

DURHAM COUNTY GOVERNMENT

AMERICAN RESCUE PLAN ACT REQUEST FOR PROPOSALS



Applications Due: June 3, 2024





Durham County Government American Rescue Plan Proposals Application Instructions and Guidelines

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American Rescue Plan Act Funding Overview

In March 2021, President Biden signed the American Rescue Plan Act (ARPA). Of the \$1.9 trillion package, Durham County will receive \$62,445,275 from the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, which will be split into two equal payments of \$31,222,637.50. Funds must be incurred and obligated by December 31, 2024. In addition, all funds must be expended to cover obligations and all work must be completed by December 31, 2026. The SLFRF program funding is intended to be a transformative investment to the community, with the goal of leveraging resources from other local, state, and federal dollars to optimize the potential overall community impact.

Federal Guidelines for the Use of SLFRF Funds

The U.S. Treasury Department has issued a Final Rule for the SLFRF program to establish guidelines for use of the program funds. A link to the U.S. Treasury Final Rules for SLFRF funds follows: [SLFRF-Final-Rule-Overview.pdf \(treasury.gov\)](#). Under the Final Rule, the U.S. Treasury Department set specific guidelines and requirements regarding how funds can be expended using ARPA dollars. Among its provisions, the Final Rule included the following guidelines for the allowable uses of SLFRF funds:

U.S. Treasury Guidelines for Primary Ways to Invest ARPA Funds

- **Support public health response:** COVID-19 mitigation efforts, medical expenses, behavioral health care, and certain county public health, public safety, human services, and other related staff.
- **Address negative economic impacts:** Respond to economic harms to workers, families, small businesses, impacted industries, and rehiring of public sector workers (including county staff).
- **Replace public sector revenue loss:** Use funds to provide government services to the extent of the reduction in revenue experienced during the pandemic – this provision allows a much broader use of funds.
- **Premium pay for essential workers:** Offer additional compensation, up to \$13 per hour in additional wages, to those – both county employees and other workers in the community – who have faced and continue to face the greatest health risks due to their service.
- **Water and sewer infrastructure:** Make necessary investments to improve access to clean drinking water, invest in wastewater and stormwater infrastructure.
- **Broadband infrastructure:** Provide investments to provide unserved or underserved locations with new or expanded broadband access.

Coupled with the Durham County Government's guiding principles on the use of ARPA funds, adopted by the Board of County Commissioners and outlined below, adherence to the U.S. Treasury guidelines will help ensure that these historic, one-time federal dollars have lasting community impacts.

Durham County Framework for Use of SLFRF Funds

On May 4, 2022, the Durham County Board of County Commissioners (BOCC) formally adopted a framework to guide the County's implementation and management of its SLFRF grant funding: [American Rescue Plan Act \(ARPA\) Funds | Durham County \(dconc.gov\)](#). This framework outlined approaches for



ARPA funding allocations that aligned with the BOCC's strategic priorities and emphasized prioritizing projects that promote evidence-based, transformative solutions to identified issues. Strategic priorities identified for SLFRF funding allocations included:

- **Community Empowerment and Enrichment**
 - Education – Provide and support learning enrichment opportunities that support educational achievement and life success.
 - Workforce Development – Strengthen the workforce by support the provision of effective education, training, and workforce support, particularly for hard-to-employ groups.
 - Family Success – Support and provide programs, services and systems which improve life skills and increase family success and prosperity.
- **Health and Well-Being for All**
 - Healthy Lives – Increase the number of healthy years that residents live.
 - Healthy Children and Youth – Support the optimal growth and development of children and youth.
- **Safe Community**
 - Prevention Services – Reduce the number of people entering and involved with the criminal justice system.
- **Environmental Stewardship and Community Prosperity**
 - Community Prosperity – Provide and support the community and economic vitality for all residents of Durham County.
- **Accountable, Efficient and Visionary Government**
 - Sound Business Systems – Ensure sound fiscal, operational and technology systems.

Further, the BOCC-adopted ARPA Framework included the following guidelines for the use of ARPA funds:

- Leverage ARPA funds with federal, state, and local community resources to optimize the local allocation.
- Prioritization given to funding that addresses equity, including:
 - Reducing or eliminating health disparities.
 - Closing the achievement gap.
 - Equitable access to resources in historically disenfranchised communities.
 - Infrastructure support to unincorporated areas.
 - Funding to support minority-owned businesses.
- Evaluate infrastructure needed to address compliance increased workloads resultant from COVID-19 in human services, public safety, and administrative operations.
- Establish a framework for an inclusive process to allow for community discussions and input. Coordinate discussions with community partners, when possible, with communication to include accommodations for non-English speaking and individuals with hearing and visual impairment.



- Project prioritization will be given to funding priorities that support the Board’s strategic and capital plans and other assessments endorsed by the BOCC. Projects should reflect evidence-based and/or data-driven solutions.
- County expenses that can be reimbursed through FEMA should be limited on ARPA dollars.
- Identify strategic one-time projects and/or a sustainability strategy for initiatives that require funding beyond one year.
- Establish a rubric to evaluate and rank projects to ensure the optimal and highest use of funds.
- Develop strong internal controls to ensure compliance standards are met.
 - Compliance must remain in the forefront of project development, execution, and evaluation. Allocated ARPA funding that does not meet the required federal compliance standards will have to be reimbursed by the County using local dollars.
 - As stewards of these federal dollars, this ownership must be reminded often to ensure procurement and contractual obligations align with Uniform Grant Guidance.

Based on the BOCC’s adopted plan for ARPA funds use, allocations and Request for Proposals (RFPs) were planned to occur in various phases to ensure dollars are expended within the U.S. Treasury prescribed timeline.

Durham County American Rescue Plan Act Nonprofit Grant Program

To execute the BOCC framework for utilization of the ARPA funding, the County developed the new Durham County American Rescue Plan Act Nonprofit Grant Program. This program was developed in response to the health and economic crisis facing the community due to the ongoing effects of the COVID-19 pandemic. In addition, the impacts of the pandemic have highlighted the persistent socio-economic disparities facing low-income and minority populations in the County, exacerbating the negative impacts of the COVID-19 pandemic upon those populations. As such, the ARPA Nonprofit Grant Program was intended to provide the mechanism for distributing portions of the ARPA funding received by the County for specific external projects within the community to address the negative economic and health effects of the COVID-19 pandemic, particularly for the low-income and minority populations that have been disproportionately impacted.

The first phase of applications for the ARPA Nonprofit Grant Program were solicited through a Request for Proposals (RFP) published on July 5, 2022. This initial RFP solicited grant applications from community organizations for projects in the following areas:

1. Capacity Building and Technical Assistance for Child Care
2. Expanding Access to Affordable Child Care
3. Improving Child and Family Social, Emotional, and Mental Health – Children Ages 0-12
4. Improving Youth and Family Social, Emotional, and Mental Health – Youth Ages 13-24
5. Youth Enrichment Activities
6. Maternal Health Support
7. Crime Intervention

From the applications submitted through the initial RFP process, the County selected 49 projects for funding.



The second phase of the ARPA Nonprofit Grant Program was solicited through an RFP published on September 11, 2023. This RFP solicited grant applications from community organizations for projects to establish and maintain an ecosystem for entrepreneurial support and to provide targeted supports for small business owners in Durham County that have been negatively impacted by the COVID-19 pandemic. From the applications submitted through the RFP process, the County selected 2 projects for funding.

Request for Proposals Phase 3 – Homeless Services Expansion Program (\$2,000,000)

As the next phase of the ARPA Nonprofit Grant Program, the County has developed a third RFP that is intended to continue community efforts to respond to and recover from the COVID-19 pandemic through expanding services for individuals experiencing homelessness within Durham County, with a particular focus on expanding services provided during daytime hours.

Background

The COVID-19 pandemic caused significant negative economic impacts across all sectors of the Durham County community, with the most acute impacts felt by those members of the community that were already at the greatest risk. One of the most significant impacts was a decrease in housing security within the County, as supply chain difficulties and population growth during the pandemic period dramatically increased the cost of Fair Market Rent in Durham County to over \$1,300 per month. As a result, the County's population of individuals experiencing homelessness increased significantly from pre-pandemic levels in 2019. According to the Point-in-time (PIT) counts¹ completed from 2019 through 2023, the number of individuals experiencing homelessness in Durham County has increased from 361 individuals in 2019 to 375 in 2023. The highest numbers of individuals experiencing homelessness were counted in between these years, with 396 individuals in 2021 and 459 in 2022, before decreasing slightly in 2023. Within the total population of individuals experiencing homelessness, the total number of individuals experiencing sheltered homelessness decreased from 280 individuals from 2019 to 217 individuals in 2023. However, this decrease in individuals experiencing sheltered homelessness is likely attributable to a 35% reduction in emergency shelter capacity within Durham County rather than an overall improvement in homelessness within the County. Correspondingly, the number of individuals experiencing unsheltered homelessness has almost doubled during the pandemic period, increasing from 80 individuals in 2019 to 158 in 2023.

As part of its framework for implementing the County's ARPA funding, the Durham County Board of Commissioners approved several initiatives aimed at increasing the availability of affordable housing, including a \$13,500,000 partnership with the City of Durham to develop new affordable housing units and a \$1,500,000 investment to increase the use of land trusts for affordable housing in Durham County. As a complement to these efforts, and to provide services to those currently facing housing insecurity, the Board of County Commissioners approved the use of \$2,000,000 to fund grant awards to nonprofits to provide services to individuals experiencing homelessness. These efforts will help ensure that those individuals have access to essential support services and hopefully to help those individuals towards exiting homelessness.

¹ The Point-in-Time (PIT) count is an annual data collection required by the U.S. Department of Housing and Urban Development (HUD) as an attempt to count the number of individuals experiencing homelessness in a specific Continuum of Care (CoC). This count is conducted every January and includes individuals experiencing homelessness who are living in various shelters as well as those that are unsheltered.



Request for Proposals – Homeless Services Expansion Program

To accomplish these goals, the County is requesting proposals for grants from organizations that have previous experience providing services to individuals experiencing homelessness in Durham County. In particular, the County is seeking proposals for projects that will encompass the following activities:

1. Provide Expanded Daytime Services for Individuals Experiencing Homelessness

The first and primary priority for this RFP is for the selected organization(s) to provide an expansion of daytime services for individuals experiencing homelessness. Durham County strongly desires to utilize this grant program as an opportunity to provide a substantial increase in daytime services for individuals experiencing homelessness, and, as such, desires grant proposals that outline expansions of existing services and/or that include plans for new service offerings for the target population. Funding can be used for staffing to provide services, as well as any other costs necessary to ensure successful operation of the program.

2. Establish and Implement an Outreach and Engagement Strategy for Daytime Services for Individuals Experiencing Homelessness in Durham County

To ensure success of the program outlined for priority one, and to maximize the benefits provided by the grant program, the second priority for the grant program to be operated under this RFP is for an organization to ensure sufficient outreach and engagement with Durham County's population of individuals experiencing homelessness to enroll individuals in services provided under the program to the greatest extent possible. Respondents should include as part of their proposal an outreach and engagement strategy designed to maximize participation by the target population in the services provided under the program. Outreach activities may include street outreach or other activities, and funding can be used to pay for a broad range of outreach costs including for additional staff to conduct outreach activities.

3. Additional Services or Activities as Appropriate

Submitted proposals may include additional services or costs that respondents feel are necessary for successful implementation of an effective, comprehensive program for daytime service delivery for individuals experiencing homelessness. Any additional services or activities must be solely for the benefit of the target population, and respondents must provide a clear justification for the reasoning behind the inclusion of the additional services and the benefits that such services would provide the target population.

Important Considerations

Proposals may include costs for facility or space needs associated with proposed programming, subject to two important limitations:



- Funding may not be used to pay direct costs for any facility or space expenses that an organization is already incurring as part of its current operations. Organizations may use funding for indirect cost expenses related to existing facility or space expenses in accordance with applicable Federal requirements.
- Because of the timelines for the obligation and expenditure of ARPA funding, funding under this RFP may not be used for the construction of new permanent space for services for the target population. Funding may be used for the acquisition of temporary space, including for lease payments, as necessary.

Respondents must have at least 5 years of documentable, progressive experience providing services to individuals experiencing homelessness.

Through this competition, the County may elect to fund one or more of the submitted proposals. Due to the fixed budget for this grant competition, if more than one proposal is selected for funding, the County will negotiate with the selected organizations to determine a revised scope of work based on the originally submitted proposals that will reflect the amount of funding awarded.



PROPOSAL INSTRUCTIONS AND PROCESS HIGHLIGHTS

1. SOLICITATION OF APPLICATIONS

The County of Durham has opened a public application for proposals for ARPA funding. Durham County will accept requests submitted to the Durham County Government by **5:00 p.m. on June 3, 2024**. For a proposal to be considered, it must be based on terms, conditions and scope of services contained herein and must be a complete response to this RFP. Each Proposal should include the public application (pages 13-20 of this document) and any relevant supporting documentation. The County may elect to require oral presentations after receipt of the proposals if deemed necessary.

2. APPLICANT ORGANIZATIONAL STATUS

Nonprofits with 501(c)(3) status are eligible to apply for funding. Individuals, businesses (Sole-Proprietors, Partnerships, Limited Liability Corporations, and Corporations), or any company or organized group that is not a government-affiliated agency or nonprofit will not be allowed to apply.

Community-based groups with a fiscal sponsor that has a 501(c)(3) status are also eligible. As the County anticipates awarding only a single award through this RFP, any project with multiple partners should submit only one application for the project. In these circumstances, one organization with 501(c)(3) status must receive the funds and provide fiscal oversight for the entire project. A nonprofit may “pass-through” all or some of the funds as sub-grants or microgrants to other 501(c)(3) and community-based organizations or groups. However, individuals, businesses (Sole-Proprietors, Partnerships, Limited Liability Corporations, and Corporations), or any company or organized group that is not a government-affiliated agency or nonprofit are not eligible for any sub-grants or microgrants. As the ARPA funds are federal funds, any sub-grants or microgrants issued by grant recipient would be subject to the requirements of [2 C.F.R. 200.332](#).

3. COMMUNICATION WITH PROPOSERS

There will be one virtual orientation session on the grant process which will occur Tuesday, May 14, 2024, from 11:00 a.m. to 12:00 (noon). Use the this [link](#) to register for the ARPA informational session.

All communications between the Purchasing Division and prospective Proposers shall be in writing. E-mailed questions will be accepted and can be sent to ARPAPROCUREMENT@dconc.gov. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Jonathan Hawley, Interim Procurement Manager, at the email address above. All questions concerning this RFP shall reference the RFP number, section number and paragraph. Questions and responses affecting the Scope of Services will be provided to all Proposers by issuance of an Addendum. **All questions shall be received by the Purchasing Division no later than 5:00 P.M., Eastern Time on May 17, 2024. NO EXCEPTIONS.**

All other communications between the County staff and prospective Proposers related to the RFP shall be in writing unless a part of the virtual orientation session.

4. PROPOSAL DUE DATE

Proposals must be uploaded in the online portal by 5:00 pm on June 3, 2024.



5. **LATE PROPOSALS**

Proposals received after the date and time specified will not be considered.

6. **SCHEDULE**

The following is the anticipated schedule for the Phase 2 Grant Process:

- Issue Nonprofit Grant Program Application May 2, 2024
- Deadline for receiving questions 5:00 on May 17, 2024
- Deadline for receiving Durham County answers 5:00 on May 24, 2024
- Public Application for Proposals Deadline 5:00 on June 3, 2024
- Notice of Intent Award Anticipated June 20, 2024
- Funding must be Expended by June 30, 2026

7. **APPLICATION REVIEW CRITERIA**

After receipt of the applications, Program Administrator will review the submitted proposals to verify that each organization is eligible to receive a grant from the County. Eligibility will be based on the following:

- a. Nonprofit Status -- the organization is a qualifying nonprofit licensed to operate in North Carolina.
- b. Project/Program Location – proposed activities must fall completely within Durham County limits.
- c. Organization is in Good Status – the organization cannot be subject to suspension or debarment from the Federal or State government and must in good status with Durham County.

Once the eligibility determination is made, a review panel will evaluate each application submitted based on the criteria listed below. The application review process will include County staff and relevant subject matter experts and will use an evaluation rubric that includes the following criteria:

- a. **Previous Experience** – Previous experience providing services to the targeted population and managing grant awards of this size.
- b. **Federal Grant Compliance** – Alignment of the proposal with the requirements Federal *Uniform Administrative Requirements, Cost Principles, and Audit Requirements* (2 C.F.R. 200 et. al.)
- c. **Sustainability** – Plan for achieving sustainability of the services following expiration of the grant funding.
- d. **Performance Measurement** – Performance measurement plan, including suitability of performance metrics, proposed data collection methodology, and performance evaluation framework.
- e. **Complexity** – Complexity of the project and timeline to achieve full implementation; **projects must be able to be completed by June 30, 2026.**
- f. **Organizational Capacity** – Fiscal and administrative capacity to manage funding award of this size.
- g. **Project Design** – Quality of strategy and alignment of proposal with work requirements.
- h. **Outreach Strategy** – Suitability of proposed outreach strategy.
- i. **Proposed Impact** – Nature and scope of proposed impacts on target population as a result



of service delivery strategy.

Applicants shall not assume that any information shared with the County prior to this Nonprofit Grant Application will be considered in the evaluation process. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed based on the information submitted in response to the application only. Award allocations will be based on the total number of applicants, completeness of applications, expense eligibility, organizational need, community benefit, and organizational operating budget size.

8. ONE-TIME USE

This RFP is being funded with America Rescue Plan Act dollars and is available for one-time use. Applicants should not expect local government funding to sustain the program beyond this allocation.

9. DISCREPANCIES AND OMISSIONS

Should a Proposer find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, he/she should at once notify the County, and a written Addendum shall be issued. The County will not be responsible for any oral instructions.

10. RISK ASSESEMENT

Consistent with U.S. Treasury Guidelines, grant applicants are evaluated to determine the level of risk associated with a potential subgrant for the purposes of determining the appropriate subrecipient monitoring approach for an individual subgrant award. County staff will evaluate, document, and classify risk before allocating funds to subrecipient.

11. QUALIFICATIONS AND EXPERIENCE

As part of the application, the applicant should describe its track record in performing services comparable to those specified in the RFP and other information relevant to making a determination as to the ability of the applicant to perform these services. This description should include evidence of past performance, including specific outcomes from activities that are aligned with the program's objectives.

12. PARTIAL APPROVAL OF APPLICATION

If during the application review and evaluation process, the County determines that any portion of an applicant's proposed project is not in compliance with Federal or State requirements or ARPA guidelines, the County may elect to approve a portion of the applicant's project for funding if the project is still the highest scoring application. If the County determines during that an application should be partially approved due to compliance concerns, County staff will clearly communicate in writing to the applicant outlining which components of the proposed project have been selected for funding, which elements were determined not to be in compliance with applicable requirements or guidance, and the reasoning for the determination.

Partial approval of an application will not automatically decrease the total amount of the grant awarded but will require the applicant to submit an amended project budget after the grant is awarded to account for the required changes to the proposed project plan. If alternative allowable uses of funds cannot be identified, the County may elect to decrease the total amount of the grant award. Applicants whose projects are partially approved may not use ARPA funds for any of proposed



activities identified as unallowable; use of funds for these purposes may invalidate the entirety of the recipient's subaward and may require repayment of all ARPA funds provided by the County.

13. MWBE PARTICIPATION

Applicants must describe the program (plan) that the organization has developed to encourage participation by MWBEs to meet or exceed the goals set by the [County of Durham's MWBE Program Ordinance](#). If the organization has no opportunity to contract with MWBEs, the submitted application must explain why.

Proposals are required to make a good faith effort to include Minority and Women Business Enterprises (MWBEs) as part of their Proposal to provide services to the County.

Durham County hereby establishes the following goals for the expenditure of funds with MWBE firms. Questions concerning MWBE should be directed to Rick Greene, Assistant Procurement Manager, at rgreene@dconc.gov or (919) 560-0059.

Categories	Construction	Architect/ Engineer	Services	Goods	MWBE Availability % (Median Availability)
Black American	14.6	9.8	10.9	2.8	10.4%
Asian American	1.3	3.0	1.1	.43	1.3%
Hispanic American	4.2	1.8	1.1	.43	1.5%
American Indian	.65	.75	1.0	.5	.70%
White Female	13.8	11.0	9.5	7.1	10.3%
Overall MWBE Participation Goal =					25.0%

MWBE is a business that is at least 51% owned and controlled by minority group members or women. MWBE is bona fide only if the minority group or female ownership interests are real and continuing and not created solely to meet the MWBE requirement. In addition, the MWBE shall itself perform satisfactory work or service or provide supplies under the contract and not act as a conduit. The contractual relationship shall be bona fide owned and controlled as: (1) a sole proprietorship legitimately owned by an individual who is a minority group member or female; (2) a partnership or joint venture controlled by minorities and/or females;; (3) a corporation or other entities controlled by minorities or females, and in which at least 51% of the voting interests and 51% of the beneficial



ownership interests are legitimately held by minorities and/or females. These persons shall control the management and operations of the business on a day-to-day basis:

A person who is a citizen or lawful permanent resident of the United States and who is:

“Black American”; a person having origins in any of the black racial groups of Africa;

“Asian American”; A person having origins in any of the original peoples of the Far East, Southeast Asia, Asia, Indian continent, or Pacific islands;

“Hispanic American”; a person of Spanish culture with origins in Mexico, Central or South America, or the Caribbean, regardless of race;

“Native American Indian tribe”; a federally recognized Indian tribe means an Indian tribe, or band, nation, rancheria, pueblo, colony, or other organized group or community, including any Alaska native village, which is recognized by the Secretary of the Interior on October 1, 1985 as having special rights and is recognized as eligible for service provided by the United States to Indians because of their status as Indians, a tribe that has a pending application for Federal recognition on October 1, 1985.

14. CONFLICT OF INTEREST

The consideration, award, and funding of any non-profit agency pursuant to the ARPA Nonprofit Grant Program shall be carried out in a manner consistent with the Code of Ethics for Appointed and Elected Officials of Durham County, adopted by the Board of County Commissioners on December 13, 2010. Applicants will have to complete a Conflicts of Interest form as a part of the application process.

15. GRANT REPORTING AND MONITORING

Organizations receiving funding will be required to provide mandatory quarterly reporting to Durham County Government to comply with U.S. Treasury requirements. Organizations that fail to report as required will lose their funding and be responsible for paying back all ARPA funding received from Durham County. Each funded agency will submit a programmatic report on a regular basis as specified in the RFP and/or Contract. These reports describe progress towards accomplishment of program objectives and outcomes. Agencies are required to maintain detailed back-up documentation of expenditures, to be made available for review by county staff upon request. Failure to comply with these reporting requirements may jeopardize County funding. Site visits may be performed annually for funded agencies to determine and verify their data collection methodology (or more frequently, as needed). The reoccurring reporting required by each organization that receives funding from the Durham County ARPA Nonprofit Grant Program may differ based on various factors.

16. UNIQUE ENTITY IDENTIFICATION NUMBER

In order to be eligible to receive ARPA funding, an organization must have a Unique Entity Identification number (Unique Entity IDs, or UEIs) issued by [SAM.gov](https://sam.gov). Previously, DUNS numbers were used for federal award identification. However, as of April 4, 2022, all organizations are required to transition to Unique Entity IDs. If an applicant was previously registered in SAM.gov, a UEI should have already been provided to the organization by the federal General Services Administration. If an applicant does not have a UEI through SAM.gov, one can be created during the



[SAM.gov registration process](#). Any organization that receives an ARPA Nonprofit Grant subaward must maintain an active UEI number throughout the grant period of performance.

17. MISCELLANEOUS ITEMS

All Organizations submitting an application will be notified upon a final determination by the County.

18. PUBLIC RECORD

Unless otherwise exempt under applicable law, applications and application materials are public.

Durham County Government ARPA Nonprofit Grant Program Application

- Applications must be submitted through an ARPA Procurement email. The link to the ARPA Procurement email is available [here](#). This document reflects questions included in the online application.
- All communications between the Purchasing Division and prospective Proposers shall be in writing. E-mailed questions will be accepted and can be sent to ARPAPROCUREMENT@dconc.gov. other communications between the County staff and prospective Proposers related to the RFP shall be in writing unless a part of the virtual office hours.
- Late applications will not be accepted.



Durham County Government ARPA Nonprofit Grant Application

APPLICANT INFORMATION

Organization Name: _____

Organization Address: _____

Contact Person Name: _____

Title: _____

Email: _____

Organization Website: _____

Federal Tax Identification Number: _____

Unique Entity ID Number* _____ (if available)



APPLICANT INFORMATION

1. What is the intended purpose/use of the funds?

2. Has applicant received previous funding from Durham County?

_____ Yes Date and amount of last funding allocation.
_____ No

3. Has applicant received previous federal and/or state funds related to the pandemic management? Some examples may include direct allocations, PPP loans or CARES funding (business loan/grant programs, etc.).

_____ Yes Date and amount of last funding allocation.
_____ No



PROJECT/PROGRAM INFORMATION

Project/Program Name: _____

Project/Program Purpose: _____
(100 words or less)

Requested Durham County ARPA funding amount: _____

1. Can your project be fully completed by June 2026?

_____ Yes
_____ No

2. Describe the project goals/objectives and how your proposal fulfills a public need that has been created or exacerbated by the COVID-19 pandemic. How will the project achieve these goals? (1000 words or less)

3. Describe the specific activities that would be undertaken by the organization through the proposed project, including specifics on how services will be delivered to beneficiaries. (1000 words or less)

4. Describe how the success of your project/program will be evaluated and what is the desired community impact. (1000 words or less)

5. Who will be responsible for performing the work and achieving stated goals and objectives? How is this person qualified? (1000 words or less)



6. Has this proposal been approved by your governing body? Please provide a date and form of approval (such as minutes or resolution)? (100 words or less)

7. Are you working in partnership or collaboration with other entities? If yes, identify partners/collaborators. Indicate any amounts of financial support and in-kind contribution. (500 words or less)

8. If this is an ongoing project, what is the sustainability plan once ARPA funding is not available to provide ongoing program/project continuity? (1000 words or less)

9. Describe the project/program timeline and milestones. (1000 words or less)

10. Describe how this project would make a significant, long-term difference in the quality of life for Durham County residents. (1000 words or less)

11. Describe your organization's prior record of effectively delivering the work requirements as described in the Request for Proposals. Please provide specific examples of past accomplishments and our outcomes in this area. (1000 words or less)



FINANCIAL INFORMATION

Using the attached form, attach a detailed budget of the proposed project with a description of each budget item, including the total cost of the project and the percentage of the total budget this proposal funds.

1. What percentage of your budget is for administrative or management fees?

2. Are you accessing alternative funding sources? If yes, please list sources.

_____ Yes Sources: _____

_____ No

3. Is the requested funding a match for other funding? If yes, please describe.

_____ Yes Describe Match: _____


_____ No

4. Does your organization obtain an annual audited or reviewed financial statement? Please provide your most recent financial statement.

5. Is your organization required to file IRS Form 990? If yes, please provide your most recent filing.



Budget Proposal

 <div>Durham County Government – ARPA Nonprofit Grant Program <i>RFP Phase 3</i> <i>Applications Due June 3, 2024</i></div>		
<i>Budget Proposal</i>		
<i>Provide budget information for the project/program through June 30, 2026. The grant funding allocation is for a two-year period. Add additional lines as needed to the revenue and expense categories. Additional notes can be added as a supplemental document to explain expenditure categories.</i>		
Expenses	Notes/Explanations	Total Requested Budget Amount
Personnel Costs	[Provide name/type of position, salary amounts, benefit amounts, other compensation, etc.]]	
Program/Project Operating Costs (Provide budget by expenditure type in rows below)		
<i>Example: Program Supplies</i>		
<i>Example: Facilities</i>		
<i>Example: Travel</i>		
<i>Additional Categories</i>		
<i>Additional Categories</i>		
<i>Additional Categories</i>		
<i>Additional Categories</i>		
Total Anticipated Project/Program Expenses		
Revenues	Notes/Explanation	Total Project/Program Funds
Current ARPA Funding Request for Proposed Project	<i>(Amount requested for Durham County ARPA Proposal)</i>	
Other Revenues Planned to Support Proposed Project		



DURHAM COUNTY GOVERNMENT

American Rescue Plan Act, Request for Proposals

<i>Durham County Government Other Funding (Should not include funding from ARPA)</i>	<i>(Explanation of other Durham County Revenues to support proposed project, including source/type of funds)</i>	
<i>Other Local, State or Federal Government Funding (excluding Durham County Government funding)</i>	<i>(Explanation of other government revenues available to support the proposed project, including information pertaining the source and type of funds)</i>	
<i>Program Income</i>	<i>(Explanation of projected program income, if any, that will be available to support the proposed project, including source of program income)</i>	
<i>Donations</i>	<i>(Explanation of funding from donations available to support the proposed project)</i>	
<i>Nonprofit Funding</i>	<i>(Explanation of other funding currently possessed by nonprofit that will support proposed project)</i>	
<i>Other</i>	<i>(Explanation of other funding sources that will support proposed project)</i>	
Total Project/Program Revenues		