniture or equipment are subject to the length of the grant period. For example, a capital asset with a five-year amortization schedule would only be eligible to receive funds that would be depreciated over the one or two years of the grant period. Also, they would only be eligible if the project is related to the impact of COVID and the measurable outcomes are related to one or more of the stated issue areas.

Documentation Questions

Can an organization that doesn't have an audit qualify to apply if they submit a 990 or other financial documents?

No, two recent comparative audits are required from all grantees. These grants originated from the federal government which requires additional layers of reporting and an audit provides an independent examination of financial information.

What are the required financials for Immediate Intervention grants?

- Current Fiscal Year Operating Budget
- 990 Form - Most recent
- Audited Financial Statements – Two most recent
- Financial Indicators Form

Evaluation and Reporting

What type of reporting statistics will be required?

For the Immediate Intervention grants, organizations will be required to report on the demographic population and the numbers served.

Will this grant require monthly reporting similar to other ARPA grants?

No, reporting will be required at the conclusion of the grant period. It is expected, however, that grant recipients maintain records within their organization in order to provide accurate final reporting.

In addition to income level, is cultural and racial diversity of clientele looked at as a factor?

Yes, many of these individuals were among the most severely impacted by the pandemic so the evaluation team will look favorably upon requests that support under-represented communities.

One of the evaluation criteria is that the population served has been negatively impacted by the pandemic. Do organizations need to show proof from client files that each individual served has been negatively impacted by the pandemic or is this more of a generalized criteria for the overall program?

Organizations do not need to show proof that each individual client has been negatively impacted by the pandemic but need to provide data to show that the general population served by the program has been negatively affected.

From a residency standpoint, should unsheltered homeless clients being served in DuPage County be counted?

Yes, unsheltered homeless individuals should be counted as being a DuPage resident.