

# Trauma-Informed Spaces Grant Program Overview and Proposal Instructions - AMERICAN RESCUE PLAN ACT (ARPA) FUNDING APPLICATION

Fairfax County is developing a grant opportunity for community-based organizations using the ARPA Coronavirus State and Local Fiscal Recovery Funds (ARPA Fiscal Recovery Funds). A community-based organization is an organization that:

- Is exempt from Federal income taxation and that is described in section 501(c)(3) or 501(c)(19) of the Internal Revenue Code (87 Fed. Reg. 4447 (Jan. 27, 2022));
- Has a place of business providing direct services (as defined below) located in Fairfax County (Fairfax County includes the Towns of Herndon, Vienna, and Clifton) OR are serving Fairfax County residents. AND
- Provides services to County residents in one or more of seven distinct categories: Financial Stability, Food and Nutrition, Health, Literacy/Educational Development Attainment, Housing, Positive Behaviors/Healthy Relationships, and Support/ Community/Social Networks.

The interim final rule allowed, and the final rule maintains the ability for, recipients to demonstrate a negative economic impact on a population or group, referred to as a 'class,' and to provide assistance to nonprofits. 87 Fed. Reg. 4338, 4343 (Jan. 27, 2022). Data at national, regional, and local levels, combined with the County's own experience and testimonies from local nonprofits, point to ongoing fiscal impacts of the pandemic on nonprofit social safety net providers in Fairfax County. Reduced revenues, increased expenses and community need, and persistent staffing concerns are continued negative economic impacts on these organizations. Therefore, nonprofits serving Fairfax County residents are considered an impacted class as specified in this legislation.

## ORGANIZATIONAL INFORMATION

Name of Organization:

Street Address:

City:

State:

ZIP Code:

Unique Entity Identification (UEI) Number, if available:

Contact Person:

Phone:

Email:

## SOCIAL SERVICES PROVIDED BY YOUR AGENCY

Please select the Service Categories that represent services that your organization provides in Fairfax County:

- |  |  |
|--|--|
| <input type="checkbox"/> Financial Stability Housing       | <input type="checkbox"/> Literacy/Educational Development Attainment |
| <input type="checkbox"/> Support/Community/Social Networks | <input type="checkbox"/> Health                                      |
| <input type="checkbox"/> Food and Nutrition                | <input type="checkbox"/> Positive Behaviors/Healthy Relationships    |

## COVID-19 IMPACT

Did your organization experience any of these conditions as a result of the COVID-19 pandemic? Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Decrease in donations  | <input type="checkbox"/> Additional infrastructure costs (IT, technology) |
| <input type="checkbox"/> Reduction in revenue due to inability to collect fees for services | <input type="checkbox"/> Unexpected expenses due to COVID mitigation      |
| <input type="checkbox"/> Volunteer shortages  | <input type="checkbox"/> Staffing shortages                               |
| <input type="checkbox"/> Inability to hold fundraising events                               | <input type="checkbox"/> Other (please specify): _____                    |

## Program Purpose

The purpose of this grant program is to support community-based organizations that have experienced a negative economic impact as a result of the COVID pandemic. Because these impacts so often resulted in CBOs prioritizing spending on direct services and staffing, and because the pandemic resulted in widespread collective traumas, this program emphasizes the development of trauma-informed spaces.

According to the Substance Abuse and Mental Health Services Administration's (SAMHSA) concept of a trauma-informed approach, "A program, organization, or system that is trauma-informed:

1. Realizes the widespread impact of trauma and understands potential paths for recovery;
2. Recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system;
3. Responds by fully integrating knowledge about trauma into policies, procedures, and practices; and
4. Seeks to actively resist re-traumatization."

A trauma-informed approach can be implemented in any type of service setting or organization and is distinct from trauma-specific interventions or treatments that are designed to address the consequences of trauma. A trauma-informed approach reflects adherence to six key principles rather than a prescribed set of practices or procedures. These principles may be generalizable across multiple types of settings, although terminology and application may be setting or sector specific:

1. Safety
2. Trustworthiness and transparency
3. Peer support
4. Collaboration and mutuality
5. Empowerment, voice and choice
6. Cultural, historical, and gender issues

From SAMHSA's perspective, it is critical to promote the linkage to recovery and resilience for those individuals and families impacted by trauma. Consistent with SAMHSA's definition of recovery, services and supports that are trauma-informed build on the best evidence available and prioritize consumer and family engagement, empowerment, and collaboration.<sup>1</sup>

As health, housing, and human services agencies in Fairfax County move towards a trauma-informed approach to service delivery, several have taken on formal organizational assessment processes to help guide the work at the agency level. An organizational assessment is a strategic and systematic examination of policies, procedures and practices, and an important component of any organizational assessment is the thoughtful examination of the physical spaces that we use to deliver our services.

In 2016, the Fairfax County Trauma-Informed Community Network (TICN) developed the Trauma-Informed Spaces Facility Review Checklist to assist TICN member organizations in examining the facilities used to deliver services using a trauma-informed perspective. Since that time, several agencies and organizations have used the tool and the recommendations generated by the process to make improvements to their spaces. Organizations have approached the work in different ways—using a combination of coordination with internal facility management staff, partnerships with business sector partners, agency dollars, and staff passion and creativity to modify spaces. The TICN is now presenting this opportunity to supplement those strategies to make targeted improvements to priority spaces for county agencies, community-based organizations, small businesses, and others serving the Fairfax community.

We want our facilities to:

- Promote a sense of safety, calming, and de-escalation for clients and staff;
- Recognize that there may be aspects of the physical environment that are re-traumatizing, and work to develop strategies such as policies, procedures, and practices to manage that;
- Provide space that both staff and clients, consumers or participants can use to practice self-care;

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<sup>1</sup> Substance Abuse and Mental Health Services Administration. *Trauma-Informed Care in Behavioral Health Services*. Treatment Improvement Protocol (TIP) series 57. HHS Publication No. (SMA) 13-4801. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2014.

- Keep the safety of both staff and clients, consumers or participants in mind; and
- Tightly guard client, consumer, or participant confidentiality.

Funding is for infrastructure needs of community programs; staffing and overhead costs are not permissible.

Applications must be submitted by **5 p.m. on Friday, October 13, 2023.**

**The maximum total request for each organization is \$5,000.** The TICN will seek to fund multiple awards, so requests in smaller amounts are encouraged. The TICN will not guarantee a minimum number of awards. Decisions will be based on the overall strength of individual proposals and funding available. Organizations that received funding from the first round of this program (notifications were made June 1, 2023) are not eligible to apply again.

Successful applicants will be reimbursed for approved project costs once all receipts, invoices, etc. have been collected, submitted and approved.

- Funding **must** be spent before the end of Fiscal Year 2024 (all spending documentation will be due **June 30, 2024**); and
- Funding is limited to project costs **only**. Funding is not available for personnel or operating costs.
- Project work may continue beyond the end of 2024. However, all project funds must be spent by June 30, 2024.

Awardees are responsible for ensuring that all spending is done in accordance with all organizational, local, state, and federal policies and regulations. Neighborhood and Community Services (NCS) will reimburse awardees for approved project costs upon receipt of proper documentation and expenses. NCS will provide a form for expenses to be tracked and documentation (receipts, invoices, etc.) to be collected. Execution of the project plan according to the approved budget is the sole responsibility of the awardee.

Organizations participating in the 2022 ARPA Trauma-Informed Spaces Grant Program will be receiving federal American Rescue Plan Act (ARPA) funds and are required to complete a registration process with the federal System of Award Management (SAM) and obtain a Unique Entity ID (UEI). This can be completed by going to the <https://sam.gov> website and is a requirement in order to receive the federal funds.

## Program Timeline

To be considered, applications must:

- Be submitted by emailing a PDF version of the proposal and the budget worksheet to [Fairfax-TICN@fairfaxcounty.gov](mailto:Fairfax-TICN@fairfaxcounty.gov) by **October 13, 2023**;
- Include approval of the applicant's executive director or delegate. The application form requires the applicant to include the name of the person granting approval. NCS staff will verify the approval prior to award.

Applications will be notified of their status no later than **November 3, 2023**. Awardees will be required to enter into a signed agreement with Fairfax County and must submit their agreement by **December 1, 2023**. Applicants will be notified of the receipt of their agreement and may begin implementation immediately following notification.

## Approval and Administration

Proposals will be evaluated by the NCS Cross-System Prevention Unit and TICN Leadership based on the extent to which they address areas for improvement identified by use of the TICN's Facility Review Checklist and rely on the TICN's Guidance for Creating Trauma-Informed Spaces document for project guidance. Additional consideration will be given to especially innovative and creative proposals that demonstrate a likeliness to be successful.

Awards will be managed by the NCS Cross-System Prevention Unit. Funding will be transferred at one time upon completion of the project and submission of required documentation, to include associated receipts and invoices, to the NCS Cross-System Prevention Unit. Awardees will be required to provide before and after pictures of their spaces.

## Proposal Application Applicant Information

Application Title

Applicant Name

Agency

Division/Unit

Applicant Email

Phone

**This proposal has been approved by the leadership at your organization (executive director) as appropriate:**

Name

Title

Email

Phone

## Overview

### Facility name/Space

Please describe the space and what it is used for. Include brief descriptions of all areas you hope to modify and how they will be modified. Please include photographs of the space and include how the experience of service delivery will be improved for clients, consumers, or participants as well as how a positive impact will be experienced by staff.

Please provide a project timeline.

*(Please note that all receipts for reimbursement of expenses must be submitted by June 30<sup>th</sup>, 2024 )*

## Budget

What is the total amount of funding you are requesting?

Please provide a detailed budget and budget narrative for how you propose to spend this money. Applicants should demonstrate in their budget narrative how they will maximize cost effectiveness of the requested funds. The budget should be complete and cost effective in relation to the proposed activities. The narrative should explain how the Applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. Funding is for the creation of trauma- informed spaces only; staffing and overhead costs are not permissible. Please note, County staff may request additional information/details as necessary.

Download and complete an [itemized budget worksheet](#). Please attach your budget worksheet alongside your application when you submit it via email. The maximum total request is \$5,000.

## Submission

To submit your application, save it as a PDF document that includes your budget worksheet, and email it to: [Fairfax-TICN@fairfaxcounty.gov](mailto:Fairfax-TICN@fairfaxcounty.gov). Applications must be received by close of business on **Friday, October 13, 2023**

## Contact

If you have any questions, please contact Hallie Jackson at [Hallie.Jackson@fairfaxcounty.gov](mailto:Hallie.Jackson@fairfaxcounty.gov) or 571-585- 2209.



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Fairfax County is committed to nondiscrimination on the basis of disability in all county programs services and activities. For reasonable accommodation call 703-324-4600

