

# DURHAM COUNTY GOVERNMENT

## AMERICAN RESCUE PLAN ACT REQUEST FOR PROPOSALS



Applications Due: October 11 at 5:00pm





## **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.



## Request for Proposals Phase 2 -- Small Business Support Grant Program (\$1,500,000)

As the next phase of the ARPA Nonprofit Grant Program, the County has developed a second RFP that is intended to continue community efforts to respond to and recover from the COVID-19 pandemic through bolstering support to small businesses that were negatively impacted by the COVID-19 pandemic.

### Background

The COVID-19 pandemic caused significant disruptions for many small businesses, the impacts of which are still being felt by the affected businesses and the broader community. These challenges have been especially acute for minority- and women-owned businesses, as research has clearly shown that the negative economic impacts of the pandemic have been even more dramatic for small businesses owned by people of color and women. In particular, Black-owned businesses have been found to have suffered the largest earnings losses during the period,<sup>1</sup> while women-owned business have been found to have suffered the longest disruptions in operations during the pandemic.<sup>2</sup> These disproportionate impacts from the pandemic on minority- and women-owned businesses only serve to further exacerbate inequities that were already in existence within the community before the pandemic. While substantial resources have been deployed at the Federal, State, and local levels to address the challenges faced by minority- and women-owned businesses during the pandemic, further efforts are required to continue to support the recovery of these businesses and to mitigate the negative economic impacts for the community associated with the challenges those enterprises have faced since the inception of the pandemic.

To address these challenges within Durham County, the BOCC approved framework for utilizing Federal pandemic relief funding, described above, approved the use of ARPA funding to provide technical assistance and other support services to small businesses operating in Durham County that have been negatively impacted by the pandemic. Through leveraging organizations that have experience providing support services to small businesses, this effort will attempt to accomplish of the following goals:

- To provide small business owners that have been adversely impacted by the pandemic access to training and technical support,
- To facilitate the attainment of relevant certifications to broaden opportunities for small business owners to participate in government procurement, and
- To successfully connect owners to resources and funding opportunities that could help grow their small businesses.

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<sup>1</sup> <https://advocacy.sba.gov/2022/08/16/the-impacts-of-covid-19-on-racial-disparities-in-small-business-earnings/#:~:text=New%20research%20from%20Advocacy%20indicates,on%20average%2C%20suggesting%20widening%20inequality.>

<sup>2</sup> <https://www.brookings.edu/articles/how-public-health-policies-protected-women-owned-businesses-during-the-pandemic/#:~:text=The%20results%20revealed%20that%2C%20other,closure%20of%20the%20average%20firm.>



## Request for Proposals – Small Business Support Grant Program

To accomplish these goals, the County is requesting proposals for grants from organizations that have previous experience providing the above types of services to small business owners in Durham County. In particular, the County is seeking proposals for projects that will encompass the following activities:

### *1. Establish and Maintain an Entrepreneurial Support System for Small Business Owners Impacted by the COVID-19 Pandemic*

The first priority for the grant program to be operated under this RFP is for an organization to create and maintain a comprehensive entrepreneurial support system for qualifying small business operating in Durham County that have been negatively impacted by the pandemic. The organization that receives funding will be responsible for the following activities:

- Lead, facilitate, and leverage a network of organizations that provide support, counseling and technical assistance to Durham's entrepreneurs and small businesses that have been impacted by the pandemic.
- Guide a system of entrepreneurial service providers utilizing a recruitment, intake, assessment, and referral model.
- Build capacity and collaboration of service providers through coordinated programming and support.
- Align community, institutional, and financial partners around a shared vision and executed strategy.
- Facilitate community input on small business priority services through surveys and other outreach to guide program priorities.
- Through a Request for Proposals or other open application process, identify and utilize technical assistance providers on a pro-rated basis for targeted business needs.
- Effectively market the system to all of Durham County to maximize entrepreneur and support organization participation.
- Strengthen and complement existing small business systems by building on available resources, programs, and partnerships.

### *2. Provide Targeted Small Business Support for Qualifying Small Business*

In addition to creating the entrepreneurial support system described above, the second priority under this RFP will be for the project to include specific strategies for targeted support for qualifying small businesses within Durham County. Targeted support activities should include the following:

- Help small businesses and entrepreneurs adversely impacted by the COVID-19 pandemic by providing training, counseling, and technical support, while successfully connecting qualifying small businesses to resources and funding opportunities.
- Provide resources, counseling, and technical assistance to increase the capacity and success of entrepreneurs through measured results.
- Recruit entrepreneurs into the system for assessment and referral to partner service providers to address priority needs.



- Maintain an ongoing relationship with entrepreneurs to track progress and address service needs as they arise.
- Assist entrepreneurs with becoming capital ready and connecting them to funding opportunities accordingly.
- Host convening events for entrepreneurs and support organizations that address relevant issues and priority areas of focus.
- Prioritize serving underrepresented entrepreneurs that were disproportionately impacted by the pandemic, businesses that are certified as an [Historically Underutilized Business \(HUB\)](#), or [North Carolina Small Business Enterprise \(SBE\) Certified](#).

### Important Considerations

Under this RFP, qualifying small businesses are those that are headquartered in Durham County, that have less than 50 employees, and have less than \$1.5 million in annual revenue. Funding may only be used to provide services to small businesses that meet these criteria.

As part of the application for a grant, an organization seeking funding must provide evidence of experience in providing the above listed services to small businesses operating in Durham County.

The County anticipates awarding a grant for a single proposal for \$1.5 million through June 2026.





## 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 October 11, 2023**. 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, September 19, 2023, 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](mailto: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 September 22, 2023. 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 October 11, 2023.



**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    | September 7, 2023            |
| ○ Public Application for Proposals Deadline    | 5:00 on October 11, 2023     |
| ○ Deadline for receiving questions             | 5:00 on September 22, 2023   |
| ○ Deadline for receiving Durham County answers | 5:00 on October 3, 2023      |
| ○ Notice of Intent Award                       | Anticipated October 25, 2023 |
| ○ Funding must be Expended by                  | June 30, 2026                |

**7. APPLICATION REVIEW CRITERIA**

After receipt of the applications, the ARPA review committee 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 ARPA evaluation rubric approved by the Board of County Commissioners. The ARPA evaluation rubric includes the following categories: eligibility, Durham County compliance, strategic plan alignment, complexity, community benefitting, collaboration, equity, evidence of fiscal sustainability, environmental sustainability, and evidence of past performance.

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.

The following factors will be considered for evaluation:

- a. The organization is a qualifying nonprofit.
- b. The financial impact of the COVID-19 pandemic is clear and demonstrated.
- c. Demonstrated experience in providing this type of service for this size contract.
- d. Demonstrated ability to meet commitments requested in the RFP.
- e. Qualifications of staff to be assigned to this project.
- f. Specific plans and methodology for providing the proposed services.
- g. Compliance with Durham County MWBE requirements.
- h. Eligibility – project/program meets Federal and State legal requirements and ARPA guidelines.
- i. Sustainability After Grant – will the project be sustainable after grant funding expires.
- j. Matching Funds and/or In-kind Contributions – degree to which other federal or in-kind funds are/will be leveraged by the applicant for the proposed project.
- k. Project/Program Location – does the project/program fall within Durham County limits.
- l. Program description and impact of the program on communities and populations most disproportionately impacted by the pandemic, i.e., low-income, and socially vulnerable



communities.

- m. Ability to expend funds by June 30, 2026.
- n. Fiscal and administrative capacity to administer the funding in compliance with requirements.
- o. Grant budget is provided, reasonable, and aligns with eligible expense categories.
- p. Other factors as deemed appropriate.

**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](mailto:rgreene@dconc.gov) or (919) 560-0059.

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

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](https://sam.gov). **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@dmcc.gov](mailto:ARPAPROCUREMENT@dmcc.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**

 <p style="text-align: center;"><b>Durham County Government – ARPA Nonprofit Grant Program</b>  <i>RFP Phase 2</i>  <i>Applications Due October 11, 2023</i></p>		
<b><i>Budget Proposal</i></b>		
<p><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></p>		
<b>Expenses</b>	<b>Notes/Explanations</b>	<b>Total Requested Budget Amount</b>
<b>Personnel Costs</b>	[Provide name/type of position, salary amounts, benefit amounts, other compensation, etc.]]	
<b>Program/Project Operating Costs</b>		
<b>(Provide budget by expenditure type in rows below)</b>		
<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>		
<b>Total Anticipated Project/Program Expenses</b>		
<b>Revenues</b>	<b>Notes/Explanation</b>	<b>Total Project/Program Funds</b>
<b>Current ARPA Funding Request for Proposed Project</b>	<i>(Amount requested for Durham County ARPA Proposal)</i>	
<b>Other Revenues Planned to Support Proposed Project</b>		



## 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>	
<b>Total Project/Program Revenues</b>		